
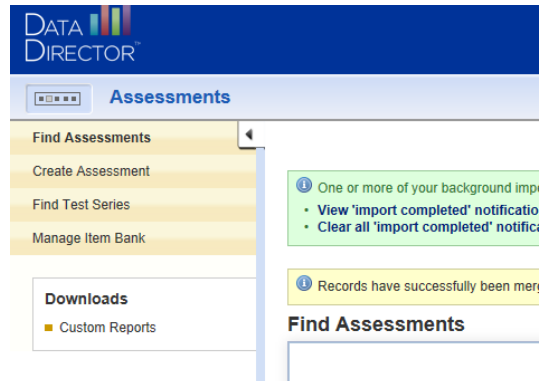


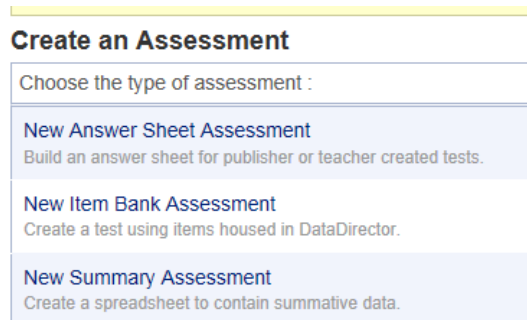
1.) Select the **Assessments Icon**  from the App Switcher located in the upper right hand corner of the page or the lower right hand corner of the page.



2.) Select **Create Assessment** from the side menu



3.) Select **New Summary Assessment** as the assessment type



4.) Best Practice: Begin the title with the academic year ex. 2013-14, followed by a descriptive name for the assessment

Assessment Name (Required) - Enter a title for the assessment.

Description(Optional) – Describe the content of the assessment

Data Type - Leave as “Use a single date”

Multiple Rows:

- Only allow 1 row of data per student – Single test score
- Allow multiple rows of data per student – running record of data

Date Given - leave at default

Academic Year –Choose appropriate academic year

Grades (Required) - Select grade(s) from drop down menu.

Note: To select multiple grades hold down Ctrl and click on desired grades.

Subject Area (Required) - Select subject from drop down menu.

Type (Required) – Select **User Created** from drop down menu.

Number of Fields – Enter in the number of fields you would like to track.

Note: Do not include fields for First and Last name. They are pre-populate within the DataDirector

Edit Assessment Summary

Assessment Name:

Description:

Date Type: Use a single date Use a date range

Multiple Rows: Only allow 1 row of data per student Allow multiple rows of data per student

Date Given: - -

Academic Year:

Grades:

Subject Area:

Scope / Test Type:

[<< Go Back](#) [Save Changes >>](#)

5.) Click **Save Changes**

NOTE: Your answer sheet will be assigned a unique Assessment ID.



Entering Assessment Data

[Click Here to Edit by Page \(multiple\)](#) - Entering data for multiple students at a time

OR

[Click Here to Edit by Page \(single\)](#) - Entering data for one student at a time

NOTE: for assessments that currently have data in them the [Click Here to Edit Page](#) options will be found in the left navigation menu.

 **Need to make the same entry for all students?** Enter the data for the student at the top of the list, click the pencil icon  at the top of the field. The entry will be copied to all the students on the page. You have the option to manually change any students that have different scores.0

Displaying 1 - 30 of 30,794 students

Class: 30 students per page

Save	Save and return to results	Unlocked	Field Number	Field ID	Text	Yes/No	Questions	Save	Save and return to results
			12:00	1	This is a test	N	<input type="checkbox"/>		
			11:00	8	say what	N	<input type="checkbox"/>		
			10:00	9		Y	<input type="checkbox"/>		
			9:00	0			<input type="checkbox"/>		
							<input type="checkbox"/>		
							<input type="checkbox"/>		

1. Click **Save** to save your entries and continue to enter data or **Save and return to results** to return to the Assessment Overview page.