




# Manually Entering Data in an Assessment

Data manually entered into an existing assessment will be scored immediately.

 **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.

### Follow these steps to enter data:

1. [Locate](#) and open assessment
2. Determine Assessment Type: Summary Assessment OR Answer Sheet Assessment
  - A. For Summary Assessments Select:
    - [Click Here to Edit by Page \(multiple\)](#)
    - OR
    - [Click Here to Edit by Page \(single\)](#)
  - B. For Answer Sheet Assessments select **Data Entry** or, choose the **Multiple** link in the Data Management section in center of the page.

NOTE: To fill the entire column with the same value, enter the value in the first row of the column and click the pencil icon  .

Save	Save and return to results	Locked	Field Number	Field ID	Text	Yes/No	Checkbox	Save	Save and return to results
Aaron, Fabiola 139382	12:00	1	this is a test	N	<input checked="" type="checkbox"/>	Aaron, Fabiola 139382			
Aaron, Germany 35897	11:00	8	say what	N	<input checked="" type="checkbox"/>	Aaron, Germany 35897			
Aaron, Oshawanna 113661	10:00	9		Y	<input checked="" type="checkbox"/>	Aaron, Oshawanna 113661			
Aaron, Paul 67850	9:00	0			<input checked="" type="checkbox"/>	Aaron, Paul 67850			
Aaron, Valeria 17951					<input type="checkbox"/>	Aaron, Valeria 17951			
Aase, Chase 148131					<input type="checkbox"/>	Aase, Chase 148131			

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

