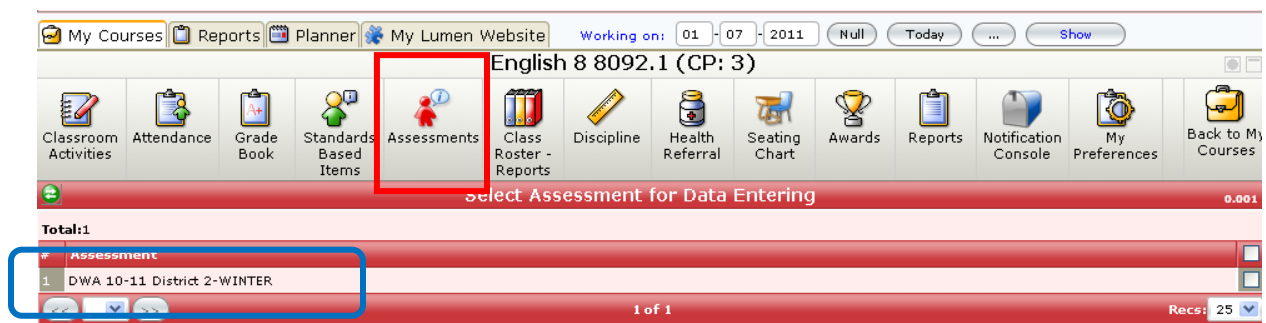



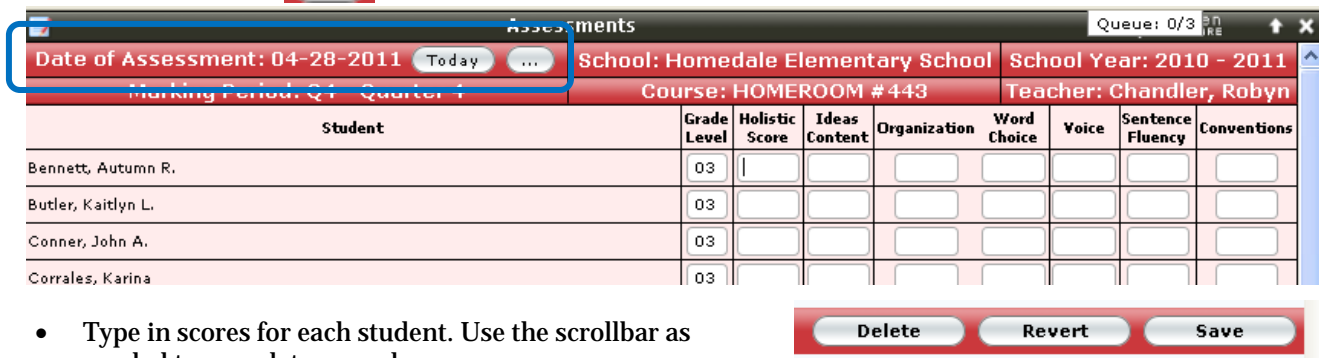
ENTERING ASSESSMENT SCORES

The district is working to centralize assessment data and make it more accessible to teachers. Some assessment scores will be imported at the district level, others will be entered at the classroom level. To enter assessment scores for your students, follow these steps:

- Log into Lumen and open your Instructor Suite
- Open the class in which the assessment scores will be entered. This will vary depending on the assessment. **DWA** scores will be entered in the **English** classes at the Middle and High Schools and **Homeroom** classes at the Elementary, for example.
- When an assessment score is tied to a class, you will notice a button labeled **Assessments** on the Instructor Suite toolbar. Click the **Assessments** button and to see a list of assessments tied to this course.



- Click the name of the assessment for which you will be entering scores.
- A screen will display with the names of students in your class and cells where you will enter the scores. This screen will vary based on the assessment.
- At the top left, enter the Date of Assessment. It defaults to today's date but usually you don't enter scores on the day the assessment was taken. To set the Date of Assessment:
 - click the  button and select the date the assessment was given from the calendar popup



- Type in scores for each student. Use the scrollbar as needed to complete your class.
- **Save!** At the bottom of the screen, click the **Save** button to save your entries.
- **Best Practices Tip:** Don't wait to Save after you've entered all the scores. Enter a few students and **Save**. Enter more scores. **Save** again. **Save early, save often!**
- **NOTE:** When you go back to your Instructor Suite again, you'll need to change the Date of Assessment to see the scores that were entered. The scores do NOT disappear! Don't enter them a second time!
- If you need to change a score or enter makeup scores, change the **date of assessment** so you can view the scores you've already entered and make changes or additions as needed.