

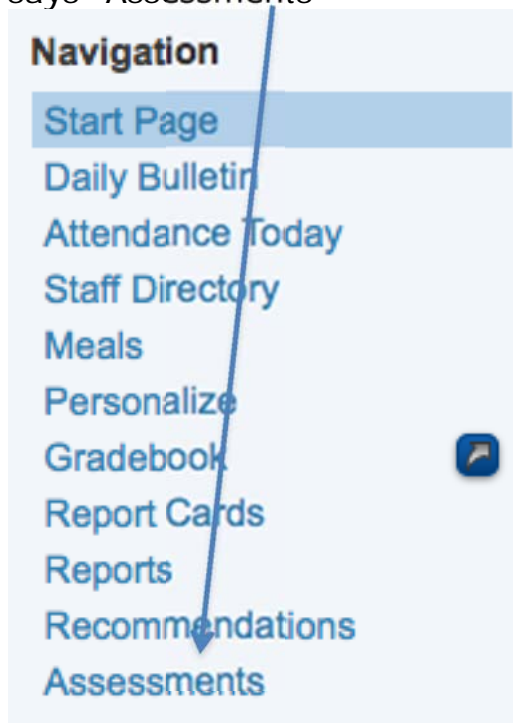


PowerTeacher

Entering Test Scores into PowerTeacher

Purpose – Teachers – Instructions for entering test (assessment) scores into PowerTeacher

1. Teachers will log into PowerTeacher
2. In the left hand side navigation of the screen there is a link that says "Assessments"



3. Click on Assessments and in the main part of the window the assessment screen will display.
4. At the top of the screen you will see your filters for assessments. Those are Select Student, Select Test, and History Display.



5. Below the Filter options on the left hand side it lists the parts or scores of the test. That is where you will enter the scores for the tests.
6. On the right side below the filter options it lists the test history for the student.

1-20 Names Numbers				
Date	Teacher	1	2	3
10/07/2013	<input type="text"/>	Y	Y	Y

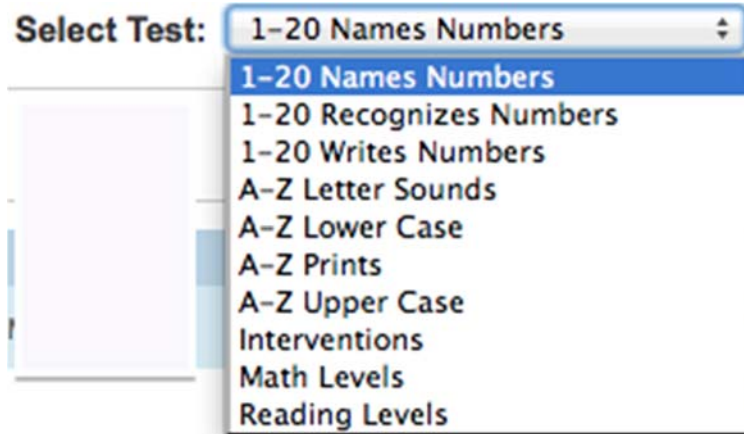
A-Z Upper Case				
Date	Teacher	A	B	C
10/07/2013	<input type="text"/>	Y	Y	Y

Interventions			
Date	Teacher	Intervention	
10/07/2013	<input type="text"/>	C	

Math Levels			
Date	Teacher	Level	
10/07/2013	<input type="text"/>	L	

Reading Levels			
Date	Teacher	Level	
10/07/2013	<input type="text"/>	P	
09/01/2013	<input type="text"/>	R	

7. For each test there is a record every time you enter scores for a new test with a different test date. If you were to click on the date you are able to go into those scores and update the scores.
8. When you click on the dropdown next to the Select Test it will show all the available tests for teachers to enter scores.



9. You will need to select the test, then when the scores show below enter in a test date and then enter the score for each part of the test.

Entering test scores for Interventions, Math Levels, and Reading Levels for K-2 teachers.

1. Click on the test from the list of tests
2. For Interventions there is 1 test part and your choices are:
 - a. R = Reading Specialist Support
 - b. M = Math Remediation Tutoring
 - c. C = Computer-based Remediation
 - d. RM = Reading Specialist and Math Remediation Tutoring
 - e. RC = Reading Specialist and Computer-based remediation
 - f. MC = Math Remediation Tutoring and Computer-based remediation
 - g. RMC = Combination of all
3. Click Submit at the bottom of the test fields area.
4. Interventions should only be entered for students that have received any remediation support during the term. You will

need to add additional remediations (tests) as the year progresses. Please be aware the last one entered is the one that will show on the report card.

5. For Math levels there is 1 part to the test with 3 choices
 - a. A = Above Grade Level
 - b. L = At Grade Level
 - c. B = Below Grade Level
6. Click Submit at the bottom of the test fields area.
7. As with Interventions you will add an additional math level (test) throughout the year as their levels increase or decrease. The last one entered will show on the report card.
8. For Reading levels there is 1 part to the test with 9 choices:
 - a. R = Readiness
 - b. PP = Preprimer
 - c. P = Primer
 - d. 1 = 1st Grade
 - e. 2 = 2nd Grade
 - f. 3 = 3rd Grade
 - g. 4 = 4th Grade
 - h. 5 = 5th Grade
 - i. 6+ = 6th Grade +
9. Click Submit at the bottom of the test fields area.
10. As with Interventions and Math Levels you will add an additional reading level (test) throughout the year as their levels increase or decrease. The last one entered will show on the report card.

Entering test scores for Alphabet and Number standards –
Kindergarten teachers Only

1. Click any of the A-Z or 1-20 tests from the Select Tests dropdown.

2. The procedure is the same for all of these tests. You just have to repeat the process for all tests and all students.
3. You will select any of the A-Z or 1-20 assessments.
4. When the fields show at the bottom, you will enter in a Y or N ONLY on the numbers or letters that you introduced or assessed during that term.
5. Click Submit at the bottom of the test fields area.
6. As the year progresses, you will go into the assessment area, click on the date of the test in the history area and edit those tests.
7. There should only be 1 assessment for each of these tests for the year.