



MyEducationBC

Assessment Entry

July 2019 v1.0

Version History

Version	Date	Description
1.0	12-Jul-19	Initial document

Confidentiality

This document contains information which is proprietary and confidential to Fujitsu Consulting (Canada) Inc. (including the information of third parties, including but not limited to, Follett of Canada Inc., submitted with their permission). In consideration of receipt of this document, the recipient agrees to treat this information as confidential and to not use or reproduce this information for any purpose other than its evaluation of this proposal or disclose this information to any other person for any purpose, without the express prior consent of Fujitsu Consulting (Canada) Inc. (and any applicable third party.) All personal information shown in the document is fictitious de-identified data.

Table of Contents

1.0	STUDENT ASSESSMENTS	4
2.0	CREATING STUDENT ASSESSMENT RECORDS	4
2.1	Creating Individual Records in District, School or Staff view.....	4
2.2	Creating Multiple Records in School, District or Staff View	5

1.0 Student Assessments

Student Assessments, such as Graduation Assessments and District Assessments, are entered using the same processes. The standardization of format and entry of Assessments ensures consistent data that can move with a student and be analyzed, read and understood by all districts. For details on creating District Assessments or using the Import tool for assessments, see the Enterprise and District Assessment guide.

2.0 Creating Student Assessment Records

Users can view and create student assessment records in MyEducation BC in multiple screens. Student assessment records display individually and can be created individually in the **Student > Assessments screen in District, School and Staff view**.

Student assessment records display and can be created for individual or multiple students in **Assessment > Student Assessment History/Entry screens in District, School and Staff view**.

2.1 Creating Individual Records in District, School or Staff view

Individual records and/or results can be created in the *Student > Assessments* screen.

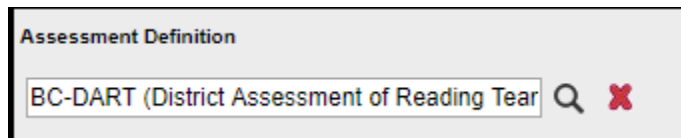
Select the Assessment Definition from the picklist > Options > Add > Template = Default Fields (assessment name). Selecting the corresponding template provides the fields used by the assessment definition.

Enter the fields applicable for the Assessment Selected.

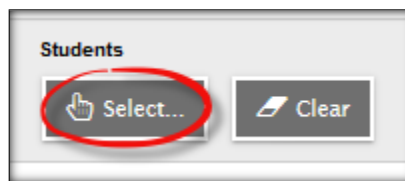
2.2 Creating Multiple Records in School, District or Staff View

Records and/or results for a group of students can be created in the **Assessment > Student Assessment > Assessment Entry** screen by **selecting the assessment definition** and students.

1. Select the Assessment Definition to be assigned to the student(s). Click on the magnifying glass to bring up the list of available assessments.



2. Select the students to enrol. Options available for selection are *Grade Level*, *Group*, *Query*, *Snapshot* or *Selection*. For each student in the selection, any existing assessment records for this assessment definition appear. Otherwise, a blank assessment record is presented for data entry. Use the Clear button to clear the selection. *This does not delete the assessment records – just clears the selection.*



3. Enter the session date that the student plans to write the assessment. Use CTRL-D to copy the date down for all students on the list. Copying down will overwrite an existing date for the assessment.

Assessment Definition: BC-Benchmark Assessment Systems (Fountas) [Search] [X]

Students: [Select...] [Clear]

Date Range: [] to []

0 of 1 selected *Custom Selection - BC-Benchmark Assessment Systems (Fountas and Pinnell)*

Name	Pupil #	Search	School > Name	GrdLvl	Date *	Raw Score	Context Score	Subtest
Aantjes, Antoaneta	1528823	[Search] [X]	[Dropdown]	[Dropdown]	[Calendar]	[Text]	[Text]	[Dropdown]

4. The school name will automatically populate with the students primary school when the date is entered. The school name can be changed to reflect where the student will be writing the assessment, if it is within your district. The school name is required in order for the assessment data to work properly with reports and analytics.

Note: To move quickly across rows and down columns, press TAB or use your arrow keys. You can also click directly in a cell. To enter the same value for all students, enter a value for the first student, then press CTRL-D, or click Options > Fill-Down Values. Copy down (CTRL-D) is restricted by the number of records per page.

CTRL-D / Fill-down will overwrite existing records!

