Assessment Entry

October 2023 v1.1

Version History

Version	Date	Description
1.0	Jul 2019	Initial document
1.1	Oct 2023	Update TRAX Session Date and Administration Date screenshots, adding TRAX Session to Field Set

Confidentiality

Table of Contents

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.

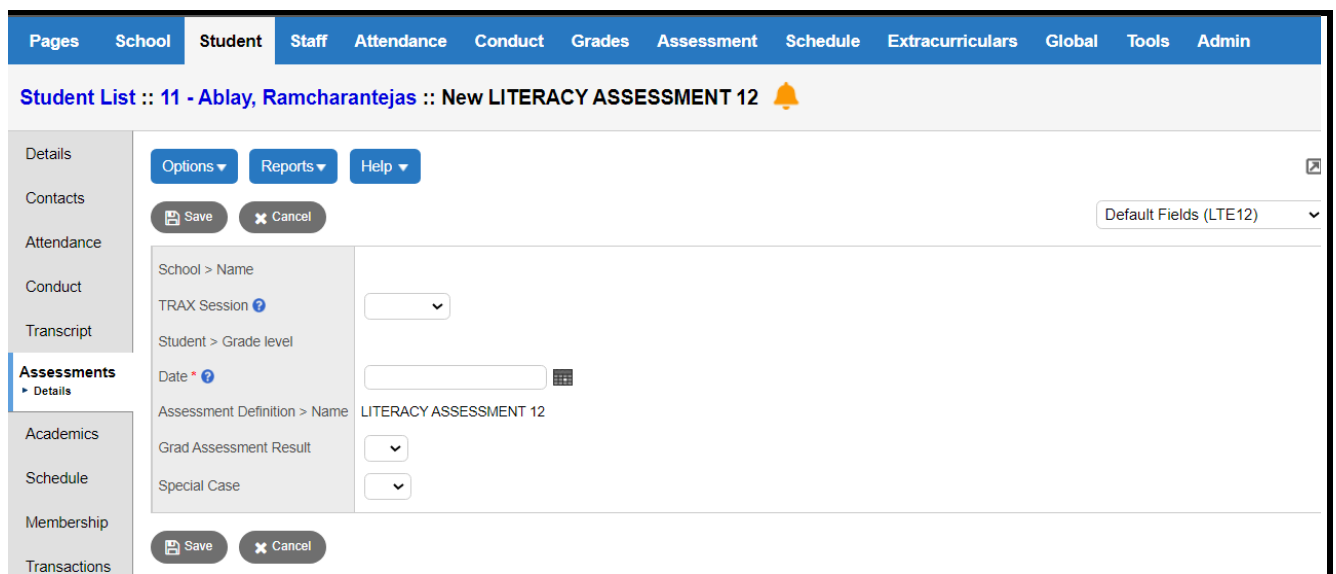# 2.0   Creating Student Assessment Records

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 top tab > Assessments* **side tab** screen in *District, School* and *Staff* **view**.

Student assessment records display and can be created for individual or multiple students in *Assessment top tab > Student Assessments side tab > Assessment Entry sub side tab* **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 top tab > Assessments* side tab 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.

   Assessment Definition

   NUMERACY ASSESSMENT 10
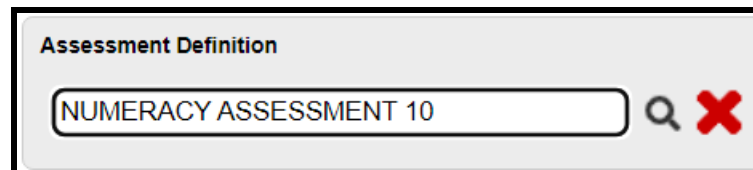
2. Select the students to enrol. Options available for selection are *Grade Level*, *Group*, *Query, Snapshot* or *Selection*. For each student in the selection, any existing assessment records for this assessment definition appear. Otherwise, a blank assessment record is presented for data entry. Use the Clear button to clear the selection. *This does not delete the assessment records – just clears the selection.*

   Students

   Select...   Clear
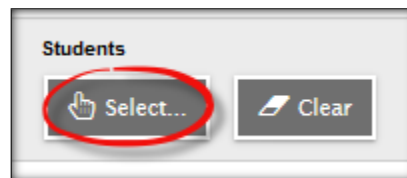
3. Select the Field Set = Default Fields (assessment name). Selecting the corresponding template provides the fields used by the assessment definition. If the TRAX Session column is missing from the Field Set then Manage Field Sets and add the TRAX Session to your Field Set. For instructions on Managing Field Sets, refer to the Fundamentals guide.

4. Enter the TRAX Session date that the student plans to write the assessment. The TRAX Session dates are established by the Ministry each year. Select the appropriate session date from the TRAX Session dropdown.

   The Date field is required. Enter the date the exam is scheduled.

   Use CTRL+D to copy the date down for all students on the list. Copying down will overwrite an existing date for the assessment.

   NOTE: The BC TRAX Extract – Exam file export will submit the TRAX Session date to the Ministry. If the TRAX Session field is empty, the export will pull the date in the Date Field.

5. 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!