How to Enter State/Local Assessments

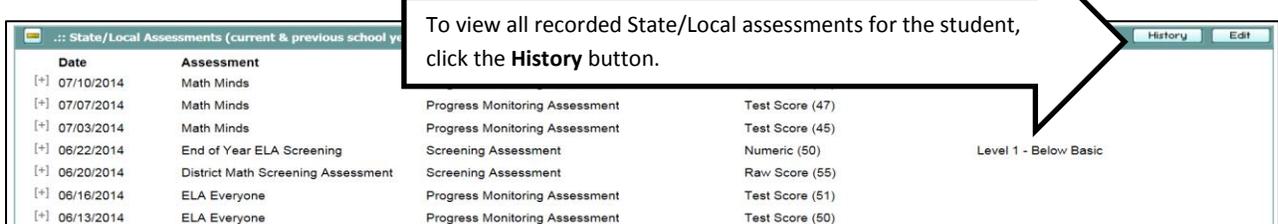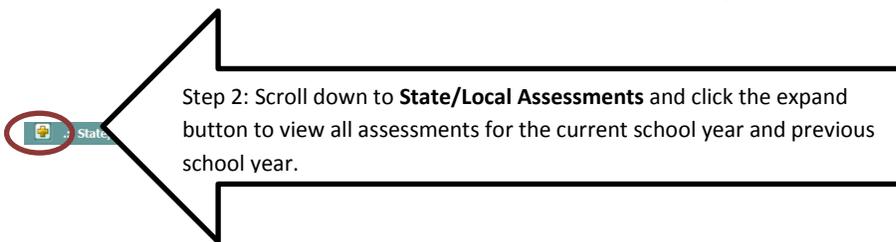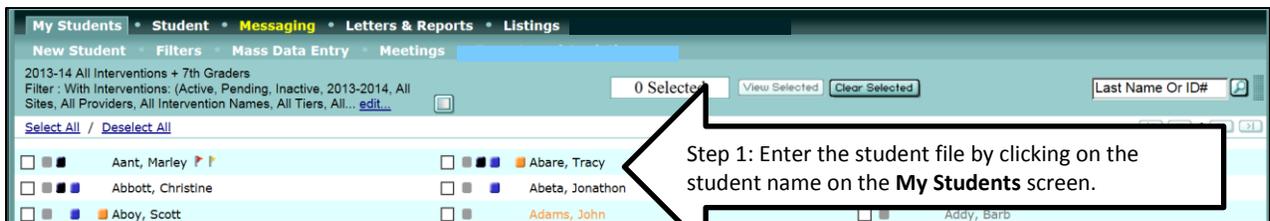Distribution: RTIm Direct Providers and Supervisors

RTImDirect™

Step-by-Step Guide
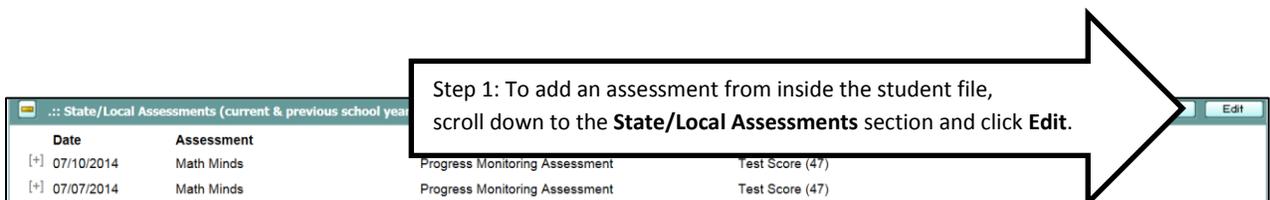
State and Local Assessments

State and Local Assessments can be imported into RTIm Direct by the district or entered by provider(s). Assessments can be entered manually for one student or for multiple students at once.

View a Student's State and Local Assessments:

Step 1: Enter the student file by clicking on the student name on the **My Students** screen.

Step 2: Scroll down to **State/Local Assessments** and click the expand button to view all assessments for the current school year and previous school year.

To view all recorded State/Local assessments for the student, click the **History** button.

Date	Assessment			
[+] 07/10/2014	Math Minds		Test Score (47)	
[+] 07/07/2014	Math Minds	Progress Monitoring Assessment	Test Score (47)	
[+] 07/03/2014	Math Minds	Progress Monitoring Assessment	Test Score (45)	
[+] 06/22/2014	End of Year ELA Screening	Screening Assessment	Numeric (50)	Level 1 - Below Basic
[+] 06/20/2014	District Math Screening Assessment	Screening Assessment	Raw Score (55)	
[+] 06/16/2014	ELA Everyone	Progress Monitoring Assessment	Test Score (51)	
[+] 06/13/2014	ELA Everyone	Progress Monitoring Assessment	Test Score (50)	

Note: Assessments are listed in order of student test date.

Add a State/Local Assessment for one student from inside student file:

Step 1: To add an assessment from inside the student file, scroll down to the **State/Local Assessments** section and click **Edit**.

Date	Assessment		
[+] 07/10/2014	Math Minds	Progress Monitoring Assessment	Test Score (47)
[+] 07/07/2014	Math Minds	Progress Monitoring Assessment	Test Score (47)

Centris Group™

Edit State/Local Assessments for Aant, Marley   **(2014-2015)**

Save & Return   Save   Cancel

Step 2: Select an Assessment from the drop down menu and click **Add**.

Select an Assessment   Add

		Date	Assessment		Score	Result/Outcome
✕	✎	7/10/2014	Math Minds		Test Score (47)	
✕	✎	7/7/2014	Math Minds		Test Score (47)	
✕	✎	7/3/2014	Math Minds		Test Score (45)	
✕	✎	6/22/2014	End of Year ELA Screening		Numeric (50)	Level 1 - Below Basic

✕ ✎	**Date :**	2/25/2011 *
	Assessment Name:	Do The Math Module C - Addition/Subraction
	Assessment Type :	Progress Monitoring Assessment
	Subject :	Mathematics
	Entered By :	Rosemary Repicky (2/25/2011)
	Percentage Score :	
	Comments :	

Step 3: Enter information:
Date of the assessment
Score and **Comments** (if applicable)

Step 4: Click **Save & Return** to save information and return to **State/Local Assessments**.
OR   Click **Save** to save information and add another assessment.

Save & Return   Save   Cancel

Enter State/Local Assessment Data for Multiple Students (Mass Data Entry)

My Students • Student • Messaging • Letters & Reports • Listings
New Student • Filters • Mass Data Entry • Meetings

2013-14 All Interventions + 7th Graders
Filter : With Interventions: (Active, Pending, Inactive, 2013-2014, All Sites, All Providers, All Intervention Names, All Tiers, All... edit...

9 Selected   View Selected   Clear Selected   Last Name Or ID#

Select All / Deselect All |< << 1 >> >|

☑ ▪▪	Aant, Marley ⚑⚑	☑ ▪ ▪	Abare, Tracy
☑ ▪▪▪	Abbott, Christine	☑ ▪ ▪	Abeta, Jonathon
☑ ▪ ▪	Aboy, Scott	☑ ▪	Adams, John
☐ ▪	Addy, Barb	☐ ▪ ▪	Alass, Mary

(rightmost column)
Addy, Barb
Alexander, Susan

Step 1: Select students from the **My Students** page

My Students • Student • **Messaging** • Letters & Reports • Listings
New Student • Filters • **Mass Data Entry** • Meetings

2013-14 All Interventions + 7th Gra
Filter : With Interventions: (Active, F
Sites, All Providers, All Intervention

Create Intervention
Manage Intervention Templates
Create Service Log Entry
Create Progress Report Entry
Enter State/Local Assessments

9 Selected   View Selected   Clear Selected   Last Name Or ID#

Select All / Deselect All |< <<

☑ ▪▪	Aant, Marley ⚑⚑
☑ ▪▪▪	Abbott, Christine

Step 2: Hover over **Mass Data Entry** tab and select **Enter State/Local Assessments**

Mass Data Entry - Enter State/Local Assessments

Cancel

Assessment : Select an Assessment ▼

Assessment Date : 📅

Add

Step 3: **Select an Assessment** from the drop down menu, enter **Assessment Date**

Step 4: Click **Add**

Mass Data Entry - Enter State/Local Assessments

<< Back   Next >>   Cancel

Assessment Name : ELA Everyone

Page 1 of 1

Aant, Marley (09/20/2001 -- 300100100)
Date : 06/20/2014
Assessment Name: ELA Everyone
Assessment Type : Progress Monitoring Assessment
Subject : English/Language Arts
Entered By : Rosemary Reo (7/10/2014)
Test Score :
Comments :

Abare, Tracy (12/15/1995 -- 0909098)
Date : 06/20/2014
Assessment Name: ELA Everyone
Assessment Type : Progress Monitoring Assessment
Subject : English/Language Arts
Entered By : Rosemary Reo (7/10/2014)
Test Score :
Comments :

Step 5: Enter **Score** and **Comments** (if applicable) for each student. *You may edit the **Date** for each student *

Page 1 of 1

Step 6: Click **Next**

Next >>   Cancel

Mass Data Entry - Review & Confirm

<< Back   Next >>   Cancel

Please review your new assessments and student selections. If satisfied, click the Next button to create the assessments.

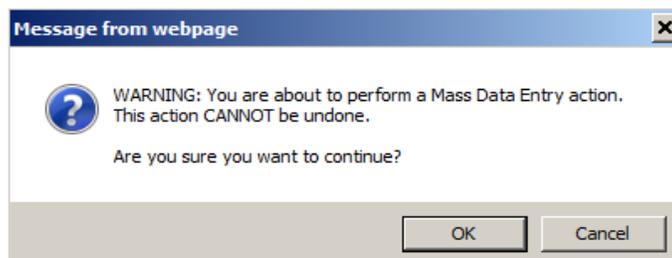**You will be creating the following assessments:**

[+] Show Details

Student	Date	Assessment	Score	Result/Outcome	Comments
Aant, Marley	6/20/2014	ELA Everyone	56 (Test Score)		
Abare, Tracy	6/20/2014	ELA Everyone	65 (Test Score)		
Abbott, Abbey	6/20/2014	ELA Everyone	78 (Test Score)		
Abbott, Christine	6/20/2014	ELA Everyone	65 (Test Score)		
Abeta, Jonathon	6/20/2014	ELA Everyone	77 (Test Score)		
Abeta, Leo	6/20/2014	ELA Everyone	89 (Test Score)		
Aboy, Scott	6/20/2014	ELA Everyone	80 (Test Score)		
Adams, John	6/20/2014	ELA Everyone	90 (Test Score)		
Addy, Barb	6/20/2014	ELA Everyone	95 (Test Score)		

Step 7: Review your information and click **Next**

For the following Students:

Student Name	Date of Birth	Gen Ed #	Student Name	Date of Birth	Gen Ed #
Aant, Marley	09/20/2001	300100100	Abeta, Leo	05/07/2003	342211111
Abare, Tracy	12/15/1995	0909098	Aboy, Scott	12/01/1998	55080301
Abbott, Abbey	12/01/1999	AB889	Adams, John	06/27/2002	99870
Abbott, Christine	10/10/1996	3189	Addy, Barb	01/01/2002	12834664
Abeta, Jonathon	01/22/2000	00332789			

A warning message will appear: Click **OK** to continue.

Message from webpage   ✕

❓ WARNING: You are about to perform a Mass Data Entry action. This action CANNOT be undone.

Are you sure you want to continue?

OK   Cancel

Mass Data Entry - State/Local Assessments

Finish

9 assessments have been added successfully.

The following students were created successfully:		
Student Name	**Date of Birth**	**Gen Ed #**
Aant, Marley	09/20/2001	300100100
Abare, Tracy	12/15/1995	0909098
Abbott, Abbey	12/01/1999	AB889
Abbott, Christine	10/10/1996	3189
Abeta, Jonathon	01/22/2000	00332789
Abeta, Leo	05/07/2003	342211111
Aboy, Scott	12/01/1998	55080301
Adams, John	06/27/2002	99870
Addy, Barb	01/01/2002	12834664

A list of students' successfully assigned assessments will appear.

Step 8: Click **Finish** .
The assessments have been entered in student files**.**

Finish

RTIm_URG_Enter_State_Local_Assessments.docx_082014