How to Enter State/Local Assessments

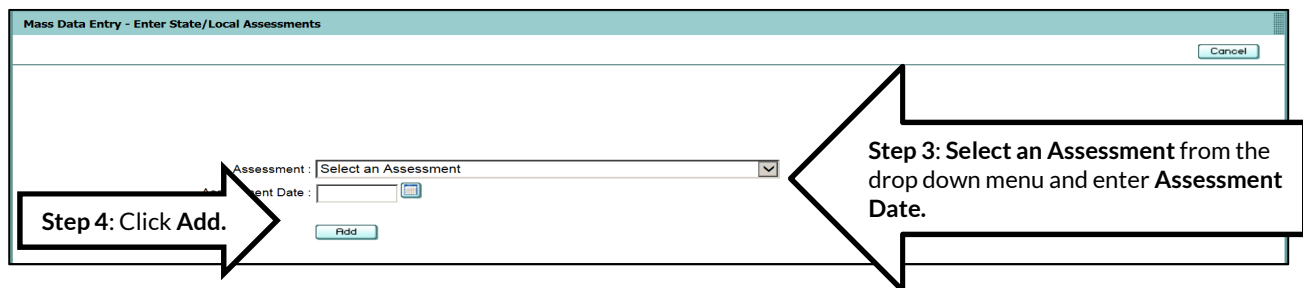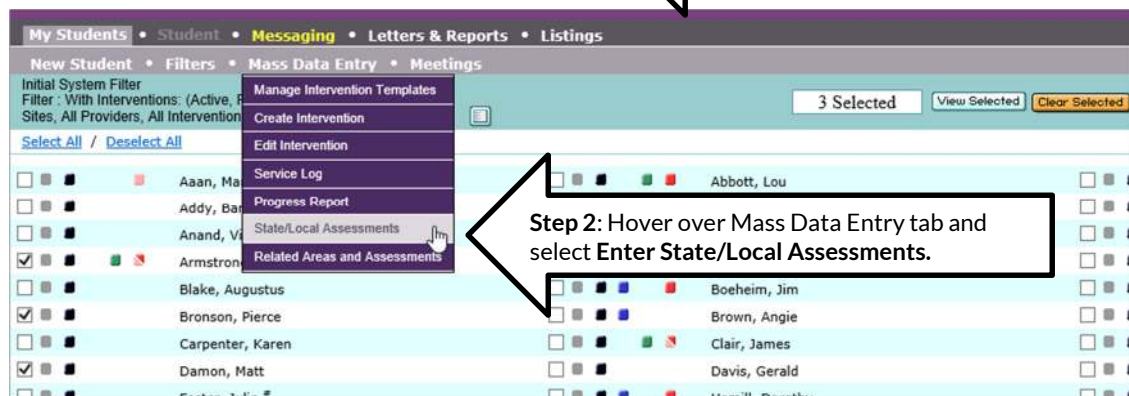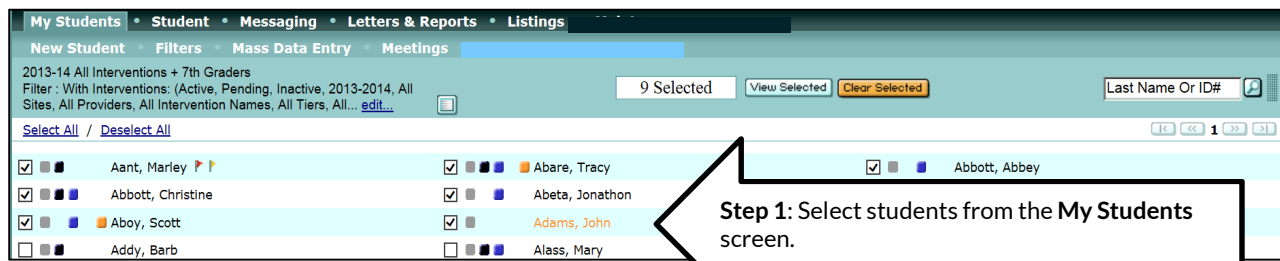Distribution: RTI Providers and Supervisors

Step-by-Step Guide

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

State and Local Assessments can be imported into Frontline RTI by the district or entered manually by provider(s). Assessment information may be added to student files whether or not a student has an intervention.

Step 1: Select students from the **My Students** screen.

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

Step 3: **Select an Assessment** from the drop down menu and 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 :	

Step 5: Enter for each student:
- **Score**
- **Comments** (if applicable)

*You may edit the **Date** for each student *

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 :	

Page 1 of 1

<< Back | Next >> | Cancel

Step 6: Click Next.

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.

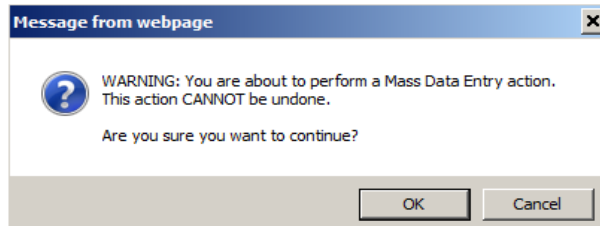You will be creating the following assessments:

[+] 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	85 (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 assessment scores will appear.

Step 8: Click **Finish**.

Finish

The assessment information has been entered in student files**.**