![British Columbia | MyEducationBC]
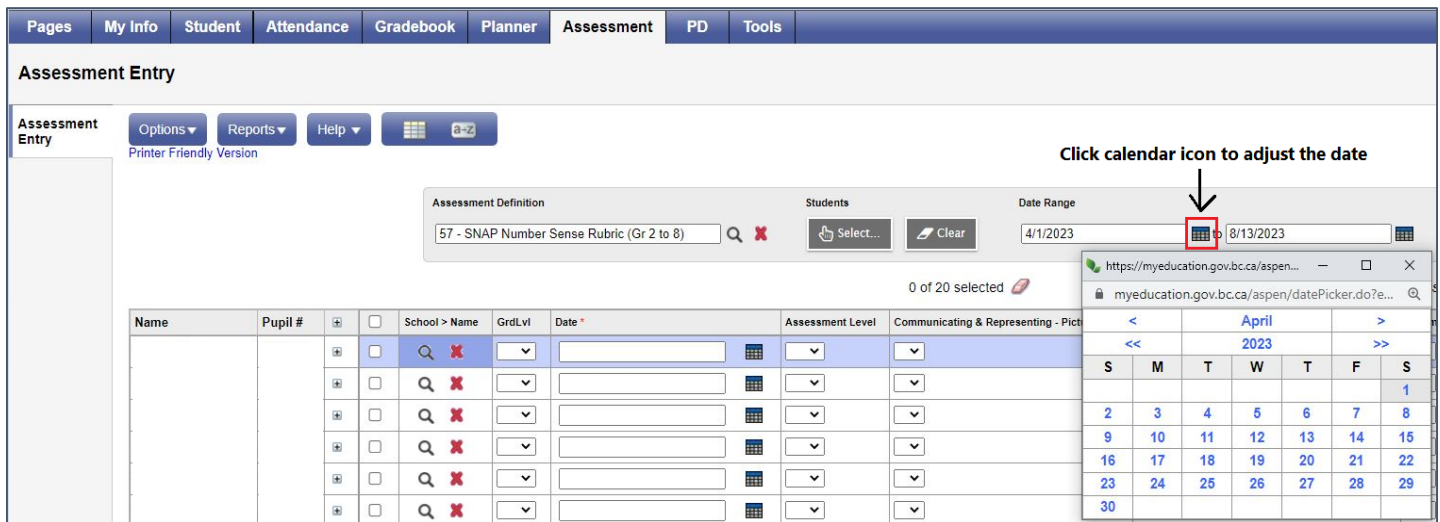
Entering SD57 Assessments
Teachers

Staff View

The purpose of this document is to provide step by step instructions on how to enter SD57 Assessments for both multiple and individual students.
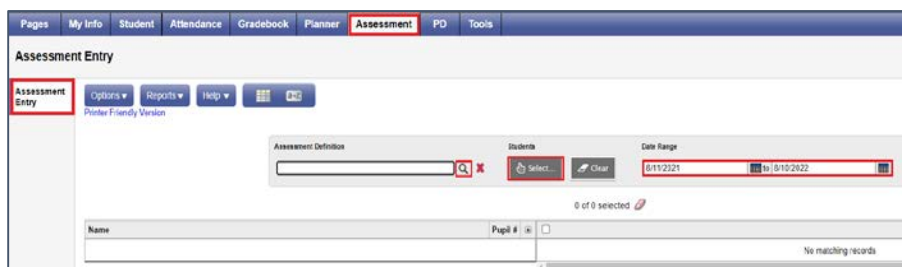
> **oops!**
>
> Please make sure you are not overwriting previous assessment entries. Each assessment will need to be added as a new entry.
>
> **When entering assessment B, please ensure you are adjusting the date range before entering new data.**

1.0 Entering Multiple Student Assessments

1. Click **Assessment Top Tab → Assessment Entry Side Tab**
2. Using the magnifying glass, select the appropriate Assessment Definition
3. Click **OK**

4. Choose the method in which you want to select your students

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If you require additional support, please contact the MyEdBC Support Desk in Office 365 on SharePoint

a. Most of the time it is recommended to use:
    i. <u>Students In My Classes</u>
b. When entering a SNAP assessment for split classes (K & 1 or 1 & 2) it is recommended to use:
    i. <u>Student by Section</u>
        1. Select a course from the list corresponding with the grade level for the student's assessments are being entered for – repeat for each grade

5. Click **OK**
6. Enter Assessment Data for each student
    a. <u>Grade Level:</u> select students' grade level
    b. <u>Date:</u> enter date of the assessment
    c. <u>School:</u> Will auto populate
    d. Enter in the appropriate assessment values as necessary

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NOTE: Depending on the chosen assessment definition, the number of value drop downs will differ.

NOTE: Only the fields with an asterisk (*) are mandatory – all others are optional.

NOTE: Entries will auto save while multi adding.

NOTE: In this example the screenshots are from the Benchmark Assessment – the entry steps for each assessments are the same (the fields will differ)

2.0 Entering Single Student Assessments

1. Click **Student Top Tab**
2. Click into the student using the blue hyperlink
3. Click **Assessment Side Tab**
4. Click the magnifying glass beside <u>Assessment Definition</u> and select the appropriate assessment definition
    a. Click **OK**

5. Click **Options → Add**

Data Entry

a) <u>Date:</u> enter the date of the assessment
b) <u>Grade Level:</u> enter the students' grade level
c) <u>Subtest:</u> select an appropriate option from the drop down menu
d) <u>Course Code:</u> leave blank
e) <u>Print on Transcript:</u> leave unticked
f) <u>Print on Report Card:</u> leave unticked
g) Enter in the appropriate assessment values as necessary
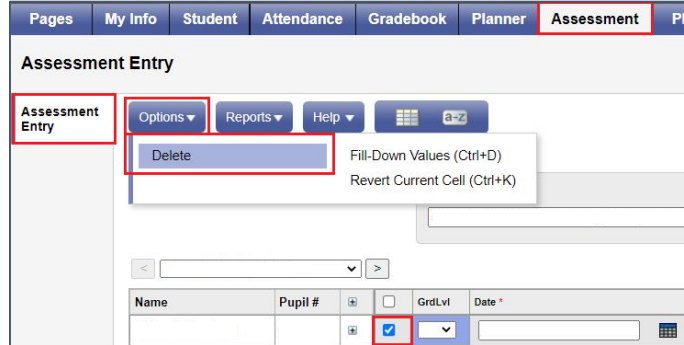

6. Click **Save**

💡 **NOTE:** Depending on the chosen assessment definition, the number of value drop downs will differ.

3.0 Deleting Student Assessments from the Multiple Student Entry Screen

1. Click **Assessment Top Tab → Assessment Entry Side Tab**
2. Put a tick next to the student you wish to delete the assessment record for (4th column)
3. Click **Options → Delete**

NOTE: This will not remove the student from the list although it will remove the assessment record from the student's file.

Version History

Version	Date	Description
8.2	April 2023	Added assessment b notes to top
8.1	Jan 2023	Added Section Numbers/Re-arranged Sections
8.0	July 2022	Document Review
7.0	May 2022	Document Update
6.3	April 2022	Document Update
6.2	Feb 2022	Document Update
6.1	Oct 2021	Made universal for all assessments
6.0	July 2021	Document Review
5.0	Mar 2021	New Document