

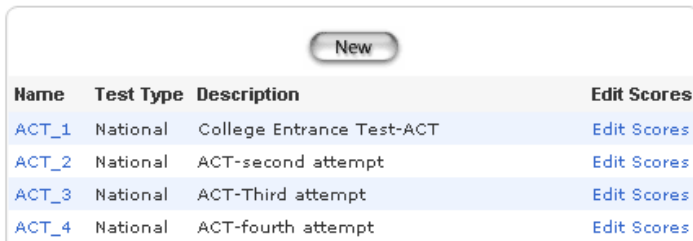
Test Results Option in PowerSchool

ACT/SAT or other Tests

Create a Test

Follow the steps below to create a test:

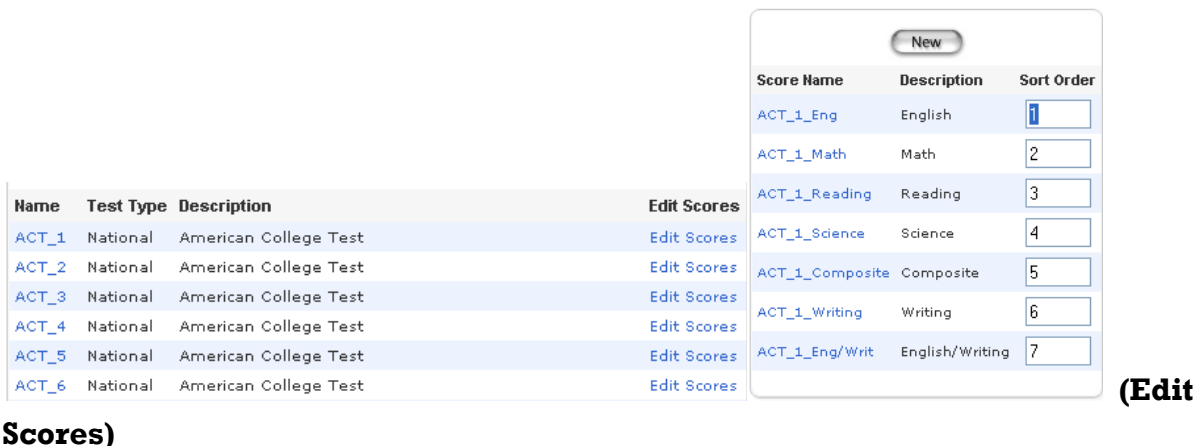
1. Log into the District.
2. Navigate to Start Page > District > [Grading Functions] Tests > **New**.
3. Populate the following fields; then submit the page.
 - **Name:** Used to query the tests for reports and DATs (data access tags).
 - **Type:** Used for reference only.
 - **Description:** Used for reference only.



Name	Test Type	Description	Edit Scores
ACT_1	National	College Entrance Test-ACT	Edit Scores
ACT_2	National	ACT-second attempt	Edit Scores
ACT_3	National	ACT-Third attempt	Edit Scores
ACT_4	National	ACT-fourth attempt	Edit Scores

NOTE: Since many students re-take the college entrance tests in an attempt to improve scores, you may want to create Test Names such as: ACT_1, ACT_2, ACT_3, ACT_4 for storing data for multiple attempts.

Here is an example of the setup for multiple attempts:



Name	Test Type	Description	Edit Scores
ACT_1	National	American College Test	Edit Scores
ACT_2	National	American College Test	Edit Scores
ACT_3	National	American College Test	Edit Scores
ACT_4	National	American College Test	Edit Scores
ACT_5	National	American College Test	Edit Scores
ACT_6	National	American College Test	Edit Scores

Score Name	Description	Sort Order
ACT_1_Eng	English	<input type="text" value="1"/>
ACT_1_Math	Math	<input type="text" value="2"/>
ACT_1_Reading	Reading	<input type="text" value="3"/>
ACT_1_Science	Science	<input type="text" value="4"/>
ACT_1_Composite	Composite	<input type="text" value="5"/>
ACT_1_Writing	Writing	<input type="text" value="6"/>
ACT_1_Eng/Writ	English/Writing	<input type="text" value="7"/>

(Edit Scores)

Create Test Scores

Follow the steps below to create test scores:

1. Log into the District.
2. Navigate to Start Page > District > [Grading Functions] Tests.
3. Click on **Edit Scores** next to the appropriate test.

Name	Test Type	Description	Edit Scores
ACT_1	National	College Entrance Test-ACT	Edit Scores

4. Populate the following fields; then submit the page.
 - **Name:** Used to query the test score for reports and DATs (data access tags).
 - **Sort Order:** Used to sort the test score on the Test Results page.
 - **Description:** Used for reference only.

New		
Score Name	Description	Sort Order
Act_1_English		<input type="text" value="1"/>
ACT_1_Math		<input type="text" value="2"/>
ACT_1_Reading		<input type="text" value="3"/>
ACT_1_Science		<input type="text" value="4"/>
ACT_1_Composite		<input type="text" value="5"/>
ACT_1_English/Writing		<input type="text" value="6"/>
ACT_1_Writing		<input type="text" value="7"/>

New		
Score Name	Description	Sort Order
ACT_2_Eng	English	<input type="text" value="1"/>
ACT_2_Math	Math	<input type="text" value="2"/>
ACT_2_Reading	Reading	<input type="text" value="3"/>
ACT_2_Science	Science	<input type="text" value="4"/>
ACT_2_Composite	Composite	<input type="text" value="5"/>
ACT_2_Writing	Writing	<input type="text" value="6"/>
ACT_2_Eng/Writ	English/Writing	<input type="text" value="7"/>

(Example: 1st & 2nd Attempt)

NOTE: If Test Names were created at the District level as suggested above, to allow storage of multiple attempts, such as “ACT_1”, “ACT_2”, etc., you will want to create corresponding Score Names as well, such as, “ACT_1_Composite”, “ACT_1_English”, “ACT_1_Reading”, then for the next attempt, create Score Names like: “ACT_2_Composite”, “ACT_2_English”, “ACT_2_Reading”, etc. (See example above.)

Enter Test Scores for an Individual Student:

NOTE: Prior to importing ACT records, select a student, go to the Test Results page, and **manually populate all fields to be imported for this test.**

Follow the steps below to enter test scores:

1. Log into the School when the student is enrolled.
2. Select a student from the Start Page.
3. Choose the **Test Results** student screen.
4. Select a Test from the **Enter New Test** drop-down menu and click Submit.
5. Enter the Date that the test was taken, the Term in which the date falls, and the Grade Level of the student when the test was taken. These fields can be referenced by the Tests DAT (data access tag) for reports.
6. Populate the test score fields. These fields can also be referenced by the Tests DAT (data access tag) for reports.
7. Submit the page.

Test	ACT_1		
Date	6/9/2011		
Term	10-11 Semester 2		
Grade Level	11		
Score	Number	Percent	Alpha
ACT_1_Eng	20	50	
ACT_1_Math	23	68	
ACT_1_Reading	27	81	
ACT_1_Science	23	71	
ACT_1_Composite	23	69	
ACT_1_Writing	9	0	
ACT_1_Eng/Writ	21	55	

Ex: 1st Attempt ACT

Example Completed Test Entry for Student

Enter New Test:	ACT_1	Submit	
Test	Test Date	Grade Level	Description
ACT_1	6/9/2011	11	American College Test

TO IMPORT ACT TEST SCORES:

NOTE: You will want to save the file to your desktop and **filter out all the first attempts**, import those records, then filter the second attempts, import those separately, etc.

Column Headings in the import file:

A	B	C	D	E	F	G	H
Student_Number	Test_Date	Grade_Level	ACT_1_English_Num	ACT_1_Math_Num	ACT_1_Reading_Num	ACT_1_Science_Num	ACT_1_Composite_Num
603419	4/10/2010	10	19	20	21	18	1
603421	12/11/2010	11	20	22	25	20	1
642253	2/12/2011	11	19	21	20	17	2

Note: be sure to include “_Num” in the column headers for each subject, or the score will not import to PowerSchool.

Reminder: Prior to importing, select a student, go to the Test Results page, and manually populate all fields to be imported for this test.

In PowerSchool, select the school in which the students are enrolled. Click on **Special Functions**, then select **Importing & Exporting**, then **Quick Import**.

Select the **Test Results** table. For Character Set, select Windows ANSI if you are using a PC, or Mac Roman if you are on a Mac.

Option	Value
Table:	Test Scores
Field delimiter:	Tab
End-of-line marker:	CR
Character Set:	Windows ANSI
File to import:	<input type="text"/> Browse...
Suggest field map	<input checked="" type="checkbox"/>
School	Tinora High School

Browse for the file to be imported, check “Suggest Field Map”, and click on Import.

Select the test, click Submit.

You will need to map each column from your Import File to each field in PowerSchool. Here is a sample of the screen setup:

Col#	From your file	----->	To PowerSchool
1.	Student_Number	----->	Student Number <input type="button" value="v"/>
2.	Test_Date	----->	Test Date <input type="button" value="v"/>
3.	Grade_Level	----->	Grade Level <input type="button" value="v"/>
4.	ACT_1_English_Num	----->	ACT_1_English Num <input type="button" value="v"/>
5.	ACT_1_Math_Num	----->	ACT_1_Math Num <input type="button" value="v"/>
6.	ACT_1_Reading_Num	----->	ACT_1_Reading Num <input type="button" value="v"/>
7.	ACT_1_Science_Num	----->	ACT_1_Science Num <input type="button" value="v"/>
8.	ACT_1_Composite_Num	----->	ACT_1_Composite Num <input type="button" value="v"/>
9.	ACT_1_Eng/Writing_Num	----->	ACT_1_Eng/Writing Num <input type="button" value="v"/>
10.	ACT_1_Writing_Num	----->	ACT_1_Writing Num <input type="button" value="v"/>

Check to exclude first row

The lines below can be used to assign a constant value to field(s) in all of the imported records.

<input type="text"/>	----->	<input type="button" value="v"/>
<input type="text"/>	----->	<input type="button" value="v"/>

Be sure to check “Check to exclude first row”.

Verify results have been loaded.