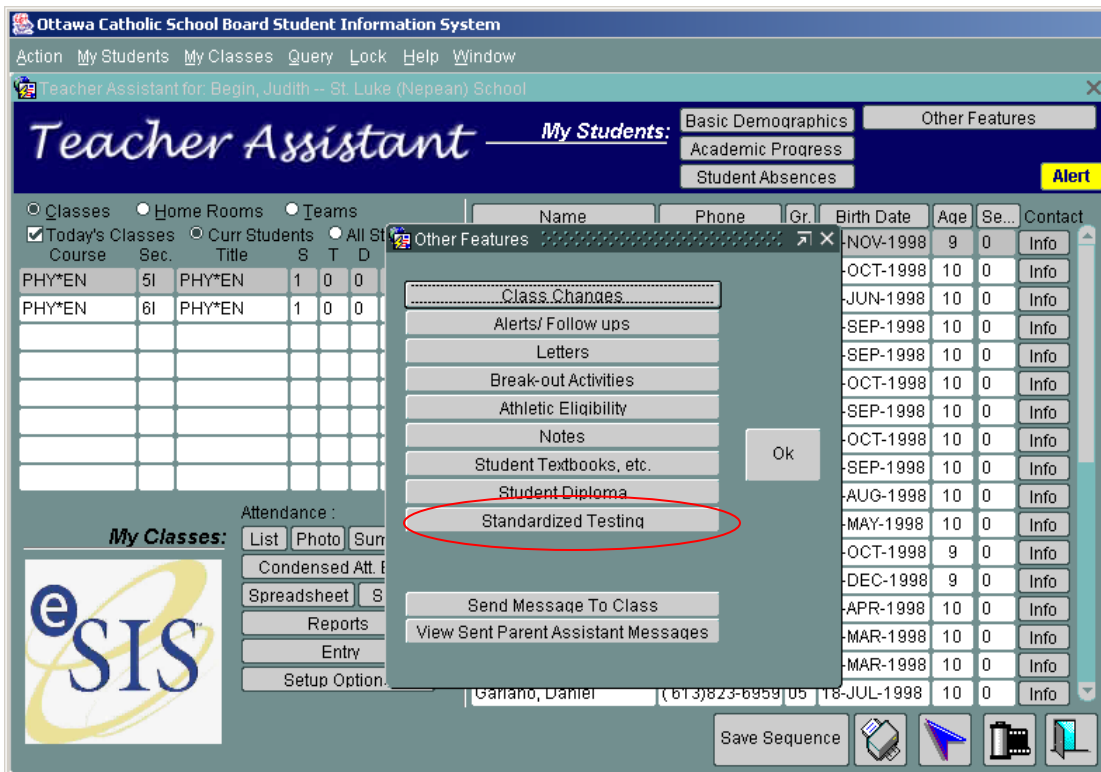


Entering PM Benchmark Data in eSIS TA Account

PM Benchmark data can be entered and maintained in a student's eSIS record. In order to access the screen, please follow these steps.

Add an Entry

1. Log into eSIS using your Teacher Assistant login and password.
2. In the top-right corner of the screen, click Other Features.
3. Click Standardized Testing.



The following screen is displayed:

Student demographic information. Section where another student can be queried.

Individual tests the student has taken. Click on a test to see the scores or levels below.

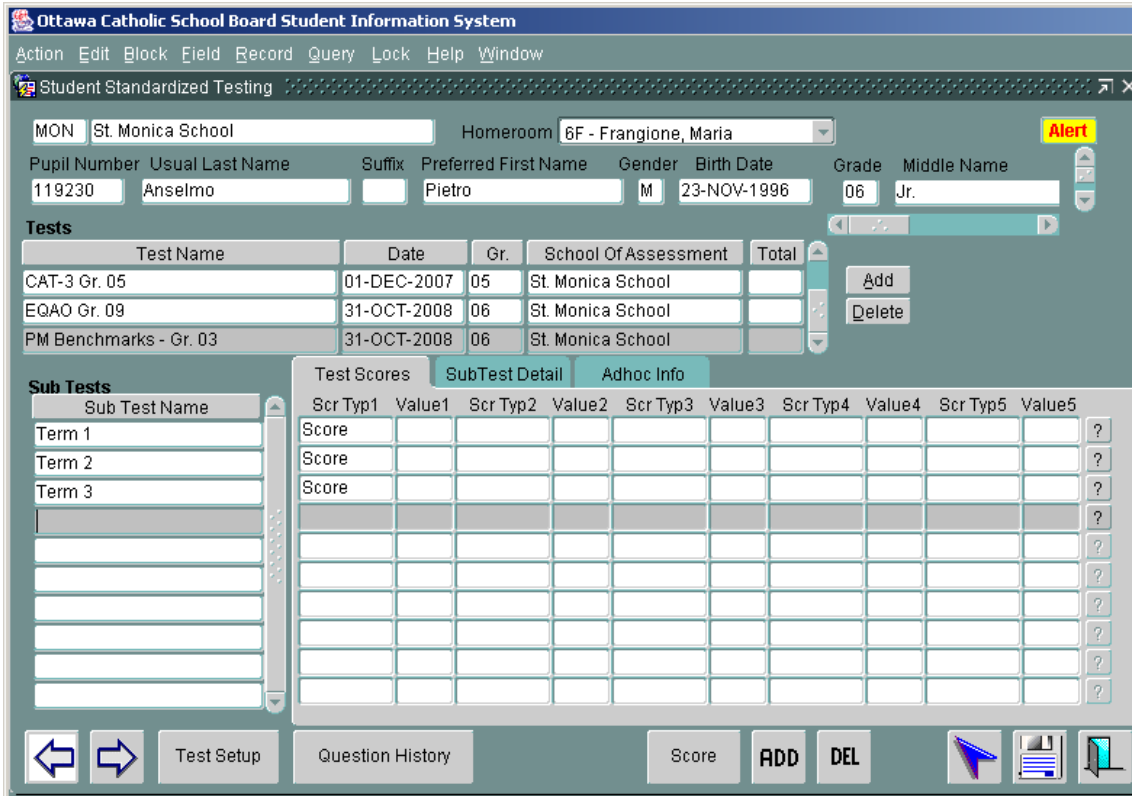
Test data – scores and/levels, for the test highlighted in the misled portion of the screen.

In the *Student Standardized Testing* screen, the top portion lists demographic information for the student you selected. The middle portion of the screen provides a list of standardized tests the student has been evaluated on. Click on a test from the list to see the scores for that test. The bottom portion of the screen will list the scores for the test that is highlighted in the middle portion of the screen.

4. The cursor is flashing in the pupil number box. Press F7 and then F8 to see the first student in your class.
5. In the middle section, under Tests, click Add. The following screen is displayed:

6. Click the “?” beside Test, and select the appropriate test from the list.

7. Enter the date of the assessment (dd-mm-yyyy).
8. Select the grade that the student was in when the test was written.
9. Select the school that the student attended when the test was written.
10. Click OK. The following screen is displayed.



The Sub Test Name column is automatically populated with the appropriate fields.

11. Click in the box under Value 1 that is on the same line as the Term that was evaluated.
12. Enter the test score and click the Save icon.

Valid scores

- 00 to 30 for numerical scores
- EL for ESL students
- SE for Special Education students
- For no data

If you enter an invalid mark, the system will not allow you to save it.

13. When the Transaction Complete window comes up, click OK.
14. Use the scroll bar to the right of the student's name to move to the next student in the list.
15. Click the door to exit when you are finished. Click OK to close the Other Features window.

HINT: A student can be queried directly within this screen, if necessary. Position the cursor in one of the student demographic data fields in the top portion of the screen, press F7, enter criteria for the new student (remember you can use the wildcard '%'), press F8.

Delete an Entry

From the Standardized Testing screen, in the *Tests* section of the screen (top), select the test to be deleted, click the **DEL** button, verify that you want to delete the record and click the **Save** button. This will delete the Test and all the Sub Tests associated with it.

Or

In the *Sub Tests Column*, if there are multiple entries use the scroll bar to locate the entry to be deleted. Highlight it and click the **DEL** button and then click the **Save** button. This will delete the Sub Test and leave the other Sub Tests in place.

Change an Entry

From the Standardized Testing screen, select the Test and then the Subtest that needs to be changed. Click in the test score/levels/accommodations in the **Test Scores** tab where the necessary changes can be made. Upon completion click the **Save** button.

