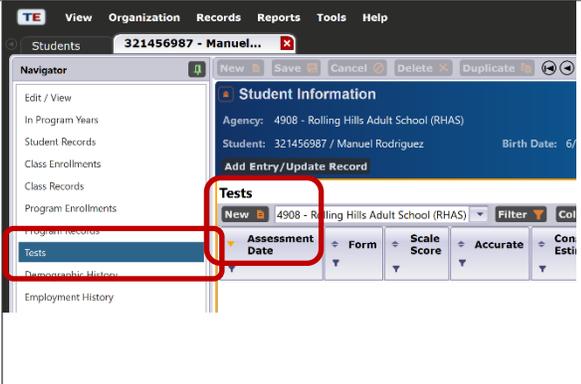
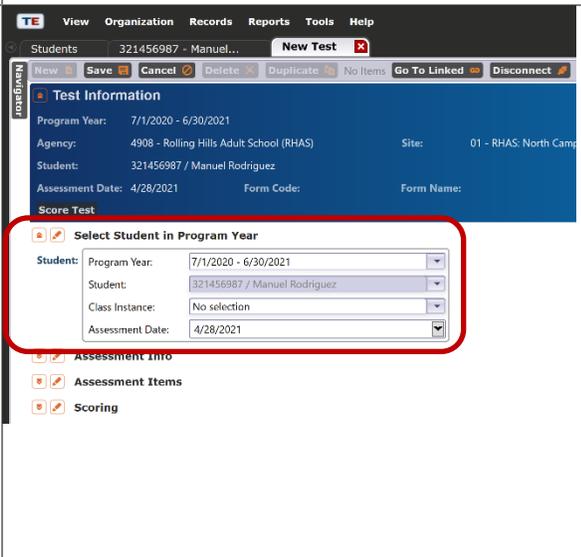
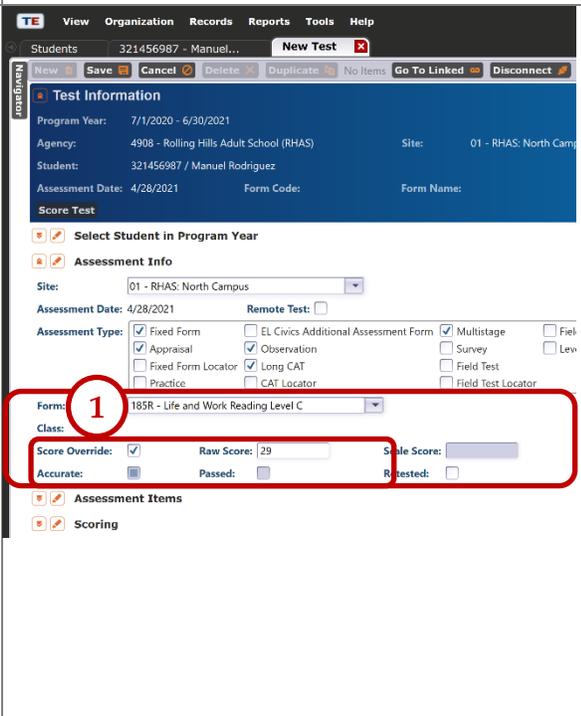


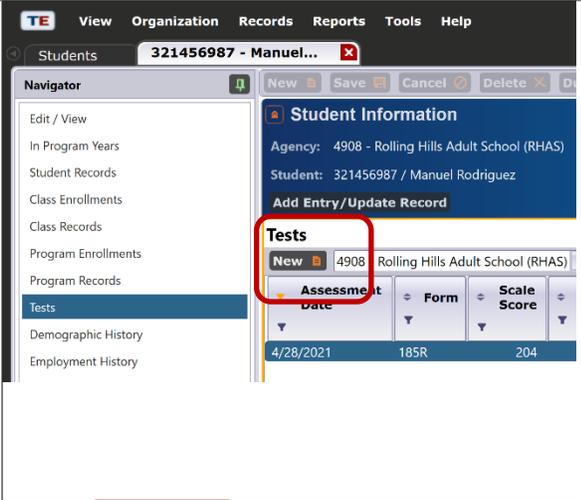
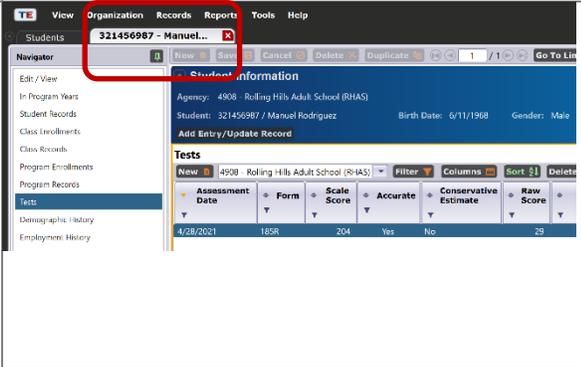
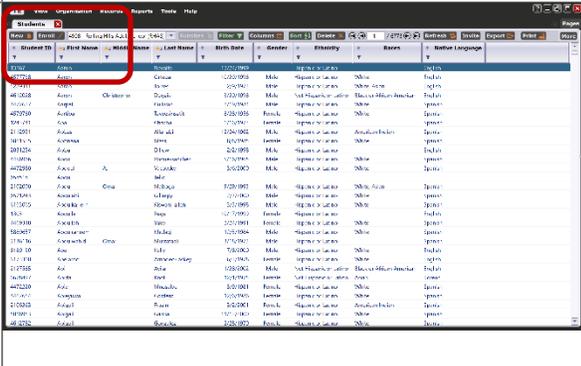
## Steps to Add Test Records

To manually add a **Test** record for a specific student, filter for the student’s **Demographics** record, and then use the student record **Navigator** to add the new test record. This approach will ensure data-entry accuracy with prepopulated “parent” information about the student.

Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>From the <b>Menu bar</b>,                             <ul style="list-style-type: none"> <li>Click <b>Records</b>.                                     <ul style="list-style-type: none"> <li>Select <b>Students</b>.</li> </ul> </li> <li>Click <b>Demographics</b>.</li> </ul> </li> </ul>
2.		<ul style="list-style-type: none"> <li>The <b>Demographics</b> list of records opens in a tabbed page.</li> <li>This tabbed page is commonly referred to as the <b>Demographics Lister</b>.</li> </ul>
3.		<ul style="list-style-type: none"> <li>From the student <b>Demographics</b> lister,                             <ul style="list-style-type: none"> <li>Click the <b>Filter icon</b> in the <b>Student ID</b> column.</li> <li>Enter the <b>Student ID</b>.</li> <li>Click <b>OK</b>.</li> </ul> </li> </ul>
4.		<ul style="list-style-type: none"> <li>The filtered <b>Student</b> record is now highlighted in the <b>Demographics</b> list of records.                             <ul style="list-style-type: none"> <li>Double-click to <b>Open</b> the student <b>Demographics</b> record.</li> </ul> </li> </ul>

Step	Screen	Description
5.		<ul style="list-style-type: none"> <li>The student <b>Demographics</b> record opens in a tabbed page.</li> <li>From the student record <b>Navigator</b> at left, <ul style="list-style-type: none"> <li>Click <b>Tests</b>.</li> </ul> </li> <li>From the student's tests lister <b>Toolbar</b> at right, <ul style="list-style-type: none"> <li>Click <b>New</b>.</li> </ul> </li> </ul>
6.		<ul style="list-style-type: none"> <li>A new tabbed page opens to input <b>Test</b> information.</li> <li>The <b>Test</b> record opens with the <b>Student</b> field automatically populated.</li> <li>Click the <b>Program Year</b> field down-arrow. <ul style="list-style-type: none"> <li>Select the current <b>Program Year</b>.</li> </ul> </li> <li>Click the <b>Assessment Date</b> field down-arrow, <ul style="list-style-type: none"> <li>Enter the <b>Assessment Date</b>. <ul style="list-style-type: none"> <li>Use the drop-down <b>Calendar</b>, or</li> <li>Type the <b>Date</b>.</li> </ul> </li> </ul> </li> </ul>
7.		<ul style="list-style-type: none"> <li>For <b>Assessment Information</b>, <ul style="list-style-type: none"> <li>Click the <b>Form</b> field down-arrow and select a <b>Test Form</b> with... <ul style="list-style-type: none"> <li><b>Type to Search.</b></li> <li><b>Scroll to Select.</b></li> <li><b>Select from Lister.</b></li> </ul> </li> </ul> </li> </ul> <p><b>Scoring Option #1</b></p> <p>If you <i>do not</i> plan to generate performance reports from test results,</p> <ul style="list-style-type: none"> <li>Check <b>Score Override</b>.</li> <li>Enter the <b>Raw Score</b>.</li> </ul> <ul style="list-style-type: none"> <li><b>Scale Score</b> auto-populates after saving the record.</li> </ul>

Step	Screen	Description
8.		<p><b>Scoring Option #2</b></p> <p>If you plan to generate performance reports from test results,</p> <ul style="list-style-type: none"> <li>○ Leave <b>Score Override</b> unchecked.</li> <li>○ Enter <b>Item Responses</b> for each test item.</li> </ul> <ul style="list-style-type: none"> <li>● <b>Raw</b> and <b>Score Scale</b> auto-populate after saving the record.</li> </ul>
9.		<ul style="list-style-type: none"> <li>● To <b>Save</b> the new <b>Test</b> record,             <ul style="list-style-type: none"> <li>○ Click <b>Save</b> from the <b>Toolbar</b> at top.</li> </ul> </li> </ul>
10.		<ul style="list-style-type: none"> <li>● To <b>Close</b> the new <b>Test</b> record,             <ul style="list-style-type: none"> <li>○ Click the <b>Red X Box</b> on the new <b>Test</b> record tab.</li> <li>○ This returns you to the student's <b>Demographics</b> record.</li> </ul> </li> </ul>
11.		<ul style="list-style-type: none"> <li>● The new <b>Test</b> record now displays in the student's <b>Tests</b> list.             <ul style="list-style-type: none"> <li>○ Click <b>Refresh</b> from the Tests lister <b>Toolbar</b> to display the new Test, if needed.</li> </ul> </li> </ul>

Step	Screen	Description
12.		<p>If you have additional <b>Test</b> records to input for the <i>same</i> student...</p> <ul style="list-style-type: none"> <li>From the student's Tests lister <b>Toolbar</b> at right, <ul style="list-style-type: none"> <li>Click <b>New</b>.</li> <li>Proceed from <b>Step 6</b>.</li> </ul> </li> </ul>
13.		<p>If you are finished inputting <b>Test</b> records for the <i>same</i> student...</p> <ul style="list-style-type: none"> <li>Click the <b>Red X Box</b> on the <b>Student</b> record tab and return to the <b>Demographics</b> lister.</li> </ul>
14.		<p>If you have additional <b>Test</b> records to input for <i>other</i> students,</p> <ul style="list-style-type: none"> <li>Proceed from <b>Step 3</b>.</li> </ul> <p>If you are finished with inputting <b>Test</b> records,</p> <ul style="list-style-type: none"> <li>Click the <b>Red X Box</b> on the student <b>Demographics</b> tab to close the lister.</li> </ul>