

Hand-Entering Additional Assessments in TE

Go to **Organization/Class/Class Instances**

- Double-click on the class you want to add tests to.

In the **Navigator bar**, click on **Tests**. All the tests in that class will show.

- Click on **New**.

The screenshot displays the TE system interface. The top navigation bar includes 'View', 'Organization', 'Records', 'Reports', and 'Help'. The user is identified as 'COORDINATOR1@RHAS.ORG' using version '2.0 build 235'. The main content area is titled 'Class Instances' and shows details for '002 - ESL - Intermediate High'. The 'Tests' section is active, displaying a table of test records. Two large orange arrows point to the 'New' button and the 'Tests' table header.

Site	Class ID	Student ID	Name	Assessment Date	Form	Scale Score
6 - Southwest Ca...	002	8976	Alejandro Palacios	11/26/2012	084R	210
6 - Southwest Ca...	002	8976	Alejandro Palacios	9/25/2012	083R	218
6 - Southwest Ca...	003	786786786	Alice Ponce	3/17/2013	083R	208
6 - Southwest Ca...	003	786786786	Alice Ponce	5/19/2013	084R	224
6 - Southwest Ca...	001	35345345	Ana C. Ramos	5/7/2013	084R	224
6 - Southwest Ca...	001	35345345	Ana C. Ramos	3/19/2013	083R	216
6 - Southwest Ca...	002	769573645	Andreas Saldana	11/26/2012	083R	195
6 - Southwest Ca...	002	769573645	Andreas Saldana	3/17/2013	084R	210
6 - Southwest Ca...	001	455869707	Andres G Garcia	5/6/2013	084R	231

From this screen you can add all of your information for a student's test. You'll see that all of the class information is already complete.

TE View Organization Records Reports Tools Help

Class Instances 002 - ESL - Intern... **New Test**

Navigator Edit / View

Test Information

Site: 6 - Southwest Campus Program Year: 7/1/2012 - 6/30/2013

Student:

Assessment Date: Form Code: Form Name:

Select Student in Program Year

Student:

Site: 6 - Southwest Campus

Program year: 7/1/2012 - 6/30/2013 (Current)

Student: No selection

Class Instance: 002 - ESL - Intermediate High

Assessment Date:

Assessment Info

Assessment Date:

Assessment Type:

- Fixed Form
- Appraisal
- Fixed Form Locator
- Practice
- EL Civics Additional Assessment Form
- Observation
- Long CAT
- CAT Locator
- Multistage

Form: No selection

Class: 002

Score Override: Raw Score: Scale Score:

Accurate: Passed: Retested:

Form Items: Not Available

At **Student**, click the arrow and a list of students registered in that class will appear. Scroll until you find the correct student and click on his name.

Records Reports Tools Help User: COORDINATOR1@RH

IL - Intern... New Test

New Save Cancel Delete Duplicate New / 110 Go To Linked

Test Information

Site: 6 - Southwest Campus Program Year: 7/1/2012 - 6/30/2013
Student: 046583746 / Jorge Casteneda
Assessment Date: Form Code: Form Name:

Select Student in Program Year

Student: Site: 6 - Southwest Campus
Program year: 7/1/2012 - 6/30/2013 (Current)
Student: [Dropdown]
Class Instance: 000130472 Isabel Martinez 6 - Southwest Campus
Assessment Date: 000196111 Antonio Macgrady 6 - Southwest Campus
002440622 Romildo Mancillas 6 - Southwest Campus
046583746 Jorge Casteneda 6 - Southwest Campus
060882 Dora A Cabrera 6 - Southwest Campus
086485676 Luis Angel Moreno 6 - Southwest Campus
089465737 Orlando Tomas Lamas 6 - Southwest Campus
097867574 Aleyda Zamora 6 - Southwest Campus
34286756 Socorro Rivera 6 - Southwest Campus
345345345 Alexandra Karpov 6 - Southwest Campus

Clear selection Select from Lister...
 SubSites Filter by program year

Assessment Info

Assessment Date:
Assessment Type: Fixed For Appraisal Fixed For Practice EL Civics

Form: No selection
Class: 002
Score Override: Raw Score: Scale Score:
Accurate: Passed: Retested:
Form Items: Not Available

At **Assessment Type**, click EL **Civics Additional Assessment Form**.

At **Form**, click the arrow and a list of your agency's approved AAs will appear. Click on the AA.

Records Reports Tools Help User: COC

- Interm... **New Test**

New Save Cancel Delete Duplicate New / 110

Test Information

Site: 6 - Southwest Campus Program Year: 7/1/2012 - 6/30/2013
Student: 046583746 / Jorge Casteneda
Assessment Date: 2/22/2013 Form Code: Form Name:

Select Student in Program Year

Student: Site: 6 - Southwest Campus
Program year: 7/1/2012 - 6/30/2013 (Current)
Student: 046583746 Jorge Casteneda / 6 - Southwest Campus
Class Instance: 002 - ESL - Intermediate High
Assessment Date: 2/22/2013

Assessment Info

Assessment Date: 2/22/2013

Assessment Type:

- Fixed Form
- Appraisal
- Fixed Form Locator
- Practice
- EL Civics Additional Assessment Form
- Observation
- Long CAT
- CAT I

Form:

Class: 001C 2345
004C 2344
Score Override: 006C 7872
Accurate: 013C 1886
028C 0
Form Items: 030C 0
033C 0
045C 7871
046C 7870

Clear selection Select from Lister...

If the student passed the AA, mark **Passed**. If not, leave it blank. This indicates that the student took the AA but did not pass.

Click **Save**.

Records Reports Tools Help User: COOR

L - Intern... **New Test**

New Save Cancel Delete Duplicate New / 110

Test Information

Site: 6 - Southwest Campus Program Year: 7/1/2012 - 6/30/2013
Student: 046583746 / Jorge Casteneda
Assessment Date: 2/22/2013 Form Code: Form Name:

Select Student in Program Year

Student: Site: 6 - Southwest Campus
Program year: 7/1/2012 - 6/30/2013 (Current)
Student: 046583746 Jorge Casteneda / 6 - Southwest Campus
Class Instance: 002 - ESL - Intermediate High
Assessment Date: 2/22/2013

Assessment Info

Assessment Date: 2/22/2013

Assessment Type:

- Fixed Form
- Appraisal
- Fixed Form Locator
- Practice
- EL Civics Additional Assessment Form
- Observation
- Long CAT
- CAT Locator
- Multistage

Form: 001C - 2345
Class: 002

Score Override: Raw Score: Scale Score:

Accurate: Passed: Retested:

Form Items: Not Available

Close the student's tab and the test lister for that class will show the new AA.

The screenshot shows a software interface with a top navigation bar containing 'View', 'Organization', 'Records', 'Reports', 'Tools', and 'Help'. The user is identified as 'COORDINATOR1@RHAS.ORG' and the version is '2.0 build 235'. The main window title is 'Class Instances' and the active tab is '002 - ESL - Intern...'. On the left is a 'Navigator' pane with options: 'Edit / View', 'Instructional Hours', 'Class Enrollments', 'Class Records', and 'Tests'. The main area displays 'Class Instance Information' for '002 - ESL - Intermediate High' at 'Agency/Site: 4908 / 6 - Southwest Campus'. Below this is a 'Tests' table with columns: Site, Class ID, Student ID, Name, Assessment Date, Form, and Scale Score. An orange arrow points to the row for 'Jorge Casteneda'.

Site	Class ID	Student ID	Name	Assessment Date	Form	Scale Score
- Southwest Ca...	002	545353453	Isabel Lopez	3/17/2013		212
- Southwest Ca...	001	000130472	Isabel Martinez	5/7/2013		222
- Southwest Ca...	001	000130472	Isabel Martinez			212
- Southwest Ca...	003	888686768	Isabel Ramon		084R	213
- Southwest Ca...	003	888686768	Isabel Ramon		083R	205
- Southwest Ca...	001	567546456	Jessica P Avalos	5/7/2013	084R	229
- Southwest Ca...	001	567546456	Jessica P Avalos	3/19/2013	083R	218
- Southwest Ca...	002	046583746	Jorge Casteneda	2/22/2013		
- Southwest Ca...	001	456546456	Jose J Sanchez	1/28/2013	083R	215
- Southwest Ca...	001	456546456	Jose J Sanchez	5/6/2013	084R	210
- Southwest Ca...	002	87968576	Juan Hernandez Ramirez	5/29/2013	083R	229
- Southwest Ca...	002	87968576	Juan Hernandez Ramirez	3/26/2013	084R	213
- Southwest Ca...	002	78997868	Juan Zamora	11/26/2012	085R	237
- Southwest Ca...	002	78997868	Juan Zamora	9/25/2012	083R	229
- Southwest Ca...	002	678678678	Lara Kinski	3/17/2013	084R	195
- Southwest Ca...	002	678678678	Lara Kinski	9/25/2012	083R	199
- Southwest Ca...	003	67867868	Liliana Romero	9/25/2012	083R	215
- Southwest Ca...	003	67867868	Liliana Romero	11/26/2012	084R	209
- Southwest Ca...	002	584958670	Linda Stevens	9/25/2012	083R	216
- Southwest Ca...	002	584958670	Linda Stevens	11/26/2012	084R	224

Repeat the steps to add each test.