How to Enter Scores for Performance Post-Assessments Into eDoctrina (www.edoctrina.org)

1.   **Open a Chrome browser window (NOT Internet Explorer)**
2.   Enter www.eDoctrina.org in the address bar
3.   Click the Login button
4.   Select Rochester City School District from the District menu and your school from the School menu
5.   Enter your credentials: Employee ID and password

6.   Click the Teachers Dashboard button
7.   Click Reset filters

Please only select the below tabs on the Teacher Dashboard Page (nothing else)
8.   Select **School**.
9.   Make sure **school year** is 2016-2017 (current year).
10. Select the **Course** for which scores will be entered from the 'Course' filter (select only one course at a time)
11. Click on **Semester Code** and select appropriate interval or term code (Q4, S2, etc.)
12. Click on **Class** then select one or more classes from the 'Class' filter
13. Click on **Assessment** then select the specific assessment for which scores will be entered from the 'Assessment' filter

14. Click the '**ENTER Student Responses**' button
15. Input scores for each student in the roster by selecting the numbers from the drop down menu for each exam. Score entries are saved automatically in real-time as soon as they are entered
16. Repeat steps 7-12 for any additional courses/exams for which scores need to be entered

If these are not easily followed or do not seem to be working there are instructions with screen shots available at www.rcsdk12.org/slo under **_Performance-Based Assessments in eDoctrina_**

If you run into problems, please email APPR@rcsdk12.org and send screen shots or snips of what is happening to help the APPR Team trouble shoot.