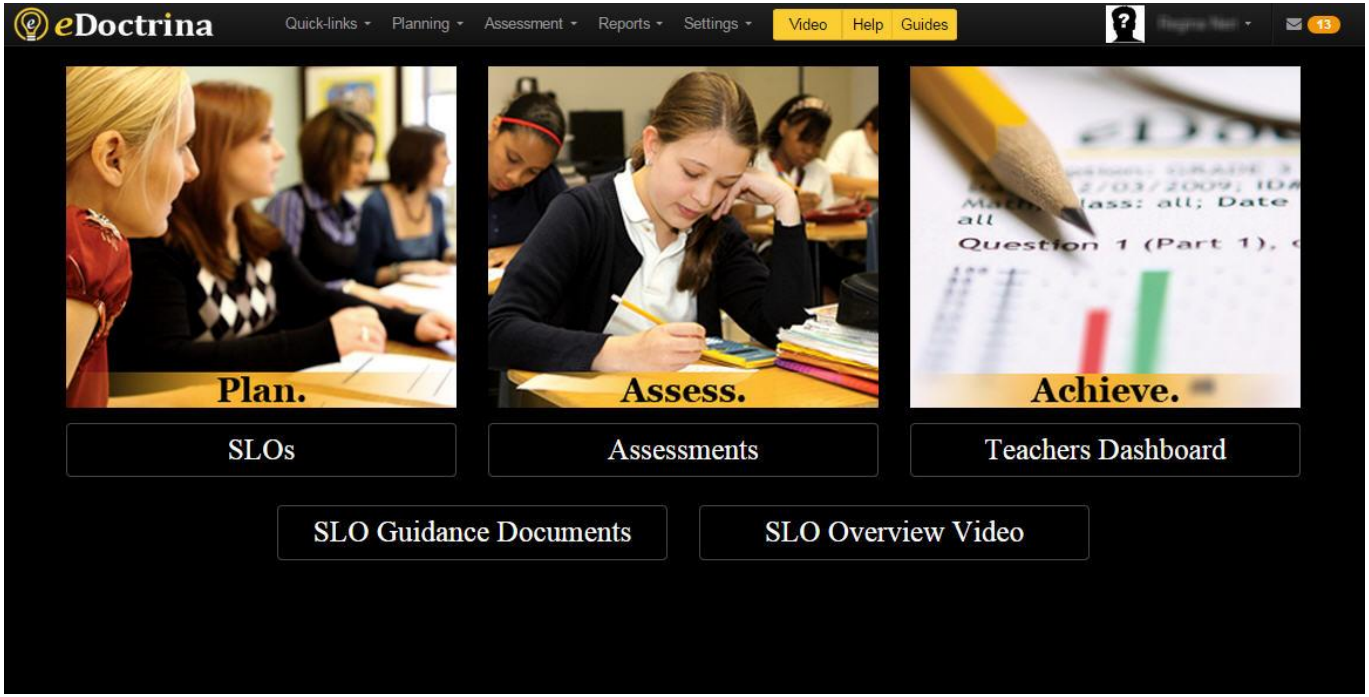
Performance-Based Assessments in eDoctrina

A teacher's guide to entering performance-based exam results into eDoctrina



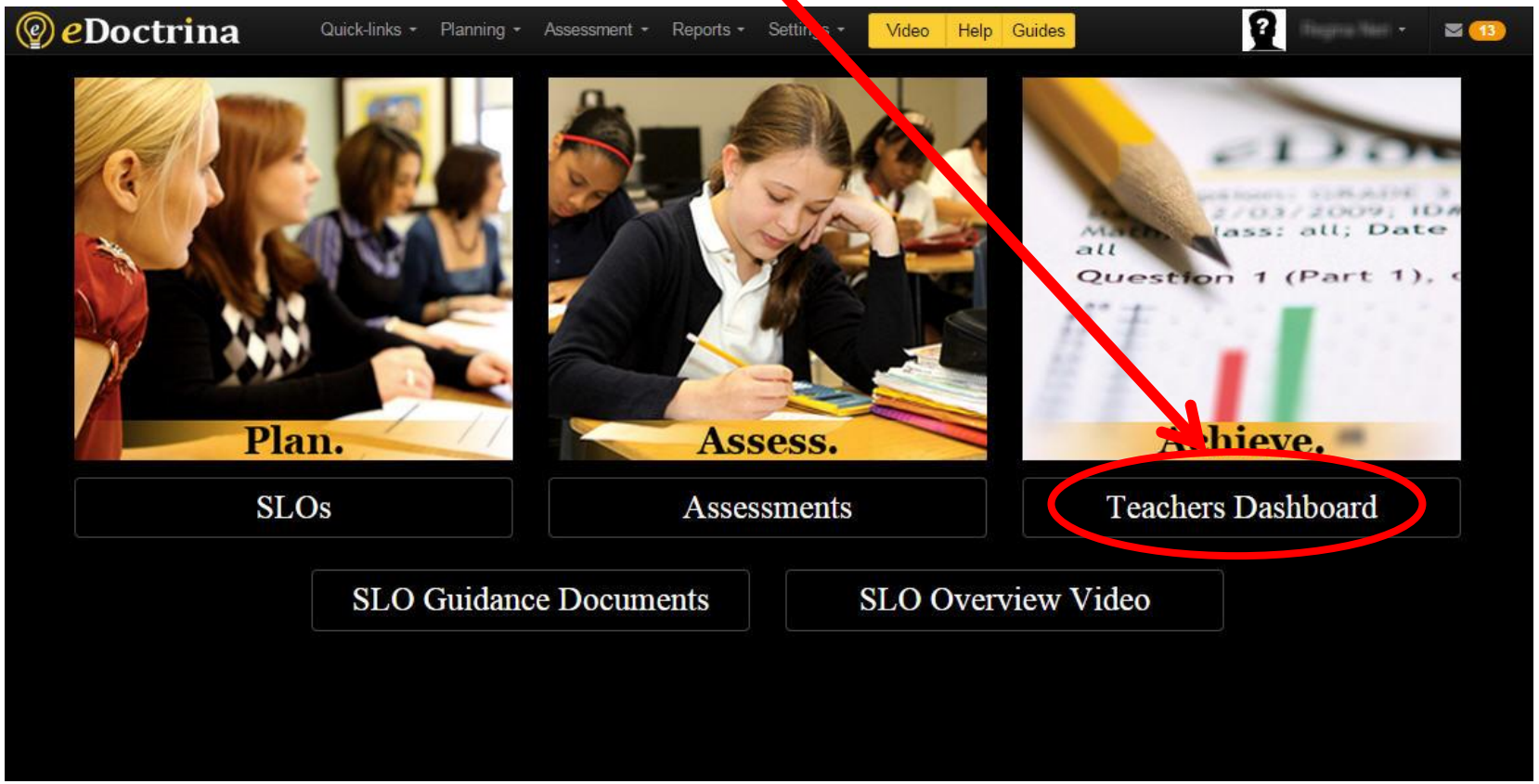
Performance-Based Exams

RECORDING AND ENTERING STUDENT RESPONSES

Important Reminders!!!

- **It is critical that you select the correct assessment to enter results for**. Many subjects have similar assessments and rubrics across grade levels, so it is important to verify you have the correct assessment selected. Scores entered under the wrong assessment will NOT link to your SLO and will need to be re-entered.
- **Results for students that did NOT take the assessment must be left BLANK**. Do NOT enter zeros for those students. Simply skip over those students in your roster as you enter scores, leaving all responses blank.
- **Zero is not a valid score on MOST RCSD performance-based post assessment rubrics**. While zero may appear as an option for you to select, it is not a valid score in most cases and should NOT be used. Please consult the assessment rubric if you have any questions regarding valid scores.
  - The **EXCEPTION** to this are K-2 ELA and Math assessments. For those assessments teachers are entering the RAW SCORE for points earned on each task so zero points earned is valid for K-2 ELA and Math assessments.
- If you **co-teach** the same group of students receiving the same post assessment, those **post assessment scores only need to be entered ONCE by one teacher**. Either teacher may enter the scores, but they only need to be entered a single time, the co-teacher does NOT need to re-enter the scores.

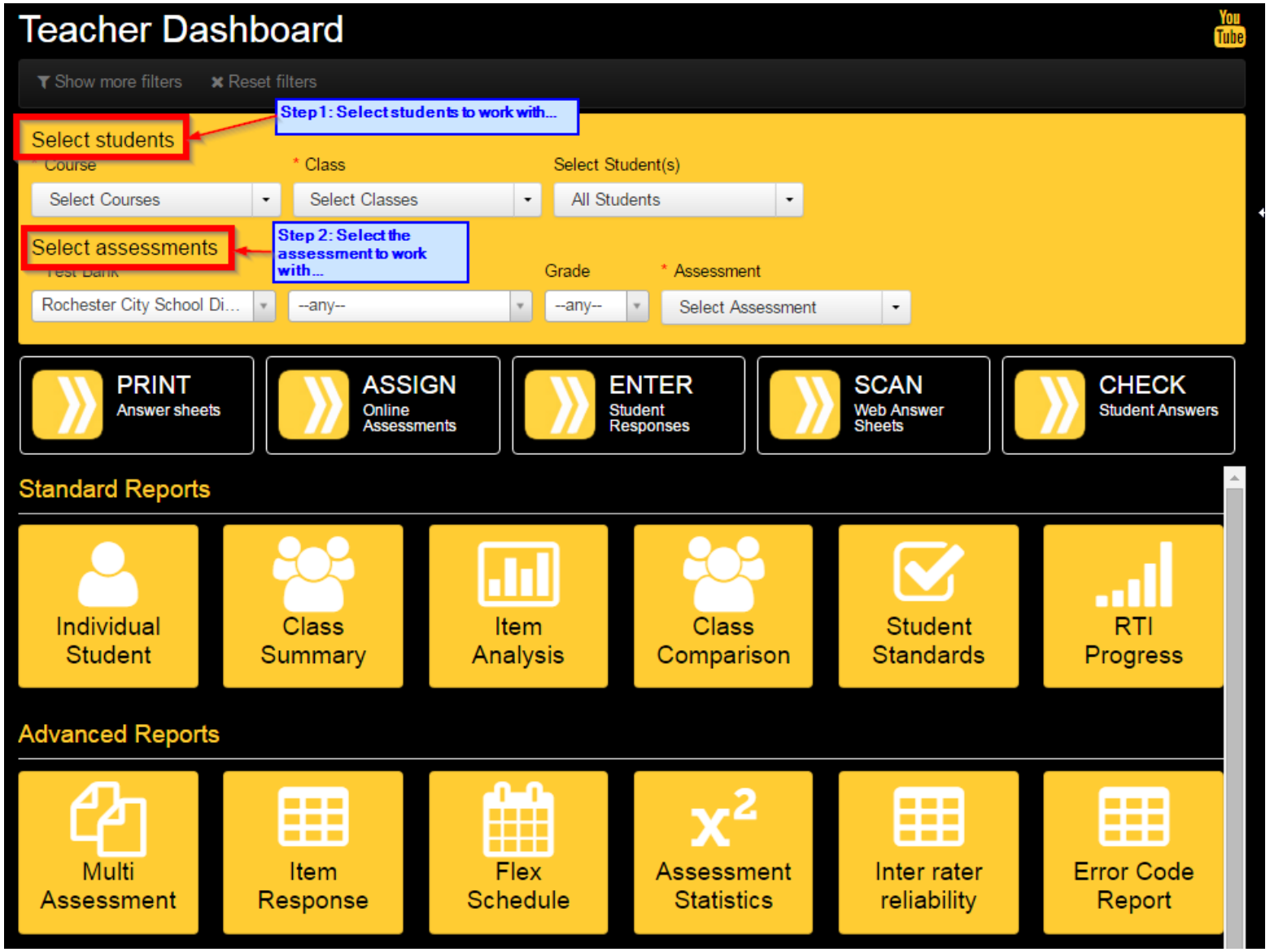
Click Teachers Dashboard to begin…



Working with performance-based post assessments begins with a two step process:

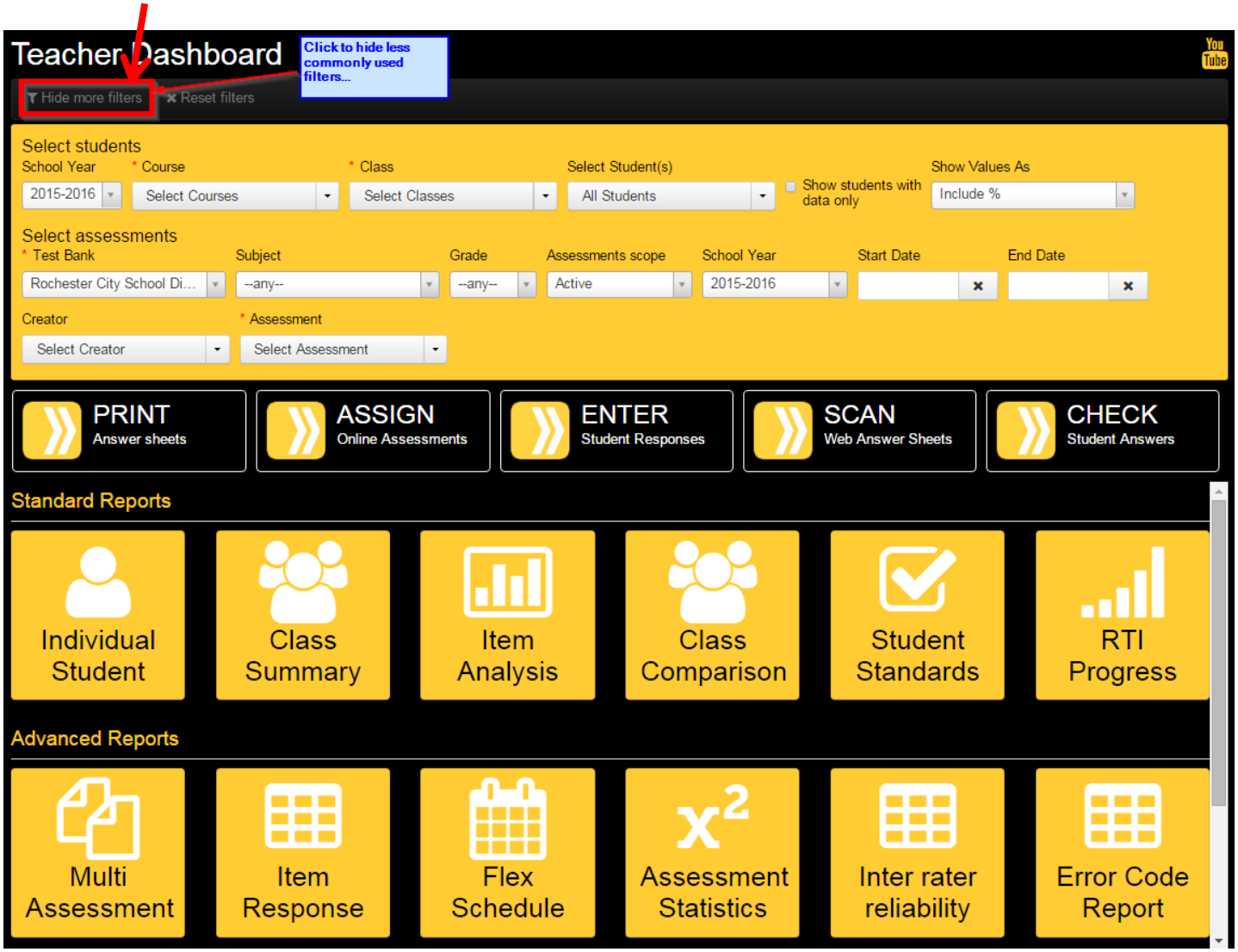
Step 1: Select Students

Step 2: Select the Assessment



Step 1: Select Students

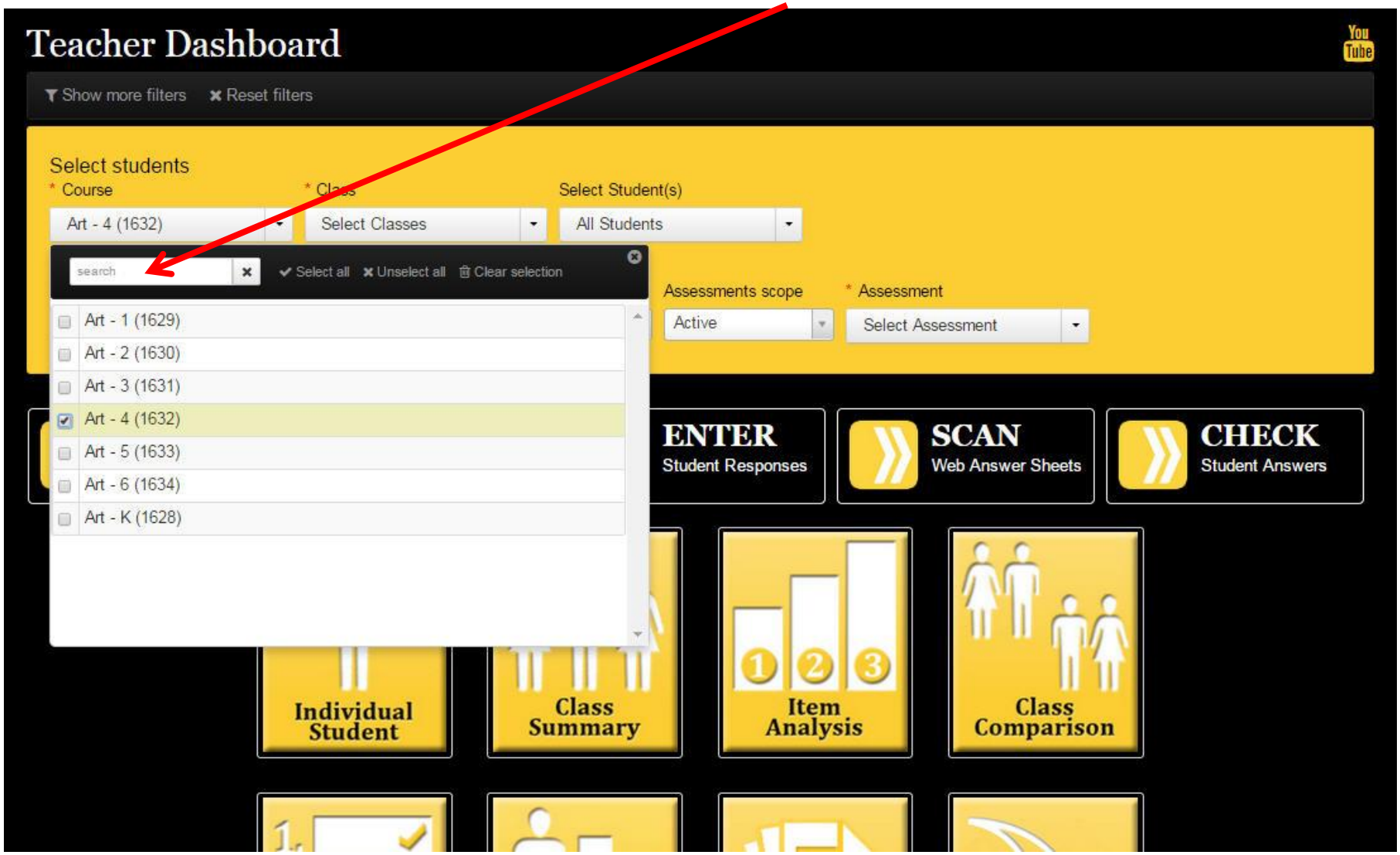
Note: If your screen is showing extra filters (as shown below), click the Hide more filters button to hide the unnecessary filters…



Step 1: Select Students cont'd…

Select your Course…

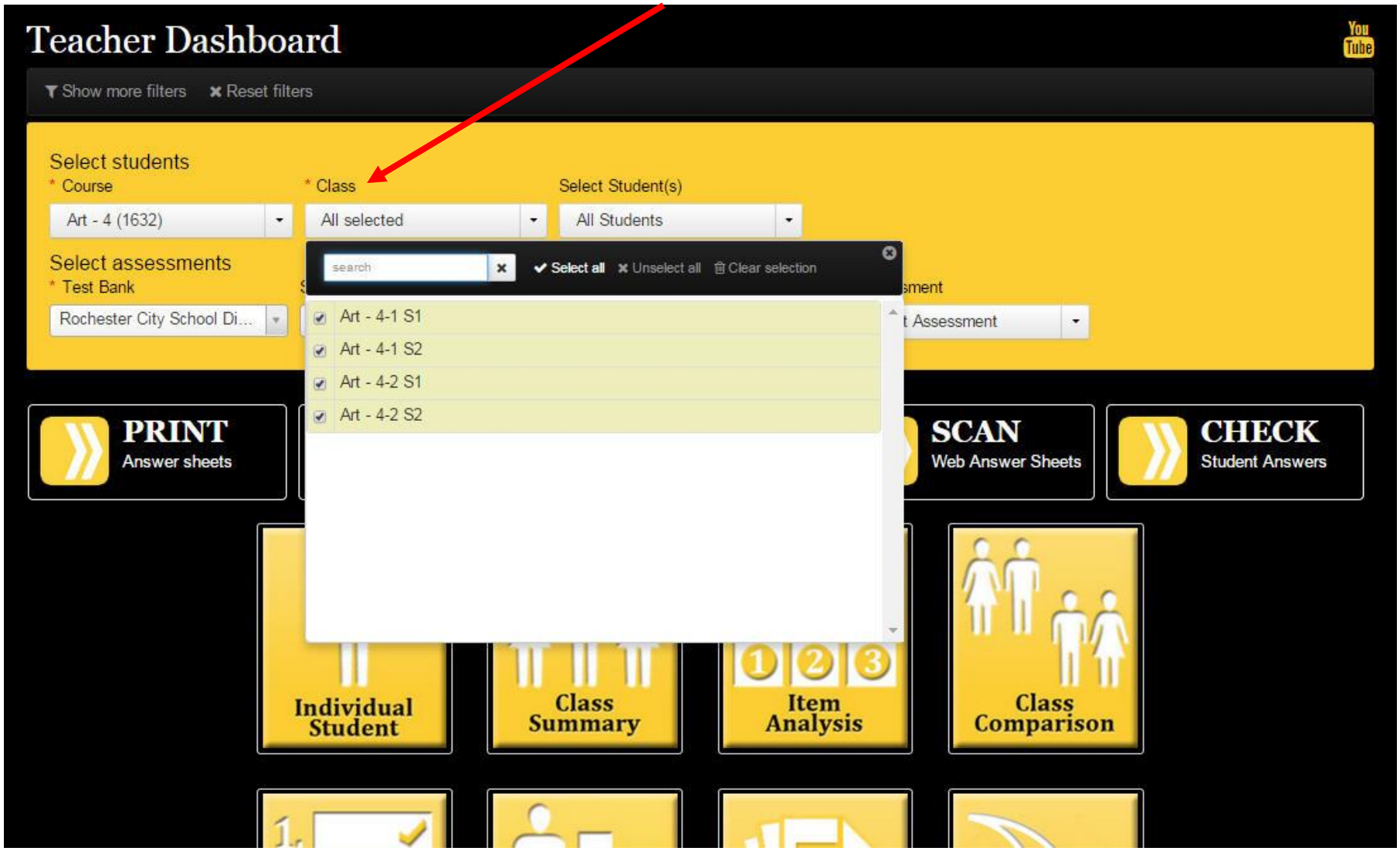
Hint: there may be more courses than shown here; an easy way to filter is to start typing the name of the course in the Search field (you can do this for all filters)



Step 1: Select Students cont'd…

Select your class or classes from the Class menu…

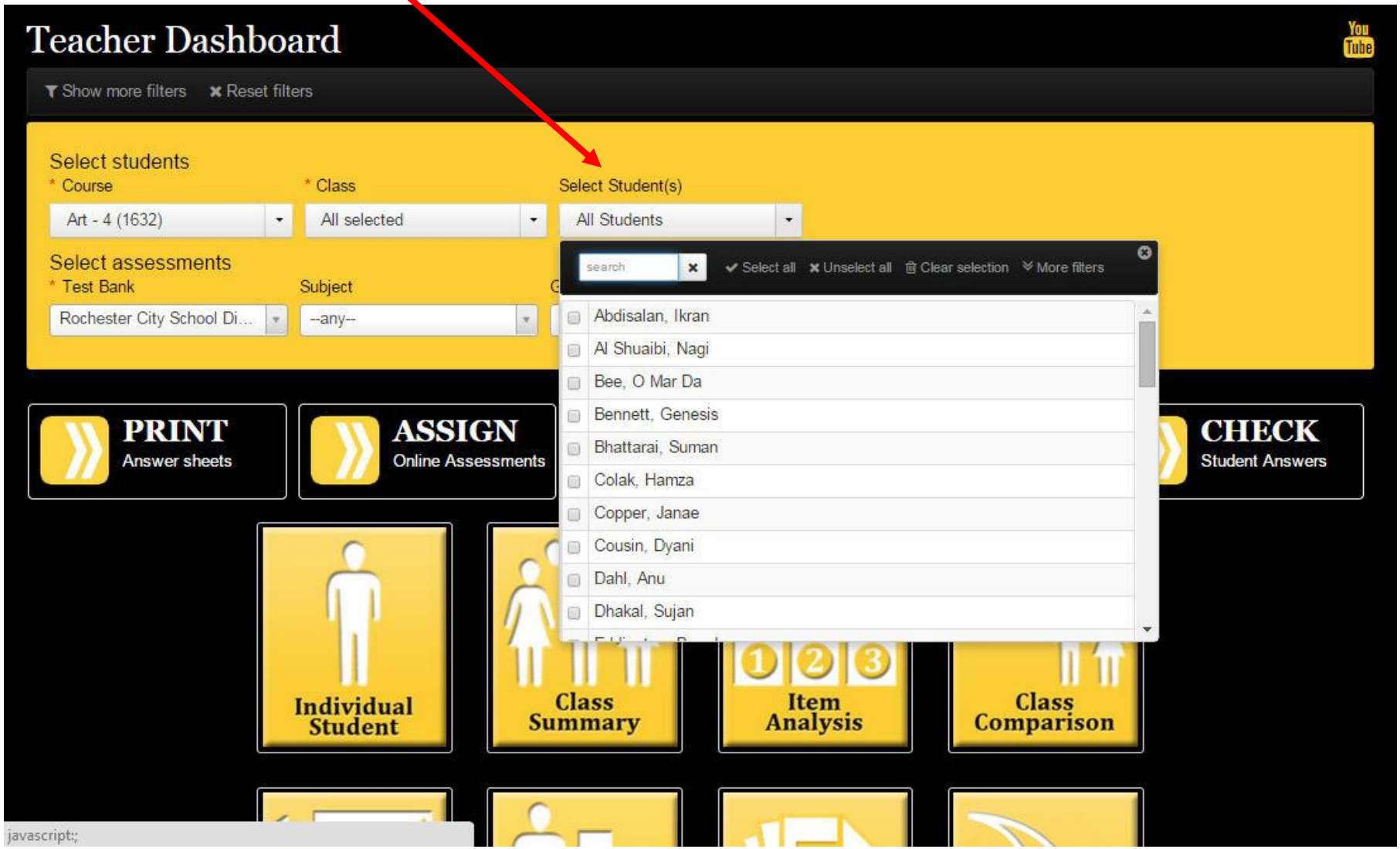
Hint: You can enter results for one class at a time, or any combination of multiple classes (of the same course) by selecting the desired class(es) here. Select classes by checking the box to the left of the class name as shown below.



Step 1: Select Students cont'd…

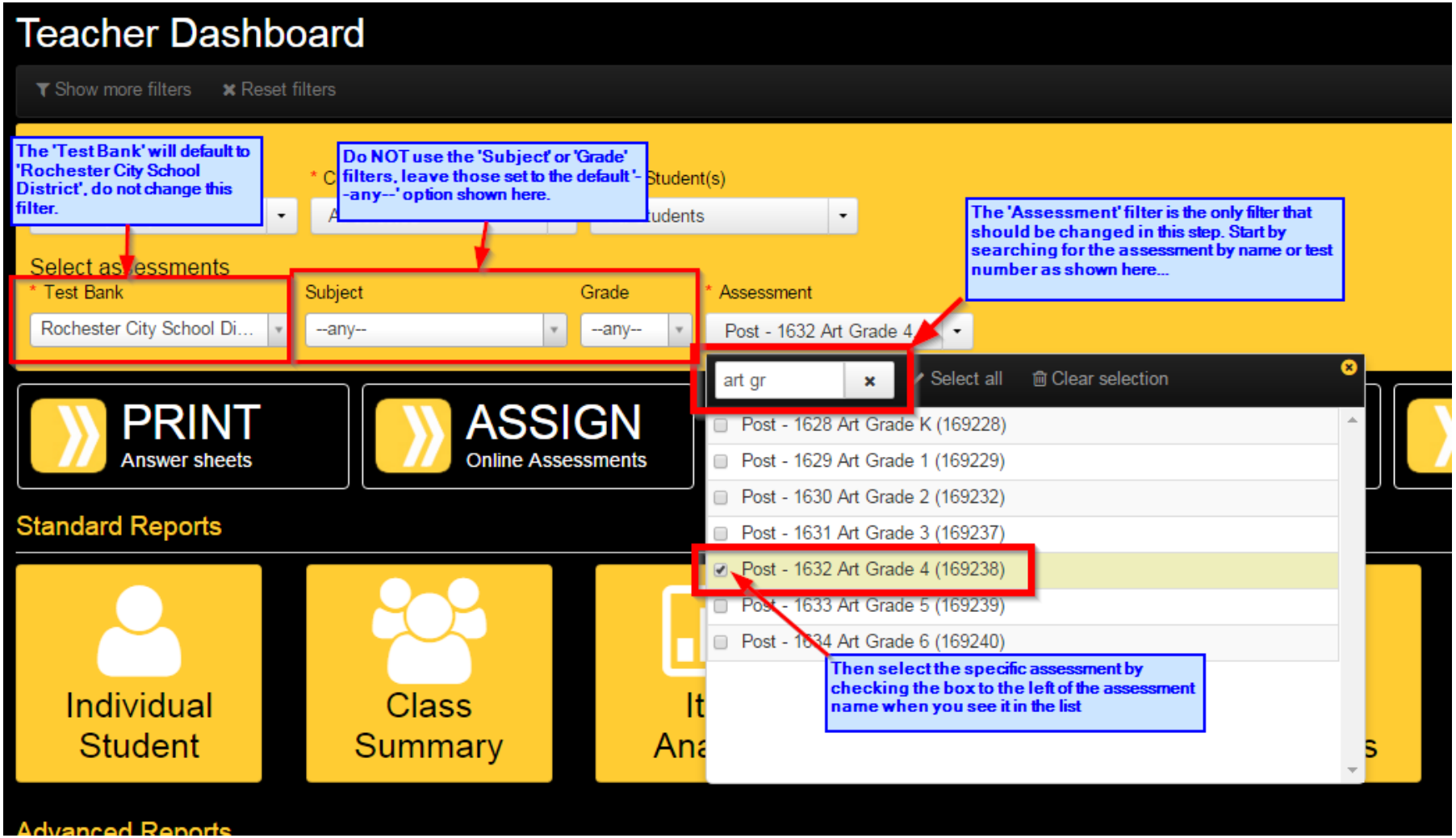
Select your students…

Hint: to enter results for all students in the class/classes you selected leave All Students (the default value) selected…

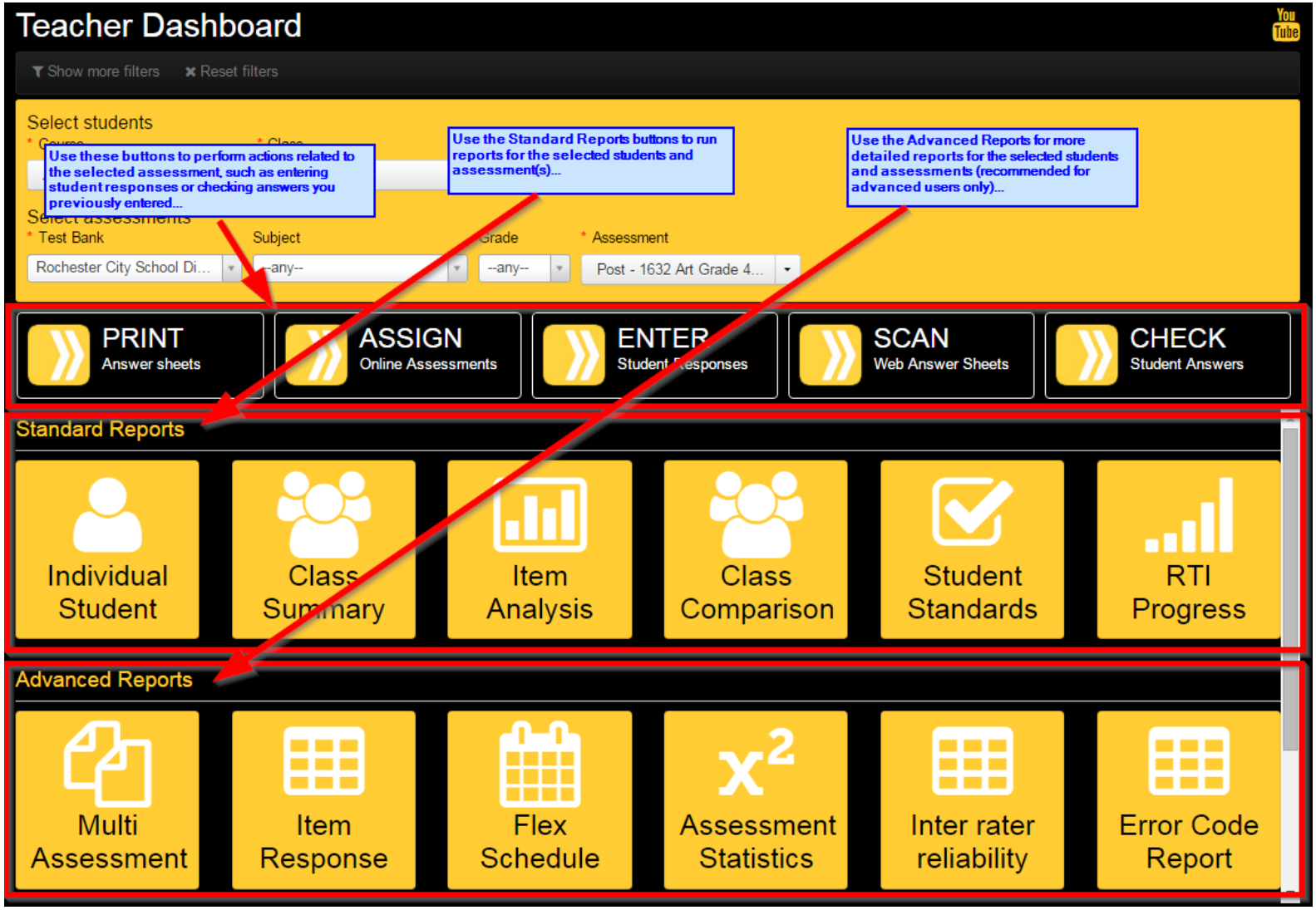


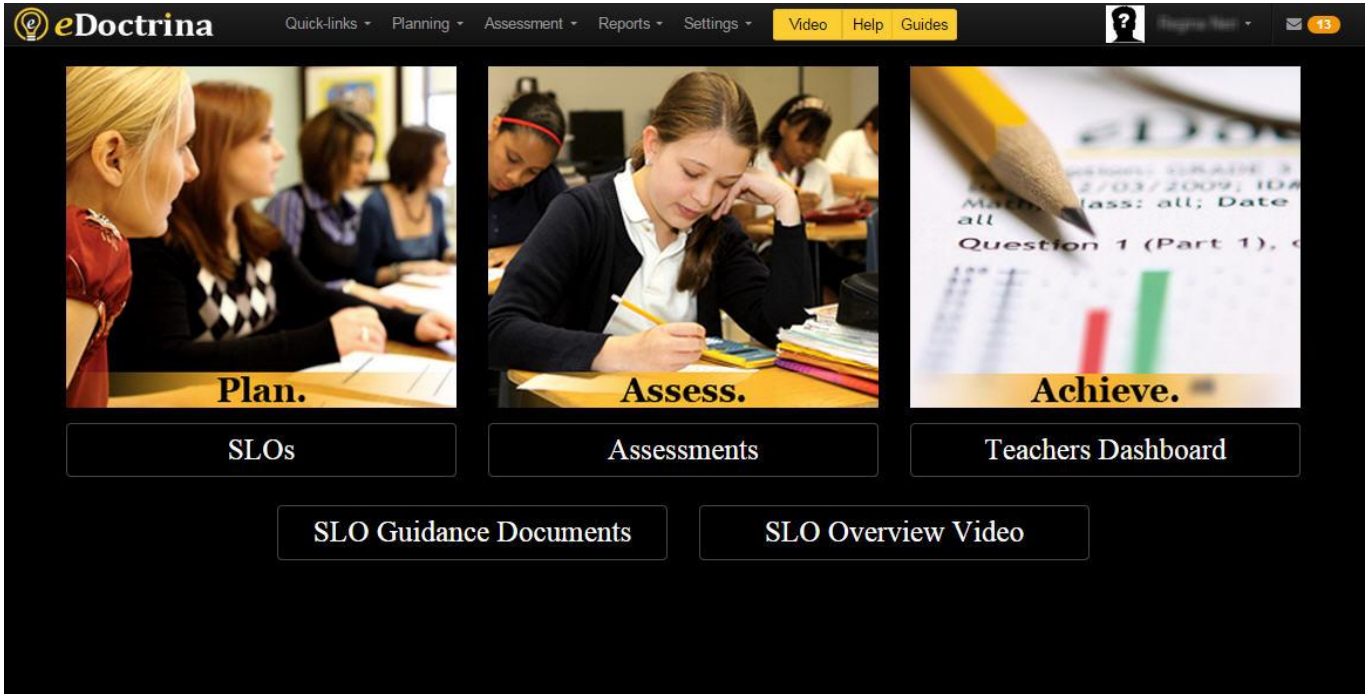
Step 2: Select Assessment

In this step only the 'Assessment' filter under the 'Select Assessments' section should be used. The 'Test Bank' will default to 'Rochester City School District' and the 'Subject' and 'Grade' filters will default to '—any—'; **leave those filters at their default values** and click the 'Assessment' filter to select the appropriate assessment. See screenshot below for further details.



Now that you have selected the student population and assessment to work with, use the buttons below the filters to perform actions related to the assessment such as printing rosters to record scores, entering student responses, or deleting student results…

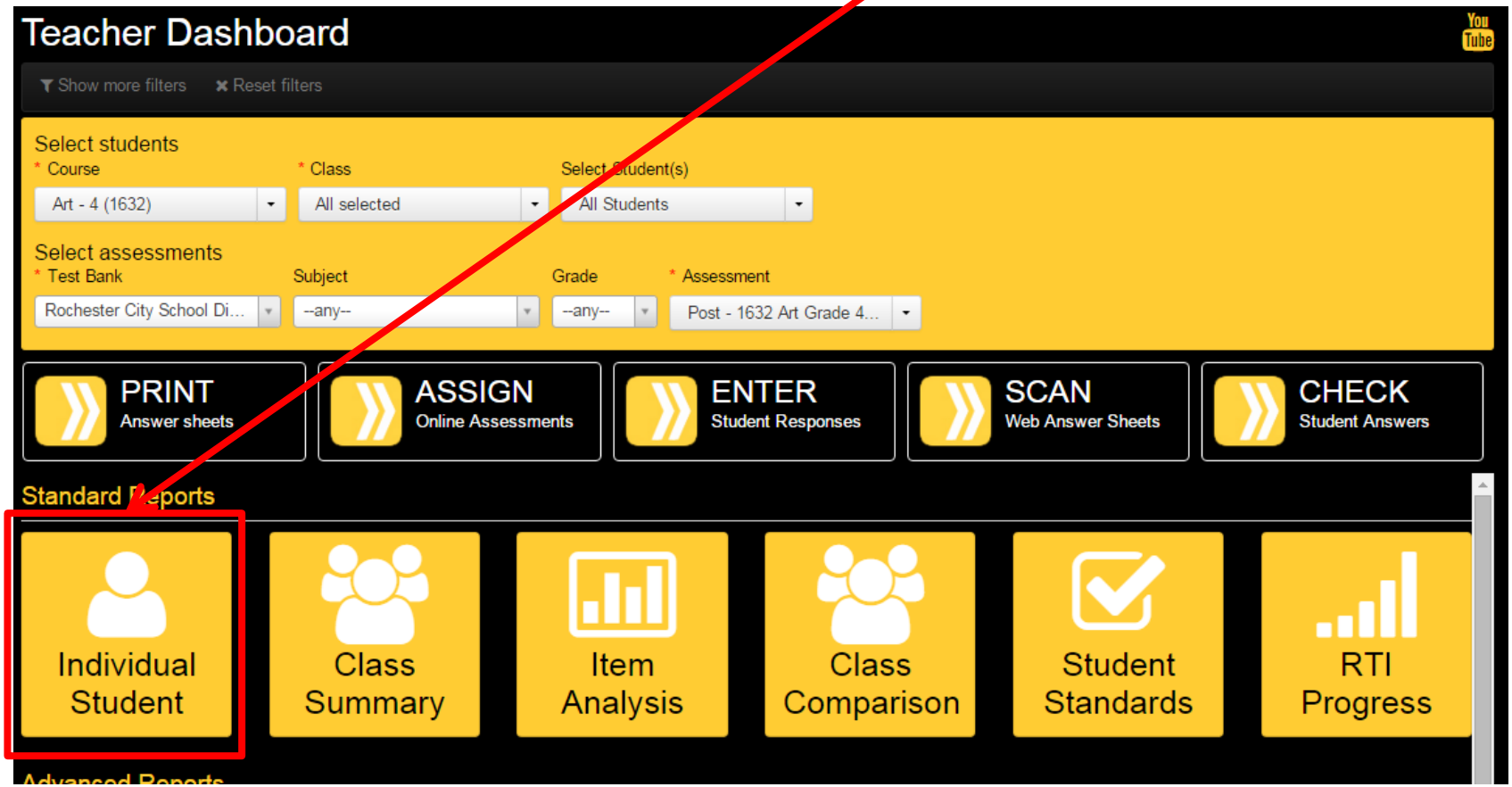




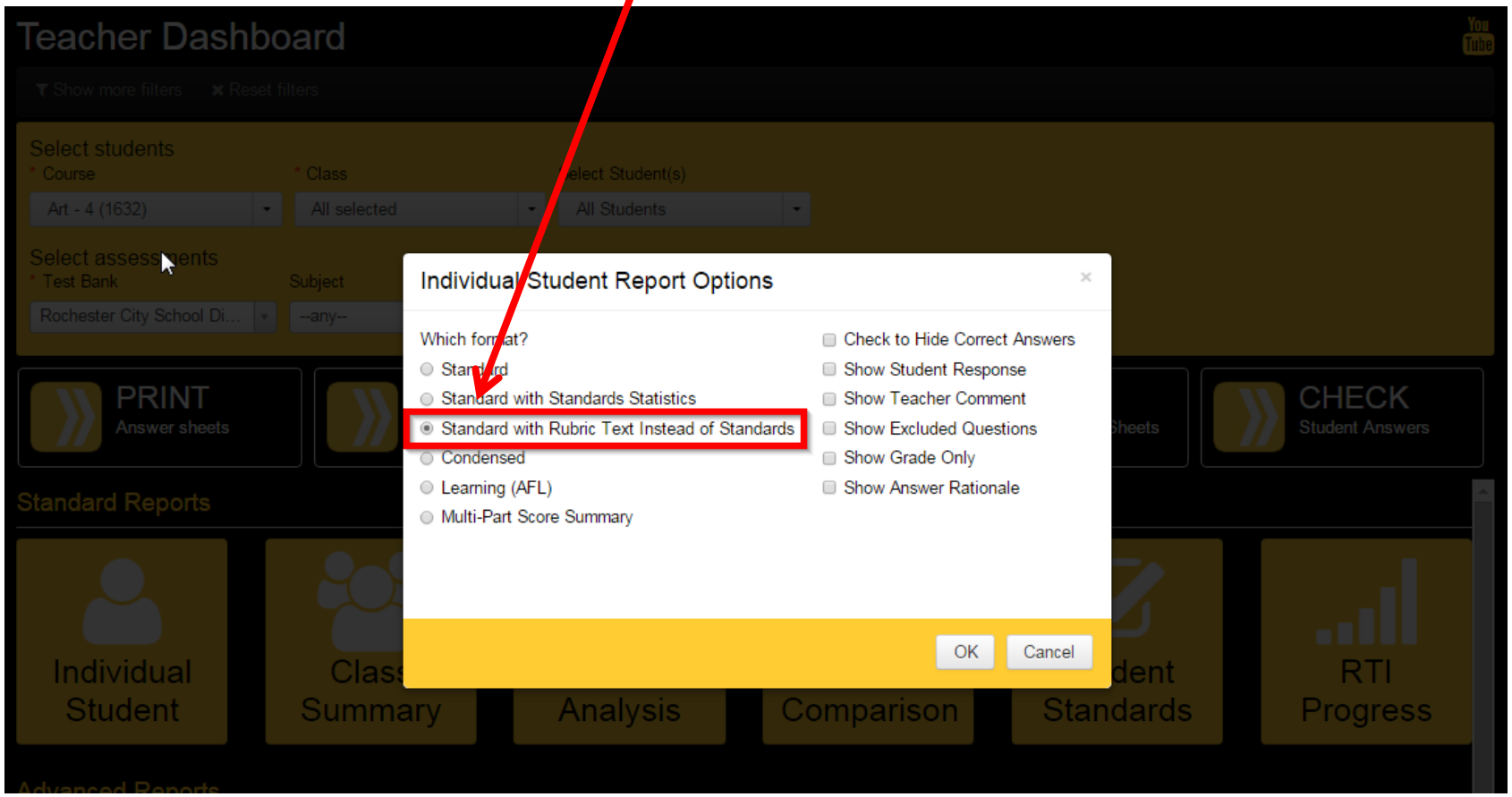
Performance-Based Exams

PRINTING STUDENT ROSTERS

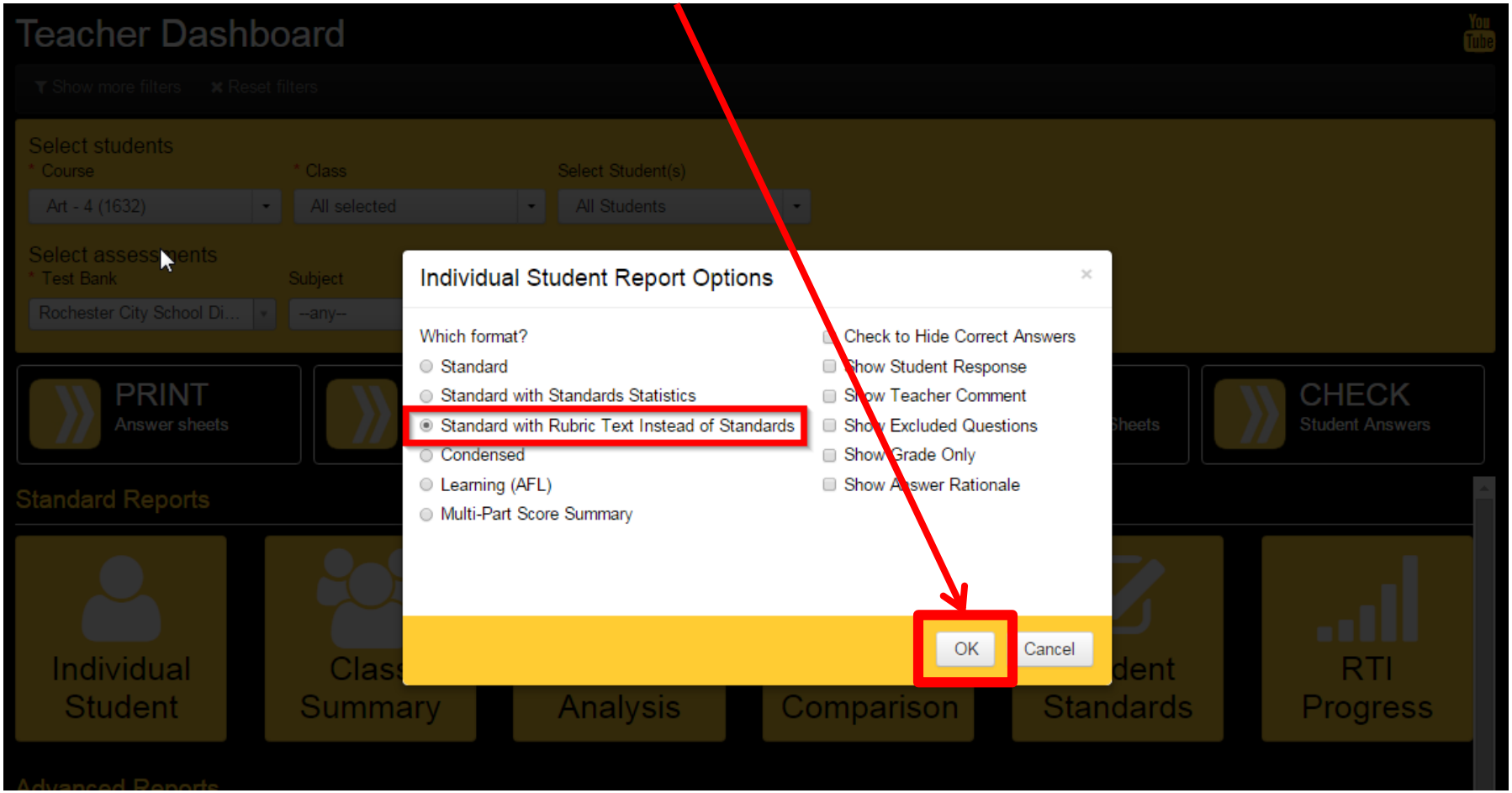
To Print a roster of your students, click the Individual Student button…



Select Standard with Rubric Text Instead of Standards option…



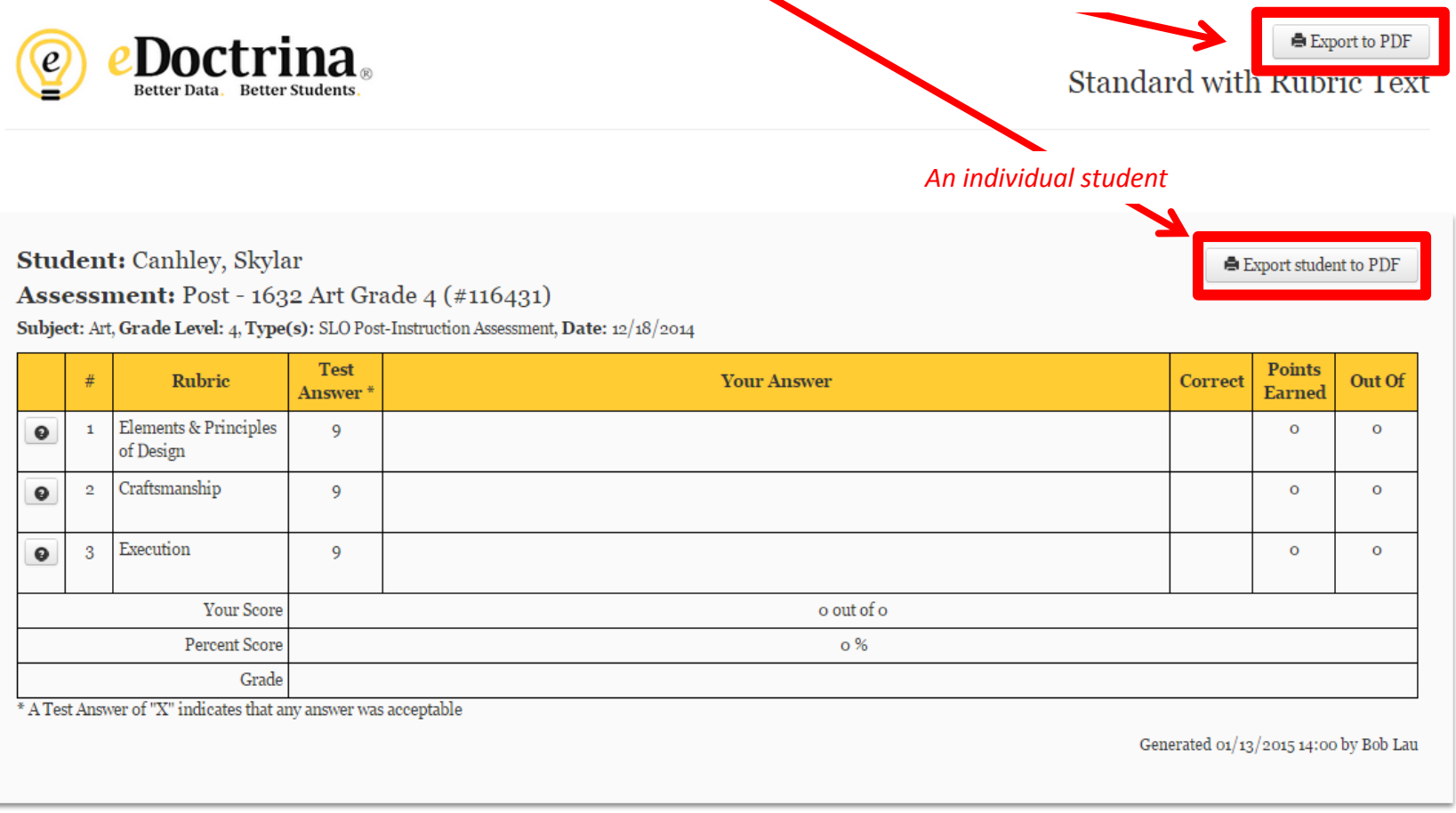
Click the OK button…



Select Export to PDF button…

All selected students

An individual student



Student: Canhley, Skylar

Assessment: Post - 1632 Art Grade 4 (#116431)

Subject: Art, **Grade Level:** 4, **Type(s):** SLO Post-Instruction Assessment, **Date:** 12/18/2014

	#	Rubric	Test Answer *	Your Answer	Correct	Points Earned	Out Of
	1	Elements & Principles of Design	9			0	0
	2	Craftsmanship	9			0	0
	3	Execution	9			0	0
			Your Score	0 out of 0			
			Percent Score	0 %			
			Grade				

* A Test Answer of "X" indicates that any answer was acceptable

Generated 01/13/2015 14:00 by Bob Lau

You can use this report to manually record scores
for each of your students for later entry into eDoctrina...

eDoctrina
Better Data. Better Students.

Export to PDF

Standard with Rubric Text

Student: Canhley, Skylar

Export student to PDF

Assessment: Post - 1632 Art Grade 4 (#116431)

Subject: Art, **Grade Level:** 4, **Type(s):** SLO Post-Instruction Assessment, **Date:** 12/18/2014

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	1	Elements & Principles of Design	9			0	0
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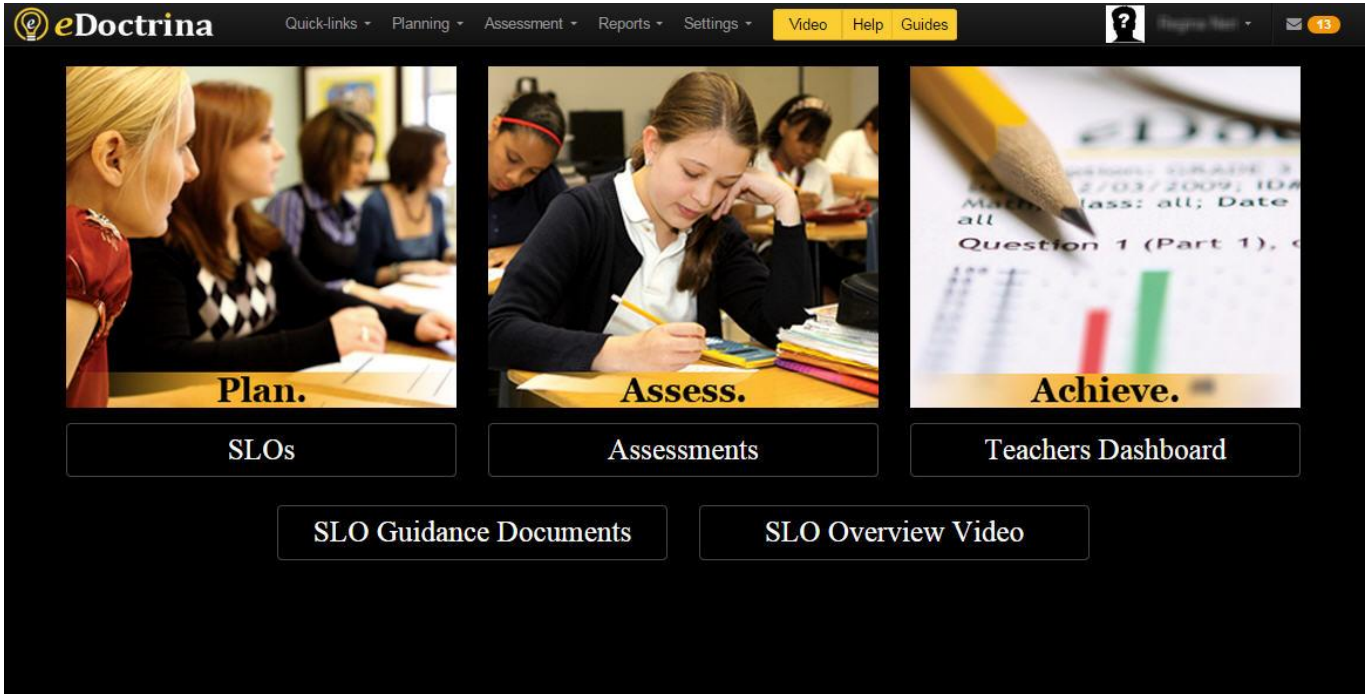
	3	Execution	9			0	0
			Your Score	0 out of 0			
			Percent Score	0 %			
			Grade				

* A Test Answer of "X" indicates that any answer was acceptable

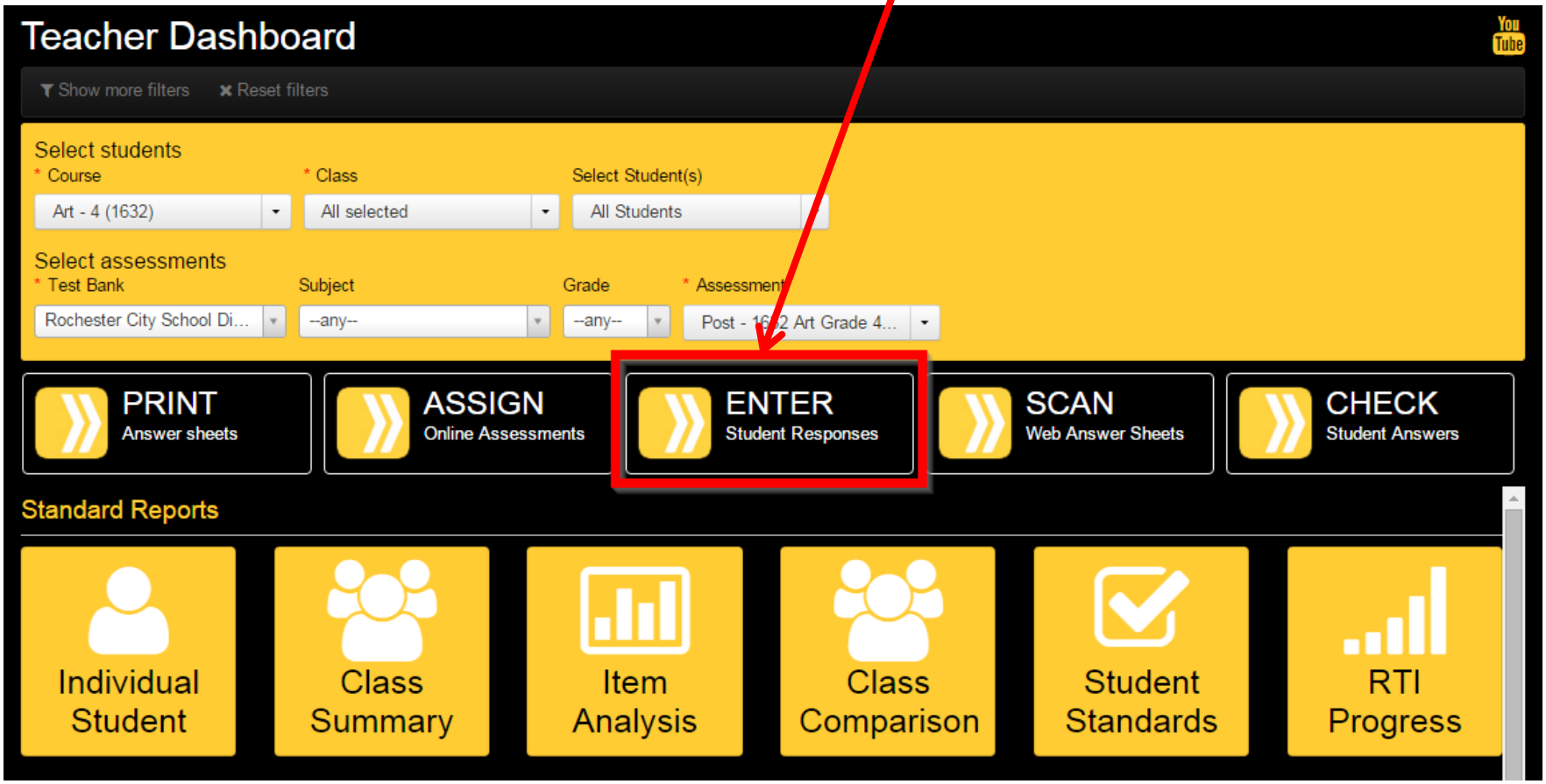
Generated 01/13/2015 14:00 by Bob Lau



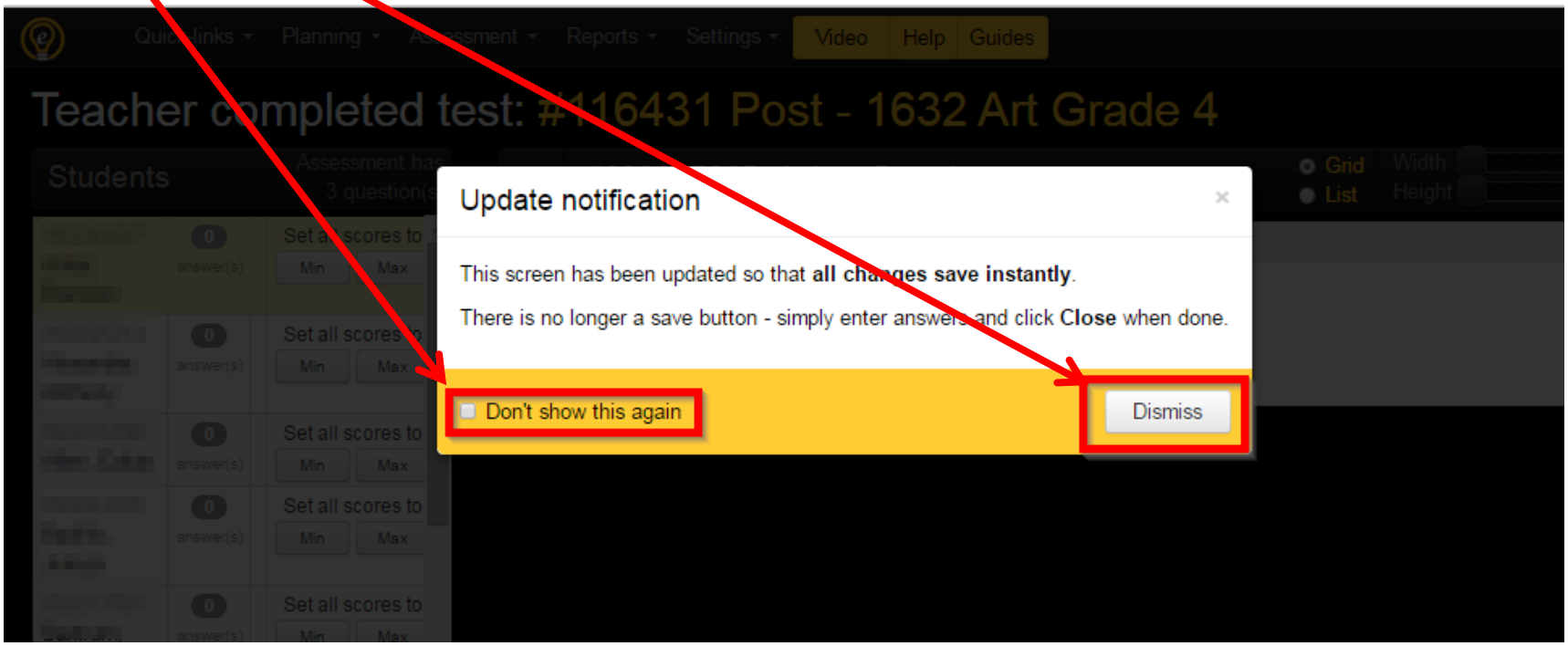
Performance-Based Exams

ENTERING STUDENT RESPONSES

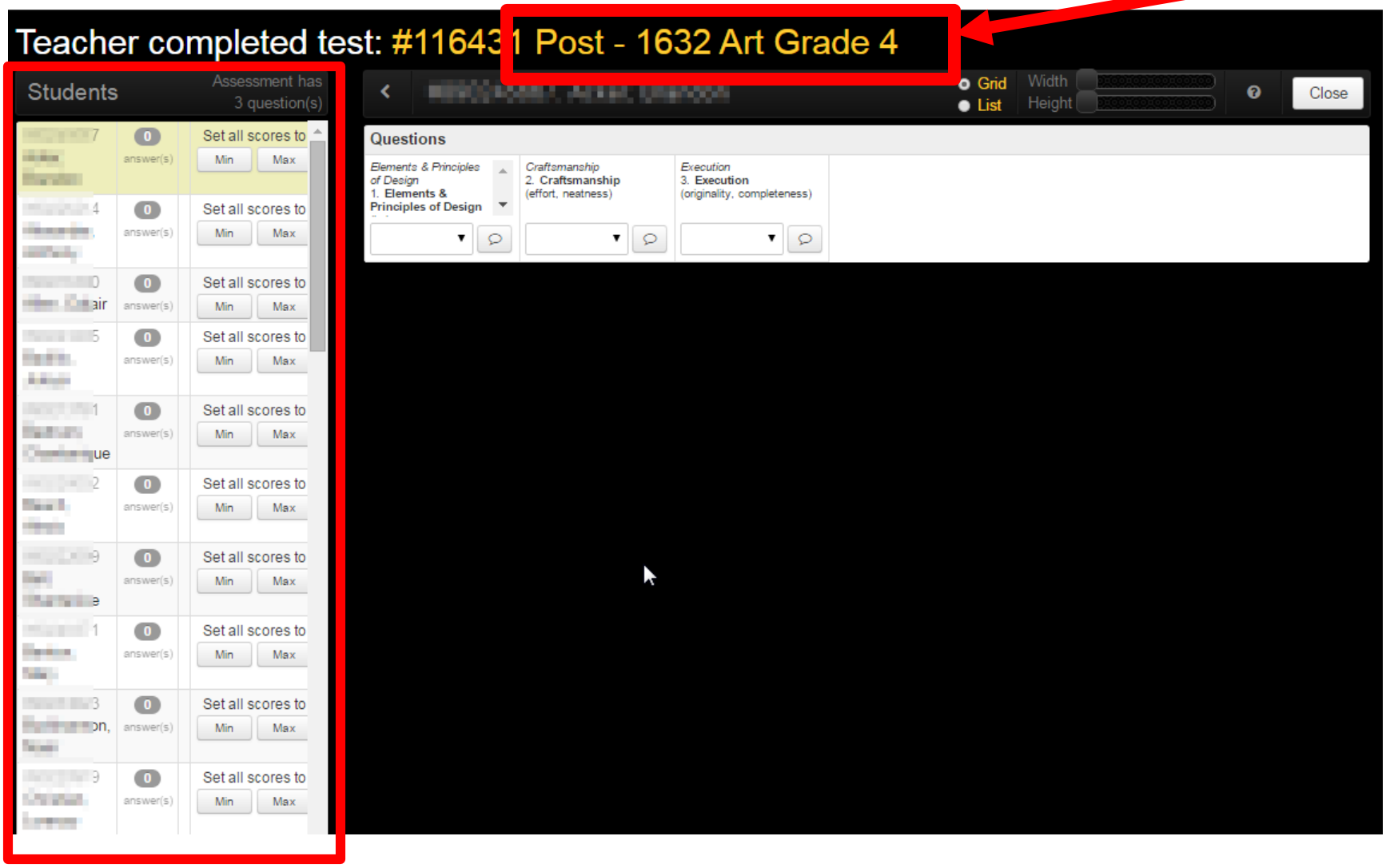
To enter student responses, click the ENTER Student Responses button…



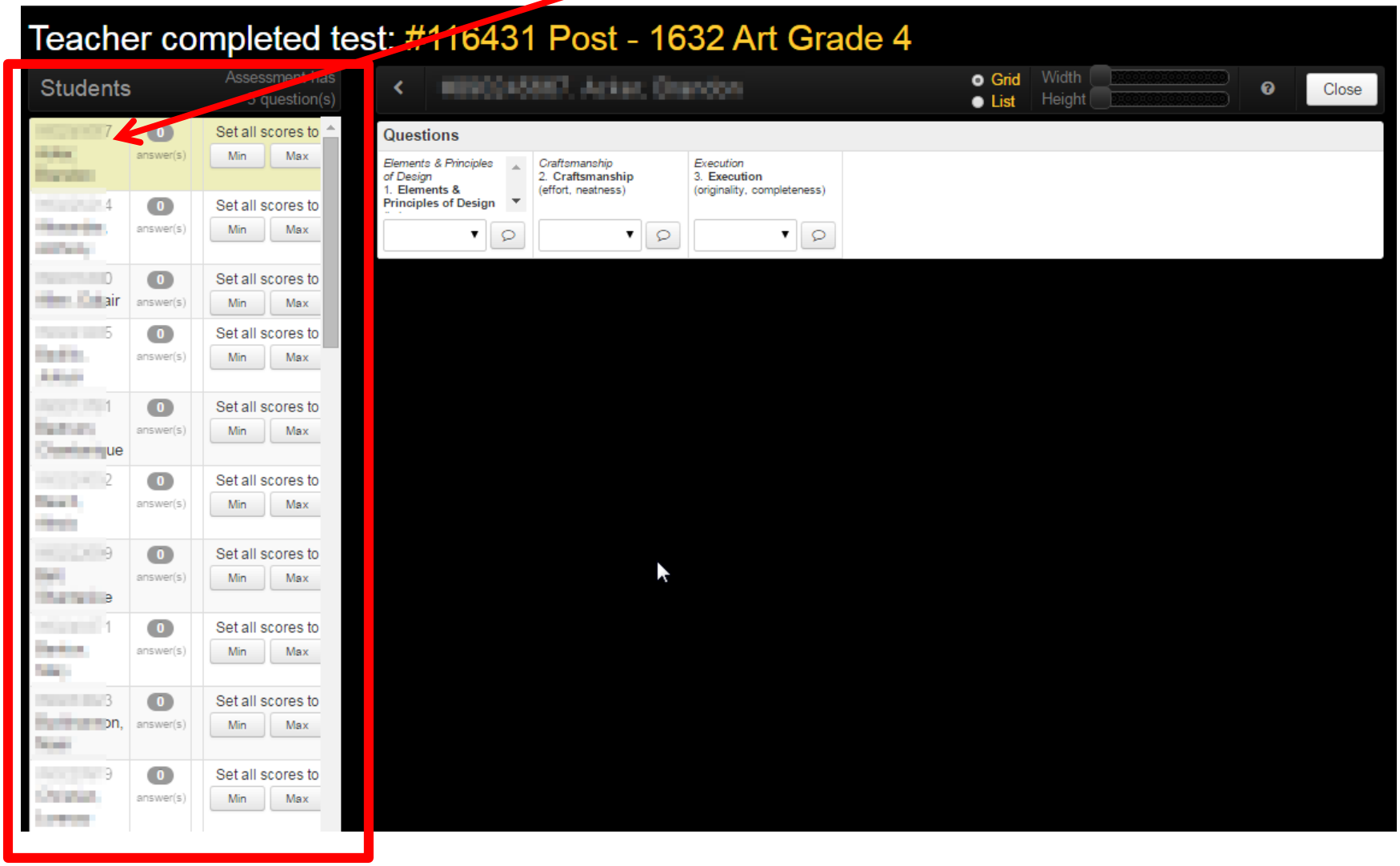
Note that you may see a message regarding an update to the page that saves your score entries instantly. Please read the message, then check the 'Don't show this again' option (if you don't want to see the message on future visits to this page) and click the Dismiss button to close the message.



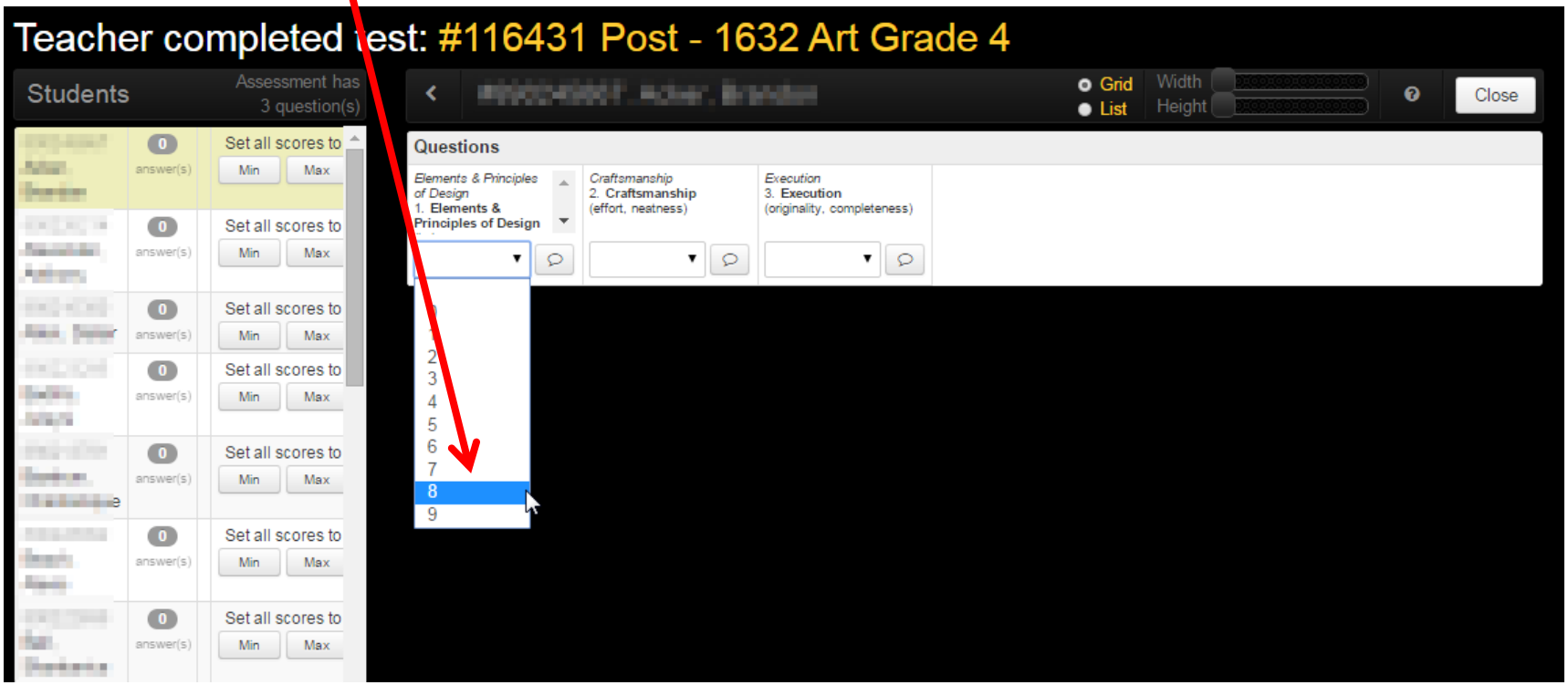
This will take you to the Teacher completed test page. **Confirm that you will be entering results for the correct exam**. Note that elementary courses such as Art, Music, and PE have different assessments for each grade level. **YOU MUST SELECT THE CORRECT ASSESSMENT PRIOR TO ENTERING SCORES FOR EACH GRADE LEVEL. Verify the selected assessment at the top of the screen.**



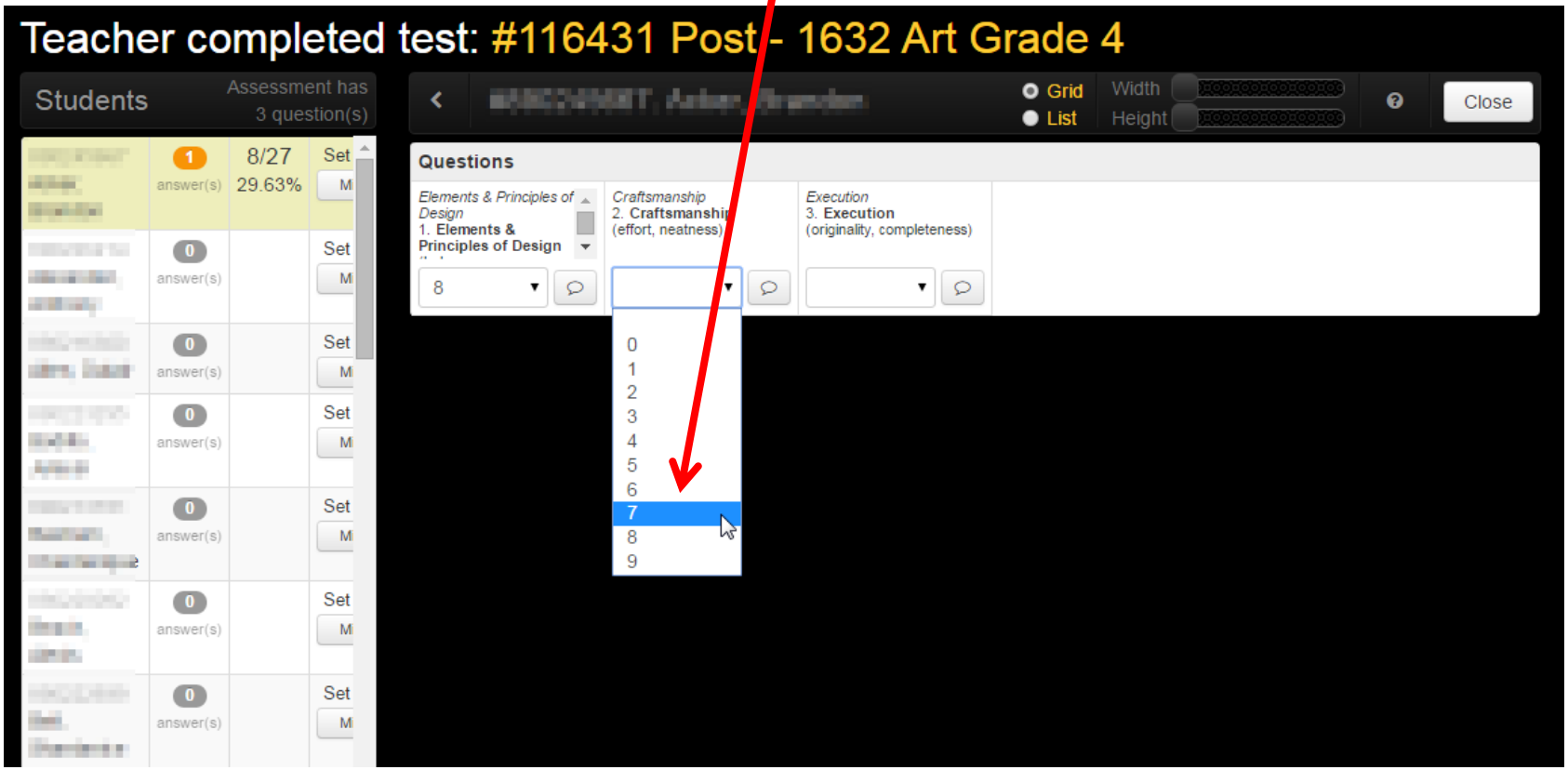
To begin entering results, select the first student in the roster by clicking on their name…



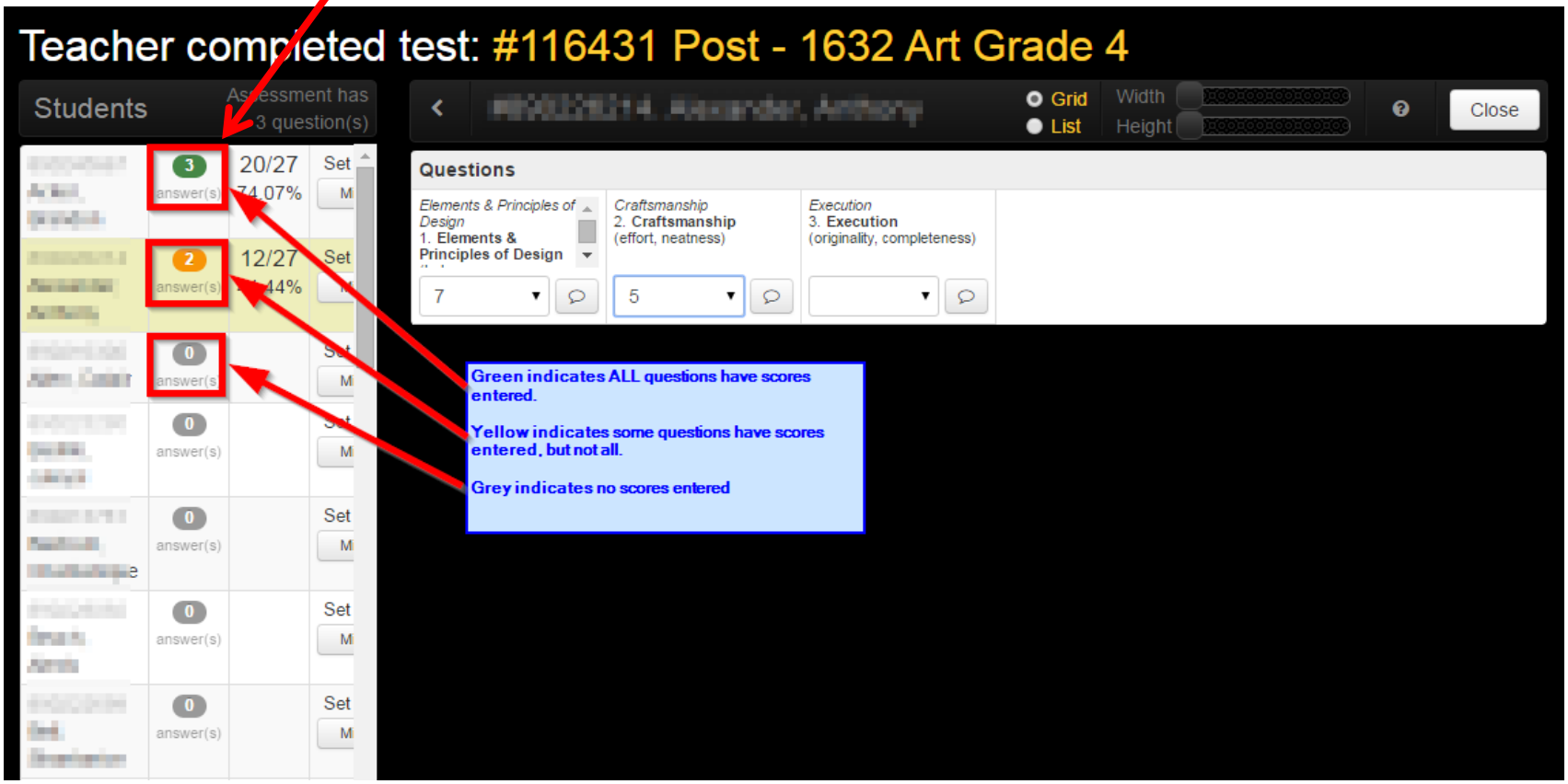
Enter the score for each criterion in the exam rubric by selecting a value from the drop-down menu…



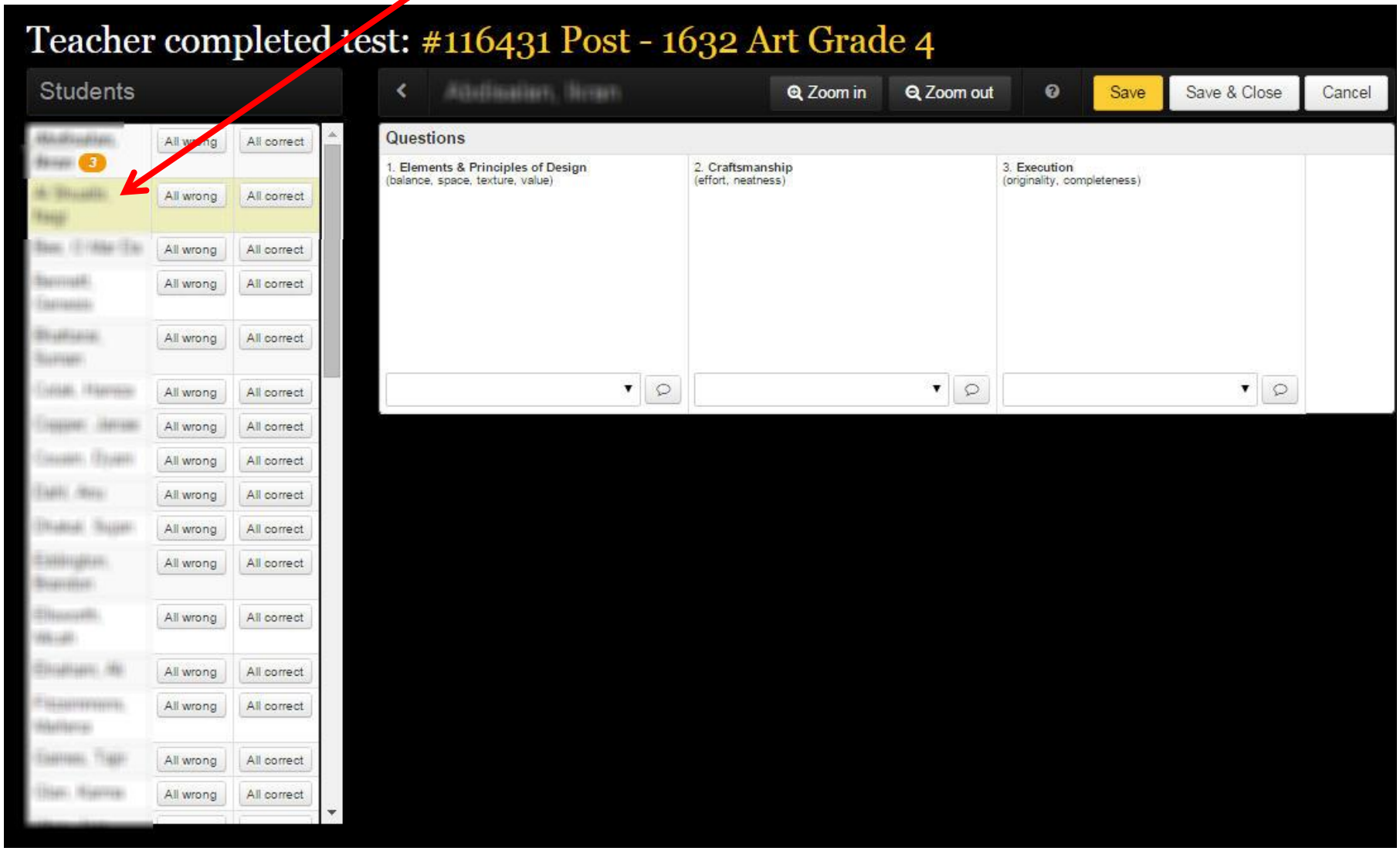
Enter all scores for this student…



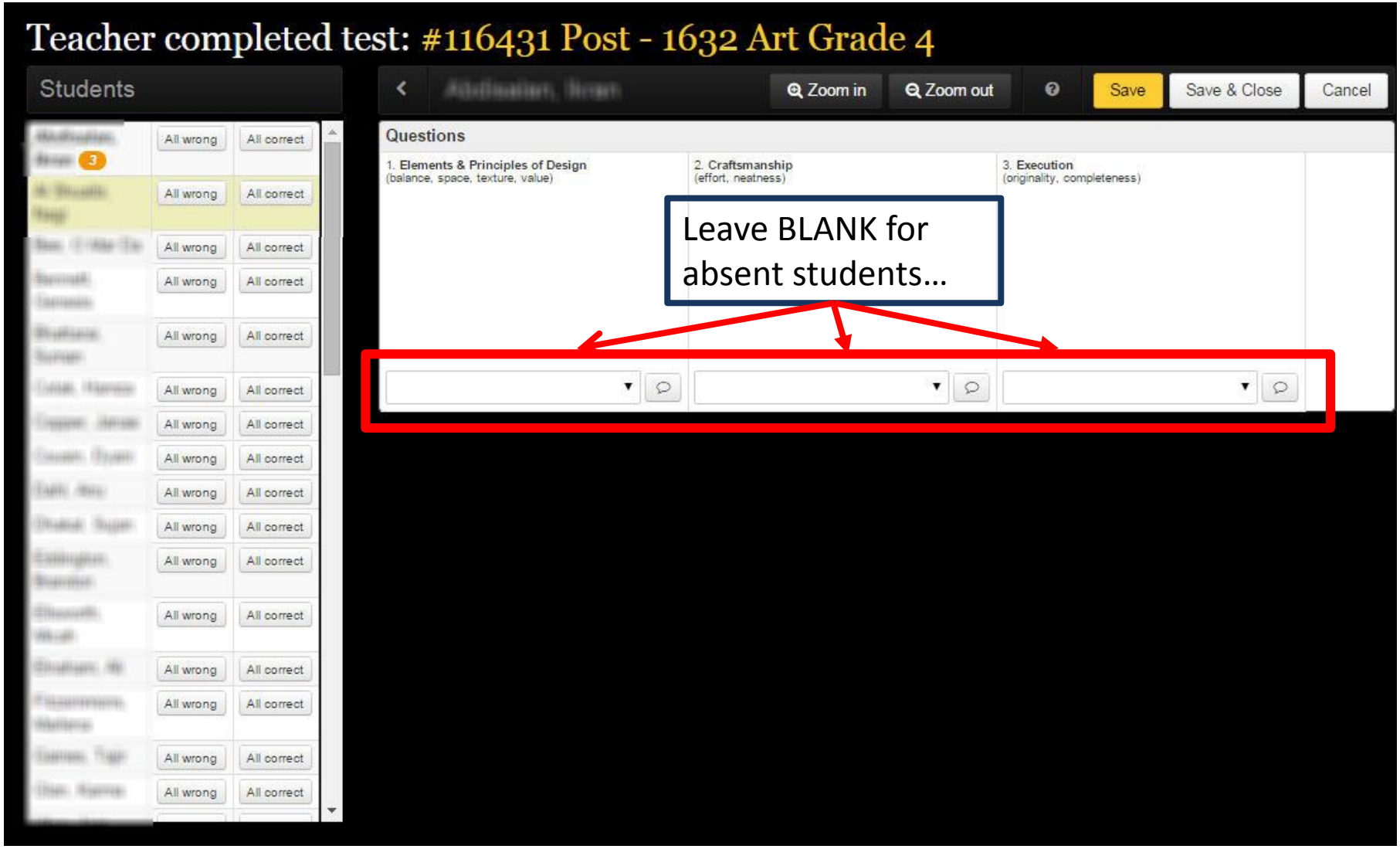
The number of answers displayed in your roster indicates how many scores you have entered for each student…



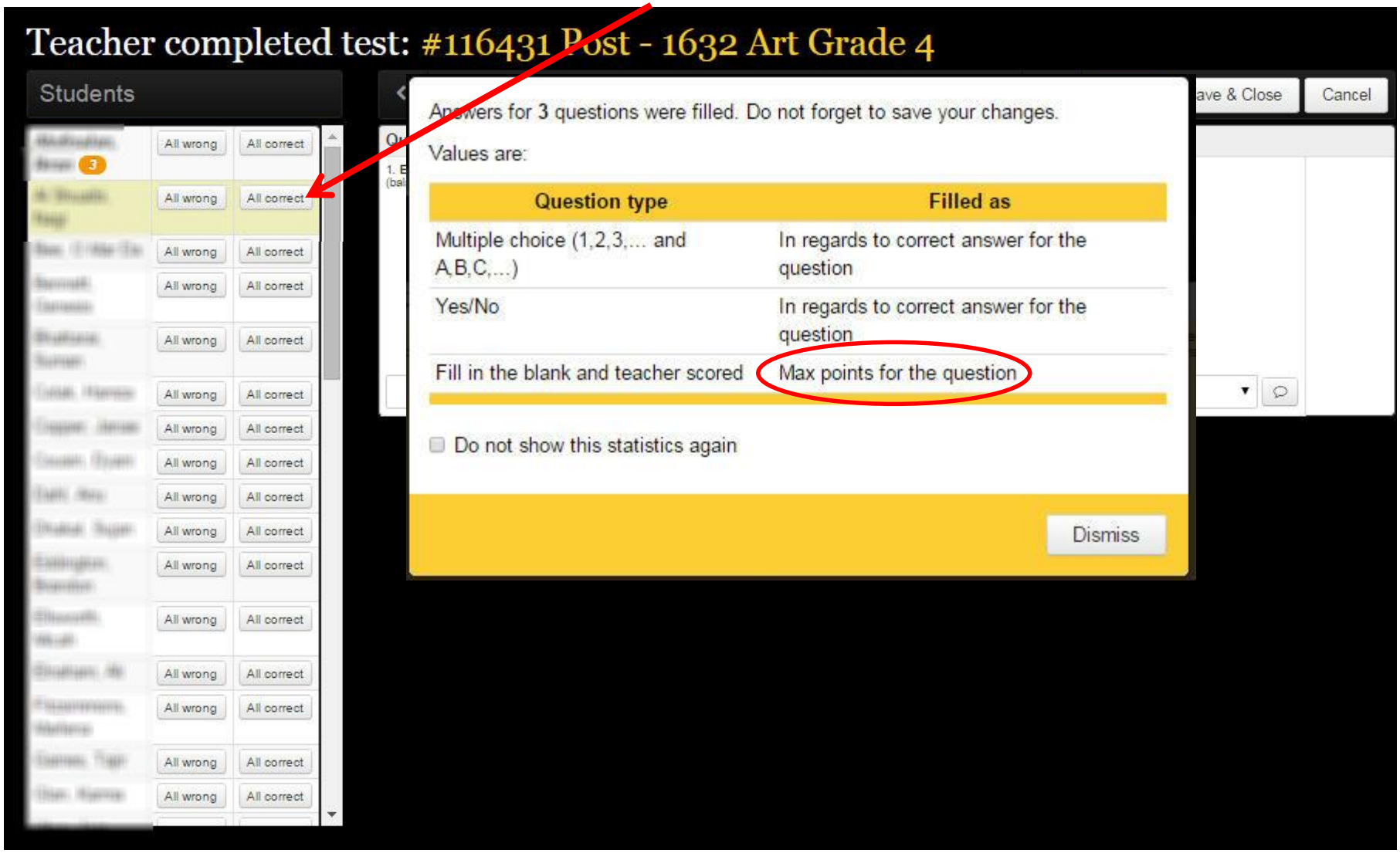
Select the next student in the roster and continue entering scores…



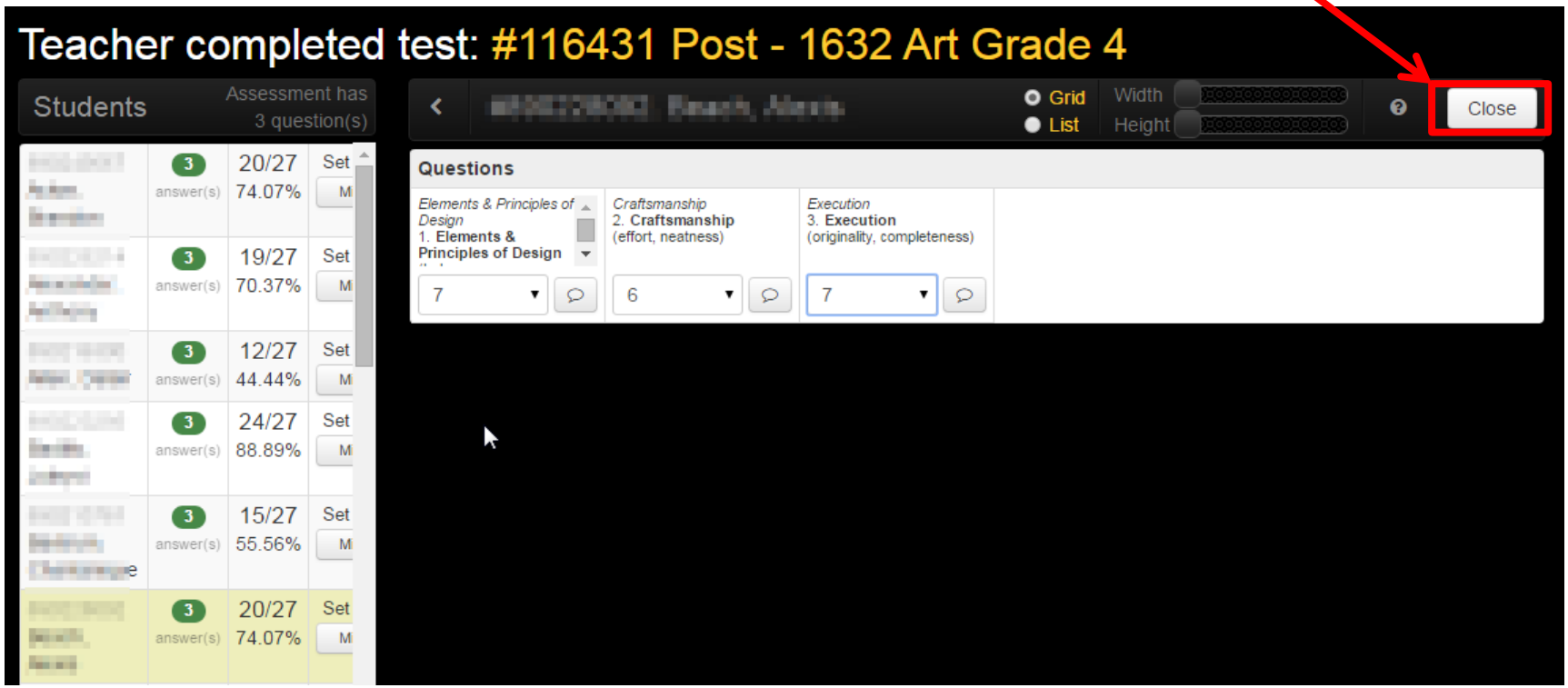
Note: If a student was absent and did NOT take the post assessment leave all scores for that student BLANK. **Do NOT enter zeros (or any other values) for students that did not take the post assessment.**

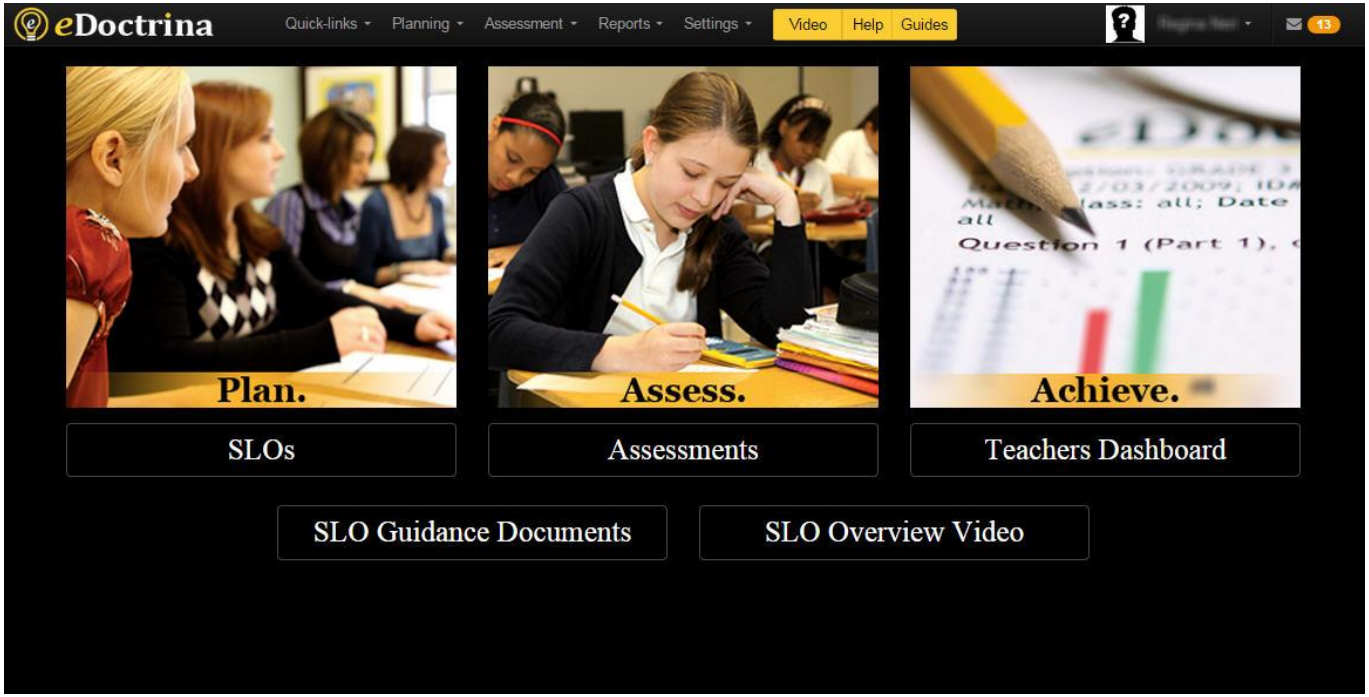


Shortcut: Clicking the All correct button will fill in the maximum score for all questions for the selected student…



Scores are saved instantly and automatically as you enter them, so there is no need to save your work. When you are finished entering scores click the Close button to return to your dashboard…

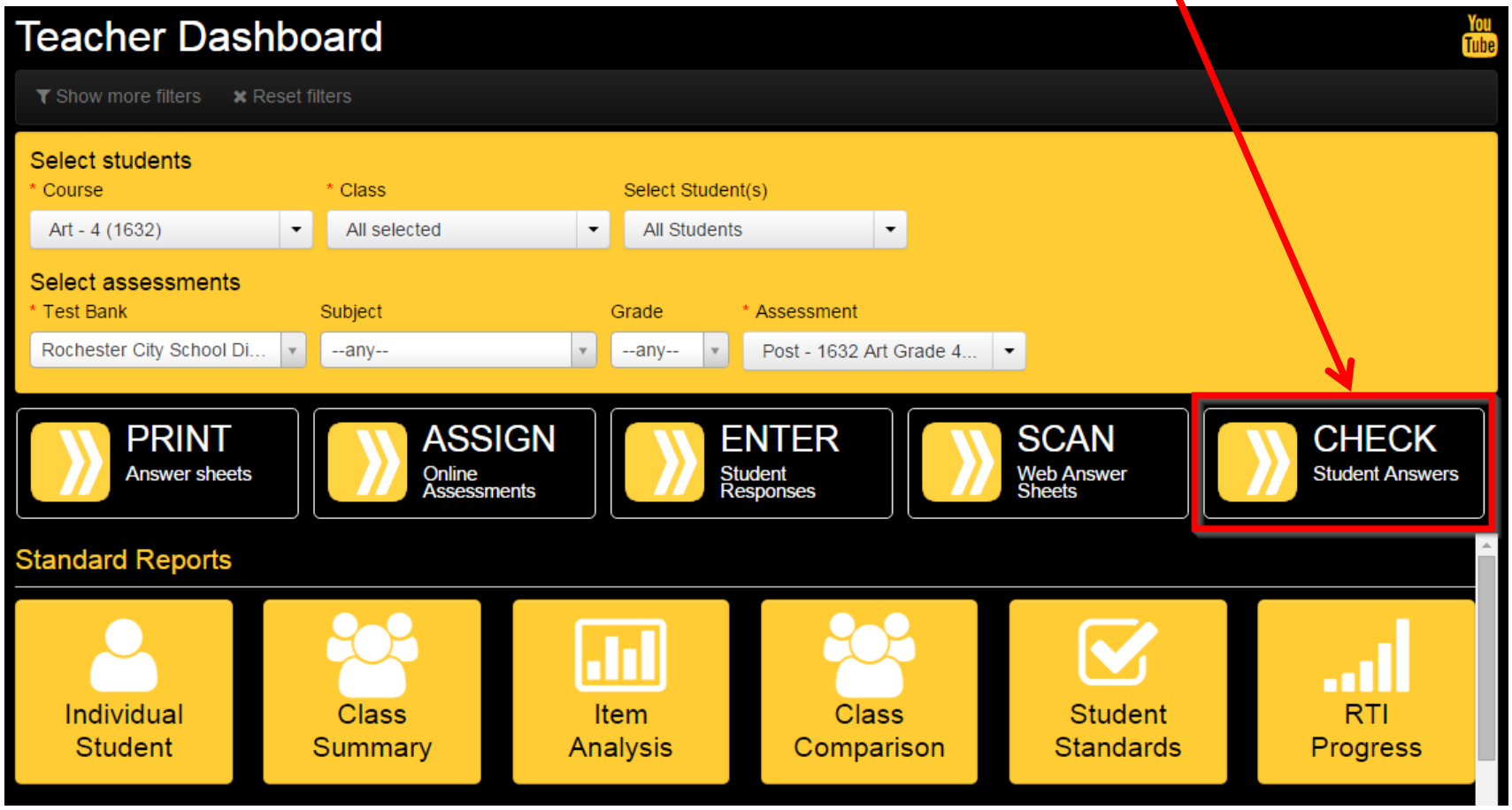




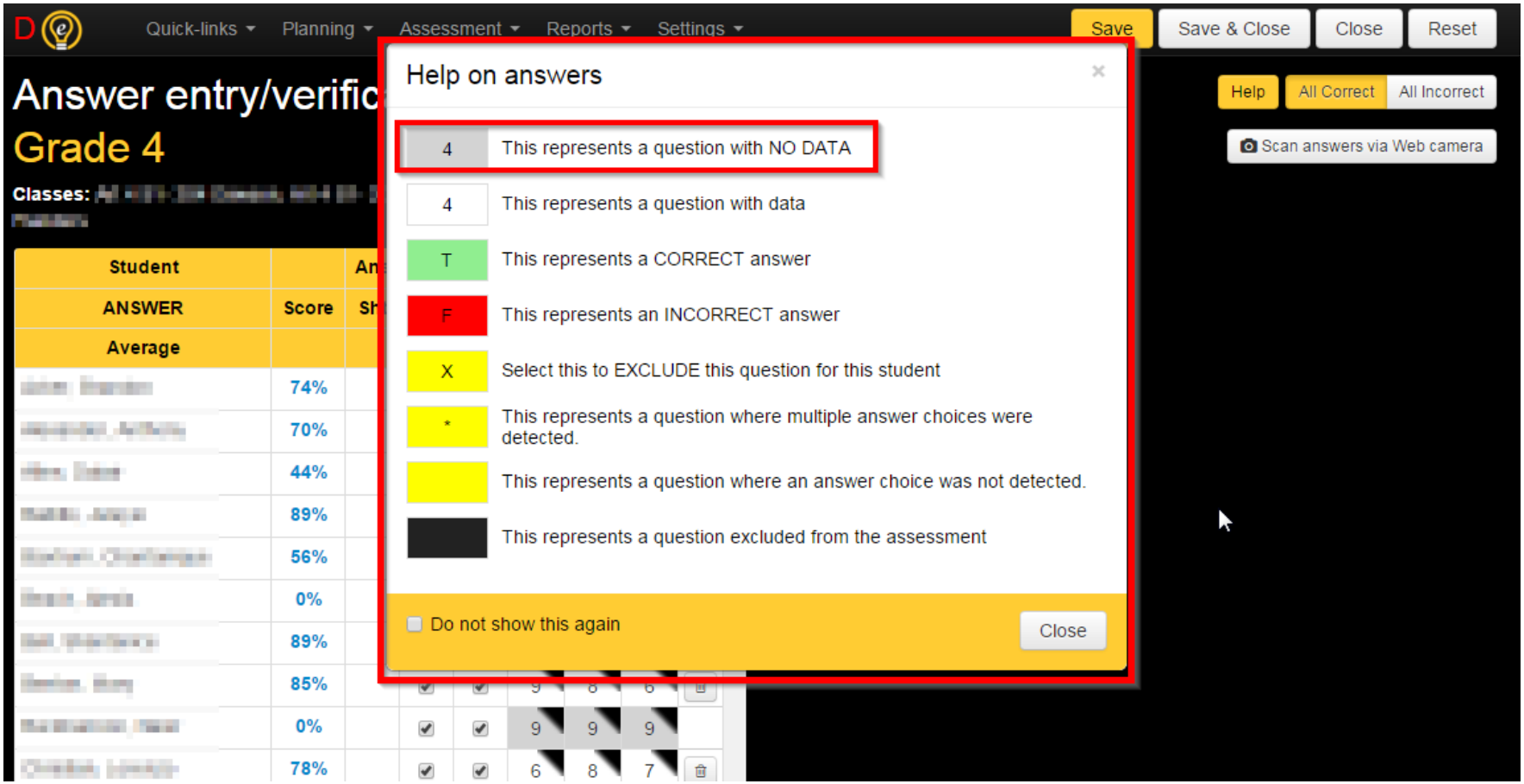
Performance-Based Exams

REMOVING STUDENT SCORES

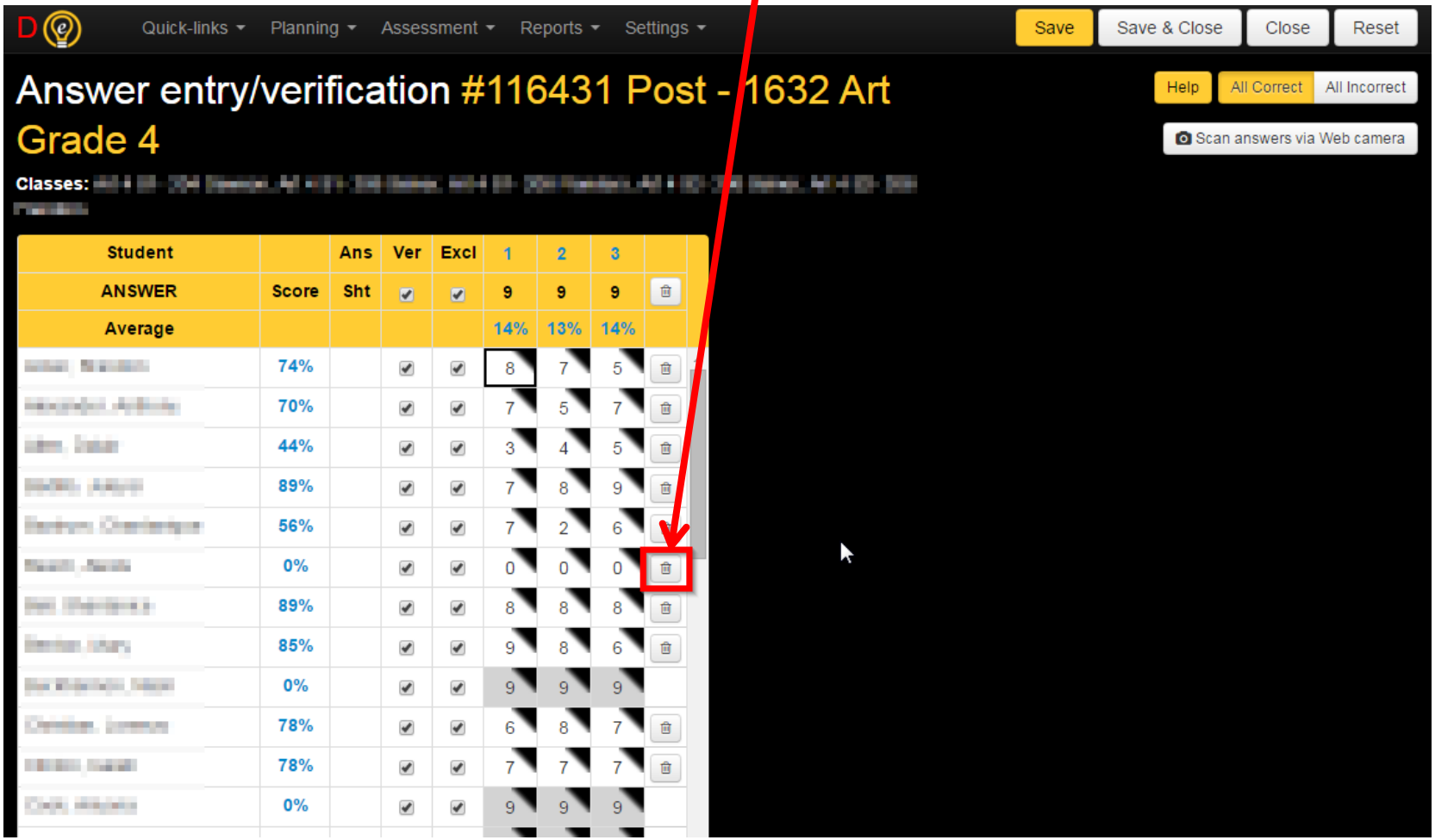
If you mistakenly enter scores for a student that did not take the post assessment you must DELETE the student result altogether; setting the rubric scores to zero or blank after you have saved a score for the student is not sufficient (that result would still count as a missed target on your SLO). To DELETE student responses follow the steps outlined on slides 7-14 to select the students and assessment, then click the CHECK Student Answers button…



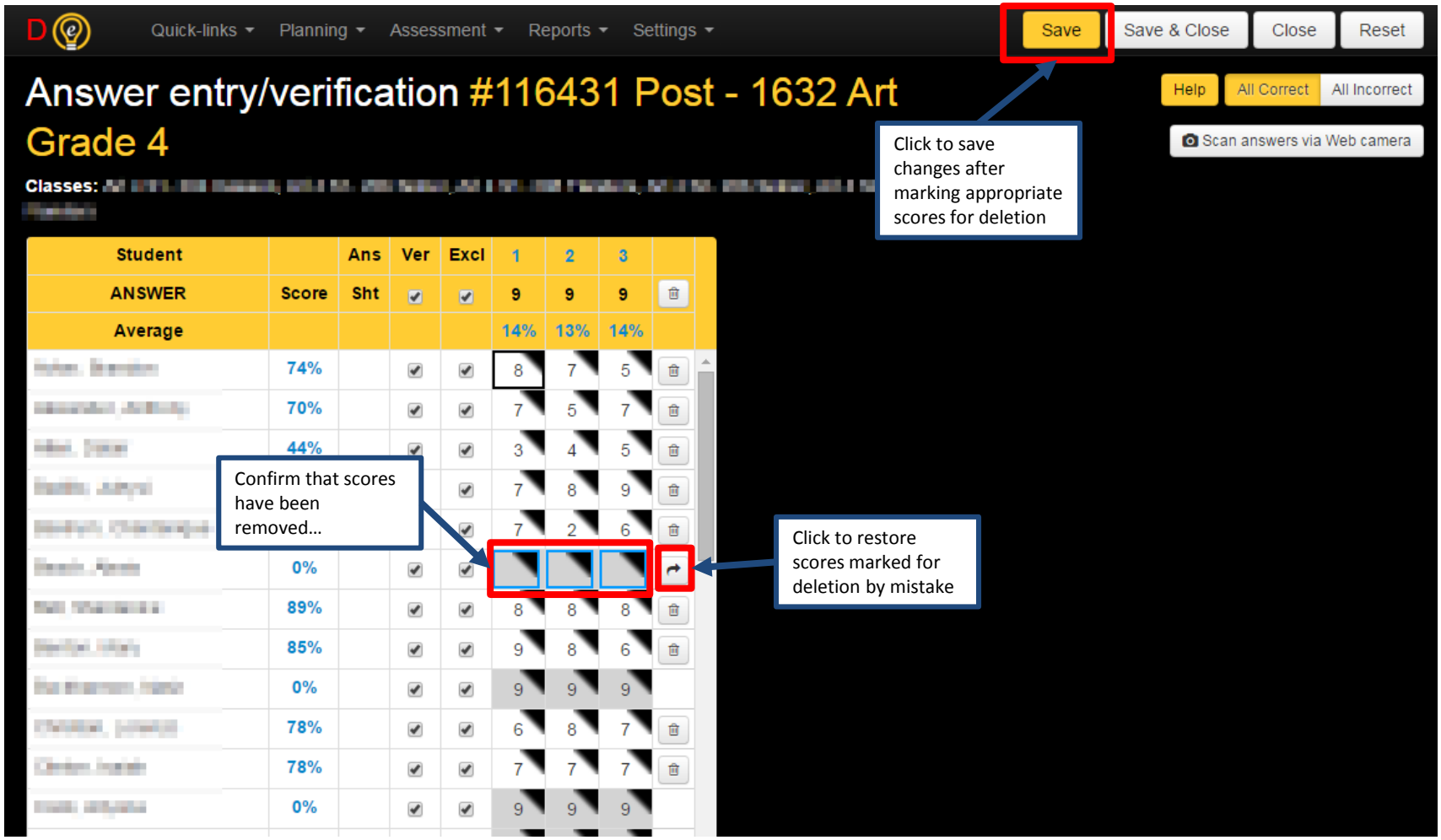
A “Help on answers” message will display when you first access this page. Please review carefully as the legend shown will help you interpret the scores you see in your student roster. Pay particular attention to the first line, a numeric value with a gray background indicates NO DATA exists for that question. The numeric value shown in that case is the highest value that COULD be earned if a score was entered. Click Close when you have reviewed this information.



You will now be on the Answer entry/verification page. Confirm that you have the correct assessment selected, then scroll through the roster to locate the student result you wish to delete and click the Mark to delete (trashcan) icon to mark the result for deletion…



Confirm that the student scores are removed, then click the Save button to save the change. Note: if you mistakenly click the trashcan icon to delete a result, you can restore the result by clicking the Restore icon (which the trashcan icon switches to when you mark a result for deletion) PRIOR TO SAVING your change. Once you save the result cannot be restored automatically (you would have to re-enter the result)…



If you have any questions or difficulty entering your scores please e-mail the details of the issue to APPR@RCSDK12.ORG.

Thank you.