

How to Submit Screening Scores

1. Find the student you want to submit screening scores for on your roster (SCREENING dashboard).
2. Click on the Actions menu corresponding to the student.
3. Select Submit Screening Scores.

Fall Reporting due on 10/01/2021
10 days remaining

Actions

School Year: 2021-2022 Building: All AEA: All Screening: Select Status: All

Submit Reset Filters

Search:

Actions

- Edit Profile
- Edit First Contact Survey
- Submit Screening Scores
- View Screening Report
- Monitor Progress
- Remove

STATE ID	STUDENT	TEACHER	BUILDING	FIRST CONTACT SURVEY	FALL	WINTER	SPRING
999999999	Add Student	Test Account	Test School	Completed	Not Started	Not Started	Not Started
888888888	Add Student2	Test Account	Test School	Completed	Not Started	Not Started	Not Started

4. Verify the student's information on the assessment form is correct.
5. Click on the drop-down box to select the screening period you want to submit data for.

Iowa K-6 Early Literacy Alternate Assessment Test Account

Navigation

Go to Dashboard

Actions

STUDENT

Add Student

Add Student2

Add Student

Student State ID: 999999999
AEA: Test AEA
District: Test District
School: Test School
Grade: 5th
School Year: 2021

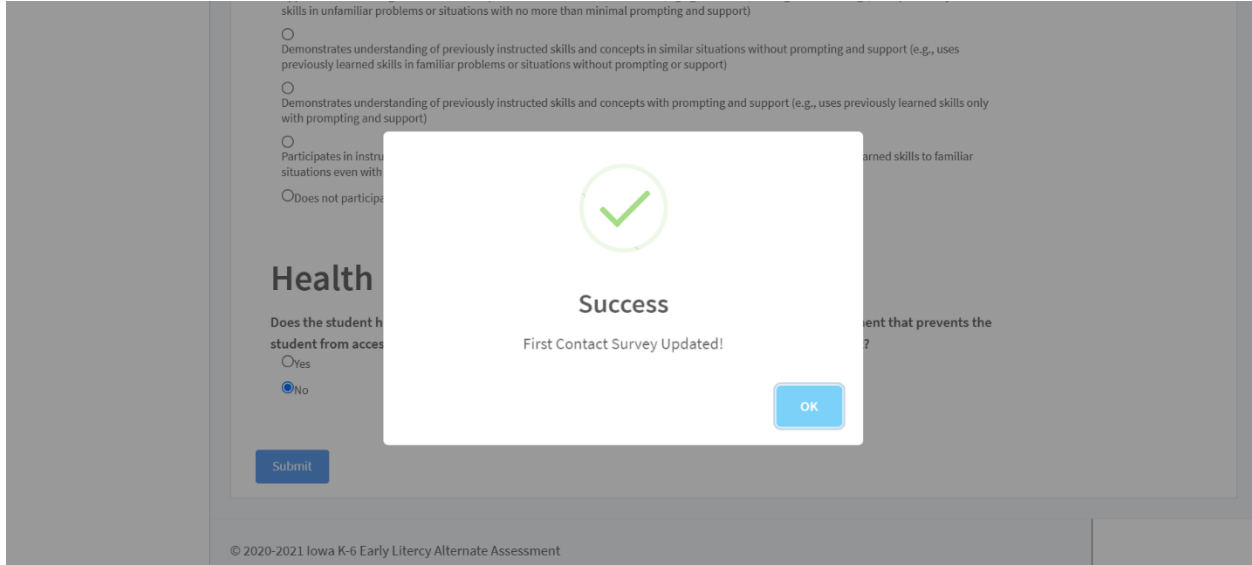
Student Profile First Contact Survey Assessments Report

Select Assessment Period Select Assessment Period

Fall
Winter
Spring

6. Enter your scores. You must enter a score for scales 1-4, and 6, unless the student has a unique circumstance such as homebound, shortened school day, etc. In this case, you need to indicate the student's circumstance on her or his profile before you can submit the assessment form without completing all the required scales. See the How to Update the Student Profile tutorial on how to do this.

- Click on Submit when you are done or click Save and Finish Later to save your work.
- You will see the message below if the data is submitted or saved successfully.
- Click OK to close the message.



- Click Go to Dashboard or the global Actions menu and select Screening.
- Verify that the reporting status show Completed if you have submitted your data or In Progress if you have saved your work to finish later. The reporting status must indicate Completed by the end of the reporting period for the scores to count.

SCREENING

Fall Reporting due on 10/01/2021

7 days remaining

Actions ▼

School Year: 2021-2022 ▼ Building: All ▼

AEA: All ▼ Screening: Select ▼ Submit

District: All ▼ Status: All ▼ Reset Filters

Search:

ACTIONS	STATE ID	STUDENT	DISTRICT COORDINATOR	BUILDING	FIRST CONTACT SURVEY	FALL	WINTER	SPRING
Actions ▼	999999999	Add Student		Test School	Completed	Completed	Not Started	Not Started
Actions ▼	888888888	Add Student2		Test School	Completed	Not Started	Not Started	Not Started