

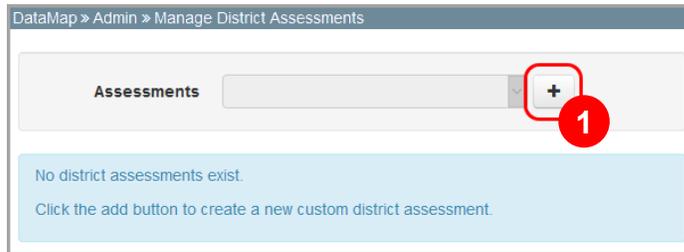


Setting Up District Assessments

Only users with the DATAMAP – ASSESSMENT ADMIN role can set up district assessments in DataMap.

Navigate to **DataMap > Admin > Manage District Assessments**.

- 1 Click .



The add version of the screen displays.

- 2 Enter the **Full Name** (200 character limit), **Short Name** (50 character limit), and **Abbreviation** (50 character limit) for the district assessment in the appropriate fields.
- 3 Enter a **Description** of the district assessment in the field.
- 4 (Conditional) If the assessment has an instructional recommendation (such as “On Track” or “Not on Track”), select the **Instructional Recommendation** checkbox.

- 5 At the bottom of the screen, on the **School Years** tab, in the row of each school year for which you want to import scores for this assessment, select the **Active** checkbox.
- 6 (Conditional) In the row of each school year for which you want to add the assessment as an **Initial Screening Measure** on a RIMP, select the **RIMP Approved Assessment** checkbox.

School Year	Active	RIMP Approved Assessment
2019-2020	<input type="checkbox"/>	<input type="checkbox"/>
2018-2019	<input type="checkbox"/>	<input type="checkbox"/>

- 7 On the **Subjects** tab, click **Add a Subject**.
- 8 Enter a **Subject Name** in the field (e.g., “percentile”). This is the name that will display on the **Student Roadmap**.
- 9 Select a **Core Subject** from the drop-down list.
- 10 (Conditional) If you want this assessment to display in the **School Year Summary** section on the **Student Roadmap**, select the **Display in Summary** checkbox.
- 11 (Conditional) If the assessment has benchmarks for each subject (such as “Proficient” or “Advanced”), select the **Benchmark** checkbox.
- 12 (Optional) To add additional subjects, repeat steps 7 through 11 as needed.
- 13 Click **Save**.

- 14 On the **File** tab, select a **Building**, **Grade**, and **School Year** from the drop-down lists.
Note: You can select multiple buildings and/or grades, if desired.
- 15 (Optional) Select the **Student Status(es)** of the students to whom the district assessment will be given. All statuses are selected by default.
- 16 Click **Download Template File**, and then open the file.

- 17 In the template file, enter the students’ scores for this district assessment.
*Note: The **Instructional Recommendation** and **Benchmark** columns have a 25 character limit.*
- 18 Save the file as an ODS file.
Note: Do not change the headings in the template or you will receive an error when you upload the scores.