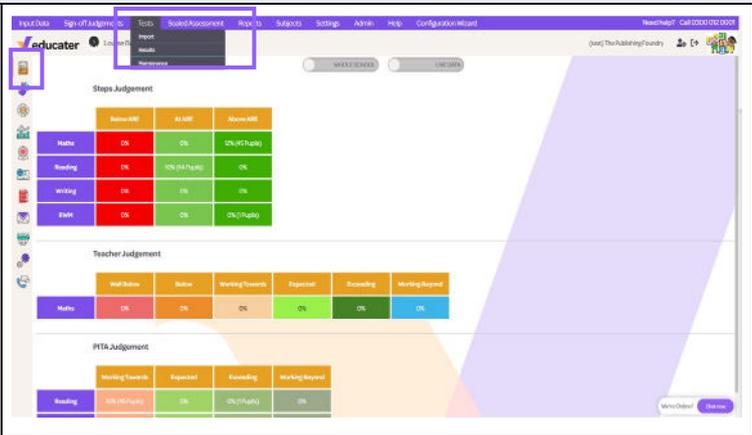
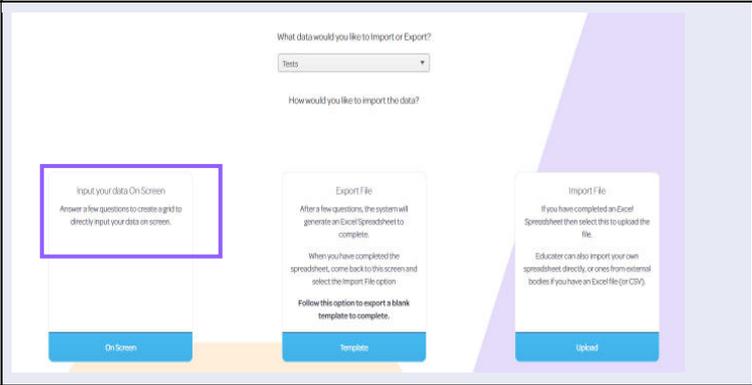
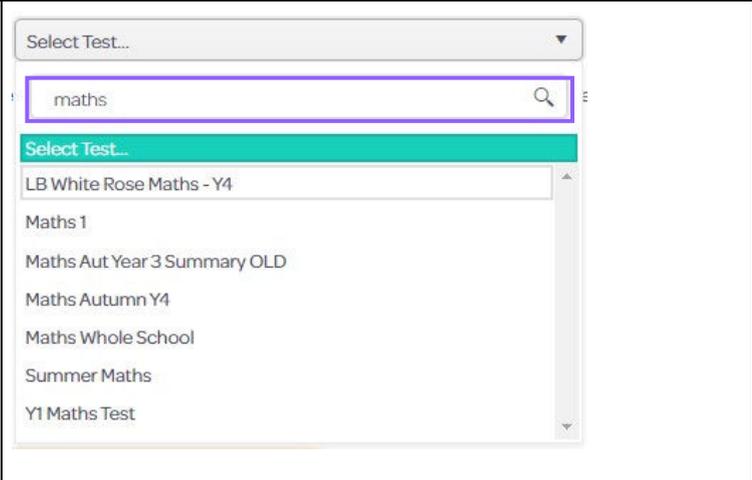




How to... Enter Test Results Directly onto the Screen

NOTES: You can either enter test results directly onto the screen in Educater or upload a spreadsheet file. This helpsheet will guide you through how to input them directly onto the screen.

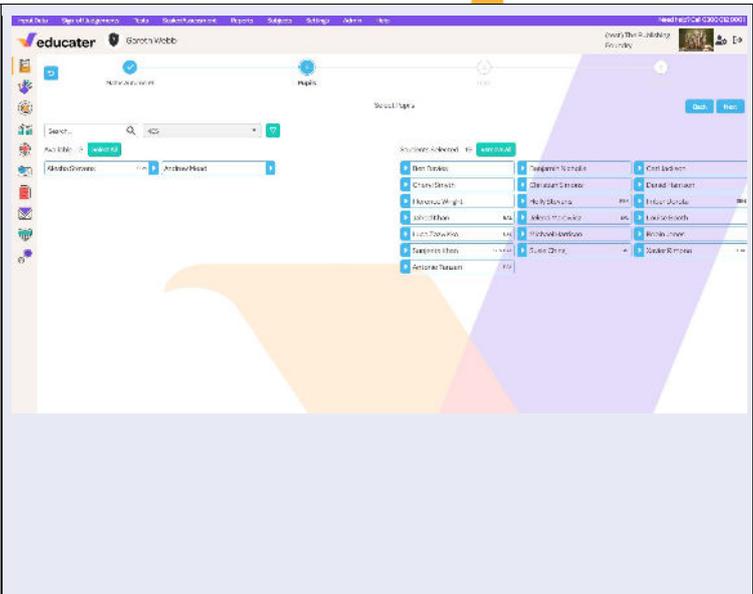
<p>1. Access Assessment Module</p> <p>Select  icon from left hand navigation bar, then choose Tests from the menu at the top of the screen.</p> <p>Now select Import.</p>	 <table border="1"> <caption>Steps Judgement</caption> <thead> <tr> <th></th> <th>Basic Skills</th> <th>KS1</th> <th>KS2</th> <th>KS2 (CPD)</th> </tr> </thead> <tbody> <tr> <td>Maths</td> <td>OK</td> <td>OK</td> <td>OK</td> <td>OK (CPD)</td> </tr> <tr> <td>Reading</td> <td>OK</td> <td>OK (CPD)</td> <td>OK</td> <td>OK</td> </tr> <tr> <td>Writing</td> <td>OK</td> <td>OK</td> <td>OK</td> <td>OK</td> </tr> <tr> <td>SpaK</td> <td>OK</td> <td>OK</td> <td>OK</td> <td>OK (CPD)</td> </tr> </tbody> </table>		Basic Skills	KS1	KS2	KS2 (CPD)	Maths	OK	OK	OK	OK (CPD)	Reading	OK	OK (CPD)	OK	OK	Writing	OK	OK	OK	OK	SpaK	OK	OK	OK	OK (CPD)
	Basic Skills	KS1	KS2	KS2 (CPD)																						
Maths	OK	OK	OK	OK (CPD)																						
Reading	OK	OK (CPD)	OK	OK																						
Writing	OK	OK	OK	OK																						
SpaK	OK	OK	OK	OK (CPD)																						
<p>2. Choosing On Screen Input</p> <p>Choose Tests from the drop-down menu.</p> <p>Now click On Screen.</p>	 <p>What data would you like to Import or Export? Tests</p> <p>How would you like to import the data?</p> <p>On Screen Template Upload</p>																									
<p>3. Select the Test</p> <p>Locate the test you want from the drop-down menu.</p> <p>You can use the search bar to search by test name.</p> <p>Click in the top right-hand corner to proceed, Next or  in the top left to start over.</p>	 <p>Select Test...</p> <p>maths</p> <p>Select Test...</p> <ul style="list-style-type: none"> LB White Rose Maths - Y4 Maths 1 Maths Aut Year 3 Summary OLD Maths Autumn Y4 Maths Whole School Summer Maths Y1 Maths Test 																									

4. Selecting the Children

Use the **Pupil Picker** to select which children you are entering test results for.

Please read the **Pupil Picker** helpsheet in the Learning Hub for more information.

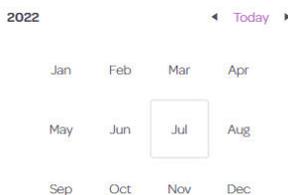
Click **Next** in the top right-hand corner to proceed, **Back** to go back a stage, or  in the top left to start over.



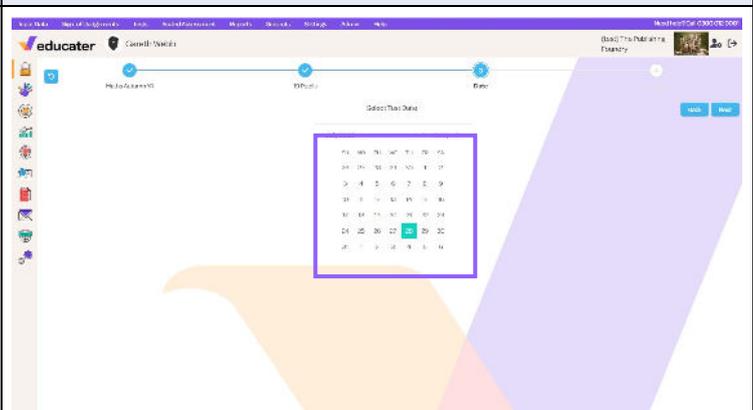
5. Select the Date

Use the calendar to select the date when the test was taken – this will help Educater to sequence similar results correctly.

Clicking on the month will enable you to select a specific date.



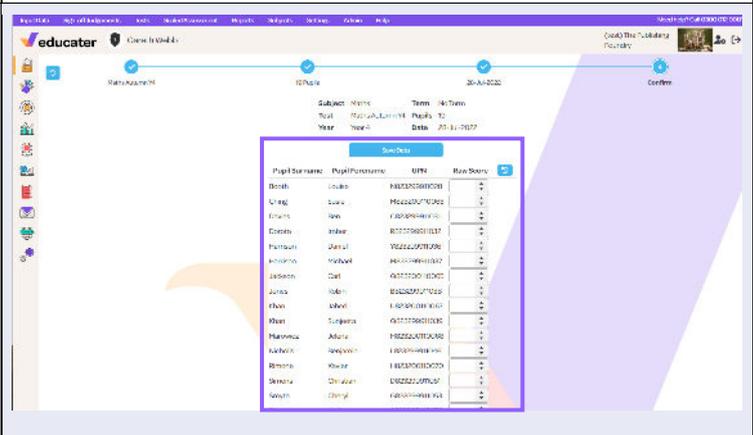
Click **Next** in the top right-hand corner to proceed, **Back** to go back a stage, or  in the top left to start over.



6. Entering the Results

You can now enter the results directly on the screen.

Depending on how the test has been set up by your school, will depend on the information required – for example, raw score, standardised score or whether the pupil is on track or



not.

Clicking  will display each pupils previous results.

Click  when you have finished.