

## MODIFYING NJSLA TESTING INFORMATION

Search for students on the **Student Data>Student List>Student Search** tab. **Grade, Homeroom & Spec. Ed** are good fields to use to narrow your results. **504** is also available by hitting **More Search Options** button. **\*\*Spec. Ed Flag** includes students who are being evaluated

Once you have results, you can either select an individual student by clicking the **ID** number **OR** Work with multiple students by checking them off and adding them to a list (top box will select all)

- To add students to a **new** list: Enter the name of the list (Test Admin, Group name, etc.) you wish to create in the **"Add Checked to a New List"** field and click the **OK** button.
- To add students to an **existing** list: select a list in the **"Add Checked to This List"** field and click the **OK** button. If a student is already in the list; that student will not be added. A student list contains a set of unique students.

**TO MODIFY A SINGLE STUDENT** (clicked the ID number) select the **State Tests** tab.

Scroll down to the appropriate **NJSLA ELA/MATH/SCIENCE** areas

Modify **Test Code, Session/Location, Test Admin/Examiner, ClassName ID, Staff Member ID** as needed.

Click **Save** button when all info has been entered.

**TO MODIFY A GROUP(LIST) OF STUDENTS** select the **Student Data>Mass Change** tab.

The screenshot shows the 'Student Data Bulk Change' window. It is divided into three main sections:

- Step 1: Selection of students**: A dropdown menu is set to 'RifeMATH42'. Below it, text reads 'Only student records in 2019-20 will be changed.'
- Step 2: Select field and value to set**: A dropdown menu is set to 'NJSLA Examiner Math'. Below it, another dropdown menu is set to 'Rife, Brian (LID:101202 SMID:52278751)'. There is an unchecked checkbox labeled 'Apply to students that do not have a value already.'
- Step 3: Apply the changes**: A blue button with a green checkmark icon and the text 'Apply Changes'.

Select your recently created List.

Choose the field to modify (i.e. NJSLA Examiner ELA)

Choose or enter a value – staff member, location, etc.

**UNCHECK** "Apply to students that do **not** have a value already."

Hit the **Apply Changes** button and confirm.

A 'Confirmation' dialog box with a blue header and a close button. The main area is yellow and contains a question mark icon and the text 'Apply changes?'. At the bottom right, there are two buttons: 'Ok' and 'Cancel'.

Click **Close** button to dismiss the info window.

An 'Information' dialog box with a blue header and a close button. The main area is yellow and contains an information icon and the text: 'PARCEXAMINERMATH set. Students in list: 2 Changed: 2 Skipped: 0'. At the bottom right, there is a 'Close' button.

Repeat for all required testing fields and all lists.

- NJSLA Examiner ELA
- NJSLA Examiner Math
- NJSLA Location ELA
- NJSLA Location Math
- NJSLA Math Test Code
- NJSLA ELA Test Code
- NJSLA ELA Classroom Identifier
- NJSLA Math Classroom Identifier
- NJSLA ELA Staff Member Identifier
- NJSLA Math Staff Member Identifier