

# Online Entry

Online entry will allow you to enter student responses or rubric scores into the p4r application without needing to print and scan assessments. This is a great option to save on paper. Follow the steps below to begin using online entry.

Begin by logging into the p4r application. Once logged in navigate to your teacher assessment admin page (homepage). Here you will see a list of all of your available assessments.

Under the 'Select Classes' column, click the drill icon to view classes and print bubblesheets

Select Reports	Select Classes	Dept	Content Area	Term	Assessment	Date	Last Score Date	Total Students	Total Printed	Total Received	Percent Correct	Form Number	Category	Type
▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ On...	▼ Equals...	▼ Equals...	▼ Equals...	▼ Greater th	▼ Equals...	▼ Contains...	▼ Contains...
		Grade 1	1ELA	YR	1ELA-CA-GR-v1.0 (1 ELA EOY Assessment) #99	04/01/2015		208	123	0		99	Common Assessment	Growth
		Grade 1	1ELA	YR	1ELA-CA-GR-v1.0 (1 ELA MOY) #96	01/05/2015	2/6/2015	208	152	112	53.9	96	Common Assessment	Growth
		Grade 1	1ELA	YR	1ELA-CA-GR-v1.0 (Gr 1 SLA BOY updated) #120	09/23/2014	9/23/2014	208	53	38	25.8	120	Common Assessment	Growth
		Grade 1	1ELA	YR	1ELA-CA-GR-v1.0 (Gr 1 SLA MOY) #320	SLA MOY	3/9/2015	196	40	40	29.1	320	Common Assessment	Growth
		Grade 1	1ELA	YR	1ELA-CA-GR-v1.0 (Gr 1 ELA BOY) #47	09/01/2014	1/28/2015	208	179	141	24	47	Common Assessment	Growth



Click on the select classes icon next to the assessment that you would like to enter scores online for.

## 1ELA-CA-GR-v1.0 (1 ELA MOY) #96

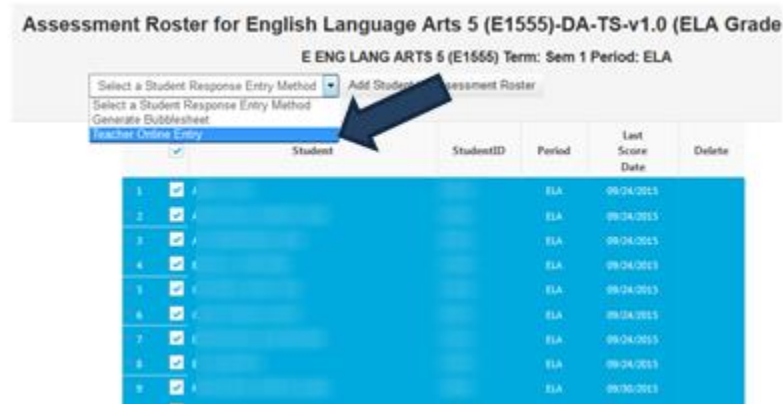
Show by Period
  Show by Course

Select Reports	Print Answer Sheets	Teacher	Course	Term	Period	School	Total Students	Total Printed	Total Received	Percent Correct
▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Greater th	▼ Greater th	▼ Greater th	▼ Greater th
		CULBECAR000, Carissa	1st Lang Arts (1stLA)	YR	1-1	Gus Grissom	17	17	16	50.7



On the next screen you will be able to see all periods/sections of the class that the assessment is available for. Click on the print answer sheets icon next to the period you would like to enter scores for.

The next page you will see is the assessment menu page. Once here, click on the ‘Select a Student Response Entry Method’ drop down and choose Teacher Online Entry to begin entering students’ scores/responses.



Here you will see the enter results screen for the first student on your roster. This page contains the responses for only one student at a time.

1ELA-CA-GR-v1.0 (1 ELA MOY)

Student: Bsqym, Madilyn Mae

Teacher: Carissa CULBECAR000

Term: YR Course: 1st Lang Arts Period: 1-1

Status: Y

Buttons: Save, Next, Prev, Default, Close

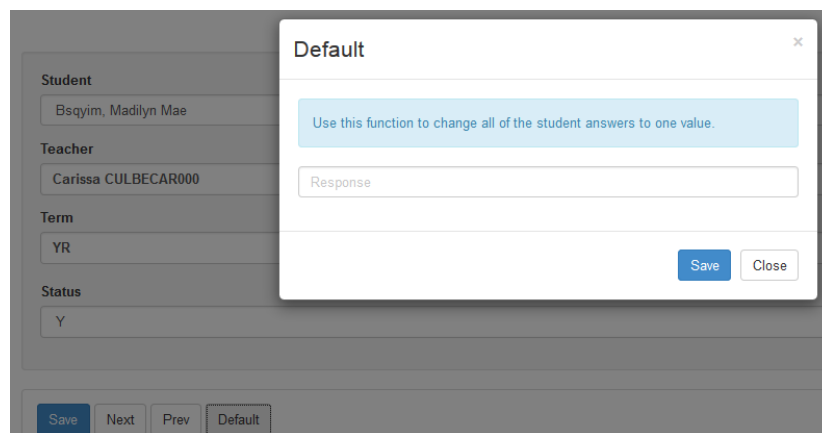
Question #1 Max Points: 3

Responses Clear

0
1
2
3

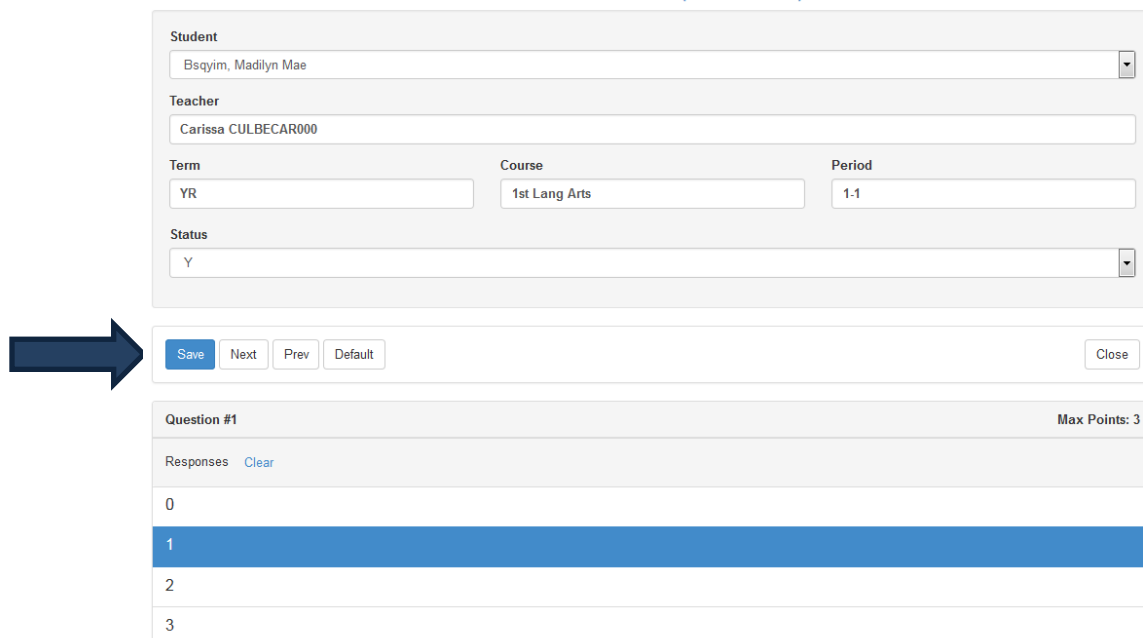
To begin entering student scores/responses click on the correct response. This will highlight the response blue. If a response needs to be changed, simply click the incorrect response to take away the highlighting and click on the correct response. Scroll down the page to see the rest of the questions.

If a student will have a lot of the same responses, you can set a default value by clicking on the default button. This will make all the answer values the same. Now you can go through and change only the ones that need to be adjusted.



Once you have completed entering scores for the student, click on the blue save button either at the top or bottom of the page.

1ELA-CA-GR-v1.0 (1 ELA MOY)



Student: Bsqyim, Madilyn Mae

Teacher: Carissa CULBECAR000

Term: YR Course: 1st Lang Arts Period: 1-1

Status: Y

Buttons: Save, Next, Prev, Default, Close

Question #1 Max Points: 3

Responses Clear

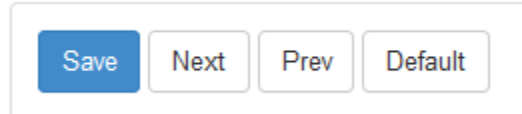
0

1

2

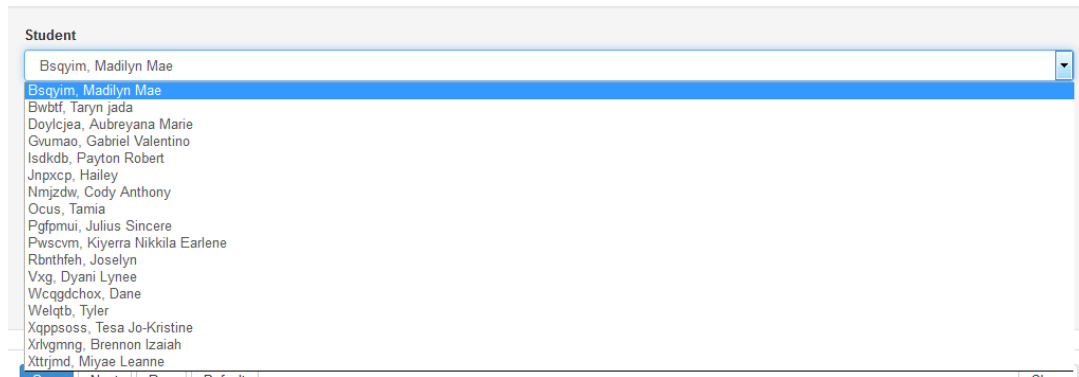
3

To navigate to other students on your roster simply use the next and previous buttons to go through your roster.



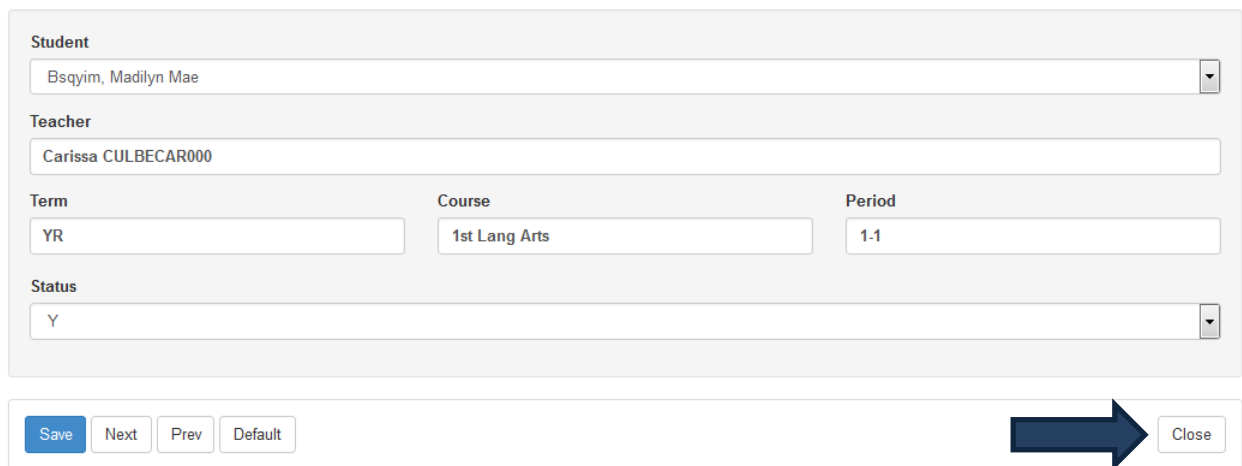
You can also select a student from the drop down list at the top of the page.

1ELA-CA-GR-v1.0 (1 ELA MOY)



When you are finished entering scores, you can click the close button to exit online entry and view your teacher report.

1ELA-CA-GR-v1.0 (1 ELA MOY)



A screenshot of a web application form for entering scores. The form is titled "1ELA-CA-GR-v1.0 (1 ELA MOY)". It contains several fields: "Student" (Bsqyim, Madilyn Mae), "Teacher" (Carissa CULBECAR000), "Term" (YR), "Course" (1st Lang Arts), "Period" (1.1), and "Status" (Y). At the bottom of the form, there are navigation buttons: "Save", "Next", "Prev", "Default", and "Close". A large blue arrow points to the "Close" button.