

JK/SK ASSESSMENTS

By default, upon logging into the ESSA application, teachers, vice principals, principals, and site leads will be placed in the “**Assessments**” screen. Your name, school name, and the school year will all be displayed in the upper right-hand corner of the screen. None of these fields can be changed unless you have access to more than one school in which case a different school can be selected from the school dropdown list.

Teachers, both the default teacher and any supporting teachers, can enter assessment data for students in their class(es). Principals, Vice Principals, and Site Leads can enter assessment data for any student in their school. Central Admin staff can enter assessment data for any student in any school.

In order to enter assessments for kindergarten students (grades JK and SK), **the By Student/Progress Report** the radio button in the Kindergarten Assessments section must be selected.

The screenshot shows the 'Elementary Summer School Assessment' application interface. At the top left is the 'tdsb' logo. The title 'Elementary Summer School Assessment' is centered. On the top right, there is a 'Welcome!' message, a user name dropdown, a 'Logout' link, and the 'School Year: 2017-2018'. Below the title bar are three tabs: 'Assessments', 'Reports', and 'Admin'. The 'Assessments' tab is active. Underneath, there is a sub-section 'Assessments' with a link for 'Assessment Status Report'. Two main sections are visible: 'Grades 01-08 Assessments' and 'Kindergarten Assessments'. The 'Kindergarten Assessments' section is highlighted with a red border and contains a radio button selected for 'By Student/Progress Report'. The 'Grades 01-08 Assessments' section has four radio buttons: 'Entry Level By Student', 'Exit Level By Program', 'Entry Level By Program', and 'Exit Level By Student / Progress Report'.

If you have access to more than one class, you can select a different class from the “**Teacher/Class**” dropdown list. This will refresh the “**Student**” dropdown list with the students in the new class selected.

The “**Student Status**” radio button lets you choose which group of students you want to work with in the current screen. You can choose to work with only your “**Active**” students (the default), only with your “**Inactive**” students, or with “**All**” of your students (i.e. both “Active” and “Inactive”).

The screenshot shows the ESSA application interface. At the top left is the **tdsb** logo and the title "Elementary Summer School Assessment". On the top right, there is a "Welcome!" message, a "Logout" link, and a dropdown menu for "School Year: 2017-2018". Below the header is a navigation bar with "Assessments", "Reports", and "Admin" tabs. The main content area is titled "Assessments" and includes a link for "Assessment Status Report".

Under "Assessments", there are two sections: "Grades 01-08 Assessments" and "Kindergarten Assessments". The "Kindergarten Assessments" section is highlighted with a red box and contains a radio button selected for "By Student/Progress Report".

Below these sections are filters for "Teacher/Class" (set to "LTNMSK-01") and "Student Status" (set to "Active").

The "Student Assessments" section contains four frames, each with a "Count:0" and "Left:600" indicator:

- Student Information**: A table with fields for Name, OEN, ID, IEP, IPRC, Status (Active), Exceptionality, and Non-TDSB Student.
- Belonging and Contributing**: A large empty text area.
- Self Regulation and Well-Being**: A large empty text area.
- Demonstrating Literacy and Mathematics Behaviours**: A large empty text area.
- Problem Solving and Innovating**: A large empty text area.

At the bottom of the page are four buttons: "Preview", "Save", "Save & Next", and "Cancel".

Red annotations with callout boxes provide the following instructions:

- A box pointing to the "Kindergarten Assessments" section says: "ONE STUDENT AT A TIME".
- A box pointing to the four assessment frames says: "TEACHER COMMENTS RELATED TO THE 'FOUR FRAMES' CANNOT BE BLANK".
- A box pointing to the "Preview" button says: "CLICK TO SEE A PREVIEW OF THE SELECTED STUDENT'S PROGRESS REPORT".
- A box pointing to the "Save & Next" button says: "CYCLES TO THE NEXT STUDENT IN THE STUDENT DROPDOWN LIST".

THE SCREEN BUTTONS

The **“Save”** button will immediately save any new/changed data currently displayed on the screen to the database. The focus will remain on the current student.

The **“Save and Next”** button will immediately save any new/changed data currently displayed on the screen to the database. The focus will change to the next student in the **“Student”** dropdown list. This button is disabled when the last student in the list is displayed on the screen.

The **“Cancel”** button refreshes the screen with the original contents of the current student’s data. Any changes that were made on the screen prior to clicking on the **“Cancel”** button are not saved to the database.

The **“Preview”** button will open a new window with the Progress Report for the current student displayed. You can view, print or save the Progress Report displayed.

NOTE: The data currently displayed on the screen will be implicitly saved if the user changes the display using something other than the above buttons --- this would include making a selection from a dropdown list, selecting another tab, running the Assessment Status Report, etc.