

EdChoice Scholarship Program

How to Enter Student Assessment Data

1. After logging onto the online EdChoice system, click the *Admitted Students* located on the left menu.
2. Click the *Select* button next to the student's name.
3. Click the *Student Assessment* link.
4. In the box that lists the assessments that the student is required to take, select the test date from the scroll-down list (Note: In most instances, "Spring" will be the only option currently available. However, the 3rd grade reading achievement test is administered in both the Fall and Spring.).
5. In the *Test Taken* field, click on the box if the student took that particular test; if done correctly, a checkmark should be showing.
6. If the student had a medical waiver and thereby did not take the test, select that reason from the *Waiver Reason* field. [Note: Medical waivers must be sent to the EdChoice Office for approval.]
7. Repeat steps 4-6 for each specific achievement assessment listed for the student.
8. After all assessment data for the student has been entered, click the *Save* button. (Note: If you are entering data for more than one EdChoice student, click the *Save and Next* button; this will take you to the Student Assessment screen of the next EdChoice student.)

[Note: To double-check that all needed student assessment data has been entered, click the *Data Entry Tasks* button on the left side of the screen.]