

Setting Up Class/Standard Profiles

The class/standards profile relates the student IDs in your test results file to student names in a class or school roster. In addition, this profile specifies all the learning objectives/academic standards this class will cover. It also provides a grade scale. You can set up a single master profile for all classes, or create unique class/standards profiles for each class. Setting up the Class/Standards profile is optional, but makes your reports more informative. You can choose how much detail to specify in the Class/Standards profile: none of the information is required.

This profile works best if you are using a Scantron test form that supports student IDs.

CAUTION: If you are not using a test form that supports student IDs and want to see student names on the reports, you will need to enter student names on the reports directly, using the handwritten student names from the form.

NOTE: If you choose to use Class/Standards profiles, you must define the profile before running reports on your test results.

NOTE: There are some specific tips and tricks for setting up profile information brought in from other systems (such as your student information system, or a state standards web site. See Class/Standards and Test Profile Tips and Tricks for details.

What's on the profile tabs?

Students

The student's last name, then first name appears on any reports associated with this profile. ScoreIT uses the student ID you provide here to associate the test results with the correct student name.

- **Student ID:** a numeric ID of up to 10 digits, typically assigned by the district, that uniquely identifies each student. Many Scantron Score forms allow students to provide this ID on the form. Forms that provide a student ID area support 8 or 9 digits for the student ID, depending on the form used.
- **First Name:** up to 30 characters of the student's first name.
- **Last Name:** up to 30 characters of the student's last name.

TIP: If your school or district uses a Student Information System (SIS), you can export data from that system and copy it here.

Objectives

ScoreIT uses the objective ID you provide here to associate the specific test objectives listed in the test profile with the correct objective description. The objective description appears on selected reports

associated with this profile.

- **Objective ID:** up to 20 characters of the ID assigned to an objective the ID assigned by the organization who created the standards documents you use to structure instruction (typically your state). It's usually found at the beginning of each standard in the document.
- **Description:** the text associated with the objective ID you just entered. It describes the specific learning outcome for the objective. Keep this text as brief as possible to save paper when printing your results reports. You can use letters, numbers, and/or the following special characters:
[.,:;!@#%^^&*()]

Grading Scale

The grade appears on selected reports associated with this profile. ScoreIT compares the student's actual percentage score to this grade range table to determine the letter grade for the test.

- **Start:** the lowest percentage score a student can attain and still receive the specified grade (for example 90 for 90%).
- **End:** the highest percentage score a student can attain and receive the specified grade (for example 100 for 100%).
- **Grade:** the grade students scoring within the specified percentage range should receive, up to 10 letters.

How do I create Class/Standards Profiles?

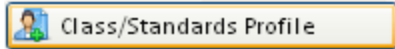
1. Start ScoreIT and click **Class/Standards Profile**.

OR

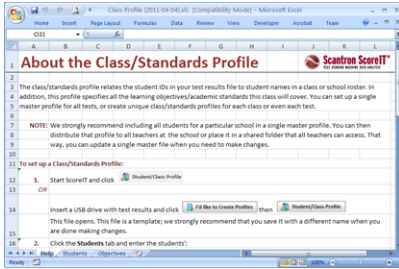
Insert a USB drive with test results and click



, then

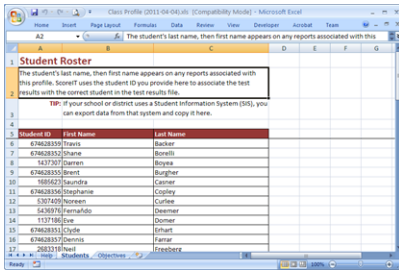


You are prompted to save this file. We strongly recommend that you save this file with a different name than the template.

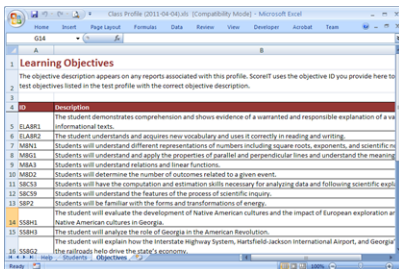


2. Click the **Students** tab and enter the students' information.

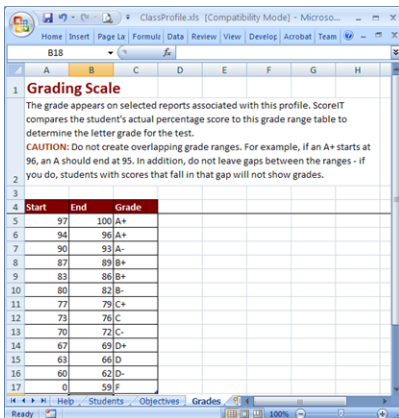
TIP: If your school or district uses a Student Information System (SIS), you can export data from that system and paste a copy here.



3. Click the **Objectives** tab and enter the information for each learning objective.



4. Click the **Grades** tab and enter the information for each letter grade score range.



5. Save the file. The default file name is ClassProfile.xls.

What do I do next?

Create a Test Profile, or score your keys and tests then transfer the test results to a USB drive.