




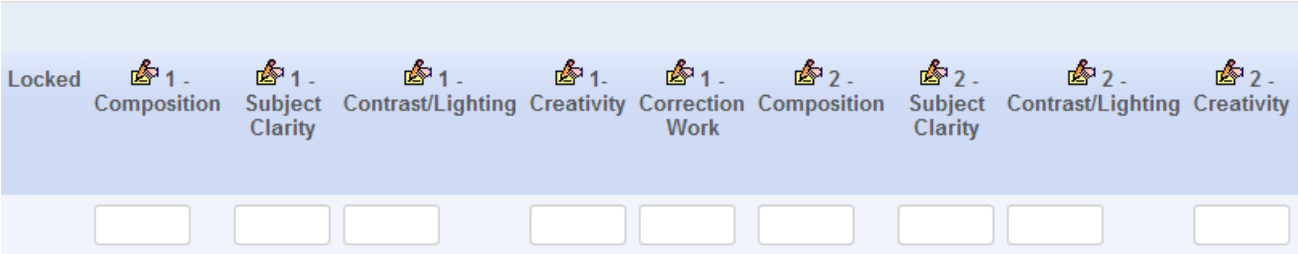
Manually Entering Data in an Assessment

Before you begin...

You must have the following to enter data manually for an assessment:

- Students' scores from a constructed or rubric response from an assessment.

Follow these steps to manually enter data from a rubric or constructed response.

Step	Action
1.	Launch the Application Switcher and select Assessments module.  Assessments
2.	Use filters and/or folders to locate the appropriate assessment.
3.	Click on the blue title link of the assessment.
4.	Select Data Entry or choose the Multiple link in the Data Management section in center of the page. 
5.	Manually ENTER the data for students – to FILL the entire column with the same value, enter the value in the first row of the column and click the pencil icon  . 
6.	Click SAVE to save your entries and continue or SAVE and RETURN TO RESULTS to return to the assessment Overview page. 