Managing Assessment Scores

Note: *Assessment score files can be downloaded and/or deleted only by users who have been assigned the* DataMap - Assessment Admin *role in StudentInformation.*

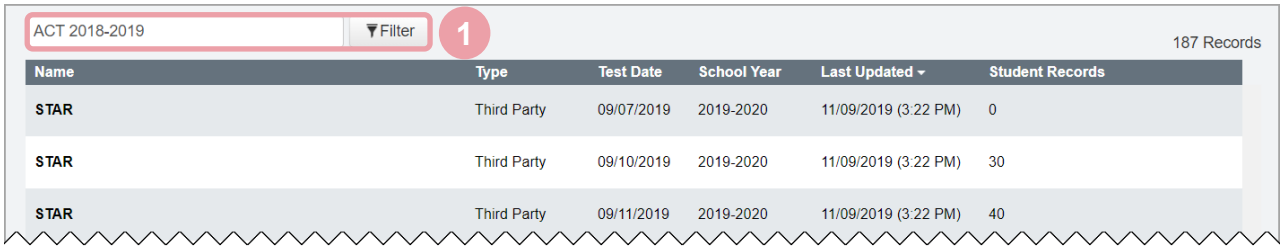
Navigation: DataMap > Admin > Manage Assessment Scores

Downloading Assessment Scores

You can download previously imported assessment score files if the scores were imported from a file or from an assessment provider's website. The **Manage Assessment Scores** screen displays a list of your district's previously imported assessment score records.

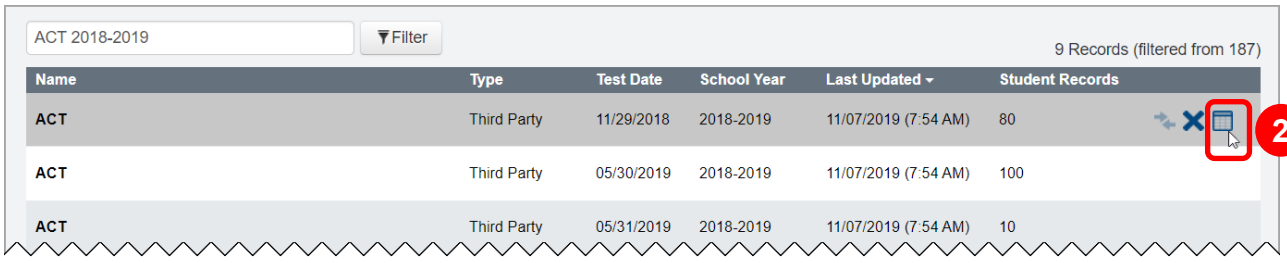
1. (Optional) Narrow the list of records that displays in the results grid by entering any known filter criteria in the field on the top-left corner of the screen. Then, click **Filter** (or press ENTER.)

   Note: *You can enter multiple categories of filter criteria in the field, such as the assessment* ***Name*** *and* ***School Year****, as shown in the screenshot below.*



   A filtered list of assessment score records matching your search criteria displays, and the record count updates.

2. In the row of the assessment score record you want to download, hover your cursor until icons display. Then, click .



   On the **Import History** window that opens, a list of all previously imported files for the selected assessment score record displays in the results grid.

*see reverse side for more information

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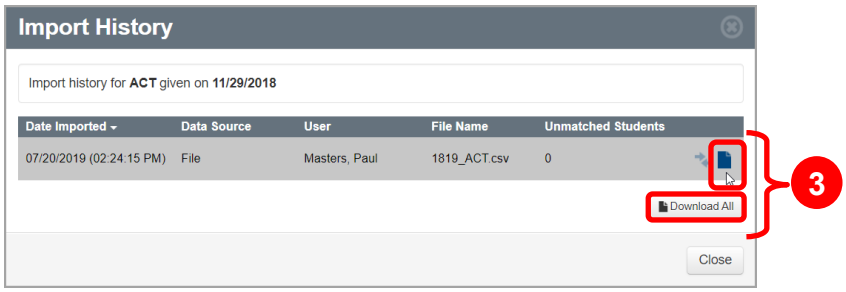
3 In the row of the file you want to download, hover your cursor until icons display. Then, click . Or, click **Download All** to download all of the available files for the selected assessment score record.

The file downloads to your computer.

***Note:** If you clicked **Download All**, the file downloads as a .zip file.*

4 Save and/or open the file.



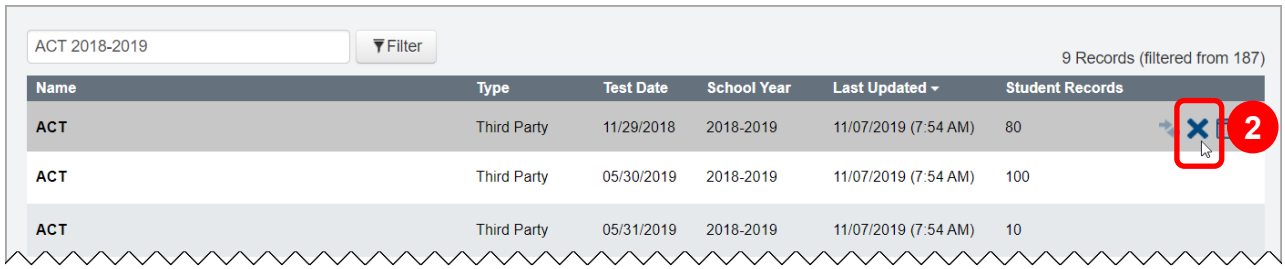
Deleting Assessment Scores

You can delete previously imported assessment score records that are no longer being used to score a student learning objective.

1 (Optional) Narrow the list of records that displays in the results grid (see *step 1* on the previous page).

A filtered list of assessment score records matching your search criteria displays, and the record count updates.

2 In the row of the assessment score record you want to delete, hover your cursor until icons display. Then, click .

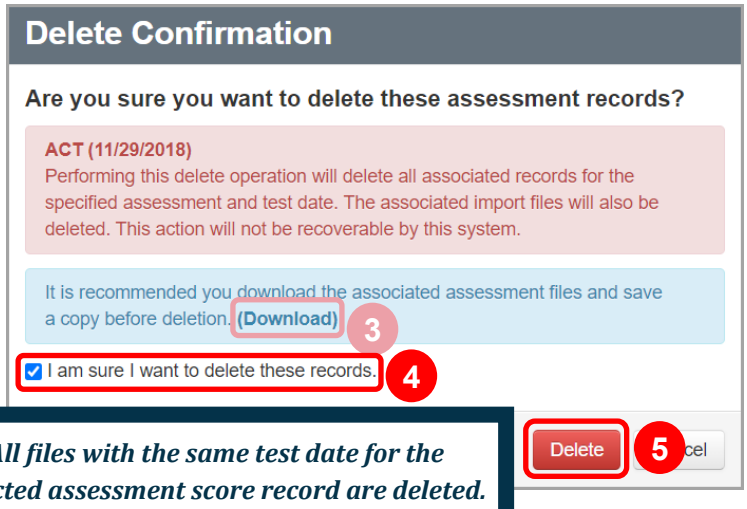


3 (Optional) On the **Delete Confirmation** window that opens, click **Download** to download and save the associated assessment files before deletion.

***Note: Download** displays only for district and third-party assessment score records. Assessment scores imported from StudentInformation and VirtualClassroom cannot be downloaded.*

4 Select the **I am sure I want to delete these records** checkbox.

5 Click **Delete**.



All files with the same test date for the selected assessment score record are deleted.

The assessment score record is deleted and no longer displays in the results grid.