

Performance Matters-

Access [Performance Matters](#) by clicking on the [Applications](#) button at the top right-hand corner of the main PowerSchool Page.

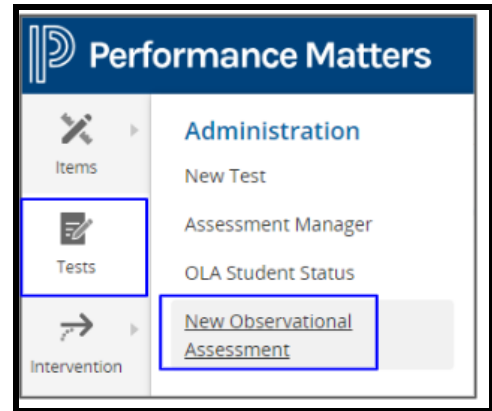
Creating an Observational Assessments-

[Introduction to Observational Assessment Video](#)

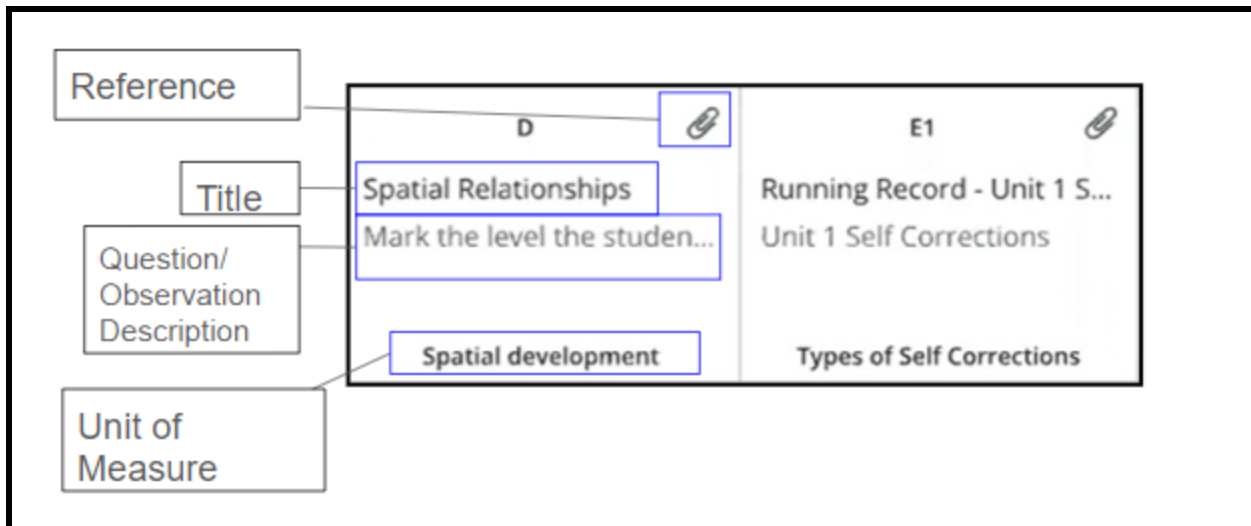
[Creating an Observational Assessment Video](#)

[Observational Assessment in Baseball Card Report Video](#)

1. Select **Test** then **New Observational Assessment**.



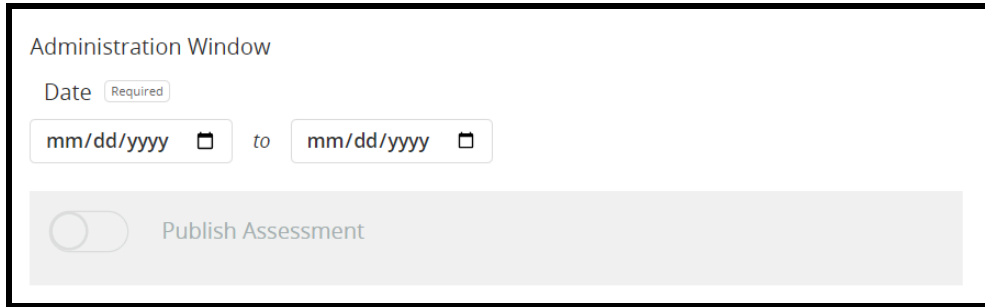
2. Complete the **Properties** Tab-
 - a. Create an Assessment Title - Naming Conventions- **School, Course, Unit, Year**
 - b. Select the **Assessment Category, Course Type** and **Grade Level** from the respective dropdown menus.
 - c. Optionally, select the **Schools with Access** and **Courses with Access** to limit the test to specific schools/courses.
 - d. Enter a **Description** (Optional)
 - e. Click **Save**
3. Select the **Measures** Tab-
 - a. Enter a measure **Title**.
 - b. Choose a **Type**:
 - i. **Drop-down List** to choose from a list of options when capturing data.
 - ii. **Open Entry** if capturing data requires text or numeric values. The teacher will have the option to also select a color association that meets the standard for the data that they entered.
 - iii. **Numeric** if the captured data should be a numeric value. That value will be tied to a specific color association automatically.



- c. Enter a **Question or Observation Description**. This will be visible beneath the measure title when capturing data or within preview mode.
- d. Enter a **Unit of Measure** (i.e. Number of Letters Identified, Types of Self Corrections, etc). This will be displayed at the top of the measure column.
- e. From Scoring Color Association, click **Manage Color Association**. A pop-up window will appear that will allow you to select the appropriate color, label and minimum value for each color association. Click **Add Color Association** to continue to add additional color bands. The available colors match the performance band colors in the Baseball Card report. Once you have finished adding color associations, click **Close**.
- f. Click **Add Standards** to attach the appropriate standards(s) evaluated with the measure.
- g. You may choose to add a reference to the measure. To do so, select Choose under the Upload Reference and select the appropriate file.
 - i. References can include images (jpeg or png files), PDFs, Word documents, or spreadsheets (xls files).
 - ii. Files cannot exceed 10 MB.
- h. Once you have finished creating your Measure, click **Save** in the lower right hand corner.
- i. You can continue to add additional measures by selecting the **Add Measures** button in the upper left corner.
- j. To manage previously added measures, click the **ellipsis**, then choose **Duplicate** or **Delete**.
- k. Click the **drag** icon to reorder measures as needed.

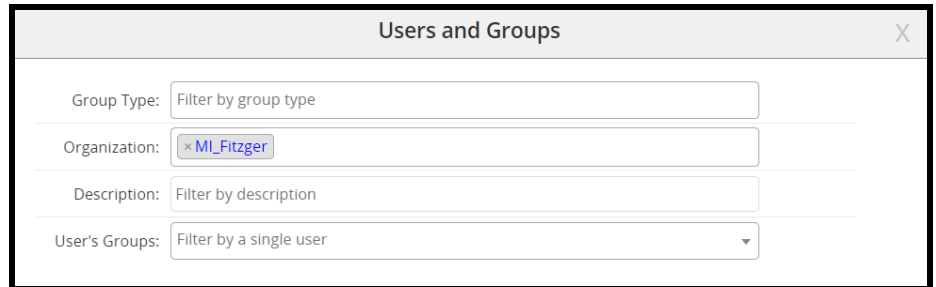
The screenshot shows a pop-up window titled 'Scoring Color Association and Label'. It contains the instruction: 'Select a color to associate with each label. These associations will display in reporting.' Below this, there is a table with three columns: 'Color', 'Label', and 'Min Value'. The 'Color' column has a dropdown menu, and the 'Label' and 'Min Value' columns have text input fields. To the right of the 'Min Value' field is a close icon (X). Below the table is a button labeled '+ Add Color Association'. At the bottom right of the window is a 'Close' button.

4. Select the **Administration** tab-
 - a. Enter a **Date** and **Time** for the **Administration Window**.



The image shows a form titled "Administration Window". It contains a "Date" field with a "Required" label. Below the date field are two date pickers, each showing "mm/dd/yyyy" and a calendar icon, separated by the word "to". At the bottom of the form is a toggle switch labeled "Publish Assessment".

- b. Click **Publish Assessment** when you are ready to publish the assessment for administration. You can click the Publish Assessment toggle to unpublish the assessment if you have the necessary administrative permissions and no student data has been captured.
 - c. Click **Save**
5. Click on Permissions in the upper right corner to add/grant appropriate rights to read, copy, update, and admin the assessment to individual teachers or groups of teachers.
 - a. Click **Add Group**.
 - b. Choose from the filters, then select the necessary users or groups.
 - c. Click **OK**.
 - d. Select the appropriate permissions for each user or group, then click **Save**.



The image shows a dialog box titled "Users and Groups" with a close button (X) in the top right corner. It contains four input fields with filters: "Group Type" with a filter "Filter by group type", "Organization" with a filter "x MI_Fitzger", "Description" with a filter "Filter by description", and "User's Groups" with a filter "Filter by a single user" and a dropdown arrow.

6. Click **Preview** to preview the observational assessment and its measures during creation.
7. Click **Save**.

Manage Observational Assessments

Changes made to an observational assessment's Course Type or Grade Level take approximately 10 to 30 minutes to display in the Assessment Manager if the administration window is currently open. Some changes to the Administration Window are reflected on the Capture Data page following the nightly build.

If the Administration Window dates includes the current date, and the window is shortened:

- The Capture Data option will not be available in the Assessment Manager.
- You can navigate to the Capture Data page from the direct URL, but you cannot manage data.
- After the nightly build, the student list will not display on the Capture Data page and the latest data displays in the Baseball Card report to reflect the changes to the Administration Window dates.

If the Administration Window dates do not include the current date and the window is extended:

- The test record is immediately added to the Assessment Manager.
- After the nightly build, the student list displays on the Capture Data page.

The following changes will display in the Baseball Card report after a nightly build:

- Assessment Title
- Assessment Category
- Primary Course Type
- Changes to standards