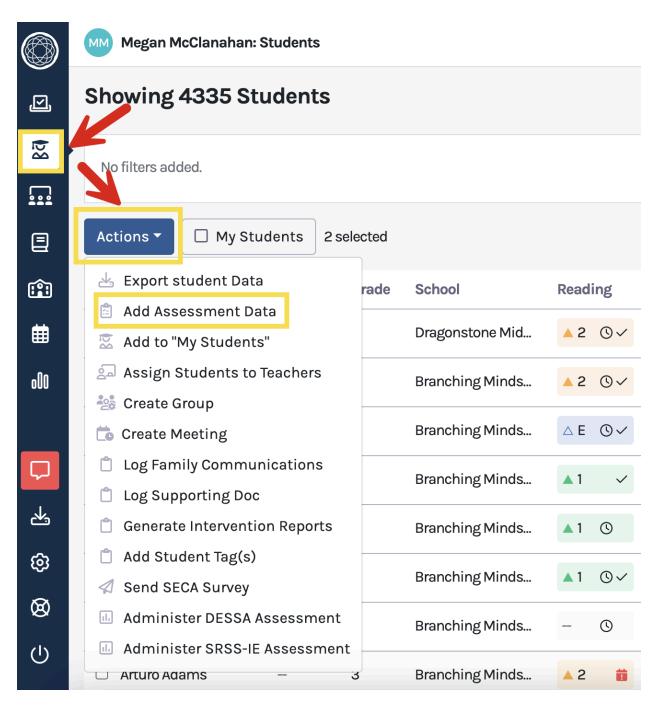
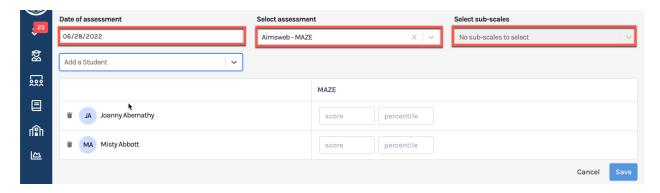
Adding Universal Screener/Benchmark Data in Bulk

The 'Add Benchmark Data in Bulk' feature allows users to efficiently add data for up to 150 students from their student list at a time. This feature enables users to input the parent and child assessment data for which they want to add in bulk. In addition, users can separately input child assessment data without needing to add the parent assessment data.

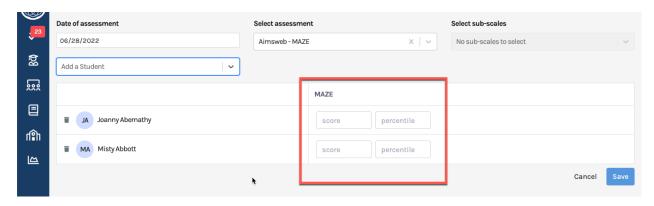
- 1. First, from the **Students** list, select the students you would like to add data for, and from the **Actions** dropdown, select **Add Assessment Data**.
- * Note if you don't see an assessment you may have to check with an administrator first to ensure that the benchmark is turned on for your school/district.



2. From the **Add Screener Scores** page, confirm the **Date** the assessment was administered, select the **Assessment** and any **Sub-scales**, and add any students you may have forgotten.

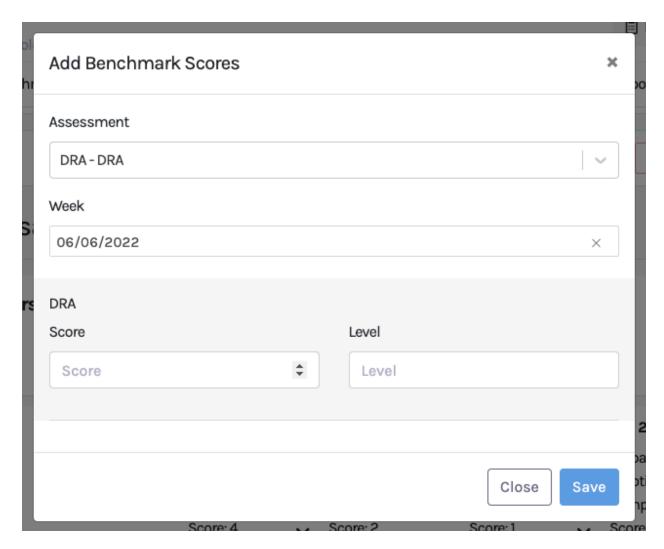


3. Enter the score/percentile/level/descriptor fields that are associated with that assessment, and then click **save**.



Adding Benchmark Data for an Individual

To **add** benchmark data for an individual, go to the student's **Overview** page, and **select** the **green plus button** next to the word **Benchmarks**. Here is a close up of the add Benchmark Scores modal.



Editing Universal Screener/Benchmark Data for an Individual

To **edit** universal screener or benchmark data for a student, **select** the **triple dots** button next to the Benchmark or Universal Screener Scores. Add the name of the assessment, the date it was administered, the names of individual students or groups of students who took the assessment, and each of their scores, percentiles and/or levels. Then **click Save**.

