2013 UAA Data Entry

Introduction

The purpose of this document is to explain 2013 UAA data entry procedures. UAA administration procedures can be accessed at http://www.schools.utah.gov/sars/DOCS/assessment/uaamanual.aspx.

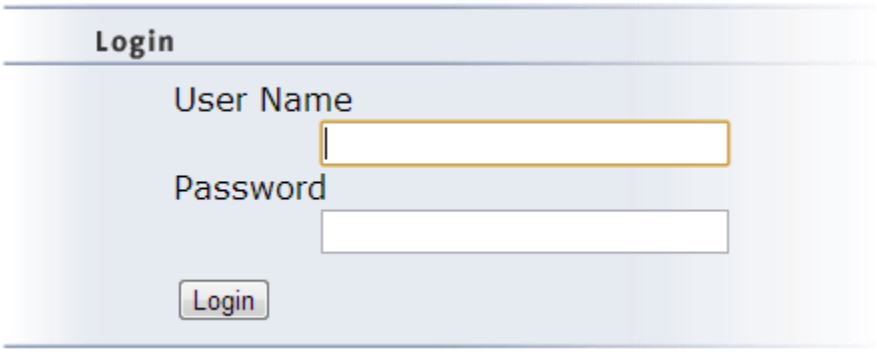
All UAA data entry must be completed by May 15, 2013. Once data entry is complete, please notify your district or charter school Assessment Director.

User IDs

Each individual who will enter 2013 UAA data must use their assigned user ID for the USOE secure assessment website. If you do not have a login, please contact your district or charter school Assessment Director.

Data Entry of 2013 UAA data

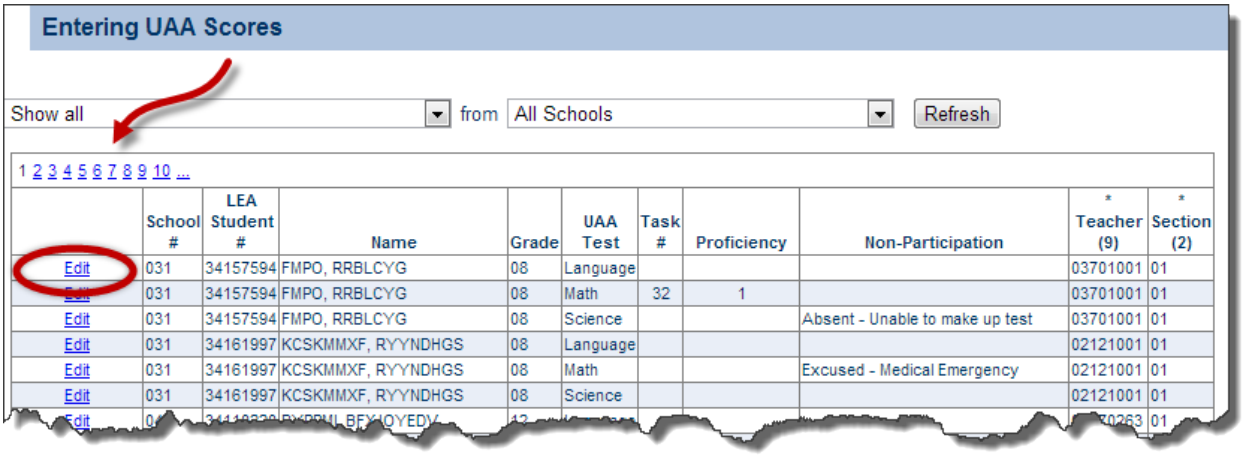
1. Login to the USOE IT Assessment Website at: https://cs.schools.utah.gov/assessment.



2. Click "Enter Scores" link from the UAA 2013 menu.

Student records will appear. If student records do not appear, please contact your district or charter school Assessment Director.

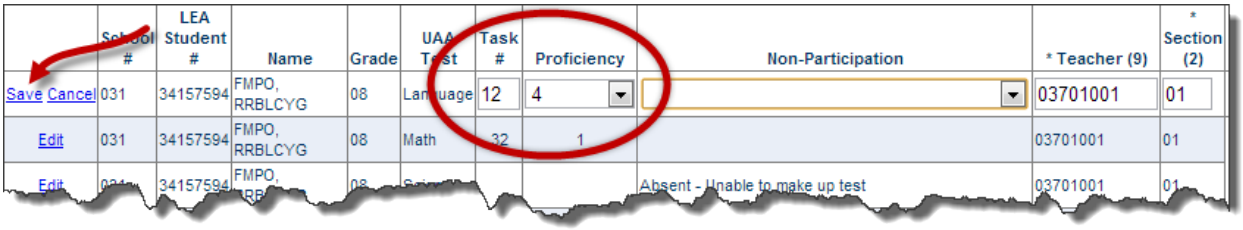
3. Click the “Edit” link next to the student and test record you wish to enter data for. Use the page numbers to view additional records, if necessary.



	School #	LEA Student #	Name	Grade	UAA Test	Task #	Proficiency	Non-Participation	* Teacher (9)	* Section (2)
Edit	031	34157594	FMPO, RRBLCYG	08	Language				03701001	01
Edit	031	34157594	FMPO, RRBLCYG	08	Math	32	1		03701001	01
Edit	031	34157594	FMPO, RRBLCYG	08	Science			Absent - Unable to make up test	03701001	01
Edit	031	34161997	KCSKMMXF, RYYNDHGS	08	Language				02121001	01
Edit	031	34161997	KCSKMMXF, RYYNDHGS	08	Math			Excused - Medical Emergency	02121001	01
Edit	031	34161997	KCSKMMXF, RYYNDHGS	08	Science				02121001	01

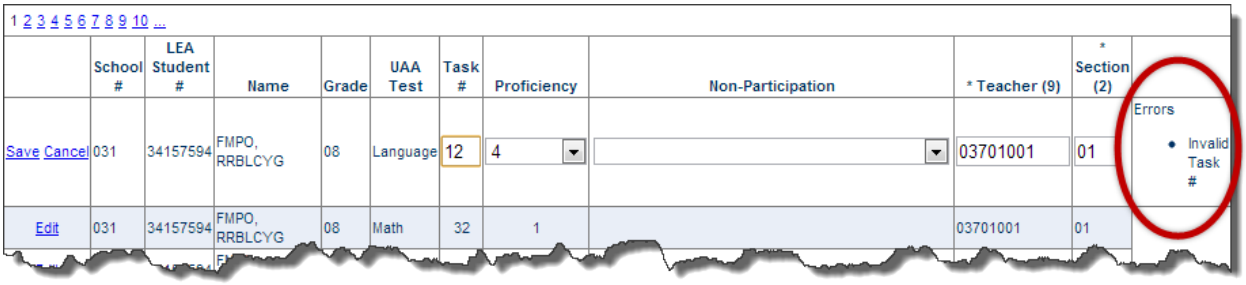
4. For each subject, the UAA task number and proficiency level should be determined **prior** to beginning data entry.

   Enter the UAA task number and proficiency level then click the “Save” link.



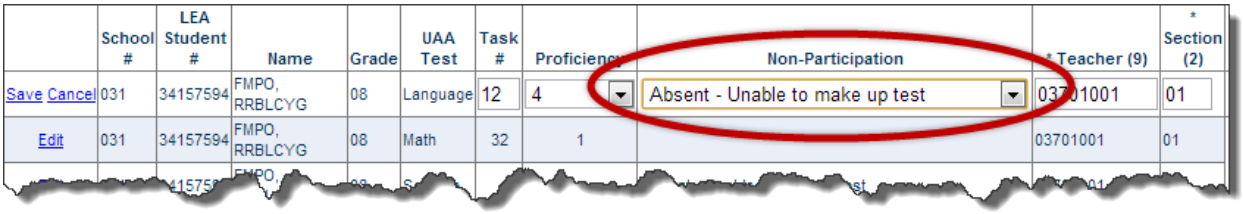
	School #	LEA Student #	Name	Grade	UAA Test	Task #	Proficiency	Non-Participation	* Teacher (9)	* Section (2)
Save Cancel	031	34157594	FMPO, RRBLCYG	08	Language	12	4		03701001	01
Edit	031	34157594	FMPO, RRBLCYG	08	Math	32	1		03701001	01
Edit		34157594	FMPO,					Absent - Unable to make up test	03701001	01

Note: If data entered does not meet all of the UAA processing rules, error messages will appear. Errors must be resolved before the student’s data will be saved.



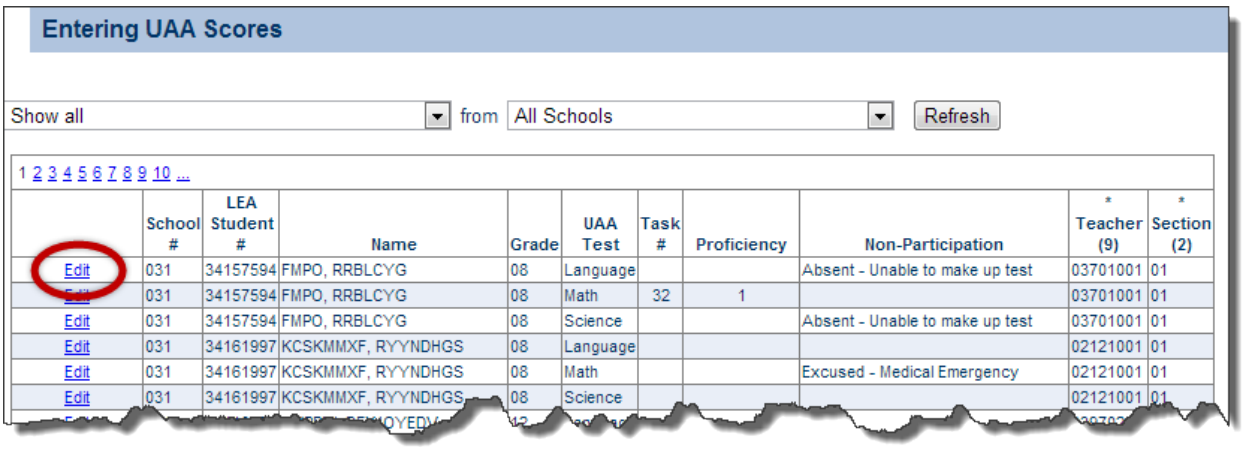
	School #	LEA Student #	Name	Grade	UAA Test	Task #	Proficiency	Non-Participation	* Teacher (9)	* Section (2)	
Save Cancel	031	34157594	FMPO, RRBLCYG	08	Language	12	4		03701001	01	Errors • Invalid Task #
Edit	031	34157594	FMPO, RRBLCYG	08	Math	32	1		03701001	01	

A non-participation code should <u>only</u> be marked if the student did <u>not</u> participate in the UAA for a subject. The reporting group teacher (9) and section (2) will be populated from pre-load files, but may be edited as needed. Then, click the "Save" link.



	School #	LEA Student #	Name	Grade	UAA Test	Task #	Proficiency	Non-Participation	* Teacher (9)	* Section (2)
Save Cancel	031	34157594	FMPO, RRBLCYG	08	Language	12	4	Absent - Unable to make up test	03701001	01
Edit	031	34157594	FMPO, RRBLCYG	08	Math	32	1		03701001	01

5. Review data entry. If additional changes are needed, click the "Edit" link.



Entering UAA Scores

Show all from All Schools Refresh

1 2 3 4 5 6 7 8 9 10 ...

	School #	LEA Student #	Name	Grade	UAA Test	Task #	Proficiency	Non-Participation	* Teacher (9)	* Section (2)
Edit	031	34157594	FMPO, RRBLCYG	08	Language			Absent - Unable to make up test	03701001	01
Edit	031	34157594	FMPO, RRBLCYG	08	Math	32	1		03701001	01
Edit	031	34157594	FMPO, RRBLCYG	08	Science			Absent - Unable to make up test	03701001	01
Edit	031	34161997	KCSKMMXF, RYYNDHGS	08	Language				02121001	01
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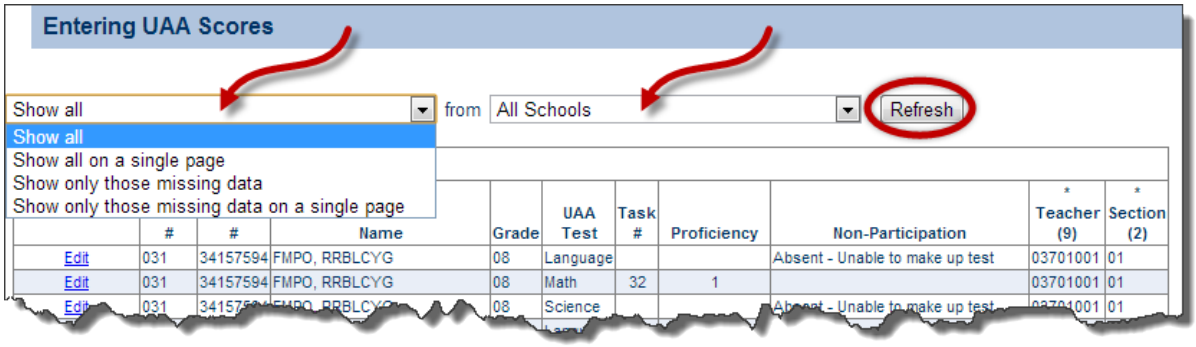
Edit	031	34161997	KCSKMMXF, RYYNDHGS	08	Science				02121001	01

Note: Two filters on the "Enter Scores" screen allow the user to filter student records based on data entry progress and/or school (LEA users). Select the desired option from the drop-down menu(s) and click the "Refresh" button. School level users will only have access to their school data.



Entering UAA Scores

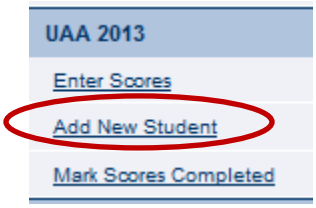
Show all from All Schools Refresh

Show all
Show all on a single page
Show only those missing data
Show only those missing data on a single page

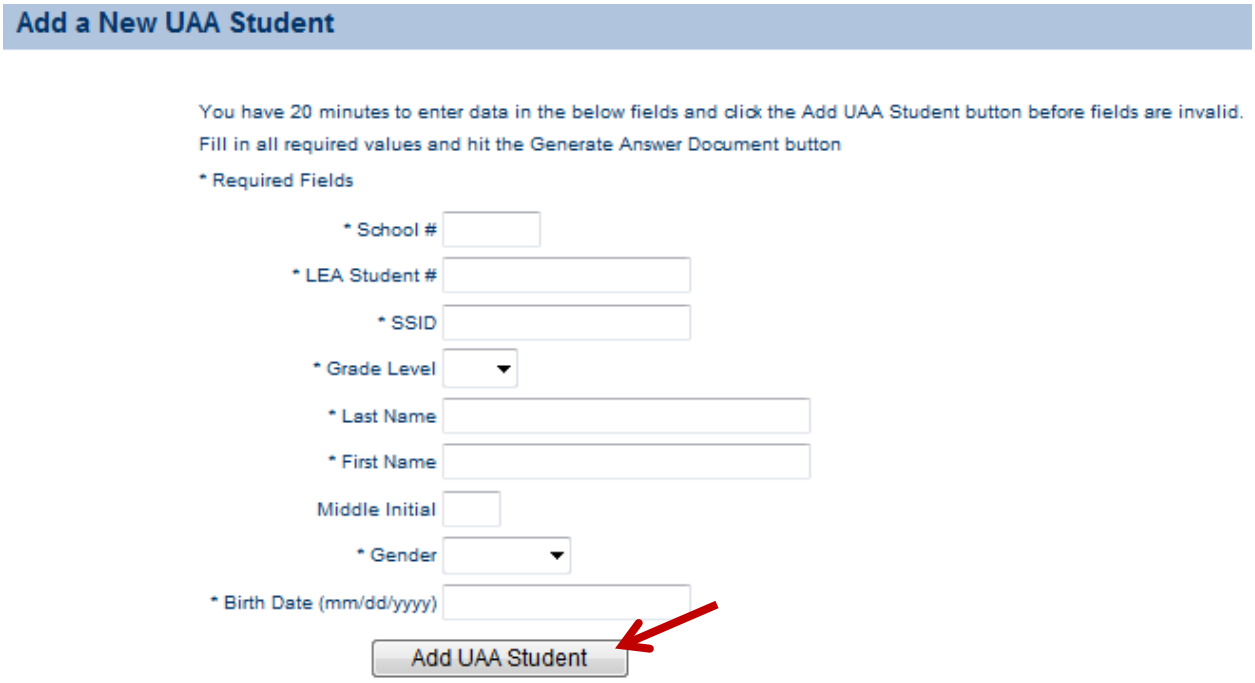
	#	#	Name	Grade	UAA Test	Task #	Proficiency	Non-Participation	* Teacher (9)	* Section (2)
Edit	031	34157594	FMPO, RRBLCYG	08	Language			Absent - Unable to make up test	03701001	01
Edit	031	34157594	FMPO, RRBLCYG	08	Math	32	1		03701001	01

Manually Adding Students/Tests

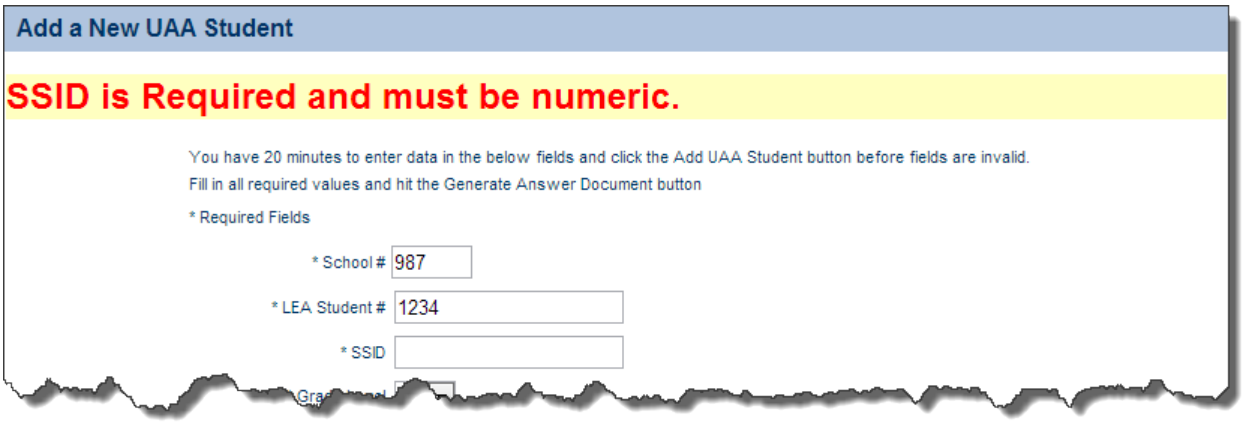
1. Click the “Add New Student” link from the UAA 2013 Menu.



2. Enter student information and click the “Add UAA Student” button.



Student information is validated against the USOE SSID system. A student will be added **only** when an LEA student number and SSID match is found. If errors in student information exist, error messages will appear. Correct student information and click the "Add UAA Student" button.



If you believe the student information is accurate, but the student cannot be added, please contact your local SIS administrator or your district/charter school Assessment Director.

Note:	Please have each student's information available prior to manually adding them. You will have 20 minutes to add each new student.

Appropriate tests will be assigned based on student grade and new student test records will be added to the "Enter Scores" page.

Mark Scores Completed

Only the district or charter school Assessment Director has access to mark an LEA's 2013 UAA data entry as complete.

1. Click the "Mark Scores Complete" link from the UAA 2013 Menu.

2. Once all student and test records have task number and proficiency levels added, or have a non-participation code selected, the LEA Assessment Director may submit the LEA's 2013 UAA data by clicking the "Complete" button.

UAA Data Entry Completion

No further changes to this LEA's 2013 UAA information will be allowed if you mark it as completed.

Are you sure that you want to indicate that all data entry has been completed?

Complete Cancel

No further changes to LEA's 2013 UAA information will be allowed.

All LEA UAA data entry must be completed no later than **May 15, 2013**.

If student records have missing data, the UAA Data Entry cannot be marked as complete and an error page will appear.

Data Entry NOT Complete

Data Entry NOT Completed!

There are still 2013 UAA student records with missing data. Please assign task and proficiency data or mark a non-participation code for each student.

*** Use the filtering option to quickly locate these students. ***

Your data entry session cannot be completed while data is missing.

Note: Use filters on the "Enter Scores" page to identify student records with missing data.

3. If the LEA's 2013 UAA data is marked as complete prematurely, contact:

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801-538-7694 – office
801-503-7680 – cell