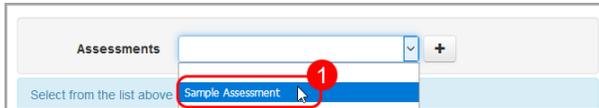


Only users with the DATAMAP – ASSESSMENT ADMIN role can edit and delete district assessments.

## Editing District Assessments

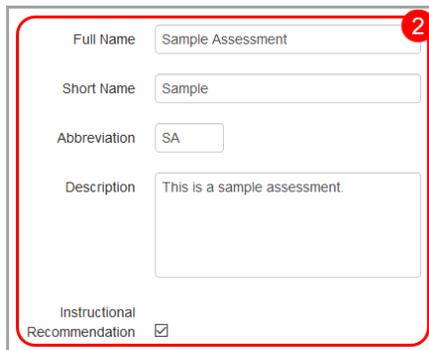
Navigate to **DataMap > Admin > Manage District Assessments**.

- 1 In the **Assessment** drop-down list, select the district assessment you want to edit or for which you want to create a new template file for student scores.



The edit version of the screen displays.

- 2 At the top of the screen, make any necessary edits to the assessment information.



Full Name: Sample Assessment

Short Name: Sample

Abbreviation: SA

Description: This is a sample assessment.

Instructional Recommendation:

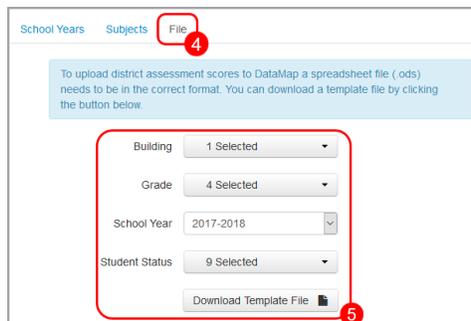
- 3 On the **School Years** and **Subjects** tabs, make any edits as necessary.

**Note:** On the **Subjects** tab, if you have not yet imported scores for this assessment, you can delete a subject by hovering your cursor over the subject name and clicking ✕.



Subject Name	Core Subject	Display in Summary	Benchmark
Percentile	Science	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Score	Reading	<input type="checkbox"/>	<input type="checkbox"/>

- 4 Click the **File** tab.
- 5 Select the applicable options and click **Download Template File**. (Downloading a new template file ensures the inclusion of any students who have enrolled since the district assessment was last created or edited.)
- 6 Click **Save**.



To upload district assessment scores to DataMap a spreadsheet file (.ods) needs to be in the correct format. You can download a template file by clicking the button below.

Building: 1 Selected

Grade: 4 Selected

School Year: 2017-2018

Student Status: 9 Selected

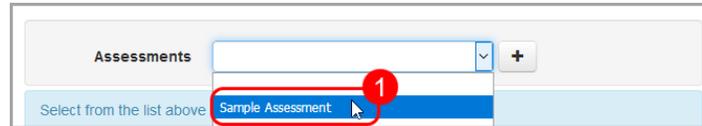
Download Template File

## Deleting District Assessments

**Note:** A district assessment can be deleted only if there are no scores associated with any of the subjects tied to the assessment.

Navigate to **DataMap > Admin > Manage District Assessments**.

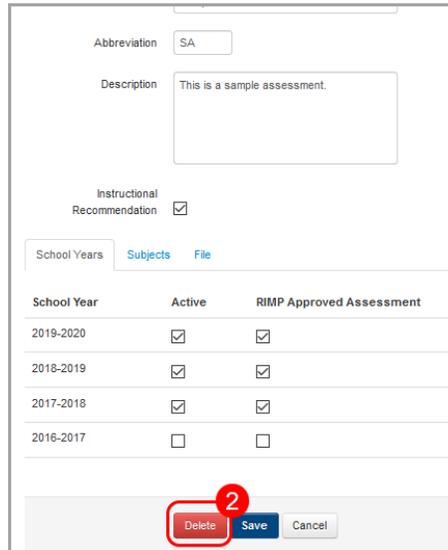
- 1 In the **Assessment** drop-down list, select the district assessment you want to delete.



The screenshot shows a form with a label 'Assessments' and a drop-down menu. The menu is open, showing a list of options. The option 'Sample Assessment' is highlighted in blue and has a red circle with the number '1' next to it, indicating it is the selection to be made.

The edit version of the screen displays.

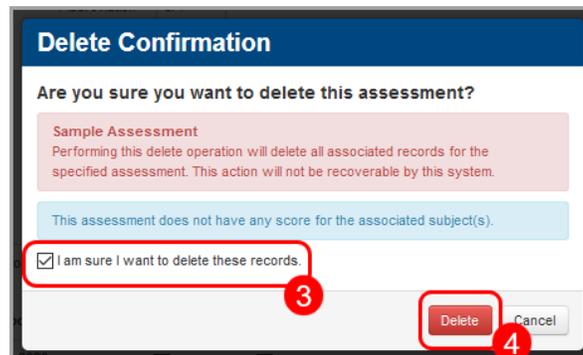
- 2 At the bottom of the screen, click **Delete**.



The screenshot shows the edit form for a district assessment. At the bottom of the form, there are three buttons: 'Delete', 'Save', and 'Cancel'. The 'Delete' button is highlighted with a red circle and the number '2', indicating it is the button to be clicked.

The **Delete Confirmation** window opens.

- 3 Select the **I am sure I want to delete these records** checkbox.
- 4 Click **Delete**.



The screenshot shows a 'Delete Confirmation' dialog box. The dialog box contains the following text: 'Are you sure you want to delete this assessment?', 'Sample Assessment', 'Performing this delete operation will delete all associated records for the specified assessment. This action will not be recoverable by this system.', and 'This assessment does not have any score for the associated subject(s)'. There is a checkbox labeled 'I am sure I want to delete these records.' which is checked. The 'Delete' button is highlighted with a red circle and the number '4', indicating it is the button to be clicked.