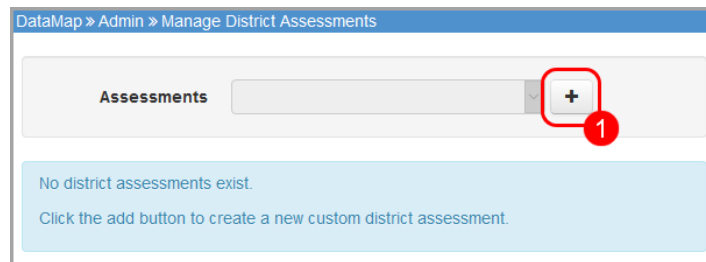# *Setting Up District Assessments*

Only users with the DATAMAP – ASSESSMENT ADMIN role can set up district assessments in DataMap.
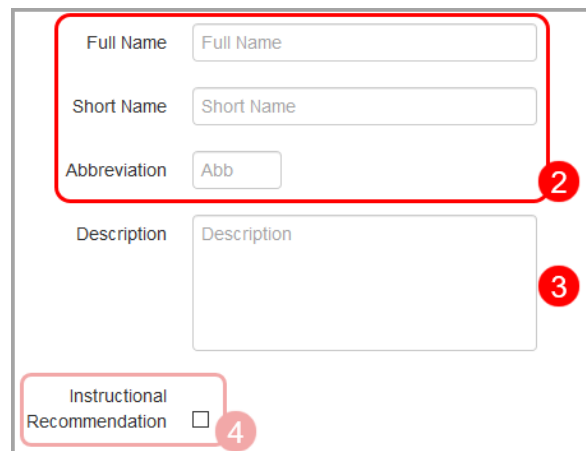
Navigate to **DataMap > Admin > Manage District Assessments**.

1 Click ➕ .

> DataMap » Admin » Manage District Assessments
>
> Assessments [   ] [+]
>   1
>
> No district assessments exist.
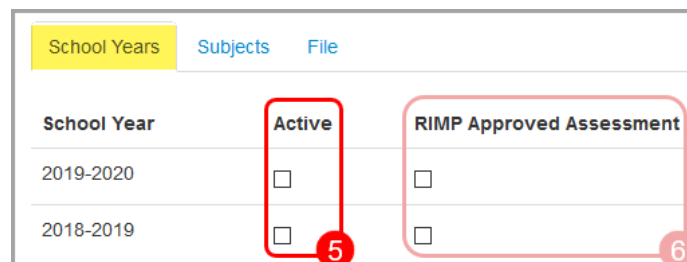> Click the add button to create a new custom district assessment.

The add version of the screen displays.

2 Enter the **Full Name** (200 character limit), **Short Name** (50 character limit), and **Abbreviation** (50 character limit) for the district assessment in the fields.

3 Enter a **Description** of the district assessment in the field.

4 (Conditional) If the assessment has an instructional recommendation (such as "On Track" or "Not on Track"), select the **Instructional Recommendation** checkbox.
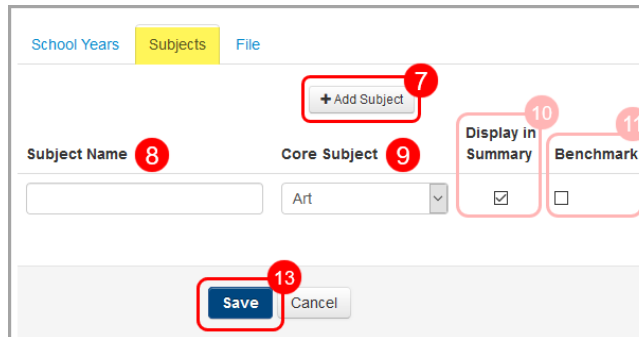
> Full Name   [Full Name   ]
>
> Short Name   [Short Name   ]
>
> Abbreviation   [Abb]   2
>
> Description   [Description   ]
>   [   ] 3
>
> Instructional
> Recommendation ☐   4

5 At the bottom of the screen, on the **School Years** tab, in the row of each school year for which you want to import scores for this assessment, select the **Active** checkbox.

6 (Conditional) In the row of each school year for which you want to add the assessment as an **Initial Screening Measure** on a RIMP, select the **RIMP Approved Assessment** checkbox.
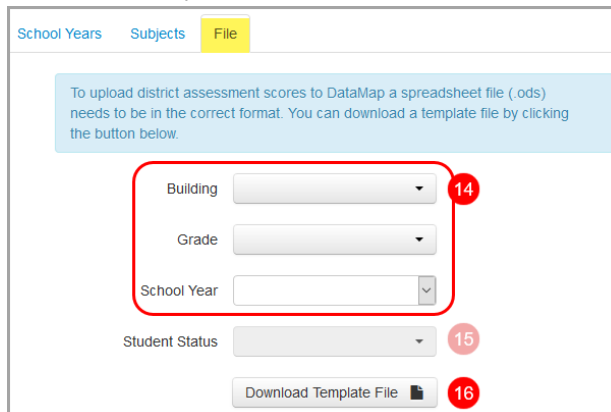
> | School Years | Subjects | File |
> | --- | --- | --- |
>
> | School Year | Active | RIMP Approved Assessment |
> | --- | --- | --- |
> | 2019-2020 | ☐ | ☐ |
> | 2018-2019 | ☐ | ☐ |
>   5   6

Setting Up District Assessments

7 On the **Subjects** tab, click **Add a Subject**.

8 Enter a **Subject Name** in the field (e.g., "percentile"). This is the name that will display on the **Student Roadmap**.

9 Select a **Core Subject** from the drop-down list.

10 (Conditional) If you want this assessment to display in the **School Year Summary** section on the **Student Roadmap**, select the **Display in Summary** checkbox.

11 (Conditional) If the assessment has benchmarks for each subject (such as "Proficient" or "Advanced"), select the **Benchmark** checkbox.

12 (Optional) To add additional subjects, repeat steps 7 through 11 as needed.

13 Click **Save**.

14 On the **File** tab, select a **Building**, **Grade**, and **School Year** from the drop-down lists.

Note: If desired, you can select more than one building or grade.

15 (Optional) Select the **Student Status**(es) of the students to whom the district assessment will be given. All statuses are selected by default.

16 Click **Download Template File**, and then open the file.

17 In the template file, enter the students' scores for this district assessment.

*Note: The **Instructional Recommendation** and **Benchmark** columns have a 25 character limit.*

18 Save the file as an ODS file.

Note: Do not change the headings in the template. If you do, you receive an error when you upload the scores.