

Recording UAA Scores in Encore

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1. Click the “Student Information System” menu,
2. Select “Testing”
3. Select “UAA Score Entry” (see image below)

The screenshot shows the Encore application interface. At the top, there is a navigation bar with the Encore logo and a menu: Student Information System (highlighted with a red arrow labeled '1.'), Human Resources, Financials, Logistics, and System Administration. Below this is a list of application areas: Attendance, Demographics, Discipline/Interventions, Grade Book, Graduation Tracking, Health Services, Scheduling System, School Administration System, Special Education, Special Programs, Student System Utilities, and Testing (highlighted with a red arrow labeled '2.'). Under the Testing menu, there is a sub-menu titled 'Applications' containing three items: Test History Display, Testing Management, and UAA Score Entry (highlighted with a red arrow labeled '3.').

4. Choose your School, then select the Teacher

The screenshot shows the 'UAA Score Input' dialog box. It has a title bar that says 'UAA Score Input'. Inside, there are two text input fields: 'School:' with the value 'CENTERVILLE JR HIGH' and 'Teacher:' with the value 'FRANCIS, SCOTT'. At the bottom of the dialog, there are two buttons: 'Continue' and 'Dismiss'.

5. A. Select the Student’s Name
B. Press “**Query**” Button
C. Enter the Science Task Number.
e.g. S-003 would be entered as a 3.
D. Then enter the “Mastery Level.”
E. Choose “Save” when complete.
F. then “Dismiss” the window.

Repeat for Step 5 to record additional Student Scores.

The screenshot shows the 'UAA Score Input' application window. The title bar says 'UAA Score Input'. The window contains the same 'School' and 'Teacher' fields as the previous screenshot. Below them are 'Student Name' (FRANCIS, SCOTT) and 'Grade' (09) fields, with a 'Query' button. Below these are three rows of data entry for 'Language Arts', 'Math', and 'Science'. Each row has a 'Task' input field, a 'Mastery Level' dropdown menu, a 'Non - Participation' dropdown menu, and a 'Remove' button. At the bottom of the window, there are 'Print', 'Save', and 'Dismiss' buttons.