



## How to Create a Simple Template to Import AP Test Scores for CRDC

This document gives an example of how to set up a Test in the Test Builder and how to populate student test scores from the test. This document serves as a guide. Each district may want to customize their tests to add more information.

### Adding the AP Test to the System

#### Assigning Test Scores Manually to Each Student (Simple Method)

#### Assigning the Test Scores Through the Test Score Import Wizard (Advanced Method)

### Adding the AP test to the system

Navigate to Office > Curriculum & Assessments > Test Scores > Test Builder.

Click Add to add a new test template to the system.

- If you have imported AP Test Scores previously for a course then you can select that same Test Name from the table. If you have never added the AP test to the system click the link to add the new Test Name Code to the system.

The screenshot shows the Skyward Test Builder interface for Skyward County School District (000). The user is Rachel Jones. The interface includes a navigation menu with options like Home, Students, Families, Staff, Student Services, Food Service, Office, Administration, Educator Access Plus, Advanced Features, Federal/State Reporting, and Custom Reports. The main area is titled 'Test Builder (792)' and shows a table of test templates. The table has columns for Code, Test Name, Abbreviation, Edition, Level, Form, System/User Defined, and Editable. There are buttons for Add, Edit, Delete, Clone, and Import Layout on the right side of the table.

Code	Test Name	Abbreviation	Edition	Level	Form	System/User Defined	Editable
▶ ACT	ACT	ACT All Subject				User Defined	Yes
▶ AEX	AEX ACT Explore	AEX ACT Explore	edt2			User Defined	Yes
▶ APENG	AP English	AP English	2016			User Defined	Yes
▶ APT	APT	Advanced Plcmnt				User Defined	Yes
▶ CEL	CELLA	CELLA				User Defined	Yes

Click the Test Name link.

- It may be helpful to create the test with a description that matches or resembles the course. This will make it easy to associate the AP test to the AP course.

**Test Name Code Maintenance (135)**

**Test Name Maintenance**

Test Name Code:

\* Short Description:

\* Long Description:

Display this test in Educator Access Plus  
 Allow Score Update via Educator Access Plus  
 Display this test in Family Access

**FL State Reporting Fields**

State Code:  American College Testing Program

Ed-Fi Title:

Used for ELL  
 Exclude this test from Survey Extract

Allow Manually Maintain by Users:

Asterisk (\*) denotes a required field

Expand the test and click to Add Section.

- The Test Section is the only section required in the test scores setup.

Code ▲	Test Name	Abbreviation	Edition	Level	Form
▼ APENG	AP English	AP English	2016		

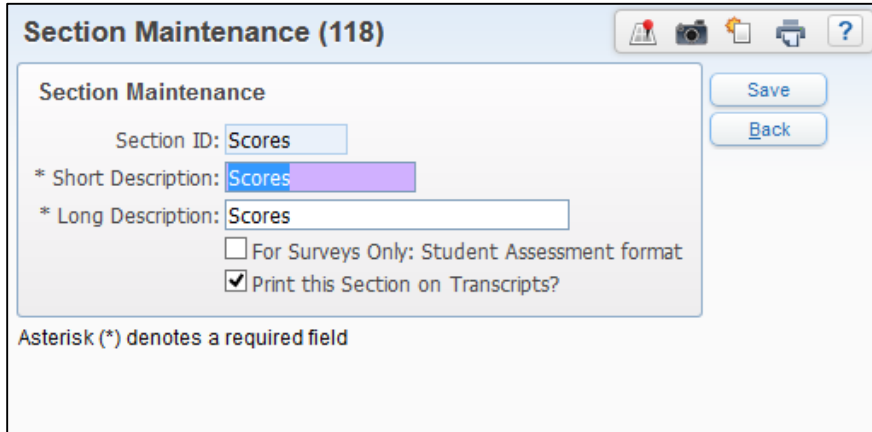
Expand All Collapse All Modify Details (displaying 7 of 7) View Printable Details

▶ Test Sections Add Section

▶ Test Details

▶ Teacher Score Entry Periods

Add a Scores section as shown below.



**Section Maintenance (118)**

Section Maintenance

Section ID: Scores

\* Short Description: Scores

\* Long Description: Scores

For Surveys Only: Student Assessment format

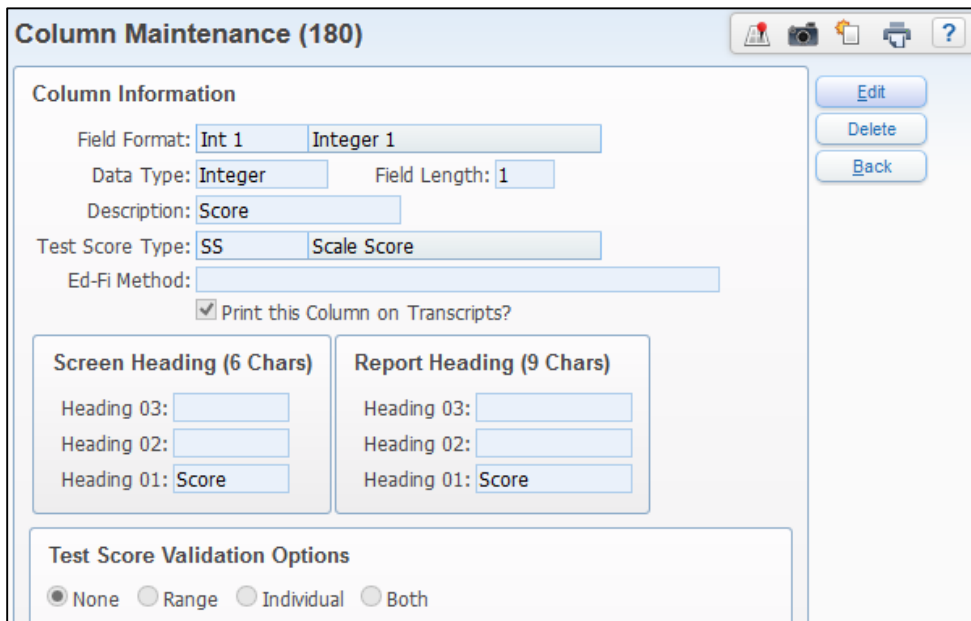
Print this Section on Transcripts?

Asterisk (\*) denotes a required field

Buttons: Save, Back

Click to Add Column.

Set up column to enter in a score. The score is one character long so it is appropriate to select a Field Format that is one character long (can be Data Type of Integer or Character). Click Save.



**Column Maintenance (180)**

Column Information

Field Format: Int 1 Integer 1

Data Type: Integer Field Length: 1

Description: Score

Test Score Type: SS Scale Score

Ed-Fi Method:

Print this Column on Transcripts?

Screen Heading (6 Chars)	Report Heading (9 Chars)
Heading 03:	Heading 03:
Heading 02:	Heading 02:
Heading 01: Score	Heading 01: Score





Test Score Validation Options

None  Range  Individual  Both

Buttons: Edit, Delete, Back

Click to Add Row. Enter in a code describing what subject area the score will be for. Click Save.

**Row Maintenance (155)**

**Row Information**

Code:

Short Desc:

Long Desc:

Subject Content:

Subject:

Ed-Fi Subject:

Level Number:  Parent Row:

Print this Row on Transcripts?

**Test Builder Setup is complete.**

## Assigning Test Scores Manually to Each Student

At this point, you are done with the setup of the test and scores can either be manually entered into the system or scores can be imported through the Test Score Import Wizard.

Steps to manually add an AP Test Score to a student:

Go to Student Profile > Test Scores Tab. Click Add.

**Enter in the correct Entity where the student took the test and enter in a Test Date that falls within the 2015-2016 SY. This is very important.**

Click Test Name.

Find the test you created in Test Builder. Click Select and Save.

**Test Selection (458)**

Views: **General** Filters: **\*Skyward Default**

Code	Test Name	Abbreviation	Edition	Level	Form	Type
ACT	ACT All Subjects	ACT All Subject				User Defined
AEX	AEX ACT Explore	AEX ACT Explore	edt2			User Defined
APENG	AP English	AP English	2016			User Defined
APT	Advanced Placement Test	Advanced Plcmnt				User Defined

Buttons: Select, Add, Delete, Back

Expand the test and click Edit next to Scores.

**Test Scores**

**Florida Assessment Details**

Alt Assessment Administered: **No**      Communications:

EOC Algebra 1 Retake: **No**      Mathematics:

Views: **General** Filters: **\*Skyward Default**

Test Date	Entity	Test	Edition	Level	Form	Type	Test Name	Print After Scan #	Accommodation
12/08/2015	0251	APENG	2016			User	AP English		Not Applicable

Buttons: EOC Pre ID, Assessment Details, Quick Print, Add, Edit, Delete

Expand All   Collapse All   View Printable Details

Sections

- Scores - Scores **Edit**

Enter in the students score for the test. A score of 3 or higher is considered passing for CRDC purposes. Click Save.

**Test Score Maintenance (130)**

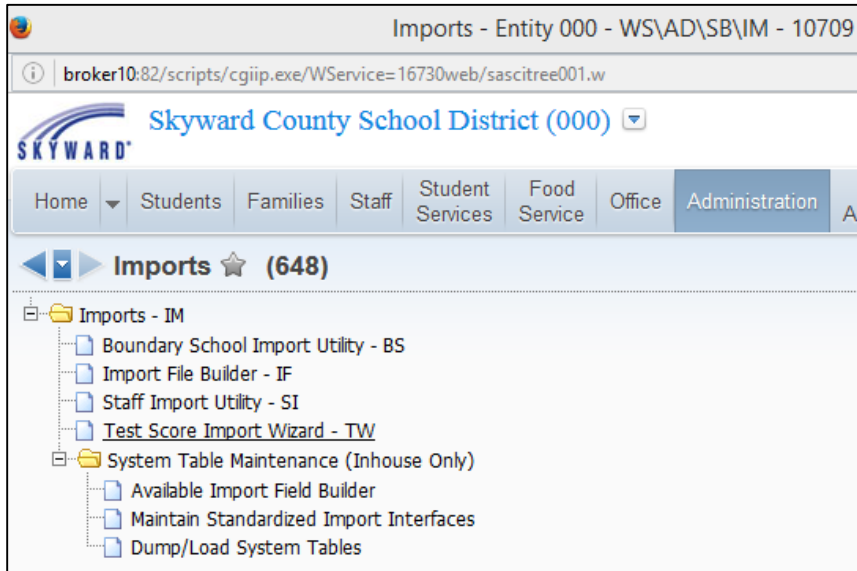
**APENG - Scores for Blake L. Abelarscr**

Entity	Test	Score
01	ENG 490	3

## Assigning the Test Scores Through the Test Score Import Wizard

**\*\*Please note that this option requires advanced knowledge of Test Score Importing\*\***

Go to Admin > Skybuild > Imports > Test Score Import Wizard.



Click Add on right-hand side.

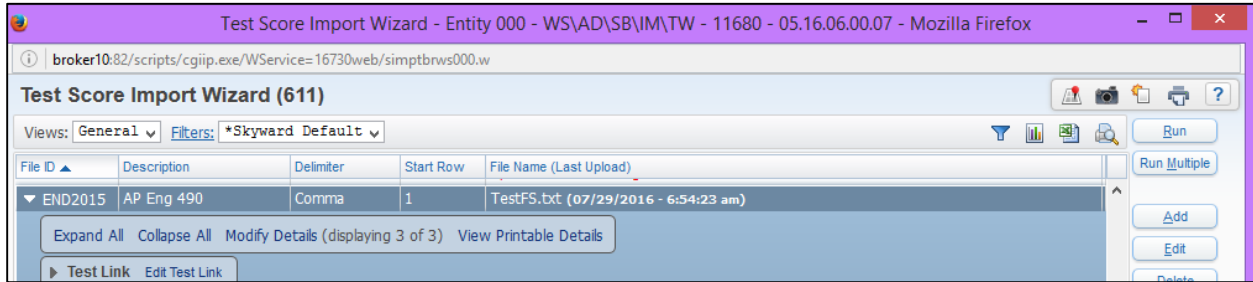
Enter in a user-defined File ID and Description. Select the File Type and enter in the remaining fields. You will also attach the file of scores to import on this screen. Click Save when complete.

For more information on this step you can view the following this tutorial: [Test Score Import Wizard – Adding a File Layout](#).

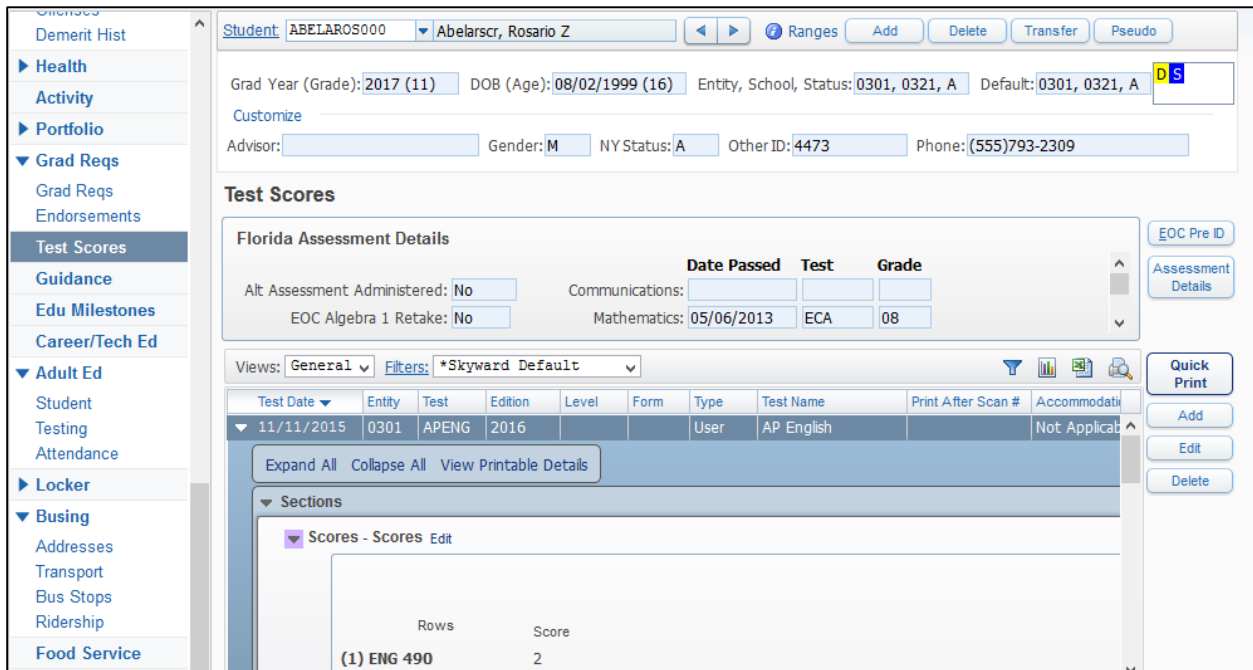
The next step is to enter in the links to your file. This will tell the system where to find the student, test date, and score on the file. Districts will need to know where on the file they are importing to be able to complete this step. For more information on this step please view this tutorial: [Test Score Import Wizard – Adding a File Layout](#). Once complete click Save.



Then click Run.



The student test score is now available on the students Test Scores Tab.





## Revision History

Version	Date	Changes
05.16.06.00.11	10/06/2016	References to 15/16 School Year Collection