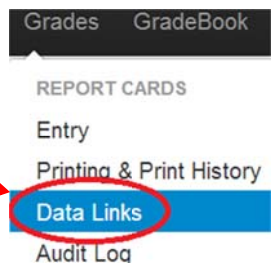


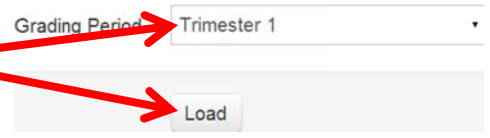
# LINKING ASSESSMENTS



Use the Data Links option to link assessments directly to the report card.

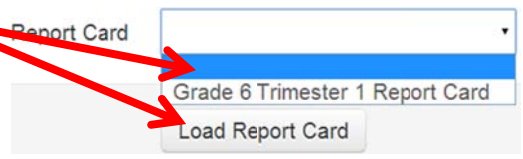
One or more assessments, either district-created, or teacher created, may be linked to the report card. The contribution of a score is reflected in the report card only if standards are aligned to the assessment. Linking allows for the various standards to populate their respective sections of the report card.

After clicking the Data Links option, select the Grading period, and click "Load." Linking cannot occur in an upcoming (i.e. not current) grading period.



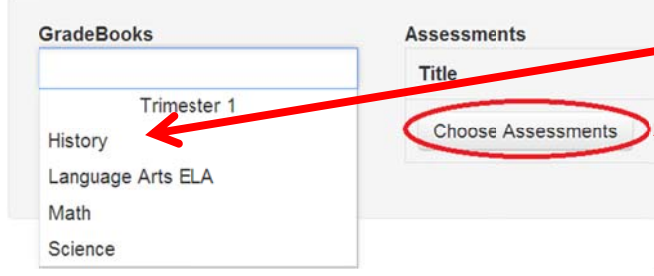
Select the appropriate report card, and click "Load Report Card."

**Grade 6 Trimester 1 Report Card**  
**Teacher Name**  
**Grading Period: Trimester 1**



## Automatic Report Card Links

GradeBooks and Assessments selected below will automatically be linked to report card fields based on

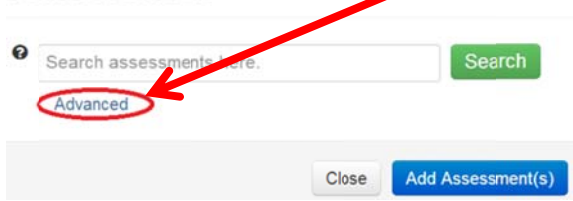


Users may link assignments from their grade book (if a grade book had already been created), or to specific assessments.

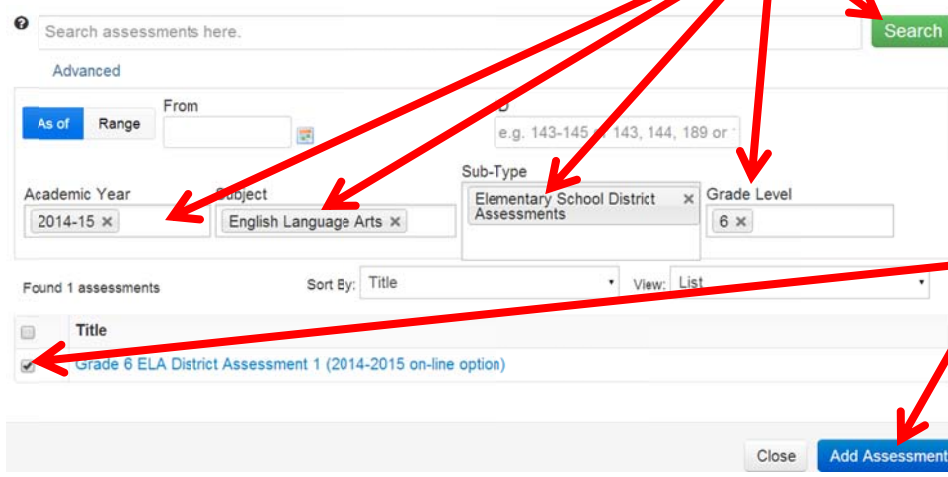
To link to an assessment, click on the "Choose Assessments" button.

An assessment search window appears. The desired assessment needs to be found, and the user may use any available option to find that assessment. The "Advanced" search will be used here, to filter down to the desired assessment.

## Add Assessments



After clicking on the "Advanced" button, familiar search field options appear. We'll attempt to search for the 2014-15 ELA District Assessment for grade 6. The "Search" button near the top of this pop-up window needs to be selected prior to adding assessments.



A list of assessments that fit the criteria should appear in a list below the filter fields. Only assessments that are currently shared with the user will appear. Select the test(s) by using the checkbox in the leftmost column of the list of tests, and click on the "add Assessments(s)" button.

The test(s) are now linked to the report card.