

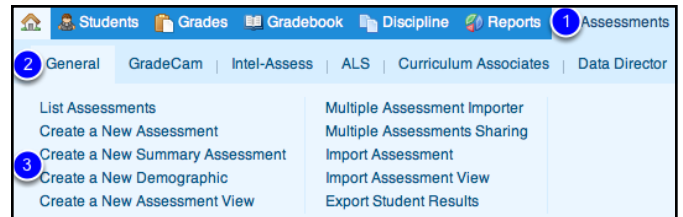
Create, Edit, and Delete a Summary Assessment or Demographic

In DnA, you can create a location for entering and tracking scores or demographics. The steps for creating each of these are the same.

You might want to see the "[Assessment Introduction](#)" lesson if this might not be the assessment type you are hoping to create.

Where to Start

Click **Assessments (1)**, then **General (2)**, click **Create a New Summary Assessment** or **Create a New Demographic (3)**.

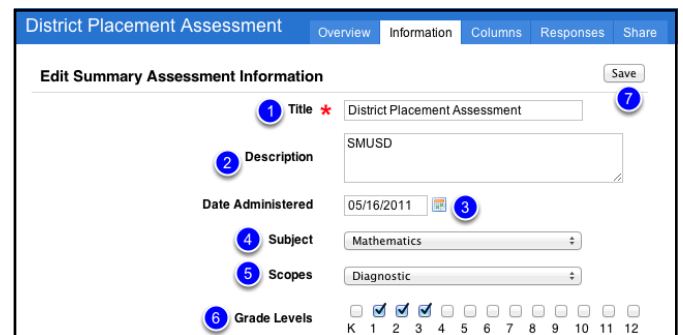


Enter Summary Assessment/Demographic Information

The more specific you get in this area, the easier it will be to find your assessment or demographic later using filters.

Enter a **Title (1)**. It is optional to enter a **description (2)** or **First Date Administered (3)**. The description will not tie to filters but can contain any information you find helpful.

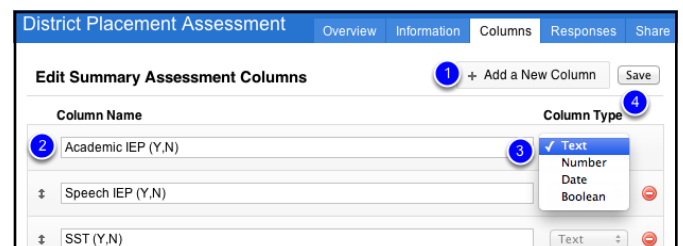
To help with filtering, select **Subject (4)**, **Scopes (5)**, and **Grade Levels (6)**. Click **Save (7)**.



Determine Columns

This is where you will add one column per score type. Note that you can come back to this step numerous times.

1. Click **+ Add a New Column**.
2. Enter the **Column Name** that will help you and/or others understand what type of scores are in the column.
3. Pick the **Column Type** that best describes the type of data you want to enter in the column.
4. After you have completed the above steps as many times as needed, click **Save**.



Enter Data

You may return to this screen at a later time if needed, and as many separate times as you need to enter or edit your student's results.

Click **Responses**, then **Enter/Edit (1)**. Depending on your role, you may need to select from the drop down menus to select students, then click **Submit (2)**. Enter data **(3)**. Be sure to click **Submit** to save your data. You can click the **green plus sign (4)** to add additional rows for a student.

Student ID	Local Student ID	First Name	Last Name	Academic or speech IEP (Y,N)	SST (Y,N)	Intervention
381250	62039	MANDY VI	BRACKENS	Y	Y	Y
576880	63905	POLL	BUTZLAFF			

Edit Summary Assessment/Demographic Information

To edit the existing title and filter information, click **Information (1)**. Be sure to click Save when you are finished.

To edit existing columns, click **Columns (2)**. To add columns, click **+ Add a New Column**. To change the position of the columns, use the **arrow (3)** to "drag and drop" a column in a different location. To delete a column, click the **red minus sign (4)**. When you are finished, click **Save (5)**.

Column Name	Column Type
academic or speech IEP (Y,N)	Text
SST (Y,N)	Text
Intervention Reading	Text
Intervention Math	Text

Delete a Summary Assessment or Demographic

To delete, click **List Assessments** from the **Assessments** tab. Click the **red minus sign** to delete the summary assessment and/or demographic and all associated data.

Actions	Type	Title	Date Administered
	Demographic	Demo_1	July 20, 2010
	Assessment	Diagnostic Quiz	July 28, 2010
	Assessment	My Test Assessment	July 28, 2010
	Assessment	Spencer's Assessment	July 28, 2010
	Survey Assessment	Spencer's Test	July 21, 2010
	Assessment	Zach's Final Assessment	July 28, 2010

Next Steps

Now that you have created your summary assessment or demographic, you might be interested in the lesson "[Share an Assessment](#)".

[Illuminate Help Manuals](#) » [Assessments](#) » [Share an Assessment](#)