

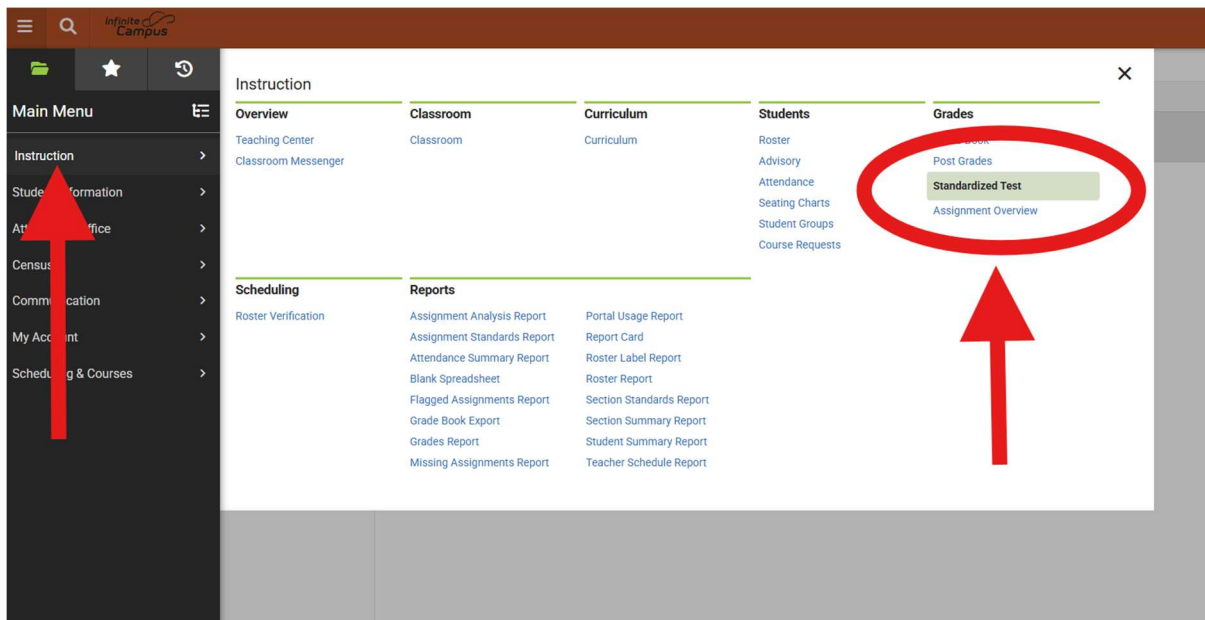
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GUIDANCE DOCUMENT: CAMPUS DDLI ASSESSMENT SCORING

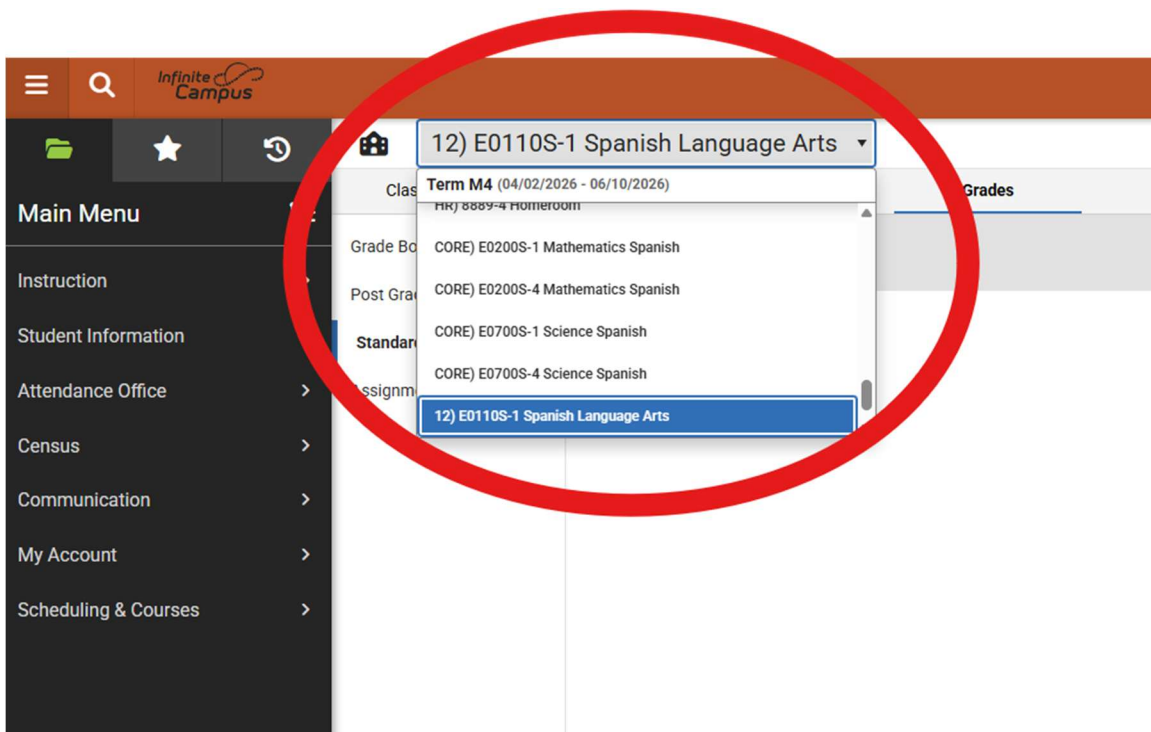


The following are procedures for school staff to enter DDLI Language Immersion Assessment scores into Infinite Campus.

1. From the Teacher Center screen, choose Instruction from the Main Menu and then choose Standardized Test under the Grades category on the pop out menu:



2. From the drop down menu at the top, choose the correct Course/Section to enter scores.



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3. Select the appropriate test component to be scored from the drop down menu (each component has to be scored separately):

4. Enter the scores for each student by entering the number in the “Raw Score” column:

Students	Raw Score	Result
[Student Icon]	1	
[Student Icon]	2	
[Student Icon]	3	
[Student Icon]	4	
[Student Icon]	5	
[Student Icon]	6	
[Student Icon]	7	
[Student Icon]	8	
[Student Icon]	9	
[Student Icon]	8	
[Student Icon]	7	
[Student Icon]	6	
[Student Icon]	5	

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5. Click the "Save" button above the list of student names:

A screenshot of the Infinite Campus web application. The left sidebar shows a "Main Menu" with options like Instruction, Student Information, Attendance Office, Census, Communication, My Account, and Scheduling & Courses. The main content area is titled "12) E0110S-1 Spanish Language Arts" and has tabs for Classroom, Curriculum, Students, and Grades. Under the "Students" tab, there is a "Grade Book" section with a dropdown menu set to "DDLI-Spanish-Listening". Below this is a "Save" button, which is highlighted by a red arrow. Underneath the "Save" button is a table with columns for "Students", "Raw Score", and "Result". The table contains several rows of student data, with some cells containing blacked-out information.

6. Repeat the process for the remaining test components:

A screenshot of the Infinite Campus web application, similar to the one above. The "Students" tab is selected, and the "Grade Book" dropdown menu is open, showing a list of assessment options: "DDLI-Spanish-Listening", "DDLI-Spanish-Reading", "DDLI-Spanish-Speaking", and "DDLI-Spanish-Writing". The dropdown menu is highlighted with a red circle. The "Save" button is also visible, but not highlighted.