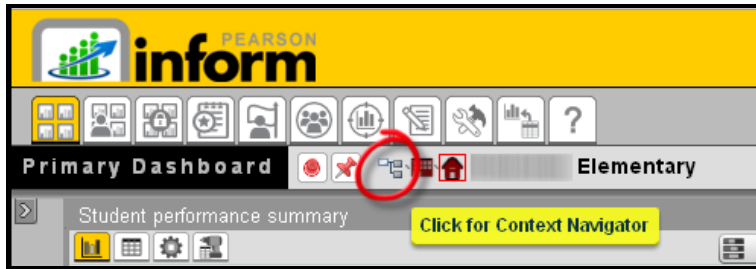


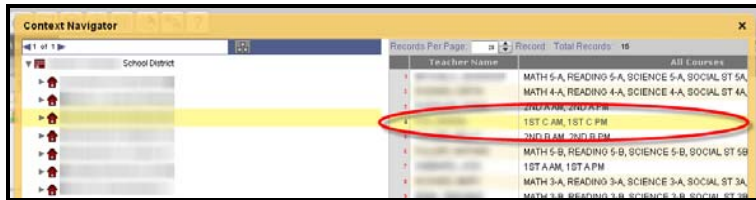
Pearson Inform Quick Start Guide: Entering Class Scores

Note: This quick start guide is intended to guide the user through the process of entering classroom scores. This quick start guide assumes that the school or district has already set up *Score Entry* assessments.

Step 1: Log into Pearson Inform. If the desired classroom or teacher name does not appear next to your building in the toolbar, click on the **Context Navigator** button.



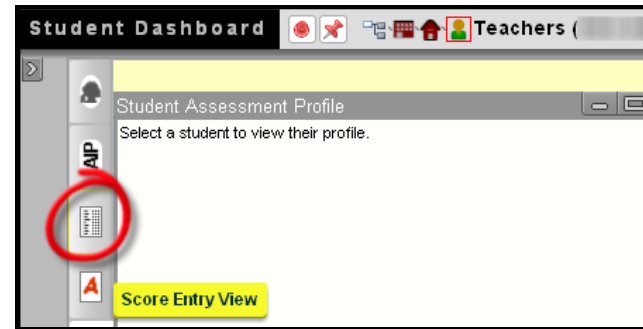
In the pop-up window, verify the desired building is highlighted on the left. Then select the teacher name on the right.



Step 2: Select the **Student Dashboard** icon.



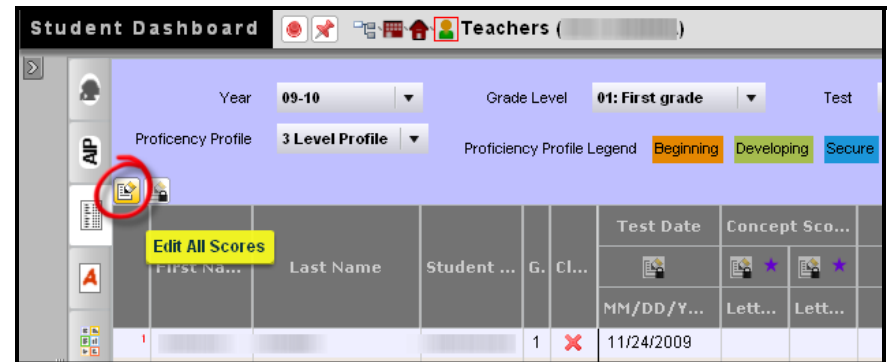
Step 3: Select the **Score Entry View** icon.



Step 4: Choose the appropriate *Year*, *Grade Level* and *Test*.



Step 5: Select the **Edit All Scores** icon.



Pearson Inform Quick Start Guide: Entering Class Scores

Step 6: You are now able to enter scores for each concept of the assessment. Click on a cell under the **Concept Score** column. You may click or tab to advance to the next cell. Enter numeric scores only; Pearson Inform will not accept letters or symbols. Once data is entered, cells will be color-coded according to the proficiency profile that has been set up for the assessment.

	First Na...	Last Name	Student ...	G. Cl...	Test Date MM/DD/Y...	Concept Score	
						Letter ID Upper	Letter ID Lower
1				1	11/24/2009	20	22
2				1	11/24/2009	23	24
3				1	11/24/2009	22	24
4				1	11/24/2009	24	26
5				1	11/24/2009	25	25
6				1	11/24/2009	25	26
7				1	11/24/2009		
8				1	11/24/2009		
9				1	11/24/2009		

Note: Pearson Inform has timeout security feature. If the system is left idle for 20 minutes (if you don't click any buttons), you will be automatically logged out. Scores will not be recorded until the **Save** button is clicked. If you feel that the score entry screen cannot be completed within 20 minutes, you may want to save periodically.

Step 8: (Optional)

To enter scores for another assessment, go to the *Test* dropdown window and select different assessment. Follow Steps 5 through 7 in this document to enter scores.

Test Date MM/DD/Y...	Concept Score	
	Letter ID Upper	Letter ID Lower
11/24/2009	20	22

Step 7: When you have finished entering scores, click **Save** at the bottom of this screen.

6				1	11/24/2009	25	
7				1	11/24/2009		
8				1	11/24/2009		
9				1	11/24/2009		
10				1	11/24/2009		

If you need additional assistance, please contact your district's Pearson Inform coordinator.

The Oakland Schools' Help Desk is also available to assist you. The Help Desk can be reached at 248.209.2060. You may also contact: Jonathan Flukes (jonathan.flukes@oakland.k12.mi.us, 248.209.2546) or Jim Gullen (james.gullen@oakland.k12.mi.us, 248.209.2088) at Oakland Schools for more information.

Once *Score Entry* data has been saved, it is available for use in summary reports. *Score Entry* data may not appear in a *Student Assessment Profile* for approximately twenty-four hours.