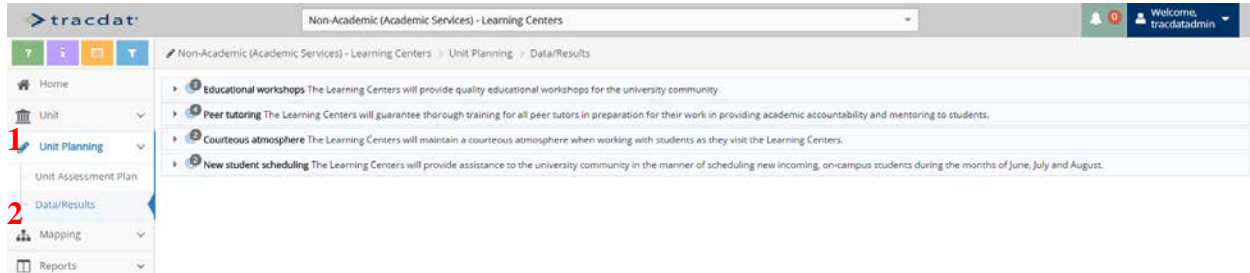
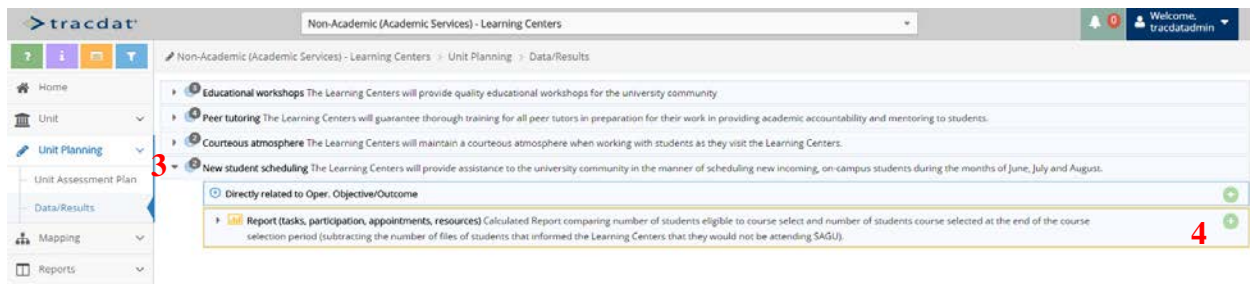


ENTERING DATA/RESULTS FOR THE ASSESSMENT YEAR

1. From your unit's home page click on "Unit Planning".
2. Click on "Data/Results."



3. Select that O/O for which you plan to enter assessment data or results and click on the "caret" to the left of it.
4. Select the assessment tool for which you plan to enter data or results and click the plus sign to the far right of it. This will open the "Data/Results" entry page.



5. Enter all required information on the Data/Results entry page. Be sure that your "Data/Result" entry is thorough and complete. Remember that a "No" in Achievement Target Met is not always a bad thing- it shows that you are assessing effectively and have found room for improvement.
6. Click "Save."
7. Click "Return."

