End User Guide

External Assessment → Manual Entry on an Individual Result

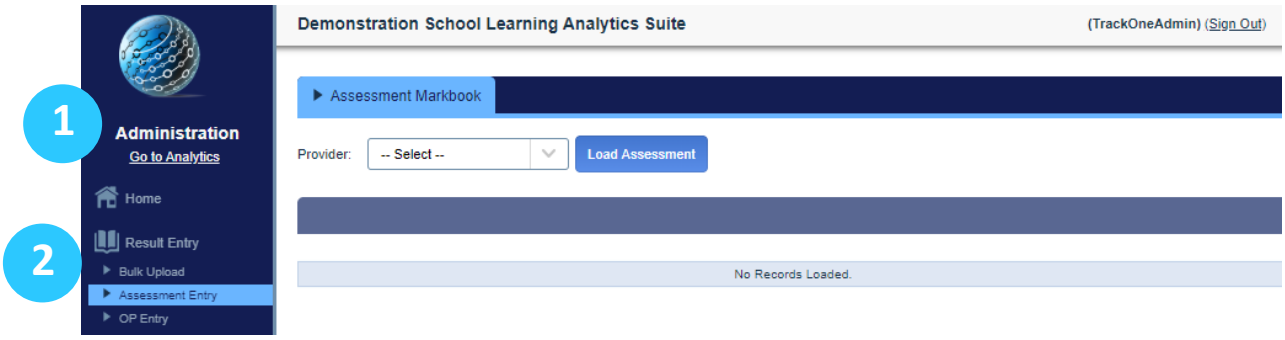
TrackOne STUDIO

The Learning Analytics Suite

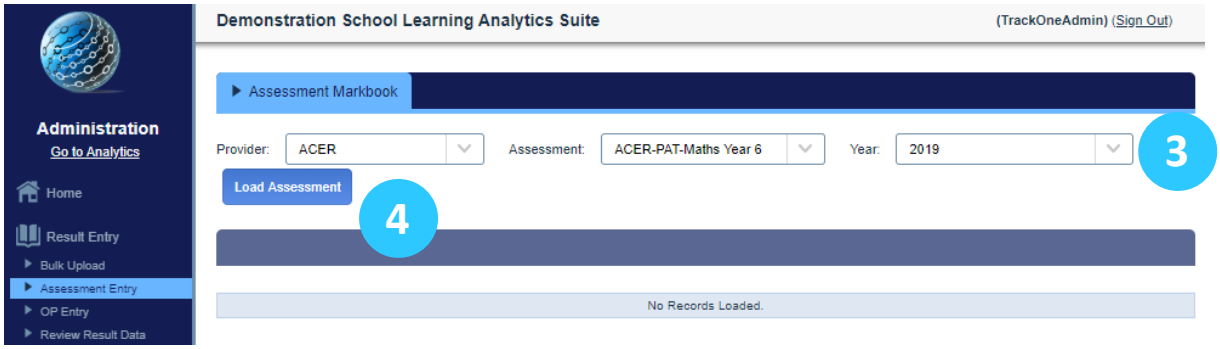
March 2020

If you require further expansion or assistance at any point in the document, please do not hesitate to contact TrackOne Studio Support through the Help Desk by sending an email to helpdesk@trackonestudio.com.

Manual Entry of an Individual Result

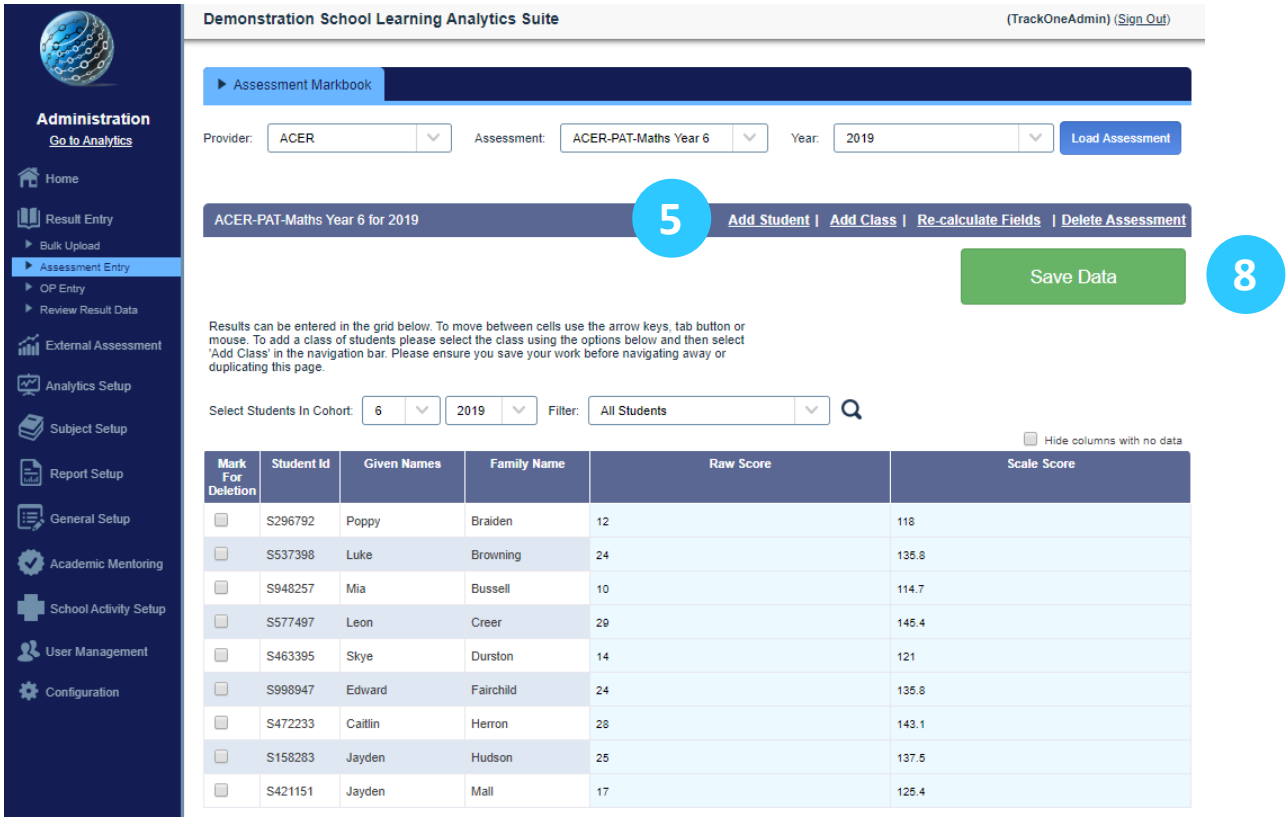


1. Select **Administration** from the top of the main menu.
2. Select **Result Entry**, followed by **Assessment Entry**.



In the example above, the user is entering results into an existing assessment item. That is, a set of results already exists and the user is adding to this group.

3. Select the provider, assessment item, calendar year and period (term) in which the test was taken.
4. Finish by clicking **Load Assessment**.



5. To add a student to the data set, select the white **Add Student** button.
6. Enter the ID number, then click the white **Add Student** button to create a row for this student.
7. The student's row appears at the top of the table. Enter the results into each blank cell.
8. To finish, click the **Save Data** icon corresponding to that row.