

End User Guide

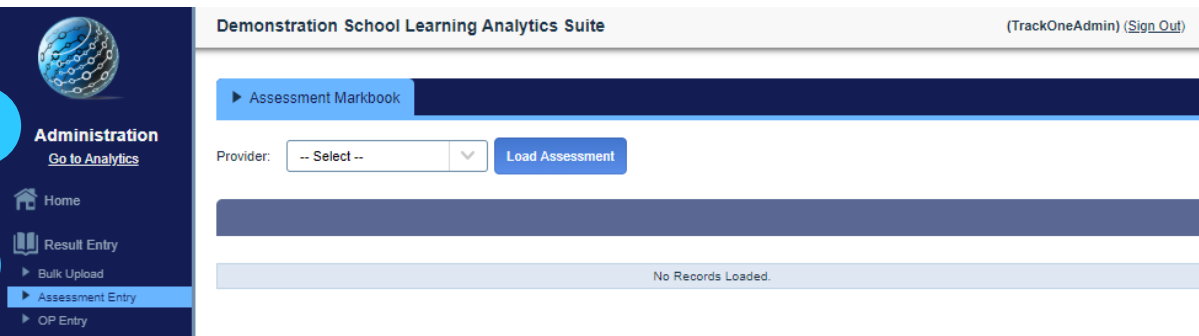
External Assessment → Manual Entry on an Individual Result



**TrackOne**  
S T U D I O

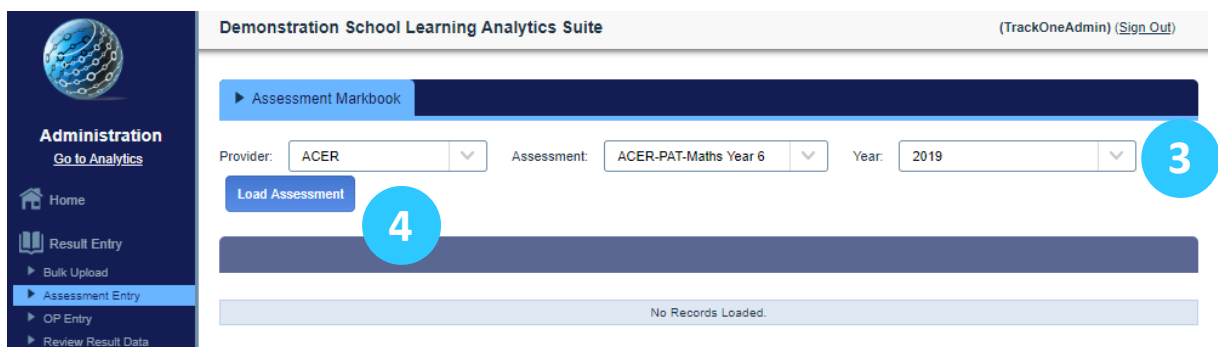
If you require further expansion or assistance at any point in the document, please do not hesitate to contact TrackOne Studio Support through the Help Desk by sending an email to [helpdesk@trackonestudio.com](mailto:helpdesk@trackonestudio.com).

## Manual Entry of an Individual Result



The screenshot shows the TrackOne Studio interface. On the left is a dark blue navigation menu with a globe icon at the top. The menu items are: Administration (with a sub-item 'Go to Analytics'), Home, Result Entry (with sub-items 'Bulk Upload', 'Assessment Entry', and 'OP Entry'). A blue circle with the number '1' is next to 'Administration', and a blue circle with the number '2' is next to 'Assessment Entry'. The main content area is titled 'Demonstration School Learning Analytics Suite' and '(TrackOneAdmin) (Sign Out)'. It features a blue header bar with 'Assessment Markbook'. Below this is a 'Provider' dropdown menu set to '-- Select --' and a 'Load Assessment' button. The main content area is currently empty, displaying 'No Records Loaded.'

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



The screenshot shows the TrackOne Studio interface with the 'Assessment Markbook' page. The navigation menu on the left is the same as in the previous screenshot, but now 'Assessment Entry' is highlighted with a blue bar. A blue circle with the number '3' is next to 'Assessment Entry'. The main content area is titled 'Demonstration School Learning Analytics Suite' and '(TrackOneAdmin) (Sign Out)'. It features a blue header bar with 'Assessment Markbook'. Below this are three dropdown menus: 'Provider' set to 'ACER', 'Assessment' set to 'ACER-PAT-Maths Year 6', and 'Year' set to '2019'. A blue circle with the number '4' is next to the 'Load Assessment' button. The main content area is currently empty, displaying 'No Records Loaded.'

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**.

**Demonstration School Learning Analytics Suite** (TrackOneAdmin) (Sign Out)

Assessment Markbook

Provider:  Assessment:  Year:

ACER-PAT-Maths Year 6 for 2019 5

8

Results can be entered in the grid below. To move between cells use the arrow keys, tab button or mouse. To add a class of students please select the class using the options below and then select 'Add Class' in the navigation bar. Please ensure you save your work before navigating away or duplicating this page.

Select Students In Cohort:   Filter:

Hide columns with no data

Mark For Deletion	Student Id	Given Names	Family Name	Raw Score	Scale Score
<input type="checkbox"/>	S296792	Poppy	Braiden	12	118
<input type="checkbox"/>	S537398	Luke	Browning	24	135.8
<input type="checkbox"/>	S948257	Mia	Bussell	10	114.7
<input type="checkbox"/>	S577497	Leon	Creer	29	145.4
<input type="checkbox"/>	S463395	Skye	Durston	14	121
<input type="checkbox"/>	S998947	Edward	Fairchild	24	135.8
<input type="checkbox"/>	S472233	Caitlin	Herron	28	143.1
<input type="checkbox"/>	S158283	Jayden	Hudson	25	137.5
<input type="checkbox"/>	S421151	Jayden	Mall	17	125.4

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.

