



# EXCEED<sup>®</sup> RTI

## Roster Score Entry for Group Plans

Description	Action
<p>You can enter scores for a group of students from a single screen.</p> <p>The first step is to display a list of students in the Student List panel.</p> <p><b>Key Point:</b> You must be in the Educator dashboard.</p>	<ul style="list-style-type: none"> <li>• Click on the upside down triangle next to <b>All Classes</b></li> <li>• Click on <b>My Groups</b> and click on the group name (the list of students will appear in on the left side)</li> <li>• Click on the  <b>Quick Links</b> button</li> <li>• Select <b>Enter Roster Scores</b> from the dropdown menu</li> </ul>
<p>The <b>Roster Score Entry</b> screen displays.</p> <p>Notice that the student list you selected is still shown. All scores entered here will be applied to each student on the list.</p>	<ul style="list-style-type: none"> <li>• Click the <b>Select a Measure</b> button</li> <li>• Click on the ► button beside the <b>Domain</b> to expand it</li> <li>• Click on the ► button beside the <b>Area of Concern</b> to expand it</li> <li>• Select one <b>Measure</b></li> <li>• Click the <b>OK</b> button</li> <li>• Click the <b>Calendar</b> icon and select a Score Date</li> <li>• Click the  <b>Create Scores</b> button</li> </ul>
<p>A series of score boxes displays on the <b>Roster Score Entry</b> screen, with a score entry box for each student on the list.</p> <p>Here you can enter the scores for the selected date and the measure, and it will be applied to each student.</p>	<ul style="list-style-type: none"> <li>• Enter a score for each student</li> <li>• If the student was not tested today, click the <b>Not Tested</b> box</li> <li>• If you want to remove a student from the list, click the <b>red X</b></li> <li>• When all scores have been entered, click the <b>Save</b> button</li> </ul>