

How Teachers Obtain Assessment Scores in Performance Tracker

1. Access the district webpage.
2. Click on Employees.
3. Click on Performance Tracker <https://wbasd-pa.perfplusk12.com/>
4. Login to the website using your credentials.
(Username= first initial, last name. ex: Leah Cochran= lcochran; Password= ptwbasd)
5. Click on the Classes icon at the top of the screen.



6. Click on the icon that looks like a bar chart under the RUN REPORT column for the class you are running scores.

Run Report



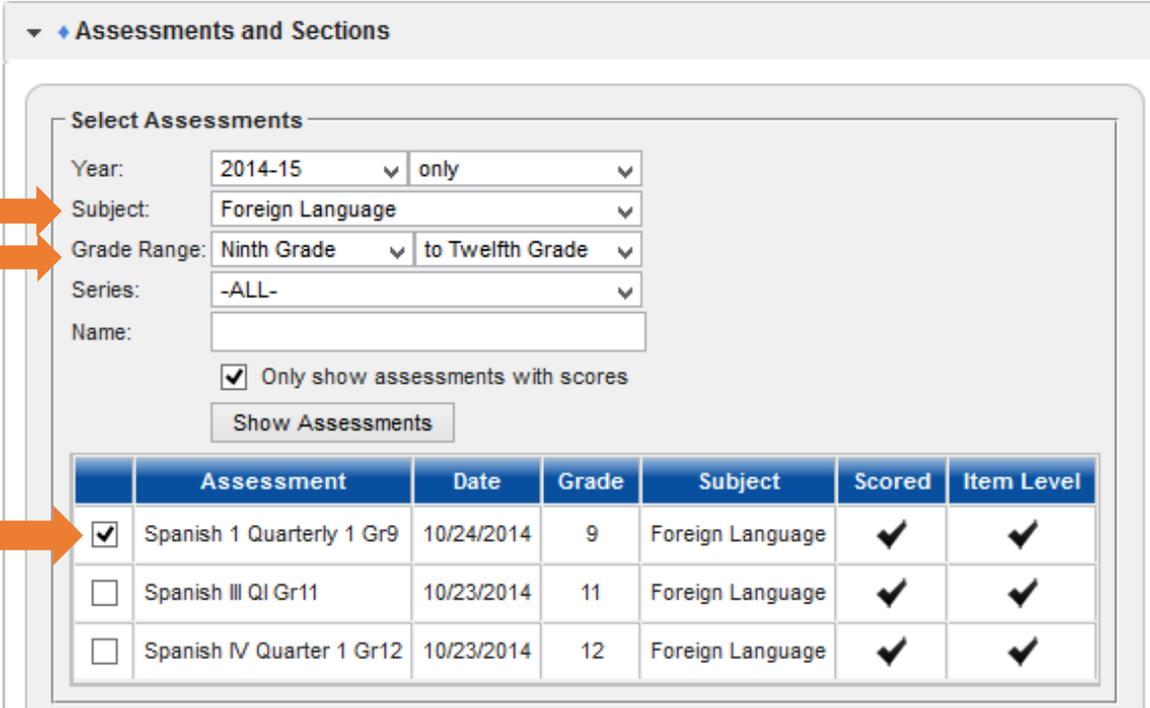
7. Click on the REPORTS tab to display the dropdown menu. Choose ASSESSMENT SCORES.

The screenshot shows the 'Report 6: (from Class List)' header with three tabs: 'Reports', 'Filters', and 'Options'. The 'Reports' tab is active, displaying a dropdown menu for 'PerformanceTRACKER Proficiency and Standards Reports'. The menu items are: 'Assessment Sections - Bar Chart', 'Proficiency Level - Pie Chart', 'Standards Bar Chart', 'Comparative Report - Standards', 'Comparative Report - Proficiency Levels', 'Assessment Scores' (which is selected with a checkmark), 'Standards Testing Frequency', and 'Mass Print Student Assessment Detail (PDF)'. An orange arrow points to the 'Reports' tab, and another orange arrow points to the 'Assessment Scores' option. A green text box on the right side of the menu says 'e you have told your bro'.

8. Click the FILTER tab.

The screenshot shows the 'Report 6: (from Class List)' header with three tabs: 'Reports', 'Filters', and 'Options'. The 'Filters' tab is selected, indicated by a downward arrow on its left side. An orange arrow points to the 'Filters' tab.

9. Click on ASSESSMENTS AND SECTIONS. Adjust the filters to match the assessment that your class would have taken. Click the checkbox for that assessment.



The screenshot shows the 'Assessments and Sections' interface. The 'Select Assessments' section includes the following filters:

- Year: 2014-15 only
- Subject: Foreign Language
- Grade Range: Ninth Grade to Twelfth Grade
- Series: -ALL-
- Name: (empty)
- Only show assessments with scores
- Show Assessments button

Below the filters is a table with the following data:

	Assessment	Date	Grade	Subject	Scored	Item Level
<input checked="" type="checkbox"/>	Spanish 1 Quarterly 1 Gr9	10/24/2014	9	Foreign Language	✓	✓
<input type="checkbox"/>	Spanish III Q1 Gr11	10/23/2014	11	Foreign Language	✓	✓
<input type="checkbox"/>	Spanish IV Quarter 1 Gr12	10/23/2014	12	Foreign Language	✓	✓

Orange arrows point to the 'Subject' and 'Grade Range' filters, and the checkbox for the first assessment in the table.

10. Click the RUN REPORT button. This will show you your students' scores. You can easily print these by clicking the printer icon in the top right corner.

