



Scoring New Hampshire's Career and Technical Education Competency Assessments in PerformancePLUS

Contents

GETTING STARTED	2
MASS GRADE AN ASSESSMENT	5
IMPORTING SCORES THROUGH THE MASS GRADE SCREEN	7
HOW TO LINK AN ASSESSMENT TO A COURSE	11
SCORE BY STUDENT	14
UPLOAD SCORES	19

Scoring NH's Career and Technical Education Competency Assessments in PerformancePLUS

GETTING STARTED

PerformancePLUS is a multifaceted, web-based data system that can be used by NH educators and administrators to access a wealth of educational data.

In New Hampshire, PerformancePLUS is the system used by Career and Technical Education schools to score their students' proficiency in *Core Program Competencies*. Proficiency is used to determine program completer status, and the competency documents themselves are intended to guide a teacher's instruction. Competency documents are updated regularly – usually every five years – to ensure they are in line with current practices in the field.

The screenshot shows the PerformancePLUS dashboard. At the top, the logo 'PerformancePLUS' is displayed in large white letters on a blue background. Below the logo, a welcome message reads 'WELCOME RITCHINGS, MELISSA - DIST-001, NH (DEMO) VERSION 1.5 2011-12'. The dashboard includes a navigation bar with 'Home' and 'Dashboard' tabs. The main content area has sections for 'USER MESSAGES' (0 unread messages) and 'ANNOUNCEMENTS' (PerformancePLUS Seminars). Two red boxes highlight the 'CLASSES' icon (a desk with a chair) and the 'TEACHERS' icon (a teacher holding a pointer) in the top right navigation area.

There are several ways to access these competency documents in PerformancePLUS to score student proficiency: the *MASS GRADE* option, the *BY STUDENT* option, or the *UPLOAD* option.

To begin:

- 1) Upon logging into PerformancePLUS, click on the icon at the top of the page that looks like a student's desk. This is the **CLASSES** icon.
 - a) **IF THE USER IS A TEACHER**, clicking on this icon will take the user to his or her class list.
 - b) **IF THE USER IS NOT A TEACHER**, the user should click on the icon immediately to the left of the CLASSES icon, which resembles an instructor holding a pointer. This is the **TEACHERS** icon.
 - i. The user can then search for a particular teacher or group of teachers to view those teachers' classes (*see next page*).

Scoring NH's Career and Technical Education Competency Assessments in PerformancePLUS



Teacher List

Dist-001, NH (Demo)

Select a School District

Dist-001, NH (Demo)

Go

Teacher Search

Last Name:

b*

Teacher Code:

School:

High School

Grade:

Twelfth Grade

Include:

Inactive Teachers

Show Teachers

Note: For a wider search, use an asterisk (*) before, after, or within your filter criteria above.

**EXAMPLE: SEARCHING FOR
A TEACHER UNDER THE
'TEACHERS' ICON**

District	Last Name ▼ ▲	First Name ▼ ▲	Code ▼ ▲	2011-12 Classes ▼ ▲
Dist-001, NH (Demo)	Band 7	Ming-Teh	8882200979	5
Dist-001, NH (Demo)	Beaulieu	Melissa	8882203620	1
Dist-001, NH (Demo)	Bennett	Catherine	8882200337	8
Dist-001, NH (Demo)	Beyer	Kristie	8882203567	19
Dist-001, NH (Demo)	Blake	Jennifer	8882203510	2
Dist-001, NH (Demo)	Burgess	Jeffrey	8882203656	14
Dist-001, NH (Demo)	Burke	Derek	8882200222	7
Dist-001, NH (Demo)	Burnett	Shaun	8882200990	21
Dist-001, NH (Demo)	Bus. Management II	Seth	8882200748	0

Scoring NH's Career and Technical Education Competency Assessments in PerformancePLUS

- 2) In the teacher's **CLASS LIST**, the user can access a list of students in each class by clicking on the blue text link associated with each class name.
 - a) Classes for previous school years can be accessed by adjusting the "Classes from School Year" dropdown box at the top of the page.

- 3) Select the appropriate course from the **CLASS LIST**
 - a) Notice that *each CTE course is appended with its program CIP code*. In this example, the course is Honors Biotechnology. The CIP code for Biotechnology is 261201.
 - b) Only courses drawn out of the Career and Technical Education (CATE) data management system will be appended with their program CIP code. This should help instructors identify the correct course rosters to score should they find that certain courses are duplicated in their class list.

Teacher List --> Teacher Classes

Classes from School Year:

EXAMPLE: TEACHER CLASS LIST

Teacher Name:	Brady, Lizabeth
Teacher Code:	8882200612 (ID:6695)

Nbr Tests	School Year	Class Name	School	Grade	S
	2013-14	2014-AP BIOLOGY-1	Dist-006, NH (Demo) High School - Dist-006	Twelfth Grade	Sci
	2013-14	2014-HON BIOTECH I-1 261201	Dist-006, NH (Demo) High School - Dist-006	Tenth Grade	CaT
	2013-14	2014-HON BIOTECH I-2 261201	Dist-006, NH (Demo) High School - Dist-006	Tenth Grade	CaT

Scoring NH's Career and Technical Education Competency Assessments in PerformancePLUS

The most popular method for scoring CTE assessments in PerformancePLUS is the *MASS GRADE* method. *MASS GRADE* allows the user to do many things on one screen, and provides access to all the students in a class at once.

[MASS GRADE AN ASSESSMENT](#)

- 1) Once in the CLASS DETAIL page, click on the tab at the top of the screen labeled **ASSESSMENT INFORMATION**.

The screenshot shows the 'Class Detail' page in PerformancePLUS. At the top, there are navigation links: 'Teacher List' -> 'Class List' -> 'Class Detail'. Below this, there are two tabs: 'Class Information' and 'Assessment Information'. The 'Assessment Information' tab is selected and highlighted with a red box. The main content area displays 'Class Information' for a specific class. The information includes:

- Teacher Name: Brady, Lizabeth
- Class Name: 2014-HON BIOTECH I-1 261201
- Class Code: 20455-921310-1-2014-1-5811_2013
- Description:
- Grade: Tenth Grade
- Subject: CaTE
- School: High School - Dist-006
- Room nbr:
- Begin Date: 8/28/2013
- End Date: 6/20/2014
- School Year: 2013
- Active?: Yes

An 'Edit Class' link with a pencil icon is located at the bottom right of the class information section.

- 2) Every course that comes out of the CATE system should automatically have attached to it the **Competency Assessment** that is aligned with that program. PerformancePLUS “looks” at the CIP code appended to the end of the course name and uses that to match the course to a particular program assessment. This cuts down on the need to search for a program’s specific assessment, thus reducing the risk of selecting and scoring the incorrect competency document.

*If for some reason the competency document was not automatically attached to a particular course, the user may attach the assessment manually. This is a one-time process, and the assessment will remain attached to the course for the remainder of the school year. **Information on how to attach an assessment to a course is included later in this how-to guide (“How to Link an Assessment to a Course”).***

The screenshot shows the 'Assessment Information' section of the 'Class Detail' page. It features a table with columns for 'Assessment', 'Date', 'Total Students', 'Students Graded', and 'Print Bubble Sheets'. The 'Assessment' column contains the entry 'Biotechnology CIP: 261201', which is highlighted with a red box. The 'Date' is 10/1/2013, 'Total Students' is 18, and 'Students Graded' is 0. There are also links for 'Filter List' and 'Unlink Items' above the table.

Assessment	Date	Total Students	Students Graded	Print Bubble Sheets
Biotechnology CIP: 261201	10/1/2013	18	0	

Scoring NH's Career and Technical Education Competency Assessments in PerformancePLUS

- 3) Once on the *ASSESSMENT INFORMATION* screen, click the **GRADE icon** (which looks like a sheet of paper). This will take the user to the *MASS GRADE AN ASSESSMENT* screen.

Teacher List -> Class List -> Class Detail

Class Information | Assessment Information

Assessment Information

Filter List | Unlink Items

Assessment	Date	Total Students	Students Graded	Print Bubble Sheets	Grade	Run Report	View Framework	View Data
Biotechnology CIP: 261201	10/1/2013	18	0					

Click here to Grade the Assessment

- 4) The **MASS GRADE AN ASSESSMENT** SCREEN allows the user to score multiple students at one time. Individual students can then have their scores edited in this same screen, if their scores differ from the majority of students.

teacher list > class list > class detail > mass grade an assessment

Class: Brady, Lizbeth - 2014-HON BIOTECH I-1 261201 - (18 students)
Assessment: Biotechnology CIP: 261201 - 10/1/2013

EXAMPLE: MASS GRADE

Actions:

Autofill all Question s with the value: Only show Open Ended questions

Select a Date

Scoring NH's Career and Technical Education Competency Assessments in PerformancePLUS

Prior to scoring students for the first time in a particular school year, the instructor should use the **IMPORT ANSWER VALUES FROM A DIFFERENT DATE** option. This will allow the user to “bring forward” scores that were entered for these particular students in a previous school year. For instance, if the students being scored are in the second year of a two year program, the instructor can import the scores from the students’ first year.

NOTE: *Only import student scores ONCE, during the first scoring session.* If the user imports student scores again after already entering scores in the assessment, the new scores will be erased and replaced with the previous years’ scores, or with blanks.

Importing Scores through the MASS GRADE Screen

- From the **SELECT A DATE** drop-down menu, select a previous year’s date, or select **STUDENTS’ MOST RECENT** to import the most recent scores stored in PerformancePLUS for each student.
- Once the user has selected an option from the SELECT A DATE drop-down menu, click the **IMPORT ANSWER VALUES FROM A DIFFERENT DATE** button.

The screenshot shows the MASS GRADE screen for a class named "Brady, Lizabeth - 2014-HON BIOTECH I-1 261201 - (18 students)". The assessment is "Biotechnology CIP: 261201 - 10/01/2013". Under the "Actions:" section, there is a field for "Auto fill all Question" with a dropdown set to "1", a text input for "s with the value:", an "Auto fill" button, and a checkbox for "Only show Open Ended". A dropdown menu labeled "SELECT A DATE" is open, showing options: "Students' Most Recent", "Select a Date", "10/1/2012", "10/1/2011", "10/1/2010", and "10/1/2009". The "Students' Most Recent" option is highlighted. To the right of the dropdown is a button labeled "Import Answer Values from a Different Date".

- When asked if you want to clear out all current answers, click **OK**.

The screenshot shows a "Message from webpage" dialog box with a question mark icon. The text inside the dialog box asks: "Are you sure you want to clear out all current answers and replace them with answers from a different schedule date?". There are two buttons at the bottom: "OK" and "Cancel". The "OK" button is highlighted with a red box.

Scoring NH's Career and Technical Education Competency Assessments in PerformancePLUS

- 8) There may be a brief delay as the system searches for the most recent scores, which will then populate the score value fields.

Class: Brady, Lizabeth - 2014-HON BIOTECH I-1 261201 - (18 students)
 Assessment: Biotechnology CIP: 261201 - 10/01/2013

Actions:
 Autofill all Question s with the value: Only show Open Ended questions

Currently Grading **EXAMPLE: MASS GRADE**

Question 1: (Open Ended, Max Points: 4)
 Apply proper safety practices while utilizing chemical and biological agents. (AAI 8. Health, Safety,

Student	1	2	3	4	5	6	7	8	9	10	11	12	13
✘ Abrams, Anya	2	3	4	3	3	3	3	3	2	3			
✘ Aichinger, Hunter	4	3	3	3	2	2	3	3	2	3			
✘ Buzzanga, Nathan	4	3	4	3	2	2	3	3	2	3			

- 9) Once the user has imported scores from a previous year (if applicable), the user may proceed with entering scores for the current school year.

In PerformancePLUS, “questions” are what CTE Competency Assessments refer to as “*Knowledge, Content and Skill*” items. The *Competencies* themselves are referred to in P+ as “sections.” Each **competency** (“section”) is comprised of one or more **knowledge, content and skill item(s)** (“questions”). When entering scores, instructors are scoring the knowledge, content and skill items. **Throughout this how-to guide, the terms “item” and “question” are used interchangeably.**

Students are scored on a scale of 1-4 on each knowledge, content and skill item:

- 1 = NO EXPOSURE** - Used when a student is not present when a particular skill is taught and/or demonstrated.
- 2 = NOVICE** - Information was covered in class, but student cannot demonstrate skill or knowledge without significant supervision.
- 3 = PROFICIENT** - Student regularly demonstrates the knowledge or skill.
- 4 = MASTERY** - Student demonstrates successful completion of this skill numerous times without supervision.

Content that has not yet been covered in class should be left blank. Scores can be added and revised as needed throughout the year.

Scoring NH's Career and Technical Education Competency Assessments in PerformancePLUS

- 10) **To view the text of a particular question**, click in any of the editable score value fields in the MASS GRADE screen. For example, in the screen capture to the right, the user has clicked in the score field for Question 27, in the row for student "Abrams, Anya."

teacher list > class list > class detail > mass grade an assessment

Class: Brady, Lizabeth - 2014-HON BIOTECH I-1 261201 - (18 students)
Assessment: Biotechnology CIP: 261201 - 10/01/2013

Actions:

Autofill all Question **1** s with the value: **Autofill** Only show Open Ended questions

Select a Date **Import Answer Values from a Different Date**

Currently Grading: Abrams, Anya

Question 27: (Open Ended, Max Points: 4)
Employ, illustrate and apply techniques in molecular biology.

Student	1	2	3	4	5	6	7	8	9	10	11	12	13
✘ Abrams, Anya	<input type="text"/>												

- 11) To use the MASS GRADE screen, first select which question to populate by picking a number from the **AUTOFILL ALL QUESTION...** drop-down menu. Then enter the score you wish to apply to *all students* in the blank **VALUE** field, and then click **AUTOFILL**.

NOTE: Autofill will populate the scores for all students for the particular question selected from the drop-down menu, even if a particular student and a different question are selected.

Class: Brady, Lizabeth - 2014-HON BIOTECH I-1 261201 - (18 students)
Assessment: Biotechnology CIP: 261201 - 10/01/2013

Actions:

Autofill all Question **11** s with the value: **3** **Autofill** Only show Open Ended quest

Students' Most Recent **Import Answer Values from a Different Date**

Currently Grading: Abrams, Anya

Question 1: (Open Ended, Max Points: 4)
Apply proper safety practices while utilizing chemical and biological agents. (AAI 8. Health

Student	1	2	3	4	5	6	7	8	9	10	11
✘ Abrams, Anya	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="3"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="3"/>				
✘ Aichinger, Hunter	<input type="text" value="4"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="3"/>
✘ Buzzanga, Nathan	<input type="text" value="4"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="3"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="3"/>

Scoring NH's Career and Technical Education Competency Assessments in PerformancePLUS

12) Since it is unlikely all students will have earned the same proficiency score, the user can choose to edit individual student scores on this page. Scores may also be edited *BY STUDENT*, detailed later in this how-to guide.

Student	1	2	3	4	5	6	7	8	9	10	11
✘ Abrams, Anya	2	3	4	3	3	3	3	3	2	3	3
✘ Aichinger, Hunter	4	3	3	3	2	2					4
✘ Buzzanga, Nathan	4	3	4	3	2	2	3	3	2	3	3

13) Once the user has entered all the scores they wish to enter during that particular session, scroll down to the bottom of the student list and click **SAVE**. If a user is entering many scores, it would be wise to save multiple times during the PerformancePLUS session.

✘ Settele, Camille	4	2	2	4	3
✘ Walker, Christopher	4	3	4	3	2
✘ Young, Zoe	4	3	4	3	2
<input type="button" value="Save"/>					

Scoring NH's Career and Technical Education Competency Assessments in PerformancePLUS

The quickest way to reach the *MASS GRADE AN ASSESSMENT* screen is to *LINK* an assessment to an instructor's course detail. This should occur automatically for career and technical education courses. If it doesn't, or if the instructor wishes to attach another assessment to their course (such as a local assessment specific to the school), they may do so by *LINKING* an assessment manually.

HOW TO LINK AN ASSESSMENT TO A COURSE

The following directions will specifically relate to linking CTE assessments.

- 1) In the instructor's *CLASS DETAIL* screen, click on **ASSESSMENT INFORMATION**.

Teacher List -> Class List -> Class Detail

Class Information Assessment Information

Class Information

Teacher Name: Brady, Lizabeth
Class Name: 2014-HON BIOTECH I-1 261201
Class Code: 20455-921310-1-2014-1-5811_2013
Description:
Grade: Tenth Grade Subject: CaTE
School: High School - Dist-006 Room nbr:
Begin Date: 8/28/2013 End Date: 6/20/2014
School Year: 2013 Active?: Yes

[Edit Class](#)

- 2) In the *ASSESSMENT INFORMATION* screen, select **LINK ASSESSMENTS** from the drop-down menu at the bottom of the screen, then click **GO** to be taken to the *SELECT ASSESSMENT* screen.

- Please Select Action -

- Please Select Action -
Grade an Assessment
Run Report
Create Classroom Assessment
Link Assessments
Access OLA
Enter Student Intervention Progress
View Student Interventions Summary
View Student Intervention Details

Go

Scoring NH's Career and Technical Education Competency Assessments in PerformancePLUS

- 3) In the **SELECT ASSESSMENT** screen, the filters should be set as follows:
- GRADE: Twelfth Grade**
 - All CTE Competencies are saved as “Twelfth Grade” assessments.
 - Even if students in the class are in grades other than twelfth grade, the competency documents are still considered “Twelfth Grade” assessments.
 - SCHOOL YEAR: The current school year**
 - SUBJECT: Career and Technical Education**
 - Once these filters have all been set, click the button labeled **SHOW ASSESSMENTS**. This will generate a list of available CTE competencies for the school year the user selected (*see next page*).

The screenshot shows the 'Assessment Search' interface. The 'Grade' dropdown is set to 'Twelfth Grade', 'School Year' is set to '2011-12', and 'Subject' is set to 'Career and Technical Education'. A red arrow points to the 'Show Assessments' button. A yellow box with blue text reads 'EXAMPLE: SETTING THE ASSESSMENT SELECTION FILTERS'.

Year
1999-00
2000-01
2001-02
2002-03
2003-04
2004-05
2005-06
2006-07
2007-08
2008-09
2009-10
2010-11
2011-12
2012-13
2013-14
2014-15

- 4) The user should select the radio button beside the appropriate set of program competencies for their course.
- NOTE: It is VERY IMPORTANT that instructors score their students on the CORRECT CTE program competencies.**
 - Competencies are used not only to gauge student proficiency, but also to inform the teacher's instruction. Working from an incorrect competency framework could mean a teacher is teaching something completely different than what is required.
 - Programs are identified by name and CIP code. **If an instructor is unsure of which competencies he or she should be using, the instructor should check with their school's CTE administrative staff for verification.**

Scoring NH's Career and Technical Education Competency Assessments in PerformancePLUS

5) Once the appropriate set of program competencies has been selected, scroll to the bottom of the page and click the **CONTINUE** button to finish the linking process.

Select	Subject	Grade	Assessment Name	Date	Level
<input type="checkbox"/>	Career and Technical Education	Twelfth Grade	Accounting Technology/Technician and Bookkeeping CIP: 520302	10/1/2013	Local
<input type="checkbox"/>	Career and Technical Education	Twelfth Grade	Agricultural Business and Management, General CIP: 010101	10/1/2013	Local
<input type="checkbox"/>	Career and Technical Education	Twelfth Grade	Agricultural Mechanization, General CIP: 010201	10/1/2013	Local
<input type="checkbox"/>	Career and Technical Education	Twelfth Grade	Agriculture, Agriculture Operations, and Related Sciences, Other CIP: 019999	10/1/2013	Local
<input type="checkbox"/>	Career and Technical Education	Twelfth Grade	Agriculture, General CIP: 010000	10/1/2013	Local
<input type="checkbox"/>	Career and Technical Education	Twelfth Grade	Animal Science CIP: 010901	10/1/2013	Local
<input type="checkbox"/>	Career and Technical Education	Twelfth Grade	Applied Horticulture/Horticultural Operations, General CIP: 010601	10/1/2013	Local
<input type="checkbox"/>	Career and Technical Education	Twelfth Grade	Auto Body/Collision & Repair Technology/Technician CIP: 470603	10/1/2013	Local
<input type="checkbox"/>	Career and Technical Education	Twelfth Grade	Automobile/Automotive Mechanics Technology/Technician CIP: 470604	10/1/2013	Local
<input type="checkbox"/>	Career and Technical Education	Twelfth Grade	Banking and Financial Support Services CIP: 520803	10/1/2013	Local
<input checked="" type="checkbox"/>	Career and Technical Education	Twelfth Grade	Biotechnology CIP: 261201	10/1/2013	Local
<input type="checkbox"/>	Career and Technical Education	Twelfth Grade	Building/Property Maintenance and Management CIP: 460401	10/1/2013	Local
<input type="checkbox"/>	Career and Technical Education	Twelfth Grade	Tourism and Travel Services Management CIP: 520903	10/1/2013	Local
<input type="checkbox"/>	Career and Technical Education	Twelfth Grade	Welding Technology/Welder CIP: 480508	10/1/2013	Local

SELECT AN ASSESSMENT then SCROLL DOWN THE PAGE...

...AND CLICK "CONTINUE"

Continue

Scoring NH's Career and Technical Education Competency Assessments in PerformancePLUS

The MASS GRADE feature is the most popular way to score CTE assessments in PerformancePLUS, but it isn't the only way. Sometimes instructors may wish to score students one by one. In that situation, the SCORE BY STUDENT process is the way to go.

NOTE: Scores entered through MASS GRADE, BY STUDENT, or via the UPLOAD feature, are interchangeable. Scores entered or changed via MASS GRADE will be visible in the BY STUDENT screen, and scores entered or changed during the BY STUDENT process will show up on the MASS GRADE screen, etc. Users may use whichever scoring option or combination of options they feel most comfortable with when scoring their students' proficiency.

SCORE BY STUDENT

Instead of using the MASS GRADE option, instructors may choose to score competencies student by student.

To reach the SCORE BY STUDENT screen:

- 1) Just as with the MASS GRADE option, the user should click the appropriate course title in the instructor's **CLASS LIST**.

Nbr Tests	School Year	Class Name	School	Grade	Score
	2013-14	2014-AP BIOLOGY-1	Dist-006, NH (Demo) High School - Dist-006	Twelfth Grade	Sci
	2013-14	2014-HON BIOTECH I-1 261201	Dist-006, NH (Demo) High School - Dist-006	Tenth Grade	CaT
	2013-14	2014-HON BIOTECH I-2 261201	Dist-006, NH (Demo) High School - Dist-006	Tenth Grade	CaT

- 2) In the **CLASS DETAIL** screen, select **GRADE AN ASSESSMENT** from the drop-down menu located above the class roster, then click **GO** to be transferred to the **SELECT ASSESSMENT** screen.

- Please Select Action -
- Grade an Assessment
- Run Report
- Create Classroom Assessment
- Link Assessments
- Access OLA
- Enter Student Intervention Progress
- View Student Interventions Summary
- View Student Intervention Details

Scoring NH's Career and Technical Education Competency Assessments in PerformancePLUS

- 3) Set the assessment selection filters exactly as if linking the assessment to the course, as detailed earlier in this how-to guide:
- a) **GRADE: Twelfth Grade**
 - iii. All CTE Competencies are saved as "Twelfth Grade" assessments.
 - iv. Even if students in the class are in grades other than twelfth grade, the competency documents are still considered "Twelfth Grade" assessments.
 - b) **SCHOOL YEAR: The current school year**
 - c) **SUBJECT: Career and Technical Education**
 - d) Once these filters have all been set, click the button labeled **SHOW ASSESSMENTS**. This will generate a list of available CTE competencies.

Assessment Search

Grade: Twelfth Grade School Year: 2011-12 Subject: Career and Technical Education Show Assessments

No local assessments in district Dist-001, NH (Der... ur selection criteria; change your o...

Return

EXAMPLE: SETTING THE ASSESSMENT SELECTION FILTERS

- 4) Select the radio button beside the appropriate CTE assessment, then scroll to the bottom of the page and click **CONTINUE** to be transferred to the *STUDENTS TO BE GRADED* screen.

<input checked="" type="checkbox"/>	Career and Technical Education	Twelfth Grade	Biotechnology CIP: 261201
<input type="checkbox"/>	Career and Technical Education	Twelfth Grade	Building/Property Maintenance and Manager
<input type="checkbox"/>	Career and Technical Education	Twelfth Grade	Tourism and Travel Services Management
<input type="checkbox"/>	Career and Technical Education	Twelfth Grade	Welding Technology/Welder CIP: 480508

Continue

Scoring NH's Career and Technical Education Competency Assessments in PerformancePLUS

- 5) Before proceeding to enter competency scores, the instructor should once again verify that he or she is using the correct competency assessment.
 - a) If the wrong competency assessment has been selected in error, click the text link for **GRADE A DIFFERENT ASSESSMENT**. This will return the user to the assessment selection screen from the previous step.

- 6) If the chosen competency assessment is correct, it's time to start entering scores:
 - a) From this screen, the user may choose to **SWITCH TO MASS GRADE**, which will take the user to the MASS GRADE AN ASSESSMENT screen discussed earlier; or
 - b) The user may choose to score **BY STUDENT**.

Teacher List --> Class List --> Select Assessment --> Students to be Graded

Teacher / Classes to Grade: Teacher Name: Brady, Lizabeth Class Name: 2014-HON BIOTECH I-1 261201 Description: Grade: Tenth Grade Subject: CaTE	Assessment: Assessment: Biotechnology CIP: 261201 (10/1/2013) Number of Sections: 14  Grade a Different Assessment
---	---

Grade By Student Below or [Switch to Mass Grade:](#)

Grade Student	Student Name	Student Code	Sections Graded
	Abrams, Anya	9993307469	0
	Aichinger, Hunter	9993306967	0
	Buzzanga, Nathan	9993306939	0

- 7) To **SCORE BY STUDENT**, the user should click the **GRADE STUDENT** icon beside the appropriate student's name. The icon resembles a sheet of paper with a folded corner. This will take you to the **ASSESSMENT QUESTIONS** screen.

Grade By Student Below or [Switch to Mass Grade:](#)

Grade Student	Student Name
	Abrams, Anya
	Aichinger, Hunter
	Buzzanga, Nathan

Scoring NH's Career and Technical Education Competency Assessments in PerformancePLUS

Class List --> Assessment Questions

StudentID: 9993307469
 Student Name: Anya Abrams
 Assessment: Biotechnology CIP: 261201 10/1/2013

EXAMPLE: SCORE BY STUDENT

Note: The student has not answered this assessment yet

Question	Question text(Optional)	Point Value	Ques Type	Correct Answer	Student Answer
1	Apply proper safety practices while utilizing chemical and biological agents. (AAI 8. Health, Safety, and Environment: Explain the health & safety laws and practices affecting the employee, the surrounding community, and the environment in this industry.)	4	Open Ended	N/A	Student Score: <input type="text" value="4"/>
2	Demonstrate an ability to utilize MSDS appropriately and be able to recognize universally recognized hazard symbols. (AAI 8. Health, Safety, and Environment: Explain the health and safety laws and practices affecting the employee, the surrounding community, and the environment in this industry.)	4	Open Ended	N/A	Student Score: <input type="text" value="2"/>
3	Demonstrate the ability to utilize the scientific method. (AAI 4. Technical and Production Skills: Identify specific production and technical skills required for this industry.)	4	Open Ended	N/A	Student Score: <input type="text" value="3"/>

- 8) The **ASSESSMENT QUESTIONS** screen presents the following information:
- The *StudentID* (SASID) of the student in question
 - The *Student Name*
 - The *Assessment*
 - Make sure to verify that this is the correct CTE assessment for the course.
 - The *Question number* and *Question Text*
 - These are the **knowledge, content and skill items** from the competency document, not the competency *sections*.
 - The maximum *Point Value* of each item, the *Question Type* and *Correct Answer*.
 - All CTE assessments are comprised of open-ended items scored on a scale of 1-4, with no correct answer.
 - The **Student Answer** field, where instructors will enter the student's score for each knowledge, content and skill item.

Scoring NH's Career and Technical Education Competency Assessments in PerformancePLUS

- 9) The user should type the score into the editable *Student Answer* field associated with the particular knowledge, content and skill item they wish to score.
- Fields may be left blank if a particular content item has not yet been covered.
 - Scores may be adjusted as the year progresses, so that a student may start with a 2 and improve to a 4 by the end of the school year. **However no record is kept of that progression during the school year.** The ultimate score each student receives per item at the end of the year is the score that will be retained in PerformancePLUS *for that school year*.
 - Students who are scored on the same assessment framework across multiple years will have a historical record of how they progressed in their proficiency rating *from year to year*. Adjusting scores in a later school year's version of a CTE assessment **DOES NOT** change those scores in the previous year's assessment for the same student.
- 10) Once scores have been entered, scroll to the bottom of the ASSESSMENT QUESTIONS screen and select the most appropriate **UPDATE** option:

43	procedures in the workplace. [AAI 8. Health, Safety, and Environment: Explain the health and safety laws and practices affecting the employee, the surrounding community, and the environment in this industry.]	4	Open Ended	N/A	Student Score: <input type="text"/>
44	Career Development: Demonstrate personal/career development skills by completing a career plan.	4	Open Ended	N/A	Student Score: <input type="text"/>

[Update and Get Next Student Alphabetically](#)
[Get Next Student Alphabetically \(no update\)](#)
[Return to Class List](#)

- UPDATE:** Saves newly-entered and newly-revised scores and stays in the same student's record. Previously saved, unrevised scores are unaffected.
- UPDATE AND GET NEXT STUDENT ALPHABETICALLY:** Saves newly-entered and newly-revised scores and moves to the next student's record. Previously saved, unrevised scores are unaffected.
- GET NEXT STUDENT ALPHABETICALLY (NO UPDATE):** Moves to the next student's record ***WITHOUT saving*** newly-entered and newly-revised scores. Previously saved, unrevised scores are unaffected.
- RETURN TO CLASS LIST:** Returns the user to the class roster page ***WITHOUT saving*** newly-entered and newly-revised scores. Previously saved, unrevised scores are unaffected.
- If the user is entering multiple scores for the same student, it would be wise to click **UPDATE** several times throughout the session.**

Scoring NH's Career and Technical Education Competency Assessments in PerformancePLUS

In addition to entering scores *BY STUDENT* or using the *MASS GRADE* feature, it is also possible to upload scores to PerformancePLUS. The process to upload scores follows a very different procedure than either of the options outlined above.

UPLOAD SCORES

- 1) Upon logging into PerformancePLUS, click on the icon that resembles a sheet of paper. This is the **ASSESSMENTS** icon.



- 2) On the ASSESSMENTS screen, set the filters as follows:

GRADE LEVEL: Twelfth Grade

SUBJECT: Career and Technical Education

SCHOOL YEAR: The current school year

- 3) Once the filters have been set, click the **SHOW ASSESSMENTS** button. This will display a list of all CTE Competency assessments available for the selected school year.

Assessments

Assessment Search

Grade Level: Twelfth Grade School Year: 2013-14

Subject: Career and Technical Education

Assessment Series: (All)

Assessment Level: (All)

Assessment Name:

Note: For a wider search, use an asterisk (*) before, after, or within your filter criteria.

Include Classroom Assessments Created by Other Users

Show Assessments Create a New Assessment

Scoring NH's Career and Technical Education Competency Assessments in PerformancePLUS

- 4) Click on the text link for the CTE Competency assessment for which you will be uploading scores. This will take you to the *ASSESSMENT DETAIL* screen.

Twelfth Grade		
Local	Accounting Technology/Technician and Bookkeeping CIP: 520302	10/1/2013
Local	Agricultural Business and Management, General CIP: 010101	10/1/2013
Local	Agricultural Mechanization, General CIP: 010201	10/1/2013
Local	Agriculture, Agriculture Operations, and Related Sciences, Other CIP: 019999	10/1/2013
Local	Agriculture, General CIP: 010000	10/1/2013
Local	Animal Science CIP: 010901	10/1/2013
Local	Applied Horticulture/Horticultural Operations, General CIP: 010601	10/1/2013
Local	Auto Body/Collision & Repair Technology/Technician CIP: 470603	10/1/2013
Local	Automobile/Automotive Mechanics Technology/Technician CIP: 470604	10/1/2013
Local	Banking and Financial Support Services CIP: 520803	10/1/2013
Local	Biotechnology CIP: 261201	10/1/2013
Local	Building/Property Maintenance and Management CIP: 460401	10/1/2013

- 5) On the *ASSESSMENT DETAIL* screen, click the text link for *QUESTION SETUP*.

Assessments --> Assessment Detail

[Question Setup](#)

Assessment Name: Biotechnology CIP: 261201
Subject: Career and Technical Education
Grade: Twelfth Grade
Assessment Type: Benchmark
Level: Local
Created By: State DOE (DEMO)
Learning Type: Assessment OF Learning
Assessment Series: None
Auto Totaled: ?

Scoring NH's Career and Technical Education Competency Assessments in PerformancePLUS

- 6) On the **QUESTION SETUP** screen, scroll down to the section titled **ADMINISTER THE ASSESSMENT**.
- 7) Identify the correct school year for which you will be uploading student scores (*in this example, SY 2013-14*).
- 8) Click the text link for **UPLOAD STUDENT ANSWER DATA FILE** associated with the school year for which you will be uploading student scores. This will take you to the **UPLOAD STUDENT ANSWERS** screen (*see next page*).

The requirements for uploading student answers are quite strict in regards to file type and formatting. The **UPLOAD STUDENT ANSWERS** screen outlines all of these details (*see next page*).

Because of the specificity of the formatting requirements, centers that choose to use the upload method for inputting CTE Competency assessment scores may choose to identify a “point person” – generally administrative staff – to upload all CTE Competency assessment scores on behalf of the instructors, often at the end of the year. Sometimes, user security access may mean that only an individual with sufficient security permissions will be able to use the upload option. Again, this may be an administrative staff member.

These decisions are all made at the school and district level.

The screenshot displays the 'Assessments --> Assessment Detail --> Question Setup' page for 'Biotechnology CIP: 261201', a 'Twelfth Grade Career and Technical Education Assessment'. It includes a 'Return' link and a section titled 'Set Up the AssessmentBUILDER Framework' containing a table with the following data:

Steps	Items
1. Define Questions	51
2. Align Questions to Standards	51
3. Set Up Assessment Sections: ?	14

A note below the table states: 'Note: There are 57 students scored for this assessment, you cannot re-generate the assessment sections. If you want to change the assessment, please [make a copy](#) of it first and then make the appropriate changes or contact a System Administrator for assistance.'

Below this, the 'Administer the Assessment ?' section is highlighted with a red box. It shows the 'Test Date: 10/1/2013 (SY: 2013-14)' and two options: 'Print Bubble Sheets' and 'Upload Student Answer Data File', both of which are also highlighted with red boxes.

Scoring NH's Career and Technical Education Competency Assessments in PerformancePLUS

Import Student Answers from a CSV File

Use this to upload a CSV file that contains the Student Answers.

UPLOAD STUDENT ANSWERS Screen

The File must be a CSV (Comma Separated Values) file that has the following attributes:

1) The first column in the file must be:

student_code

2) If you are using Format A, the first row must have the following column names:

student_code, question_nbr_txt, student_answer_value

3) If you are using Format B, the first column must be the student_code followed by the student answer values sequential order (IE Question 1, Question 2, Question 3, etc):

4) The data file must be COMMA DELIMITED

5) The data file must be ANSI (not UNICODE)

Format A

```
student_code,question_nbr_txt,student_answer_value
210744753,1,B
210744753,2,B
210744753,3,A
210744753,4,C
210744753,5,B
210744753,6,A
210744753,7,C
210744753,8,D
210744753,9,A
210744753,10,B
210744753,11,C
210744753,12,A
210744753,13,C
210744753,14,C
210744753,15,C
210744753,16,C
210744753,17,B
210744753,18,B
210744753,19,D
210744753,20,C
193746413,1,B
193746413,2,B
```

Format B

```
student_code,ques1,ques2,ques3,ques4,ques5,ques6,ques7,ques8
210744753,A,A,B,B,C,A,B,C,D,A,A,B,C,D,A,C,C,B,B,A
193746413,A,B,D,B,C,A,B,C,B,A,A,C,C,D,A,D,C,B,B,A
208745017,A,A,B,B,C,A,B,C,D,A,A,B,C,D,A,C,C,B,B,A
206745862,A,B,B,B,C,A,B,C,D,A,A,B,C,D,A,A,C,B,B,A
200500600,A,A,B,B,C,A,B,C,D,A,A,B,C,D,A,C,C,B,B,A
200700446,A,A,B,D,C,A,B,C,D,A,A,C,C,D,A,B,C,B,B,A
200500584,A,A,B,B,C,A,B,C,D,A,A,B,C,D,A,C,C,B,B,A
204749752,A,A,B,B,C,A,B,C,D,A,A,B,C,D,A,C,C,B,B,A
204749751,A,A,B,B,C,A,B,C,D,A,A,B,C,D,A,C,C,B,B,A
204749752,A,B,B,B,C,A,B,C,D,A,A,A,C,D,A,C,C,B,B,A
192749837,A,A,B,B,C,A,B,C,D,A,A,B,C,D,A,C,C,B,B,A
208745006,A,A,B,B,C,A,B,C,D,A,A,B,C,D,A,C,C,B,B,A
200500761,A,A,B,B,C,A,B,C,D,A,A,D,C,D,A,C,C,B,B,A
208745005,A,A,B,B,C,A,B,C,D,A,A,B,C,D,A,C,C,B,B,A
211746678,A,A,B,D,C,A,B,C,D,A,A,B,C,D,A,C,C,B,B,A
197747987,A,B,B,B,C,A,B,C,D,A,A,B,C,D,A,C,C,B,B,A
209740690,A,A,B,A,C,A,B,C,D,A,A,B,C,D,A,C,C,B,B,A
542411658,A,A,B,B,C,A,B,C,D,A,A,B,C,D,A,C,C,B,B,A
200500337,A,A,B,B,C,A,B,C,D,A,A,B,C,D,A,C,C,B,B,A
193746393,A,A,B,B,C,A,B,C,D,A,A,B,C,D,A,C,C,B,B,A
218393799,A,A,B,B,C,A,B,C,D,A,A,B,C,D,A,C,C,B,B,A
190740332,A,A,B,D,C,A,B,C,D,A,A,B,C,D,A,C,C,B,B,A
200500360,A,B,B,B,C,A,B,C,D,A,A,B,C,D,A,C,C,B,B,A
200500360,A,B,B,B,C,A,B,C,D,A,A,B,C,D,A,C,C,B,B,A
```

Scoring NH's Career and Technical Education Competency Assessments in PerformancePLUS

	A	B	C
1	student_code	question_nbr_txt	student_answer_value
2	9993300339	1	4
3	9993300339	2	3
4	9993300339	3	3
5	9993300339	4	4
6	9993300339	5	
7	9993300339	6	
8	9993300339	7	
9	9993300339	8	
10	9993300339	9	
11	9993300339	10	
12	9993300339	11	
13	9993300339	12	
14	9993300339	13	
15	9993300339	14	
16	9993300339	15	
17	9993300339	16	
18	9993300339	17	
19	9993300339	18	
20	9993300339	19	

FORMAT A

Each student's SASID is repeated **MULTIPLE TIMES** in the STUDENT_CODE column; once for each question being scored.

FORMAT B

Each student's SASID is included only **ONCE** in the STUDENT_CODE column. Each column represents a different question to be scored.

	A	B	C	D	E	F	
1	student_code	ques1	ques2	ques3	ques4	ques5	que
2	9993300339	4	3	3	4		
3	9993300808	4	3	3	4		
4	9993300894	3	2	3	4		
5	9993308734	4	2	3	4		
6	9993301588	3	3	3	4		
7	9993300921	2	2	3	4		
8	9993301535	2	3	3	4		
9	9993300876	3	4	3	4		
10	9993301596	4	3	3	4		
11	9993300470	4	3	3	4		
12	9993305338	4	2	3	4		
13	9993300984	3		3	4		
14	9993300883	4	3	3	4		
15	9993300773	3	4	3	4		
16	9993300317	2	3	3	4		
17	9993301394	2	3	3	4		
18	9993300950	3	3	3	4		
19	9993300377	4	2	3	4		
20	9993301266	3	3	3	4		
21	9993301608	3	3	3	4		

Scoring NH's Career and Technical Education Competency Assessments in PerformancePLUS

UPLOAD STUDENT ANSWERS Screen (continued)

- 9) Once the student scores have been formatted for upload, scroll to the bottom of the *UPLOAD STUDENT ANSWERS* screen to see the **IMPORT FILE** options in the image to the right.

Assessment Name: Biotechnology CIP: 261201
Assessment Date: 10/1/2013
School Year: 2013

Import File (Format A): Browse...

Import File (Format B): Browse...

- 10) Identify which format you've chosen ("Format A" or "Format B"), then click the **BROWSE** button associated with that format.
- 11) Browse to the location on your computer where you have saved the CSV file that contains the student scores you will be uploading for this CTE Competency assessment. Select the file and click **OPEN**.
- 12) Click the **UPLOAD STUDENT ANSWERS** button. It may take a minute for the file to upload.
- 13) Once the file finishes uploading, you can go check the students whose assessments you've just scored. The scores you uploaded using this process should appear in each student's assessment record.

