

Pearson Inform Version 6.2 - Score Entry Step-By-Step Guide

Overall Tips:

- Most people find it easiest to finish the actual assessment scoring first, and then at the end turn on the computer and enter in all the scores.
- Accuracy is important of course.
- Do not type letter/symbol scores; only type numbers (sometimes it will put a % in for you, just leave that).
- Make sure **pearsoninform.com** is an exception for your pop-up blocker.
- We are also available for questions via e-mail at inform@mansfieldct.org

Step-by-Step Directions:

- 1) Go to <http://mansfieldct.org/inform> and login.



The screenshot shows a login form titled "Registered User - Log In". It contains two input fields: "Username:" with the text "doeja" and "Password:" with the placeholder text "Password". Below the fields are two buttons: a blue "Log In" button and a blue "Email my password" link.

(It is the same as your school computer username & password.)

- 2) You should see your name next to your school's name (example below circled in red).



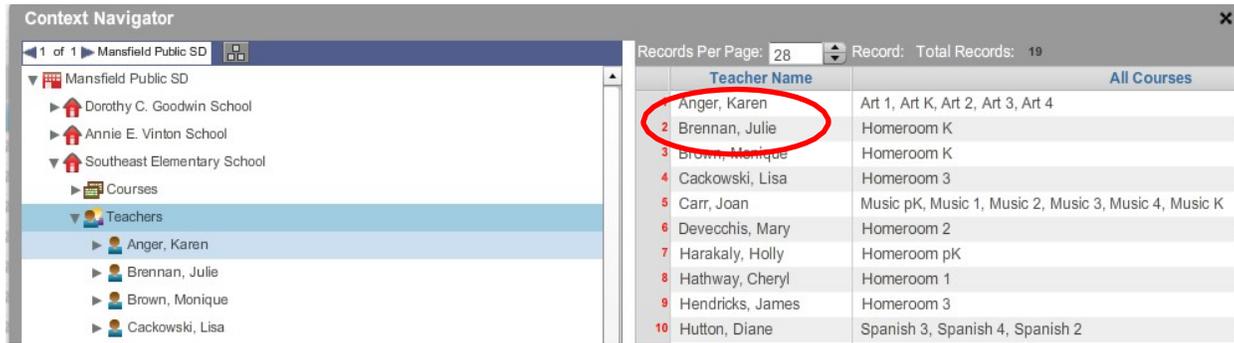
(Directions continue on the next page.)

Only IF you don't see your name next to your school's name, then...

Click the "context" icon,

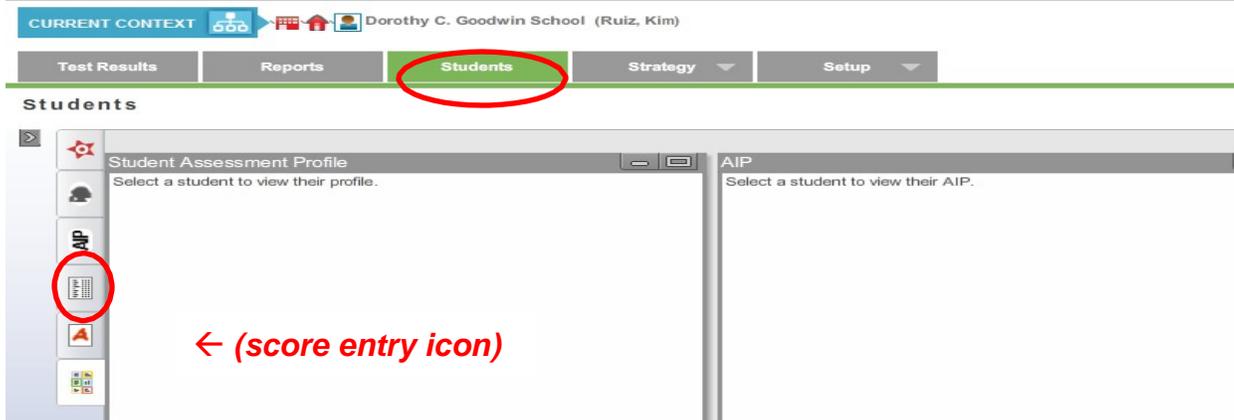


And double-click your name:

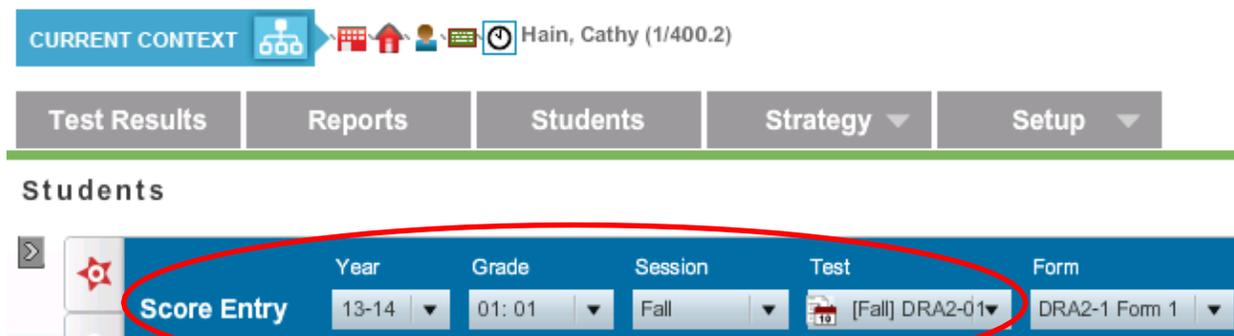


If you are a Spec. Ed / Title teacher, you must pick a homeroom teacher instead of yourself.

3) Click on the STUDENTS TAB (see below), and then click the score entry icon (see below).



4) Pick the year, grade level, and the test you want to enter.



- 5) Click the **pencil icon** under the title for the score column and then enter in the scores.
If a student didn't take the test, then leave the score blank.

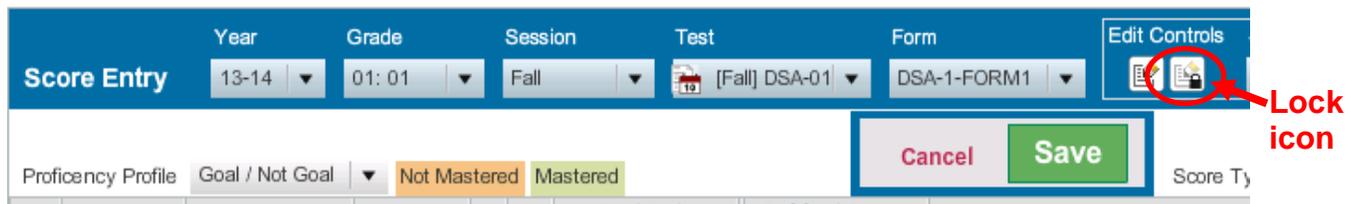


Most assessments have just one score that you enter into the system; if you happen to be entering in an assessment that requires you to input multiple scores (for example, the “P.A.S.T.” reading assessment), you’ll see multiple columns to enter in scores.

➔ **REMEMBER** to click the “save” button every few minutes to be sure you don’t lose anything if your connection times out. This is important!



- 6) When done with your first test, click the “save” button one last time and then click the “lock” icon.



- 7) Now you’re done! You can click on the TEST RESULTS TAB to look at your class scores.

Student Id	Student	Grade	School (Current)	Raw Score	CT_ELL	CT_Gift ed_Ta...	CT_Spe c'_Ed	CT_I
10053	Br...	2	Southeast Elementary School	19	N	01	N	
10160	Bu...	2	Southeast Elementary School	7	N	01	N	
10596	Co...	2	Southeast Elementary School	5	N	01	N	
10403	Fi...	2	Southeast Elementary School	0	N	01	N	
5421	Ja...	2	Southeast Elementary School	20	N	01	N	
10172	Ma...	2	Southeast Elementary School	5	N	01	N	
10520	Ot...	2	Southeast Elementary School	3	N	01	N	
10174	C...	2	Southeast Elementary School	22	N	01	N	