

# Dial 4 Test Setup Instructions

(PowerSchool ver 7.0)

Change to the *District Office>District Setup*  
Under Grading Function section, select *Tests*.

The screenshot shows the PowerSchool admin interface in Internet Explorer. The browser address bar shows <http://10.86.53.35/admin/home.html>. The page title is "PowerSchool" and the user is logged in as "Barbara Solomon". The school is set to "District Office" and the term is "10-11 Year".

The left sidebar contains a "Functions" menu with the following items:

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

The "Reports" section includes:

- System Reports
- ReportWorks

The "People" section includes:

- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry
- New Parent Entry

The "Setup" section includes:

- District
- System

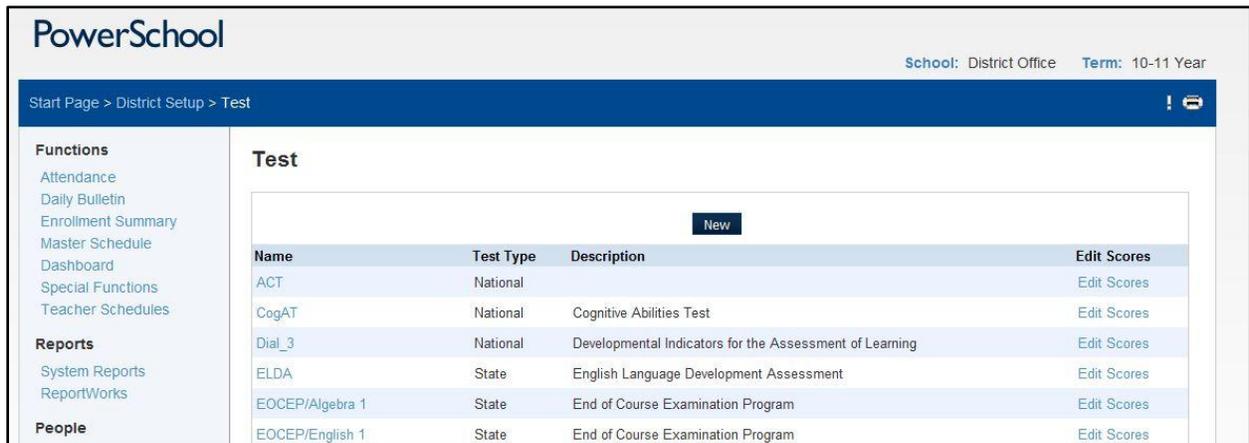
The main content area is titled "Search Students" and includes a search box, "View Field List", "How to Search", "Browse Students" (with an alphabetical index A-Z), and "Other Options" (Stored Searches, Stored Selections).

A detailed view of the "Applications" section is shown in a separate window, listing various setup options:

Applications	Description
Log Entry Fields	Define the fields that appear on the log entry page.
Log Types	Define log entry codes and edit subtypes.
Payment Methods	Define global payment methods for fees.
Scheduling/Reporting Ethnicity Codes	Define global Ethnicity Codes for Scheduling and Reporting
Schools/School Info	Create and define schools.
Special Programs	Define special membership groups such as special ed.
Years & Terms	Define term names and abbreviations with term beginning and ending dates.
<b>Grading Functions</b>	
Grade Scales	Create and define unique grade scales used by courses.
GPA Calculations	Define special server specific GPA calculation routine.
Standards	Define codes, definitions and hierarchy for competency based grading.
Tests	Define standardized test setup.
<b>Other Functions</b>	
CIP Setup	Define vocational course CIP numbers.
Miscellaneous	Define miscellaneous settings.
Pearson Applications	Define Settings for other Pearson Applications
3rd Party Configuration	Define 3rd Party applications.

A blue arrow points to the "Tests" option in the "Grading Functions" section of the Applications list.

Select NEW to create the Dial-4 test.



The screenshot shows the PowerSchool interface for managing tests. The breadcrumb trail is "Start Page > District Setup > Test". A "New" button is visible above a table of existing tests. The table has columns for Name, Test Type, Description, and Edit Scores.

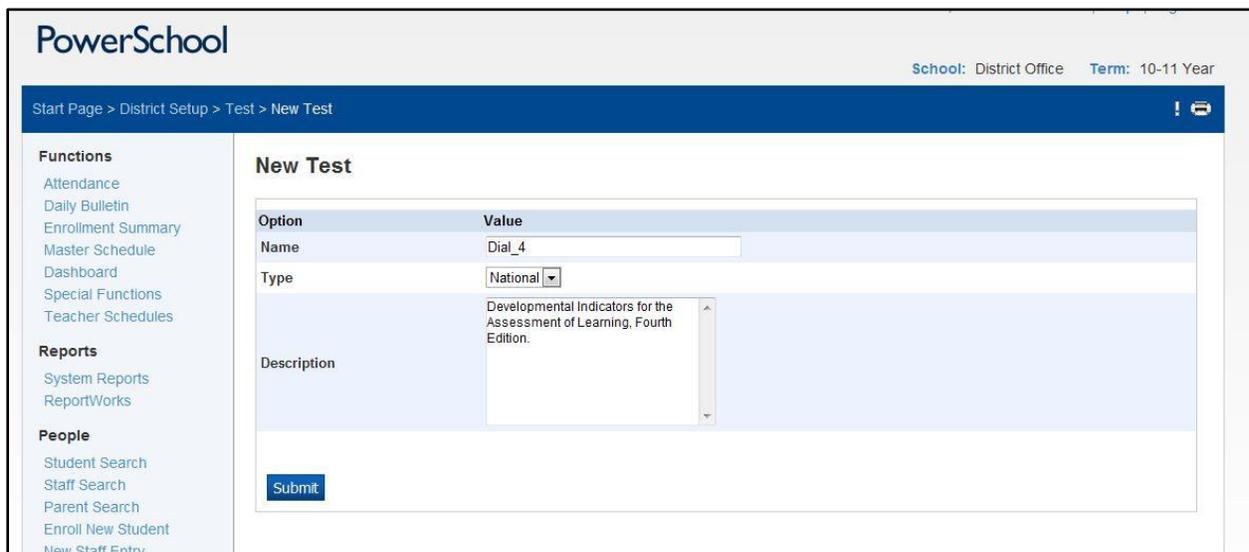
Name	Test Type	Description	Edit Scores
ACT	National		Edit Scores
CogAT	National	Cognitive Abilities Test	Edit Scores
Dial_3	National	Developmental Indicators for the Assessment of Learning	Edit Scores
ELDA	State	English Language Development Assessment	Edit Scores
EOCEP/Algebra 1	State	End of Course Examination Program	Edit Scores
EOCEP/English 1	State	End of Course Examination Program	Edit Scores

Define the test with the following input.

Name: *Dial\_4*

Type: *National*

Description: *Developmental Indicators for the Assessment of Learning, Fourth Edition.*



The screenshot shows the "New Test" form in PowerSchool. The breadcrumb trail is "Start Page > District Setup > Test > New Test". The form fields are:

- Name: Dial\_4
- Type: National
- Description: Developmental Indicators for the Assessment of Learning, Fourth Edition.

A "Submit" button is located at the bottom left of the form.

Click "Submit" to save the test definition.

From the test screen, find the Dial\_4 test as defined and choose the link to *“Edit Scores.”*

The screenshot shows the PowerSchool interface for editing a test score. The page title is "Edit Test Score: Dial\_4". The form contains the following fields:

Option	Value
Name	D4_MOTR_SubScale
Sort Order	1
Description	DIAL_4 Motor Score

Below the form, there is a note: "Note: Deleting this score will cause ALL Student scores of this type to be deleted. Click this checkbox to confirm that you want to delete this score." followed by a checkbox. At the bottom of the form are "Delete" and "Submit" buttons.

Add the following 5 subscale score names, sort order, and description one by one, submitting after each completed entry.

*Table of Score Names, Descriptions and Sort Orders for Dial\_4 testing.*

Score Name	Description	Sort Order
D4_MOTR_SubScale	DIAL_4 Motor Score	1
D4_CONC_SubScale	DIAL_4 Concepts Score	2
D4_LANG_SubScale	DIAL_4 Language Score	3
D4_Self_SubScale	D4_Self_SubScale	4
D4_SEmot_SubScale	D4_SEmot_SubScale	5

Verify for accuracy of spelling and syntax.

**PowerSchool** School: District Office Term: 10-11 Year

Start Page > District Setup > Test > Test Scores: Dial\_4

**Test Scores: Dial\_4**

New

Score Name	Description	Sort Order
D4_MOTR_SubScale	DIAL_4 Motor Score	1
D4_CONC_SubScale	DIAL_4 Concepts Score	2
D4_LANG_SubScale	DIAL_4 Language Score	3
D4_Self_SubScale	D4_Self_SubScale	4
D4_SEmot_SubScale	D4_SEmot_SubScale	5

Submit

The Dial\_4 test setup is complete.

Student score results may be entered via *Start Page > Student Selection > New Student Test: Dial\_4*

**PowerSchool** School: District Office Term: 11-12 Qtr 1

Start Page > Student Selection > New Student Test: Dial\_4

**New Student Test: Dial\_4**

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Test: Dial\_4

Date: 09/09/2011

Term: 08-09 2008-2009

Grade Level: -1

Score	Number	Percent	Alpha
D4_MOTR_SubScale			
D4_CONC_SubScale			
D4_LANG_SubScale			
D4_Self_SubScale			
D4_SEmot_SubScale			

Delete Submit