ITBS Maintenance

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This page allows you to view and update a student's Iowa Test of Basic Skills (ITBS) test data. Alternatively, you can use the Import Test Scores utility to import ITBS test data.

Update data:

[Select a student.](#)

❑ To retrieve a student's records, select the student in one of the following ways:

Student	Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name *begins with* the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student. The student can also be located by typing the name in one of the following formats: • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Stu ID	Type all or part of the student's Texas Unique Student ID to retrieve students whose ID *begins with* the characters you typed. If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used. Review the Assign a TSDS Unique ID guide for additional information.
Directory	Click to select a student from the Directory.
(photo)	If a photo exists for the student, the student photo is displayed. From Registration > Maintenance > Student Enrollment, you can change the student photo: 1. Hover over the image, and click **Change**. The Change Student Photo window opens. 2. Click **Choose File**. Locate and open the file for the new image. 3. Click **Save**. The window closes, and the new image is displayed. Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.

Click **ITBS**. The blank fields for the selected level and battery are displayed on the right.

The ITBS Levels are displayed on the left side of the page. Click an ITBS Level to expand the drop down and view the available test options.

Each ITBS Level displays the student's test score data by batteries (**Core**, **Survey**, and/or **Composite**), if applicable. The test score data is divided into subcategories at the Survey and Composite levels in which the student may have one or more test score records. An asterisk indicates existing test score data.

The student's test score data is displayed in form view on the right side of the page and in grid view at the bottom of the page, according to your selection. The form view defaults to the first ITBS level that a student has test score data. If more data is retrieved than can be viewed, you can scroll through the data.

Click **+Add** to add an ITBS record.

Field	Description
Admin Date	Type the date the test was administered in the MMDDYYYY format.
% Correct	Type the percent correct for each section of the test.
Grd Equiv	Type the grade equivalent for each section of the test.

Click **Save**.

Other functions and features:

🔍	Edit a record. Update the fields as needed, click **OK**, and then click **Save**. The changes are displayed in the grid. Or, click **Cancel** to close the window without making changes.
🗑	Delete a row. 1. Click 🗑 to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).
Documents	View or attach supporting documentation.

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