



# SAT Maintenance



# Table of Contents

**SAT Maintenance** ..... 1



# SAT Maintenance

## Test Scores > Maintenance > Individual Maintenance > SAT

The SAT page allows you to view and update a student's SAT data. Alternatively, you can use the Import Test Scores utility to import SAT test data.

### Update data:

Select a student.

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

<b>Student</b>	<p>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 <i>begins with</i> 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.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> <li>• Last name, comma, first name (smith, john)</li> <li>• Last name initial, comma, first name initial (s,j)</li> <li>• Comma, first name (,j)</li> </ul>
<b>Texas Unique Student ID</b>	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>If the student does not have a Unique ID, click <a href="#">TSDS Unique ID</a> 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.</p> <p>Review the <a href="#">Assign a TSDS Unique ID</a> guide for additional information.</p>
<b>Directory</b>	<p>Click to select a student from the <a href="#">Directory</a>.</p>
<b>(photo)</b>	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From <a href="#">Registration &gt; Maintenance &gt; Student Enrollment</a>, you can change the student photo:</p> <ol style="list-style-type: none"> <li>1. Hover over the image, and click <b>Change</b>. The Change Student Photo window opens.</li> <li>2. Click <b>Choose File</b>. Locate and open the file for the new image.</li> <li>3. Click <b>Save</b>. The window closes, and the new image is displayed.</li> </ol> <p>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.</p>

Click **SAT**.

Click **+Add** to add an SAT test record. A pop-up window opens.

Field	Description
<b>Admin Date</b>	Type the test administration date in the MMDDYYYY format. You cannot type a future date.
<b>Ed Level</b>	Type the student's education level when the test was administered.  October 2015 and later:  1 - Not yet in 8th grade 2 - 8th grade 4 - 9th grade 5 - 10th grade 6 - 11th grade 7 - 12th grade 8 - No longer in high school 10 - No response 1 11 - Unknown 12 - 1st year of college 13 - 2nd year of college I  Before October 2015:  0 - Unknown 1 - Not yet in 8th grade 2 - 8th grade 3 - 9th grade 4 - 10th grade 5 - 11th grade 6 - 12th grade 7 - No longer in high school 9 - No response

In the **Score** column:




<b>Reading Math Writing</b>	Type the score for each portion of the test.  For October 2015 and later, valid scores are 10-40. (Math scores are in .5 increments.)  Prior to October 2015, valid scores are 200-800.
<b>Total</b>	The sum of the <b>Reading, Math, and Writing</b> scores is automatically calculated. A math Score with .5 is automatically rounded up.
<b>Essay</b>	
<b>Mc</b>	
<b>Evidence-Based Reading &amp; Writing Math Section</b>	Valid scores are 200-800.
<b>Total</b>	The sum of the <b>Evidence-Based Reading &amp; Writing</b> score and <b>Math Section</b> score is automatically calculated.
<b>Cross-Tests</b>	Valid scores are 10-40.
<b>Subscores</b>	Valid scores are 1-15.
<b>Essay Subscores</b>	Valid scores are 0 and 2-8.

<b>National Percentile</b>	<p>Type the national percentage of college-bound students who scored below each score.</p> <p>October 2015 and later, valid percentages are 0-99.</p> <p>Before October 2015, valid percentages are 01-99.</p> <p>For cross test and subscores, as well as <b>Evidence-Based Reading &amp; Writing</b> and <b>Math Section</b> scores, the <b>National Percentile</b> only applies to <b>Admin Dt</b> of March 2016 and later.</p>
<b>State/Representative Percentile</b>	<p>Type the state percentage of college-bound students who scored below each score.</p> <p>October 2015 and later, valid percentages are 0-99.</p> <p>Before October 2015, valid percentages are 01-99.</p> <p>For cross test and subscores, as well as <b>Evidence-Based Reading &amp; Writing</b> and <b>Math Section</b> scores, the <b>State/Representative Percentile</b> only applies to <b>Admin Dt</b> of March 2016 and later.</p>

Click **OK** to close the window.

Click **Save**.

### Other functions and features:

	<p><a href="#">Edit a record.</a></p> <p>Update the fields as needed, click <b>OK</b>, and then click <b>Save</b>. The changes are displayed in the grid. Or, click <b>Cancel</b> to close the window without making changes.</p>
	<p><a href="#">Delete a row.</a></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
<b>Documents</b>	<p><a href="#">View or attach supporting documentation.</a></p>



## Back Cover