



# PSAT Maintenance



# Table of Contents

**PSAT Maintenance** ..... 1



# PSAT Maintenance

**Test Scores > Maintenance > Individual Maintenance > PSAT**

This page allows you to view and update a student's PSAT data. Alternatively, you can use the Import Test Scores utility to import PSAT 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 **PSAT**.

Click **+Add** to add a PSAT test record. A pop-up window opens.

<b>Admin Dt</b>	Type the year that the test was administered in the YYYY format. You cannot type a future year.																
<b>Ed Level</b>	<p>Type the student's education level when the test was administered.</p> <p>2015 and later:</p> <table border="1" data-bbox="314 383 968 728"> <thead> <tr> <th data-bbox="314 383 649 427"><b>PSAT 8/9</b></th> <th data-bbox="654 383 968 427"><b>PSAT 10</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="314 434 649 472">34 - Not yet in 6th grade</td> <td data-bbox="654 434 968 472">1 - Not yet in 8th grade</td> </tr> <tr> <td data-bbox="314 479 649 517">14 - 6th grade</td> <td data-bbox="654 479 968 517">2 - 8th grade</td> </tr> <tr> <td data-bbox="314 524 649 562">15 - 7th grade</td> <td data-bbox="654 524 968 562">4 - 9th grade</td> </tr> <tr> <td data-bbox="314 568 649 607">2 - 8th grade</td> <td data-bbox="654 568 968 607">5 - 10th grade</td> </tr> <tr> <td data-bbox="314 613 649 651">4 - 9th grade</td> <td data-bbox="654 613 968 651">6 - 11th grade</td> </tr> <tr> <td data-bbox="314 658 649 696">5 - 10th grade</td> <td data-bbox="654 658 968 696">7 - 12th grade</td> </tr> <tr> <td data-bbox="314 703 649 741">35 - Above 10th grade</td> <td data-bbox="654 703 968 741">Blank - No response</td> </tr> </tbody> </table> <p>Before 2015:</p> <p>0 - Unknown            1 - Not yet in 8th grade            2 - 8th grade            3 - 9th grade</p>	<b>PSAT 8/9</b>	<b>PSAT 10</b>	34 - Not yet in 6th grade	1 - Not yet in 8th grade	14 - 6th grade	2 - 8th grade	15 - 7th grade	4 - 9th grade	2 - 8th grade	5 - 10th grade	4 - 9th grade	6 - 11th grade	5 - 10th grade	7 - 12th grade	35 - Above 10th grade	Blank - No response
<b>PSAT 8/9</b>	<b>PSAT 10</b>																
34 - Not yet in 6th grade	1 - Not yet in 8th grade																
14 - 6th grade	2 - 8th grade																
15 - 7th grade	4 - 9th grade																
2 - 8th grade	5 - 10th grade																
4 - 9th grade	6 - 11th grade																
5 - 10th grade	7 - 12th grade																
35 - Above 10th grade	Blank - No response																
<b>PSAT 8/9</b>	Type Y if the student took the PSAT 8/9 version of the PSAT. Type N or leave blank if the student took the PSAT 10.																
<b>Commended</b>	<p>Type Y if the student earned a score on the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT®) that qualifies her for recognition as a commended scholar or higher by the College Board and National Merit Scholarship Corporation, as part of the National Hispanic Recognition Program (NHRP) of the College Board or as part of the National Achievement Scholarship Program of the National Merit Scholarship Corporation.</p> <p>For students with a Y for <b>Commended</b>, PSAT is displayed in the <b>Outstanding Performance on Assessment</b> section on the following:</p> <p><a href="#">Grade Reporting &gt; Reports &gt; Grade Reporting Reports &gt; Grades &gt; SGR2047 - AAR Multi-Year</a></p> <p><a href="#">Graduation Plan &gt; Reports &gt; SGP1000 - Student Personal Graduation Plan</a></p> <p><a href="#">Graduation Plan &gt; Maintenance &gt; Student &gt; Individual Maintenance &gt; Performance Acknowledgement</a></p>																




In the **Score** column:

<b>Reading Math Writing</b>	Type the student's scores for the critical reading, math, and writing portions of the test.  For Reading and Writing for 2015 and later:  For PSAT 8/9, valid scores are 6-36. For PSAT 10, valid scores are 8-28.  For Math for 2015 and later:  For PSAT 8/9, valid scores are 6.0-36.0 (in .5 increments) For PSAT 10, valid scores are 8.0-38.0 (in .5 increments).  Before 2015, valid scores for Reading, Math, and Writing are 20-80.
<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>Evidence-Based Reading &amp; Writing Math Section</b>	Type the student's scores for these portions of the test.  2015 and later:  For PSAT 8/9, valid scores are 120-720. For PSAT 10, valid scores are 160-760.
<b>Total</b>	The sum of the <b>Evidence-Based Reading &amp; Writing and Math Section</b> scores is automatically calculated (2015 and later).
<b>Cross-Tests</b>	For PSAT 8/9, valid scores are 6-36.  For PSAT 10, valid scores are 8-38.
<b>Subscores</b>	Valid scores are 1-15. <b>Passport to Adv Math Subscore</b> is only valid for PSAT 10.

<b>National Percentile</b>	Type the national percentage of college-bound students who scored below each score.  For 2015 and later, valid percentages are 0-99.  Before 2016, valid percentages are 01-99 (for <b>Reading, Math, Writing,</b> and the corresponding <b>Total</b> fields only).
<b>State/Representative Percentile</b>	Type the state percentage of college-bound students who scored below each score.  For 2015 and later, valid percentages are 0-99.  Before 2016, valid percentages are 01-99 (for <b>Reading, Math, Writing,</b> and the corresponding <b>Total</b> fields only).

Click **OK** to close the window.

Click **Save**.

	<p><a href="#">Edit a record.</a> 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>	<a href="#">View or attach supporting documentation.</a>



## Back Cover