



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.

Required fields:

The following fields must be entered in order to save a PSAT record:

- **Admin Dt**

Update data:

[Select a student.](#)

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

Student	<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"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Student ID	<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 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.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
Directory	<p>Click to select a student from the Directory.</p>

(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 **PSAT**.

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

Admin Dt	Type the year that the test was administered in the YYYY format. You cannot type a future year.	
Ed Level	Type the student's education level when the test was administered.	
	2015 and later:	
	PSAT 8/9	PSAT 10
	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
	Before 2015:	
	0 - Unknown	
	1 - Not yet in 8th grade	
	2 - 8th grade	
	3 - 9th grade	
PSAT 8/9	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.	

Commended	<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 Commended, PSAT is displayed in the Outstanding Performance on Assessment section on the following:</p> <p>Grade Reporting > Reports > Grade Reporting Reports > Grades > SGR2047 - AAR Multi-Year</p> <p>Graduation Plan > Reports > SGP1000 - Student Personal Graduation Plan</p> <p>Graduation Plan > Maintenance > Student > Individual Maintenance > Performance Acknowledgement</p>
------------------	---

In the **Score** column:




Reading Math Writing	<p>Type the student's scores for the critical reading, math, and writing portions of the test.</p> <p>For Reading and Writing for 2015 and later:</p> <p>For PSAT 8/9, valid scores are 6-36. For PSAT 10, valid scores are 8-28.</p> <p>For Math for 2015 and later:</p> <p>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).</p> <p>Before 2015, valid scores for Reading, Math, and Writing are 20-80.</p>
Total	The sum of the Reading, Math, and Writing scores is automatically calculated. A math score with .5 is automatically rounded up.
Selection Index	<p>The field displays the calculated Selection Index score, which is double the sum of the Reading, Math, and Writing scores. This only applies to PSAT 10.</p> <p>The National Merit Scholarship Corporation (NMSC) uses this score as an initial screen of students who enter its scholarship programs.</p>
Evidence-Based Reading & Writing Math Section	<p>Type the student's scores for these portions of the test.</p> <p>2015 and later:</p> <p>For PSAT 8/9, valid scores are 120-720. For PSAT 10, valid scores are 160-760.</p>
Total	The sum of the Evidence-Based Reading & Writing and Math Section scores is automatically calculated (2015 and later).
Cross-Tests	<p>For PSAT 8/9, valid scores are 6-36.</p> <p>For PSAT 10, valid scores are 8-38.</p>

Subscores	Valid scores are 1-15. Passport to Adv Math Subscore is only valid for PSAT 10.
------------------	---

National Percentile	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 Reading, Math, Writing , and the corresponding Total fields only).
State/Representative Percentile	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 Reading, Math, Writing , and the corresponding Total fields only).

Click **OK** to close the window.

Click **Save**.

	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.



Back Cover