



## TAKS Maintenance



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# TAKS Maintenance

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The Texas Assessment of Knowledge and Skills (TAKS) page allows you to view and update a student's TAKS data. Alternatively, you can use the Import Test Scores utility to import TAKS test data.

The TAKS tests are based on the state standards indicated in the Texas Essential Knowledge and Skills (TEKS) curriculum, and measure the degree to which students understand the curriculum.

When you change data on this page, the corresponding fields in Registration are simultaneously updated.

### 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>	Click to select a student from the <a href="#">Directory</a> .

<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>
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Click **TAKS**.

Field	Description
<b>Mastery Dates</b>	For each subject, type the mastery date.
<b>Exit Level Mastery Dates</b>	For each subject, type the exit level mastery date.

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

The **Writing** fields are disabled if the admin year is 2012.

<b>Admin Dt</b>	Type the date when the test was administered in the MMYYYY format. You cannot type a future date.
<b>Grd</b>	Select the student's grade level at the time the test was administered (03-14, where 14 is out of school).
<b>Test Ver</b>	For each subject, select the test version taken by the student.
<b>Scr Cd</b>	For each subject, select <i>S</i> if the section was scored. Otherwise, select the reason the test section was not scored.
<b>Met Stnd</b>	<p>For each subject, indicate if the student met the standard.</p> <p>0 - No 1 - Yes ? - Pending the history file update (exit-level only)</p>
<b>Raw Scr</b>	For each subject, type the number of correct items.
<b>Scal Scr</b>	For each subject, type the statistically-determined score.
<b>Wrt Comp</b>	<p>For <b>Reading/ELA</b> only, indicate the effectiveness of the student's response on the written composition section of the test (grade level 10 and exit level).</p> <p>0 - Nonscorable response 1 - Ineffective response 2 - Somewhat effective response 3 - Generally effective response 4 - Highly effective response</p>




<b>Cmnd</b>	For each subject, indicate if the student's performance on the section was commended.  0 - No 1 - Yes
<b>THECB Stnd</b>	For <b>Reading/ELA</b> and <b>Math</b> only, indicate if the student met the Texas Higher Education Coordinating Board (THECB) standard for higher education readiness.  0 - No 1 - Yes
<b>Comp</b>	For <b>Writing</b> only, indicate the effectiveness of the student's response on the written composition section of the test.  0 - No 1 - Yes 0 - Nonscorable response 1 - Ineffective response 2 - Somewhat effective response 3 - Generally effective response 4 - Highly effective response

Click **OK** to close the window.

Click **Save**.

Click the **Reading/ELA**, **Math**, **Writing**, **Social Studies**, or **Science** headings to expand the section. You can update individual section of the test.

### Other functions and features:

	<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.
	<a href="#">Delete a row.</a> 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 <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> .  You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).
<b>Documents</b>	<a href="#">View or attach supporting documentation.</a>



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