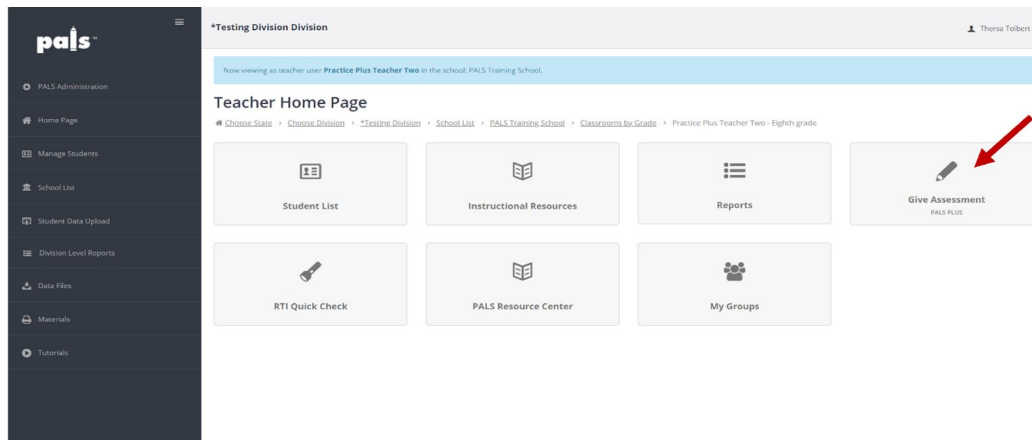


How to Change the Assessment Date and Form in the PALS Online System

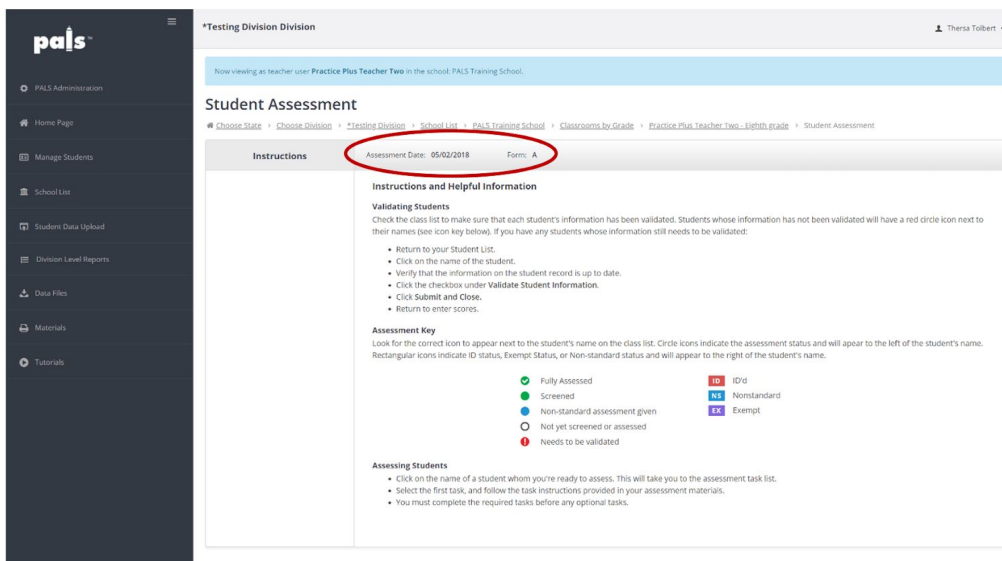
The assessment date is simply the date that will appear on your reports for this assessment window, and is usually the date that the teacher begins assessment for this class. It does not affect the score entry deadline.

If scores have already been entered and the assessment date or form needs to be changed, you will need to delete the current assessment scores first. For instructions on deleting assessment scores, click [here](#). If you are only changing the assessment date, make sure you have a copy of the student's scores first, so you can re-enter them afterward.

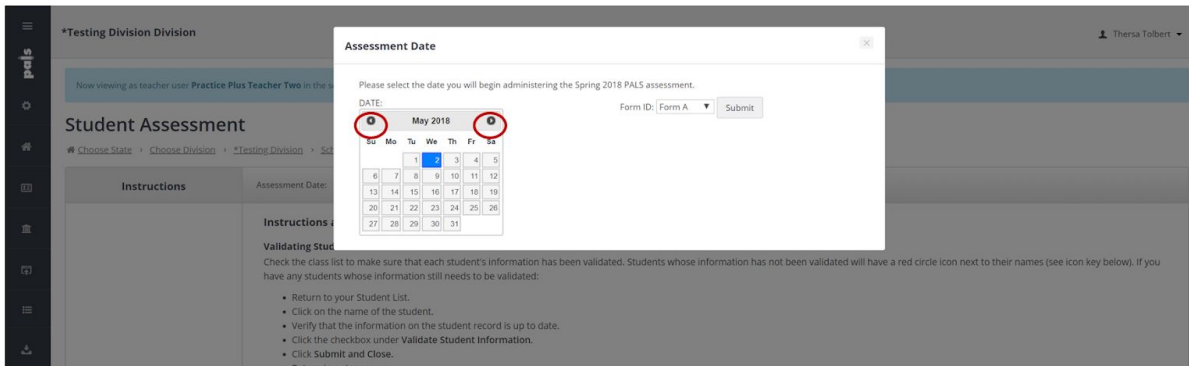
1. Access your PALS Online account. From the Teacher Home Page, select "Give Assessment."



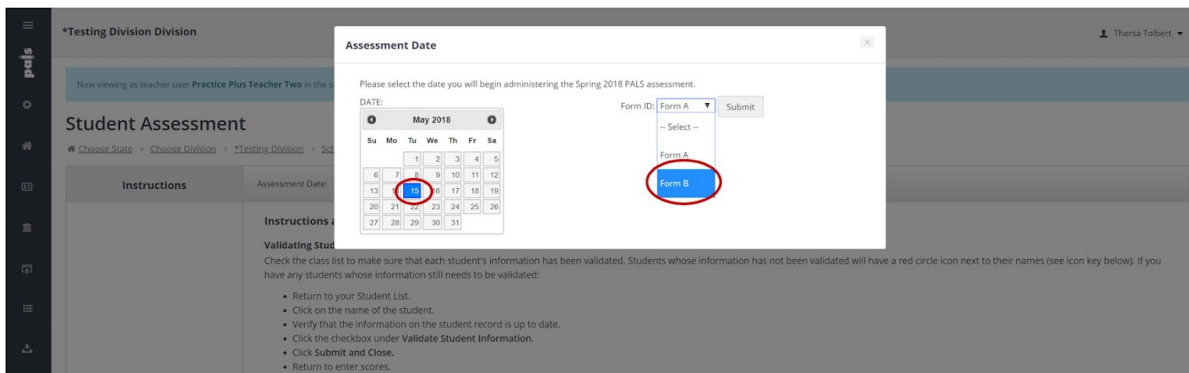
2. Find the assessment date and form. Click directly on the date that has been set.



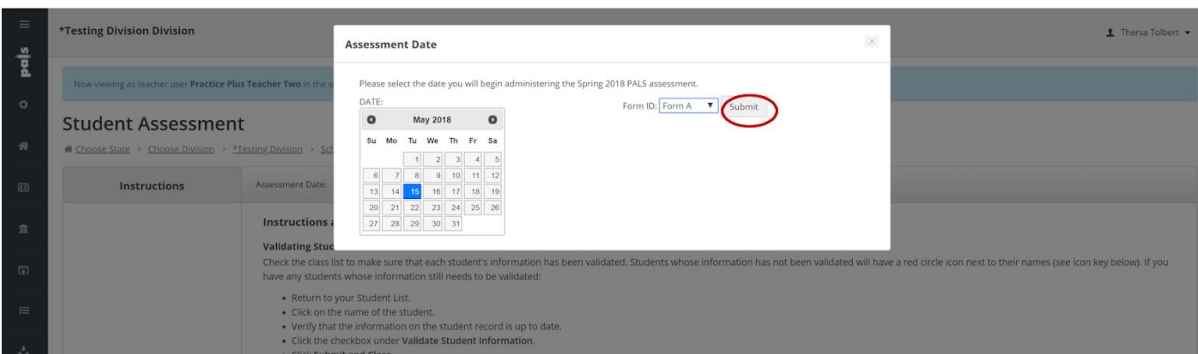
3. Use the right and left arrows to change the month. Click directly on the correct day to select the day.



4. Verify that the appropriate date has been chosen. At this time, you can also change the assessment form, if necessary, by clicking on the drop down and selecting the appropriate form.



5. Click "Submit."



6. Verify that your selected changes have been made by looking at the date now displayed at the top.