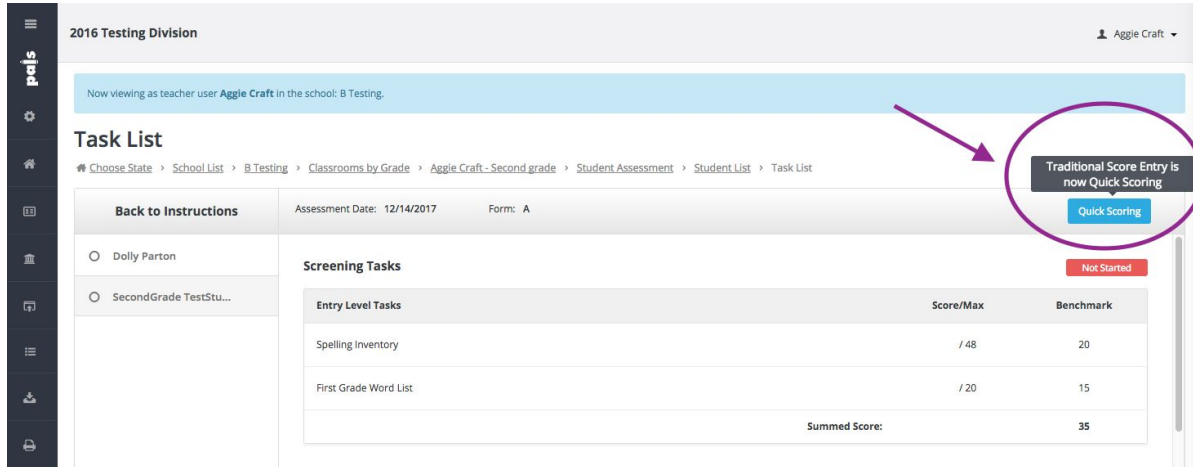


# Quick Scoring has replaced Traditional Score Entry!

Below are some helpful tips for using the new feature.

## How do I access Quick Scoring?

Click on the blue Quick Scoring button at the top right of the assessment task list.

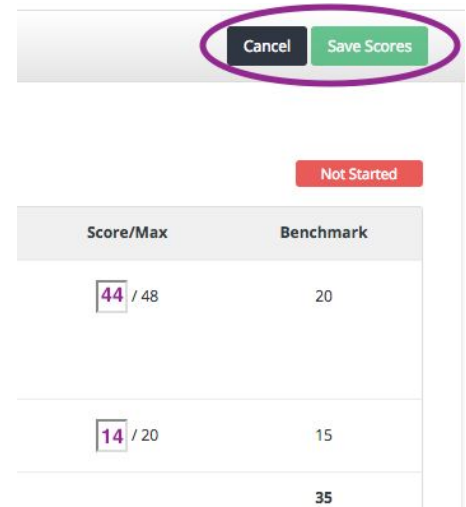


The screenshot shows the PALS interface for a 2016 Testing Division. The user is logged in as Aggie Craft. The page title is "Task List". A navigation breadcrumb shows the path: Choose State > School List > B Testing > Classrooms by Grade > Aggie Craft - Second grade > Student Assessment > Student List > Task List. A "Back to Instructions" button is visible. The assessment date is 12/14/2017 and the form is A. A callout box with a purple circle around it says "Traditional Score Entry is now Quick Scoring" and points to a blue "Quick Scoring" button. Below this, there are sections for "Screening Tasks" and "Entry Level Tasks".

Entry Level Tasks	Score/Max	Benchmark
Spelling Inventory	/ 48	20
First Grade Word List	/ 20	15
Summed Score:		35

Enter all of your scores in the boxes that appear. The green SAVE button will light up and become clickable once scores are entered.

Don't forget to click SAVE after you have entered scores.



The screenshot shows a close-up of the "Save Scores" button, which is highlighted with a purple circle. Below it, a "Not Started" button is visible. The table below shows the scores entered for the tasks.

Score/Max	Benchmark
44 / 48	20
14 / 20	15
35	

## What is the difference between Quick Scoring and Regular (item-level) Scoring?

Quick Scoring is a new and improved version of Traditional Score Entry. Regular, or item-level scoring, is what you may remember as the Online Assessment Wizard. Regular scoring gives the most detailed, item-level scores you can get from PALS. Regular scoring also provides more information and additional reports.

## Can I use both Quick Scoring and Regular Scoring?

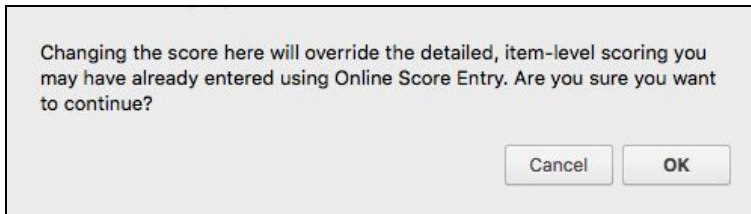
This feature is in development. Eventually, you'll be able to switch back and forth while entering scores for one student. For now, choose one or the other score entry type and stick with it to avoid errors.

On the other hand, you can choose Quick Scoring for one student and Item-Level for another. It is just when entering scores for one student, you should not switch back and forth.

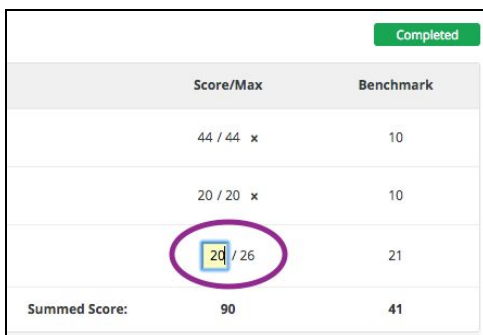
## What happens if I enter a score incorrectly? Can I change it?

Yes! Click on the blue Quick Scoring button. You will notice little "X"s next to the scores. Click the X next to the score you want to change.

A warning about changing scores will pop up. Read and click accordingly:



Score/Max	Benchmark
44 / 44 x	10
20 / 20 x	10
26 / 26 x	21
<b>90</b>	<b>41</b>



Completed

Score/Max	Benchmark
44 / 44 x	10
20 / 20 x	10
20 / 26	21
<b>Summed Score:</b>	<b>90</b>
	<b>41</b>

Enter the new score. The box that was changed will show a yellow highlight.

Click Save. Voila!

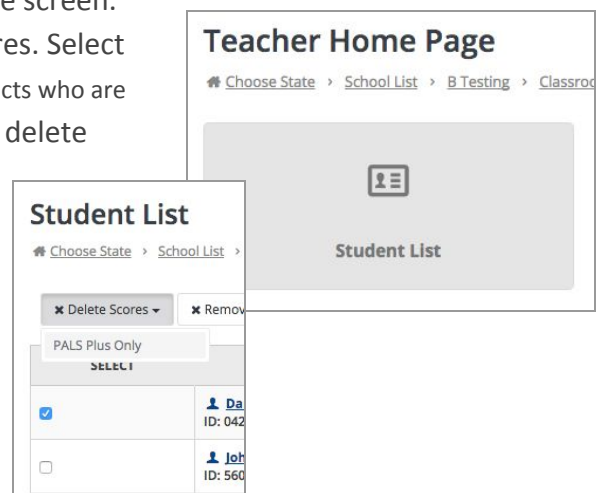
Score/Max	Benchmark
44 / 44	10
20 / 20	10
20 / 26	21
<b>Summed Score:</b>	<b>84</b>
	<b>41</b>

## Is changing the scores for one task in Quick Scoring the same as deleting the scores?

No. You can only change scores using Quick Scoring at this time. It will not currently allow an empty field to be saved when trying to change the score.

## So, how do I delete a student's scores permanently for this assessment window?

You can delete scores on your Student List page. Go to your home screen. Click the Student List tile. Select the student. Click on Delete Scores. Select which scores you want to delete. (This dropdown is necessary for districts who are assessing in both English and Spanish.) At this time, it is not possible to delete scores for an individual task.



**With Traditional Score Entry, sometimes I thought I had administered all tasks, and I didn't find out that I forgot one until I went to reports and found that not all students had a an instructional oral reading level. Is Quick Scoring different?**

Yes! It's true that with Traditional, there was no prompting to administer additional word lists or passages to complete diagnostic tasks. The great thing about Quick Scoring is that the required tasks are prompted.

If you want to be guided through the entire Diagnostic portion, the system will show you what to do next. If you see "In Progress" to the right of the Diagnostic tasks, that means you need to enter more data to get a reading level.

Screening Tasks			Completed
Entry Level Tasks	Score/Max	Benchmark	
Spelling Inventory	88 / 88	50	
Third Grade Word List	20 / 20	15	
<b>Summed Score:</b>	<b>108</b>	<b>65</b>	

Diagnostic Tasks			In Progress
Entry Level: Word Knowledge	Score/Max	Benchmark	
Fourth Grade Word List	13 / 20		
<p>You can stop while the Diagnostic Tasks are In Progress, but to get an Instructional Reading Level, you will want to administer that next task. When you save the Quick Scores, the system prompting will update.</p>			
Level A: Oral Reading in Context	Score/Max	Benchmark	
Ocean Cities	/ 232	90	

Once you save your scores using Quick Scoring, the task list page will update to show whether Screening and Diagnostic Tasks have "Not Started," are "In Progress," or are "Completed." You can track your progress each time you click SAVE. To get back to Quick Scoring, simply click the blue Quick Scoring button.

### How can I be sure that I've entered my spelling scores correctly?

Great question! Entering spelling scores for PALS Plus is easy if you've followed the instructions on the Student Summary Sheet, but there a few things you should know. Let's start with spelling for grades 1-3, then for 4-8.

### Entering Spelling Scores for Grades 1-3.

When you click on the blue Quick Scoring button, the boxes will appear for individual features, total words correct and total score.

Entry Level Tasks	Score/Max	Benchmark
Spelling Inventory	<input type="text"/> / 48	20
<p><b>Enter these first!</b></p>		
Feature Scores		Words Correct
Beg/End Sounds	Digraphs	Blends
<input type="text"/>	<input type="text"/>	<input type="text"/>
Long Vowels	R&L Infi.	Amb. Vowels
<input type="text"/>	<input type="text"/>	<input type="text"/>
	Syll. Junc.	Affixes
	<input type="text"/>	<input type="text"/>
	Derivations	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Enter the Feature scores and Words Correct scores first. The total score will automatically calculate!  
Remember to click Save.

Entry Level Tasks						Score/Max	Benchmark
Spelling Inventory						27 / 48	20
Feature Scores							
Beg/End Sounds	Digraphs	Blends	Short Vowels	Nasals	CVCe	Words Correct	
<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="3"/>	<input type="text" value="2"/>	<input type="text" value="4"/>	
Long Vowels	R&L Infl.	Amb. Vowels	Syll. Junc.	Affixes	Derivations		
<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		

### TWO IMPORTANT NOTES:

1. Only the features within each grade level portion of the list are calculated into the total score. If you choose to go further than the first grade list for a first grader, only required words will show up in the total score. The same thing will occur if you are assessing a second grader and choose to give the third grade words. This is so you can accurately compare scores to benchmarks.
2. In order to use the grouping function after using Quick Scoring, you must enter feature scores.

### Entering Spelling Scores for Grades 4-8

All of the same rules above apply for entering scores for grades 4-8, with one exception: the Assumed Letter Name Score. \* The Assumed Letter Name Score for the grade you're assessing will automatically be calculated into the Total Spelling Score.

Entry Level Tasks						Score/Max	Benchmark
Spelling Inventory						<input type="text"/> / 88	50
Feature Scores							
CVCe	Long Vowels	R&L Infl.	Amb. Vowels	Syll. Junc.	Affixes	Words Correct	Assumed Letter Name Score: 32
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Derivations							
<input type="text"/>							

*Enter these first!* (with arrow pointing to CVCe and Words Correct)

Once Feature Scores and Words Correct are entered, the Total Spelling Score will be calculated for you!

\*When PALS was developed, the data showed that enough students in grades 4-8 mastered early features to allow a "constant" score. See the [PALS Plus Technical Reference](#) for more information, if needed.