

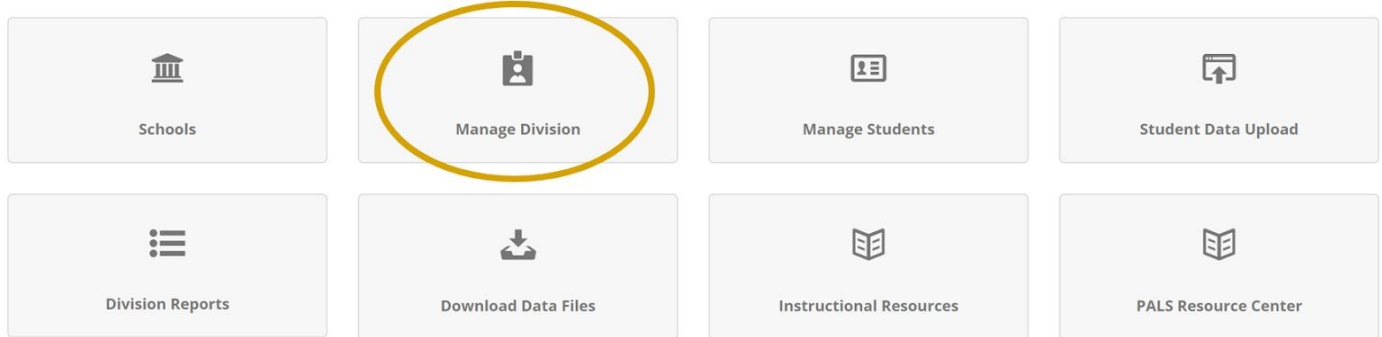
Set PALS Assessment Form for Division Grades K-8

The “Set Assessment” feature will allow PALS division level users to set the English and Spanish assessment form for grades K-8 in the division. Please check with your PALS District Representative to determine whether PALS Form A or Form B will be used for the current school year. *Teachers may set the form themselves before assessing if it has not already been set by a division administrator.*

1. Log into your PALS Online account. From the Division Home Page, select the “Manage Division” tile.

Division Home Page

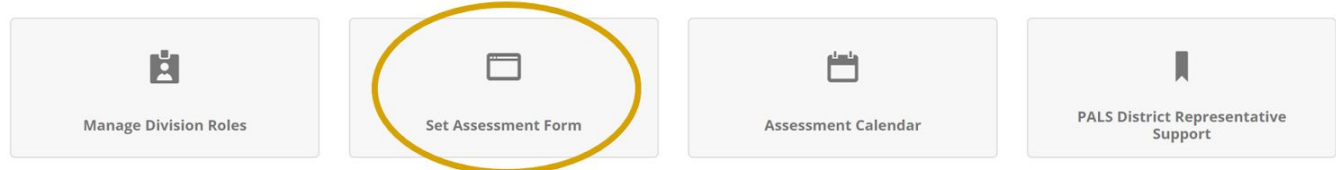
[Choose State](#) > [Choose Division](#) > PALS Professional Development



2. Next, select the “Set Assessment Form” tile.

Division Management

[Choose State](#) > [Choose Division](#) > [PALS Professional Development](#) > Division Management



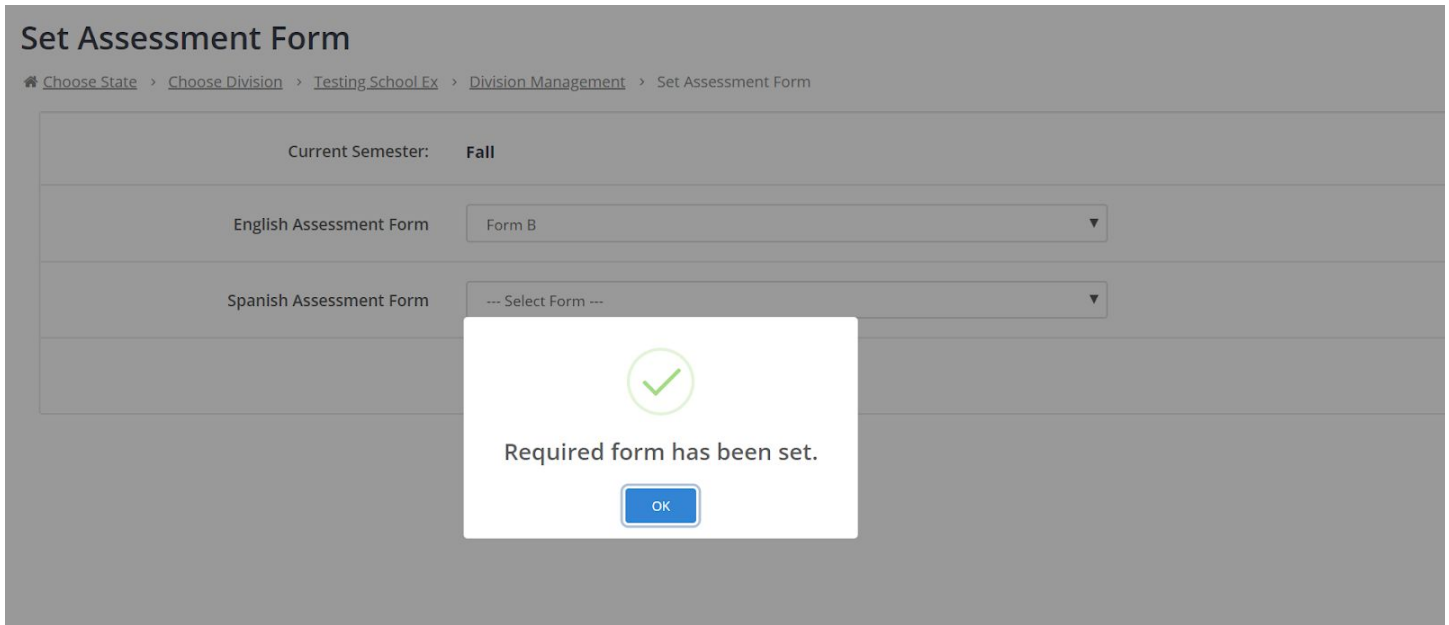
3. Select the appropriate assessment form (A or B) from the drop down menu for English and/or Spanish.

Set Assessment Form

[Choose State](#) > [Choose Division](#) > [First School Georgia](#) > [Division Management](#) > Set Assessment Form

A screenshot of the PALS Online interface's Set Assessment Form page. The current semester is set to 'Fall'. The English Assessment Form dropdown menu is open, showing options for 'Form A' and 'Form B', with 'Form A' selected. A yellow arrow points to the dropdown menu. A 'Submit' button is visible at the bottom of the form.

4. Once the form is set, you will receive the message below.



The screenshot shows the 'Set Assessment Form' page. At the top, there is a breadcrumb trail: [Choose State](#) > [Choose Division](#) > [Testing School Ex](#) > [Division Management](#) > Set Assessment Form. Below this, the 'Current Semester' is set to 'Fall'. There are two dropdown menus: 'English Assessment Form' is set to 'Form B', and 'Spanish Assessment Form' is set to '--- Select Form ---'. A white modal box is centered on the screen, containing a green checkmark icon, the text 'Required form has been set.', and an 'OK' button.

5. Once the assessment form has been chosen, teachers will not be able to change the form used to assess students. **You will receive a warning if scores have already been entered for some students using a different form.** You can either allow those scores to remain as they are for those students who have already been given PALS, or you can require those teachers to delete those scores and re-administer PALS using the form that you have chosen for the district. (Note: We recommend allowing the scores to remain if the assessment was completed in order to avoid over-assessment of students, and because the basic diagnostic information should be the same, even using a different form.)

Teachers will still need to set the assessment date themselves before administering the assessment, using the date they begin assessing.

Set Assessment Form

[Choose State](#) > [Choose Division](#) > [PALS Professional Development](#) > [Division Management](#) > Set Assessment Form

English scores have already been entered for some students using a different form. If not deleted, these scores will remain intact and all other students will be required to be assessed using the form you set.



The screenshot shows the 'Set Assessment Form' page with a warning message. The breadcrumb trail is: [Choose State](#) > [Choose Division](#) > [PALS Professional Development](#) > [Division Management](#) > Set Assessment Form. A pink warning banner at the top reads: 'English scores have already been entered for some students using a different form. If not deleted, these scores will remain intact and all other students will be required to be assessed using the form you set.' Below the banner, the 'Current Semester' is 'Fall'. The 'English Assessment Form' dropdown is set to 'Form B', with a red warning message below it: 'Heads up! This default form has previously been set.' The 'Spanish Assessment Form' dropdown is set to '--- Select Form ---'. A 'Submit' button is at the bottom.