

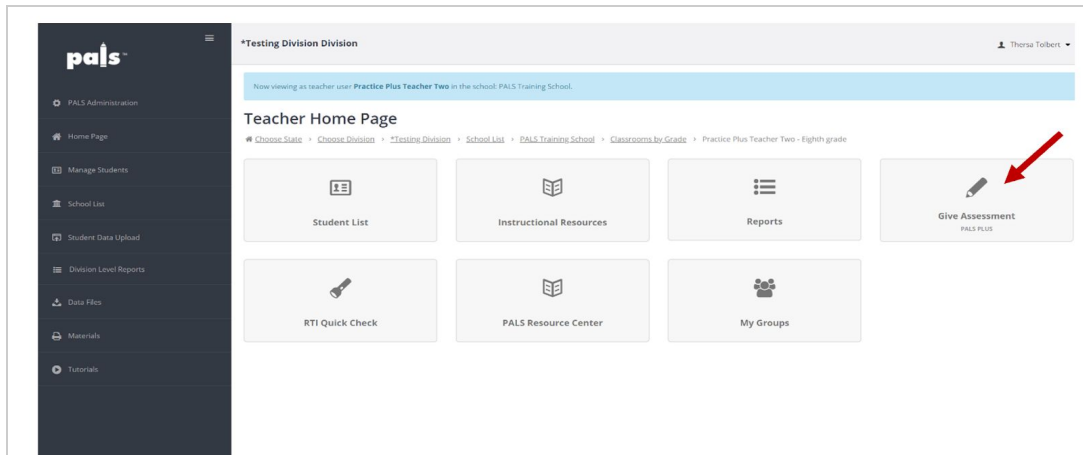
How to Change the Assessment Date and Form in the PALS Online System

when PALS scores have not yet been entered into your account

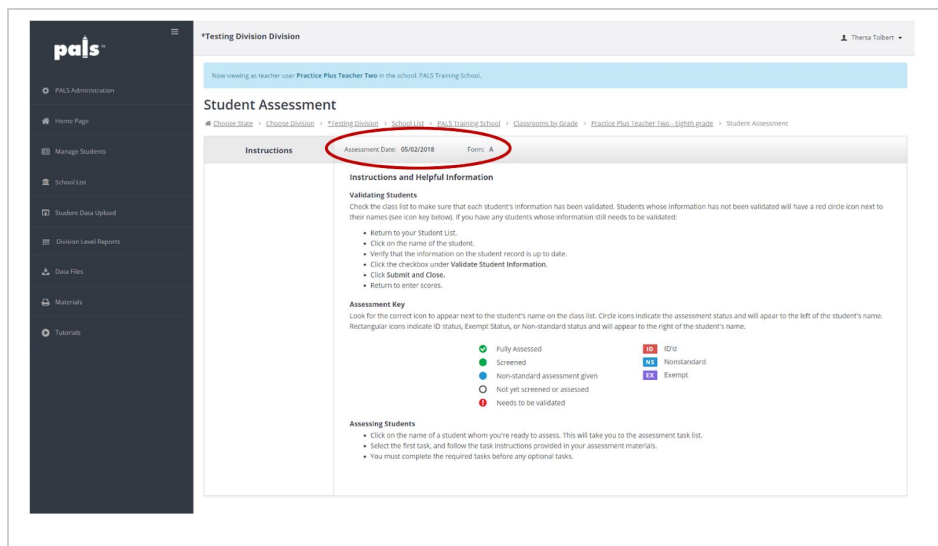
The PALS Online System assessment date is the date that will appear on your reports for this assessment window and is usually the date that the teacher begins assessment for this class. It does not affect the score entry deadline.

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, and not the assessment form, make sure you have printed a copy of the student's scores first, so you can re-enter them after correcting the date.

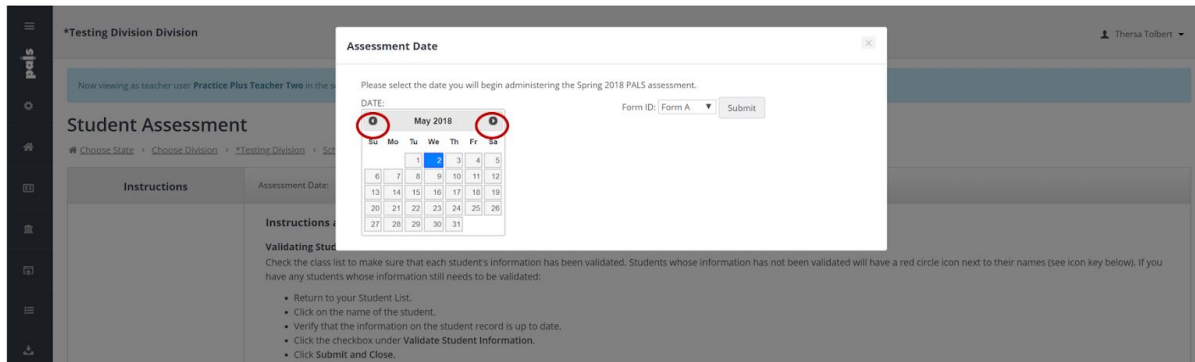
1. Access your PALS Online account. From the *Teacher Home Page*, select *Give Assessment*.



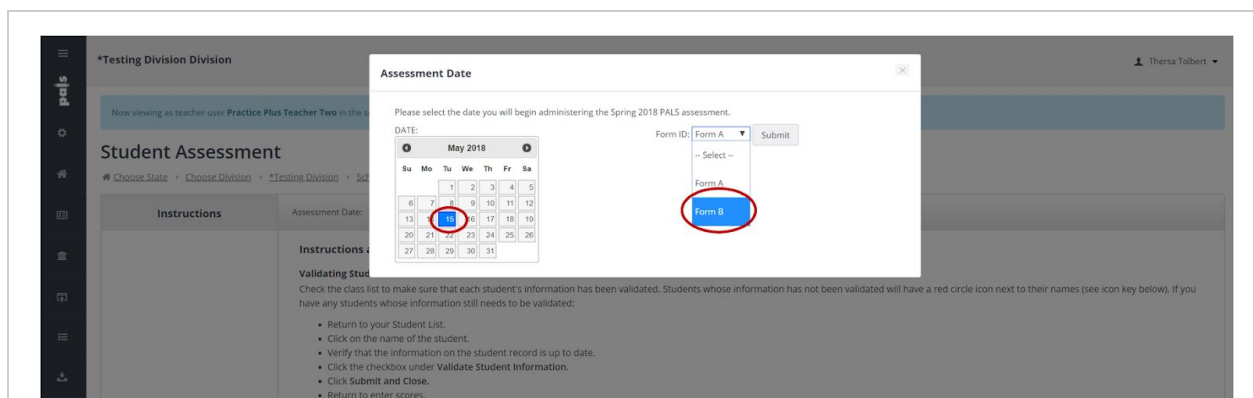
2. Find the assessment date and form. Click directly on the date that has been set.



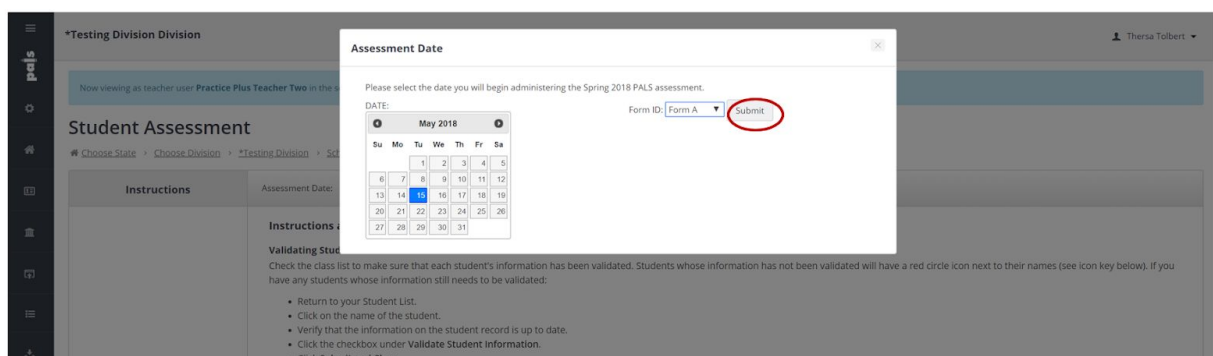
- Use the right and left arrows to change the month. Click directly on the correct day to select the date.



- 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 menu and selecting the appropriate form.



- Click *Submit*.



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