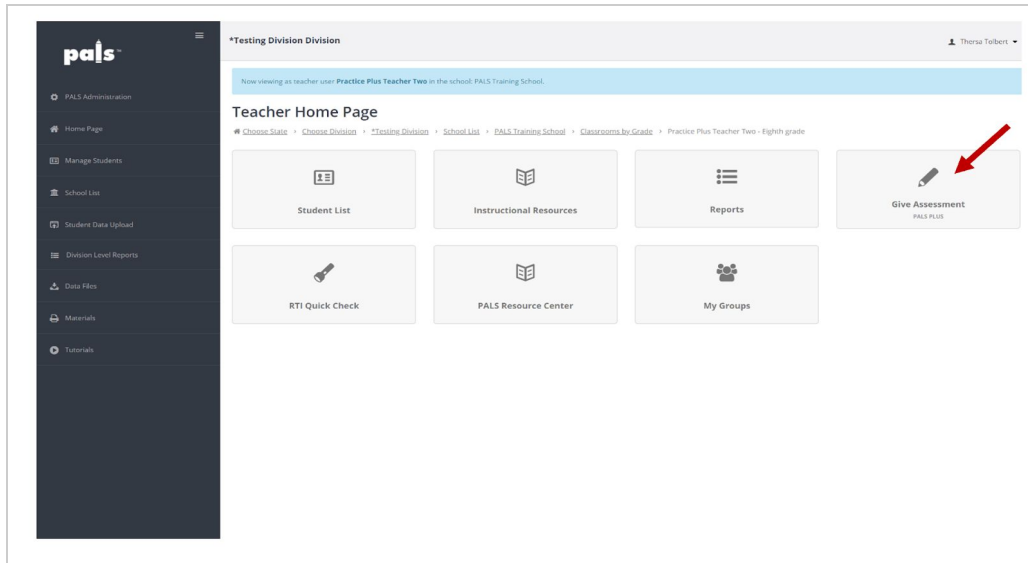


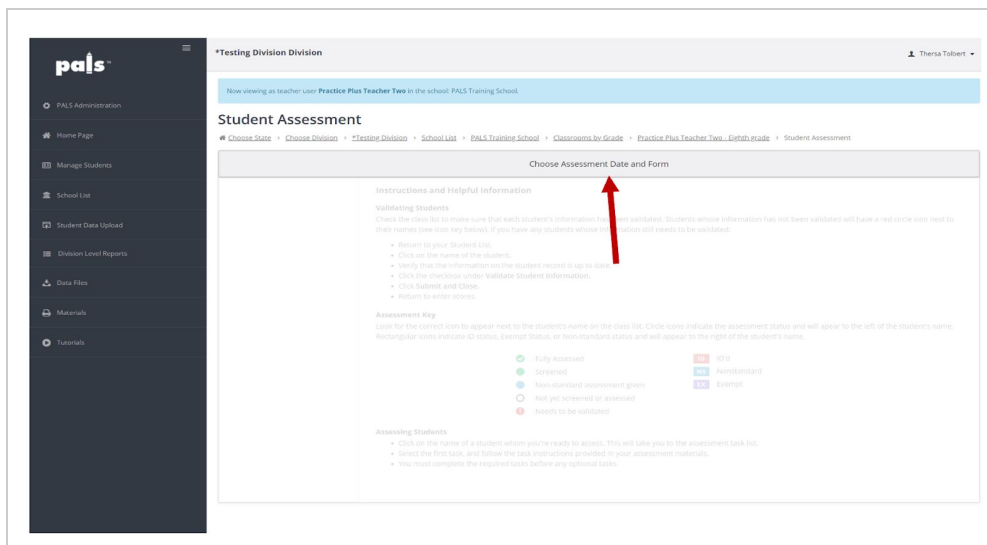
How to Set the Assessment Date and Form in the PALS Online System

Check with your PALS District Representative to determine if PALS Form A or Form B will be used for the current school year for PALS-K and PALS Plus and to determine the desired assessment date.

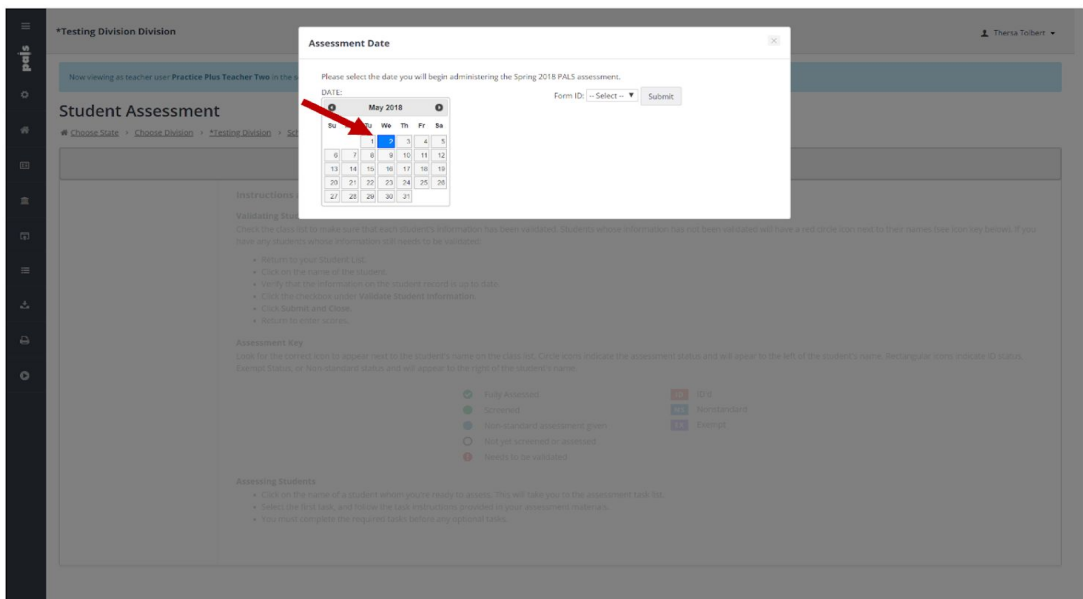
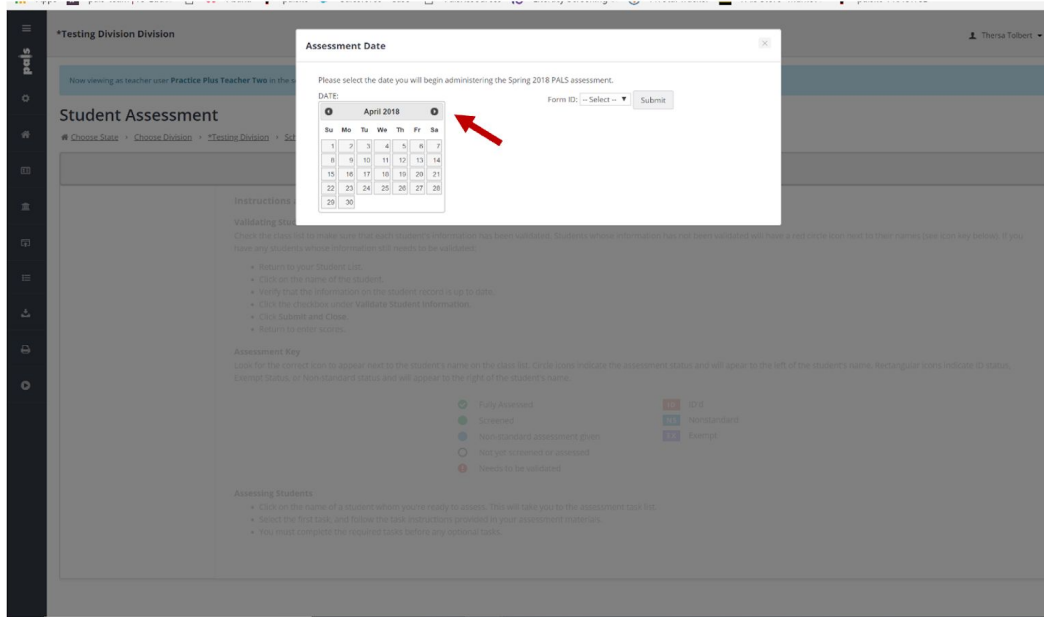
1. Access your PALS account. From the *Teacher Home Page*, select *Give Assessment*.



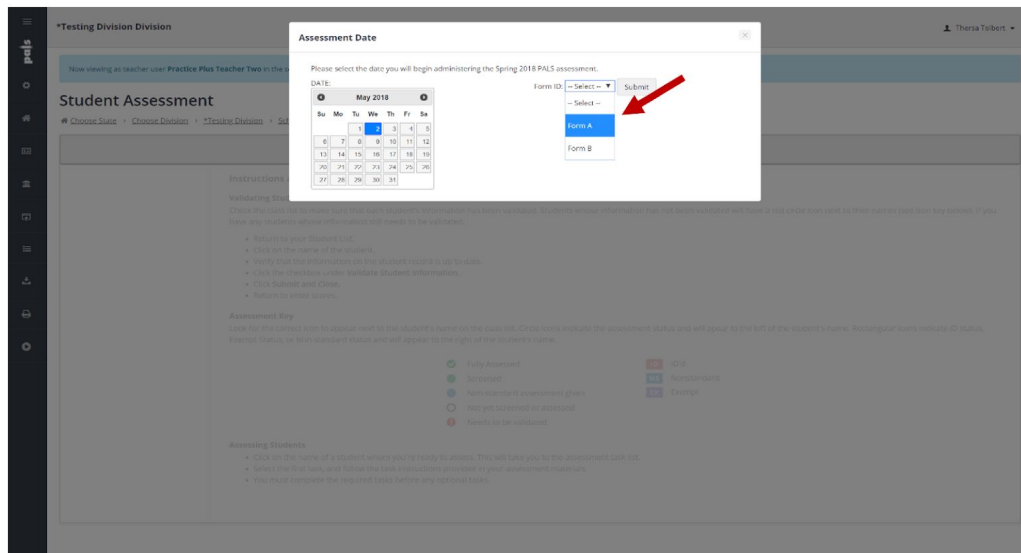
2. A gray status bar will appear. Click directly on the words *Choose Assessment Date and Form*.



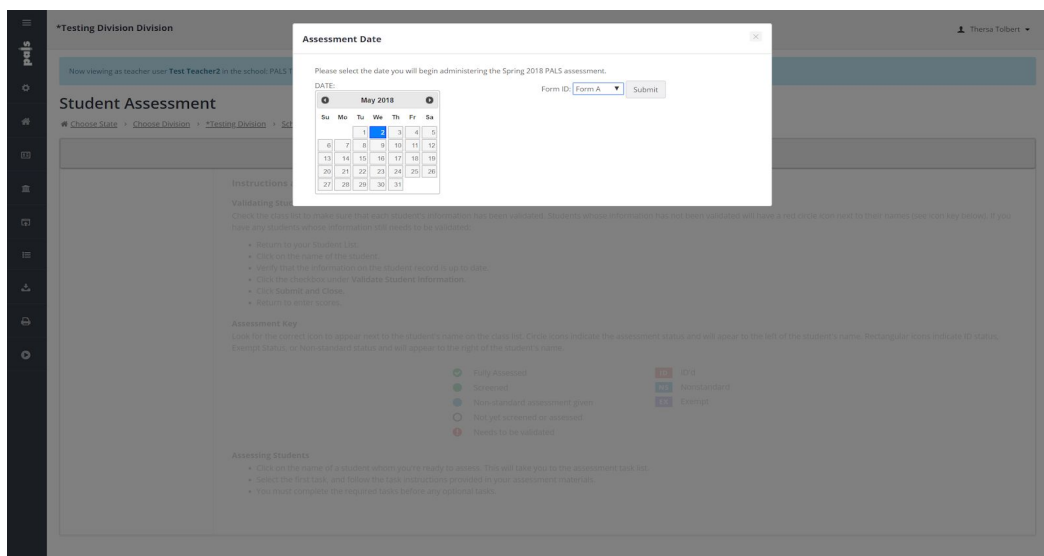
- On the calendar, use the left and right arrows to choose a different month, if necessary. When you are at the appropriate month, click directly on the assessment day. The day will then be highlighted in blue.



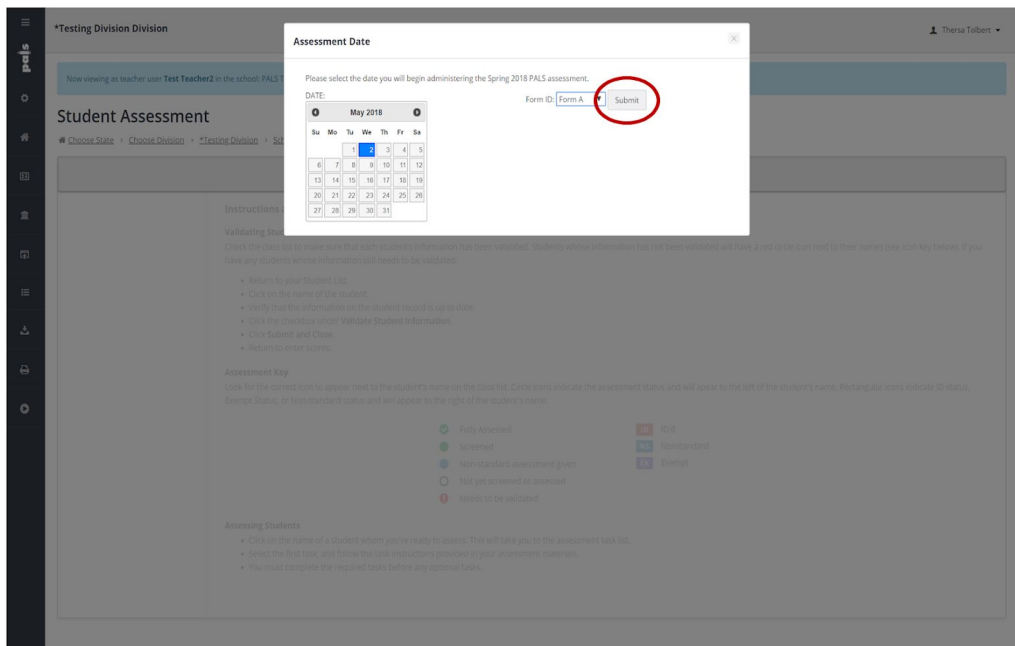
- Before leaving the Assessment Date screen, select the appropriate PALS form from the drop-down menu. If you are not sure which form to use, check with your PALS district representative. You should use the same form of PALS for the entire school year.



- Once the form is selected, verify once again that the correct date has been selected on the calendar.



6. Click *Submit*.



7. Your Assessment Date and Form are now set, and you can begin your PALS assessment. **Note: Please confirm whether the correct date and form now appear above the instructions in order to avoid assessing students with the incorrect date or form. You can find instructions on how to change the assessment date and form [here](#).**

