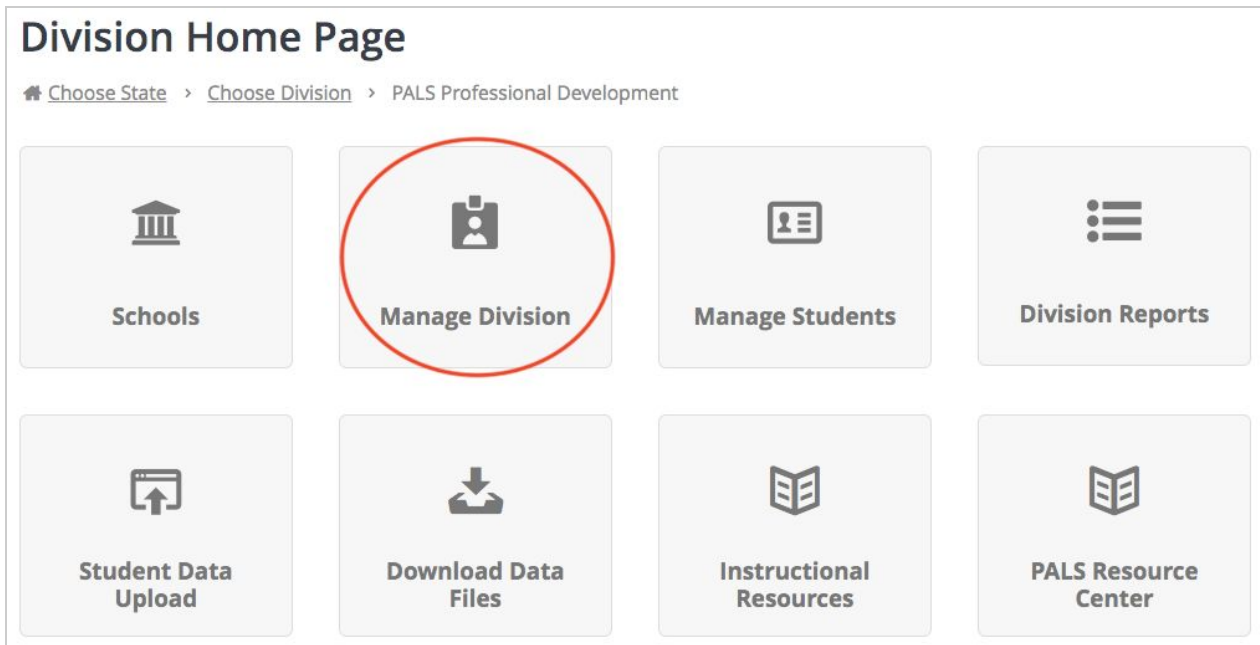# Set PALS Assessment Form for Grades K-8 for the Whole Division
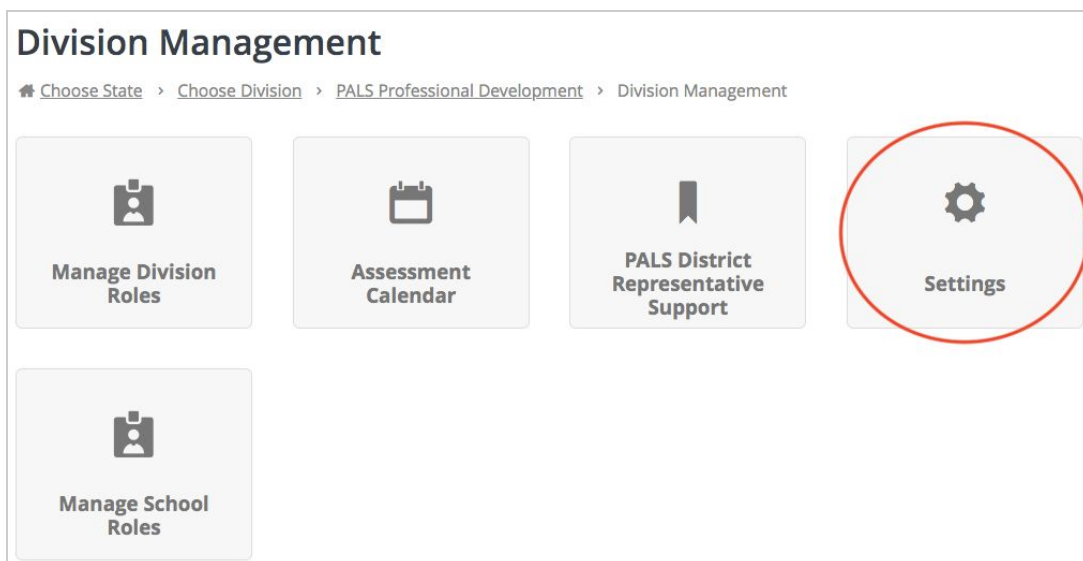## *For Division-level PALS Users*

The *Set Assessment Form* feature allows PALS division-level users to set the English and Spanish (español) assessment forms for grades K-8 in the whole division. If you are not the District Representative, please check with your PALS District Representative to determine whether PALS Form A or Form B will be used for the current school year.

Please be aware: teachers are able to set the form for their own class if it has not already been set by a division administrator. See #6 below for information about what to do if this has happened.
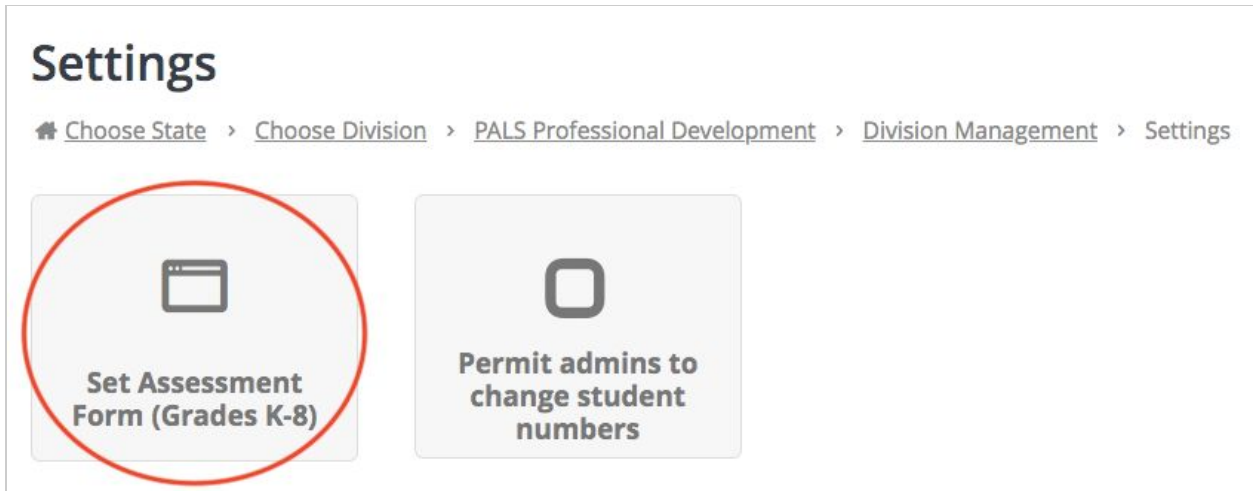
1. Log into your PALS Online account. From the *Division Home Page*, select the *Manage Division* tile.
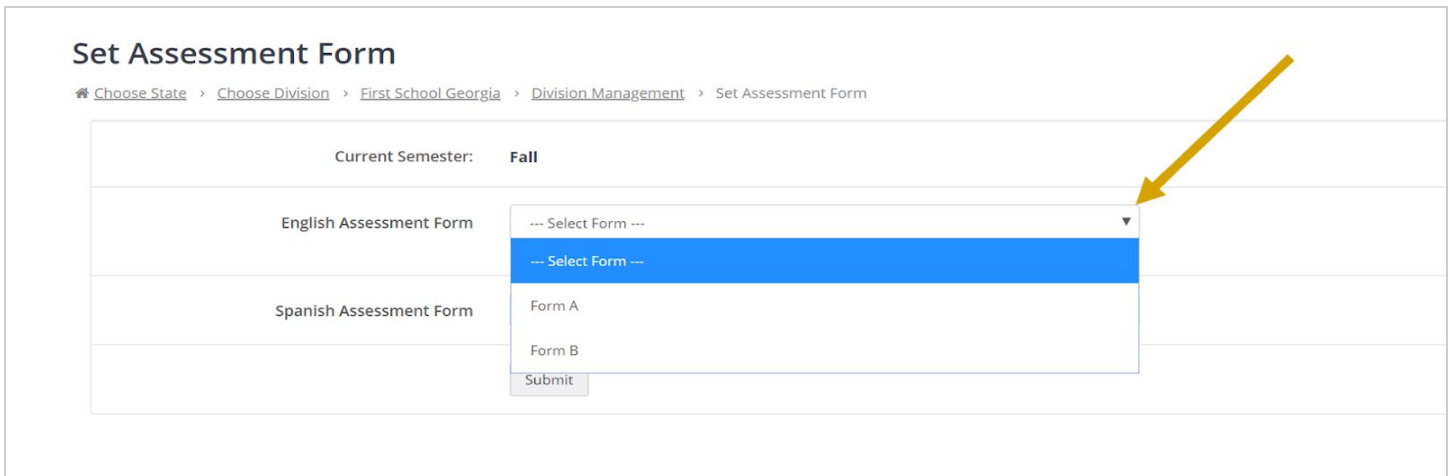

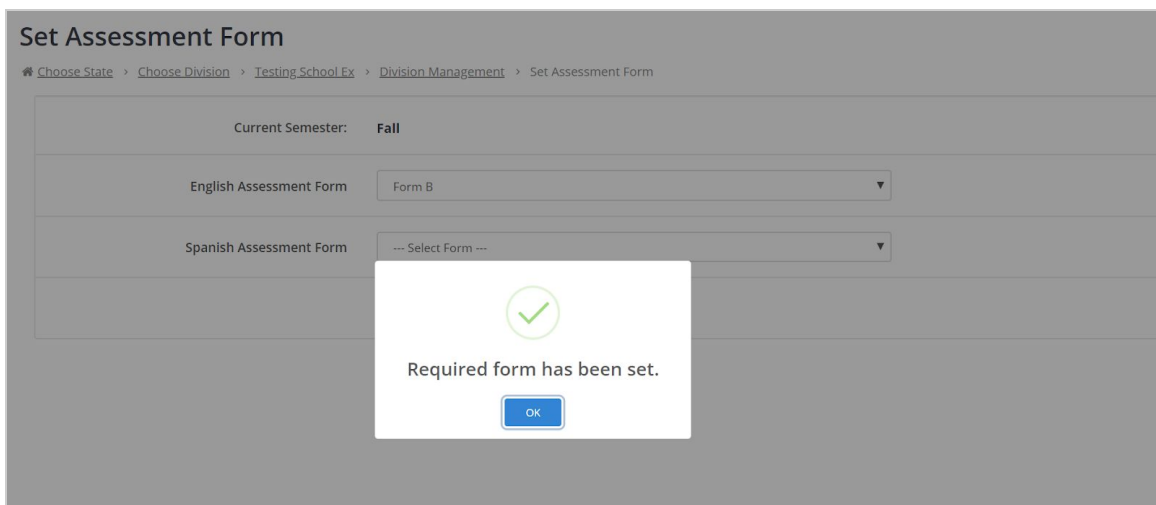
2. Next, select the *Settings* tile.

3. Select the *Set Assessment Form (Grades K-8)* tile.

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

5. Once the form is set, you will receive the message below. Now teachers will see the form that you chose for the district on their score entry screen.

6. If scores have already been entered by a teacher(s) using a *different* form than the one you just selected, you will receive the following warning message:

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.

Current Semester:	**Fall**
English Assessment Form	Form B ▼
	Heads up! This default form has pre
Spanish 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.

If you see this message, you can choose one of the following options:

1) You can allow those scores to remain as they are for those students.

   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.

2) You can require those teachers to delete those scores and then re-administer PALS using the form that you have chosen for the district.

7. Please note that teachers will still need to set the assessment *date* themselves before administering the assessment, using the date that they begin administering PALS.