Performance Tracker Support – Entering a Work Sample

District webpage – Teachers - Instructional Resources – Assessment - Performance Tracker Work Sample

1. Login to Performance Tracker at https://hoodriver-or.perfplusk12.com/home.aspx
   Username: first name.last name
   Password: last name + last 4 SSN

2. Click on the classes icon 🔧 to see a list of your classes

3. Find the subject of the work sample you are entering

4. Click the Grade Assessment icon

	School Year	Class Name	School	Grade	Subject	Description	Students	Active?	Nbr Tests	Students Graded	Run Report	Grade Assessment
☐	2014-15	Anderson - Room: B32	Westside Elementary	Fourth Grade	UnSpecified	Anderson - 4TH	32	Yes	0	0	📶	📄
☐	2014-15	Art-04-55184ART04-1 (Per: Art; Days: M,T,W,R,F; MPs: T1,T2,T3) (1)	Westside Elementary	Fourth Grade	Art	Art-04	28	Yes	0	0	📶	📄
☐	2014-15	Home Room-04-73030HRM04-1 (Per: HR; Days: M,T,W,R,F; MPs: T1,T2,T3) (1)	Westside Elementary	Fourth Grade	Homeroom	Home Room-04	31	Yes	0	0	📶	📄
☐	2014-15	Math-04-52034MTH04-1 (Per: Math; Days: M,T,W,R,F; MPs: T1,T2,T3) (1)	Westside Elementary	Fourth Grade	Mathematics	Math-04	28	Yes	0	0	📶	📄
☐	2014-15	Reading-04-51044RDG04-1 (Per: Read; Days: M,T,W,R,F; MPs: T1,T2,T3) (1)	Westside Elementary	Fourth Grade	English Language Arts	Reading-04	28	Yes	1	27	📶	📄
☐	2014-15	Science-04-53234SCI04-1 (Per: Sci; Days: M,T,W,R,F; MPs: T1,T2,T3) (1)	Westside Elementary	Fourth Grade	Science	Science-04	28	Yes	0	0	📶	📄
☐	2014-15	Social Studies-04-54434SST04-1 (Per: SocSt; Days: M,T,W,R,F; MPs: T1,T2,T3) (1)	Westside Elementary	Fourth Grade	Social Sciences	Social Studies-04	28	Yes	0	0	📶	📄
☐	2014-15	Speaking-04-51199SPK04-1 (Per: Speak; Days: M,T,W,R,F; MPs: T1,T2,T3) (1)	Westside Elementary	Fourth Grade	English Language Arts	Speaking-04	28	Yes	0	0	📶	📄
☐	2014-15	Tech Lit-04-71051TCH04-1 (Per: Tech; Days: M,T,W,R,F; MPs: T1,T2,T3) (1)	Westside Elementary	Fourth Grade	Elective	Tech Lit-04	28	Yes	0	0	📶	📄
☐	2014-15	Writing-04-51134WRT04-1 (Per: Write; Days: M,T,W,R,F; MPs: T1,T2,T3) (1)	Westside Elementary	Fourth Grade	English Language Arts	Writing-04	28	Yes	0	0	📶	📄

5. Use the Assessment Search box to search for the grade and subject (math, reading, speaking, writing) of the work sample you are entering and click [Show Assessments]

Teacher List --> Class List --> Select Assessment

Assessment Search
Grade: Fourth Grade ▼   School Year: 2014-15 ▼   Subject: Writing ▼   [Show Assessments]

6. Select the radio button to the right of the Assessment Name and Date and click [Continue]

Select	Subject ⬍	Grade ⬍	Assessment Name ⬍	Date ⬍	Level ⬍
○	Writing	Fourth Grade	WS - 2014-15 - Writing - G4	9/30/2014	Local
○	Writing	Fourth Grade	WS - 2014-15 - Writing - G4	10/31/2014	Local
○	Writing	Fourth Grade	WS - 2014-15 - Writing - G4	11/30/2014	Local
○	Writing	Fourth Grade	WS - 2014-15 - Writing - G4	12/31/2014	Local
⊙	Writing	Fourth Grade	WS - 2014-15 - Writing - G4	1/31/2015	Local

The date 1/31/2015 would be used for any work sample completed in January 2015
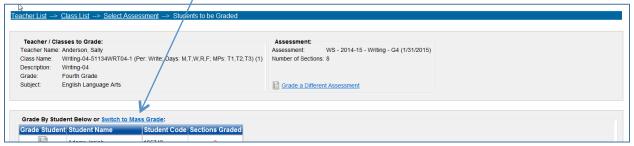
Please note: There are two choices for writing based on the Scoring Guide you used. For the 6-point scale, use the **Oregon Writing** for your grade level. For the 4-point scale, use the **SBAC writing** scoring guides.

For example:
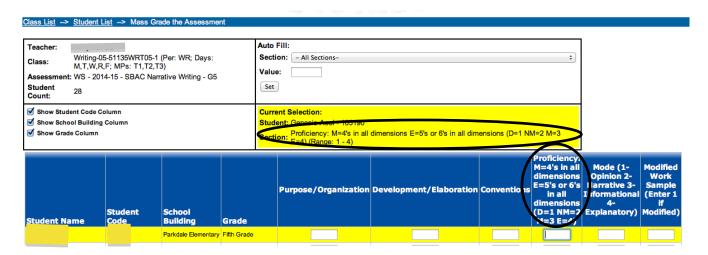
○	Writing	Fifth Grade	WS - 2014-15 - Oregon Writing - G5	5/31/2015	Local
○	Writing	Fifth Grade	WS - 2014-15 - Oregon Writing - G5	6/30/2015	Local
○	Writing	Fifth Grade	WS - 2014-15 - SBAC Narrative Writing - G5	9/30/2014	Local
○	Writing	Fifth Grade	WS - 2014-15 - SBAC Narrative Writing - G5	10/31/2014	Local

7. Click Switch to Mass Grade

Teacher / Classes to Grade:
Teacher Name: Anderson, Sally
Class Name: Writing-04-51134WRT04-1 (Per: Write; Days: M,T,W,R,F; MPs: T1,T2,T3) (1)
Description: Writing-04
Grade: Fourth Grade
Subject: English Language Arts

Assessment:
Assessment: WS - 2014-15 - Writing - G4 (1/31/2015)
Number of Sections: 8

Grade a Different Assessment

Grade By Student Below or Switch to Mass Grade:

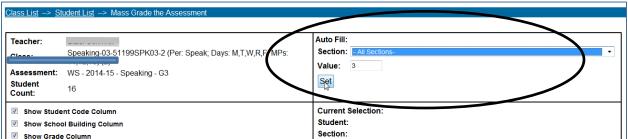| Grade Student	Student Name	Student Code	Sections Graded

8. Enter scores. New: You must enter the proficiency level. Check the key and scoring guide to see what is proficient at your grade level.

Class List --> Student List --> Mass Grade the Assessment

Teacher:
Class: Writing-05-51135WRT05-1 (Per: WR; Days: M,T,W,R,F; MPs: T1,T2,T3)
Assessment: WS - 2014-15 - SBAC Narrative Writing - G5
Student Count: 28

Auto Fill:
Section: – All Sections–
Value:
Set

☑ Show Student Code Column
☑ Show School Building Column
☑ Show Grade Column

Current Selection:
Student: Genesis Acol - 105190
Section: Proficiency: M=4's in all dimensions E=5's or 6's in all dimensions (D=1 NM=2 M=3 E=4) (Range: 1 - 4)

Student Name	Student Code	School Building	Grade	Purpose/Organization	Development/Elaboration	Conventions	Proficiency M=4's in all dimensions E=5's or 6's in all dimensions (D=1 NM=2 M=3 E=4)	Mode (1-Opinion 2-Narrative 3-Informational 4-Explanatory)	Modified Work Sample (Enter 1 if Modified)
		Parkdale Elementary	Fifth Grade						

9. If the worksample has been modified for a student, use the last column to indicate that by entering 1.

10. Enter data and click [Save Scores] at the bottom of the page. Save frequently!

TIP: You can Auto Fill a value for a section(or all sections) and then update

Class List --> Student List --> Mass Grade the Assessment

Teacher:
Class: Speaking-03-51199SPK03-2 (Per: Speak; Days: M,T,W,R,F; MPs:
Assessment: WS - 2014-15 - Speaking - G3
Student Count: 16

Auto Fill:
Section: - All Sections-
Value: 3
Set

☑ Show Student Code Column
☑ Show School Building Column
☑ Show Grade Column

Current Selection:
Student:
Section: