## Performance Tracker Support – Entering a Work Sample

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

1. Login to Performance Tracker at <a href="https://hoodriver-or.perfplusk12.com/home.aspx">https://hoodriver-or.perfplusk12.com/home.aspx</a>

Username: first name.last name Password: last name + last 4 SSN

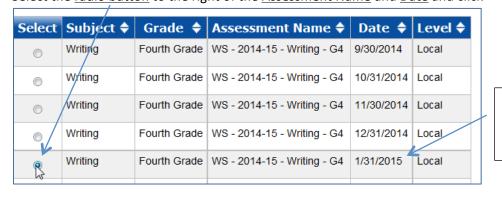
- 2. Click on the classes icon to see a list of your classes
- 3. Find the subject of the work sample you are entering
- 4. Click the Grade Assessment icon

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	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	41	
		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	4	
		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	4	
	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	4	
		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	4	
		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	4	# - 100 # - 100 # - 100 # - 100
		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	वा	
		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	1	
		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	4	4 1
		Writing-04-51134WRT04-1 (Per: Write: Days: M.T.W.R.F: MPs: T1.T2.T3) (1)	Westside Elementary	Fourth Grane	English Language Arts	Writing-04	28	Yes	0	0	4	

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



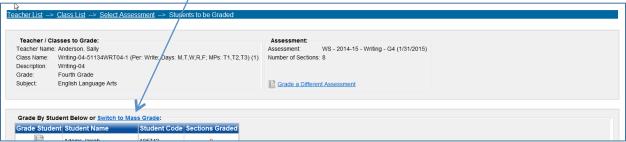
6. Select the radio button to the right of the Assessment Name and Date and click



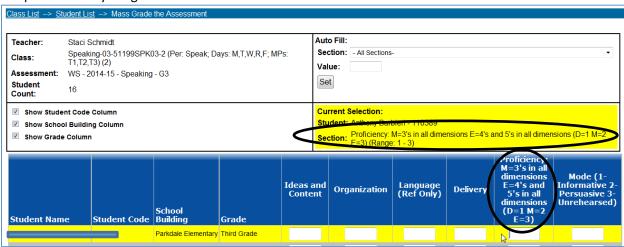
The date 1/31/2015 would be used for any work sample completed in January 2015

Continue

7. Click Switch to Mass Grade



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.



9. 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

