


# 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?	Classroom Assessments		Run Report	Grade Assessment
									Nbr Tests	Students Graded		
<input type="checkbox"/>	2014-15	Anderson - Room B32	Westside Elementary	Fourth Grade	Unspecified	Anderson - 4TH	32	Yes	0	0		
<input type="checkbox"/>	2014-15	Art-04-55184ART04-1 (Per. Art. Days. M.T.W.R.F. MP. T1.T2.T3) (1)	Westside Elementary	Fourth Grade	Art	Art-04	28	Yes	0	0		
<input type="checkbox"/>	2014-15	Home Room-04-73030HRM04-1 (Per. HR. Days. M.T.W.R.F. MP. T1.T2.T3) (1)	Westside Elementary	Fourth Grade	Homeroom	Home Room-04	31	Yes	0	0		
<input type="checkbox"/>	2014-15	Math-04-52034MTH04-1 (Per. Math. Days. M.T.W.R.F. MP. T1.T2.T3) (1)	Westside Elementary	Fourth Grade	Mathematics	Math-04	28	Yes	0	0		
<input type="checkbox"/>	2014-15	Reading-04-51044RDG04-1 (Per. Read. Days. M.T.W.R.F. MP. T1.T2.T3) (1)	Westside Elementary	Fourth Grade	English Language Arts	Reading-04	28	Yes	1	27		
<input type="checkbox"/>	2014-15	Science-04-53234SCI04-1 (Per. Sci. Days. M.T.W.R.F. MP. T1.T2.T3) (1)	Westside Elementary	Fourth Grade	Science	Science-04	28	Yes	0	0		
<input type="checkbox"/>	2014-15	Social Studies-04-54434SST04-1 (Per. Soc.St. Days. M.T.W.R.F. MP. T1.T2.T3) (1)	Westside Elementary	Fourth Grade	Social Sciences	Social Studies-04	28	Yes	0	0		
<input type="checkbox"/>	2014-15	Speaking-04-51199SPK04-1 (Per. Speak. Days. M.T.W.R.F. MP. T1.T2.T3) (1)	Westside Elementary	Fourth Grade	English Language Arts	Speaking-04	28	Yes	0	0		
<input type="checkbox"/>	2014-15	Tech Lit-04-71051TCH04-1 (Per. Tech. Days. M.T.W.R.F. MP. T1.T2.T3) (1)	Westside Elementary	Fourth Grade	Elective	Tech Lit-04	28	Yes	0	0		
<input type="checkbox"/>	2014-15	Writing-04-51134WRT04-1 (Per. Write. Days. M.T.W.R.F. MP. 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

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

**Assessment Search**

Grade:  School Year:  Subject:

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

Select	Subject	Grade	Assessment Name	Date	Level
<input type="radio"/>	Writing	Fourth Grade	WS - 2014-15 - Writing - G4	9/30/2014	Local
<input type="radio"/>	Writing	Fourth Grade	WS - 2014-15 - Writing - G4	10/31/2014	Local
<input type="radio"/>	Writing	Fourth Grade	WS - 2014-15 - Writing - G4	11/30/2014	Local
<input type="radio"/>	Writing	Fourth Grade	WS - 2014-15 - Writing - G4	12/31/2014	Local
<input checked="" type="radio"/>	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

(over)

7. Click Switch to Mass Grade

Teacher List → Class List → Select Assessment → Students to be Graded

<b>Teacher / Classes to Grade:</b> 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	<b>Assessment:</b> Assessment: WS - 2014-15 - Writing - G4 (1/31/2015) Number of Sections: 8 <a href="#">Grade a Different Assessment</a>
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Grade By Student Below or **Switch to Mass Grade:**

Grade Student	Student Name	Student Code	Sections Graded
	Adams, Jacob	405340	0

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

<b>Teacher:</b> Staci Schmidt <b>Class:</b> Speaking-03-51199SPK03-2 (Per: Speak; Days: M,T,W,R,F; MPs: T1,T2,T3) (2) <b>Assessment:</b> WS - 2014-15 - Speaking - G3 <b>Student Count:</b> 16	<b>Auto Fill:</b> Section: - All Sections- Value: <input type="text"/> <input type="button" value="Set"/>
<input checked="" type="checkbox"/> Show Student Code Column <input checked="" type="checkbox"/> Show School Building Column <input checked="" type="checkbox"/> Show Grade Column	<b>Current Selection:</b> Student: Anthony Barberi - 110309 Section: Proficiency: M=3's in all dimensions E=4's and 5's in all dimensions (D=1 M=2 E=3) (Range: 1 - 3)

Student Name	Student Code	School Building	Grade	Ideas and Content	Organization	Language (Ref Only)	Delivery	Proficiency: M=3's in all dimensions E=4's and 5's in all dimensions (D=1 M=2 E=3)	Mode (1- Informative 2- Persuasive 3- Unrehearsed)
		Parkdale Elementary	Third Grade						

9. Enter data and click  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

<b>Teacher:</b> Staci Schmidt <b>Class:</b> Speaking-03-51199SPK03-2 (Per: Speak; Days: M,T,W,R,F; MPs: T1,T2,T3) (2) <b>Assessment:</b> WS - 2014-15 - Speaking - G3 <b>Student Count:</b> 16	<b>Auto Fill:</b> Section: - All Sections- Value: 3 <input type="button" value="Set"/>
<input checked="" type="checkbox"/> Show Student Code Column <input checked="" type="checkbox"/> Show School Building Column <input checked="" type="checkbox"/> Show Grade Column	<b>Current Selection:</b> Student: Section:

Uncheck these items to make the list shorter