

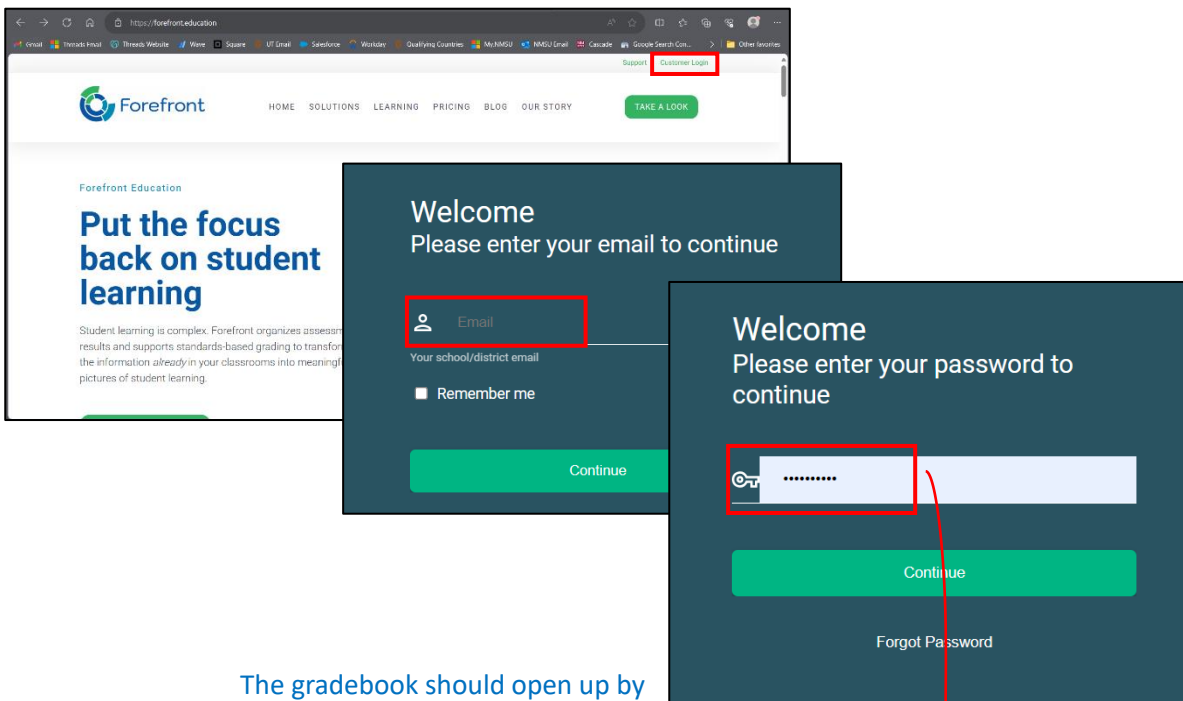
How to Enter Screener Data and Notes in Forefront

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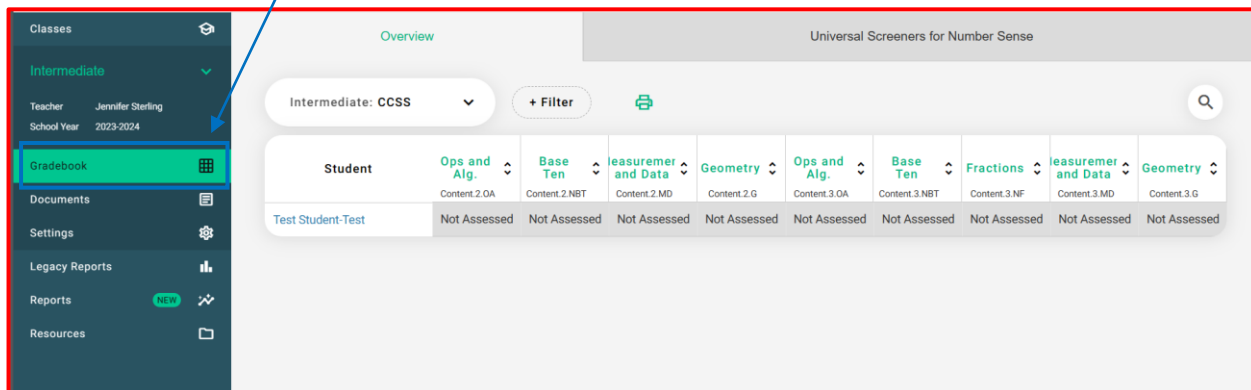
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A) Login to Forefront

- a. Go to <https://forefront.education/> and click on **Customer Login**
- b. Enter your **email address** and click Continue
- c. Enter your **password** and click Continue



The gradebook should open up by default when logging in. If you have multiple classes, click on the appropriate class to open its gradebook.



Enter Data after Giving the Assessment

B) Navigate to the Student for which you Need to Enter Data

- Click on the Universal Screeners for Number Sense Tab
- Select the Grade
- Click on the appropriate screener link
- Find the row with the appropriate student

The screenshot shows the Forefront interface with the following elements:

- Classes:** Intermediate, Teacher: Jennifer Sterling, School Year: 2023-2024.
- Overview:** Universal Screeners for Number Sense. Filter: Intermediate: CCSS.
- Assessments:** Fall 2nd Grade Universal Screener for Number Sense (Taken: November 8th, 2023).
- Standards Assessed In Grade 2:** CCSS, All, Unit Only, Unit And Prior.
- Data Entry Table:**

Question	1	2	3	4	5	6	7	8	9	10	Overall
Max Score	3	3	3	3	3	3	3	3	3	3	30
Test Student-Test											

C) Enter Screener Data

- Enter scores in the appropriate boxes then select the date the assessment was given

The screenshot shows the data entry table with scores entered for the 'Test Student-Test' row:

Question	1	2	3	4	5	6	7	8	9	10	Overall
Max Score	3	3	3	3	3	3	3	3	3	3	30
Test Student-Test	2	2	1	3	3	2	2	1	2	3	21

A date picker is shown for the assessment date, with the date **NOVEMBER 21, 2023** selected.

D) The date should now appear next to the Assessment Title

The screenshot shows the Forefront interface for an assessment. The assessment title is "Fall 2nd Grade Universal Screener for Number Sense". A date "Nov 21, 2023" is displayed next to the title, enclosed in a red box. The interface includes a sidebar with "Classes", "Intermediate", "Teacher: Jennifer Sterling", "School Year: 2023-2024", "Gradebook", and "Documents". The main area shows a table with columns for questions 1-10 and an Overall score of 21. A "Spreadsheet" button is visible in the top right.

Question	1	2	3	4	5	6	7	8	9	10	Overall
Max Score	3	3	3	3	3	3	3	3	3	3	30
Test Student-Test	2	2	1	3	3	2	2	1	2	3	21

E) Enter Appropriate Notes and Attach Photos/Videos

- a. Clicking on any box with completed data entry will open a sidebar menu

The screenshot shows the Forefront interface with a sidebar menu open for "Test Student-Test". The menu includes options: "Count 27 - 43", "Standards", "Rubric", "Next Steps For Support", "Notes" (with a plus sign), and "Resources". A red arrow points from the "2" in the table to the "Notes" option in the sidebar. The "Notes" option is highlighted with a red box.

- b. Click on the plus sign next to Notes, enter notes appropriate for your needs and Save

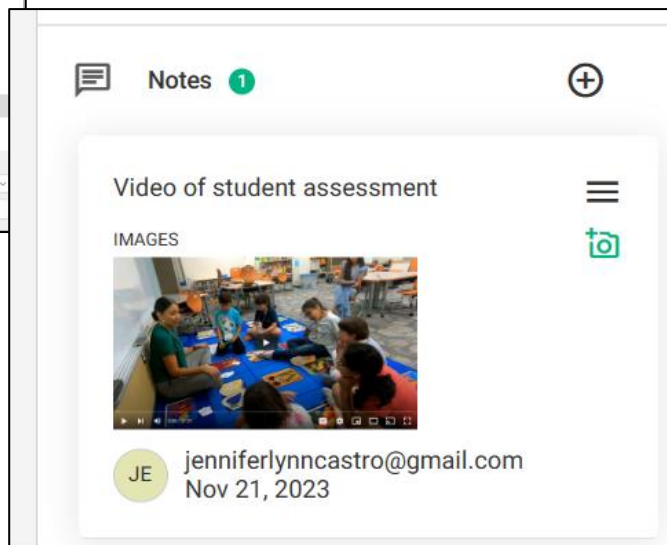
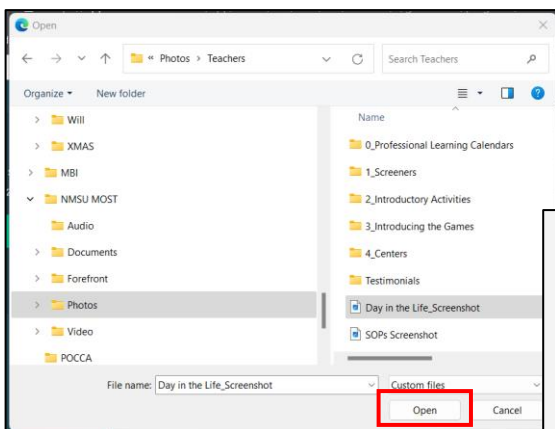
The first screenshot shows the "Test Student-Test" sidebar menu with the "Notes" option highlighted by a red box and a plus sign. The second screenshot shows the "Add Notes on Test Student-Test" dialog box. The dialog box has a text input field containing "Video of student assessment" and a "Save" button highlighted with a red box.

c. Click on the camera plus sign under Notes in the Sidebar Menu

Question	1	2	3	4	5	6	7	8	9	10
Max Score	3	3	3	3	3	3	3	3	3	3
Test Student-Test	2	2	1	3	3	2	2	1	2	3

Saved notes are indicated by 3 lines in a score's box

d. Select appropriate file from your computer and click Open to upload



Enter Data using the Interview Tool (allows real-time data entry)

A) Navigate to the Student for which you are giving the assessment

- Click on the Universal Screeners for Number Sense Tab
- Select the Grade
- Click on the appropriate screener link

The screenshot shows the Forefront interface. At the top, the 'Universal Screeners for Number Sense' tab is highlighted with a red box. Below this, the 'Grade 3' button is highlighted with a red box. In the 'Assessments' section, the 'Fall 3rd Grade Universal Screener for Number Sense' link is highlighted with a red box. The interface also shows a sidebar with navigation options like 'Primary', 'Gradebook', and 'Documents'.

- Click on the Interview Tab to open
- Select appropriate student from the drop-down menu

The screenshot shows the 'Interview' tool interface. At the top, the 'Interview' tab is highlighted with a red box. Below this, the 'Primary Test' dropdown menu is highlighted with a red box. The interface also shows a table with columns for 'Question', '1', '2', '3', '4', '5', '6', '7', '8', '9', '10', and 'Overall'. The 'Max Score' row shows scores of 3 for each question and 30 for the overall score.

B) Enter Data Using Interview Tool

- a. Select radio button for appropriate score for each Question
- b. After entering the first score, the system will prompt you to enter the date the assessment was given

Count from 496-502

“Start counting at 496” (stop at 502). If the student makes an error on the first attempt that you think might be corrected with a second attempt, say, “OK. Let me hear that one more time.” If time allows, have the student to continue counting (e.g. to 512).

English Spanish

Score	Description
<input checked="" type="radio"/> 1	Incorrect
<input type="radio"/> 2	Uncertain, but correct
<input type="radio"/> 3	Correct and fluent

Please tell us the date of the assessment.

DECEMBER 12, 2023

Su Mo Tu We Th Fr Sa

DEC

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

31

c. Enter Appropriate Notes and Attach Photos/Videos

- a. Add a note to any question by clicking on the message icon with a plus sign

Count from 496-502

“Start counting at 496” (stop at 502). If the student makes an error on the first attempt that you think might be corrected with a second attempt, say, “OK. Let me hear that one more time.” If time allows, have the student to continue counting (e.g. to 512).

English Spanish

Score	Description
<input checked="" type="radio"/> 1	Incorrect
<input type="radio"/> 2	Uncertain, but correct
<input type="radio"/> 3	Correct and fluent

- b. Enter notes appropriate for your needs and click **Add note**

Notes on question 1

Video of Student Assessment

Cancel Add note

c. Click on the camera plus sign icon associated with the added note

Count from 496-502

“Start counting at 496” (stop at 502). If the student makes an error on the first attempt that you think might be corrected with a second attempt, say, **“OK. Let me hear that one more time.”** If time allows, have the student to continue counting (e.g. to 512).

English Spanish

Video of Student Assessment

JE jenniferlynncaastro@gmail.com
Dec 12, 2023

SCORING GUIDE

Score	Description
<input checked="" type="radio"/> 1	Incorrect
<input type="radio"/> 2	Uncertain, but correct
<input type="radio"/> 3	Correct and fluent

A red box highlights the camera plus sign icon in the note's header area.

Saved notes appear directly below the question

d. Select appropriate file from your computer and click Open to upload

e. The video/image should now appear within the note

Open

Photos > Teachers

Organize New folder

File name: Day in the Life_Screenshot

Open Cancel


Count from 496-502

“Start counting at 496” (stop at 502). If the student makes an error on the first attempt that you think might be corrected with a second attempt, say, **“OK. Let me hear that one more time.”** If time allows, have the student to continue counting (e.g. to 512).

English Spanish

Video of student Assessment

IMAGES



JE jenniferlynncaastro@gmail.com
Dec 12, 2023

SCORING GUIDE

Score	Description
<input checked="" type="radio"/> 1	Incorrect
<input type="radio"/> 2	Uncertain, but correct
<input type="radio"/> 3	Correct and fluent

The 'Open' button in the File Explorer window is highlighted with a red box.