

How to Enter Screener Data and Notes in Forefront

Contents

Enter Data after Giving the Assessment2

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

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Forefront Education Put the focus back on student	Welcome Please enter your er 은 Email	Welcome Please enter your password to continue
Learning Student learning is complex. Forefront organizes assess results and supports standards-based grading to transfi the information already in your classrooms into meanin pictures of student learning.	Your school/district email Remember me Continu	©₁ ······

B) Click on appropriate class to open its gradebook

<u>Classes are determined by Semester (Fall 2024/Spring 2025) and student type (New/Continuing)</u> **NEW** = Students that DID NOT participate in MOST during the Fall of 2024 **CONTINUING** = Students that DID participate in MOST during the Fall of 2024

Classes	ଚ	2024-2025							
Reports Resources	~	Fall 2024 - Sterling Primary	ring 2025 mary	- NEW Sterling					
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					Classes	ଡ		Overview	
		2023-2024			Spring 2025 -				
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		<u>왕</u> 0		20	Teacher Jennifer Sterling School Year 2024-2025		Student	ıt	
					Gradebook	⊞	Test Student 1		
					Dashboards	88	Tost Student 2		
					Documents 🗉				
					Settings	-	lest Student 3		

Enter Data after Giving the Assessment

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

- a. Click on the Universal Screeners for Number Sense Tab
- b. Select the Grade of the screener (this may be different than the student's grade)
- c. Click on the appropriate screener link
- d. Find the row with the appropriate student

Classes	ର୍ଚ	Overvie	ew			Universa					
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Teacher J School Year 2	Jennifer Sterling 2023-2024	Intermediate: CCSS	✓ + Filte	• 🖶						۹	
Gradebook		content.3.MD Content.3.	y \$								
out		Test Student-Test	Not Assessed Not As	sessed Not Asses	sed Not Assesse	Not Assesse	d Not Assessed	Not Assessed	Not Assessed Not Asse	sed	
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Rej 🗸	Grade 2	Grade 3									
⊞	Assessme	ents 📑 ÇE	Stan	dards Asse	ssed In Gr	ade 2					
E	Fall	2nd Grade	Standard	s	Included Assess	ments		Data			
鐐	D Univ	versal Screener Number Sense	: cc:	ss 🗸	All Unit	t Only Uni	it And Prior	Expo	ort 🖨		
ıl.	Taker	November 8th, 2023									
**					Pro	/ord blems	Fact Fluency	Cour 10	nt w/i 000 Num	eral ID	
	Classes	ᢒ ← ・ F	all 2nd Grade Univer	sal Screener f	or Number Sen	ise 🗇	Nov 8, 2023		Spreadsheet Inter	view Reports	
		Sort: Last Nam	e Ascending 👻								
	Teacher Jennifer Sterling	Question	1	2 3	4 5	6 7	8 9	10 0	verall		
	School Year 2023-2024	Max Score	3	3 3	3 3	3 3	3 3	3	30		
	Gradebook	Test Student-T	est								
	Documents										
	Settings	¢3									

D) Enter Screener Data

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

	~	Sort: Last Name Ascending	,										
Teacher Jennifer Sterling School Year 2023-2024		Question	1	2	3	4	5	6	7	8	9	10	Overall
Gradebook		Max Score Test Student-Test	2	2	3	3	3	3	3	3	3 2	3	30 21
Documents Settings	E ¢							Discost			NOVE	MBER 21, 2023	s- < >
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								O You co unit vi	an change this date ew	26	27 20 20	30	

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mc2.nmsu.edu

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

Classes	ଡ	← ← Fall 2nd Grade Universal Screener for Number Sense											Spreadshe
	~	Sort: Last Name Ascending 🔻											
Teacher Jennifer Sterling		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
Gradebook	⊞	Test Student-Test	2	2	1	3	3	2	2	1	2	3	21
Documents	E												

F) Enter Appropriate Notes and Attach Photos/Videos

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



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



- P ଡ଼ dt. ✓ Fall 2nd Grade Universal Screener for Number Sense Nov 21, 2023 : ← Interview Reports Sort: Last Name Ascending Test Student-Test > Jennifer Sterling Teacher Question 1 2 3 4 5 6 7 8 9 10 School Year 2023-2024 3 3 3 3 3 3 3 3 Max Score 3 3 Count 27 - 43 ⊞ Test Student-Test 2 2 1 "Start counting from 27 and I will tell you when to stop" (Stop at 43) You may ask the student to count Documents ₿ again to see if they are correct on a second attempt. 鐐 C Standards Legacy Reports d. }⊟ Rubric * Reports Resources ⑦ Next Steps For Support 🗐 Notes 🕦 Ð Video of student assessment \equiv ð JE jenniferlynncastro@gmail.com Nov 21, 2023
- h. Click on the camera plus sign under Notes in the Sidebar Menu

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

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

