

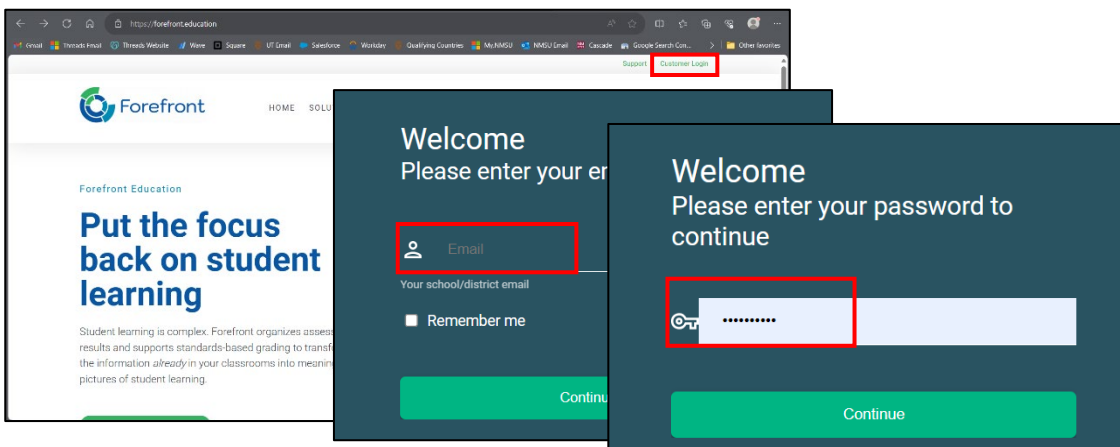
# How to Enter Screener Data and Notes in Forefront

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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

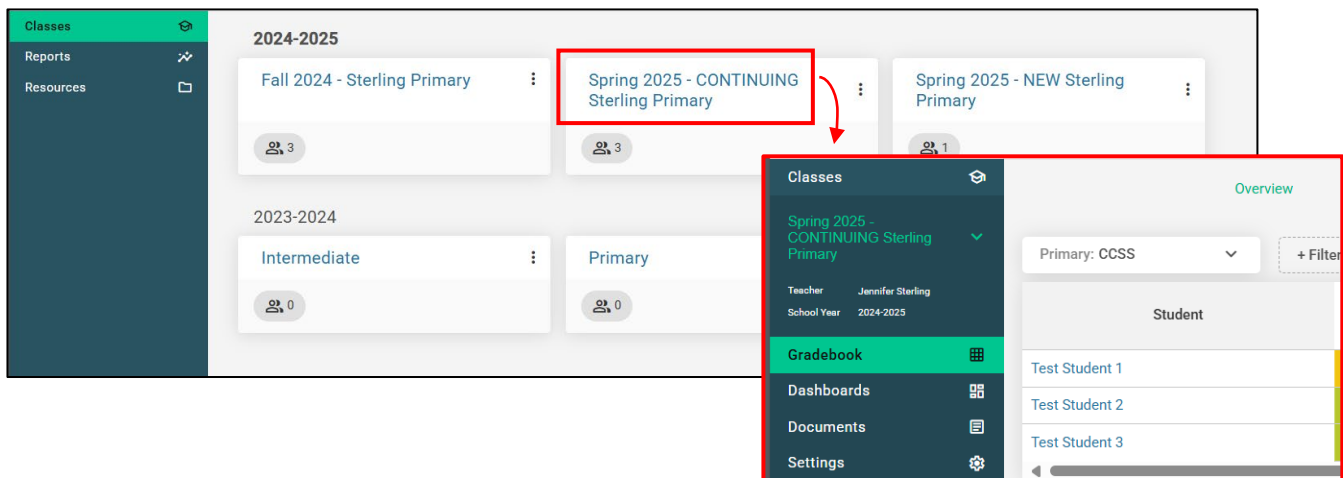


### B) Click on appropriate class to open its gradebook

Classes are determined by Semester (Fall 2024/Spring 2025) and student type (New/Continuing)

**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



## Enter Data after Giving the Assessment

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

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

The screenshot shows the Forefront interface for 'Universal Screeners for Number Sense'. The 'Grade 2' filter is selected. The 'Fall 2nd Grade Universal Screener for Number Sense' assessment is highlighted. The data entry table is shown with the 'Test Student-Test' row highlighted.

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											

### D) 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. The date 'NOVEMBER 21, 2023' is selected on the calendar.

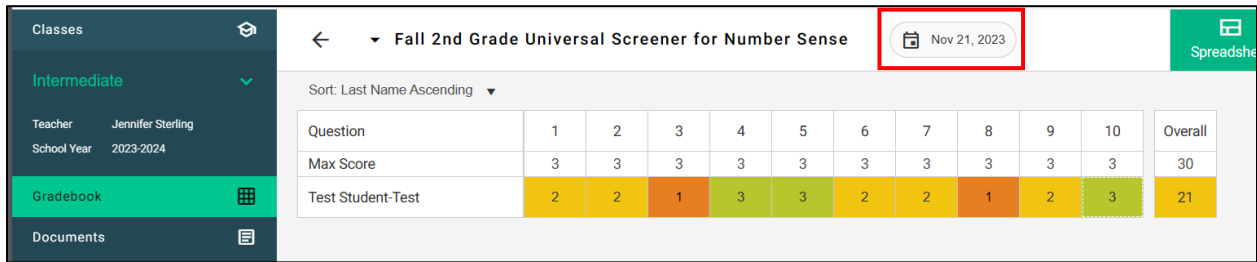
Question	1	2	3	4	5	6	7	8	9	10	Overall
Max Score	3	3	3	3	3	3	3	3	3	3	30
Test Student-Test	2	2	1	3	3	2	2	1	2	3	21

Please tell us the date of the assessment.

NOVEMBER 21, 2023

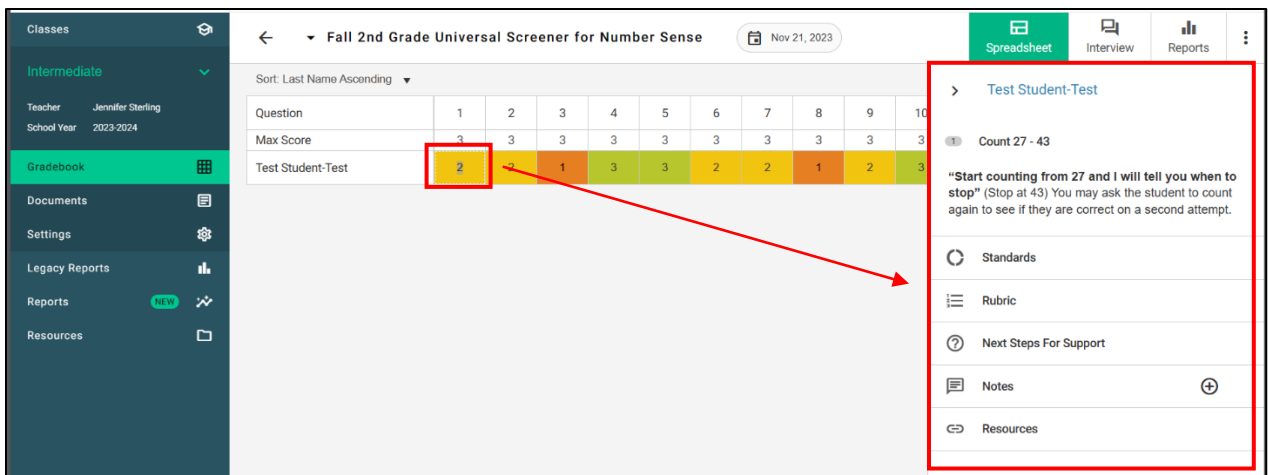
NOV 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

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

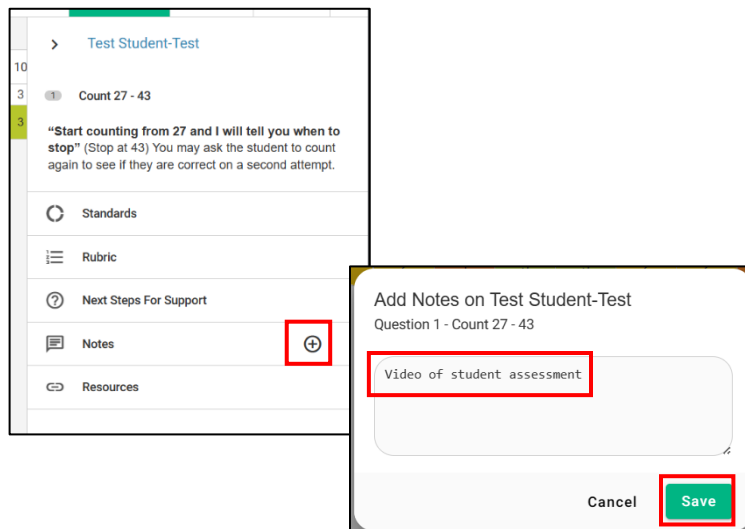


**F) Enter Appropriate Notes and Attach Photos/Videos**

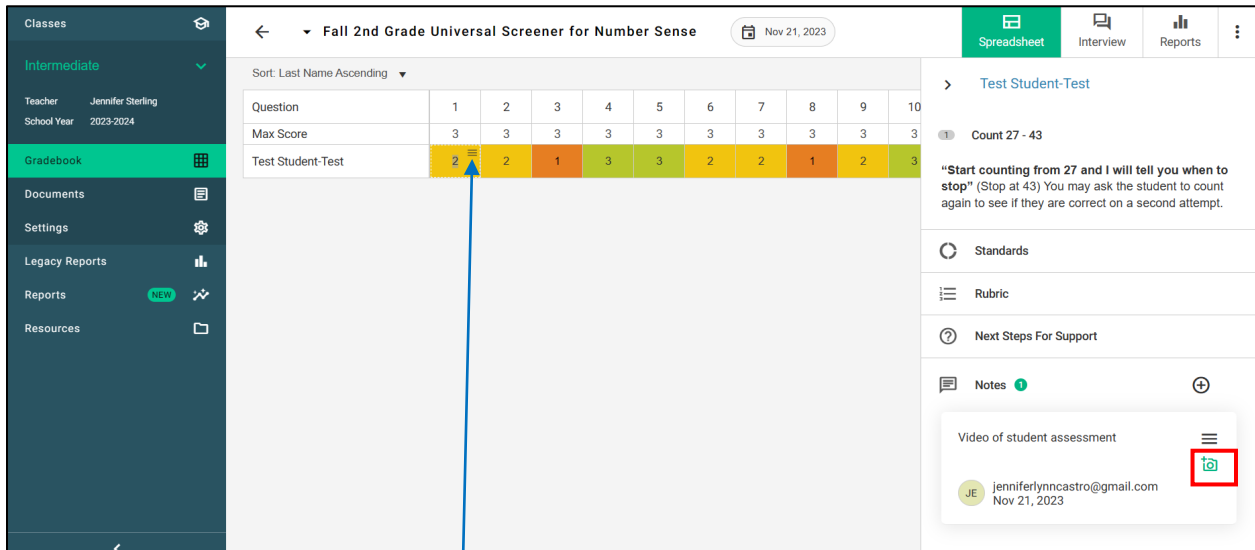
f. Clicking on any box with completed data entry will open a sidebar menu



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



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

