

How to Enter Screener Data and Notes in Forefront

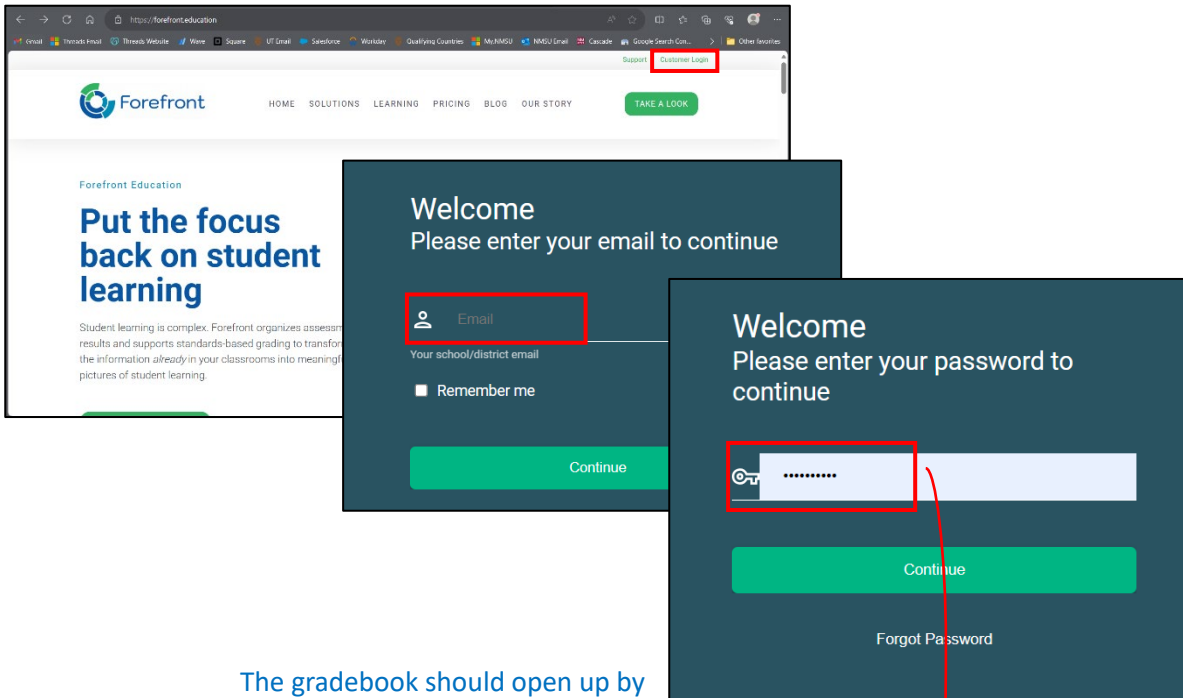
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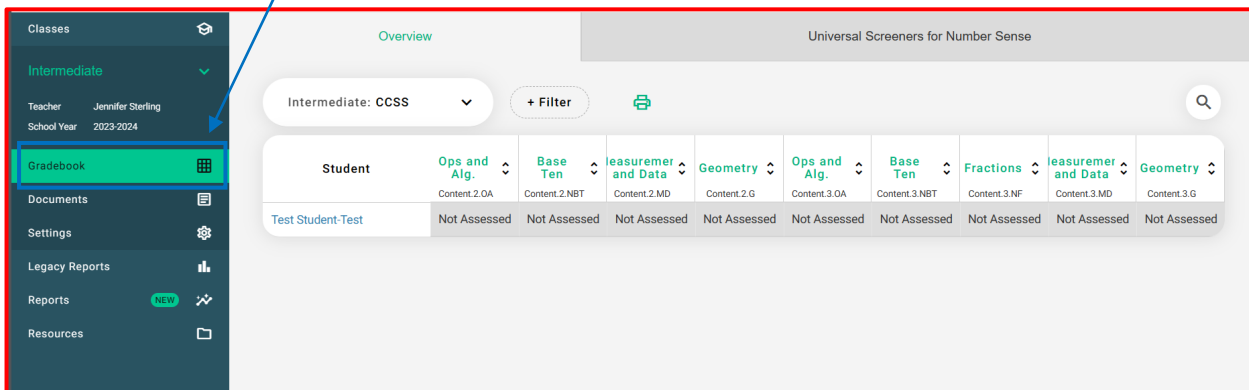
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A) Login to Forefront

- Go to <https://forefront.education/> and click on **Customer Login**
- Enter your **email address** and click Continue
- 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 OR the Users Tab
- Select the Grade
- Click on the appropriate screener link
- Find the row with the appropriate student

Assessments that have been **Modified for MOST** and **Post Tests** will be on the "Users" Tab

The screenshot shows the Forefront interface with the following elements highlighted in red:

- The "Users" tab in the top navigation bar.
- The "Grade 2" button in the "Standards Assessed In Grade 2" section.
- The "Fall 2nd Grade Universal Screener for Number Sense" assessment card.
- The "Data" table, specifically the row for "Test Student-Test".

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 and select the date the assessment was given

The screenshot shows the Forefront interface with the following elements highlighted in red:

- The "Data" table, specifically the row for "Test Student-Test" with scores: 2, 2, 1, 3, 3, 2, 2, 1, 2, 3, 21.
- The date picker showing "NOVEMBER 21, 2023" selected.

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

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

The screenshot shows the Forefront interface for a gradebook. The assessment title is 'Fall 2nd Grade Universal Screener for Number Sense'. A date 'Nov 21, 2023' is displayed next to the title and is highlighted with a red box. The gradebook table shows scores for 10 questions and an overall score of 21.

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'. A red box highlights the sidebar menu, and a red arrow points from a cell in the gradebook to the sidebar. The sidebar menu includes options like 'Standards', 'Rubric', 'Next Steps For Support', 'Notes', and 'Resources'.

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

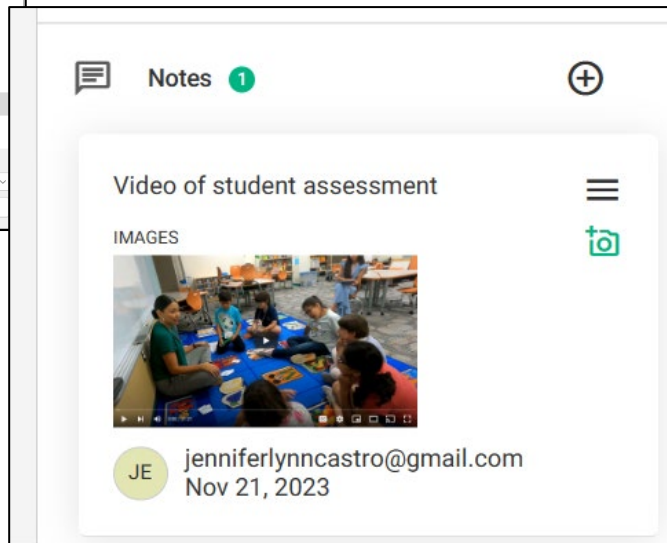
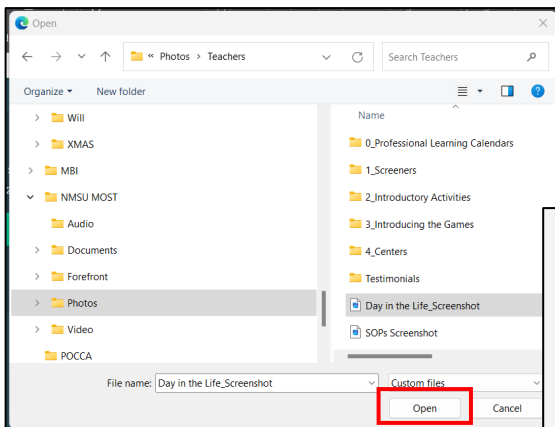
The first screenshot shows the 'Notes' option in the sidebar menu with a plus sign highlighted. The second screenshot shows a dialog box for adding notes with a text input field and a 'Save' button highlighted.

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 (Or Users tab if using a Modified Assessment or entering data for a Post Test)
- Select the Grade
- Click on the appropriate screener link

The screenshot shows the Forefront interface with the following elements highlighted in red boxes:

- The "Universal Screeners for Number Sense" tab in the top navigation bar.
- The "Grade 3" button in the "Overview" section.
- The "Fall 3rd Grade Universal Screener for Number Sense" link in the "Assessments" list.

The interface also displays a sidebar with navigation options like "Classes", "Gradebook", and "Documents", and a main content area with filters and assessment details.

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

The screenshot shows the "Interview" tool interface with the following elements highlighted in red boxes:

- The "Interview" tab in the top navigation bar.
- The "Primary Test" dropdown menu in the student selection area.

The interface displays a table of questions and scores, and a "SCORING GUIDE" section with a description of the assessment.

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

Dates are needed to order assessments

Recent assessments are weighted more heavily in calculations of progress towards proficiency

You can change this date later from the unit view

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).

SCORING GUIDE

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

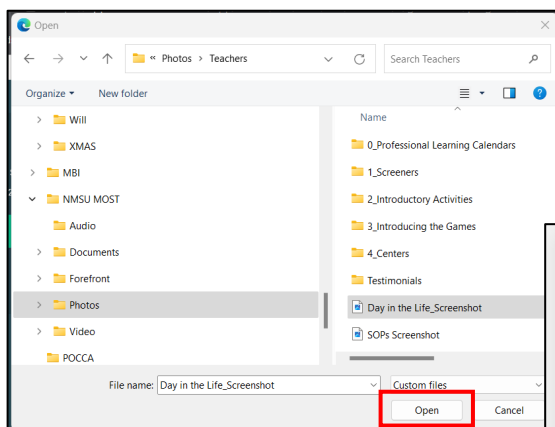
English Spanish

Video of Student Assessment

JE jenniferlynncaastro@gmail.com
Dec 12, 2023

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



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).

SCORING GUIDE

	Score	Description
<input checked="" type="radio"/>	1	Incorrect
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English Spanish

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IMAGES