

# How to Enter Screener Data and Notes in Forefront

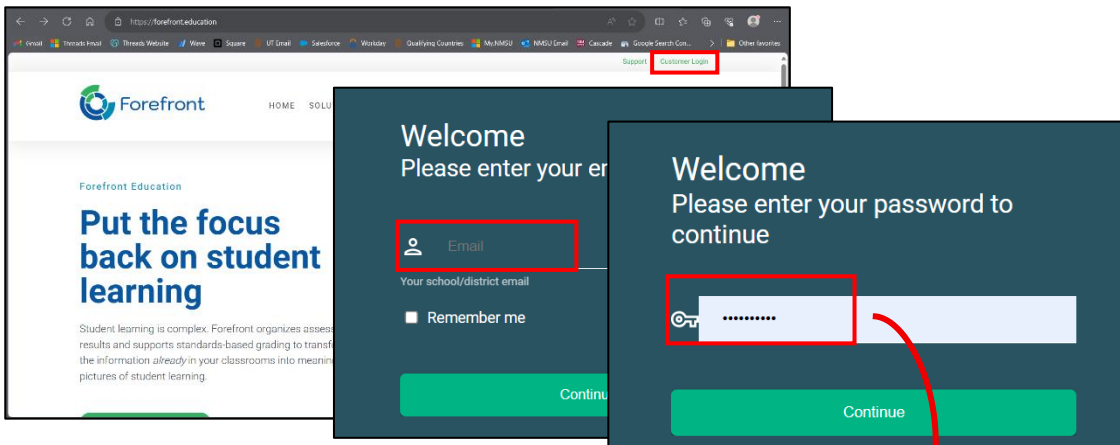
## Contents

|   |   |
|---|---|
| Login to Forefront .....                            | 1 |
| Pre-test Assessment Data Entry .....                | 2 |
| Post-test Assessment Data Entry .....               | 4 |
| Attach Notes, Photos and Videos .....               | 6 |
| Additional Tutorial from Forefront themselves ..... | 8 |

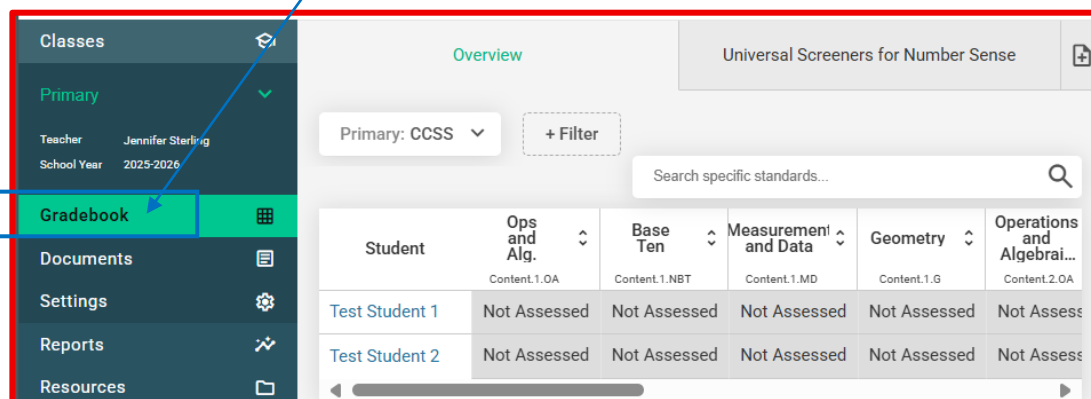
## Login to Forefront

### 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.



## Pre-test Assessment Data Entry

### B) 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

Overview

Universal Screeners for Number Sense

Primary: CCSS + Filter

Search specific standards...

| Student        | Ops and Alg.<br>Content.1.OA | Base Ten<br>Content.1.NBT | Measurement and Data<br>Content.1.MD | Geometry<br>Content.1.G | Operations and Algebraic Thinking<br>Content.2.OA |
|----------------|------------------------------|---------------------------|--------------------------------------|-------------------------|---|
| Test Student 1 | Not Assessed                 | Not Assessed              | Not Assessed                         | Not Assessed            | Not Assessed                                      |
| Test Student 2 | Not Assessed                 | Not Assessed              | Not Assessed                         | Not Assessed            | Not Assessed                                      |

Overview

Universal Screeners for Number Sense

Grade 1 **Grade 2** Grade 3

Assessments

Standards Assessed In Grade 2

Standards: CCSS

Included Assessments: All Unit Only

Word Problems

+/- within 20

| Student        | Word Problems | +/- within 20 |
|----------------|---------------|---------------|
| Test Student 1 | Not Assessed  | Not Assessed  |

Fall 2nd Grade Universal Screener for Number Sense

Spreadsheet Interview Reports

| Student        | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | OS |
|----------------|---|---|---|---|---|---|---|---|---|----|----|
| Test Student 1 |   |   |   |   |   |   |   |   |   |    | 30 |
| Test Student 2 |   |   |   |   |   |   |   |   |   |    |    |

### C) Enter Screener Data

- Enter the score for Question 1
- Click on the date the assessment was given

Classes

Primary

Teacher: Jennifer Sterling

School Year: 2025-2026

Gradebook

Documents

Settings

Reports

Resources

Fall 2nd Grade Universal Screener for Number Sense

Spreadsheet Interview Reports

Test Student 1

Count 27 - 43

"Start counting from 27 and I will tell you when to stop" (Stop at 43) You may ask the student to count again to see if they are correct on a second attempt.

Standards

Proficiency Not Assessed

Steps For Support

ces

Please tell us the date of the assessment.

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

JULY 02, 2025

Su Mo Tu We Th Fr Sa

JUL

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 31

| Student        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|----------------|---|---|---|---|---|---|---|
| Test Student 1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| Test Student 2 |   |   |   |   |   |   |   |

- The score should now have a proficiency color assigned to it
- The Date will appear at the bottom of the page

Classes

Primary

Teacher: Jennifer Sterling

School Year: 2025-2026

Gradebook

Documents

Settings

Reports

Resources

Fall 2nd Grade Universal Screener for Number Sense

Summary

Assignments: Jul. 2nd

| Student        | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | OS |
|----------------|---|---|---|---|---|---|---|---|---|----|----|
| Test Student 1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3  | 30 |
| Test Student 2 |   |   |   |   |   |   |   |   |   |    |    |

- Enter scores for the remaining questions. The overall proficiency score will auto-calculate once all question scores have been entered

Classes

Primary

Teacher: Jennifer Sterling

School Year: 2025-2026

Gradebook

Documents

Settings

Reports

Resources

Fall 2nd Grade Universal Screener for Number Sense

Summary

Assignments: Jul. 2nd

| Student        | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | OS |
|----------------|---|---|---|---|---|---|---|---|---|----|----|
| Test Student 1 | 1 | 2 | 1 | 2 | 2 | 3 | 3 | 2 | 1 | 2  | 19 |
| Test Student 2 |   |   |   |   |   |   |   |   |   |    |    |

## Post-test Assessment Data Entry

### D) 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

The screenshot shows the Forefront interface with the 'Classes' sidebar on the left. The 'Primary' class is selected, showing 'Teacher: Jennifer Sterling' and 'School Year: 2025-2026'. The 'Gradebook' tab is active. In the main area, the 'Overview' tab is selected, and the 'Universal Screeners for Number Sense' link is highlighted with a red box. Below this, the 'Assessments' section shows a list of assessments, with 'Fall 2nd Grade Universal Screener for Number Sense' highlighted by a red box. The 'Standards Assessed In Grade 2' section is also visible, showing 'CCSS' as the standard and 'All' as the included assessments.

- Click on the Plus Sign next to the date of the Pre-test, and select the Post-test date

The screenshot shows the 'Fall 2nd Grade Universal Screener for Number Sense' assessment page. The 'Spreadsheet' tab is active, displaying a table with columns for 'Student', '1', '2', '3', '4', '5', '6', '7', '8', '9', '10', and 'OS'. The 'Test Student 1' row shows scores: 1, 2, 1, 2, 2, 3, 3, 2, 1, 2, and 19. The 'Test Student 2' row is empty. At the bottom, the 'Summary' button is visible, and a red box highlights the '+' sign next to the date 'Jul. 2nd'. A calendar pop-up is shown, with the date 'JUL 03, 2025' selected and highlighted by a red box.

- e. This creates a new “Assignment” with the date appearing on the bottom of the screen

The screenshot shows the Forefront interface for the 'Fall 2nd Grade Universal Screener for Number Sense' assignment. The left sidebar contains navigation links: Classes, Primary, Gradebook, Documents, Settings, Reports, and Resources. The main area displays a table with columns for Student, 1 through 10, and OS. The table has three rows: Student, Test Student 1, and Test Student 2. The Student row shows scores of 3 for all items, with an overall score of 30. The Test Student 1 and Test Student 2 rows are empty. At the bottom, there is a navigation bar with buttons for Summary, Assignments, Jul. 2nd, and Jul. 3rd. The Jul. 3rd button is highlighted in a red box, indicating the selection of a new assignment date.

| Student        | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | OS |
|----------------|---|---|---|---|---|---|---|---|---|----|----|
| Student        | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3  | 30 |
| Test Student 1 |   |   |   |   |   |   |   |   |   |    |    |
| Test Student 2 |   |   |   |   |   |   |   |   |   |    |    |

- f. Find the row with the appropriate student and enter scores for all questions. The overall proficiency score will auto-calculate once all question scores have been entered

The screenshot shows the Forefront interface for the 'Fall 2nd Grade Universal Screener for Number Sense' assignment. The left sidebar contains navigation links: Classes, Primary, Gradebook, Documents, Settings, Reports, and Resources. The main area displays a table with columns for Student, 1 through 10, and OS. The table has three rows: Student, Test Student 1, and Test Student 2. The Student row shows scores of 3 for all items, with an overall score of 30. The Test Student 1 row shows scores of 2 for items 1 and 2, 3 for items 3 through 10, and an overall score of 28. The Test Student 2 row is empty. At the bottom, there is a navigation bar with buttons for Summary, Assignments, Jul. 2nd, and Jul. 3rd. The Jul. 3rd button is highlighted in a red box, indicating the selection of a new assignment date.

| Student        | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | OS |
|----------------|---|---|---|---|---|---|---|---|---|----|----|
| Student        | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3  | 30 |
| Test Student 1 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3  | 28 |
| Test Student 2 |   |   |   |   |   |   |   |   |   |    |    |

## Attach Notes, Photos and Videos

### 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. On the left is a sidebar with options: Classes, Primary, Teacher (Jennifer Sterling), School Year (2025-2026), Gradebook (selected), Documents, Settings, Reports, and Resources. The main area displays a table for 'Fall 2nd Grade Universal Screener for Number Sense'. The table has columns for Student, 1, 2, 3, 4, 5, 6, and 7. The rows are 'Test Student 1' and 'Test Student 2'. A red box highlights the cell for 'Test Student 1' in column 1, which contains a blue icon. A red arrow points from this cell to the sidebar menu on the right. The sidebar menu for 'Test Student 1' includes: Count 27 - 43, Standards, Proficiency (Below Basic), Rubric, Next Steps For Support, Notes (with a plus icon), History, and Resources.

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

The screenshot shows the 'Add Note on Test Student 1' dialog box. The dialog box has a title bar 'Test Student 1' and a subtitle 'Question 1 - Count 27 - 43'. It contains a text input field with the placeholder text 'Sample note'. Below the input field are two buttons: 'Cancel' and 'Save'. A red box highlights the 'Save' button.

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

The screenshot shows the Forefront interface. On the left is a sidebar menu with options: Classes, Primary, Gradebook, Documents, Settings, Reports, and Resources. The main area displays a table for 'Fall 2nd Grade Universal Screener for Number Sense'. The table has columns for Student, 1, 2, 3, 4, 5, 6, and 7. The rows are Test Student 1 and Test Student 2. Test Student 1 has scores: 1, 2, 1, 2, 2, 3, 3. Test Student 2 has scores: 1, 2, 1, 2, 2, 3, 3. A blue arrow points from the 'Notes' icon in the sidebar menu to the 'Notes' icon in the Test Student 1 details panel. Another blue arrow points from the 'Notes' icon in the sidebar menu to the 'Notes' icon in the Test Student 1 details panel.

Saved notes are indicated by a note icon in a score's box, and by a number in the sidebar menu

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

The screenshot shows a file selection window with a folder named 'Day in the Life\_Screenshot' selected. The 'Open' button is highlighted. To the right, the Notes section of the Forefront interface is shown, displaying a video of student assessment.

- e. Review notes previously entered by clicking on the score box with a note icon, then expanding the Notes section of the Sidebar Menu

The screenshot shows the Forefront interface. On the left is a sidebar menu with options: Classes, Primary, Gradebook, Documents, Settings, Reports, and Resources. The main area displays a table for 'Fall 2nd Grade Universal Screener for Number Sense'. The table has columns for Student, 1, 2, 3, 4, 5, 6, and 7. The rows are Test Student 1 and Test Student 2. Test Student 1 has scores: 1, 2, 1, 2, 2, 3, 3. Test Student 2 has scores: 1, 2, 1, 2, 2, 3, 3. A red box highlights the 'Notes' icon in the Test Student 1 score box. Another red box highlights the 'Notes' icon in the sidebar menu.

## Additional Tutorial from Forefront themselves

Click here → [Updates to the Spreadsheet for Those Entering Data - Forefront Education](#)

### Contents

#### Understand the Summary and Assignment Tabs

If you only give an assessment once, your summary and assignment tab will contain the same data. Your summary tab will be editable.

Clicking the green plus sign adds an assignment...

Once there is more than one tab, the summary tab will include the date. Note in the image below, students who have a retest have a different date and arrows to open assessment history.

#### New Menu Locations

Three-Dot Menu to the Right of "Student"

Three-Dot Menu, on Hover, on Assignment Tab

Right-Click the Top of a Column

Three-Dot Menu Right of Student Names

Sidebar Button on the Lower Right

When to Add an Assignment Tab

The majority of general education teachers probably will not need more than one assignment tab.

Here are cases when adding a new data tab is helpful:

When a new data tab is not necessary or unhelpful:

#### Troubleshooting

Oops, I made an accidental assignment date!

HELP! I deleted my data and I didn't mean to!