How to Enter State/Local Assessment
Distribution: RTI Providers and Supervisors

Step-by-Step Guide

Enter State/Local Assessment Data for Multiple Students (Mass Data Entry)

State and Local Assessments can be imported into Frontline RTI by the district or entered manually by provider(s). Assessment information may be added to student files whether or not a student has an intervention.

Step 1: Select students from the My Students screen.

Step 2: Hover over Mass Data Entry tab and select Enter State/Local Assessments.

Step 3: Select an Assessment from the drop down menu and enter Assessment Date.

Step 4: Click Add.
A warning message will appear: Click **OK** to continue.

Step 5: Enter for each student:
- **Score**
- **Comments** (if applicable)

*You may edit the **Date** for each student*

Step 6: Click **Next**.

Step 7: Review your information and click **Next**.

A list of students’ successfully assigned assessment scores will appear.

Step 8: Click **Finish**.

The assessment information has been entered in student files.