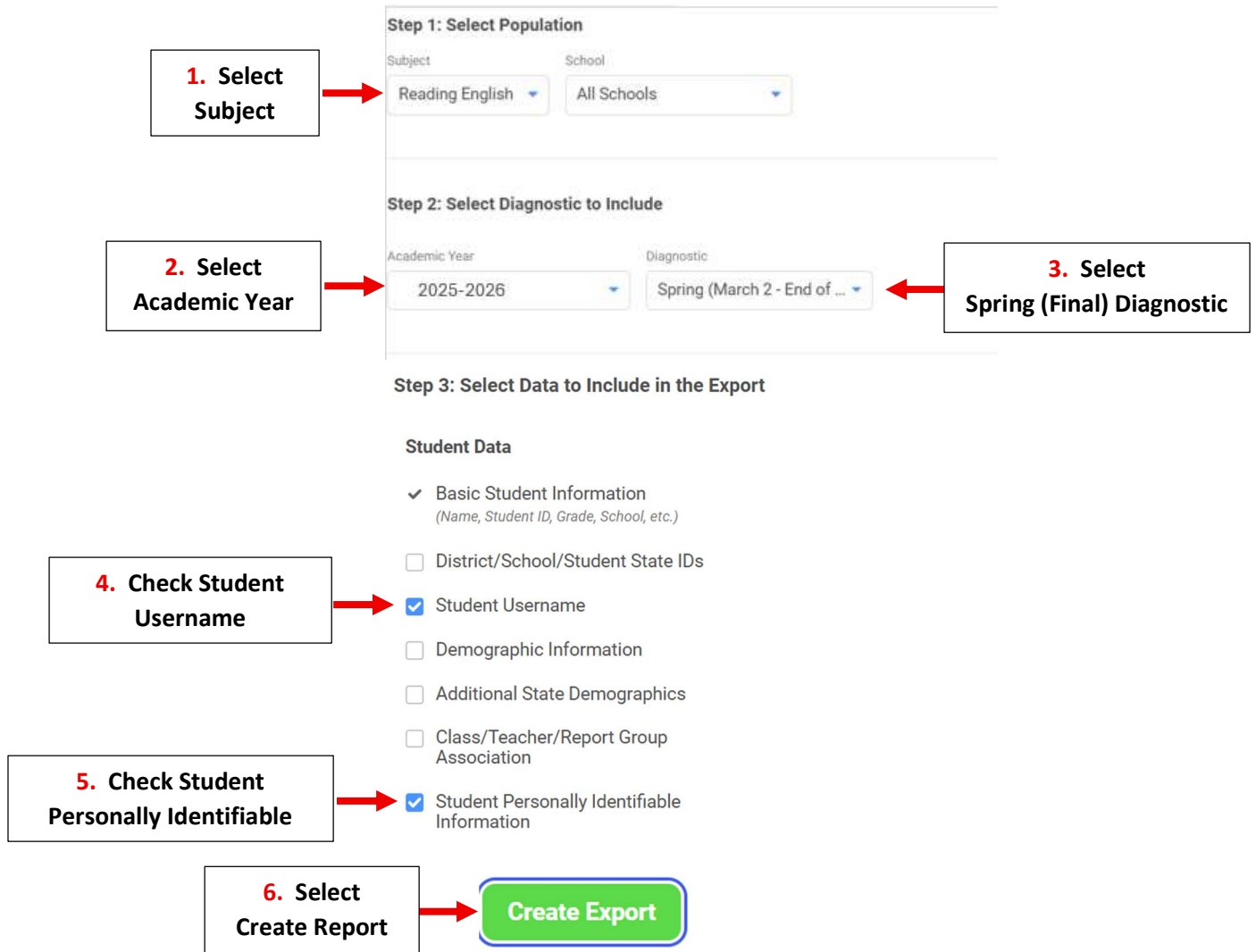


# Entering Standardized Test Scores in FACTS SIS

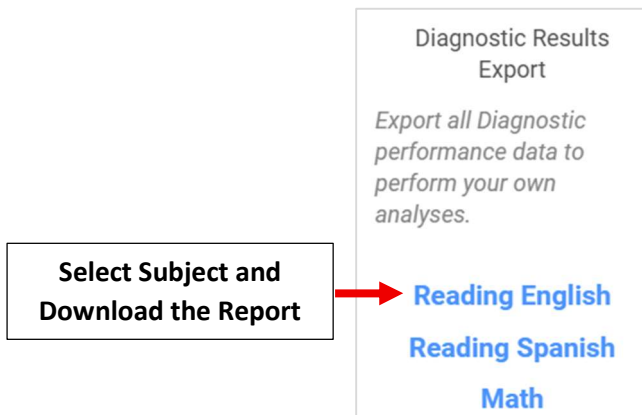
Step 1. Print Scores for NY State and iReady **\*Please Note: iReady Percentile Score is entered for all Students**

Follow these steps to Export iReady Scores:

In the iReady dashboard, click on the Reports dropdown. Click on All Exports on the left side. Under Diagnostic Reports Exports, Select Subject and the Academic Year from the drop down. Select Spring (Final) Diagnostic. Check Basic Student Username and Student Personally Identifiable. Select Create Report



This will bring you to the Export Queue where you can Select Subject and Download the Report

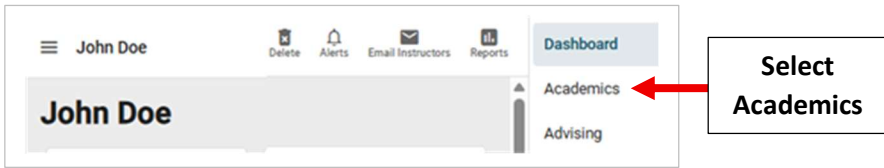


P
Percentile
72
51
57

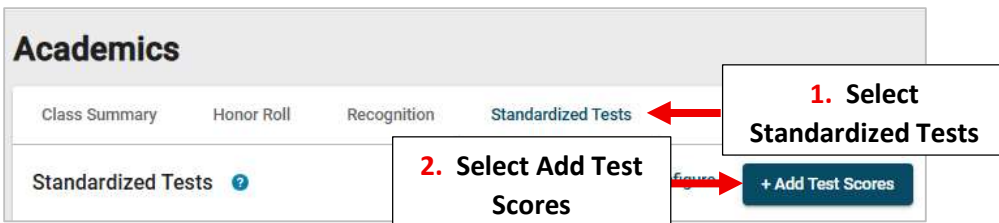
Locate the Percentile Score

## Step 2: Enter Scores into FACTS

From Student Dashboard Select **Academics**



Select **Standardized Tests** than Click on **Add Test Scores**



Select Test from **Test Name Dropdown**



Select Test Date and Grade Level from Dropdown. Verify " Show on Transcript" is Checked. Enter Test Scores and Select Add Test Scores

The screenshot shows a form titled "Add Test Scores" with a close button (X) in the top right. Below the title is a note: "\* indicates required field".

1. **Select Date**: A callout box with an arrow pointing to the "Choose a test date\*" field, which contains "1/23/2026" and a calendar icon.

2. **Select Grade Level**: A callout box with an arrow pointing to the "Grade Level\*" dropdown menu, which is set to "04".

3. **Verify " Show on Transcript" is Checked**: A callout box with an arrow pointing to the "Show on Transcript" checkbox, which is checked with a green checkmark.

4. **Enter Test Scores**: A callout box with an arrow pointing to the "Math Score" input field, which contains the value "95".

5. **Select Add Test Scores**: A callout box with an arrow pointing to the "Add Test Scores" button at the bottom right of the form.

Other fields include "Test Name\*" (NYS), "Notes" (0/255), "ELA Score" (80), and "Science Score" (75). At the bottom left are "Cancel" and "Add Test Scores" buttons.

Test is now Displayed. Click on Test to **Edit** Details. Select **Delete** to **Delete**

The screenshot shows the "Academics" page with tabs for "Class Summary", "Honor Roll", "Recognition", and "Standardized Tests". The "Standardized Tests" tab is active, showing a table of test results. Above the table are "Configure" and "+ Add Test Scores" buttons.

Test Name	Date ↓	Grade Level	Section 1	Score 1	Section 2	Delete
<a href="#">NYS</a>	Jan 23, 2026	04	ELA Score	80	Math Score	

Callouts:

- Click on Test to Edit**: A callout box with an arrow pointing to the "NYS" link in the "Test Name" column.
- Select Delete to Delete**: A callout box with an arrow pointing to the trash icon in the "Delete" column.