Pearson Inform Version 6.2 - Score Entry
Step-By-Step Guide

Overall Tips:

- Most people find it easiest to finish the actual assessment scoring first, and then at the end turn on the computer and enter in all the scores.
- Accuracy is important of course.
- Do not type letter/symbol scores; only type numbers (sometimes it will put a % in for you, just leave that).
- If you see the warning message below, click the "extend" button.

Due to inactivity, your session will expire in **00:03:43**. To extend your session another 30 minute(s), please press the *Extend* button. **Extend**

- Make sure **pearsoninform.com** is an exception for your pop-up blocker.
- We are also available for questions via e-mail at inform@mansfieldct.org

Step-by-Step Directions:

1) Go to **http://mansfieldct.org/inform** and login.

(It is the same as your school computer username & password.)

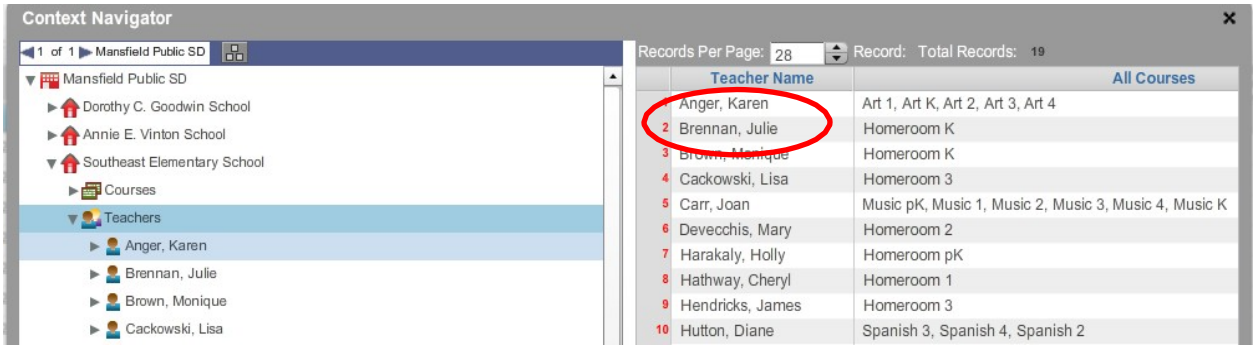
2) You should see your name next to your school's name (example below circled in red).

(Directions continue on the next page.)

Only IF you don't see your name next to your school's name, then…

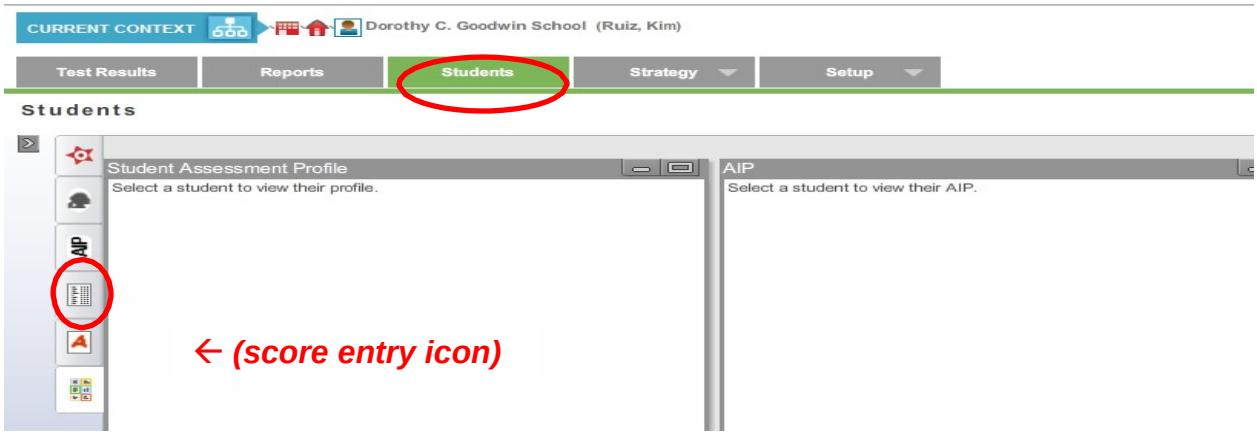
Click the "context" icon,

And double-click your name:

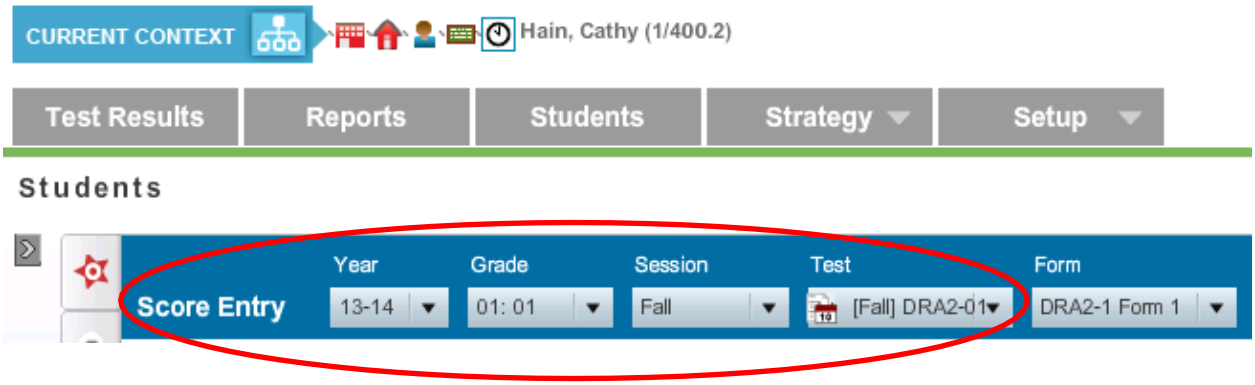


If you are a Spec. Ed / Title teacher, you must pick a homeroom teacher instead of yourself.

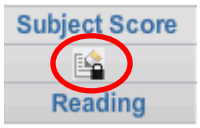
3) Click on the STUDENTS TAB (see below), and then click the score entry icon (see below).



4) Pick the year, grade level, and the test you want to enter.



5) Click the**pencil icon** under the title for the score column and then enter in the scores.
If a student didn't take the test, then leave the score blank.

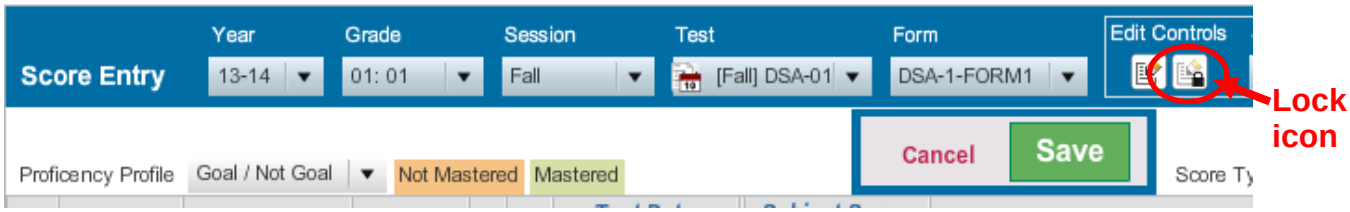
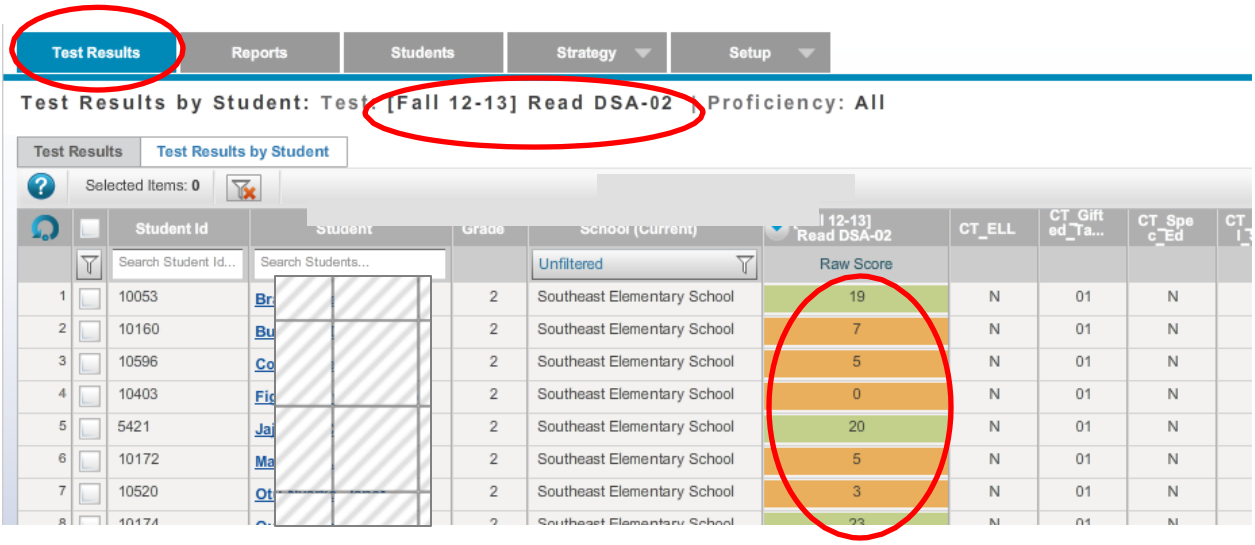


← Click pencil icon to unlock

Most assessments have just one score that you enter into the system; if you happen to be entering in an assessment that requires you to input multiple scores (for example, the "P.A.S.T." reading assessment), you'll see multiple columns to enter in scores.

➔ REMEMBER to click the "save" button every few minutes to be sure you don't lose anything if your connection times out. This is important!

6) When done with your first test, click the "**save**" button one last time and then click the "lock" icon.



7) Now you're done! You can click on the TEST RESULTS TAB to look at your class scores.