

# SCHOOLTOOL: SCIENCE INVESTIGATIONS RECORD KEEPING

The new 5th and 8th grade NYS science assessments require students to complete a series of science investigations prior to sitting for the examinations. Districts are responsible for keeping records of student completion of these new science investigations. Using the User Defined Screen function in Schooltool is an option for storing these new data sets.



## ENTERING SCIENCE INVESTIGATION DATA

**1** In the **User Defined Screen**, a dropdown for each science investigation is listed, eight in total.

**2** The **date the science investigation will auto-populate** and can be changed as needed. An end date is optional, not required.

**3** Use the **checkbox** to mark the science investigation was completed.

**4** Science investigation data can be **added by student or in batch**.

## RETRIEVING SCIENCE INVESTIGATION DATA



**Science investigation data can be retrieved from Schooltool** by pulling up the specific student and taking a screenshot or print screen of the Used Defined Assessment screen if a hard copy record is needed. If a spreadsheet of a classroom, grade level, school building, or school district data is needed, a custom export can be completed. A **custom export has been created and is titled Science Investigations Status**. The custom export file can be saved and printed as needed.

If you would like to utilize this Schooltool feature, please contact a Schooltool team member at (315) 361-2700, option 1.

