

# Registration Directions

## Web-Based Numeracy/Literacy

### (One time only per grade for Numeracy and Literacy)

- Open NLSD #113 main web page (www.nlsd113.com).
- Click on “NLSD Assessment Site”.
- NLSD 113 Assessment Site will open.
- Click on “Click here to register”.
- \*\*\*\* You **must** do a registration form for each grade you teach, but one registration will do for both numeracy and literacy per grade.
- Complete the registration form. (Top 3 form fields must be written in lower case, no spaces, and no punctuation). Use the same password for all your registrations.
- E-mail addresses must be the NLSD assigned e-mail addresses.
- First name, last name (i.e. John Doe).
- School – click on the drop down menu found on the right hand side of the field. Click on your school and it will fill in the field.
- Grade – click on the drop down menu found on the right hand side of the field. Click on your grade and it will fill in the field.
- Scroll down and click submit. The "Confirm Your Information" sheet will appear. Once you’ve checked for any errors or omissions, click on the register field.
- Congrats – It will verify that your registration is successful and you must wait one day for your registration to be confirmed. After that one day wait you can login and complete your data entry.
- To register for additional grades, click on “Registration” on left hand side and repeat the directions for the registration form.
- Close out of the internet.

# Numeracy

## **Web-Based Data Entry Directions**

- Open NLSD #113 main web page (www.nlsd113.com).
- Click on NLSD Assessment Site.
- NLSD 113 Assessment Site will open.
- You have already registered so click on “Click here to login”.
- Login using your login and password that you created in your registration profile. (If you forget your password click on “Forgot” found on left hand side menu for assistance). Click on “Login” field.
- Your six reports and their data due dates will appear.
- Click on the appropriate numeracy reporting period field.
- Your spreadsheet will appear. Maximize the window. Enter all your student names in the area provided.
- Enter the specific outcome score for each of the outcomes listed. After entering all outcome scores from the chapter tests, click anywhere outside the spreadsheet. All your calculations will come up automatically.
- Scroll down to bottom, Print a hard copy for yourself.
- Click on the “Save Reporting Period” field.
- “Data Successfully Saved” will come up.
- Click on “Logout” field (left hand menu).
- NLSD #113 assessment site page comes up. You have successfully completed your data entry for that specific grade. For additional grades data entry repeat the directions.
- Close out of the internet.

### **Intervention (Updating Your Spreadsheets)**

- Open NLSD #113 main web page (www.nlsd113.com).
- Click on NLSD Assessment Site.
- NLSD 113 Assessment Site will open
- You have already registered so click on “Click here to login”.
- Login using your login and password that you created in your registration profile.
- Click on the appropriate numeracy reporting period field.
- Your spreadsheet will appear. Maximize the window.
- Make any modifications to student scores. After entering all modified outcome scores, click anywhere outside the spreadsheet.
- Scroll to bottom, Print a hard copy for yourself.
- Click on “Save Reporting Period” field.
- “Data Successfully Saved” will come up.
- Click on “Logout” field (left hand menu).
- NLSD #113 assessment site page comes up. You have successfully completed your data entry. Close out of the internet.

# Literacy

## Web-Based Data Entry Directions

- Open NLSD #113 main web page (www.nlsd113.com).
- Click on NLSD Assessment Site.
- NLSD 113 Assessment Site will open.
- You have already registered so click on “Click here to login”.
- Login using your login and password that you created in your registration profile. (If you forget your password click on “Forgot” found on left hand side menu for assistance).
- Click on Login field.
- Scroll down to Literacy section, click on the Literacy reporting field.
- Your spreadsheet will appear. Maximize the window. Enter all your student names in the area provided.
- Enter each student’s reading level for the specific reporting period. After entering all reading levels, click anywhere outside the spreadsheet. All your calculations will come up automatically.
- Scroll down to bottom, Print a hard copy for yourself.
- Click on the “Save Reporting Data” field.
- “Data Successfully Saved” will come up.
- Click on “Logout” field (left hand menu).
- NLSD #113 assessment site page comes up. You have successfully completed your data entry. Close out of the internet.

***NOTE: For additional reporting periods repeat the above Literacy Data Entry Directions.***