



Placement Maintenance

This feature allows you to define the configuration for Placement and to process that evaluation across your students, which is done on a series of reports on the Test Maint tab, Placement Maintenance folder. These reports are: Placement Setup, Placement Rule Maintenance, Placement Guidelines, Pending Guidelines. Placement definition includes:

- Cycles (frequency of placement)
- Areas (this could be course areas or other areas – i.e., RTI, Title, Behavior, etc.)
- Rules, which at this time include Course Grades, Course Prerequisites, Demographics, Enrolled Grade and Test Results/Scores
- Guidelines, which are a set of various rules to apply for placement decisions.

Placement Setup – Cycles and Areas

Steps for creating/modifying Placement Setup

1. Create/Modify Placement Setup.

On the menu in the Placement Maintenance Section, click on Placement Setup.



In the upper right corner, click on the New Definition/Placement Domain icon when creating a new Placement Domain....

OR



...the Edit Definition/Placement Domain icon, when modifying a Placement Domain

The Placement Domain Setup dialog box will display, allowing you to enter the Guideline Year and the Placement Domain name. You will also have to select a Current Recommendation Mode by clicking the radio button for the following options/orders:

:

Override Recommendation => Final Recommendation => Initial Recommendation

OR

Initial Recommendation unless Override applied

Once this information is entered you should Save the new Placement Setup by clicking the Save icon.



2. Add/Edit Placement Cycles for the Placement Domain

Select the specific *Placement Domain* and choose Placement Cycles from the *Setup Option* drop down list.

To Add a Cycle click “Add” in the Edit column of the last row.

To Edit a Cycle click “Edit” in the Edit column of the cycle you want to update.

Placement Setup			
Guideline Year:	2017 - 2018		
Placement Domain:	Grade 4 Reading Intervention		
Setup Option:	Placement Cycles		
Rows/Page:	50	1-2 of 2 Rows	
Placement Cycle	Course Placement Usage	Placement Cycle Description	Edit
Fall Screening	Initial Recommendation		Edit Add

In the resulting dialog box, enter or change the *Placement Cycle* name and *Description*

Placement Cycle Maintenance - Google C... [Close]

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Placement Cycle Maintenance

Guideline Year: 2017 - 2018

Placement Domain: Grade 4 Reading Intervention

Placement Cycle:

Description

3. Add/Edit Placement Areas and Area Details for the Placement Domain

Select the specific *Placement Domain* and choose Placement Areas from the *Setup Option* drop down list.

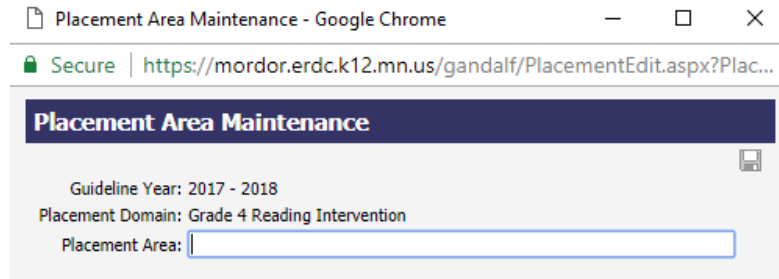
To Add a Placement Area, Click on “Add Placement Area” in the last row.

Placement Setup		
Guideline Year:	2017 - 2018	
Placement Domain:	Grade 4 Reading Intervention	
Setup Option:	Placement Areas	
Rows/Page:	50	1-2 of 2 Rows
Placement Area Options	Guideline Populations	Supplemental Test Columns (Optional)
Grade 4 Reading Intervention ■ Tier III Reading Intervention (52) ■ Tier II Reading Intervention (15) ■ No Intervention Needed (57) ■ Eligible for Extensions (40) Add Placement Option Reorder Options Add Placement Area	2017-2018 Enrollment Grade(s) 04 Edit Combined Grades	NWEA MAP - Fall 2017 - Reading - RIT Score - Natl Percentile (Current Norms) State AYP - Accountability Tests - 2016-2017 - Reading - Scale Score - Proficiency Add Score Column Reorder Score Columns



Enter the *Placement Area* name and click on the Save icon.

NOTE: Later should you decide to delete a Placement Area, click on the Placement Area name. You will only get the Delete icon if you have not done any further setup of Area Details.

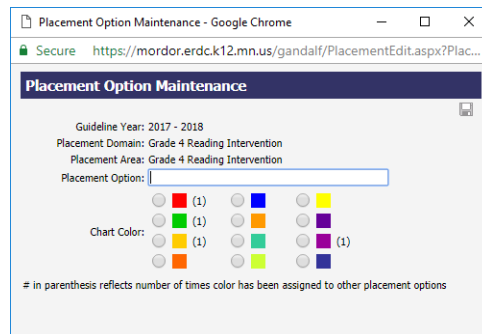


For Each Placement Area you need to add the following Area Details:

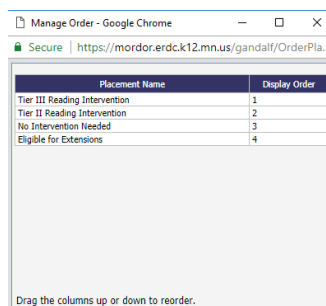
- Placement Options
- Grades
- (Optionally) Score Columns

Placement Options

Under the specific Placement Area, click on “Add Placement Option”. In the resulting dialog box enter the *Placement Option* name and click to select a coloring, which will be used in the graph reports.



These Options you are creating will form a drop down list for your use in building the Placement Guidelines. If you want to reorder the Option list click on Reorder Options for the specific Placement Area. Then drag and drop the Options to reorder them.





Placement Grades

Next you need to select the Grades, click “Edit Grade(s)”.

Guideline Population Maintenance

Placement Area, **Grade 4 Reading Intervention**, uses **2017-2018 Enrollment** with one of the following guideline population options:

Guidelines apply to students in **One or More Selected Grades**, which are combined into a single population
e.g. **Reading Guideline** applies against all students in grades 06, 07, and 08

- Grade EC
- Grade 01
- Grade 02
- Grade 03
- Grade 04
- Grade 05
- Grade 06
- Grade 07
- Grade 08
- Grade 09
- Grade 10
- Grade 11
- Grade 12
- Grade K

Supplemental Test Columns (Optional)

If you want to add supplemental Test Score columns for your placement reporting, click on “Add Score Column” and complete the resulting dialog. Click the save icon. Continue this step for all scores you’d like to add.

Placement Supplemental Test Column Maintenance

Column Caption:

Test:

Test Year:

Season:

Type:

Category:

Test Score:

Performance Set:

Score Displayed As: