Guidance: Updating/Removing Duplicate Screen Entries in OMS

1. Go to the group screening summary report and find duplicate screen entries.

Group Screening Summary Report								
Report Options								
School/Class	Curriculum Associates Test Account							
Start Date	Screened After	31% 58% Within Normal Limits Above Gifted Cutoff						
End Date	Screened Before	ed Before						
Gender	Gender Built using Chart FX. Not for production use.							
Ethnicity	Ethnicity/Race	•						
Language	Language							
Free/Reduced Lunch	Free/Reduced Lunch	•						
unclick 'Include only the most recent' Find any student who has multiple screens and go to that child's profile page Export as CSV								
Student Name 🔺 Stude	ent ID School/Class	Date Screened	Core Assessment	Total Raw Score	Performance 🔺			
akashna lastakashna	Gace Elem Class	9/4/2013	Four-Year-Old Child Data Sheet	20.0	Below Delays Cutoff			
Tara Durace	Grace District	7/17/2013	Five-Year-Old Child/Kindergarten Data Sheet	18.0	Below Delays Cutoff			
Tara Durace	Grace District	7/23/2013	Five-Year-Old Child/Kindergarten Data Sheet	14.0	Below Delays Cutoff			
Tara Durace	Grace District	7/4/2013	Five-Year-Old Child/Kindergarten Data Sheet	9.0	Below Delays Cutoff			

2. Go to the student list page and find the student with duplicate screens and click on their name which will open the Student Profile page

Welcome Jen Hoyda [Curriculum Associates Test Account]					Support Logout
BRIGANCE Online Management System					
My Students My Account	Group Reports Res	ources CA Customer	Service		
💄 Student List 🕠	🔂 Add 🚽 Export				i
Filter: Search Name	Select School/Class	▼ Sear	ch		
Name 🔺	ID# 🔺 Age 🔺 School/Clas	s 🔺 Date Last Assessed 🖌	Actions		
s	5-0 ashley	9/20/2013	2 🔂		
e	4-10 coolidge scl	nool 9/20/2013	2 💿		
an	1-0 coolidge scl	nool 9/20/2013	2 🗖		
aa	6-9 coolidge scl	nool 9/20/2013	2 🗖		
Gra	1-3 Grace Distri	ct 7/20/2013	2 🔂		
Tara Durace	5-5 Grace Distri	ct 8/15/2013	2 🔂		
p	2-3 Grace Distri	ct 9/24/2013	2 🔂		
gr an and an and a 1	2-1 Grace Distri	ct	2 🔂		
same	2-8 Tech Distric	t 8/6/2013	2 🔂		
gr	2-8 Grace Midd	e 9/1/2013	2 🔁		
First Previous 1 2 3 4 Nex	t Last			show active 💌 Show	10 💌 Total: 37

- 3. Choose one of the screen entries and delete it. It is recommended to check each of the entries and make sure you have all the data. If each entry has only one part of the screen filled in (Core Assessment or Self-help & Social Emotional), you may have to input data into the screen entry that you're going to keep. Then, delete the extra entry.
- 4. Choose the remaining screen and update it with all the final data then click 'Submit' to recalculate the scores, if needed.

Welcome Jen Hoyd	Support Logout				
BRIGANCE	Online Mana	gement System			
My Students My	Account Group Re	ports Resources CA Custo	omer Servic		
e	— Pro	file Make sure the Da Sheet is "Submitted"	ita	Make sure the Self-help & Social Emotional Scales are "Submitted"	(i)
Student Profile	Screens III Activity				Enter New Screening Data
Student Information	Date of Screening	Core Assessments	Self-he	lp & Social Emotional Scales	Reports
Observations	7/01/2013	Four-Year-Old Child Dita Sheet Examiner: Jayashree Venkataraman Status: Submitted	Self-help Examine Status:	and Social emotional Scales (3- to 7-Year-Old) r: Jayasinee Venkataraman Saved	Summary Report
Additional Assessment Student Reports	2/15/2013	Four-Year-Old Child Data Sheet Examiner: Jayashree Venkataraman Status: Submitted	Self-help Examine Status:	and Social-Emotional Scales (3- to 7-Year-Old) r: Jayashree Venkataraman Saved	Summary Report
If you have two scre the one you want to at the bottom of the click Dele	ens, click on o remove and Data Sheet, ete	RRICULUM ASSOCIATES 153 Rangewa	iv Road Nor	th Billerica, MA 800-225-0248 118 Verbal Fluency and Articulation:	
	\mathbf{X}	Development		1. Uses sentences of at least th words	ree 📃 2. At least intelligible
	\mathbf{X}	Total Raw Score:			
		Notes/Observations:			
		Delete		-	