Directions for Entering Spring 2018 Fountas & Pinnell BAS Scores in STS

1. Log-in to STS at https://stsadmin.kckps.org/Account/Login.aspx (user name and password will be the same as the Employee Portal).

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2. Double check to make sure your STS account is linked to your classes by going to the 'Application' tab and clicking on 'User Profile'. Please make sure your name (full name with a space between first and last) is entered correctly in the box for 'SILK User Name' and click 'Update Profile' to save any updates. You will see a red error message if your user name is not entered correctly.

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3. From any page in STS, select the 'Class' tab and click on 'Checkpoint Data Entry (SAM Only)'.

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4. Use the filters to select school, teacher and class. Select '4' for quarter, Fountas and Pinnell (Spring) for test and click 'Load'.



5. For each student tested, please enter the Instructional Level (9, A-Z), Accuracy (90-100), Fluency (0-3), Comprehension (Levels A-K has 3 columns - Total Score (3-6), Within Text (0-3) and Beyond and About Text (0-3); Levels L-Z has 4 columns - Total Score (4-9), Within Text (0-3), Beyond Text (0-3), About Text (0-3)) and Writing (0-3). Scores are automatically saved when they are entered and you can navigate to the next field by pressing the 'tab' button on your computer or by using the scroll bar at the bottom of the page. After you have entered all scores, click in the top left hand box to ensure the last entry saves and you are done!!!!

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