**Achievement Measure Score Imports**

Scores may be uploaded using the following steps, which require the **Evaluation Component Score** template:

1. Navigate to the **Administration** tab.
2. Choose **Import Wizard**.
3. Under Evaluation Data, select **Evaluation Component Scores**.
4. Select **2021-22 Academic Year.**
5. Select your district.
6. Click “Generate Template.”
7. Open the spreadsheet that downloads. There are two tabs in the spreadsheet, one for administrators and one for educators.
8. Add achievement measure scores in Column I (Achievement Measure Score). If the column is grayed out, the educator-selected measure is a TVAAS score which will automatically populate.
9. Save the completed file.
10. Navigate back to the **Import Wizard**.
11. Under Evaluation Data, select **Evaluation Component Scores**.
12. Select **2021-22 Academic Year.**
13. Select your district.
14. Check “I already have a template.”
15. Click continue and follow the upload directions.