Entering BOW Ratings in Performance PLUS

Once each member of your team is done rating and recording BOTH ROUNDS on paper, ONE PERSON on your team will now enter the team’s ratings for both rating rounds into PerformancePLUS.

1. Use the blue breadcrumbs bar at the top to select “class list”.

2. Toward the right, select “grade assessments”.

3a. To generate the BOW that you scored, if you are a HS rater, select “Unspecified Grade” (NOT just “unspecified”) under grade, and your subject (ELA, Mathematics, Science Literacy) under subject, in the dropdown menu at the top. If you are a K-8 rater, you will select your grade level and subject in the dropdown menu at top.

3b. When using the dropdown menu, don’t forget to click select “show assessments” to get your assessment list.

3c. Select the BOW round for which you are entering scores by clicking the radial button on the left and then select continue.
4. You will see a list of the students with their student codes that you scored today. On top of that list, it says “mass grade.” Click “mass grade” to get all your students on one scoring sheet.
5. Use the student’s 7-digit ID code to confirm you are entering the ratings in the correct spreadsheet row in PerformancePLUS. Enter each teacher's rating in the appropriate column (refer to the Partners & Login Information sheet to see what Rater # you have been assigned). Press “SAVE scores” at the bottom when you are finished entering your ratings. Once you enter the BOW ratings for Round One, repeat the process to enter scores for Round Two.