

To Access Weighted Scores in Achievement Series

1. Login to Achievement Series using your Site ID, Staff ID, and Password.
2. Click on the **Classroom Area** button.
3. Select the **District Grade book** tab if it is not already selected.
4. Click on **A+** beside the **Class Average** link to open the **Classroom Reports-Test Scores** window. You will now be under the **Test Scores** tab.
5. Click the **Switch to Table** link under the **Test Scores** tab.
6. Locate the **Weighted Score**, for example 95.1% (**39.00/41.00**), under the **Score** column in the **Classroom Reports-Test Scores** window.
7. Click the **PDF** icon at the top right of the screen. A new window will appear that will contain a class test scores report. This report can be printed and/or saved to your computer.

Call the Help Desk (**301-517-5800**) if you need your login information (Site ID and Password)