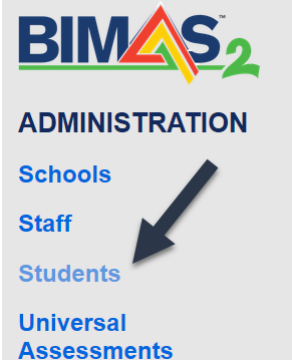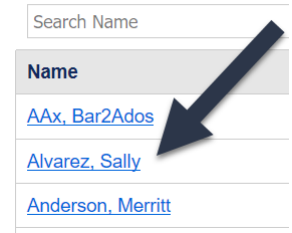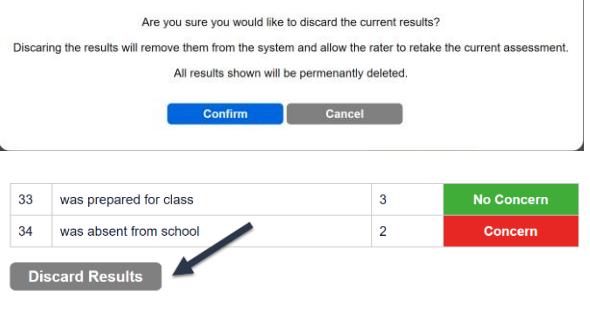# DELETING A STUDENT'S RATING

Hello,
I have a staff member who clicked on the wrong response in error and would like to go back and change her answer. How would she do that? Please let me know how to proceed. Thank you.

It is not possible to edit individual item ratings once a form is submitted. However, a user with the proper access level to the BIMAS-2 platform can discard a complete rating completed for a student <u>only</u> during an active screening window period. For all other instances, this process will require a written request where the user is following policies and procedures of the school/organization in regard to educational records.

Step 1. Log in the BIMAS-2 platform. From the menu, select Students.	**BIMAS₂** **ADMINISTRATION** Schools Staff Students Universal Assessments
Step 2. Find and select (click) the student that you would like to remove the screening data.	Search Name **Name** AAx, Bar2Ados Alvarez, Sally Anderson, Merritt
Step 3. Once you open the student record, find the section that says UNIVERSAL (UA) DATA and make sure you are looking at the right rater (Teacher, Parent, or Self) Universal Screening. Click on the blue title (see arrow) that indicates the name of the UNA window.	**UNIVERSAL ASSESSMENT Z-SCORE DATA - TEACHER** Scales — **Spring 2019 WCS** 05/02/19 Conduct — 63
Step 4. The details of the item ratings organized across the 5 BIMAS-2 scales will appear. Scroll all the way to the bottom of the table where you find the option to remove the rating. **Once pressed**	Are you sure you would like to discard the current results? Discarding the results will remove them from the system and allow the rater to retake the current assessment. All results shown will be permanently deleted. **Confirm** **Cancel** 33 was prepared for class — 3 — No Concern 34 was absent from school — 2 — Concern **Discard Results**

For assistance with other matters of the BIMAS-2 please e-mails at: help@edumetrisis.com