

## Defining Assessments: Custom Settings

**\*\*District Lead access is required to manage assessment definitions in Proliftic\*\***

District Lead users can go to **Admin > Define Assessments** to view all assessment definitions assigned to the selected school and year.

1. Move the cursor over the menu items on the left side.  
2. Choose **Admin** from the available options.  
3. Click on **Define Assessments**.

For local assessments, District Lead users can edit all parts of the assessment definition. For assessments with data imports, District Lead users can configure district-specific custom settings.

The **Custom Settings** view allows District Lead users to manage all parts of the assessment definition and configure the following settings for their district:

- Set district-specific targets for any assessment, which will override vendor targets in all reports for that school year.
- Choose whether each score appears on the student profile page.
- Decide if each score is available for direct entry on the benchmark score entry page.

Display Score on Student Profile

Display Score on Benchmark Score Entry Page

Custom settings automatically apply to all schools in the district for the selected school year. District users can update these settings by choosing a year and opening the assessment definition.

Changes to assessment definitions can be saved by using the save button located at the bottom of the assessment definition screen.