

Score Week for Counselors

Understanding PSAT/NMSQT® Scores

The K–12 score reporting portal is home to a wealth of information to help you and your students use and analyze their PSAT/NMSQT scores.

Uploading data files and printing PSAT/NMSQT Score Reports



How to Download Data Files from the Score Reporting Portal

- If you were assigned the **File Downloads** role, you can download the data file from the portal's **Download Center**.
- If you don't see the Download Center tab when you sign in, ask your Access Manager to assign you the File Downloads role.



How to Upload Files to Naviance

- Download the PSAT/NMSQT data file in TXT or CSV directly from the Download Center and save it on your desktop or network drive.
- Don't open and save the file in Excel before uploading it to Naviance; if you do, the file will be incompatible with Naviance.
- Open Naviance and go to **Setup**. Then go to **Data Import** and click **Add Test Scores for Existing Students**.
- **Note:** Do not change the headings.



How to Print Score Reports and Labels

1. Run a detailed roster report for your school.
2. Check the box next to the name of each student you want to include.
3. Click the button to create a printable PDF of labels or score reports.
4. Use Avery 5163/5963 labels or the equivalent (10 labels per page, 2" x 4").