



Administering and Scoring Tests

Hello, Idaho! I'm Beth Klineman from Pearson Education. Welcome to Administering and Scoring Tests in Schoolnet, accessed through the ISEE Portal.

Once you create a test in Schoolnet, you're ready to schedule and administer the test.

Provide students with an online passcode so they can take the test online. Then check the Proctor Dashboard to see who has and who has not completed the assessment.

You'll see by the progress bars who got through the test quickly and who may be struggling with the material. Keep track of this information and follow up later, or modify the assessment as needed.

Last, use Schoolnet to score open response questions and gauge results immediately. You'll have access to results as soon as students complete the test.

Today on the Schoolnet demo site, I'll show you how to schedule a test, administer it, and how to use the Proctor Dashboard. I'll also show you how to score an open response question.

So let's get started!

As a teacher for Sandpoint Middle School, you want to know how to schedule and administer tests in Schoolnet. You have the option to schedule a test that you created, or one that someone else created.

To start, let's schedule an existing test. For this example, use the test you created in the video, "Creating a Classroom Test." To find the test, roll your cursor over the Assessment Admin header and click **Find a Test**.

Use the filters on the left to find your test. Enter the keyword **hello** and open the subject menu to select **English Language and Literature**. Clear all the check marks except Private Draft and click **Go**.

Under Results, you'll see "The Hello, Goodbye Window Assessment." Click the name of the assessment to select it.

The assessment is in the Private Draft stage and is ready to be scheduled. Click **Ready to Schedule** in the upper right.

A message appears asking you to verify that you want to schedule the test. Once

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your test is in the Ready to Schedule stage, you cannot make any changes. Click **OK**.

Now you will actually schedule the test. Click **Schedule**. Set the schedule details for this test. At the top of the page, open the calendar next to Start Date and click today's date. The end date defaults to one week later, so use that date. Open the calendar next to Score Due Date and choose a date. These dates can be edited later if needed.

Notice that the online passcode is listed on this page. This passcode is automatically generated but can be changed as long as it is unique to every scheduled test. Review the other options and select them as needed. For example, decide whether or not you want students to see their scores upon submitting the test, or whether this will be a timed test. You may want to select the option that says students cannot access the test before the start date or after the end date. Review each of the options carefully.

Then at the bottom of the page, assign this test to a section. Click **Edit Assignment**. Select one of the sections and click **Save**. Then on the Test Settings page, click **Save** one more time.

Back on the Test Detail page, check the status bar. The test is now in progress. At this point, you would distribute the online passcode to your students for them to take the test online.

On the left side of the page, you have several options in the ACTIONS menu. For now, let's look at the Proctor Dashboard.

Click **Proctor Dashboard** to see how students are progressing.

Confirm that you are looking at the right test by checking the top of the page for the test name. You also have the online passcode there if you need it.

Under Section Chooser, you'll see at a glance how many students have not started the test, how many are in the process of taking the test, and how many have finished. Confirm that the right section is taking this test. You'll see by the progress bars where each student is in the process. Grey cells in the progress bar indicate an open response question.

When you've reviewed the information on the Proctor Dashboard, click **View Details** at the top.

Once students have completed the test, you are ready to score it.

Let's pretend you're returning to the test a week later. To find the test from My Schoolnet under My Classroom, select the Upcoming Tests tab. Make sure you are viewing the appropriate section, then for the test you want to score, click the test name.

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On the Test Detail page, under Actions, click **Score Test**.

Click **Locate a Section** and select your class.

The students are listed on the left. You have options to score the students individually or you can score all of the open responses.

The open response answers are listed in alphabetical order according to the students' last names. Review the first answer and open the Points Awarded menu. Select the appropriate number of points.

When you're finished reading and scoring all the responses, save your changes by clicking **Score**.

You've scheduled, administered, and scored a test in Schoolnet. You also learned how to use the Proctor Dashboard to follow students' progress on a test.

Practice these skills by creating a test and then schedule it, administer it, check the Proctor Dashboard, and score it, if possible.

To learn more about administering and scoring tests, review the training resources for the Assessment Admin module.

But before you go, let's hear from Kim Miller and Marita Diffenbaugh, seasoned teachers from Star Elementary.

"We've gone from having folders and binders and dividers, and so many things that you can't even carry it. I don't know if you've noticed, but there have been teachers that actually take crates and wheel them out, you know, like on a dolly, in and out every day with all of their information that they need to plan, to assess, to report on that, and to have it one place digitally is really beneficial, so I think that's one of the best things."

For more information on ISEE's Schoolnet, be sure to check out the training resources posted on PowerSource, and go to PD Planner for additional training opportunities.

<https://powersource.pearsonschoolsystems.com/portal/isee/>