

The following competency statements and objectives describe what a participant should know and be able to do within Schoolnet. Some items (marked with an *) may not apply to all district configurations.

Module	Competency	Objectives
Assessment Admin	<p>Create assessment items</p> <p>Participants will be able to create an assessment item.</p>	<p><i>Participants will be able to:</i></p> <ul style="list-style-type: none"> List the types of items and the advantages and disadvantages of each Add an image to an item Add a math equation to an item Explain the purpose of the explanation fields Align an item to a standard <p>Quick Reference Card: Create Multiple Choice Items Quick Reference Card: Create Matching and Inline Response Items Quick Reference Card: Create Hot Spot Items Quick Reference Card: Creating Assessment Tasks Quick Reference Card: Test Item Creation Tips</p> <ul style="list-style-type: none"> Understand the impact of point value and assigning more than one correct answer Explain the process for submitting an item for approval. <p>Quick Reference Card: Submitting a Test Item Quick Reference Card: Approving a Test Item</p>
Assessment Admin	<p>Create a Passage</p> <p>Participants will be able to demonstrate how to create a passage linked to multiple items</p>	<p><i>Participants will be able to:</i></p> <ul style="list-style-type: none"> Locate an existing passage and choose items to include on a test Create a new passage and add new questions <p>Quick Reference Card: Create Passages</p> <ul style="list-style-type: none"> Explain the process for submitting a Passage for approval. <p>Quick Reference Card: Submitting a Test Item</p>
Assessment Admin	<p>Create a Rubric</p> <p>Participants will be able to demonstrate how to create a single and Multi-Dimensional Rubric</p>	<p><i>Participants will be able to:</i></p> <ul style="list-style-type: none"> Locate an existing rubric to include on a test Create new rubrics and attach to Open Response questions <p>Quick Reference Card: Create Rubrics</p> <ul style="list-style-type: none"> Explain the process for submitting a Rubric for approval. <p>Quick Reference Card: Submitting a Test Item</p>
Assessment Admin	<p>Item Approval and Co-Authoring Items</p> <p>Participants will be able to demonstrate co-authoring and item approval</p>	<p><i>Participants will be able to:</i></p> <ul style="list-style-type: none"> Share an item to be co-authored. Access items that are to be co-authored <p>Quick Reference Card: Co-Authoring Items</p> <ul style="list-style-type: none"> Explain the process for submitting and approving an item

		Quick Reference Card: Submitting a Test Item Quick Reference Card: Approving a Test Item <ul style="list-style-type: none"> • Explain the process for accessing an item after it has been approved. • Explain the outcome of an item NOT being approved.
Assessment Admin	Locate items Participants will be able to locate items.	<i>Participants will be able to :</i> <ul style="list-style-type: none"> • Explain how permissioning impacts who can see an item • Locate items using filters, keyword and advanced search options Quick Reference Card: Search for Items and Create Manual Test <ul style="list-style-type: none"> • Describe item level detail available • Add items to a new or existing test
Assessment Admin	Create an Express Test Participants will be able to explain and demonstrate how the Express Test feature is used.	<i>Participants will be able to :</i> <ul style="list-style-type: none"> • Demonstrate how to create an Express Test • Explain how to include passages • Provide two use cases for an Express Test Quick Reference Card: Create Express Test SN
Assessment Admin	Create a Manual Test Participants will be able to explain and demonstrate how the Manual Test feature is used.	<i>Participants will be able to:</i> <ul style="list-style-type: none"> • Demonstrate how to create a manual test by using existing and new items Quick Reference Card: Search for Items and Create Manual Test <ul style="list-style-type: none"> • Explain test stages and what changes can be made at each stage • Explain numbering options available • Explain how to adjust the cut score • Demonstrate how to add an attachment to an assessment and provide examples of how this feature might be used • Describe available test item settings
Assessment Admin	Schedule a test Participants will be able to schedule a test.	<i>Participants will be able to:</i> <ul style="list-style-type: none"> • Describe the impact of test dates • Explain the available online test options • Demonstrate how to assign a test • Demonstrate how to recommend a test • Demonstrate how to assign a recommended test at the school level Quick Reference Card: Scheduling Tests Quick Reference Card: Preparing for Paper Tests

<p>Assessment Admin</p>	<p>Printing</p> <p>Participants will be able to describe available printing options.</p>	<p><i>Participants will be able to:</i></p> <ul style="list-style-type: none"> • Demonstrate how to print usernames and explain when this feature is not appropriate • Demonstrate how to print test booklets • Demonstrate how to print answer sheets at both the classroom and school level • Understand how item selection and test settings impact the number of pages in an answer sheet • Know how to access required printer settings <p>Quick Reference Card: Preparing for Paper Tests</p>
<p>Assessment Admin</p>	<p>Scanning *</p> <p>Participants will be able to scan answer sheets</p>	<p><i>Participants will be able to:</i></p> <ul style="list-style-type: none"> • Scan answer sheets • Describe frequently encountered scanning issues <p>Reference Sheet: Scan Process</p>
<p>Assessment Admin</p>	<p>Administer Online Assessment</p> <p>Participants will be able to explain how to administer an online test</p>	<p><i>Participants will be able to:</i></p> <ul style="list-style-type: none"> • Obtain online passcode <p>Quick Reference Card: Administering Online Assessments</p> <ul style="list-style-type: none"> • Understand the Student Experience and how they access tests <p>Quick Reference Card: Student Self-Assessment</p> <ul style="list-style-type: none"> • Locate hardware and software requirements • Deal with connectivity issues <p>Reference Sheet: Managing Internet Connectivity</p> <ul style="list-style-type: none"> • Utilize the Proctor Dashboard • Demonstrate how to use Manipulatives <p>Quick Reference Card: Using Manipulatives</p>
<p>Assessment Admin</p>	<p>Online Scoring</p> <p>Participants will be able to score open response items</p>	<p><i>Participants will be able to:</i></p> <ul style="list-style-type: none"> • Name two ways to access scoring <p>Quick Reference Card: Administering Online Assessments</p> <ul style="list-style-type: none"> • Demonstrate how to bulk upload scores <p>Quick Reference Card: Uploading External Assessment Results</p>
<p>Assessment Admin</p>	<p>Student Response Systems *</p> <p>Participants will be able to explain how clickers can be used to administer tests</p>	<p><i>Participants will be able to:</i></p> <ul style="list-style-type: none"> • Locate a list of supported clicker models <p>Quick Reference Card: Uploading External Assessment Results</p> <ul style="list-style-type: none"> • Know what question type can be supported by clickers • Name two ways of linking clickers to students for a test <p>Quick Reference Card: Proctoring Clicker Tests</p>

<p>Classrooms</p>	<p>Use the Benchmark Dashboard to Locate Assessment Results</p> <p>Participants will understand how to use the Benchmark Dashboard to locate desired assessments.</p>	<p><i>Participants will be able to:</i></p> <ul style="list-style-type: none"> • Access benchmark data for sections and students. • View assessment results of specific test administration by section. • Search, browse, sort and filter to locate assessments. • Link to Item Analysis, Skills Analysis, Standards Mastery and Benchmark Trends reports. <p>Quick Reference Card: Classroom Level Reporting for Teachers Quick Reference Card: MySchoolnet: Classroom Assessment Monitor</p>
<p>Classrooms</p>	<p>Analyze Standards Mastery in Your Classroom</p> <p>Participants will examine test data in Classrooms and understand how to document standards coverage and the level of mastery of individual standards.</p>	<p><i>Participants will be able to:</i></p> <ul style="list-style-type: none"> • Access benchmark data broken down by standard. • Explain the icons associated with each performance benchmark and trend analysis. • Compare test results over a period of time. • Drill down to individual standards. • Drill down to individual students. • Identify curriculum and standards that have been covered and are scheduled. • Organize students by performance into student mastery groupings. <p>Quick Reference Card: Standards Mastery Reporting for Teachers</p>
<p>Classrooms</p>	<p>Analyze Testing Items for Students in a Classroom</p> <p>Participants will understand how to conduct an item analysis of assessments.</p>	<p><i>Participants will be able to:</i></p> <ul style="list-style-type: none"> • Determine which test items the students missed and targets for improvement. • Identify the skills covered in each item. • Identify trends/indicators in item quality. • Review students' benchmark performance and locate related materials. <p>Quick Reference Card: Classroom Level Reporting for Teachers</p>
<p>Classrooms</p>	<p>Reviewing the Student Profile</p> <p>Participants will understand the comprehensive Student Profile.</p>	<p><i>Participants will be able to :</i></p> <ul style="list-style-type: none"> • Access a student's profile. • View a student's past benchmark and standardized tests. • Review score distribution in a student's prior class. • Access the student growth profile in the Learning Plan and Teaching Notes*. <p>Quick Reference Card: Access Digital Backpack and Student Growth Profile</p>

<p>Classrooms</p>	<p>Grouping Students for Differentiated Planning or Remediation</p> <p>Participants will understand how to manage groups to accommodate targeted differentiated instruction, including remediation or extension activities.</p>	<p><i>Participants will be able to:</i></p> <ul style="list-style-type: none"> • Create a Student Group by choosing individual students or selecting a mastery group. • Edit and delete Student Groups. • View a Student Group in the Analysis Spreadsheet. <p>Quick Reference Card: Creating & Working with Student Groups and Filtering Analysis Spreadsheet</p>
<p>Classrooms</p>	<p>Comparing a List of Students on Multiple Data Points</p> <p>Participants will understand how to include multiple data points on a comparison report using a specific group of students.</p>	<p><i>Participants will be able to:</i></p> <ul style="list-style-type: none"> • Explain how to access and populate an Analysis Spreadsheet. • Explain the limitations of an Analysis Spreadsheet. • Add additional columns of data to the Analysis Spreadsheet in Excel. • Print an Analysis Spreadsheet. <p>Quick Reference Card: Creating & Working with Student Groups and Filtering Analysis Spreadsheet</p>
<p>Classrooms</p>	<p>Analyze Standards Coverage</p> <p>Participants will understand how to use data to determine the extent to which standards have been covered and mastered in a class.</p>	<p><i>Participants will be able to:</i></p> <ul style="list-style-type: none"> • Review the times a standard/performance benchmark is assigned to instructional units, resources, lessons and assessments.
<p>Classrooms</p>	<p>Accessing Relevant Public Units and Lesson Plans</p> <p>Participants will understand where to locate relevant materials needed for instruction.</p>	<p><i>Participants will be able to:</i></p> <ul style="list-style-type: none"> • Search for targeted units, lesson plans and resources. • Save found materials to My Materials. <p>Quick Reference Card: Locate Instructional Materials and Standards Quick Reference Card: Filtering Instructional Materials Search Results</p>
<p>Classrooms</p>	<p>Developing Materials</p> <p>Participants will understand how to write units and lesson plans.</p>	<p><i>Participants will be able to:</i></p> <ul style="list-style-type: none"> • Describe hierarchy for curricular units, instructional units, lessons, resources and assessments. • Access material templates. • Align standards to materials, and understand how these standards are reflected elsewhere on the site. • Align materials to units and lessons. • Utilize organizers. • Distinguish between the three types of lesson templates. • Add a file attachment to a lesson. • Use formatting options in text boxes for adding URLs, special characters, etc. <p>Quick Reference Card: Creating a Lesson Plan Quick Reference Card: Creating a Lesson Plan using the</p>

		State Template Quick Reference Card: Rubric for Lesson Plan Submission Quick Reference Card: Creating Resources and adding to LP Quick Reference Card: Text Editor Reference Sheet
Classrooms	<p>Sharing Units and Lessons*</p> <p>Participants will understand the process of submitting a lesson for public approval.</p>	<p><i>Participants will be able to:</i></p> <ul style="list-style-type: none"> Identify the approval criteria for a unit or lesson plan. Explain the process for submitting a unit or lesson for approval. Explain the process for approving a unit or lesson plan. Explain the process for accessing a unit or lesson plan after it has been approved. Explain the outcome of a lesson plan NOT being approved. Submit units, lessons and resources for approval to Public Materials Bank. <p> Quick Reference Card: Teachers Submitting Instructional Materials for School Approval Quick Reference Card: School level Submitting and Approving Materials Quick Reference Card: District level Submitting and Approving Materials </p>
Classrooms	<p>Assigning Resources to Students*</p> <p>Participants will understand the process of assigning resources to students.</p>	<p><i>Participants will be able to:</i></p> <ul style="list-style-type: none"> Explain the process for assigning student resources Be familiar with how students access resources through the student portal <p>Quick Reference Card: Assign Resources to Students</p>
Classrooms	<p>Lesson Planner</p> <p>Participants will understand the process of accessing and scheduling in the Lesson Planner</p>	<p><i>Participants will be able to:</i></p> <ul style="list-style-type: none"> Explain the process for scheduling in the lesson planner Be familiar with what can and cannot be scheduled Explain two ways materials can be scheduled <p> Quick Reference Card: Scheduling Lesson Plans in the Lesson Planner Quick Reference Card: Using the Lesson Planner </p>
Classrooms	<p>Understanding the District's Curriculum*</p> <p>Participants will understand and explain how to locate and navigate within district-loaded curriculum.</p>	<p><i>Participants will be able to:</i></p> <ul style="list-style-type: none"> Describe two ways to locate curriculum for a course. Identify which grade levels and subjects have loaded curriculum in their district.
Classrooms	<p>Printing Options</p> <p>Participants will be able to explain</p>	<p><i>Participants will be able to:</i></p> <ul style="list-style-type: none"> Print Student Profiles.

	what printing options are available for each report type.	<ul style="list-style-type: none"> • Print the Analysis Spreadsheet. • Print Standards Mastery Report. • Batch print reports.
School And District Data	<p>Making Real-life Connections</p> <p>Participants will understand the benefits of the tool.</p>	<p><i>Participants will be able to:</i></p> <ul style="list-style-type: none"> • List the key features and benefits of the data analysis and reporting tool. • Identify at least three ways they can use the tool in their daily work.
School And District Data	<p>Develop a Knowledge Base of the District's Student Data</p> <p>Participants will understand and become familiar with the type of student data that is currently available in Schoolnet.</p>	<p><i>Participants will be able to:</i></p> <ul style="list-style-type: none"> • Explain the type of data that is currently available in Schoolnet including: <ul style="list-style-type: none"> ○ Number of years of data that are currently available in the system. ○ District source for SIS and section data.
School And District Data	<p>Knowledge of District's Key Performance Indicators (KPIs)</p> <p>Participants will know the district's KPIs and understand how they will be used to measure overall progress toward defined goals.</p>	<p><i>Participants will be able to:</i></p> <ul style="list-style-type: none"> • Navigate all levels of the KPI Dashboard. • Access the definitions and calculations for district defined KPIs. <p>Quick Reference Card: School and District Data Overview</p>
School And District Data	<p>Accessing an Individual Student Profile</p> <p>Participants will understand how to access and interpret an Individual Student Profile.</p>	<p><i>Participants will be able to:</i></p> <ul style="list-style-type: none"> • Identify two ways to access an Individual Student Profile. • Locate an Individual Student Profile using Student Search. • Access the Standardized Test Detail and analyze the Test Score Distribution Chart. • Compare students' performance using the Grade Distribution Chart. <p>Quick Reference Card: Access Digital Backpack and Student Growth Profile</p>
School And District Data	<p>Generating Pre-Formatted Reports</p> <p>Participants will understand how to generate reports.</p>	<p><i>Participants will be able to:</i></p> <ul style="list-style-type: none"> • Run pre-formatted reports including benchmark, demographic, and standardized test reports. • Explain the enrollment options available in pre-formatted reports. • Explain the paging option and output. <p>Quick Reference Card: Creating Pre-Formatted Reports Quick Reference Card: Understanding Enrollment Filtering</p>
School And District Data	<p>Comparing a List of Students on Multiple Data Points</p> <p>Participants will understand how to compare a group of students on multiple data points within an</p>	<p><i>Participants will be able to:</i></p> <ul style="list-style-type: none"> • Access and populate an Analysis Spreadsheet. • Print an Analysis Spreadsheet. • Export an Analysis Spreadsheet to Excel

	Analysis Spreadsheet.	Quick Reference Card: Defining Student Sets
School And District Data	<p>Creating Custom Reports</p> <p>Participants will understand how to build Custom reports to answer targeted questions.</p>	<p>Participants will be able to:</p> <ul style="list-style-type: none"> Define a set of students with filters or Class Reports. Save a Student Set. Choose Report Parameters. Set Data Constraints. Save reports. View and analyze report results. <p>Quick Reference Card: Creating Custom Reports Quick Reference Card: Publishing Reports Quick Reference Card: Editing and Deleting Published Reports</p>
School And District Data	<p>Personalizing a List of Favorite Data Reports</p> <p>Participants will understand how to create easy access to favorite data reports.</p>	<p>Participants will be able to:</p> <ul style="list-style-type: none"> Explain how reports appear in My Reports. Add published reports to My Reports. Add self-created reports to My Reports. Retrieve reports from My Reports. Remove/delete reports from My Reports. Differentiate among the report types available in My Reports. <p>Quick Reference Card: Creating Custom Reports Quick Reference Card: Publishing Reports Quick Reference Card: Editing and Deleting Published Reports</p>
School And District Data	<p>Selecting Appropriate Report Types</p> <p>Participants will understand how to choose the most appropriate report to gather the information needed.</p>	<p>Participants will be able to:</p> <ul style="list-style-type: none"> Explain the difference between Pre-Formatted and Custom reports. Explain the rationale for choosing a custom report versus an Analysis Spreadsheet to compare performance for a particular group of students.
School And District Data	<p>Publishing Saved Reports</p> <p>Participants will understand how to publish saved reports.</p>	<p>Participants will be able to:</p> <ul style="list-style-type: none"> Publish saved reports and column sets. Edit published reports. Contextualize reports. Delete published reports. <p>Quick Reference Card: Publishing Reports Quick Reference Card: Editing and Deleting Published Reports</p>
PD Planner	<p>PD Planner Purpose</p> <p>Participants will be able to explain the main features and advantages of PD Planner.</p>	<p>Participants will be able to:</p> <ul style="list-style-type: none"> List the major features and benefits of PD Planner. Identify at least three ways they can use PD Planner in their daily work. <p>Quick Reference Card: Using PD Planner</p>
PD Planner	<p>Locate and Register for an Activity</p>	<p>Participants will be able to:</p> <ul style="list-style-type: none"> Describe the various ways that users can locate an activity.

	Participants will be able to demonstrate how to locate and register for an activity.	<ul style="list-style-type: none"> • Register for an activity. • View the status of an activity. Quick Reference Card: Searching and Registering for PD
PD Planner	<p>Request Credit and Pre-Approval</p> <p>Participants will be able to explain and demonstrate how this feature is used.</p>	<p><i>Participants will be able to:</i></p> <ul style="list-style-type: none"> • Explain why an activity request may be needed. • Submit an external activity request. • Track, edit and delete an activity request. Manual: PDP Manual
PD Planner	<p>Facilitate an Activity</p> <p>Participants will be able to complete pre-activity and post-activity facilitator tasks.</p>	<p><i>Participants will be able to complete the following facilitator tasks:</i></p> <ul style="list-style-type: none"> • Email participants. • Print a sign in sheet. • Manage the waitlist. • Register users. • Record attendance. • Submit final credit. • Share notes with other facilitators. Quick Reference Card: Adding PD Planner Facilitators Quick Reference Card: Facilitating Activities
PD Planner	<p>Run Reports</p> <p>Participants will be able to run PD reports.</p>	<p><i>Participants will be able to:</i></p> <ul style="list-style-type: none"> • Know what categories of reports are available. • Generate reports. • Save reports. Manual: PDP Manual
PD Planner	<p>Roster Verification</p> <p>Participants will be able to explain the roster verification process.</p>	<p><i>Participants will be able to:</i></p> <ul style="list-style-type: none"> • Describe the tasks of the teacher, principal and school clerk Quick Reference Card: Teachers - Verify Roster Quick Reference Card: Teachers - Request Access to Sections Quick Reference Card: Administrators - Access Roster Requests Quick Reference Card: Administrators - Access Section Requests