



Schoolnet: Scoring Online Assessments Quick Reference Card

Scoring Online Assessments

Learn how to score online assessments.

Score Open Response Items Using the Proctor Dashboard

Use the Proctor Dashboard to score open response items for students who submit their tests while other students are still testing.

To score an in-progress test:

1. On the Schoolnet home page, select the class taking the assessment from the Section menu
2. Click the Upcoming Tests tab
3. Click the Proctor Dashboard icon for the assessment

TEST NAME	ONLINE PASSCODE	TEST STAGE
05/29/13, Unit 7 Quiz	DEXYDY8	Completed

If you do not see the test on the Schoolnet home page, click **Assessment Admin**, locate the test, and select **Proctor Dashboard** under Actions.

4. Click the Edit icon for the student whose test you want to score
The icon will not appear if the student's test is still in progress.

5. Enter scores for the open response items

6. Add a comment for students and parents, if applicable
7. Once all open response items are scored, scroll down and click **Score**

Record Scores Using Assessment Admin

Use Assessment Admin to record your scores for students who test on paper or orally, or to record scores for students' open response items when the test has concluded.

To score an assessment:

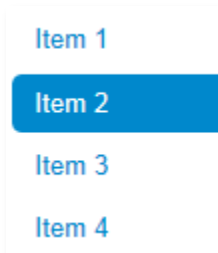
1. On the Schoolnet homepage, click **Assessment Admin**
2. For the desired test, select **Score** from the Actions menu
3. From the "Filter by" menu, select a class

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- To score all students on one open response item at a time, click the By Open Response Item tab

Alternatively, to score all responses for each student at a time, skip to Step 8.

- For the first open response item, enter a score for each student
- Scroll down and click **Score**
- If applicable, use the menu on the left to navigate to the next open response item



- To score one student at a time for any item type, click the By Student's Test tab

- For each item, select the response or responses that correspond to the student's answer

▼ 3 - Matching (2 points)

► Show Question

Question 1 - A (1 point) , D (1 point)

Question 2 - B (1 point)

▼ 9 - Carter-Rice, Garrett (1215357) 8

► Show Response

Presentation [Clear All Scores](#)

Adapts to context	<input type="text" value="0"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/>	× 1 = 3
Use of Digital media	<input type="text" value="0"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/>	× 1 = 2
Clear and Concise	<input type="text" value="0"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/>	× 1 = 3

Comment

- Scroll down and click **Score**

- To view results immediately, navigate to the Classrooms module; to view results the next day, navigate to School & District Data