



# Schoolnet: Sharing Assessment Information with PowerTeacher Gradebook Quick Reference Card

## Schoolnet: Sharing Assessment Information with PowerTeacher Gradebook

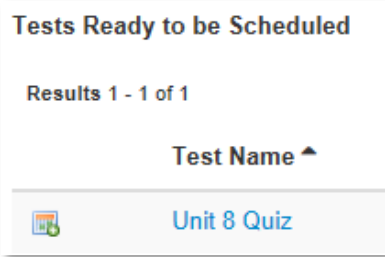
Audience: This document is intended for teachers who sign in to Schoolnet through PowerSchool and know how to create and locate an assessment in Schoolnet.

Learn how to create an assessment in Schoolnet and then share the assessment with PowerTeacher (PT) Gradebook. Then as students take the exam online, assessment scores will transfer to PT Gradebook.

### Share a Test with PowerTeacher Gradebook

To share a Schoolnet test with PowerTeacher Gradebook, follow the steps below. If you are already viewing the test detail of a test ready to schedule, skip to step 3.

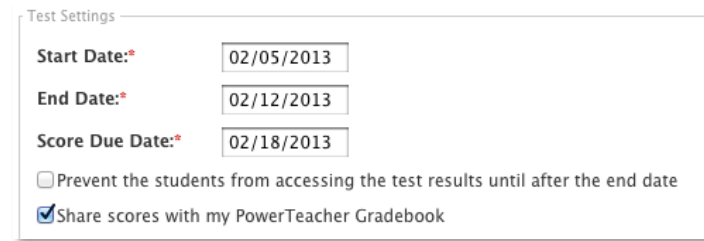
1. Roll your cursor over the Assessment Admin header and click **Schedule, Assign, Choose Options**
2. Under "Tests Ready to be Scheduled," click a test name



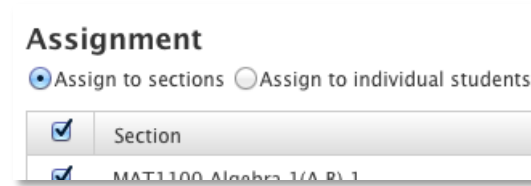
3. Click **Schedule**
4. Select a test start, end, and score due date

The Schoolnet end date is added as the Date Due in PowerTeacher Gradebook when you share the assessment or assignment.

5. Check **Share scores with my PowerTeacher Gradebook**

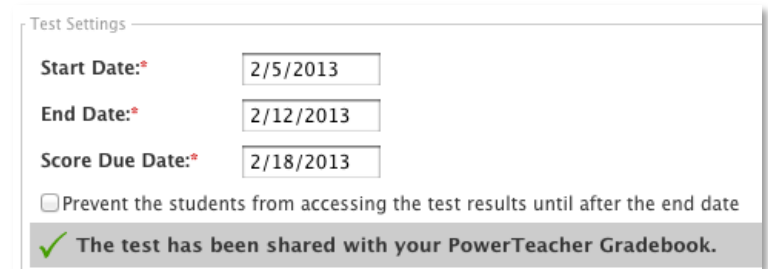


6. Check the desired online test options
7. At the bottom of the page, click **Edit Assignment** to choose which of your sections will take this test



8. Click **Save**

A message confirms that you shared the assessment with PT Gradebook.



# Schoolnet: Sharing Assessment Information with PowerTeacher Gradebook

**Important:** If you set the assessment in Schoolnet to share with PowerTeacher gradebook, then Schoolnet becomes the source of record for that assignment. This means that when you make changes to that assignment within PowerTeacher gradebook, those changes may be overwritten if a subsequent update is received from Schoolnet.

To keep data from being overwritten, you must turn off “gradebook sharing” for that assessment within Schoolnet (clear Share scores with my PowerTeacher Gradebook).

Or, make any updates in PowerTeacher gradebook once the “Score Due Date” has passed. Once the due date has passed, Schoolnet will no longer update the assignment in PowerTeacher gradebook.

## Find Your Assessment in PT Gradebook

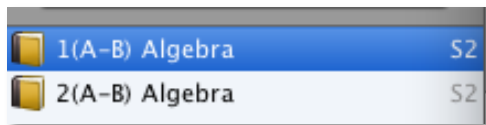
To find the test in PT Gradebook, follow these steps:

1. Launch PT Gradebook

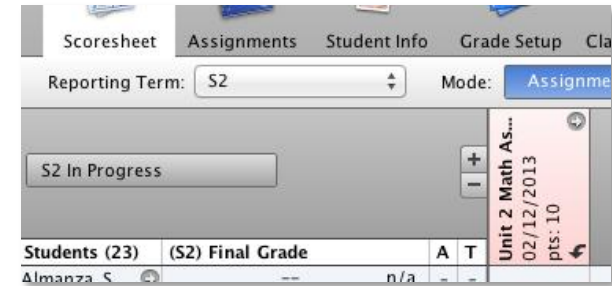
If you already have it open, be sure to refresh the application.

2. If you’re administering the test to one section, select that section from the list of sections on the left

If you selected all sections, the test should be visible when you launch or refresh PT Gradebook.



Note that the assessment appears at the top of the page under Assignments.



As students take the test online, scores are transferred automatically from Schoolnet to PT Gradebook.

Note: The down-pointing arrow icon under the assessment name means the assessment was imported from an external application, in this case, Schoolnet.