



Schoolnet: Uploading External Assessment Results Quick Reference Card

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Use Schoolnet to report on assessments that were administered outside of Schoolnet. Before uploading the results, build the actual test in Schoolnet, either as an Answer Key Only (AKO) test or as a complete test with question content.

Once you create the test, upload the file to add the assessment results.

Teachers can perform these tasks for the students and sections assigned to them. Users who want to perform these tasks for a school- or district-wide assessment need the user permissions to create and schedule tests at the school or district level.

Create an Answer Key Only Test

Before you can upload scores from an external test, create the test in Schoolnet. Create just the answer key when you don't want to enter the content for each question. Each item will still require an item type, correct answer, point value, and associated standard.

Using the answer key only method, you won't see the question content on the Item Analysis report, so have a paper copy of the test available when you view the results in Schoolnet.

To create an AKO test:

1. Roll your cursor over the Assessment Admin header and click **Create**
2. Under Create a Test Manually, click **Start Now**
3. Enter the test name, subject, grade level, test category, and the preferred standards document
4. For Answer Key Only, select **Yes**
5. Leave Item and Test Item Settings at their default values

6. Indicate the number of items and, if applicable, be sure to indicate if this is a multiple choice-only test
7. Click **Generate Test**
8. If required, choose the question type of the first item
9. Indicate the correct answer by selecting **is the correct response**

To weight a question, change the number of points the correct answer is worth.

A	- Answer is worth	1	points and	<input checked="" type="checkbox"/> is the correct response.
B	- Answer is worth	0	points and	<input type="checkbox"/> is the correct response.
C	- Answer is worth	0	points and	<input type="checkbox"/> is the correct response.

10. Click **Standard Lookup**

Expand a higher-level standard to view its lower-level standards by clicking the + sign.

11. Select one standard
12. Click **Done**
13. Use the item placeholders to navigate from one item to the next

Test Items	1		2
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14. When you have entered all the required information correctly, scroll down and click **Return to Test Detail**

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15. Click **Ready to Schedule**

Depending on the test category, you may need to click **Make Public** first and then click **Ready to Schedule**.

16. Confirm that you want to schedule your test by clicking **Schedule**

17. Next to Start Date, open the calendar and select a date to associate with the test

18. Pick any end date and score due date that falls after the start date

19. At the bottom of the page, accept the quick assignment by clicking **Accept Quick Assignment**

Alternatively, modify the sections that took this test by clicking **Edit Assignment**.

Even though students have already taken the test, making the assignment enables test results to be associated with your classes on the Student Performance page (in the Classrooms module) and the Schoolnet home page.

20. To save your work, click **Save**

Prepare the File

Once you create the test in Schoolnet, prepare and upload the results.

To create the results file:

1. First, locate a sample file by navigating to the Test Detail page and clicking **Score Test**
2. Depending on your role, navigate to the sample file in one of two ways:
 - Teachers click **Upload Scores** under the appropriate section
 - Test administrators click **Upload File**

3. Click **Download Sample File**

4. The sample file creates a column for Student ID and each item with a sample row to show the response format

	A	B	C	D	E	F	G
1	studentid	R1	R2	R3	R4	R5	R6
2	1234567	C	T	100	10 A	A C D	

5. Save a local copy of the file and enter or copy from a file the student IDs and corresponding responses for each item

The following item types are supported:

Item Type	Response Format
Multiple Choice, T/F, Gridded and Open Response without Rubric	A single response is placed into the blank cell.
Inline Response and Matching	Example: B B A In this 3 part item example, B is the answer for first inline response, B for the second response, and A for the third response.
Open Response with Rubric	Example: 3 2 5 For this 3 trait rubric example, 3 is level 3 for trait 1 of the rubric, 2 is level 2 for trait 2 of the rubric, and 5 is level 5 for trait 3 of the rubric.
Task	Example: 1A 1B 1C Activities follow the format of the selected item type and are identified with the question number followed by the activity order. In this example, question 1 has 3 multiple choice activities.

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6. Save the file in CSV format

Upload the File

Once you've prepared the file, upload it to the matching test.

1. Navigate to the Test Detail page and click **Score Test**
2. Return to the Upload screen by clicking either **Upload Scores** or **Upload File**, depending on your role
3. Click **Browse**
4. Select the file
5. Click **Upload**

A message confirms that the file uploaded correctly.