



Schoolnet: Administering Online Assessments Quick Reference Card

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Learn how to prepare for online assessments, understand the student assessment experience, and view student progress in real time.

Preparing Computers for the First Online Assessment

Use the following checklist for each computer that has never been used for a Schoolnet online test.

- After you sign in to Schoolnet, click **Tech Check** in the footer of any page to run a diagnostic check
- If “Administer this test with Schoolnet Secure Tester” was selected during scheduling, confirm that Schoolnet Secure Tester is installed; otherwise, students cannot access the test

Tasks to Perform Before Each Assessment

Complete the following tasks before administering each test:

- Write the online passcode* and site URL where students can view them
- If applicable, confirm the network password so that in the event that a student signs off the computer, she can sign back in
- Print student usernames and passwords*
- Print test booklets and answer sheets for any students who will not test online*

*See the section about using the Proctor Dashboard below

Using the Proctor Dashboard

Use the Proctor Dashboard to prepare for test administration and to view the details of your students’ progress during an assessment.

To access the Proctor Dashboard:

1. On the Schoolnet home page, select a class in the Section menu
2. Click the Upcoming Tests tab
3. Note the online passcode and then click the Proctor Dashboard icon for the assessment

If you cannot locate the test on the Schoolnet home page, click the Assessment Admin header, locate the test, and select **Proctor Dashboard** from the Actions menu.

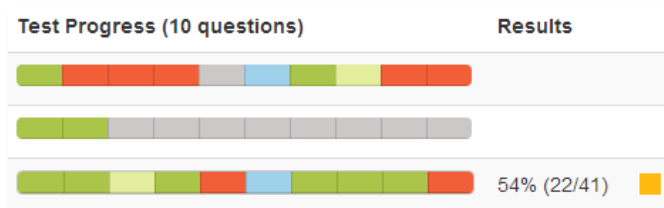
TEST NAME	ONLINE PASSCODE	TEST STAGE
05/29/13, Unit 7 Quiz	DEXYDY8	Completed


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4. In the Proctor Dashboard, use any of the following tools from the Action menu:
 - View test details to access scoring instructions and any associated resource files for the test
 - If students do not access Schoolnet through another application, view a list of your students' Schoolnet usernames and passwords

The usernames and passwords do not apply if students use another sign in method.

- Print answer sheets and test booklets for any student who will not take the assessment online
 - Access the Item Analysis report when students have submitted their test
5. Use the tools and displays on the dashboard to:
 - View the number of students who haven't started, are currently testing, and have already completed the test
 - View each student's progress throughout the assessment using the progress bar, which displays colored bars to represent correct, partially correct, incorrect, and open response questions
- Score open response answers for students who submitted their test, delete all results for the student, or access a link to resume a test submitted prematurely



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The Student Experience

Before they take their first test in Schoolnet, make sure students know what to expect. Help them prepare by either describing the test features, or by including a zero point item as the first question that you work through as a class, or by viewing a sample test that you preview from the Test Details page.

Confirm with a site administrator how students will sign in, either directly through Schoolnet or through a portal.

To take a test, students will sign in and then complete the following steps:

1. On the Schoolnet home page, enter the online passcode for the test in the Enter Online Passcode field and click **Go**
2. Confirm that the correct assessment is selected and click **Start Your Test**
3. In the test window that appears, click **Start Test Now**
4. As they answer each test question, click **I'm ready for the next question** to advance through the assessment
5. Use test tools as needed:
 - Mark questions for follow-up with the flag icon
 - Highlight passages in yellow
 - Hide wrong answers
6. After answering the last test question, click **I'm ready for the Test Summary**
7. On the Test Summary page, click any flagged or unanswered questions to review them and make changes or additions
8. When satisfied with all the answers, click **Submit Test for Grading**
9. In the confirmation window that appears, click **Yes**
10. Click **Close Test**