



Schoolnet: Scheduling Tests Quick Reference Card

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Before you can administer a test to students, you must schedule it. Use this document to help locate a test for scheduling, learn about the test stages, schedule a test, and assign it to students.

Understanding the Test Stages

When you first create a test, it is in the Private Draft stage. Advance to the next stage by clicking the blue status button at the top right of the screen.

The Public Draft stage (not available for classroom tests) allows test creators to provide access to other test creators for collaboration purposes. Change the status to Ready to Schedule when all changes have been made. You can only schedule a test with the Ready to Schedule status.

Private Draft Public Draft **Ready To Schedule** Scheduled In Progress Completed

Locating a Test as a Test Administrator

Users who have permissions to schedule tests at their institution can schedule any test with a Ready to Schedule status.

To locate a test created previously:

1. Roll your cursor over Assessment Admin and click **Schedule, Assign, Choose Options**
2. To locate a test, use the filters to narrow the list and use the column headers to sort
3. Click the test title
4. Click **Preview Online Test**
5. Review each question and then close the preview browser
6. When you're ready, click **Schedule**

Locating a Test as a Teacher

To locate a test created previously, click the Assessment Admin header and filter as needed, or use the Recently Viewed Tests menu to locate your test. Click the test tile to access the test detail page, and then click **Schedule**, the blue button located on the upper right.

Scheduling a Test

Using one of the methods described above, locate a test in the ready to schedule stage and click **Schedule**.

To schedule a test:

1. On the Schedule a Test: Test Settings page, enter the start date, end date, and score due date, noting the following:
 - The dates must be within the current school year
 - You can scan or score online paper tests any time after the start date, even beyond the end date
 - Online tests can be administered any time within the window, and even after if the window restriction option is not selected
 - Remember, students can't actually take the test until they are provided with the online passcode.
 - The score date is the recommended date for the test proctor to complete and score open response items and scan test results
 - Unless granted additional permissions, teachers do not have access to test content until the start date; however, they can print answer sheets once the test is scheduled

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- To prevent students from accessing test results before the end date, select the check box beneath the date fields
- Test administrators have an option to select Allow test content access from approved internet addresses only, which will prevent teachers from accessing test content on devices outside IP addresses set up by a system administrator.
 - If any students will take the test online, refer to the following table to determine options you prefer:

Field	Input Description
Administer this test with	If Schoolnet Secure Tester is installed, you have the option to create a "locked-down" test environment where students cannot access other web sites or programs. If selected, all online tests must be administered using computers on which Secure Tester is installed.
Share scores with my PowerTeacher Gradebook	Teachers who use a Schoolnet site that is integrated with PowerSchool will have an option to share the test as an assignment in their gradebook.
Online Passcode	Students use the passcode to access the test online. A default passcode appears; however, you may edit the code to create a personalized code. The code must be unique site-wide for each test.
Show student scores upon test submission	Select the check box to display the students' scores as soon as they finish the test. Not recommended for tests with open response items.
Display this test on the Take a test list on the student home page	If you intended this test to be a surprise, do not check the option to display it on the student's home page.

Field	Input Description
Prevent students from accessing the test before the start date or after the end date	This option enforces the start and end dates.
Enforce Test Time	Check this box to restrict student access to the online test only during the specified dates and times.
Timed Test	Check this box to auto-submit student tests at the end of the specified time.
Scramble Question Order	Check this box to rearrange test questions so the system generates different versions randomly from student to student. Note that this setting overwrites custom question numbers or labels in a student's online test. Do not use this option if your test has passages with multiple items.
Scramble Answer Choices	Check this box to rearrange multiple choice answer options. Do not use it if there are items that include "all of the above" or "none of the above."
Allow students to pause test	Check this box if you want students to be able to "stop the clock" on a timed test.
Allow only assigned students to take test	Check this box to allow only students assigned to the test to take the test.

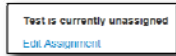
- Proceed with either the Assign a Classroom Test or Assign a Benchmark Test section below.

Assign a Classroom Test

Assign a classroom test to sections or individual students.

To assign the test:

1. Click **Edit Assignment** to specify sections or students



2. Teachers can choose **Assign to sections** or **Assign to individual students**
3. When you have selected the desired sections, click **Save**, or for students, scroll down and click **Done**
4. To finish scheduling the test, on the "Schedule a Test: Test Settings" page, click **Save**

Assign a Benchmark Test

A benchmark test can be assigned or recommended.

1. At the bottom of the page, choose one of the following options:
 - Assign to students – Assign the test to a set of students; teachers are required to administer the test
 - Recommend to teachers – Recommend the test to students based on their course enrollment; teachers may assign the test to students, but are not required to do so
 - Recommend to schools – Recommend the test to school level test administrators who may then assign the test to a teacher or section.

This option is available to district level test administrators only; use it to recommend to schools when you do not have sufficient knowledge of the courses at each school to assign the test to courses.

2. Click **Edit Assignment**
3. Optionally, limit by school or course:
 - To limit the assignment by school, click **Limit by Schools**. Narrow the list of schools and check the boxes next to the appropriate schools. Click **Add Selected** or **Remove Selected** to change the list of schools. Review your selection and click **Return to Test Settings**.
4. When you have the correct list of schools, scroll down and click **Done, View Summary**
5. Review your selection and click **Return to Test Settings**
6. To finish scheduling the test, on the "Schedule a Test: Test Settings" page, click **Save**

Assign to Individual Students

To assign a test to specific students:

1. At the bottom of the Schedule screen click **Edit Assignment**.
2. Choose **Assign to Individual Students**.
3. Check the names of the desired students.
4. Click **Add Selected**
5. Scroll down and click **Done** to return to the Schedule screen.
6. Be sure to click **Save**.

Tests Recommended to a School

If you use the option "Recommend to schools" when scheduling a test, an additional section titled "Recommend Tests" appears on the Assessment Admin page for school-based users with test administrator permissions.

These users must click **Not Assigned** to assign these tests to sections at the school.

Edit Test Schedule

If permissioned a user can modify schedule and assignments as needed. From **Test Details** select **Schedule Information** and

[Edit Schedule and Settings](#)

click **Edit Schedule and Settings**.