

Schoolnet: Scoring Online Assessments

Audience Roles: Teacher, Leadership, Staff with Assessment Manager

Learn how to score online assessments.

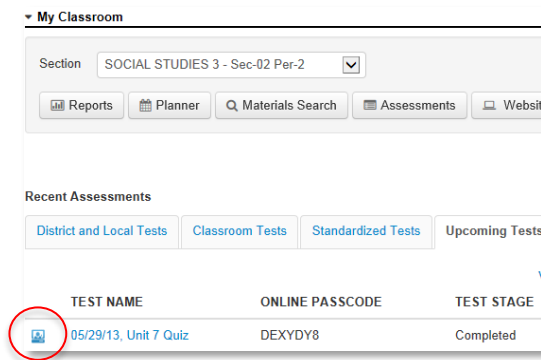
Score Open Response Items Using the Proctor Dashboard

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

Note: You cannot score a test after the course ends (end of school year or semester).

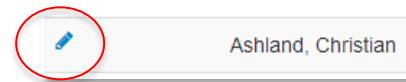
To score an in-progress test:

1. On the **Schoolnet** home page, under **My Classroom** select the class taking the assessment from the **Section** menu
2. Under **Classroom Assessment Monitor** click the **Upcoming Tests** tab
3. Click the **Proctor Dashboard** icon for the assessment

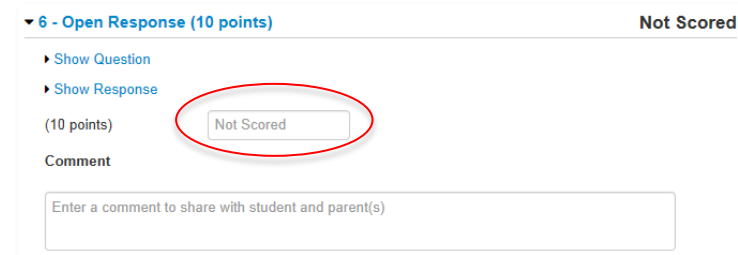


If you do not see the test on the Schoolnet home page, click **Assessment Admin, Find a Test** and click on the test then select **Proctor Dashboard** under the **Test Actions** menu.

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 **Save**

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.

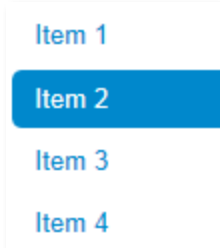
To score an assessment:

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
4. 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.

Scoring Online Assessments

- 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

▼ **2 - Matching**

▶ Question

Question 1 - A (1 point)

Question 2 - B (1 point)

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

▶ Show Response

Presentation Clear All Scores

Adapts to context × 1 = **3**

Use of Digital media × 1 = **2**

Clear and Concise × 1 = **3**

Comment

- Scroll down and click **Save**
- To view results immediately, navigate to the **Classrooms** module; to view results the next day, navigate to **School & District Data**