

Schoolnet: Tracking Assessment Accommodations Quick Reference Card

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Audience Role: Teacher, Leadership, Staff with Test Item Administrator and Assessment Manager

Administrators and teachers sometimes make assessment accommodations, such as large-print test booklets or extra time allotments, so that they assess students fairly. Use Schoolnet to track these types of accommodations.

System operators set up the accommodation values in the system settings ahead of time. Then teachers, administrators, and proctors can select those values when administering a test.

Accommodations and the Test Stages

The option to add accommodations is only available for tests that are in either the Scheduled, In Progress, or Completed test stages.

Permissions and Tracking Accommodations

Users that are able to create and edit tests can add or view accommodations. Their permission levels determine the student data they can see.

Teachers and users with the “Create and edit tests at an institution” operation can record what accommodations were made for a student while the student took a test.

Keep in mind that teachers can only see students assigned to a test who are in their sections, while admin users can see all students at a school or district that are assigned to a test.

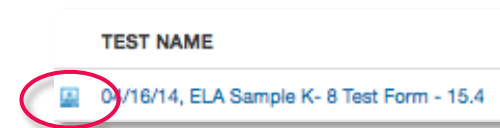
Teacher Access via the Test Dashboard

Teachers who do not have school-level assessment permissions can access the Track Student Accommodations link from the Actions menu next to a test on the Test Dashboard.

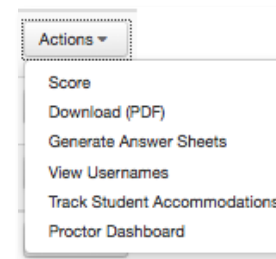
Teacher Access via the Proctor Dashboard

Teachers can access accommodations on the Proctor Dashboard.

1. On the home page, select a class section in the **My Classroom** area
2. Click the **Upcoming Tests** tab
3. Next to a test, click the icon for the **Proctor Dashboard**



4. In the **Actions** menu, select **Track Student Accommodations**



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Access through the Test Detail Page

Administrators and teachers with the administrator version of the Test Dashboard can access accommodations from the Test Detail page.

1. Click **Assessment Admin** on the blue navigation bar
2. Find and click the title of a test
3. Under **Test Options**, click **Track Accommodations**

Recording Accommodations

Now learn how to add or record accommodations as an admin user and as a teacher.

Locate a Section to Record as an Administrator

Administrators must select a class section before recording or viewing accommodations.

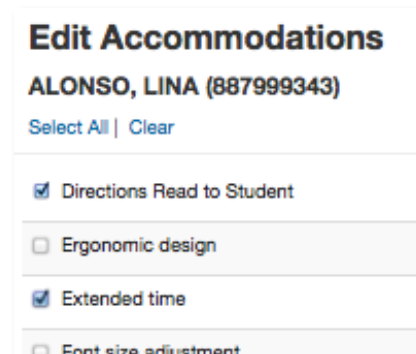
1. Navigate to the **Track Accommodations** page
2. Under **Section Search**, use the filter options to locate the appropriate section
3. Click **Search**
4. Click the section title
5. Continue with step 2 below

Record as a Teacher

Teachers can add test accommodations for any student they teach.

1. Navigate to the **Track Accommodations** page
2. Next to the student's name, click **Edit**

3. Select the appropriate accommodation(s)



Edit Accommodations
ALONSO, LINA (887999343)
[Select All](#) | [Clear](#)

- Directions Read to Student
- Ergonomic design
- Extended time
- Font size adjustment

4. Click **Save & Close**

If many students need accommodations, click **Save & Next** to scroll through all the students on the page.

The accommodations are now listed next to the students' names on the Track Accommodations page.

Student Name	Student ID	Accommodation(s) Provided	
ALONSO, LINA	887999343	Directions Read to Student, Extended time	Edit

Viewing Accommodations

To view accommodations that have already been entered, follow the same steps to access the Track Accommodations link.

Click **Track Accommodations** to see the accommodations listed next to students' names.

The Track Accommodations page is also where you will return to view accommodations by student.