Creating, Scheduling & Administering Common Assessments

Training Manual

About Assessment Admin

Assessment Admin provides maximum flexibility for creating and administering assessments at all levels throughout the district. Item, rubric, and test content banks may be created at the individual user, school and district level to provide content security.

About this Document

This manual provides an overview of the Schoolnet Assessment Admin solution. It focuses on processes and best practices for creating, scheduling and administering district benchmark tests using the Assessment Admin module. This manual covers how to:

- Create multiple types of items, including multiple choice, open response and gridded response.
- Understand the different stages of building a test in Assessment Admin.
- Create, modify and delete benchmark tests.
- Schedule benchmark tests.
- Administer benchmark tests online.
- Score tests online using Schoolnet Assessment Admin.

Screenshots in this document may differ from your own view depending on the configuration and the specific roles and operations assigned to you. The data shown here is for demonstration purposes only.

The term 'benchmark' is used throughout this manual as a generic term for a short term assessment that is administered via Schoolnet Assessment Admin. You terminology may vary; e.g., common assessment, interim assessment, checkpoint, etc.

Table of Contents

Sign In: Instructions for Accessing CIITS

You must sign in to access CIITS. (Make sure your browser setting allows for pop-up windows.)

To sign in:

1. Open a browser window by double-clicking the icon. (Note: Once in CIITS, all mouse clicks are single clicks.)

2. Direct your browser to https://ciits.kyschools.us.

    e https://ciits.kyschools.us

3. The login screen appears. Click the link to retrieve your username and password.

Sign In

School District: --Select Your District--

Username:

Password:

Sign In

First Time Logging In To CIITS: Click here

Forgot Your CIITS Username or Password: Click here

Need Help: 1-855-435-7459, email ciitshelp@schoolnet.com or Click here
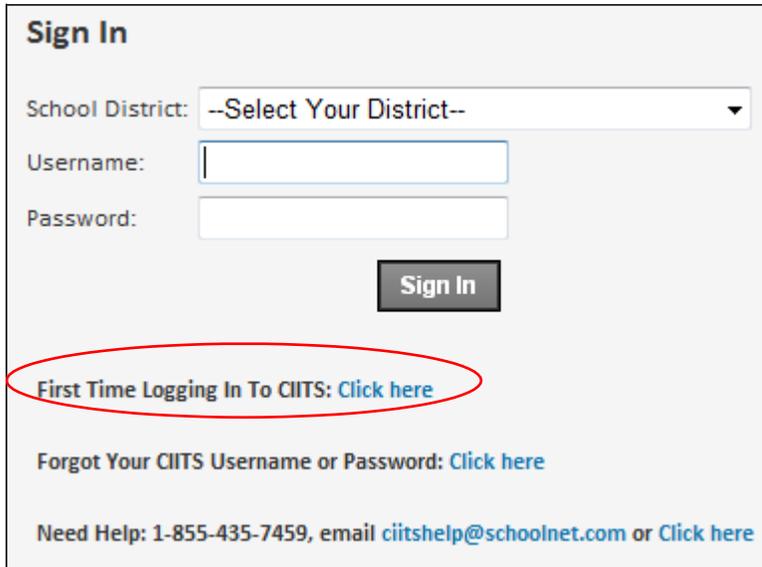
4. This link directs users to the page show below. Enter your KDE email address to receive your username and password by email.

Please enter your email address and click **OK** to receive a new, temporary password:

Email address:

OK   Cancel

If you experience a problem, please contact us:

- by phone at 1-855-435-7459 (1-855-HELP4KY)
- by email
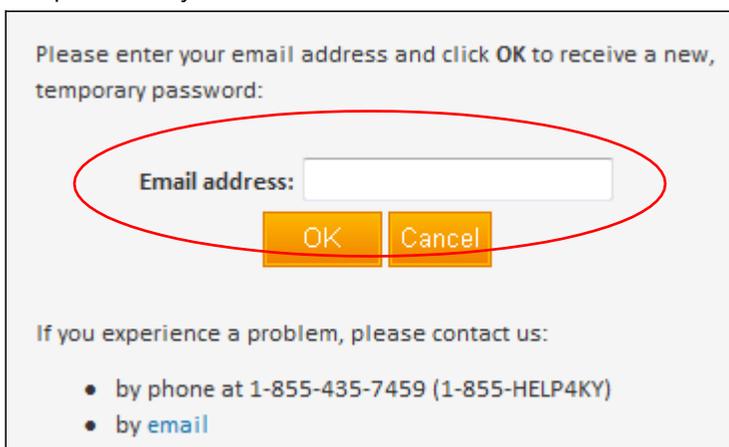
If your email is not accepted, verify that you are set up in Infinite Campus correctly and that a Sunday has passed since the data has been correct there.

5. Check your spam folder if you do not receive an email in a few minutes. Once you have your username and password, return to ciits.kyschools.us. You may wish to bookmark this site.

    e https://ciits.kyschools.us

schoolnet·

6. Enter the following and click Sign In:
   - Select your district from the drop-down menu. (The district selection will 'stick' for future visits.)
   - Username
   - Temporary Password that was emailed to you

7. You will be required to change the password on first log in. It must be alphanumeric with at least one letter and one number, between 6-12 characters.

8. You will be automatically redirected and logged in to the appropriate district-specific CIITS homepage. From within the site you may return to this page at any time by clicking the home icon. To access another school district, click Sign Out and return to the state sign in page.

9. The CIITS homepage provides a welcome to the project. The views for teachers and administrators vary slightly. Be sure to to note the following (you may need to scroll down to see all content):
   - Training and support materials, including video links
   - Links to related web sites
   - Find Standards and Materials box for locating instructional materials
   - When a class section is selected, a student roster in the Classroom Profile

10. When finished with CIITS tasks, sign out to prevent any unauthorized access. Either close your browser or click the Sign Out link in the upper right portion of the screen.
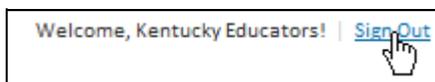
Planning

Prior to creating your first test, there are a number of decisions to be made. Consult your Schoolnet Implementation Specialist to plan for implementing an assessment program. Topics to consider include:

- Delivery method: online, plain paper, OMR, clickers or a combination?
- Categories and naming for tests and items
- User permissions
- Technology/network considerations for online testing
- Turnaround training and communication plans

Assessment Admin Naming Conventions

Prior to entering the first test item, your team should establish a structure and naming convention for tests and test windows. These are just points to consider – develop whatever system works for your needs.

- Keep the test names reasonably short – remember that they will show up in drop-downs
- The order of benchmarks in drop-downs is based on the tagging of the test, not the actual test name. It goes by grade level ascending, and then start date descending. The start date is automatically appended to the test name, so to avoid duplication you may wish to leave date out of the title.
- You will probably want to incorporate subject and grade level into the name. Agree on conventions to use, such as any abbreviations. For example, will you use Math or MA?
- If you will be using site-specific assessments, naming is especially important. Consider starting the name with a location code to make it easier to select the desired test for reporting.
- Create and distribute a document for reference that outlines your decisions.

Create a Test Schedule with 'Place Holder' Test Windows

The Manage Test Windows section of Assessment Admin allows district users to enter their benchmark testing schedule into the system prior to creating the tests. This allows centralized planning of the test schedule. Once a window is created, other test creators can set up a test from the designated window. Setting up a test window is easy. Each window may only be associated with one test.

To create a test window:
1. In the Assessment Admin sub-menu, click Manage Test Windows.

schoolnet

2. Click **Create New Test Window**.

3. Enter the fields as described.

Field	Input Description
Test Window Name	Enter a title.
Start Date	The first day of the test window. Specific tests assigned to this window can have a narrower window if desired.
End Date	The end day of the test window.
Subject	You must pick one subject. Note, however, that you can still link this test window to a test of any subject.
Grade Level	Select a grade range.
Description	Enter a description.

4. Click **Create New Test Window**. The new test window is listed on the main page of the Plan section. It will also appear in a drop-down when you create a new test.

Modify a Test Window

Once you create a test window you can edit the window, add a single test or remove that test.

To view a test window:
1. In the Assessment Admin sub-menu, click Manage Test Windows.

- To add an existing test to the test window, click the Link Test icon.
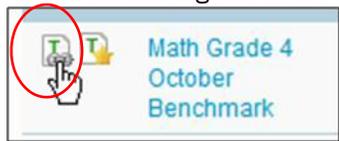
- To create a new test from this test window, click the Create Test icon.
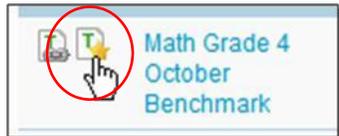
- To unlink a test, click the title of the test window. The test already associated with the window is listed. To remove it from the test window, click **Unlink**.
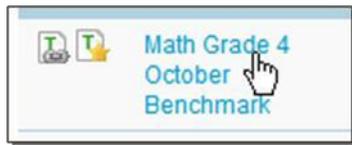
- To change the parameters of the test window, click the title of the window.
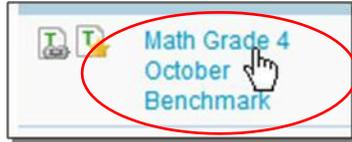
2. On the next screen, click Edit Test Window. Make changes as desired and click Update Test Window.

Enter Test Questions

You can enter test questions ahead of time to an item bank, or create them "on the fly" as you create a test.

Available Question Types

For plain paper and online tests you can create any combination of the following types of questions. For OMR tests, your pre-printed answer sheets will dictate which types, and how many questions can be used. Most clicker models supported by Schoolnet work only with multiple choice.

- Multiple Choice: Each question has multiple answers.
- True/False: Each question has a "True" or "False" answer.
- Gridded: This question requires a numeric answer; the student must fill the appropriate grid numbers with the correct answer.
- Open Response: A written response to the proposed question.

Create a Multiple Choice Test Item

It is easy to create a multiple choice item.

To create a new item:
1. In the Assessment Admin sub-menu, click Create.
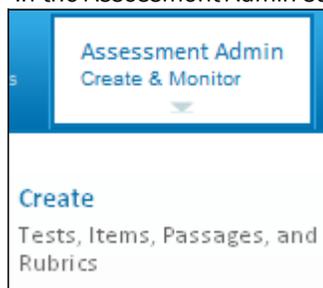
2. Click Create an Item.

3. Select Multiple Choice.

4. First, click on the gray text to open the Text Editor where you will add the question.
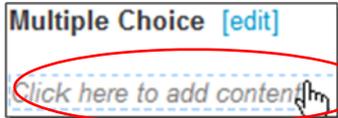
5. In the HTML Editor, enter the question.

What is 2 + 2?

6. Click [Save].
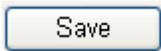
7. Next, enter the answer choices.

A Click here to add content.
Answer is worth 0 points and ☐ is the correct response. [delete]

8. For each answer choice, indicate how many point(s) it is worth. Check one correct response. For reporting purposes, only one correct answer is supported. For teachers, you may wish to include an explanation of why each wrong answer may have been selected. Results will display in the Item Analysis reports. If students have access to their results online, include an explanation for students of why each item is correct or incorrect.

A 57
Answer is worth 1 points and ☑ is the correct response. [delete]
Teacher Explanation
Click here to add a teacher explanation.
Student Explanation
Click here to add a student explanation.
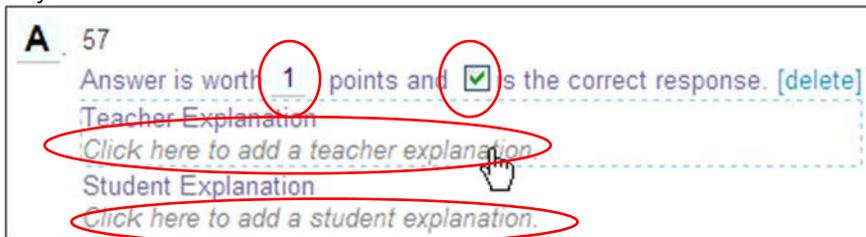
9. Enter all the answer choices. Add or delete answer choices as appropriate (2-10 are supported).

D Click here to add content.
Answer is worth 0 points and ☐ is the correct response. [delete]

[click] to add a new answer choice

schoolnet
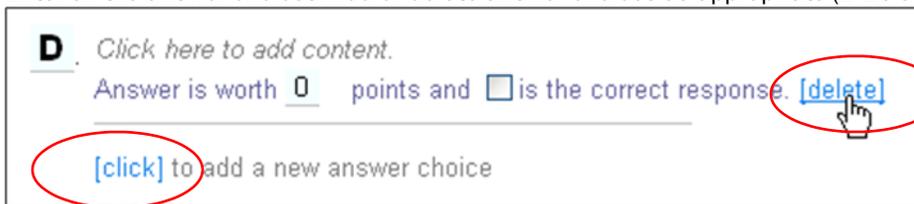
10. Tag the question to a subject and grade range. You must include both in order to properly support reporting.
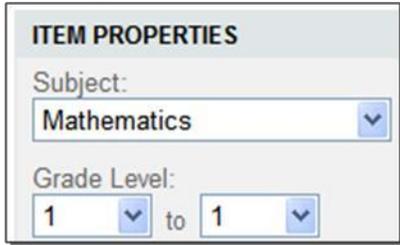
ITEM PROPERTIES

Subject:
Mathematics

Grade Level:
1 to 1

Tip: Standards Shortcut

If you know the Standard ID, start typing it under the correct standards set. Once you enter three characters, a drop-down of choices will appear. Highlight the desired standard to select it.
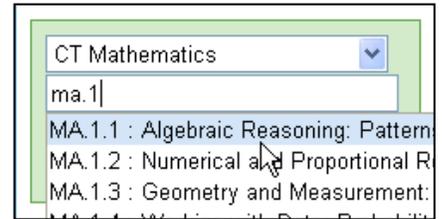
CT Mathematics

ma.1

MA.1.1 : Algebraic Reasoning: Pattern
MA.1.2 : Numerical and Proportional R
MA.1.3 : Geometry and Measurement:

11. Click **Standard Lookup...** .

12. Select the appropriate standards set, subject and grade.
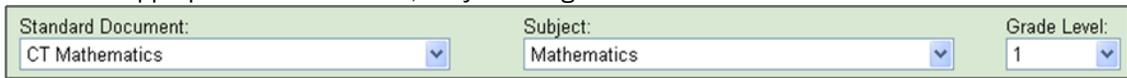
Standard Document: Subject: Grade Level:
CT Mathematics   Mathematics   1

13. Check the applicable standard.
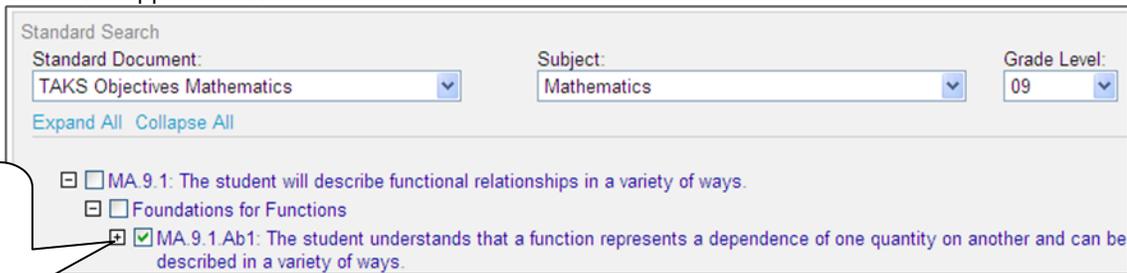
Standard Search
Standard Document: Subject: Grade Level:
TAKS Objectives Mathematics   Mathematics   09
Expand All   Collapse All

☐ MA.9.1: The student will describe functional relationships in a variety of ways.
    ☐ Foundations for Functions
      ☑ MA.9.1.Ab1: The student understands that a function represents a dependence of one quantity on another and can be described in a variety of ways.

Use the +/- signs to expand and collapse

14. Click **Done** .

15. If desired, tag the question with additional metadata. These fields are searchable using the Advanced Search feature in Item Central. Your options may vary.
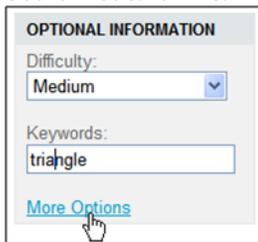
OPTIONAL INFORMATION

Difficulty:
Medium

Keywords:
triangle

More Options

16. When the Alerts indicates 'No Alerts,' the question is complete. (Note: You have the option of saving a partially completed item and returning later.)

17. Click **Save** .

schoolnet·

18. On the next screen you will determine who else will have access to the item. The options vary according to your user permissions. Refer to next section, 'Sharing Items.' Teachers who are creating personal classroom tests only will not have this step.

Select who can view the item in Item Central

Save for myself
- ⦿ My Items

Item can only be edited by you

Use for items reserved for benchmark tests that you don't want teachers to see yet.

Share with others
- ○ District Item Admins Only
- ○ District and School Item Admins
- ○ Everyone (District and School Item Admins, Teach

Item can only be edited by District Item Admins

Use to populate an item bank of questions that teachers can use on classroom tests. Refer to next section: Sharing Items.

19. Click **Save**.

Question for Understanding
- Can items have more than one correct answer?

Practice
- Create a few multiple choice items, including with an image and a math equation.

Sharing Items

If 'Everyone' is selected in Step #18 above, you will need to confirm that the schools that should see the item are listed in the right column. The item will not appear in Item Central for any school in the left column.

⦿ Everyone (District and School Item Admins, Teachers)

Limit item to the following schools:

School Type
-- All School Types --   **Go**

CHOOSE SCHOOLS

Results 1 - 50 of 106   Prev. | Next 50

	SCHOOL NAME
□	
☑	ABRAMS SCHOOL
□	ACOFF SCHOOL
□	ACEE SCHOOL

Add Selected

Remove Selected

SELECTED SCHOOLS

	SCHOOL NAME
□	
□	ADAMS MS
□	GRANT MS
□	THOMAS MIDDLE SCHOOL
□	UNDERWOOD MIDDLE SCH

Considerations for Reading Passages

Any question type can be associated with a reading passage. In fact, the reading passage doesn't have to be a text excerpt at all – use it to include content that applies to multiple items, such as a diagram or picture. Here are some important points about including passages:

- The 'Express Test' method of creating a test is not recommended for tests with passages.
- If you are trying to include line numbering there are a few options:
  - Paste in the reading passage as an image.
  - If it is ok for the numbers to be imbedded in the text, insert numbers in parenthesis

schoolnet

- Insert line breaks (CTRL+ENTER) at end of each reading line to create a 'soft return,' and precede each line of text with a line number.
- To link a passage to an item, click 'New Passage' or 'Search for Passage.' When searching, slowly type the title in the field and select the correct passage in the type ahead field.

Add Passage

New Passage

Search for Passage

Passage

i ne   [Cancel]

I Never Saw a Purple Cow
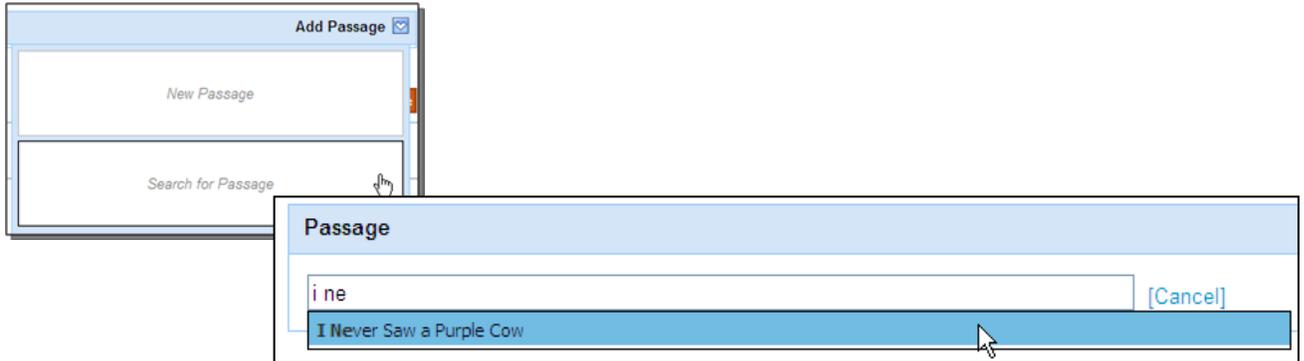
Considerations for Open Response Items

Open response items are designed for student responses in written form, such as an essay. Responses can be written directly on their test booklet, or if it is an online test, typed into a text box.

Item #: 1 Open Response [edit item type]

Click here to add content.

Maximum Points (0-999):

0

> Up to 999 points can be awarded

Number of Answer Sheet Pages:

Do not capture student work ▾

> These options do not apply in KDE

Scoring Instructions (Item rubrics, exemplars, etc.):
Click here to add content.

> Provide a rubric or other directions for the teacher instruction sheet

Student Instructions:

See test booklet

All open response questions will display these instructions

Rubric
Select a rubric

Rubric Lookup

> Attach a Pre-Defined Rubric directly to an Open Response Questions, from Rubric Central

schoolnet·

Question for Understanding
- What instructions will you provide teachers for open response items?

Practice
- Create a few open response choice items.

Considerations for Gridded Response Items

The gridded response item type allows users to create constructed response items that have numeric answers, such as math and science questions. In gridded response questions, students click the right number for each place value. Up to eight columns are supported. It doesn't matter if students enter their response flush left or right, so it is ok to include extra columns as a 'distractor.'

Gridded response item form

Questions for Understanding
- What is an advantage of using a gridded response over multiple choice?
- Does your state standardized test include gridded responses?

Practice
- Create a few gridded response choice items.

Considerations for Inline Response Items

Inline Response

Inline Response allows for the creation of fill-in- the-blank questions. The content for this question type is unlimited and can consist of a single sentence, phrase, or several paragraphs. Each blank or gap can contain up to 9 answer choices. The answer choices can be up to 50 characters in length.

This item type is **not** available for use with clicker devices, item import, scores import, and School and District data reporting.

Considerations for Matching Items

This item type allows for up to 18 question stems and available choices to be defined. The author can define a greater number of available choices to provide the student with additional distractor choices. Stem and Choices are defined via the Text Editor allowing for images, math formulas, and text to be added for both stems and choices.

This new item type is **not** available for use with clicker devices, item import, scores import, and School and District data reporting.

Best Practices for Items for Online Tests

When creating an online test, utilize the following best practices to minimize errors.

- Use Paste from Word ( ). When you are creating items based on an existing Microsoft Word document, it's best to use Paste from Word to minimize formatting errors. Copy the text from Word on your clipboard. Once you have opened the item editor lightbox, insert your cursor in the desired location and click the Paste from Word icon.

- Preview your test. Once you have placed items on a test, you should preview the test as it will appear to students in the online testing tunnel. To preview a test, go to the test's Test Detail page by clicking the name of the test anywhere in Assessment Admin. Open the Actions panel on the left, and click Preview Online Test.

  You should now examine every question that appears on the test. Look for bad formatting that may confuse students, broken images, and other errors or oversights.

14

If you encounter any issues or errors with your test items, locate the problematic item on the Test Details page and click Edit. Perform the following checks to the question stem or answer choices that are showing the issue:

- If your problem is a broken image, try reinserting the image. See the next section of this document for tips and instructions for inserting images.

- Check for junk HTML. You do not have to understand HTML to perform this check. Open the item editor for the problematic question or answer choice, and click the HTML button at the bottom of the editor (pictured below).

Depending on how you inserted your information, you may have inadvertently included HTML code that is unnecessary and possibly even harmful to displaying your item properly. If you are having problems with an item and you see a large amount of HTML code in this window, try deleting all HTML code that looks unfamiliar. When you are finished, click back to the Normal view. Use the tools in this view to restore any formatting that was lost when deleting HTML code.
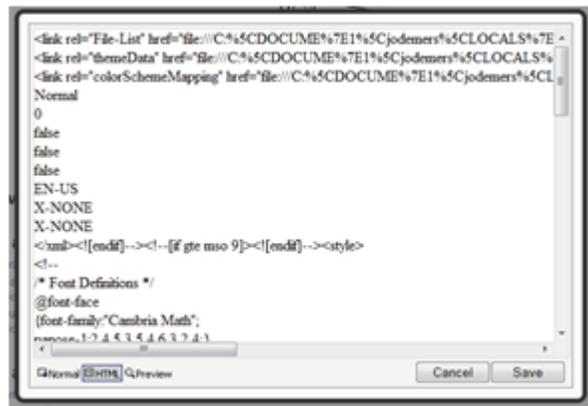
Example of an item with unnecessary HTML detail

- Retype your information directly into the item editor. If you have performed all of the steps in this section and are still encountering problems, you should delete all information in the problematic question stem or answer choice, then retype your information directly into the item editor, without copying and pasting from another source.

schoolnet·

Text Editor

The Text Editor is the toolbar that provides formatting options. It appears with some rich content fields in select module types, although in some fields only a subset of the options shown here are available. The design of the drop-downs and icons may vary.

Basic Editing Options

Icon	Description
Paragraph ▼	Choose a style, such as Heading 1, Normal, etc.
Font Family ▼	Choose a font type, such as Times New Roman, Arial, etc.
Font Size ▼	Choose a font size, such as 10, 12, etc.
B	Make your text bold.
I	Italicize your text.
U	Make your text underlined. Be judicious in underlining text—most users recognize it as a hyperlink.
A ▼	Choose a font color if the default (black) is not desired.
ab ▼	Choose a color for highlighting your text, if desired, for emphasis.
≣	Align your text to the left, center, right, or make it justified.
	Indent your text in or move it out.
	Add numerals or bullets in front of your text.
	Edit the HTML Source Code (for advanced users)
	Preview HTML

Using Editing Shortcut Tools

The following tools are useful shortcuts for editing your work.

Icon	Purpose
↩ ↪	Use to undo your most recent edit or to redo/repeat your most recent edit.

schoolnet·

	Check the spelling of selected text or all text.
	Clean up your HTML work. Applies only if you use the HTML view (link is at bottom of window).

Cutting, Copying and Pasting Content

You can copy and paste content to/from your editing window. You can also paste information directly from a Word document.

Icon	Purpose
	Cut copy from your editing window.
	Copy text within your editing window.
	Paste copy into your editing window.
	Paste copy from a Word document into your editing window.

Inserting Hyperlinks, Graphics and Special Characters

Place the cursor where the graphic or special character should display and click the corresponding icon from the toolbar.

Icon	Purpose
	Enter the text that should be linked, highlight it, and click the link icon. Enter the url and save.
	Click to remove a hypertext link.
	Insert a math equation. See next section for details.
	Insert a graphic. In Assessment Admin, your file chooser opens automatically. In Outreach and Align, the file must first be uploaded to the Image Bank.
	Insert special character, such as for math or a foreign language.
	Insert a table.
	Click to edit table row properties
	Click to edit table row properties

schoolnet·

Adding Math Equations

You can add math equations to test items in Assessment Admin. The equation editor is part of the content editing window.

To enter a math equation, place your cursor at the desired insertion point and click on the Sigma (Σ) icon in the content editing window.

A math equation window pops up. Select the appropriate math equation elements from the samples in input area on the left, and input your equation. Clicking on the equation type images populates the code window above, and the preview window with your equation in real-time. A preview of your equation is displayed in the preview area on the right. Click Save to save your work, and return to the content editing window.

This link provides more mathematical functions and symbols to use when building equations for test questions. You can copy and paste any of the listed syntax into the equation editor to use as a starting point for your own equations.

Controlling Font Size

There is syntax that can be added to an equation to render the text smaller or larger, depending on your needs. To change the size of the equation you have a number of different choices that are listed in Table 5.1 of the online help screen.

Add Images to Test Questions

Test questions and answers can contain images. This document explains how to capture and insert images. You must have graphics available in an accessible file location. You may wish to create a numbering and filing scheme to make it easier to locate the images that go with particular questions.

It is very important that you do not just copy an image from a document to your clipboard and paste it is: although this may appear to work when you create the question, the image will not be there for students online if you don't actually import the graphic file.

To add a graphic:
1. Create an item. Insert your cursor where you want to add the graphic. Then click the Image icon.

2. Browse to and open the desired image. Png, jpg and gif files are supported.

Question for Understanding
- How will you organize and name your images in order to facilitate the process of adding images to questions?

Practice
- Add an image to both a question and an answer.

Best Practices for Adding Images for Online Testing

Images can be inserted into test items, answer choices, and passages. For best results:

- Image size may not exceed 2MB. For peak performance, size images below 250kB.

- Save images you want to include to your computer, then insert the image by clicking the image icon ( ), pictured below.

- Resize images offline before you insert them in.

Capturing Graphics

Schoolnet does not endorse a specific graphic capture software program. Many customers utilize SnagIt due to its ease of use and the availability of a trial copy.

Locate Test Items

Item Central contains both the items that you create and those that have been provided for your use.

Search for Items

Once items are created you can search for them in order to edit, review statistics or build a test.

To locate a test item:

1. In Item Central, enter a keyword and click Search. Note that only keywords are searchable (not the item content). For more search options, use Advanced Search.

   Search Items

   triangle   [Search]

   Advanced Search
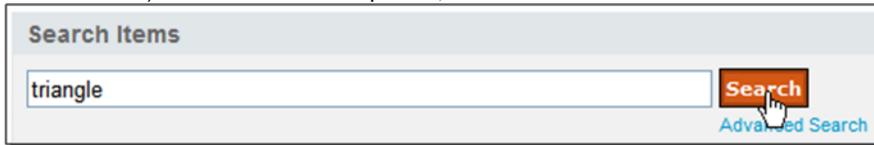
2. Your results are returned. To view item details, click View.

   ⊕ Multiple Choice

   What is the next number in the pattern below?
   11, 15, 19, 23, ?

   A   4

   View
   Subject Mathematics
   Grade Level 3
   Standard 2.1.3.A.1
   Publisher
   P-Value -
   Exposures 0
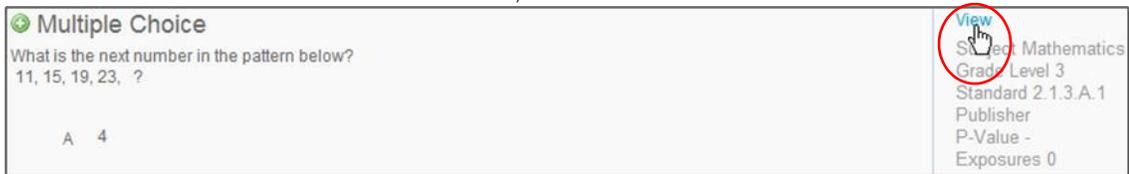
3. Depending on the origin of the item and your permissioning, you will have a variety of options.

   Edit
   Delete
   Copy
   Add to Test
   Change Status
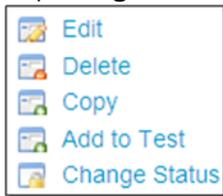
Browse Items

You can 'layer' criteria to locate items.

BROWSE ITEMS

Subject   Grade   Standards   Created by

Choose the category here

View the matching items

Mathematics ⊗ > Grade 02-03 ⊗

Click X to remove a filter

7 ITEMS
View Results
Start Over

GRADE RANGE:

SELECT BEGINNING GRADE   **SELECT ENDING GRADE**

○ PK (1 items)   ○ PK (1 items)

⊙ 02 (5 items)   ○ 02 (5 items)

○ 03 (3 items)   ⊙ 03 (3 items)

Specify the criteria for the selected filter

schoolnet·
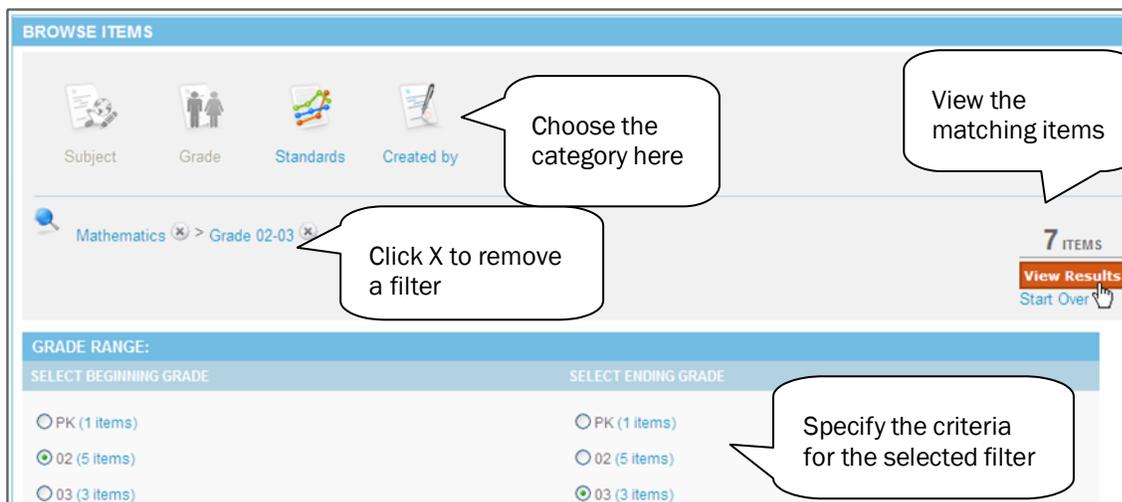
Create and Publish a Test

There are a number of options for creating a test in Assessment Admin.

Understanding Test Stages

The test stages define the readiness state for the test. This determines when a test is available for scheduling and distribution. Every test has a test stage and can only be in one stage at a time.

Stage	Description	Trigger for Next Phase
Private draft	A test only visible to the test creator. This is the default state of a test when it is created (from new or copy). This test is fully available for editing.	To make a test available to other users for review or content creation, click Make Public.
Public draft	A test that is visible to all users who are able to create and edit tests. This test is fully available for editing. The 'Ready for Scheduling' option is not available on public drafts until there are no items with errors on the test. This stage does not apply to teacher-created classroom tests.	Click Ready to Schedule on the Test Detail page.
Ready for Scheduling	The content of this test and the test properties are now locked. To locate, click Schedule on the Assessment Admin navigation bar.	Start, end and score due dates have been indicated.
Scheduled	A test that has been assigned a test window but has not reached the start date.	A test automatically switches from Scheduled to In Progress when the start date is reached.
In Progress	A test that is between the start date and the end date (inclusive).	A test automatically switches from In Progress to Complete when the completion threshold is reached, meaning that the number of results exceeds a certain percent of eligible test takers. This number varies by district, but is usually around 85%.
Complete	A test is Complete when the test window closes.	NA

schoolnet·

Choosing a Test Creation Method

Teachers and assessment staff often have a test blueprint in hand or know which standards they intend to cover with the assessment. The method of test creation you will want to choose depends on whether or not you know in advance which specific questions you want to include.

Option 1: Express Test		Option 2: Manual Test Creation _Suggested for tests with passages_	
Option 1A: Select standards first and use those standards as scaffolding for the test.	Option 1B: Create a test from within Align using the standards from an instructional material.	Option 2A: Pull from existing items in the Item Bank.	Option 2B: If you know exactly which questions to include, set up a test with the desired number of questions and add them in as part of the test creation process.

Option 1: Create an Express Test — Select your standards → Define your test map → Auto-generate your test

Option 2: Create a Test Manually — Set up test → Create or add items & passages → Review your test

Option 1A: Create an Express Test

Materials with aligned standards are used to create the blueprint for a new assessment.

To create an Express test:
1. In the Assessment Admin sub-menu, click Create.
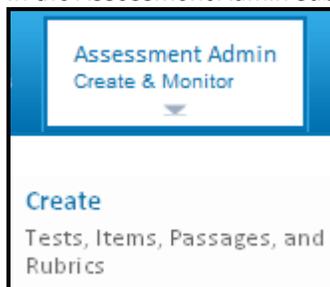
2. Under Express Test, click Start Now .

3. Enter the Test Properties as described (* required).

This field...	Requires this information...
Test Name*	A unique name for the test.
Institution Source*	This field only displays if you have permission to create tests at more than one institution. It defaults to the highest level institution, typically the district. If creating a test for a specific school, it can be chosen instead. Use the 'type-ahead' feature to select the school.
Test Category*	This defaults to the category associated with the highest level institution you are permissioned to create tests for; e.g., district, school or classroom. • All District Benchmark Categories - Results will display in School & District Data and Classrooms, used for KPI calculations • School Benchmark - Results will display in School & District Data and Classrooms • Common Classroom - Results will display in Classrooms only • My Classroom - Results will display in Classrooms only
Subject*	Pick one subject.
Grade Level*	Indicate the grade range of the test.
Preferred Standards Document*	The standard document selected for reporting.
Answer Key Only	If you already have a test booklet available from another source, select 'Yes' if you want to generate a score sheet only. Each item requires an item type selection, correct answer choice, point value and standard alignment. No actual question is entered. Note that in reporting you will not be able to view the question content if this method is selected.
Hide Item Content from Test Results	Test content for items or passages are hidden from students and parents when reviewing test results. This option is useful for tests that will be reused.

schoolnet·

4. Click .

5. Check the standards you'd like to include on the test. If you don't like the items generated, you will have the opportunity to replace them. Even if there are no items available for a standard, you can still pick it to serve as a placeholder. This 'pre-selection' of standards will make the item entry faster.

6. Click .

7. If desired, use the Advanced Options to:
   - Exclude items that already appear on tests that have been scheduled for this school year
   - Exclude items with passages
   - Search for items meeting specific criteria

8. Be sure to click Apply.

9. The standards you selected appear with the number of available items indicated. Use the trash can item to remove an item, or the Select Standards options at the top to add more.

10. Click **Build Express Test**.

11. You can:
    - View item detail
    - Add additional items
    - Replace items
    - Remove items

Option 2A: Create a Test Manually

Once questions are created, the next step is to create a private test draft. This section explains how to create a test from within Test Central. To create a test from a test window, refer to Activity Sheet: Test Planning. Once you access the create test template the procedures are the same for both methods.

To create a test:
1. In the Assessment Admin sub-menu, click Create.

2. Under 'Create a Test Manually', click **Start Now** .

3. Enter the Test Properties as described (* required).

This field...	Requires this information...
Test Name*	A unique name for the test. Answer Key Only – DO NOT USE
Institution Source*	This field only displays if you have permission to create tests at more than one institution. It defaults to the highest level institution, typically the district. If creating a test for a specific school, it can be chosen instead. Use the 'type-ahead' feature to select the school.
Test Category*	This defaults to the category associated with the highest level institution you are permissioned to create tests for; e.g., district, school or classroom. • All District Benchmark Categories - Results will display in School & District Data and Classrooms, used for KPI calculations • School Benchmark - Results will display in School & District Data and Classrooms • Common Classroom - Results will display in Classrooms only • My Classroom - Results will display in Classrooms only
Subject*	Pick one subject.
Grade Level*	Indicate the grade range of the test.
Description	Enter a brief description of the test.
Preferred Standards Document*	The standard document selected for reporting.
Link to a Test Window	If desired, associate the test with a pre-determined test window designated by test administrators.
Number of items (approx)	Indicate how many questions the test will include. You have the option of deleting and adding item later if needed. All Multiple Choice Items – if you will only be using this question type, check this option to speed test creation.

4. Click **Generate Test** . Note that your test stage is now Private Draft.

5. The test item numbers will appear in a band according to the number selected.

Test Items	1	2	3	4	5	6	7	8	9	10

schoolnet

6. To continue adding questions, click on the question numbers. You do not have to complete all required information before moving on. Note the options to delete an item or add additional ones if you wish to change the number of items on the test.
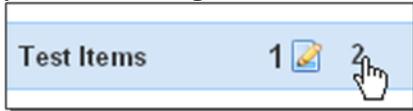
7. When all questions are complete, review the Test Items for any alerts. These item(s) require additional detail before you can complete the test.

8. At any time, click **Make Public** in the Test Detail screen to make the test available to other test creators for review or content creation.

9. Once all questions are added and no errors are left, click **Ready to Schedule** .

Make Items Created as Part of Test Available for Other Tests

When you create items within a test, your items do not automatically appear in Item Central for inclusion in future tests. Before you schedule the test you may wish to click Add All items to Item Central on the bottom of the Test Detail page.
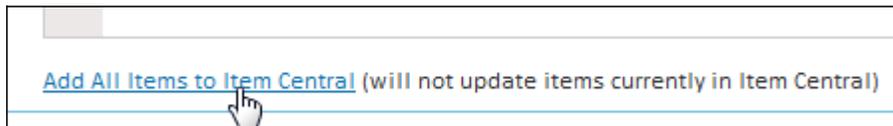
Add All Items to Item Central (will not update items currently in Item Central)

Questions for Understanding
- Why might the Ready to Schedule button be grayed out?
- What is a disadvantage of the Answer Key Only test?

Practice
- Create a short test with a status of public draft.

Using Existing Items from Item Central

Lookup item in Item Central

When you add items to a test you can either create them 'on the fly' by selecting the desired type as described above or pull from existing questions, either those you made previously or ones made available to you.

Search

You can locate items by entering a word or phrase and clicking Search. It searches keywords, question and answer content. Using Advanced Search, you can filter on a variety of tags, such as standard, question type, difficulty, etc.

Browse

You can filter for items by picking criteria from one or more categories. Your categories will vary.

Your selections are displayed as well as the number of items that meet all criteria. You can click the ⊗ icon to remove one, or click Start Over to remove them all. Click View Results to see the items that meet your criteria.

From the list, check the item(s) to include and click Add Items to Test.

Questions for Understanding
- Why might the Ready to Schedule button be grayed out?
- What is a disadvantage of the Answer Key Only test?

Practice
- Try layering multiple criteria to locate an item.

schoolnet

Locate an Existing Test

You don't have to create and schedule a test all at once. To locate tests of all stages, use the filters available in Find a Test.
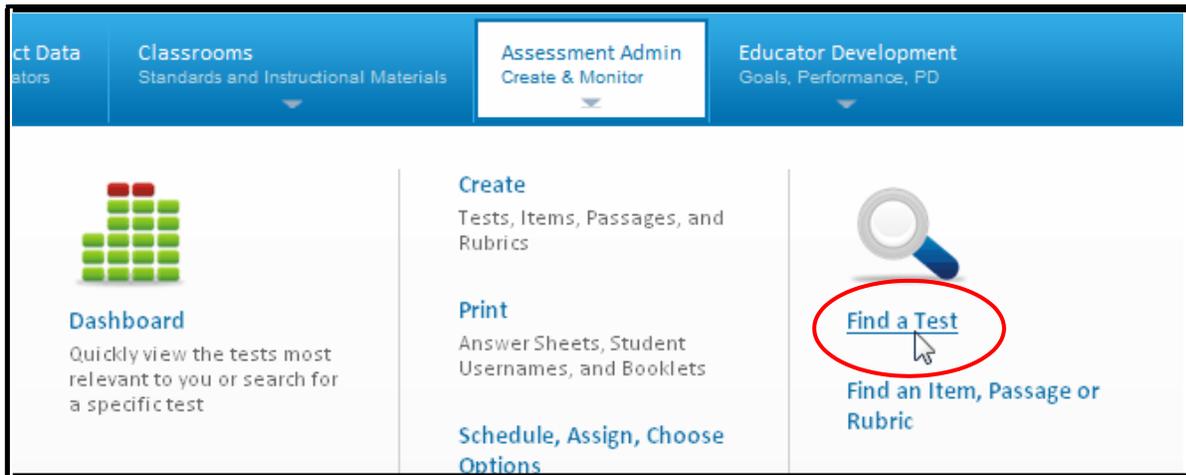
Customizing Scoring, Question Answer Choices, Numbering and Order

In the Customize Test section of the Test Detail you can:

- Override the default score group cut scores. You cannot modify the number of score groups.
- Delete multiple questions simultaneously
- Reorder questions by typing in the new place order for each question
- Start the first question with a number other than one and automatically re-increment the remaining items
- Create custom numbering, such as 1a, 1b, etc. Include up to three characters per item.
- Alter the answer choices pattern by selecting a different set of letter choices for even and odd questions

Attach Supplemental Materials

In the Associated Resources section of the Test Detail you can attach files containing ancillary documents such as math formulas, grading rubrics, existing formatted test booklets, etc.

Rename Tests

Although you can't rename a test at any stage, you can copy a test from the test Detail page and rename your copy however you'd like.

Add Test Items to Item Central

If you create a test in which you create the items as part of building the test (rather than pulling existing ones from item Central), you may wish to add these new items to Item Central if you are permissioned to do so. If you edit an item that was already in Item Central, you can update the Item Central version if you want modify a test item and want the changes to be available for other tests.

Edit Draft Tests

On the Test Detail page, there are links to make the following changes:

- Reorder items
- Add/delete item(s)
- Edit a question – If you substantially change the content of a question pulled from a shared item bank, you should choose the option to 'Unlink from Item Central Statistics' so that so that the modified version is treated as a separate item for tracking purposes.

Tip: Add or remove all items from the test before reordering items and applying custom item labels (usually numbers). Double-check your item labels (usually numbers) after reordering items. If your item labels are inconsistent (i.e., Item 4 appears before Item 1), click Question Numbers under the Customize Test panel. Fix the labeling as is appropriate, then click Save Custom Numbering. Alternately, you can enter 1 into the "Renumber all items starting with:" field and click Apply.

Edit Ready to Schedule and Scheduled Tests

You can also edit tests once you pass the Draft stage, but be aware that content changes may necessitate the reprinting of answer sheets or test booklets. You can change point value, which item is correct and realign standards without needing to reprint. When modifying a test, test items cannot be added or removed. Test item types cannot be changed.

In the Test Detail, click Modify to make edits.

Edits in the Ready Stage

It is possible to make edits when a test is in the Ready stage. Only System Operators, however, have this right to edit question and answer content.

Delete a Test

On occasion, you may need to delete a test. The test author and system operators can delete a test at any stage as long as there are no student results associated with the test. If there are student results associated with the test, the results need to be removed before the test can be deleted. Once the results have been deleted, the Delete this Test link will become available on the Test Detail page.

Schedule Tests

Tests must be scheduled before they can be administered to students. Only tests with a status of "Ready to Schedule" are available to be scheduled.

To schedule a test:
1. In the Assessment Admin sub-menu, click the schedule link.
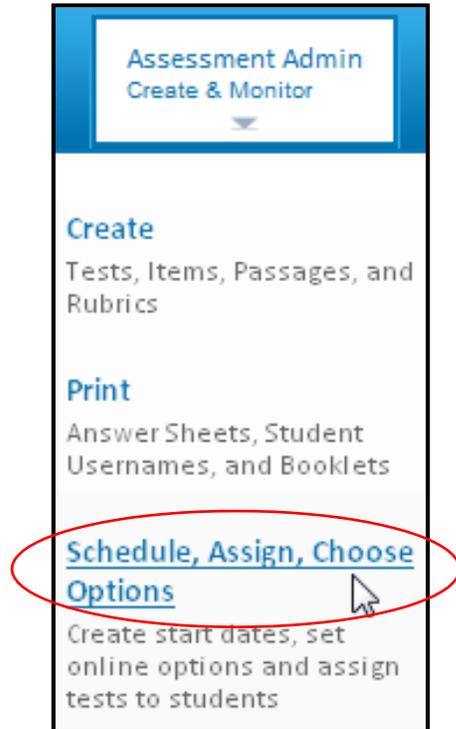
2. The Schedule page displays a list of all tests available for scheduling. If needed, use the Find a Test filters to locate the test to be scheduled. Click the title of the test.
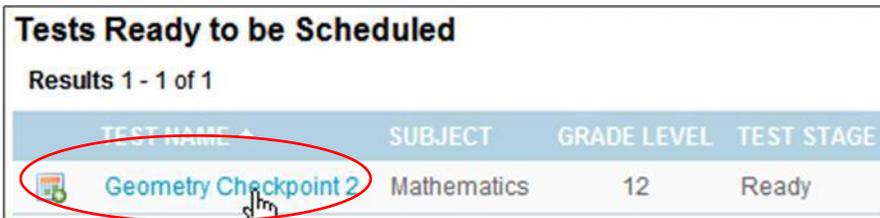
3. In the top right, click Schedule.
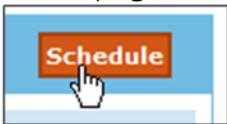
4. Enter the Start Date, End Date and Score Due Date in the format indicated. The dates must be within the current school year. Check the student access checkbox if desired.

- Online tests may only be taken between the Start and End Dates.
- The Score Date is the recommended date for completing scoring of open response items.

- Unless granted additional access, teachers do not have access to test content until the Start Date. They can, however, print answer sheets once the test is scheduled.

Test Settings

Start Date:* 10/18/2009

End Date:* 10/22/2009

Score Due Date:* 10/26/2009

☑ Prevent the students from accessing the test results until after the end date

5. If this test will be administered online, use this section to indicate test options:

Field	Input Description
Administer this test with:	Schoolnet Browser Test Tunnel – **Always use**
	Schoolnet Secure Tester - **Do not use**.
Show students scores upon test submission	Check if desired.
Prevent the students from accessing the test before the start date or after the end date	Check if desired.
Enforce test time	Ensure a proctored test-taking experience by controlling student access to the online test only during the specified dates, days and times.
Timed Test	At the end of the specified time, student tests will be auto-submitted.
Scramble Question Order	Rearrange test questions so that the system randomly generates different 'versions' from student to student. Note that this will override custom question numbering/labels in student's online test. Caution: If your test has multiple passages that each have multiple linked questions, do not use this option. Using this feature could hinder students by forcing them to answer multiple questions on the same passage out of order, with other items in between.
Scramble Answer Choices	Rearrange multiple choice answer choices within the items.
Allow students to pause test	"Stops the clock" on a timed test.

32

Online Test Options

Note: It is highly recommended to Preview Online Test before administration to students.

Administer this test with:
- ⦿ **Schoolnet Browser Test Tunnel** - Standard browser settings
- ○ **Schoolnet Secure Tester** - Schoolnet's built-in Secure Tester delivery system

Online Passcode is required for a student to access this test: `BEVUZY4`

☑ Show student scores upon test submission

☐ Prevent the students from accessing the test before the start date or after the end date

☐ Enforce test time

☐ Timed Test

☐ Scramble question order (will override custom question labels in student's online test)

☐ Scramble answer choices (applies to Multiple Choice, Inline Response, and Matching item types)

☑ Allow students to pause test

☐ Allow only assigned students to take test

6. Indicate whether or not this test is required or optional.

Assignment for Central City School District

⦿ Assign to students   ○ Recommend to teachers   ○ Recommend to schools

Test is currently unassigned

Edit Assignment

- Use 'recommend to schools' when you do not have sufficient knowledge of the courses available at each campus to appropriately assign the tests to courses in schools. School test administratrors will have the ability to assign these tests to individual courses and sections at their institution as appropriate.

7. To automatically assign the test to all courses mapped to the same subject and grade level, click Accept Quick Assignment (when available). Alternatively, click Edit Assignment to limit the schools or courses the test is assigned to. See Steps 9 and 14 below for details.

Test is currently unassigned

Accept Quick Assignment: 726 Courses (Mathematics, Grade Gr 4) in All Schools
Edit Assignment

8. Click **Save**.

Assign to some schools only:

1. By default, the test is scheduled for all schools. To specify schools, click Edit Assignment.
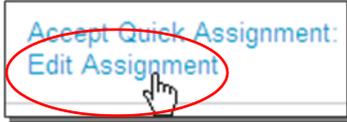
2. Click Limit by Schools. This may not be available for all test categories or users.

3. Check the schools to exclude and click Remove Selected to move them to the left column.
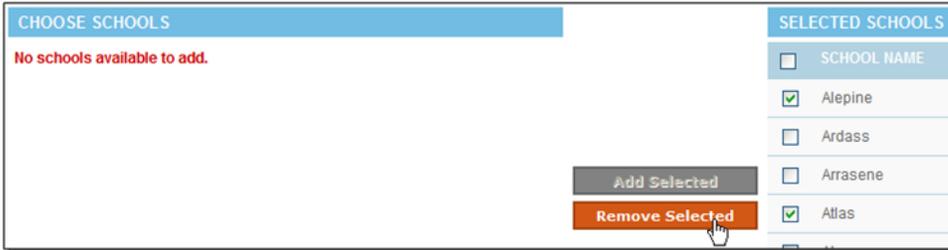
4. Scroll down and click .

5. Scroll down and click . Be sure to save before exiting.

To limit to some courses only:

1. By default, the test is scheduled for all courses. To specify courses, click Edit Assignment.

2. Use the filters as needed to locate courses. The desired courses should be in the right column. You may need to limit by course or department before the Limit by Schools option becomes available.
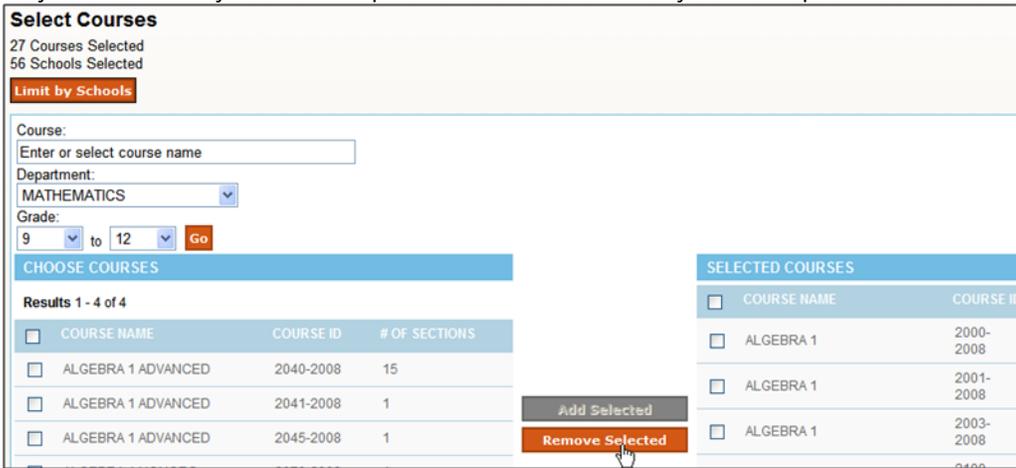
3. Scroll down and click .

schoolnet·

4. Scroll down and click **Return to Test Settings**. Be sure to save before exiting.

Questions for Understanding
- For online tests, how long will it take to get all students access to a computer for test-taking?
- Will you use the system-generated online passcode or develop a schema for selecting unique ones for each test?

Assign Tests Recommended to a School

if district test administrators use the scheduling option 'recommend to a school', school test administrators will see an additional section on their Assessment Admin home page dashboard called 'Recommend Tests'. They can click 'Not Assigned' to assign to sections as appropriate.

Printing

You may wish to print test booklets or answer sheets for students who will not test online for whatever reason.

What You Can Print

Depending on the test, the following options are available:

Download a test booklet. This generates a PDF file for downloading and printing. A Word file format is available from the test detail.

Download instructions, if available, in PDF format for the test. This typically applies to tests that have scoring rubrics for open response items.

Generate "plain paper" answer sheets. This includes the question bubbles as well as the student information and Test ID at the top. If you aren't a teacher, you must drill down to the course and section to generate the correct answer sheet. Note that any students who use paper answer sheets must have all their answers entered online by a teacher or administrator.

Print student usernames for distribution.

Access Print Options as an Administrator

All print options are available from the same screen.

To access print options:

1. In the Assessment Admin sub-menu, click Print.

2. All tests ready to be scheduled and in progress are displayed. Click on a column to sort or use the search feature if the list is long. If needed, click the test name to view schedule detail.

Upcoming & In Progress Tests

Results 1 - 1 of 1

	TEST NAME	SUBJECT	GRADE LEVEL	TEST STAGE	START DATE ▲	END DATE	SCORES DUE DATE
↓ *i* ☑ ↺ 👤	ELA G9 Mini Assessment 1 2009	English Language and Literature	9 -12	In Progress	04/01/2009	04/17/2009	04/24/2009

Generate Plain Paper Answer Sheets

Answer sheets can be printed as soon as the test is scheduled, even before the Start Date. You must drill down to the course and section to generate the answer sheets.

To generate answer sheets:

1. Locate a test as described above. Click the Generate Answer Sheet icon.

↓ *i* ☑ ↺ 👤 ELA G9 Mini Assessment 1 2009 English Language and Literature

Generate Answer Sheet
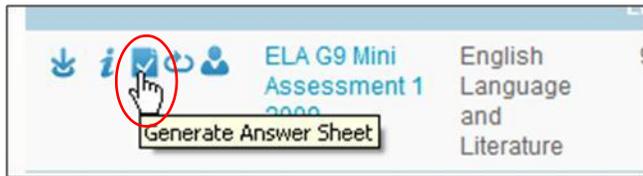
2. Use the Section Search to filter for the desired section(s).

Grade Level:
9

Department:
ENGLISH

Course:
-- All Courses --

Teacher:
-- All Teachers --

Search

3. A list of section(s) meeting your criteria is displayed. Check the sections to include.

This box toggles all sections on and off.

☐	COURSE NAME	TEACHER
☑	ENGLISH 1 - (10) HOPKINS	HOPKINS, JENNIFER
☑	ENGLISH 1 - (05) N/A - 6540	N/A - 6540
☑	ENGLISH 1 - (06) N/A - 6540	N/A - 6540

4. Click **Generate Answer Sheet** .

5. A PDF file is created that includes a cover sheet, answer sheet for each student in the section plus a blank sheet that can be used for a new student.

schoolnet

Print Test Booklets

If the test booklet does not require any formatting or other changes you can print it in PDF format from your profile by clicking the ⬇ icon. If you would like to add additional instructions, etc., go to the tests detail screen and print an editable Word version instead. For Benchmarks tests, this option is not available until the official Start Date of the test.

To access print options:
1. In your profile, click a test name to go to the Test Detail screen.
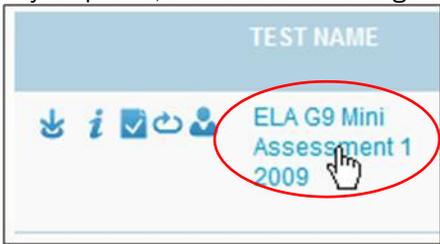
2. The Download Test (Word) option is in the Actions box. Save the file locally and edit as desired before printing.
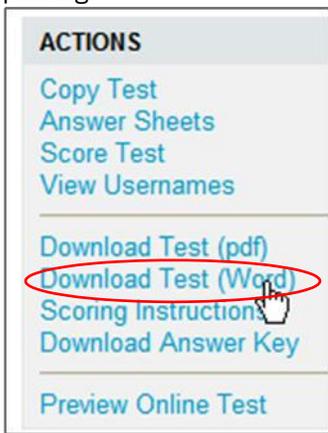
Questions for Understanding
- What are the two file formats available and how do they differ?
- What are the two different locations from which you can print a test booklet?
- What sort of editing might you want to do on a test booklet before printing it?

Print Associated Resources

Some tests have associated resources, such as a pre-formatted test booklet PDF, grading rubric, etc.

To print an associated resource:

1. Click the test title.
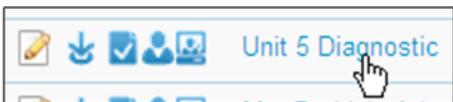
2. Open the Associated Resources section and click the attachment file.
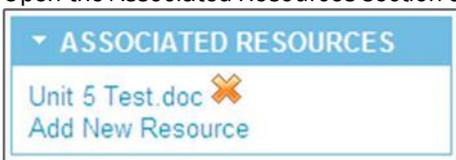
Print Student Usernames and Passwords

If students will be taking the test online it will be helpful to have a list of student usernames and passwords available.

To print usernames and passwords:

1. For a test in your profile, click the View Usernames icon.
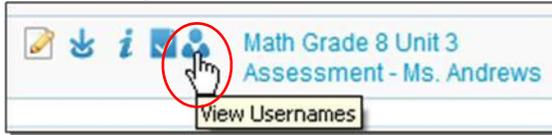
2. If appropriate, filter by section.
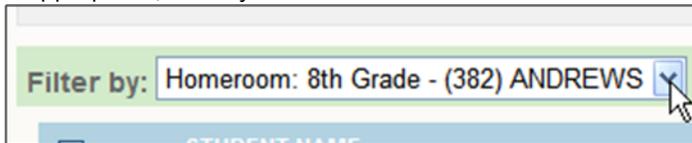
3. By default, all names are selected. You can toggle the entire list on and off or individually check and uncheck names.
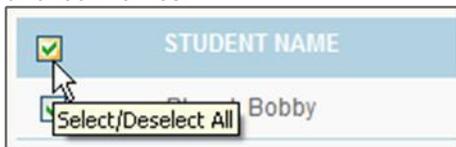
4. When the desired names are checked, click Print User Names.
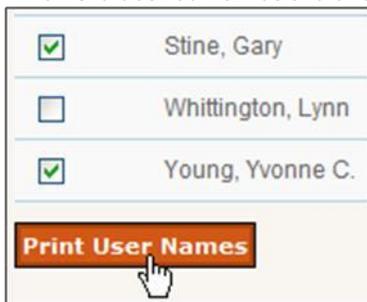
5. Click Print to launch your system print window.
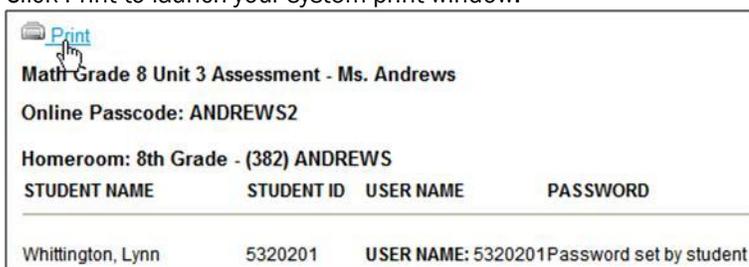
Administer an Online Test

Online tests are administered to students via computer using the same URL that you use. The test proctor has a number of tasks to perform to make sure the testing process goes smoothly. Your assessment team must decide which test preparation/administration tasks are handled at the district, school, proctor and/or teacher level.

Pre-Test Day Preparation Checklist

Prior to test day, review the following checklist:

- Verify that all students have Student IDs and passwords if needed.
- Know the plan for students who are new and do not yet have an ID. Will they have a paper version of the test to take instead?
- Know if the test will be using the "secure test tunnel" option. If so, students will not be able to access the desktop or other programs until they close out of the test window.
- Obtain the test online passcode in the CIITS home page. Test proctors can find the passcode in the Proctor Dashboard (pg. 45).

- Confirm that the computer lab is set up properly.
- Remind students to bring calculators if permitted for math tests, a book to read in the event they finish the test early, etc.

Preparing Computers for an Online Test

Online tests are administered to students via computer. Your school may have a computer lab that is used for testing, mobile laptop carts, or you may use classroom computers. This section outlines the steps that should be taken in order to minimize hardware or software distractions during the test.

Prior to the test date:
- Confirm that all computers meet the requirements specified in *Resource Sheet: Schoolnet Platform and Browser Requirements.* You can do this by running the Schoolnet Tech Check on each computer. Run any required updates prior to testing day.

  Note: Connection speeds under 250kBps may cause online testing content to load slowly.

- Browsers used for both test creating and test taking must have the "allow mixed content" security setting enabled:
  1. Open the browser.
  2. Go to Tools and select Internet Options.
  3. Go to the Security tab and click Custom Level.

4. Scroll to Miscellaneous. Locate Display Mixed Content.
5. Under Display Mixed Content select Enable.
6. Click OK to save.

- Consider using network-management systems to prevent test-takers from using online chats, email or discussion boards. Alternatively, when scheduling the test, choose the option to "Administer this test with Schoolnet Secure Tester" in order to prevent students from accessing anything other than the test window.
- Turn screen savers off and clear the cache on each computer.
- If applicable, confirm what network password is required to log in. In the event that a student logs off the computer, make sure a proctor in the room will know how to log students back on.
- Clean the mouse and display/monitor on each computer.

Test Day Checklist

When you administer an online test, perform the following actions.

- Write the Online Passcode and test name where students can see it.
- Read the test instructions aloud to the students and explain the test format.
- Instruct students to open a web browser (unless this has been done for them).
- Instruct students to point the browser to the testing site (or come in before the test and point the browser to this site on all testing computers).
- Students log in and enter the online test passcode.
- Instruct students to confirm that their name and the correct test name appears.
- Instruct the students to click Start Your Test if test does not automatically appear.
- One computer not visible to students should point to the Proctor Dashboard.
- Keep track of any student who does not finish the test or is absent.
- Make sure that students who have completed their test avoid bandwidth-intensive non-essential Internet use such as downloading and/or streaming audio and/or video.

Using the Proctor Dashboard

The Proctor Dashboard view allows the user to see the section's class roster, and differentiates those students who have "Not Started" the test from those who are "In Progress" and those who have "Submitted". There is a quick link to "Score" submitted tests, to allow for the teacher/proctor to jump to scoring the student's open response answers, or reset the student's test if they submitted it in error.

To access the Proctor Dashboard:

- Teachers access the Proctor Dashboard from the CIITS home page () or the Assessment Admin Dashboard.

- Non-teacher proctors access the dashboard in Assessment Admin > Track Completion Rates.

ENGLISH 1 - (10) HOPKINS

Track: Proctor Dashboard

← Back to Previous Page

Unit 5 Diagnostic[3013] View Details
Online Passcode: FYFER3

Section Chooser

Course/Section: MATHEMATICS 6 - Sec-01 Per-6

Username/Passwords
Answer Sheets
Test Booklet
Item Analysis

As soon as a test is submitted, you can use this link to score open response questions

In Progress 3   Completed 1

Correct
Incorrect
Open Response item (to be scored later)
Unanswered

Test Progress (8 question...   Results

Almashaqbeh, Jai'Ya 1034700   25% (2/8)
Anderson, Pete Jr 1034500
Beeson, Nickalaus 1122698
Ber...

Students with this icon are still taking their test online. Students with no icon have not yet started.

Note: When an inline response or matching question is partially correct, it will display by a light yellow coloring

Clear Student Responses or Reset Online Access

Proctors may occasionally be asked to fix technical mistakes by students. Proctors have the power to clear or change student test responses (as dictated by district policy). Proctors can also restore online access to tests that students are locked out of. This typically occurs when a student accidentally submits a test before they are ready. These actions are performed from the Score page.

- To access the Score page for a specific student, click the Score icon ( ) next to that student's name (see image above). The Score page can also be located by clicking Score Test under the Action panel on the Test Detail page, then locating the appropriate student.

- Selecting the Delete All Results for this Student's test link at the bottom of the student's online answer sheet for a specific test will clear the student responses and allow the student to access the test online.

- To retain the student's current answers and allow for the test to be re-accessed online, select Resume Online Test. Once this is done, the scorer will not be able to make changes to the student's answers until the test has been resubmitted by the student.

schoolnet

Troubleshooting Internet Connectivity Issues

"Hiccups" in internet connectivity have the potential to disrupt online testing. Schoolnet Assessment Admin has the following features in place to minimize lost work.

- The Test Tunnel is automatically saving every 100 characters the student types to Schoolnet's main servers (Schoolnet's databases)

- The Test Tunnel is also saving when the student clicks I'm Ready for the Next Question, Pause, View Test Summary or the back arrow.

- In addition to saving to the Schoolnet system, the Test Tunnel also saves the student's responses to the browser's memory so in the event connectivity is lost, the system will be able to show the student their recently entered work.

- The Test Tunnel incorporates a Smart Save algorithm that saves all questions and not just the current question upon submitting a question.

- In the event the Test Tunnel is unable to save any response, the Test Tunnel displays an indicator to the student communicating that there may have been a problem saving a response. Both proctors and students will be able to use this icon to monitor internet connection status during the test-taking session. To find out if the issue has cleared, click the icon. If the problem has been resolved, the indicator will clear.

  If you do not click the icon, it will clear on its own as soon as the system is able to save all responses. The indicator is in the upper-right hand corner above the Flagged items icon.

- When the Test Summary page loads, Smart Save attempts to save all questions again and in the event of one constructed response may not have been saved, a warning is displayed and the student now has the ability to save their responses to the system clipboard.
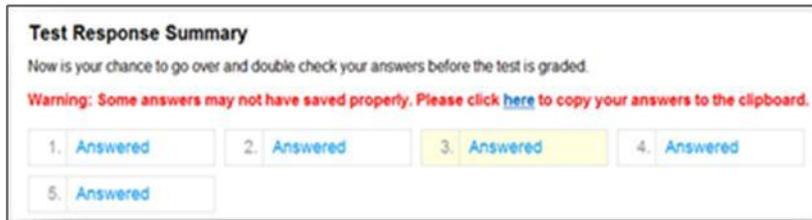
- In the event that the system is unable to successfully submit the test, the system will automatically repopulate the Test Tunnel with the students responses stored in the clipboard so that as a back-up no responses will be lost even if there was no internet connectivity during the test taking session.

Online Scoring

There are a few reasons you might need to do online scoring:
- Open response questions were included
- Some students tested on paper rather than online and all their results need to be entered
- A third party assessment was used and you want to bulk upload scores so they are available for reporting in CIITS

Entering scores is accomplished through two methods: 1) most users have the manual option, by locating a particular student or section; 2) specified district users can upload student scores in a CSV file, allowing bulk transfer of scores.

Online Scoring by Test Administrators

Tests with a status of 'In progress' or 'completed' can be scored online. Proctors also have a link to score right from the Proctor Dashboard.

To score a test:

1. In the Assessment Admin sub-menu, click View & Score Responses.

2. Locate the test. Either sort by column header or use the filters in the 'Find a Test' section if the list is long. Click the Score icon.

3. To score only a few students, use the Locate a Student tab.
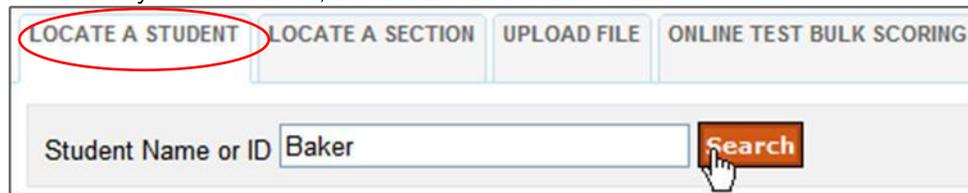
4. Click Edit next to the student's name.
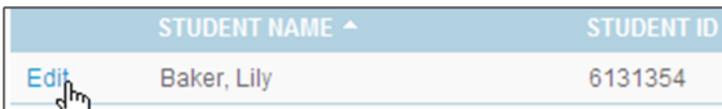
5. Indicate the response. For open response questions, you will see a drop-down from which you can select the appropriate number of points earned.

	Item #	Type	Point Value	Correct Answer	Recorded Score
+	1	Multiple Choice	1	A	○A ○B ○C ○D ●No Response
+	2	True/False	1	T	○T ○F ●No Response
+	3	Open Response	50		Points Awarded: Not Scored
+	4	Gridded	5	1803	
+	5	Inline Response	Gap 1 - 1	B	○A ○B ○C ○No Response
+	6	Matching	1 - 1	B	No Response ▾
			2 - 1	C	No Response ▾
			3 - 1	A	No Response ▾

6. Click **Scor**

43

For scoring an entire section of students, use the section locator:

1. Click the Locate by Section tab.

2. Search for the desired section. Note that elementary sections do not generally map to a subject. If you are having trouble locating a section, try filtering on school/teacher name only.
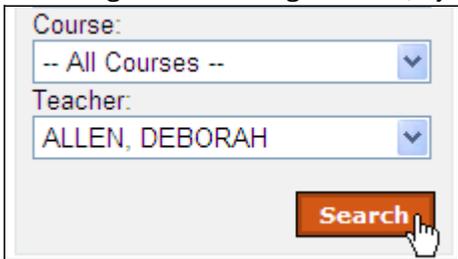
3. Click the section title.
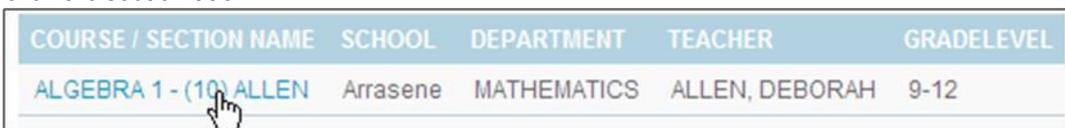
4. Click the student name. Score as directed above.
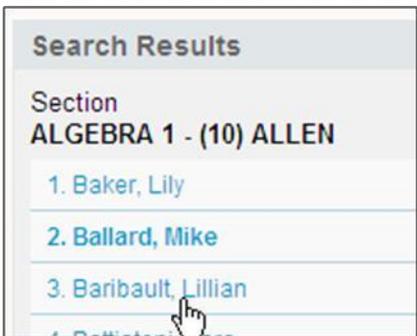
Question for Discussion
- In what instances will you use online scoring?

Upload Student Responses

The functionality to bulk load a spreadsheet of student responses for that particular test is available to select users in the district as appropriate. The Upload File tab allows you to upload a CSV file with the test results for all students.

To upload responses:

1.   In the Assessment Admin sub-menu, click View & Score Responses.

View & Score Responses

2.   Locate the test to score. Click its Score icon.

Math 7 CDB 3
Score 3 Reading 6
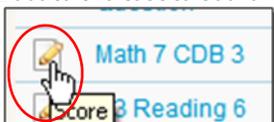
3.   In the Upload File tab, download the sample file and create a file of scores as shown in the sample.

LOCATE A STUDENT | LOCATE A SECTION | UPLOAD FILE | ONLINE TEST BULK SCORING

Click 'Browse' to find the file to upload into the system and click 'Upload' to import the file.

File*: [   ] Browse...

File should be in a comma-separated (CSV) format. Download Sample File
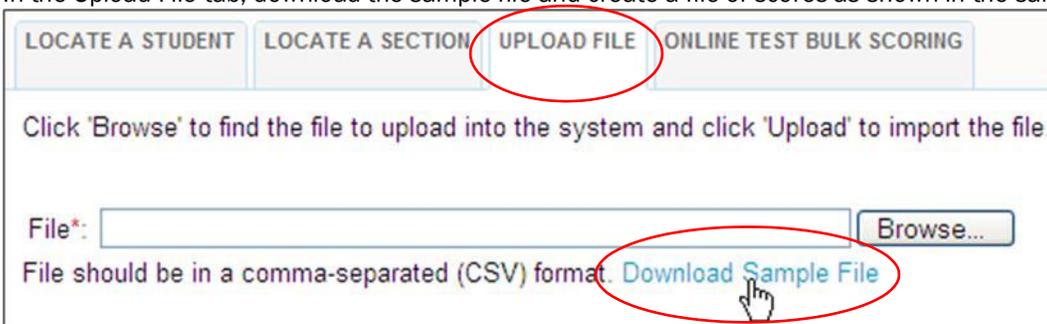
4.   When your file is complete, click Browse to search for your CSV file. After selecting the CSV file, click Upload.

5.   When the upload process is complete, a confirmation message displays "The results have been successfully loaded."

Force Scoring for Pending Online Tests

If, for any reason, a student does not submit an online test, it is stuck in a status of 'Pending' and not visible in Assessment Admin or Classrooms. The only way to see results is to force the scoring of the tests. As this function auto-submits all tests in progress, you should wait until after the test window to perform.

To force scores:

1.   In the Assessment Admin sub-menu, click Score section, locate the test to score. Click its Score icon.

Math 7 CDB 3
Score 3 Reading 6

schoolnet·
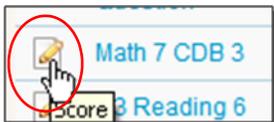
2. In the Online Test Bulk Scoring tab, click Force Test Scores. All pending tests (for the specified test administration only) will be automatically submitted and scored. This will be grayed out if there are no pending tests.
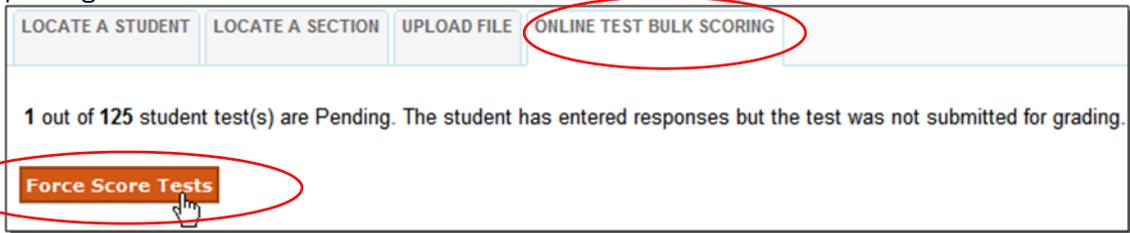
Monitor Test Collection

Test administrators can monitor collection statistics. The completion threshold for results is a district configuration setting that is based on the percent of results based on the number of eligible students.

The Track page allows you to see how many student results have been collected for a given assessment, as well as when data updates have been made, and when the results are due. Assessment Admin helps you recognize potential problems in assessment data collection and know when the collection process is complete. Only tests "In Progress" and "Complete" are available for tracking.

To monitor data collection:
1. In the Assessment Admin sub-menu, click Track Completion Rates.
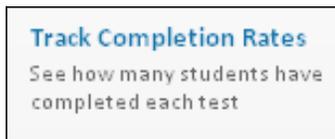
2. Next to the test name, click the View Data Collection Report icon.

- Note: The Collection Status percent calculation may be based on students who are not intended to take the test. At the high school level, for example, a geometry test might be mapped to grades 9-12 and therefore include more students who are 'eligible' to take the test than actually would.

3. Schools are listed. (If applicable, you may have to drill down from a region or area.) Click on a school to view collection data by section.

LOCATION ▲	# ELIGIBLE FOR TESTING	# DATA COLLECTED	% DATA COLLECTED	DATA COLLECTION STATUS
AUSLER SCHOOL	40	0	0%	Not Started
EDWARDS ELEMENTARY	86	6	7%	
ELLERBEE ELEMENTARY	90	6	7%	

4. Sections are listed. Click on a section to view collection by student.

EDWARDS ELEMENTARY

Results 1 - 4 of 4

SECTION ▲	# ELIGIBLE FOR TESTING	# DATA COLLECTED	% DATA COLLECTED	DATA COLLECTION STATUS
MATH GR 5 (2015) - ABDALHADY:03: Prd 01	20	0	0%	Not Started
MATH GR 5 (2015) HARRIS:01: Prd 01	23	6	26%	

5. Students are listed. You can click View to see student results. These results are also now available in Classrooms and School & District Data.

MATH GR 5 (2015) - HARRIS:01: Prd 01

Results 1 - 25 of 26

STUDENT ▲	DATA COLLECTION STATUS	TEST RESPONSES
ADRIAN, TIANA	Not Started	
BARNES, SHANTA	Complete	View
BARNETT, ASHTON	Not Started	--

BARNES, SHANTA

QUESTION NUMBER	QUESTION TYPE	STUDENT RESPONSE
1	Multiple Choice	D ✔
2	Multiple Choice	D ✔
3	Multiple Choice	A ✔
4	Multiple Choice	C ✔
5	Multiple Choice	A ✔
6	Multiple Choice	C ✔

6. Note that you can use the "breadcrumb" navigation to navigate back to any level of the report.

Fashion Ave. Schools → Center City Region → Borato → ALGEBRA 1 - (12) CHESTNUT

How Teachers Access Test Features in Assessment Admin

When teachers go to the Assessment Admin tab they see a 'test dashboard' of all tests for their students with links to print usernames, test booklets and answer sheets.

Section Chooser

Course/Section: All Sections

Use this drop-down to select the desired section

Create a Test
Find a Test
Create an Item
Find an Item

Build tests and items

Test Dashboard

Recently viewed tests: Select a Test

ASSIGNED TESTS   BENCHMARK TESTS   CLASSROOM TESTS

All Test Categories   All subjects   to   **Filter**

Filter tests if the list is long

Results 1 - 4 of 4

ACTIONS	TEST NAME	TEST CATEGORY	ONLINE PASSCODE	START DATE	SUBJECT	GRADE	COLLECTION STATUS
	Bunting 8th Grade Math Semester 1	School Benchmark	BUNTING	04/01/2009	Mathematics	8	Not Started
	ELA G9 Mini Assessment 1 2009	District Mini Assessments	MINI	04/01/2009	English Language and Literature	9 - 12	Not Started
	Math Grade 8 Unit 2 Assessment - Ms.	My Classroom Tests	ANDREWS	04/01/2009	Mathematics	8	Not Started

ASSIGNED TESTS	BENCHMARK TESTS	CLASSROOM TESTS
All tests that your students are supposed to take	District/school tests your students should take	Tests you have created for your students

The first day students can take the test online

ACTIONS	TEST NAME	TEST CATEGORY	ONLINE PASSCODE	START DATE
	ELA G9 Mini Assessment 1 2009	District Mini Assessments	MINI	04/01/2009

Click name to access the Test Detail screen

✎	Score a test
⬇	Download a PDF answer booklet. This option is not available for Answer Key Only tests. A Word file option is available from the test detail.
i	Download grading instructions for the test.
✓	Generate "plain paper" answer sheets. You must drill down to the course and section to generate the correct answer sheet.
🖳	Go to the Proctor Dashboard

schoolnet

Where Can I Find Benchmark Results?

Benchmark reporting is available throughout the Schoolnet application suite. Some reports may not yet be turned on but will be available when student results are in.

Classroom Level Reporting
- Benchmark Dashboard
- Benchmark Test Report
- Benchmark Skills Analysis
- Benchmark Item Analysis
- Benchmark Trends Report

Individual Student Profile (Classroom and School & District Reporting)

All benchmark and classroom test results for a student are available in the Benchmark and Classroom Test tabs of their Student Profile.

Analysis Spreadsheet (Classrooms and School & District Data)

For any set of students, you can set up an analysis spreadsheet with columns displaying benchmark data.

School & District Reporting KPI Dashboard

Most districts choose to enable benchmark Key Performance Indicators (KPIs).

School & District Reporting Benchmark Tests Dashboard

All current year benchmark tests are displayed in the Account Benchmark Tests tab. You can scan overall results across tests or drill down to Pre-Formatted reports for a specific test.

School & District Reporting Report Bank

Reports that include results from multiple benchmark tests may be available in your school and/or district report bank.

School & District Reporting Pre-Formatted Reports

The following Pre-Formatted reports include benchmark data. Some may be already published and linked from the Benchmark Dashboard or Report Bank. Some may be disabled on your site.

Title	Analyzes...
Benchmark Performance by Standard	Student performance on district benchmarks by standard.
Benchmark Performance by Subject	Student performance on district benchmarks by subject.
Benchmark Test – Predicted Data Analysis by School Enrollment	Which regions and schools are on track to meet their annual performance goals.
Benchmark Test – Predicted Data Analysis by Section Enrollment	Which teachers at a school have the largest numbers of students who are most at risk of not being proficient on the state assessment.

Benchmark Test - Standards Analysis by Section Enrollment	How students performed on each standard of a benchmark test. Results are grouped by teacher within a specific school building.
Benchmark Test - Score Group Analysis	How students performed on one or a group of benchmark tests. Grouped by score group for a teacher within a specific school
Benchmark Test - Standards Analysis by School Enrollment	How students performed on each standard of a benchmark test. Results are grouped by school.
Benchmark Test Item Analysis	How students answered each question of a benchmark test. The report supports gridable-type test questions.

School & District Reporting Custom Reports

With Custom Reports, you can define report parameters as desired. You can specify specific students by enrollment, which columns and rows to include, etc.

CIITS Home Page Classroom Assessment Monitor

Classroom Assessment Monitor in the CIITS home page provides teachers a color-coded, student-by-student display of recent benchmark and classroom test results. Additionally, it shows all upcoming tests related to their sections, with test name, online passcode and test stage provided in a line-by-line format.

schoolnet