Schoolnet: Uploading External Assessment Results

Audience Roles: Teacher, Leadership, Staff with Assessment Manager

Use Schoolnet to report on assessments that were administered outside of Schoolnet. Before uploading the results, build the actual test in Schoolnet, either as an answer key only (AKO) test or as a complete test with question content.

Once you create the test, upload the file to add the assessment results.

Teachers can perform these tasks for the students and sections assigned to them. Users who want to perform these tasks for a school- or district-wide assessment need the user permissions to create and schedule tests at the school or district level.

Create an Answer Key Only Test

Before you can upload scores from an external test, create the test in Schoolnet. Create just the answer key when you don't want to enter the content for each question. Each item will still require you to enter an item type, correct answer, point value, and associated standard.

Using the answer key only method, you won't see the question content on the Item Analysis report, so have a paper copy of the test available when you view the results in Schoolnet.

To create an Answer Key Only test:

1. Roll your cursor over the **Assessment Admin** header and click **Create**

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

3. Enter the **Test Name**, **Subject**, **Grade Level**, **Test Category**, and the **Preferred Standards Document**

4. Indicate the **Number Of Items** and, if applicable, be sure to indicate if the test contains **All Multiple Choice** items

5. For **Answer Key Only**, select **Yes**

6. Use the default values for **Item Settings** and **Test Item Settings**

7. Click **Generate Test**

8. If required, choose the question type of the first item

9. Click **Standard Lookup** and select one standard and click **Done**

    Expand a higher-level standard to view its lower-level standards by clicking the **+** sign.

10. Indicate the correct answer by placing a check in the box next to **is the correct response**

    To weight a question, change the number of points the correct answer is worth.

11. Use the item placeholders to navigate from one item to the next
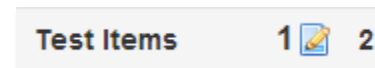
12. When you have entered all the required information correctly, scroll down and click **Return to Test Detail**

13. Click **Ready to Schedule**

    Depending on the test category, you may need to click **Make Public** first and then click **Ready to Schedule**.

14. Confirm that you want to schedule your test by clicking **Schedule**

15. Next to **Start Date**, open the calendar and select a date to associate with the test

16. Pick any **End Date** and **Score Due Date** that falls after the start date

17. At the bottom of the page, accept the quick assignment by clicking **Accept Quick Assignment**

    Alternatively, modify the sections that took this test by clicking **Edit Assignment**.

    Even though students have already taken the test, making the assignment enables test results to be associated with your classes on the Student Performance page (in the Classrooms module) and the Schoolnet home page.

18. To save your work, click **Save**

Prepare the File

Once you create the test in Schoolnet, prepare and upload the results. To create the results file:

1. First, locate a test and navigate to the **Test Detail** page and click **Score Test**

2. Depending on your role, navigate to the sample file in one of two ways:

   - Teachers click **Upload Scores** under the appropriate section
   - Test administrators click **Upload File**

3. Click **Download Sample File**

4. The sample file creates a column for student ID and each item, with a sample row to show the response format

   Look for a notification asking you to **Open**, **Save** or **Cancel**.

5. Click **Save** then **Open** the file, then enter or copy from a file the student IDs and corresponding responses for each item

   The following item types are supported:

Item Type	Response Format
M.C., T/F, Gridded and O.R. without Rubric	Place a single response into the blank cell.
Inline Response and Matching	Example: B|B|A| In this 3-part item example, B is the answer for first inline response, B for the second response, and A for the third response.
Open Response with Rubric	Example: 3|2|5| For this 3-trait rubric example, 3 is level 3 for trait 1 of the rubric, 2 is level 2 for trait 2 of the rubric, and 5 is level 5 for trait 3 of the rubric.
Task	Example: 1A|1B|1C Activities follow the format of the selected item type and are identified with the question number followed by the activity order. In this example, question 1 has 3-multiple choice activities.

6. Go to **Save As** and save the file in CSV format

Upload the File

Once you've prepared the file, upload it to the matching test.

1. Navigate to the Test Detail page and click **Score Test**
2. Return to the Upload screen by clicking either **Upload Scores** or **Upload File**, depending on your role
3. Click **Browse**
4. Select the file
5. Click **Upload**

Note: A message confirms that you uploaded the file correctly.