

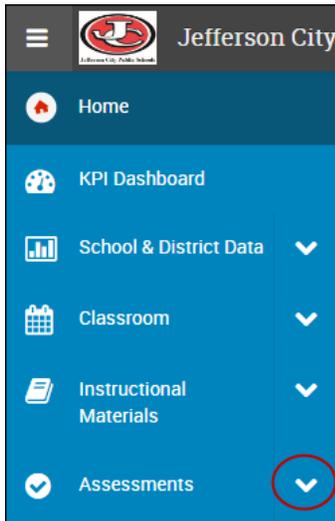
Schoolnet – Manual Test Creation, Scheduling, Administering, and Scoring



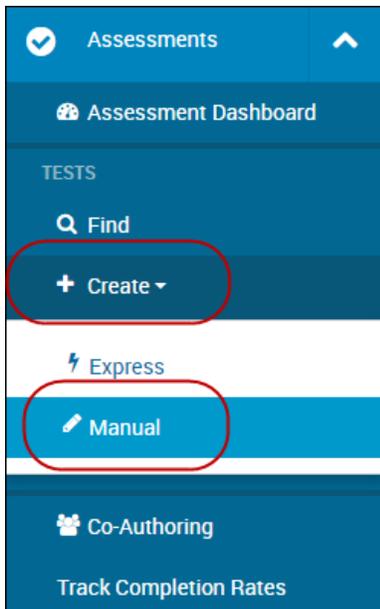
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Manual Test Creation

1. Click the arrow next to **Assessments** on the left-hand side of the screen.



2. Underneath the Tests heading, click **Create**, and then click **Manual**.



3. Enter text or make selections for the following fields:

Manual Test Fields

Test Name	Enter the name of the test. Test names should follow this format: Content, Grade (span), Test Name, School Year EX) Social Studies, 4, Missouri Quiz 1, 17-18 EX) Math, HS, Linear Functions, 17-18
Subject	Enter the subject of the test.
Grade Level	Select the grade level for the test. This can be one grade or it can be a grade range.
Number of Items	Leave this defaulted to "1." Additional items can be added, but there is less work to do at the end of creating the test if the option on this screen remains set to "1."
Test Category	Choose " My Classroom. " The option defaults to "Common Classroom," but in order to schedule a test, the category of "My Classroom" must be chosen.
Hide Item Content from Test Results	Leave the default set to "Yes" if students should NOT be able to view the questions and correct answers for the test when reviewing the test on their student homepage. Change the setting to "No" if students should be able to view the questions and correct answers for the test when reviewing the test on their student homepage.

Unanswered Questions	Select from the dropdown menu and choose whether unanswered questions should be included in the score or excluded from the score.
Score Type	Choose between Total Score, Raw Score, or Proficiency Score.
Preferred Standards Document	Choose the standard document that is the PRIMARY standard document being assessed. Items on the test may be aligned to different standard sets, but this field is asking for the primary one.
Answer Key Only	Typically “No” will be chosen for this field. “Yes” would only be chosen in instances where the teacher has scores from an assessment that was given OUTSIDE of Schoolnet that he/she would like to load into the system.
Enable Assessment Notes	Leave this setting set to “No.”

Create: Manual Test ?

Test Name*

Subject*

Grade Level* to

Number of Items All Multiple Choice

Test Category

Hide Item Content from Test Results Yes No i

Unanswered Questions

Score Type i

Preferred Standards Document*

Answer Key Only Yes No

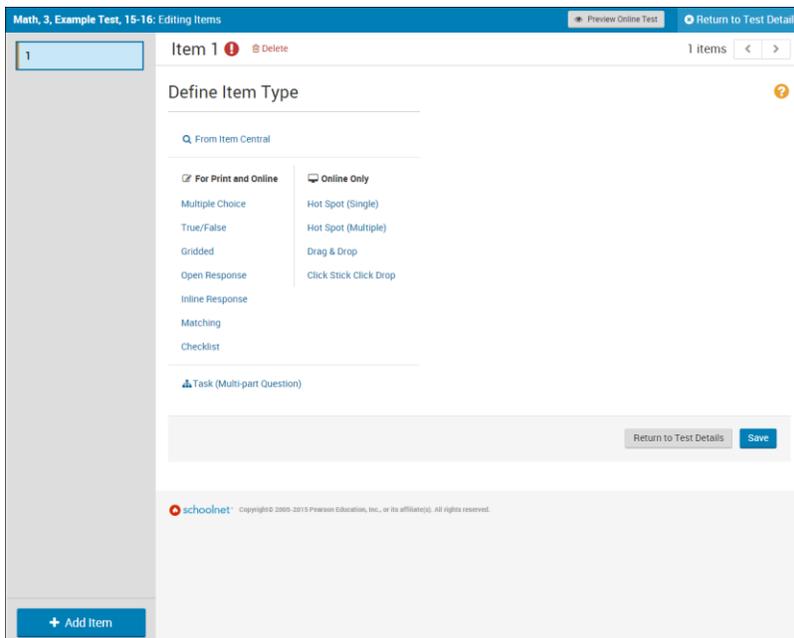
Enable Assessment Notes Yes No i

[▼ Test Item Defaults](#)

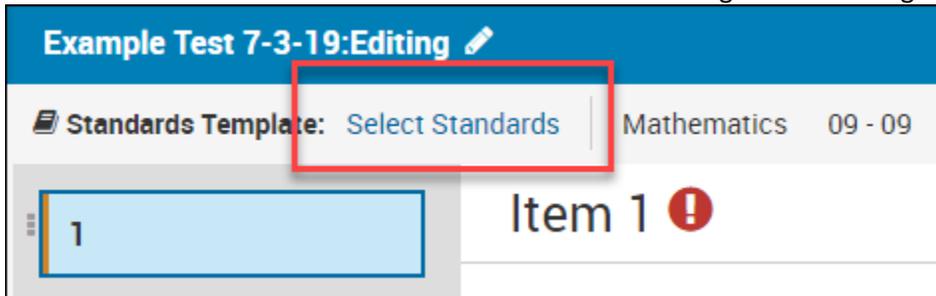
[▼ Test Settings](#)

[▼ Co-Authoring Settings](#)

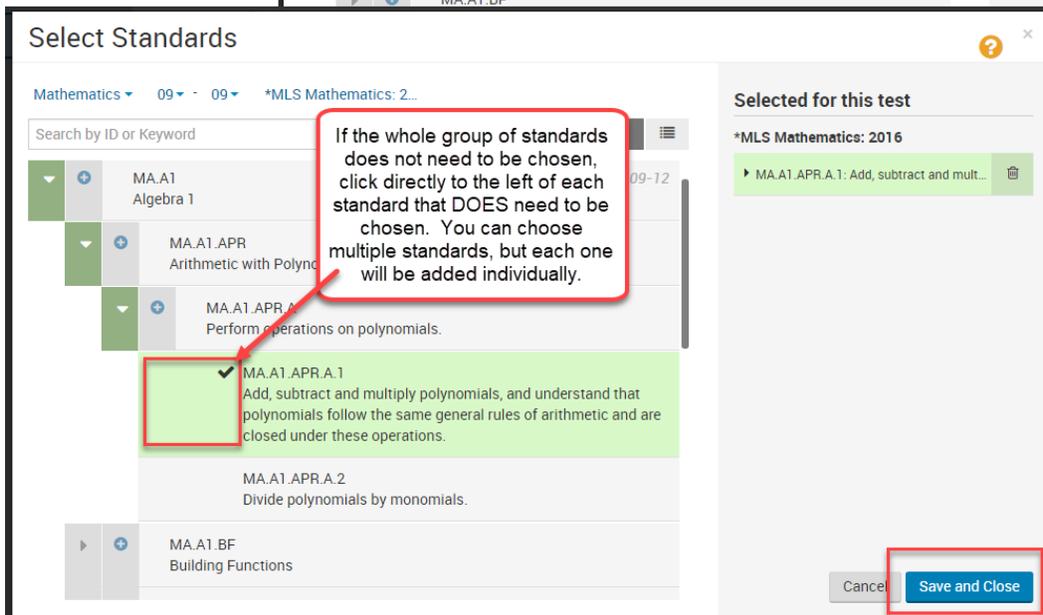
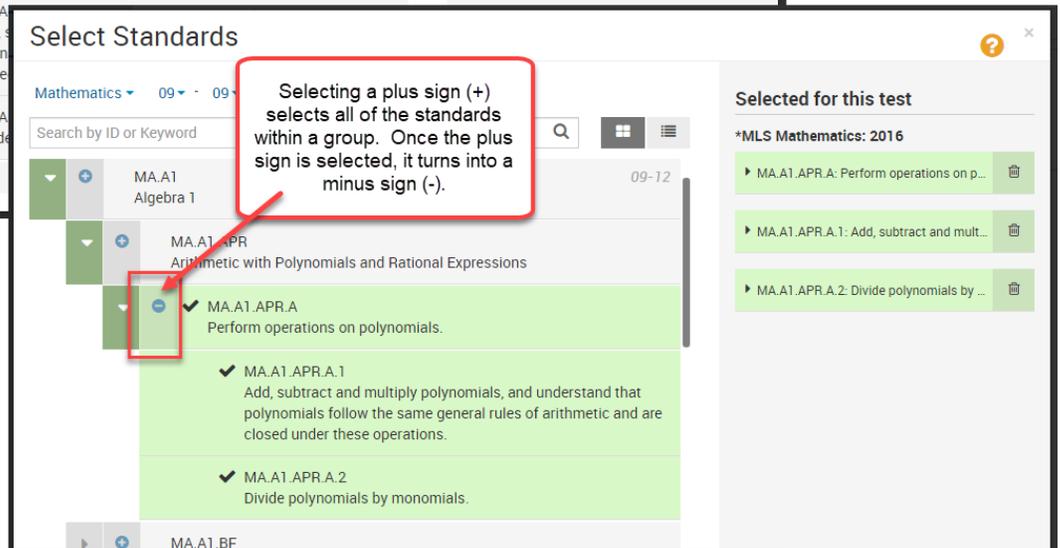
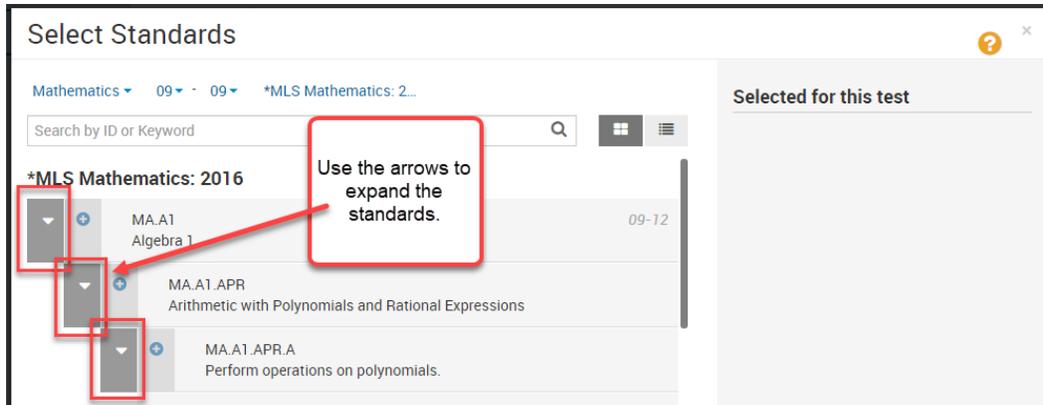
4. Click **Generate Test**.
5. The **Editing Items** screen will appear.



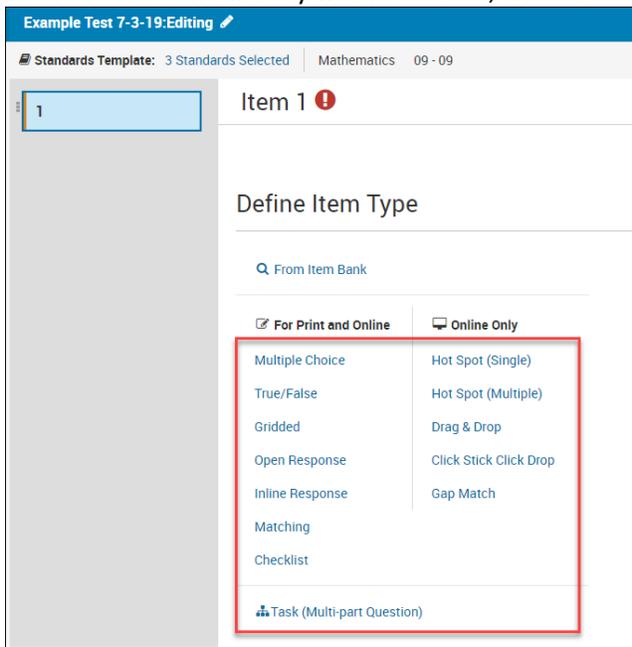
- To add a **Standards Template**, click the **Select Standards** link. A Standards Template allows the test creator to select the standards that will be used on the assessment. Then, when creating items, the test creator will have that small set of standards to choose from rather than having to filter through all of the standards for each item.



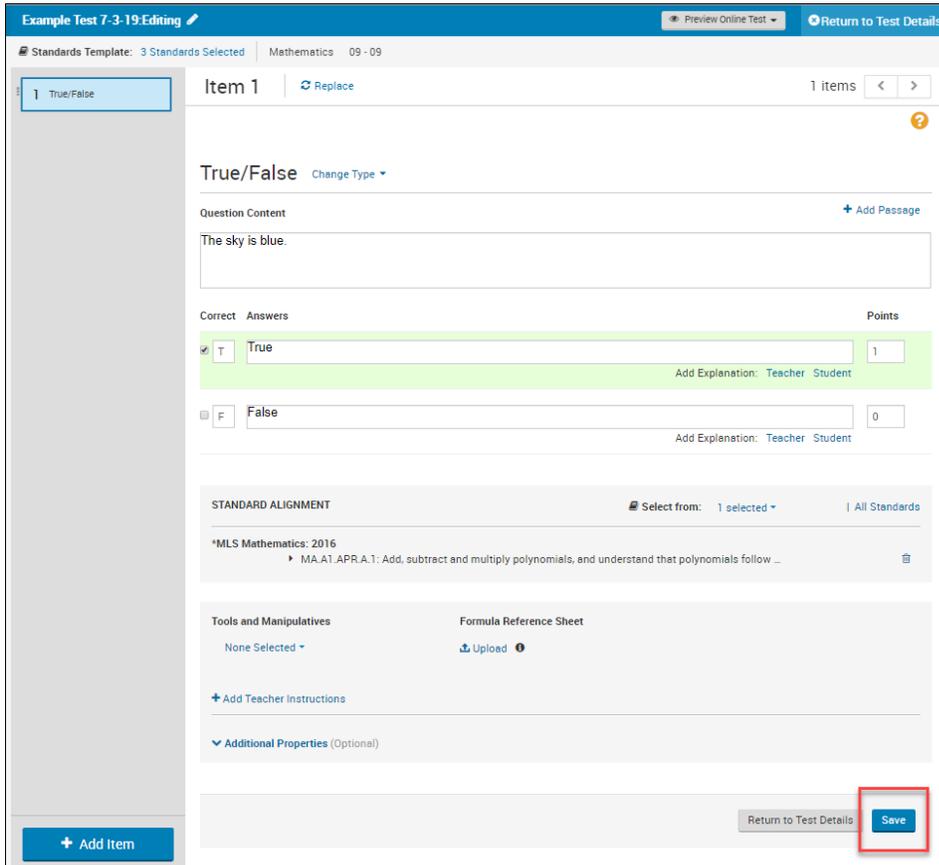
7. Use the Select Standards window to choose the standards that will be assessed on this test. Use the arrows to expand/collapse the standards. Use the plus signs to select all standards in a group OR just click individual standards. Standards that are chosen will show up on the right-hand side of the page. Click **Save and Close** when all standards have been selected.



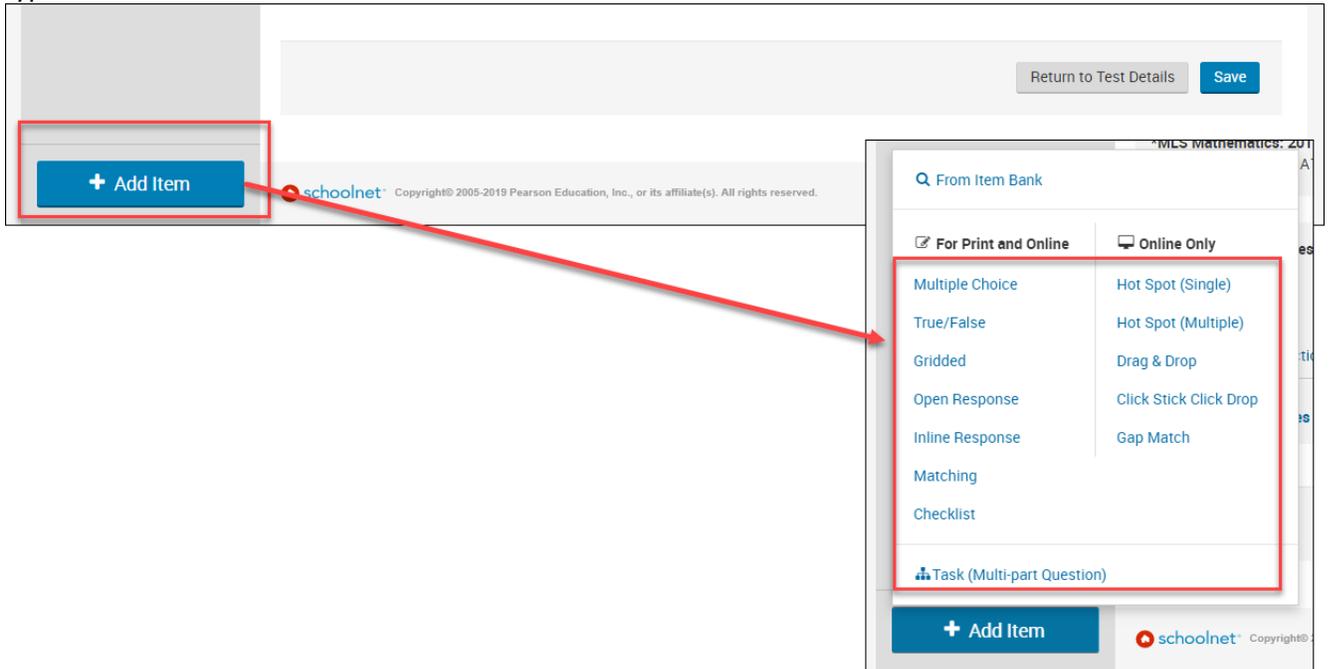
8. To create an item directly within the test, choose one of the item types listed below **Define Item Type**.



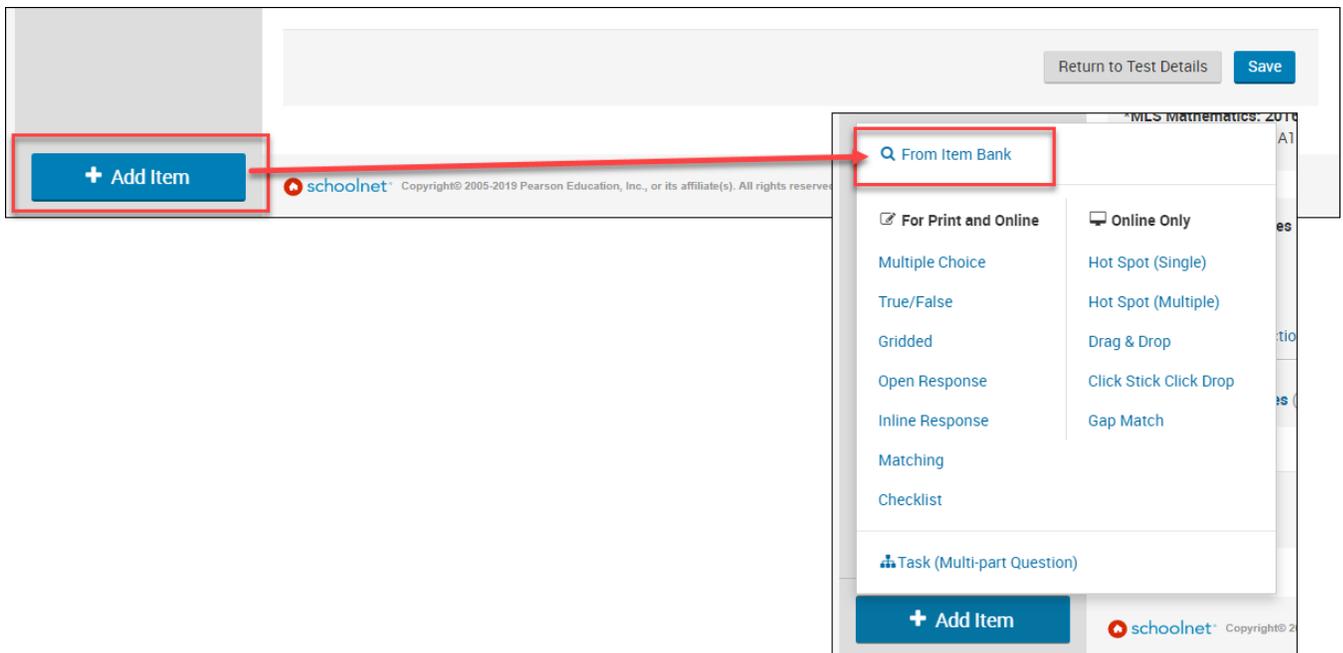
9. Fill out all of the item properties as needed and click **Save** at the bottom of the page when finished creating the item.



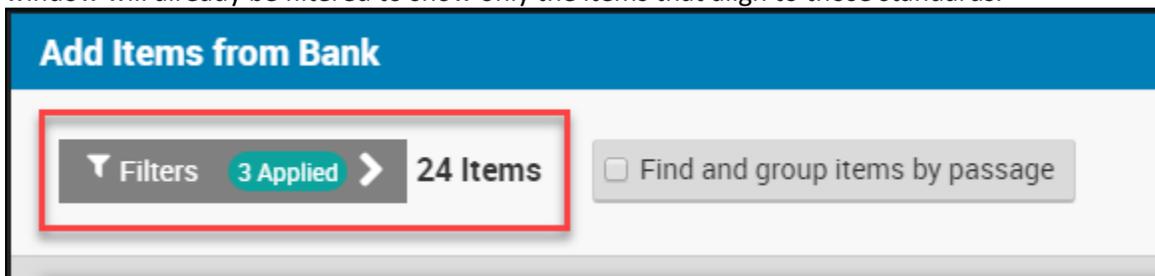
10. To add another item, click the **Add Item** button in the bottom-left corner of the screen, then choose the item type.



11. To add an additional item from the item bank or from items that the teacher has already created, click **Add Item** at the bottom of the screen and then choose **From Item Bank**.



12. The **Add Items from Bank** window will appear. If a Standards Template was selected earlier, the item bank window will already be filtered to show only the items that align to those standards.



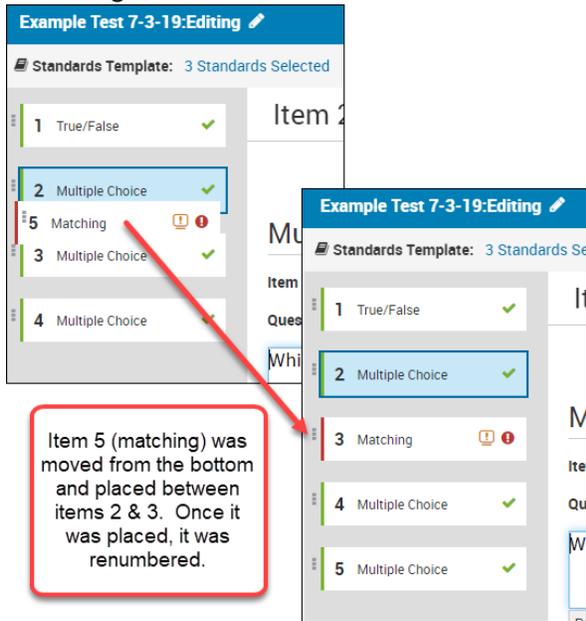
13. To add items, click the checkbox on the left-hand side of the screen. Multiple items can be selected at one time. Click **Add to Test**.

The screenshot shows the 'Add Items from Bank' interface. At the top, there are filters and a count of 24 items. A search bar is visible. Below, a list of items is shown. The first item is a 'Multiple Choice' question about algebra. It has a green bar on the left and a checked checkbox. The question text is: 'Which expression is equal to y , if $(x^2 - 1) + y = (2x^2 + 5)$?'. The options are: A. $+ 4$, B. $+ 6$, C. $+ 4$, D. $+ 6$. The right side shows item properties: NAME MAAG2091230430, PUBLISHER Equella, WEBB'S DOK Level 1: Recall, LANGUAGE English. At the bottom, there is a '3 Items Selected' indicator, an 'Unselect All' button, and an 'Add to Test' button highlighted with a red box.

14. If an item is missing a key piece of information, it will turn **red** on the left-hand side of the screen. It is important that all of the items are **green**. If any of the items remain red, the test will not be able to be scheduled until the errors are fixed.

The screenshot shows the 'Example Test 7-3-19:Editing' interface. It displays a list of items with a green bar on the left indicating selection status. Item 5, 'Matching', is highlighted in red, indicating it is missing information. The other items are green. The right side shows item details for 'Item 2'. At the bottom, there is an 'Add to Test' button highlighted with a red box.

15. If items should be re-ordered, click and drag the item numbers on the left-hand side of the page. The questions will change order and will be re-numbered.



Example Test 7-3-19:Editing

Standards Template: 3 Standards Selected

Item 1 True/False ✓

Item 2 Multiple Choice ✓

Item 5 Matching ⚠

Item 3 Multiple Choice ✓

Item 4 Multiple Choice ✓

Item 2 Multiple Choice ✓

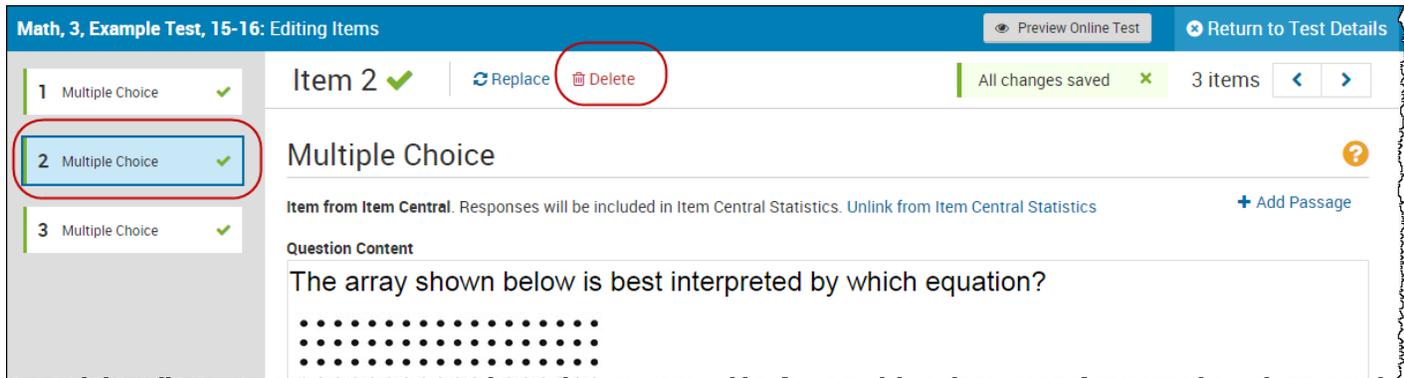
Item 3 Matching ⚠

Item 4 Multiple Choice ✓

Item 5 Multiple Choice ✓

Item 5 (matching) was moved from the bottom and placed between items 2 & 3. Once it was placed, it was renumbered.

16. If an item should be removed from the test, choose the test number on the left-hand side of the page, and then click **Delete**.



Math, 3, Example Test, 15-16: Editing Items

Preview Online Test Return to Test Details

Item 2 ✓ Replace Delete

All changes saved x 3 items

Item 2 Multiple Choice ✓

Item 3 Multiple Choice ✓

Multiple Choice

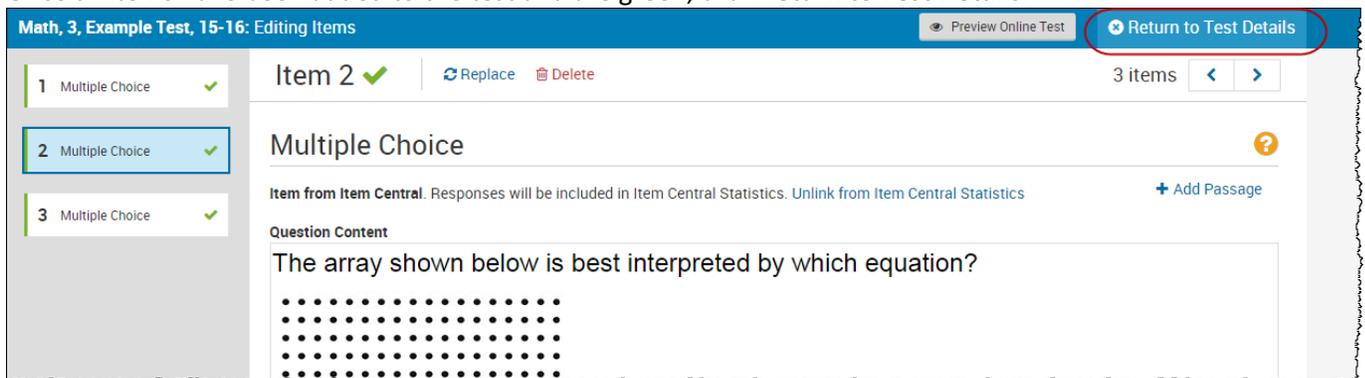
Item from Item Central. Responses will be included in Item Central Statistics. Unlink from Item Central Statistics + Add Passage

Question Content

The array shown below is best interpreted by which equation?

•••••

17. Once all items have been added to the test and are green, click **Return to Test Details**.



Math, 3, Example Test, 15-16: Editing Items

Preview Online Test Return to Test Details

Item 2 ✓ Replace Delete

3 items

Item 1 Multiple Choice ✓

Item 2 Multiple Choice ✓

Item 3 Multiple Choice ✓

Multiple Choice

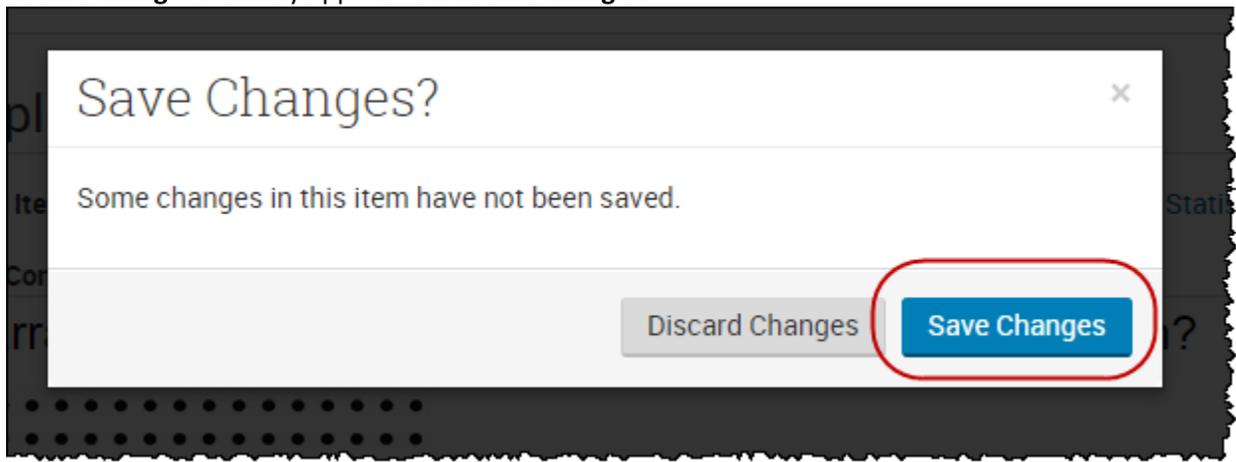
Item from Item Central. Responses will be included in Item Central Statistics. Unlink from Item Central Statistics + Add Passage

Question Content

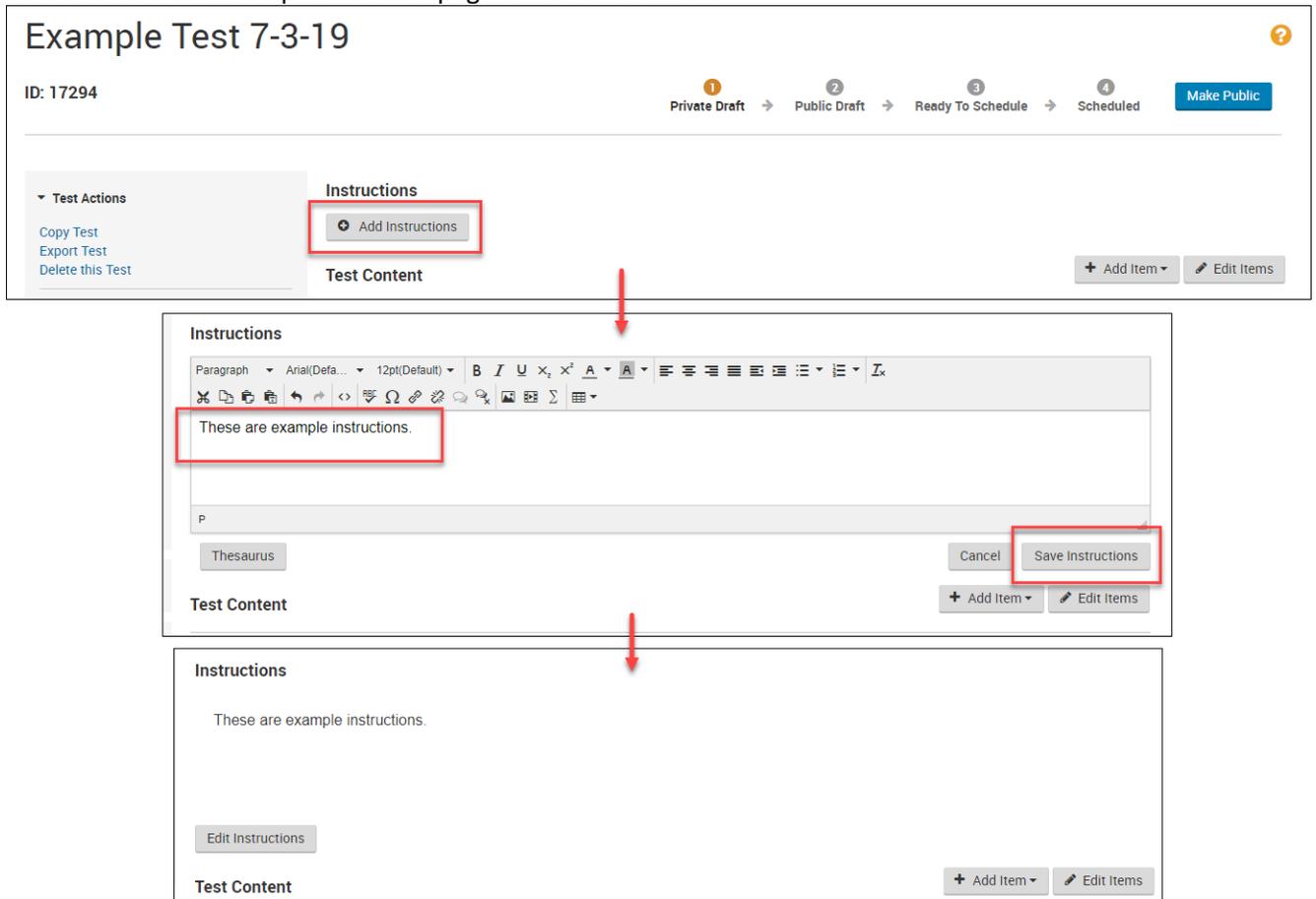
The array shown below is best interpreted by which equation?

•••••

18. A **Save Changes** box may appear – click **Save Changes**.



19. To add general test instructions, click **Add Instructions**. Enter the instructions and click **Save Instructions**. These instructions will show up on the first page of the assessment.



20. To see what the test will look like when administered online, click **Preview Test as Student**.

Example Test 7-3-19

ID: 17294

Test Actions

- Copy Test
- Export Test
- Delete this Test
- Preview Test as Student** ⓘ
- Student Test Booklet (.pdf | .docx)
- Answer Key (.pdf)
- Cover Sheet (.pdf)

Instructions

These are example ins

Edit Instructions

Test Content

21. It's possible that a **Compatibility Alert** window will display. This is telling the test creator that there is an item type on the test that is not supported by the TestNav online testing system, and that it will be automatically changed to a different item type. If this window appears, click **Preview Test**.

Compatibility Alerts

The following items on this test have a compatibility issue:

- **Item 3 - Matching:** Matching item type is not available in TestNav. Drag and Drop will be used instead.

First Prev 1 Next Last

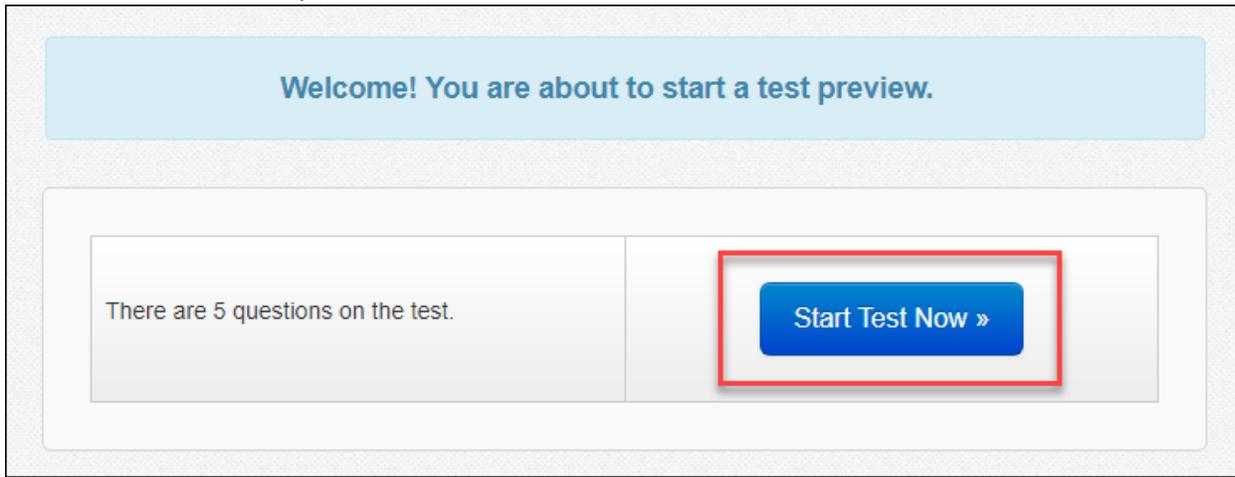
Close **Preview Test**

22. Depending on how long and/or complex the test is, it may take a few minutes to load the preview. This is the screen that will display while loading.

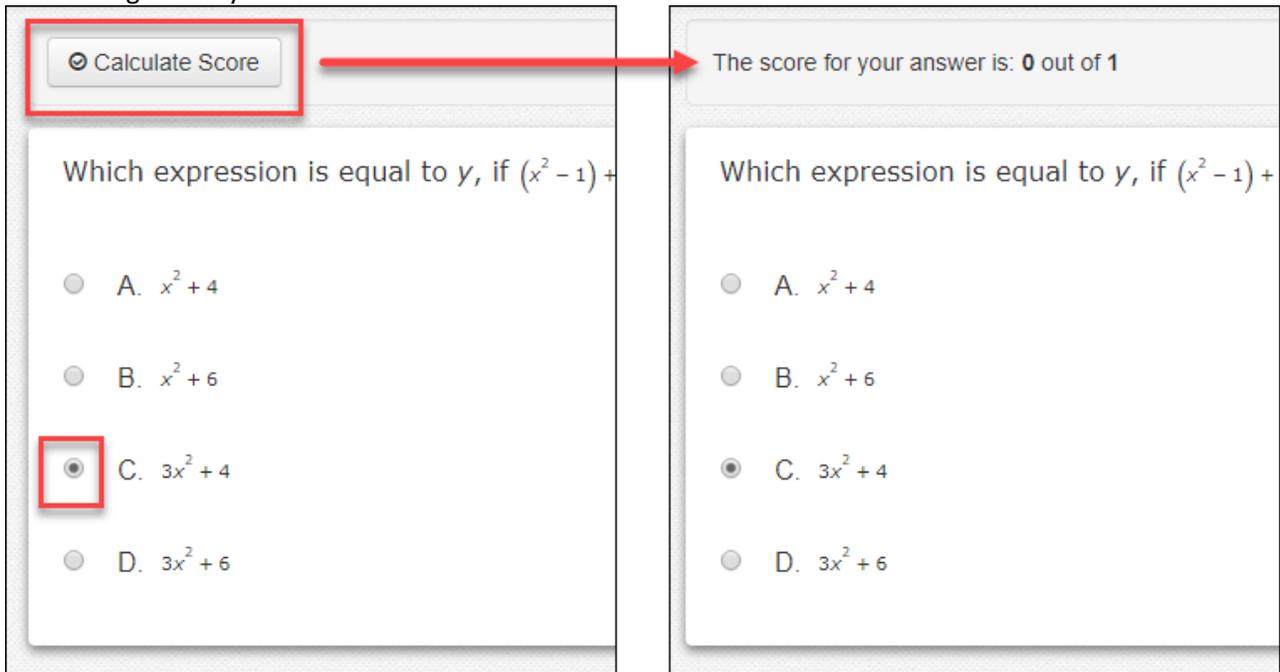
Connecting with TestNav

Waiting for test to load. This may take a few minutes.

23. Once the test has loaded, click **Start Test Now**.

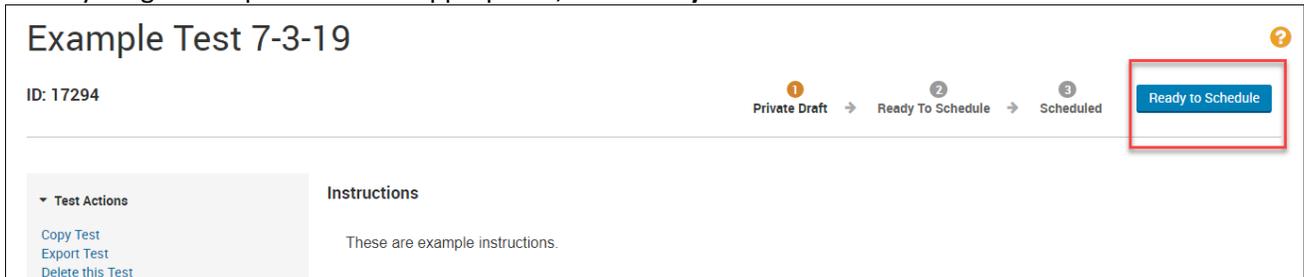


24. While previewing the test, you have the ability to calculate the score for each item to ensure that the item is functioning the way it was intended.

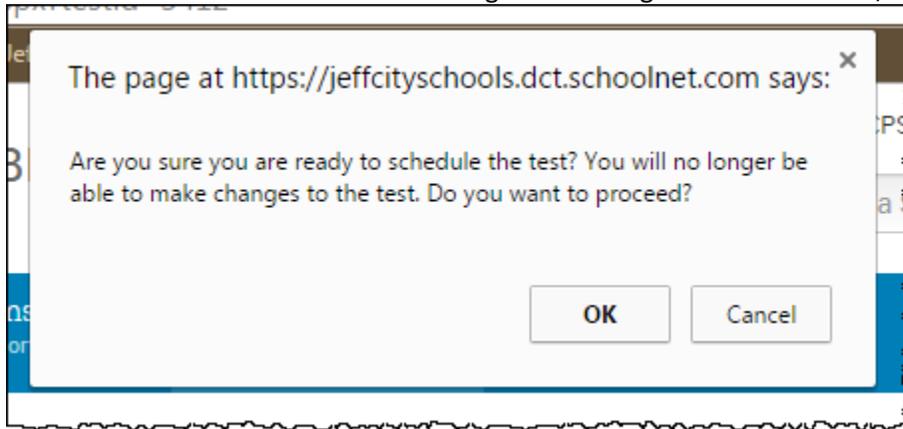


25. Close out of the preview window, taking caution to only click out of the preview and not the Schoolnet webpage behind it.

26. If everything on the preview looks appropriate, click **Ready to Schedule**.



27. A pop-up will display. If all changes have been made and no modifications are necessary, click **OK**. No changes can be made to test content after clicking OK. If changes should be made, click **Cancel**.



Schedule the Test

28. Click the blue **Schedule** button.

Example Test 7-3-19 ?

ID: 17294
1 Private Draft → 2 Ready To Schedule → 3 Scheduled
Schedule

▼ Test Actions

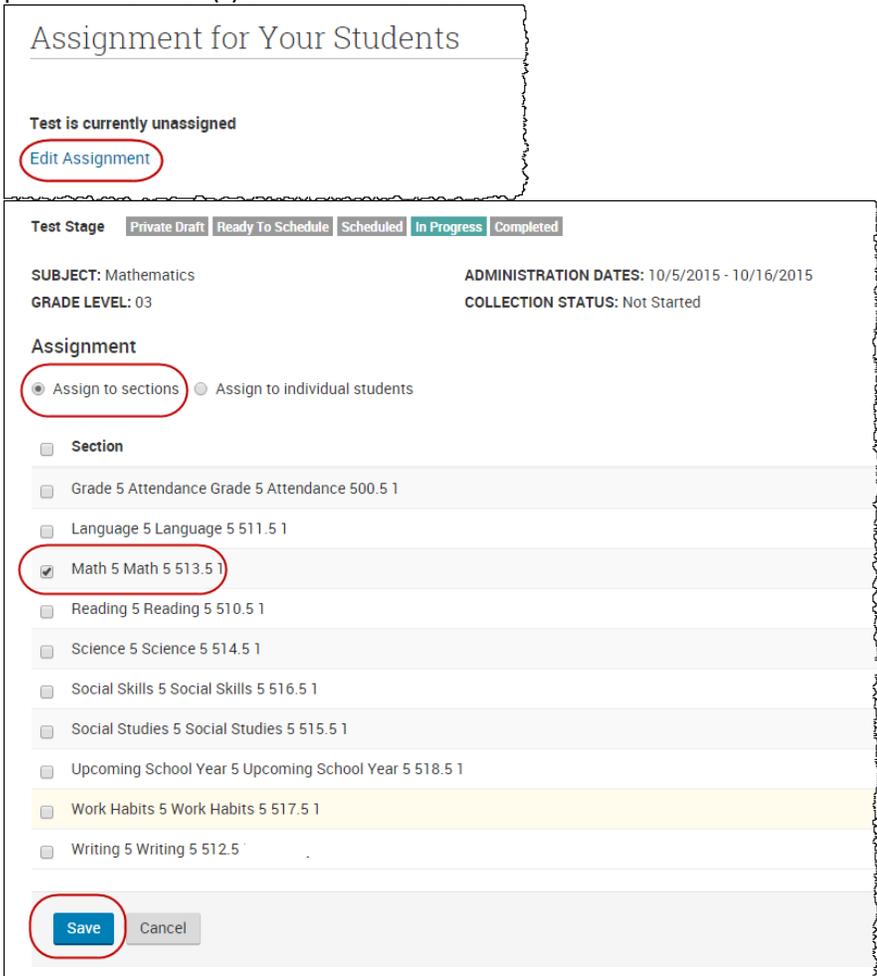
- Copy Test
- Export Test
- Delete this Test

Instructions

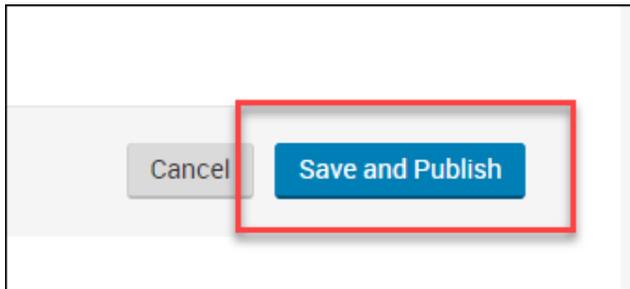
These are example instructions.

29. Select the appropriate **Test Settings**, **Online Test Options**, and **Assignment for Your Students**.

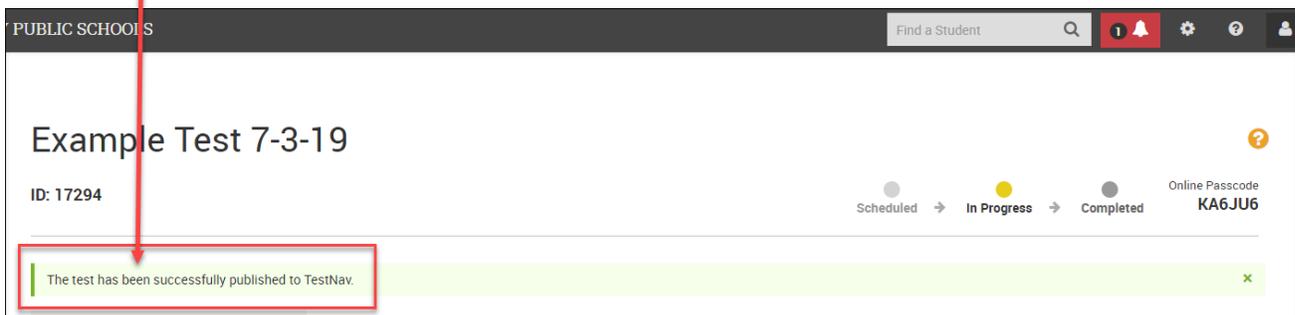
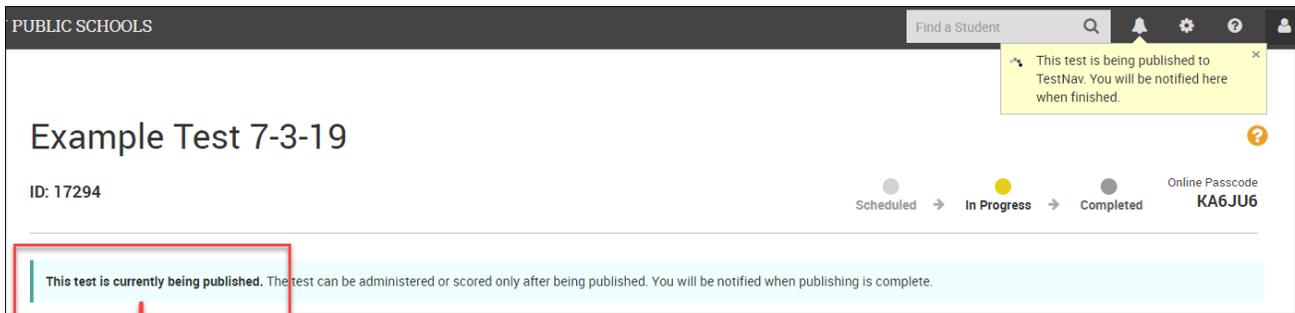
Start Date	Enter the first date that the test will be given.
End Date	Enter the last date that the test will be given. Allow enough time for students who may be absent to make up the test.
Score Due Date	Enter the date that teacher scoring of open-response items will be completed.
Prevent the students from accessing the test results until after the end date	Check this box if students should NOT be able to view test results until after the test end date.
Prevent scanning of answer sheets after the Score Due Date (Scanit Only)	This box only pertains to tests that are given in paper/pencil format with accompanying scantron sheets that will be scanned into Schoolnet. If results should not be allowed to be scanned after the Score Due Date, check this box.
Requires Secure Tester Application	The test will be administered in TestNav by default. Check this box if the test should be administered through the Secure Tester Application on the students' Chromebooks.
Online Passcode	The passcode is automatically generated. However, it CAN be changed by the teacher. Once the teacher is ready to give the assessment, this passcode should be verbally spoken to the students or should be written on the board for students to enter into their Schoolnet site. *NOTE – a passcode may only be used one time.
Show student scores upon submission	Check this box if students should see their scores immediately after they submit the test. *NOTE – Schoolnet will give the student a percentage, but the percentage may be drastically lower than it should be depending on whether or not there are Open Response items that the teacher still needs to grade.
Display this test on the Take a Test list on	Make sure this box is selected.

the student home page	
Prevent the students from accessing the test before the start date or after the end date	Check this box if the students should not be allowed to access the test before or after the designated dates.
Enforce test time	Check this box and then enter the appropriate times and days if the students should only be allowed to take the test during a specified time period. For example – only during the school day.
Timed Test	Check this box if the students should have a time limit for the test. If so, enter the number of minutes that are allowed for the test.
Track and Display Student Response Times	Check this box if student response times should be tracked and displayed. This information would show up for the teacher on the “Score Test” screen.
Scramble Question Order	Check this box if the order of questions should be scrambled to reduce the risk of cheating.
Scramble Answer Choices	Check this box if the answer choices should be scrambled to reduce the risk of cheating.
Allow students to pause test	Check this box if students should be allowed to pause the test. This option would be selected if the test was a timed test and the teacher wanted to allow the students to pause it.
Allow only assigned students to take test	**VERY IMPORTANT** Make sure this box is selected.
Edit Assignment	<p>**VERY IMPORTANT** Click the Edit Assignment link to assign this test to a particular section(s) or individual students. Click Save.</p>  <p>Assignment for Your Students</p> <p>Test is currently unassigned</p> <p>Edit Assignment</p> <p>Test Stage: Private Draft Ready To Schedule Scheduled In Progress Completed</p> <p>SUBJECT: Mathematics ADMINISTRATION DATES: 10/5/2015 - 10/16/2015 GRADE LEVEL: 03 COLLECTION STATUS: Not Started</p> <p>Assignment</p> <p><input checked="" type="radio"/> Assign to sections <input type="radio"/> Assign to individual students</p> <p><input type="checkbox"/> Section</p> <ul style="list-style-type: none"> <input type="checkbox"/> Grade 5 Attendance Grade 5 Attendance 500.5 1 <input type="checkbox"/> Language 5 Language 5 511.5 1 <input checked="" type="checkbox"/> Math 5 Math 5 513.5 1 <input type="checkbox"/> Reading 5 Reading 5 510.5 1 <input type="checkbox"/> Science 5 Science 5 514.5 1 <input type="checkbox"/> Social Skills 5 Social Skills 5 516.5 1 <input type="checkbox"/> Social Studies 5 Social Studies 5 515.5 1 <input type="checkbox"/> Upcoming School Year 5 Upcoming School Year 5 518.5 1 <input type="checkbox"/> Work Habits 5 Work Habits 5 517.5 1 <input type="checkbox"/> Writing 5 Writing 5 512.5 <p>Save Cancel</p>

30. The screen will return to the **Test Settings** page. If all of the settings are accurate, click **Save and Publish** at the bottom of the screen.



31. You will receive a notification saying the test is being published. When it is finished, a green banner will show up stating that the test was successfully published.



32. The **Test Stage** should either say **Scheduled** or **In Progress**, depending on when the start date was.

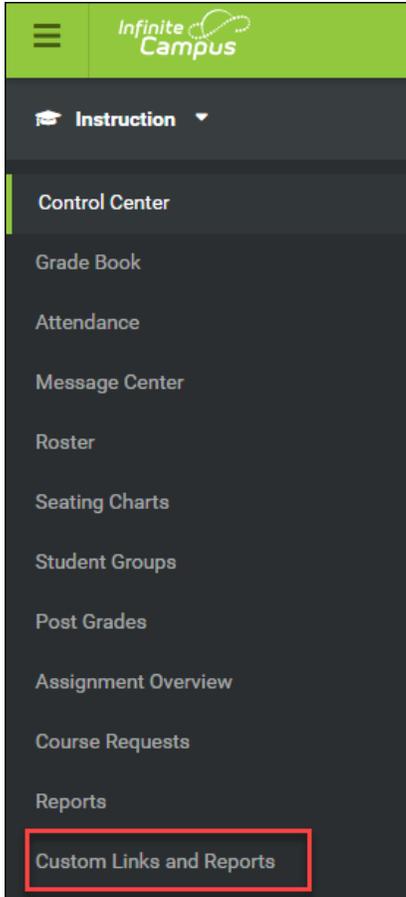


Obtain Student Usernames/Passwords

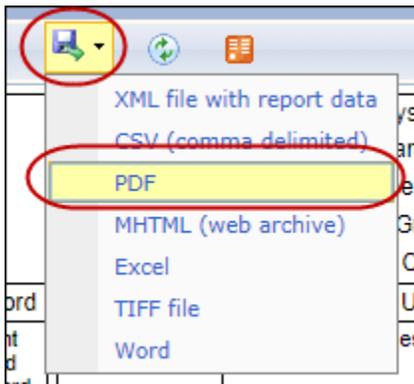
33. **IMPORTANT:** Student usernames and passwords, and the way you access them, changed at the beginning of the 2017-2018 school year. **You can no longer go to the View Usernames area within Schoolnet – the information listed there will be incorrect!**

34. **To obtain a report containing student usernames and passwords:**

- a. Log into Infinite Campus
- b. Click the **Custom Links and Reports** link on the left-hand side of the screen



- c. Click the **Teacher/Student System Credentials** report link
- d. Choose your Course/Section from the drop-down menu
- e. Click View Report
- f. The report will generate
- g. Click the **Export Dropdown Menu** and choose **PDF**



- h. The student cards can be printed, cut, and passed out to students. Schoolnet is one of the systems listed on the card.

Student System Credentials			Student System Credentials		
Teacher Name : [REDACTED]			Teacher Name [REDACTED]		
Student Name: [REDACTED]			Student Name: [REDACTED]		
Student Grade Level: 12			Student Grade Level: 12		
3180A-1 College Algebra			3180A-1 College Algebra		
System	Username	Password	System	Username	Password
iReady	[REDACTED]	[REDACTED]	iReady	[REDACTED]	[REDACTED]
Read 180	[REDACTED]	[REDACTED]	Read 180	[REDACTED]	[REDACTED]
Math 180	[REDACTED]	[REDACTED]	Math 180	[REDACTED]	[REDACTED]
SchoolNet	[REDACTED]	[REDACTED]	SchoolNet	[REDACTED]	[REDACTED]

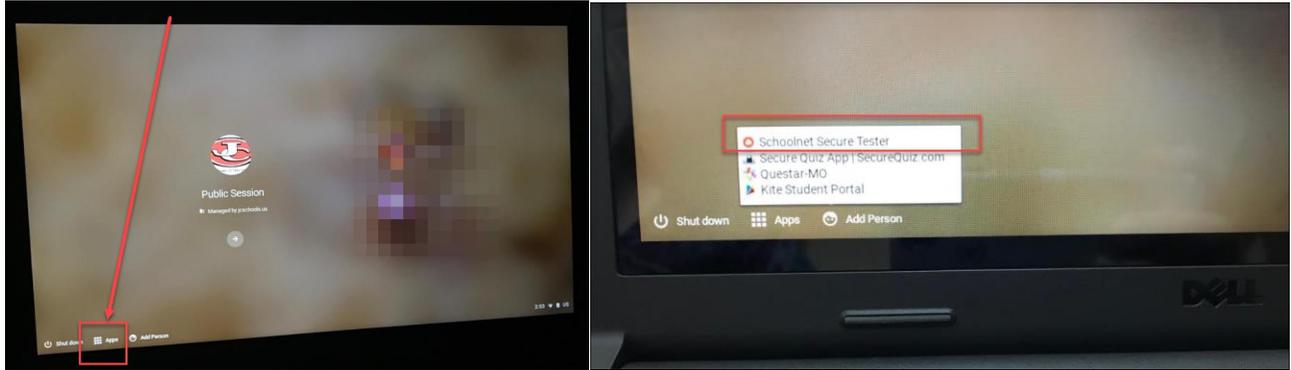
35. **Student Username** = first initial, last name, last 4 digits of student ID (same beginning format they use for e-mail address) @jcpsad.com

a. **Example:** pstarr1234@jcpsad.com

36. **Student Password** = Person ID in Infinite Campus

Administer the Online Assessment

37. Have the students navigate to <https://jeffcityschools.schoolnet.com> (this page should be blue and white) if using the regular internet browser to administer the test.
38. If using the Chromebook Secure Tester, students should be signed out of their personal profile and choose the **Schoolnet Secure Tester** option from the **Apps** icon.



39. The student will enter his/her username and password into the **Sign In** page and then click **Sign In**.

Jefferson City Public Schools

Sign in with your organizational account

40. The student will enter the **Test Passcode**, given by the teacher, into the **Enter Passcode** box. The student should then click **Go**.

Welcome, [blurred]

Your last visit was 3 days ago. Your role is Student at [blurred]

Attendance

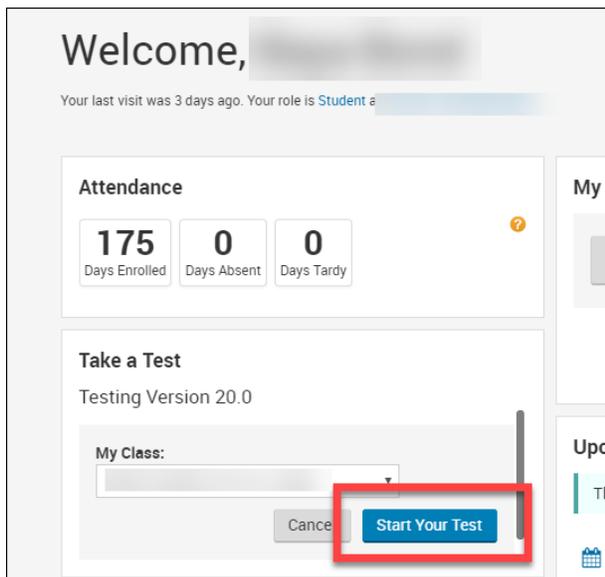
175	0	0
Days Enrolled	Days Absent	Days Tardy

Take a Test

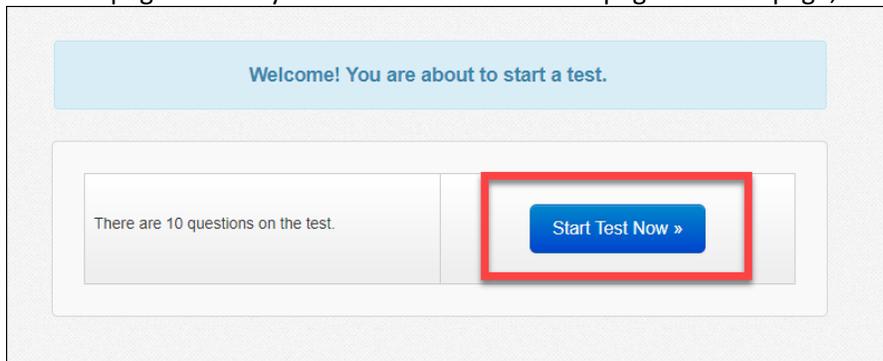
Enter an online passcode from an available test to start.

06/14/18, Testing Version 20.0

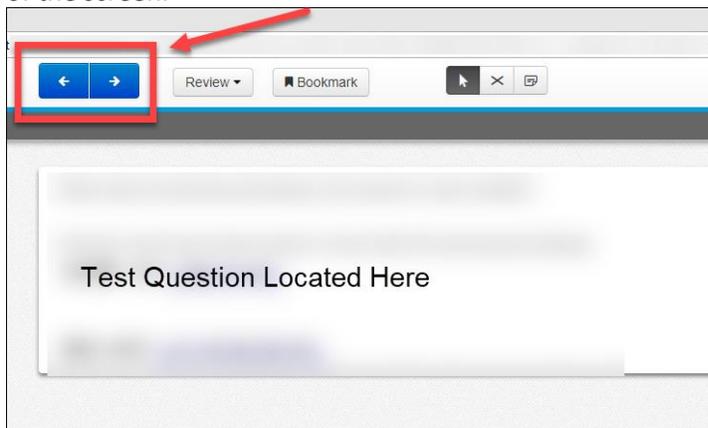
41. The student should then click **Start Your Test**.



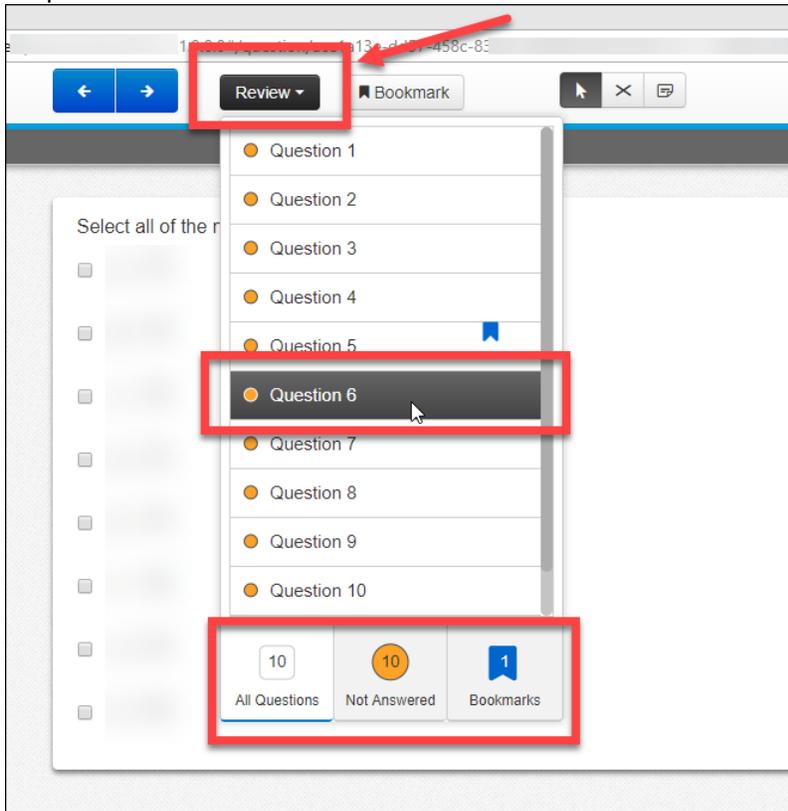
42. The first page that they will see will be a welcome page. On this page, the student will click "Start Test Now."



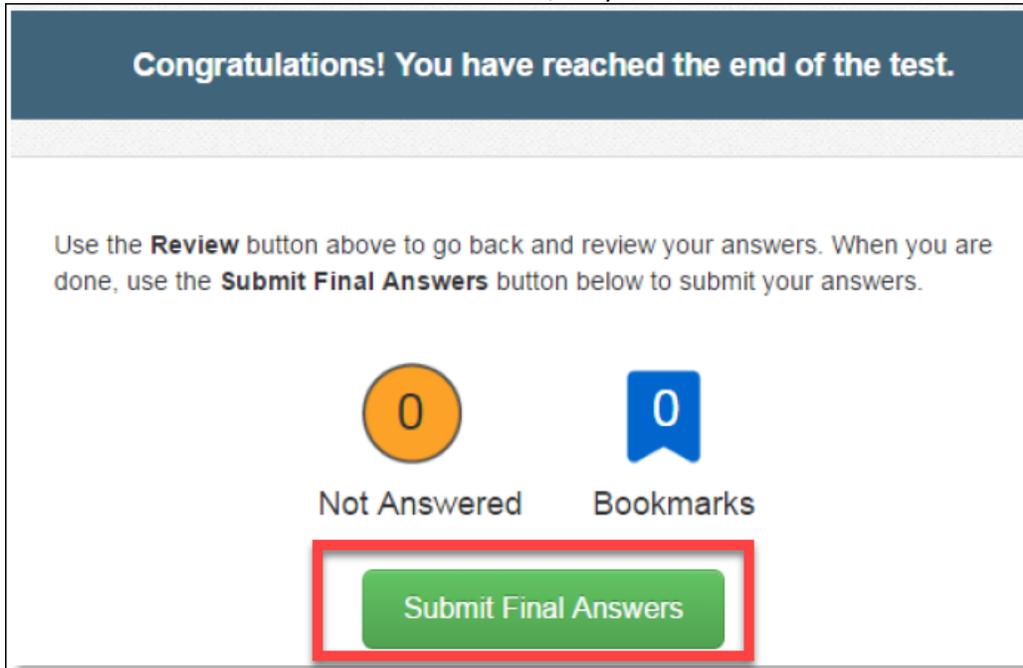
43. The student will take the test by navigating through the different questions utilizing the arrow buttons at the top of the screen.



44. Students can use the “Review” button at the top of the page to quickly navigate to a specific question. Questions that are unanswered will be denoted with an orange circle, and bookmarked questions will be “flagged” on this drop-down menu.



45. Once the student has finished the assessment, they will click the “Submit Final Answers” button.



Utilize the Proctor Dashboard

46. On the teacher's home screen, click on the "Upcoming Tests" tab.

The screenshot shows the 'My Classroom' dashboard. At the top, there is a 'Section' dropdown menu set to 'Lang Arts Gr 4 - BAID:01 :Prd 01'. Below this are four buttons: 'Reports', 'Planner', 'Materials Search', and 'Assessments'. Underneath is the 'Today's Instruction' section with the text 'Curriculum: English Language Arts and Reading, Grade 4'. The main section is 'Classroom Assessment Monitor', which has four tabs: 'District & Local Tests', 'Classroom Tests', 'Standardized Tests', and 'Upcoming Tests'. The 'Upcoming Tests' tab is highlighted with a red circle. A 'View all' link is located at the bottom right of this section.

47. Click on the icon to the left-hand side of the test name that is being administered. When hovering over the icon, the words "Online Test Proctor Dashboard" will appear.

This screenshot shows the 'Upcoming Tests' table from the 'Classroom Assessment Monitor' section. The table has three columns: 'TEST NAME', 'ONLINE PASSCODE', and 'TEST STAGE'. The first row shows a test named '07/24/17, SLO_Pre_1718_Example' with an online passcode of 'FE4L3' and a test stage of 'In Progress'. A red arrow points to a small icon to the left of the test name. A tooltip box appears over this icon, displaying the text 'Online Test Proctor Dashboard'. The table is partially obscured by a light blue blur effect.

TEST NAME	ONLINE PASSCODE	TEST STAGE
07/24/17, SLO_Pre_1718_Example	FE4L3	In Progress

48. As students take the assessment, the teacher is able to monitor student progress utilizing the Online Proctor Dashboard in real-time. This screenshot shows the real-time results of only two students, but if all of the students in the class were taking the assessment at the same time, the teacher would see progress for all of the students at the same time. The screen also shows how long it will be until the page is refreshed. If the teacher wants to refresh the screen immediately, click “Refresh Now.”

Not Started	In Progress	Completed
15	0	3

Device ID	Student	ID	Test Progress (10 questions)	Results
Ac				
Bl				
Bc				80.6% (25/31)
Cl				
Gi				58.1% (18/31)
Kc				

Score Open Response Items

49. After the students have taken the test, click on the “Upcoming Tests” tab on the teacher homepage.

My Classroom

Section: Lang Arts Gr 4 - BAID:01 :Prd 01

Reports | Planner | Materials Search | Assessments

Today's Instruction
Curriculum: English Language Arts and Reading, Grade 4

Classroom Assessment Monitor

District & Local Tests | Classroom Tests | Standardized Tests | **Upcoming Tests**

View all

50. Click on the name of the test that should be scored.

My Classroom

Section: Lang Arts Gr 4 - BAID:01 :Prd 01

Reports | Planner | Materials Search | Assessments

Today's Instruction
Curriculum: English Language Arts and Reading, Grade 4

Classroom Assessment Monitor

District & Local Tests | Classroom Tests | Standardized Tests | **Upcoming Tests**

View all

TEST NAME	ONLINE PASSCODE	TEST STAGE
07/24/17, SLO_Pre_1718_Example	FE4L3	In Progress

51. Under the “Test Actions” heading, click “Score Test.”

Test Detail

SLO_Pre_1718_Example [20838]

Online Passcode: FE4L3

Test Stage: Private Draft Ready To Schedule Scheduled **In Progress** Completed

Test Actions

- Copy Test
- Score Test**
- View Usernames
- Track Accommodations
- Preview Online Test
- Preview In TestNav
- Student Test Booklet (.pdf | .docx)

Test Content

Item 1 **Multiple Choice from Item Central**

Which of these can be written as a rational number?

- A $\sqrt{2}$
- B $\sqrt{3}$
- C $-\sqrt{4}$**

Actions

- Correct Answer **C**
- Point Value **1**
- Standard ID **CCSS.Math.Content.8.NS.A.1**

52. Make sure that you have the appropriate course section chosen from the “Filter by” drop-down menu. Score each student’s test by clicking on the student names on the left hand side of the screen.

By Student's Test By Manually Scorable Questions

Students

Filter students by: Math K - Math K 013.0-1 An

Upload Scores

A
B
Bc
C
G
K
L
M
M

Score Total 25/31 (80.6%)

Manually Scorable Questions Only

Question 01	1/1
Question 02	1/1
Question 03	1/1
Question 04	1/1
Question 05	2/2
Question 06	5/5
Question 07	8/8
Question 08	5/5

Question 1

Student Notes View Correct Answer

53. The selected student’s name will appear. To view Open Response items that need to be graded, place a checkmark in the “Manually Scorable Questions Only” option.

By Student's Test By Manually Scorable Questions

Students

Filter students by: Math K - Math K 013.0-1 An

Upload Scores

A
B
Bc
C
G
K

Score Total 25/31 (80.6%)

Manually Scorable Questions Only

Question 01	1/1
Question 02	1/1
Question 03	1/1
Question 04	1/1
Question 05	2/2
Question 06	5/5
Question 07	8/8
Question 08	5/5
Question 09	1/2
Question 10	1/5

By Student's Test By Manually Scorable Questions

Students

Filter students by: Math K - Math K 013.0-1 An

Upload Scores

A
B
Bc
C
G
K

Score Total 25/31 (80.6%)

Manually Scorable Questions Only

Question 09	1/2
Question 10	1/5

54. Scroll to the bottom of the question and enter the student's score.

Score Total 25/31 (80.6%)

Question 9 /2

Example answer in an open response question.

Bo

There are unsaved changes on this student's test.

Score Total 27/31 (87.1%)

Question 9 /2

Example answer in an open response question.

Scoring Instructions

Full credit of 2 points for the correct answer and showing work on scrap paper that is collected. Partial credit of 1 point if answer is incorrect but student just made a calculation error when showing work.

Score

Not Scored / 2

Comments

Enter a comment to share with student and parent(s)

Score

2 / 2

Comments

Enter a comment to share with student and parent(s)

55. Click on the next open response item to be graded and enter the score. Do this for all open response items for a student.

56. To score an open response item that contains a rubric, click on the appropriate rubric score button. If you are unsure what each rubric score represents, click the "Full Rubric View" link to expand the rubric and read the explanations of each score.

Score Total 3/8 (37.5%)

Question 1 3/8

Question 2 /8 ▲

Question 3 /8 ▲

Question 4 /8 ▲

Question 5 /8 ▲

Question 6 /9 ▲

Question 7 /8 ▲

Question 8 /9 ▲

Question 9 /9 ▲

Question 10 /8 ▲

Question 11 /6 ▲

Question 12 /6 ▲

Question 13 /6 ▲

Question 14 /6 ▲

Full Rubric View

Identity of Self in Relation to Others

DRDP.SED.1.1: Identity of Self in Relation to Others

0 1 2 3 4 5 6 7 8

Score Total 3/8 (37.5%)

Question 1 3/8

Question 2 /8 ▲

Question 3 /8 ▲

Question 4 /8 ▲

Question 5 /8 ▲

Question 6 /9 ▲

Question 7 /8 ▲

Question 8 /9 ▲

Question 9 /9 ▲

Question 10 /8 ▲

Question 11 /6 ▲

Question 12 /6 ▲

Question 13 /6 ▲

Question 14 /6 ▲

Question 15 /6 ▲

SED 1: Identity of Self in Relation to Others

Side by side scoring layout

Score: 3 / 8

Quick Score View

Clear All Scores

x 1 = 3 / 8

Identity of Self in Relation to Others

DRDP.SED.1.1: Identity of Self in Relation to Others

0 1 Responding Earlier 2 Responding Later 3 Exploring Earlier 4 Exploring Later

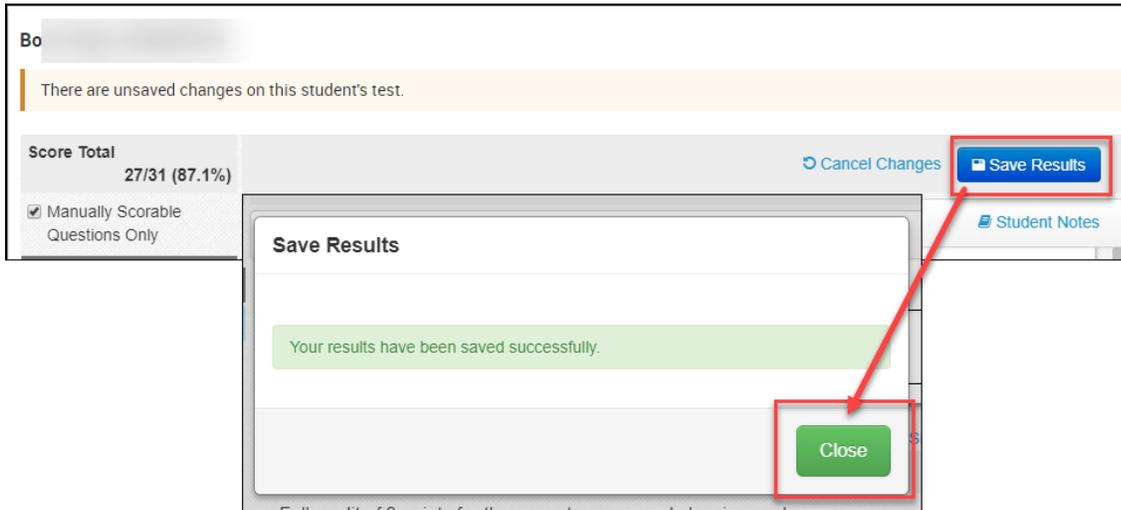
Responds in basic ways to others Examples: Attends to a familiar adult during feeding. Quiets when hears a familiar adult. Grasps an adult's finger when palm of child's

Uses senses to explore self and others Examples: Examines own hand or foot by looking at it or mouthing it. Touches others' hair when it is within reach. Plays with

Recognizes self and familiar people Examples: Oriented towards a familiar adult when own name is spoken or signed. Points to pictures of self on the wall. Smiles when a

Communicates own name and names of familiar people (e.g., "dada," "mama," "grandma," or sibling's name) Examples: Communicates "My na

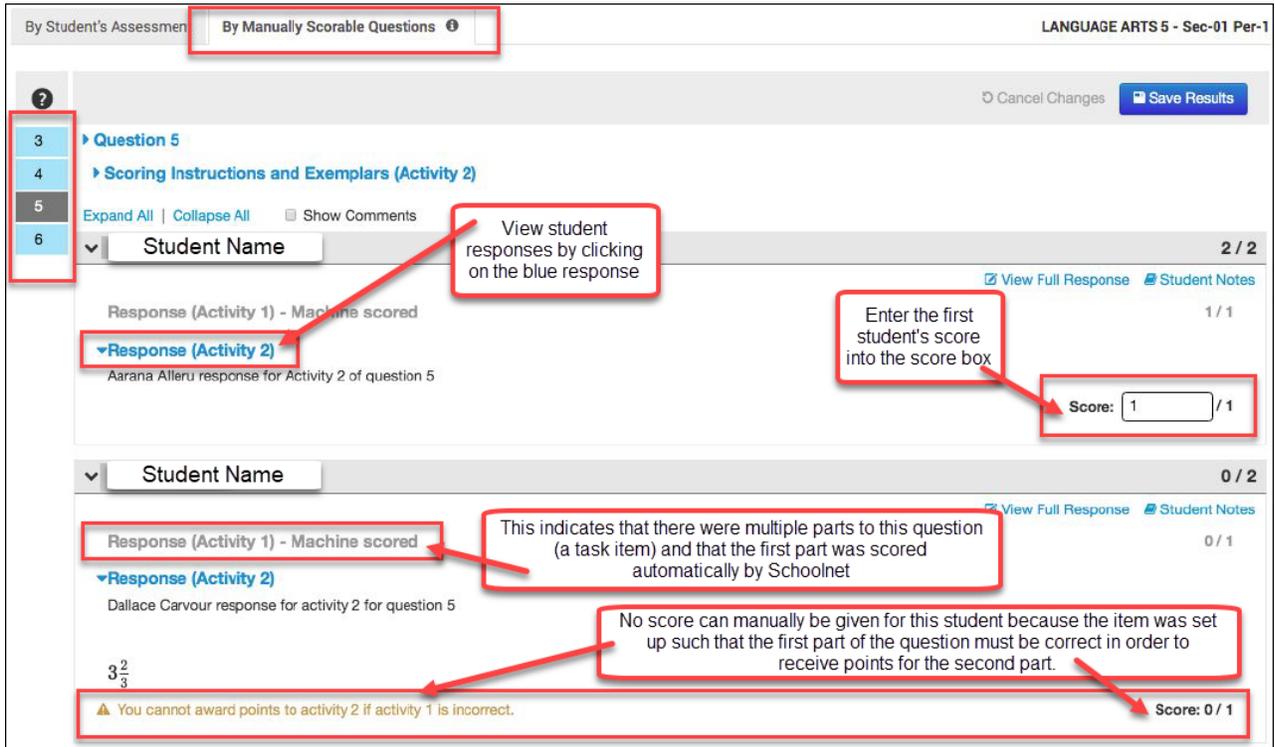
57. Once all open response items for a student are entered, click the “Save Results” button.



58. Click on the next student’s name and score his/her open response items. Continue for all students in the class.

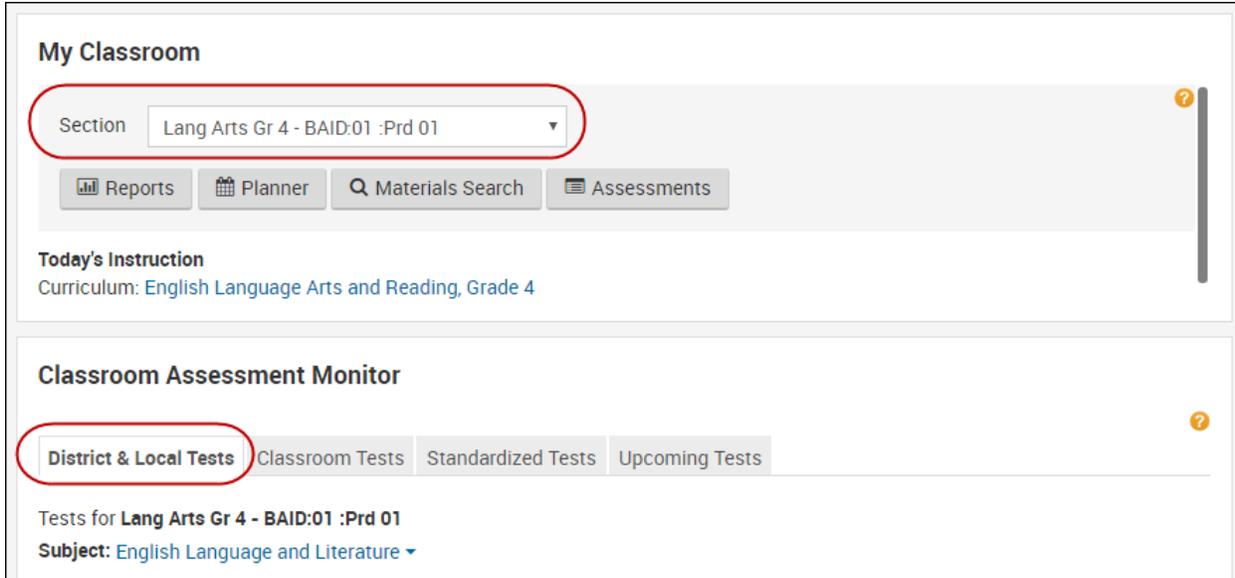
Alternative Method for Grading Open Response questions

59. When on the **Score Test** page, click the tab that says “**By Manually Scorable Questions.**” This tab will list each open response item on the left-hand side of the screen, and the teacher will be able to score all student responses for that question on the same screen. Switch to the next question by clicking the question number on the left-hand side of the screen. The **Save Results** button will need to be clicked prior to leaving the scoring page.



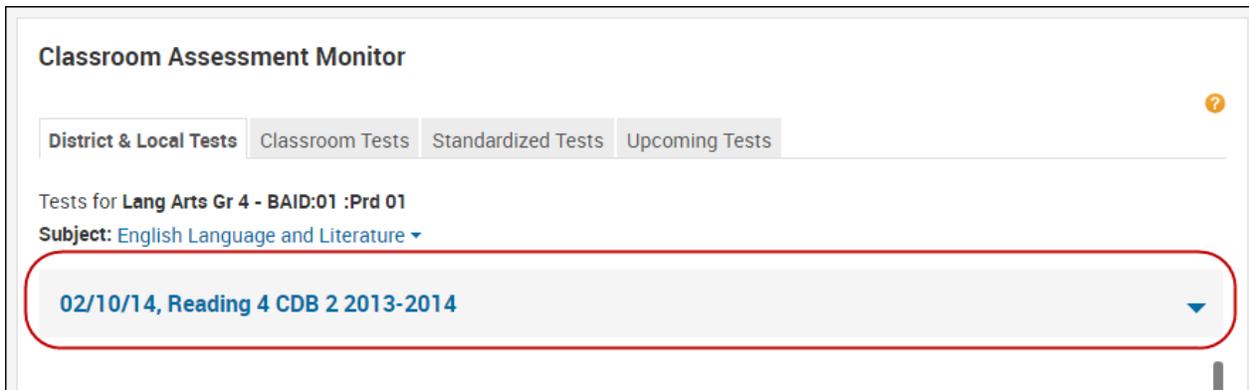
View Student Test Scores

60. To view all students' scores for a particular test, go to the Schoolnet homepage.
61. Make sure you have the correct section selected under the **My Classroom** heading.
62. Under the **Classroom Assessment Monitor** heading, make sure that the **Classroom Tests** tab is selected if you are looking at a test you created specifically for your classroom, **OR**, make sure that the **District & Local Tests** tab is selected if you are looking at a district-created test (SLO, Unit Assessment).



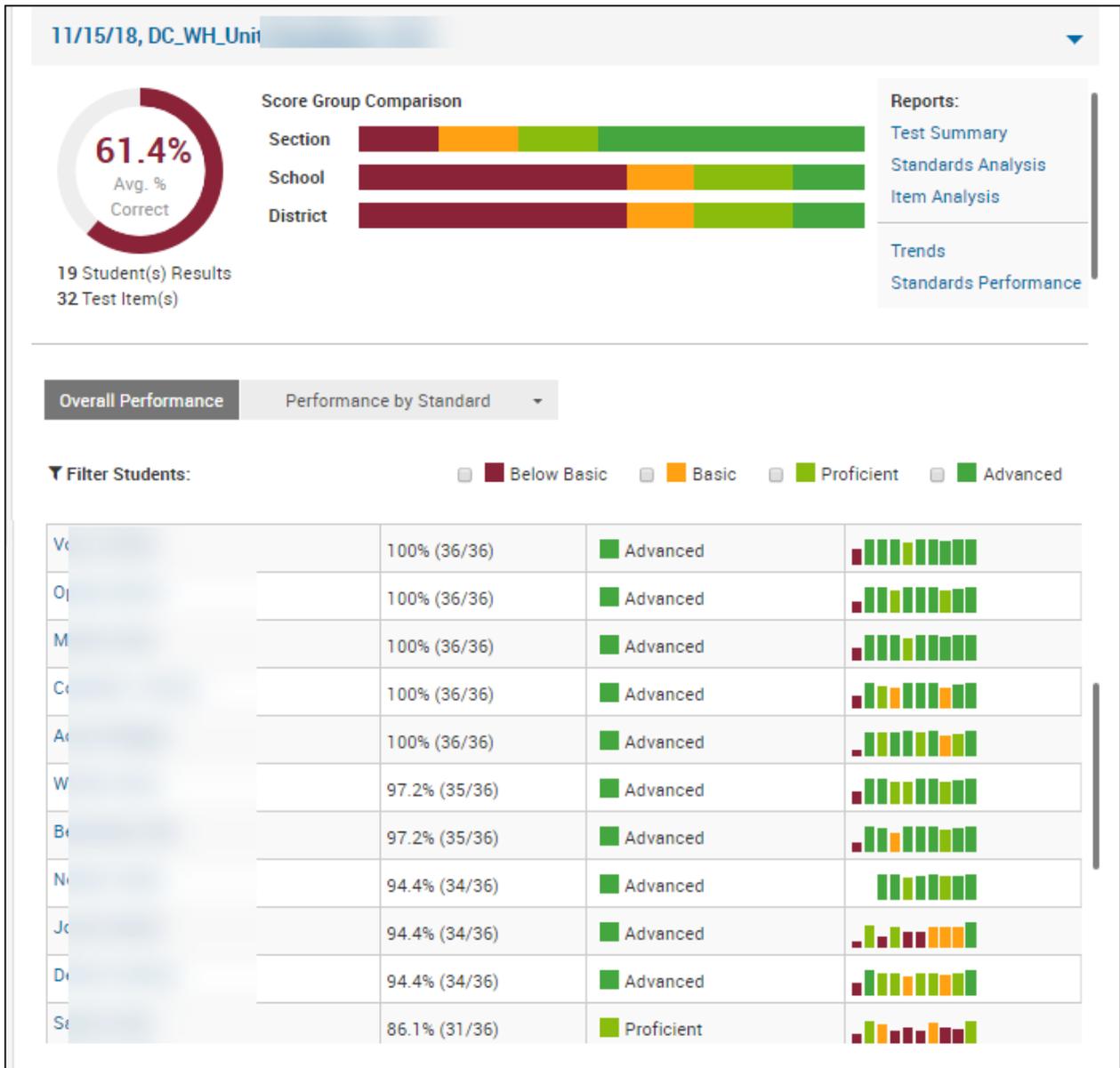
The screenshot shows the 'My Classroom' interface. At the top, there is a 'Section' dropdown menu with the text 'Lang Arts Gr 4 - BAID:01 :Prd 01' and a red circle around it. Below the dropdown are four buttons: 'Reports', 'Planner', 'Materials Search', and 'Assessments'. Underneath these is the 'Today's Instruction' section with the text 'Curriculum: English Language Arts and Reading, Grade 4'. Below that is the 'Classroom Assessment Monitor' section with four tabs: 'District & Local Tests', 'Classroom Tests', 'Standardized Tests', and 'Upcoming Tests'. The 'District & Local Tests' tab is highlighted with a red circle. Below the tabs, it says 'Tests for Lang Arts Gr 4 - BAID:01 :Prd 01' and 'Subject: English Language and Literature' with a dropdown arrow.

63. Click on the blue dropdown menu to choose the appropriate test.

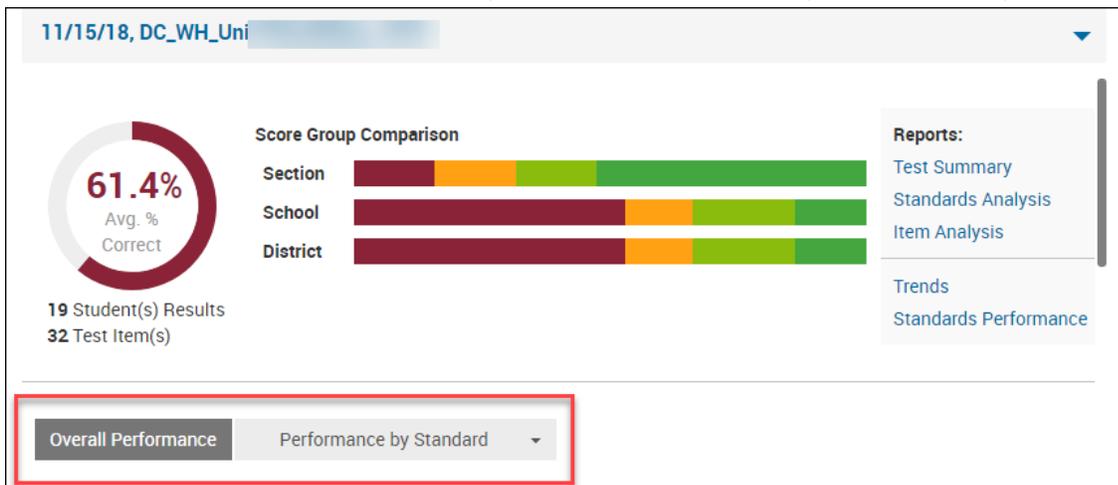


The screenshot shows the 'Classroom Assessment Monitor' interface. At the top, there are four tabs: 'District & Local Tests', 'Classroom Tests', 'Standardized Tests', and 'Upcoming Tests'. The 'District & Local Tests' tab is highlighted. Below the tabs, it says 'Tests for Lang Arts Gr 4 - BAID:01 :Prd 01' and 'Subject: English Language and Literature' with a dropdown arrow. Below that is a dropdown menu with the text '02/10/14, Reading 4 CDB 2 2013-2014' and a blue dropdown arrow, which is circled in red.

64. Student scores will display.



65. You can view the student scores either by Overall Performance or by Performance by Standard.



66. **NOTE – these scores do not automatically populate into Infinite Campus Gradebook.**