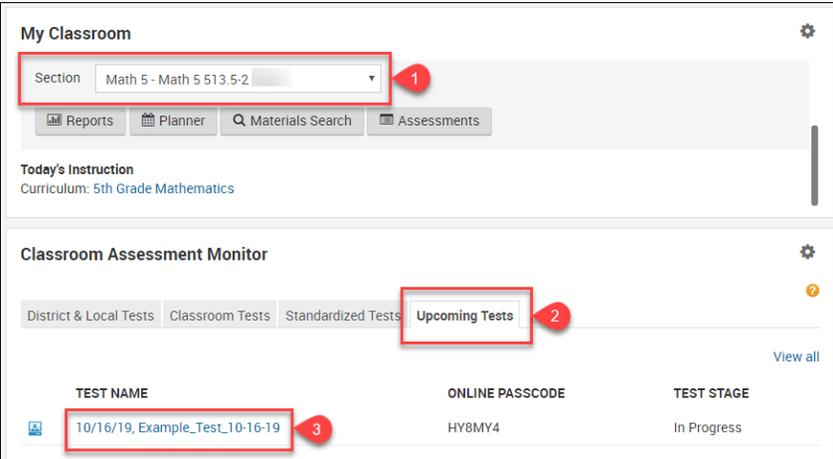


# Schoolnet “Did You Know...”

## Tips and Tricks for Teachers and Administrators

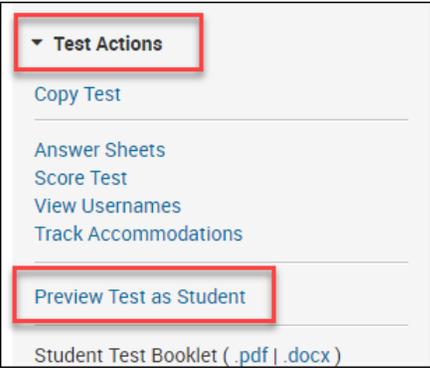
Teachers have the ability to **preview assessments** to see them in the **same way a student sees them**. In some instances, it may be appropriate for teachers to display the preview on the board to show students how to navigate through the test and utilize the different item types. In other instances, teachers may just use this functionality for themselves to become familiar with the student testing platform.

1. On the homepage, choose the appropriate **section**
2. Click on the **Upcoming Tests** tab
3. Click on the **name of the test**



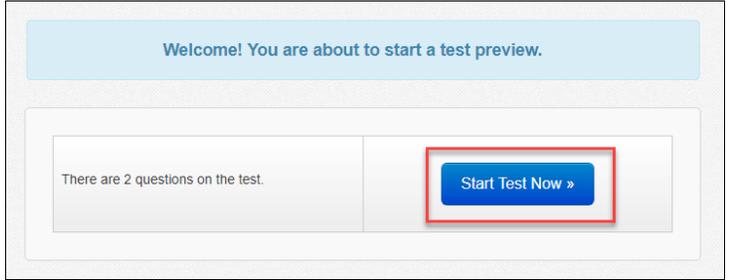
The screenshot shows the 'My Classroom' interface. A red box labeled '1' highlights the 'Section' dropdown menu set to 'Math 5 - Math 5 513 5-2'. Below it are tabs for 'Reports', 'Planner', 'Materials Search', and 'Assessments'. The 'Classroom Assessment Monitor' section has tabs for 'District & Local Tests', 'Classroom Tests', 'Standardized Tests', and 'Upcoming Tests', with a red box labeled '2' around the 'Upcoming Tests' tab. Below the tabs is a table with columns 'TEST NAME', 'ONLINE PASSCODE', and 'TEST STAGE'. A red box labeled '3' highlights the test name '10/16/19, Example\_Test\_10-16-19'.

4. Underneath the **Test Actions** heading, click **Preview Test as Student**



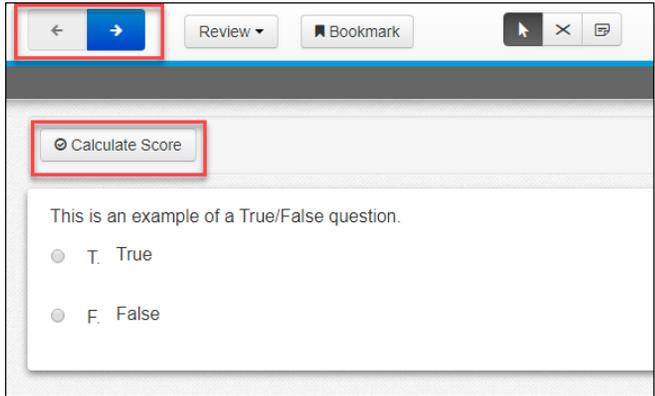
The screenshot shows a dropdown menu titled 'Test Actions'. The menu items are: 'Copy Test', 'Answer Sheets', 'Score Test', 'View Usernames', 'Track Accommodations', 'Preview Test as Student', and 'Student Test Booklet (.pdf | .docx)'. A red box highlights the 'Preview Test as Student' option.

5. A new window will appear. Click **Start Test Now**



The screenshot shows a test preview window. At the top, a blue banner says 'Welcome! You are about to start a test preview.' Below it, a box contains the text 'There are 2 questions on the test.' A red box highlights a blue button labeled 'Start Test Now »'.

6. The teacher can navigate through the questions using the **arrows** at the top of the screen. If a teacher chooses an answer choice, scores can be calculated for each item within the preview by clicking the **Calculate Score** button.



The screenshot shows the test preview interface. At the top, there are navigation arrows (left and right) and buttons for 'Review', 'Bookmark', and window controls. A red box highlights the 'Calculate Score' button. Below it, a question is displayed: 'This is an example of a True/False question.' with two radio button options: 'T. True' and 'F. False'.

7. When finished with the preview, use the **X** in the **top-right corner** to close out of the preview browser window.