

# Schoolnet “Did You Know...”

## Tips and Tricks for Teachers and Administrators

## Proctor Dashboard



Teachers are able to **monitor student progress on assessments in real time**. This functionality is called the **Proctor Dashboard**.

1. Choose your section from the **section drop-down menu**
2. Click the **Upcoming Tests tab**
3. Click the **monitor** symbol to the left of the **test name**

The screenshot shows the Proctor Dashboard interface. At the top, there is a 'My Classroom' section with a 'Section' dropdown menu set to 'Government - Government 211'. Below this are buttons for 'Reports', 'Planner', 'Materials Search', and 'Assessments'. The 'Today's Instruction' section shows 'Curriculum: Government'. The 'Classroom Assessment Monitor' section has tabs for 'District & Local Tests', 'Classroom Tests', 'Standardized Tests', and 'Upcoming Tests'. Below the tabs is a table of tests with columns for 'TEST NAME', 'ONLINE PASSCODE', and 'TEST STAGE'. The table lists four tests, with the second one highlighted by a red box and a red circle with the number 3. The 'Upcoming Tests' tab is also highlighted with a red box and a red circle with the number 2. The 'Section' dropdown menu is highlighted with a red box and a red circle with the number 1.

TEST NAME	ONLINE PASSCODE	TEST STAGE
09/23/19, SLO_Post_1920_Government		In Progress
8/19, DC_HS_GOV_Unit2_1920		In Progress
10/18/19, DC_HS_GOV_Unit3TheUSConstitution_1920		Scheduled
08/28/19, SLO_Pre_1920_Government		Completed

## Some key things to note about the Proctor Dashboard

1. You can **view the test details** (questions and answer choices) by clicking the **View Details** link
2. You can **change the section** that is displayed by using the **Section drop-down menu**
3. A summary of the number of students who are not started, in progress, and completed is listed at the top
4. The page **refreshes automatically**, but you can also click the **Refresh Now button to force a refresh**
5. Students who have **successfully submitted** the test will **display a percentage in the Results** column
6. Students who have **successfully submitted** the test will **display a pencil in the Device ID** column – this allows the teacher to click on the pencil and **score any open response questions** from the Proctor Dashboard screen
7. Students who have **successfully submitted** the test will have the **progress bar fully colored in**
8. Students who are **in progress** will show a **monitor screen in the Device ID** column
9. Students who are **in progress** will have a **partially-colored-in progress bar**

The screenshot shows the Proctor Dashboard interface. At the top, the test name is displayed in a red box (1), with a 'View Details' link next to it. Below this, the online passcode is shown in a red box (2). A section dropdown menu is set to 'English II - English II 120' (2). A summary table shows 1 student 'Not Started', 1 'In Progress', and 14 'Completed' (3). A refresh timer indicates the page will refresh in 57 seconds (4). The main table lists students with columns for Device ID (6), Student name (6), ID (7), Test Progress (7), and Results (5). Callout 7 points to the progress bars, and callout 9 points to the progress bar for the student with 85% completion. Callout 8 points to the monitor icon in the Device ID column for the student with 85% completion.

Not Started	In Progress	Completed
1	1	14

Device ID	Student	ID	Test Progress (14 questions)	Results
	Student names are listed in this column	Student IDs are listed in this column		90% (18/20)
				70% (14/20)
				65% (13/20)
				85% (17/20)