

# Schoolnet “Did You Know...”

## Tips and Tricks for Teachers and Administrators

## Upcoming Tests Tab



The easiest way to find assessments that are scheduled to your course sections, is to click on the **Upcoming Tests tab**.

1. Choose your section from the **section drop-down menu**
2. Click the **Upcoming Tests tab**
3. Find the **test name** and **online passcode**

The screenshot shows the 'My Classroom' interface. A red box labeled '1' highlights the 'Section' dropdown menu, which is currently 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', with the 'Upcoming Tests' tab highlighted by a red box labeled '2'. Below the tabs is a table of tests with columns for 'TEST NAME', 'ONLINE PASSCODE', and 'TEST STAGE'. A red box labeled '3' highlights the 'TEST NAME' column. A red box labeled '4' highlights the 'ONLINE PASSCODE' column, with a callout box stating 'Online Passcodes for each test will be listed in this column'. A red box labeled '5' highlights the 'TEST STAGE' column, with a callout box stating 'The Test Stage column tells you if a test is currently in progress, if it's scheduled for a date in the future, or if the window has already closed.' The table contains four rows of test data.

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

As a side note, it's common to think that the “Assessments” button directly beneath the section drop-down menu is the button to press for this task. **However**, clicking the **Upcoming Tests tab** is really the most-direct route to find this information.

The **Upcoming Tests tab** only holds 10 assessments at a time for each individual section. If more than 10 assessments are scheduled over the span of the course, the oldest tests will “fall off” the list. These tests can still be found and administered by searching for them.