



# Schedule and Administer Classroom Assessments

Training Manual



## About this Document

This manual provides an overview of the Schoolnet Assessment Admin solution. It focuses on processes and best practices for creating, scheduling and administering online classroom assessments using the Assessment Admin module. This manual covers how to:

- Schedule tests
- Administer tests online
- Score tests online

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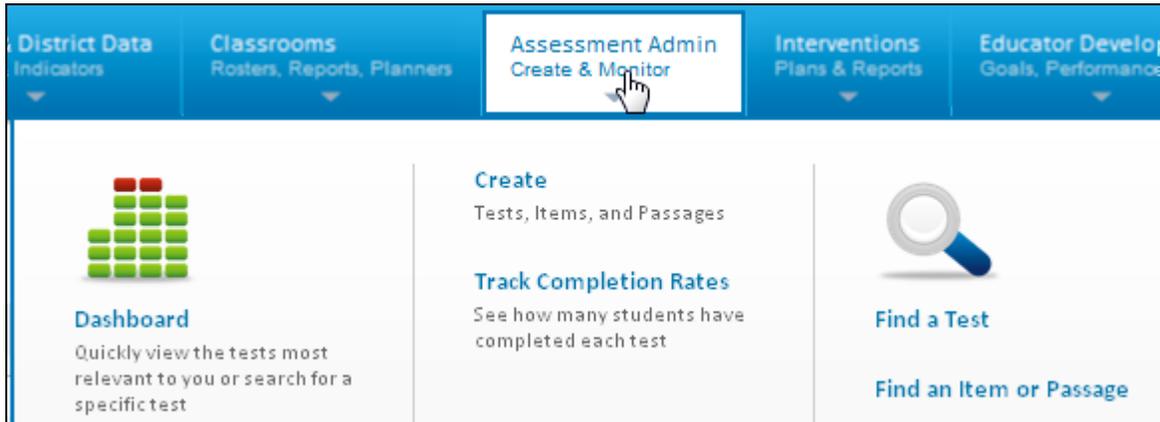
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## Navigate in Assessment Admin

Most tools can be found by clicking the Assessment Admin tab, which can also be accessed by rolling over the link and clicking **Dashboard**. The availability of other links in the sub menu will vary according to your user permissions. All clicks in Schoolnet are single clicks.



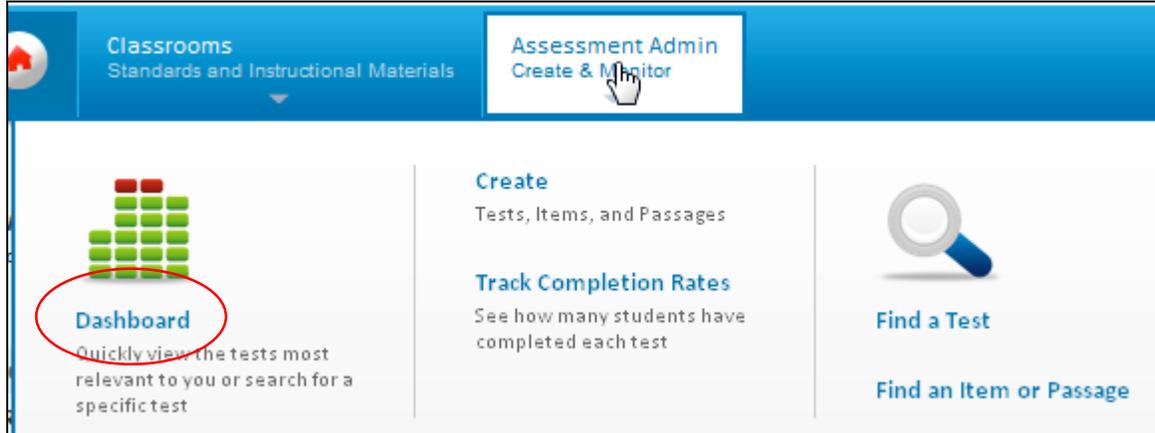
## Understanding Test Stages

The test stages define the readiness state for the test. This determines when a test is available for scheduling and distribution. Every test has a test stage and can only be in one stage at a time.

Stage	Description	Trigger for Next Phase
Private draft	A test only visible to the test creator. This is the default state of a test when it is created (from new or copy). This test is fully available for editing.	Click <b>Ready to Schedule</b> on the Test Detail page.
Ready for Scheduling	The content of this test and the test properties are now locked.	Start, end and score due dates have been indicated.
Scheduled	A test that has been assigned a test window but has not reached the start date.	A test automatically switches from Scheduled to In Progress when the start date is reached.
In Progress	A test that is between the start date and the end date (inclusive).	A test automatically switches from In Progress to Complete when the completion threshold is reached, meaning that the number of results exceeds a certain percent of eligible test takers. This number varies by district, but is usually around 85%.
Complete	A test is Complete when the test window closes.	NA

## Locate a Test and Access Test Detail Page

You don't have to create and schedule a test all at once. To locate tests of all stages, go to your Test Dashboard.



Click the test name to access the Test Detail screen.



## Scheduling Tests

Tests must be scheduled before they can be administered to students. Only tests with a status of "Ready to Schedule" are available to be scheduled.

To schedule a test:

1. In the Test Detail screen of a test in the 'Ready' stage, click .
2. Enter the Start Date, End Date and Score Due Date in the format indicated. The dates, **including the date on which you create the test**, must be within the current school year. Check the student access checkbox if desired.
  - Online tests may only be taken between the Start and End Dates.
  - The Score Date is the recommended date for completing scoring of open response items and scanning.

A screenshot of the 'Test Settings' form. It contains three date input fields: 'Start Date:\*' with the value '10/18/2009', 'End Date:\*' with the value '10/22/2009', and 'Score Due Date:\*' with the value '10/26/2009'. Below these fields is a checkbox labeled 'Prevent the students from accessing the test results until after the end date', which is checked.

3. If this test will be administered online, use this section to indicate test options:

Field	Input Description
Preview Online Test	If any students will take the test online it is a good idea to preview it.
Administer this test with Schoolnet Secure Tester	Do not use.
Online Passcode	A default is provided, but may be changed. This passcode must be provided to students to access the online testing tunnel. It must be unique to each test.
Show students scores upon test submission	Check if desired.
Prevent the students from accessing the test before the start date or after the end date	Check if desired.
Enforce test time	Ensure a proctored test-taking experience by controlling student access to the online test only during the specified dates, days and times.
Timed Test	At the end of the specified time, student tests will be auto-submitted.
Scramble Question Order	Rearrange test questions so that the system randomly generates different 'versions' from student to student. Note that this will override custom question numbering/labels in student's online test. Don't use with reading passages.
Scramble Answer Choices	Rearrange multiple choice answer choices within the items.
Allow students to pause test	"Stops the clock" on a timed test.
Allow only assigned students to take the test	Check if desired.

4. Click .

#### Questions to Consider

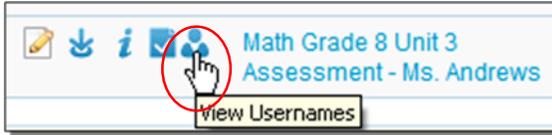
- For online tests, how long will it take to get all students access to a computer to take the assessment?
- Will you use the system-generated online passcode or develop a schema for selecting unique ones for each test?

# Print Student Usernames and Passwords

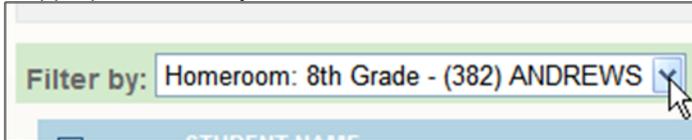
It will be helpful to have a list of student usernames and passwords available.

To print usernames and passwords:

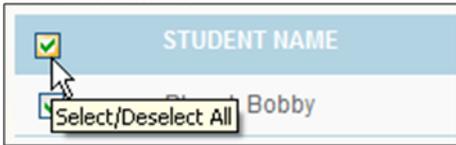
1. Go to the Assessment Admin home (Test Dashboard). Click the **View Usernames** icon.



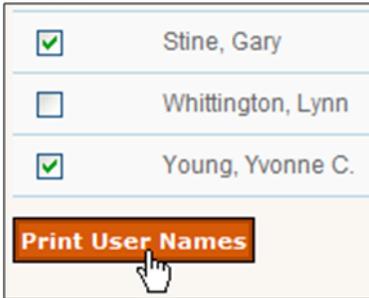
2. If appropriate, filter by section.



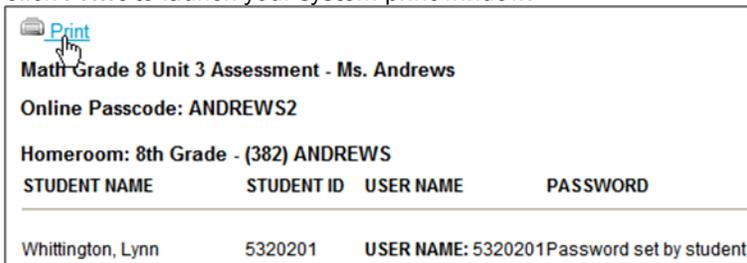
3. By default, all names are selected. You can toggle the entire list on and off or individually check and uncheck names.



4. When the desired names are checked, click **Print User Names**. Note the option to reset passwords if needed.



5. Click **Print** to launch your system print window.



## Administer an Online Test

Online tests are administered to students via computer. If you will be testing in a lab, work with the lab administrator to make sure these tasks are covered.

## Pre-Test Day Preparation Checklist

Prior to test day, review the following checklist:

- Verify that all students have Student IDs and passwords if needed.
- Know the plan for students who are new and do not yet have an ID. Will they have a paper version of the test to take instead?
- Obtain the test online passcode from the Proctor Dashboard or Test Dashboard.
- Confirm that the computer lab is set up properly.
- Remind students to bring calculators if permitted for math tests, a book to read in the event they finish the test early, etc.

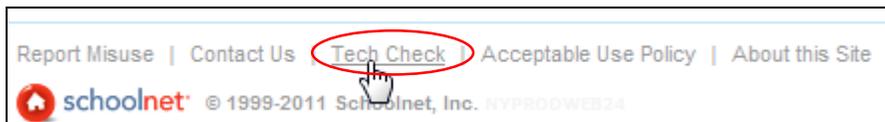
## Prepare Computers for an Online Test

Online tests are administered to students via computer. Your school may have a computer lab that is used for testing, mobile laptop carts, or you may use classroom computers. This section outlines the steps that should be taken in order to minimize hardware or software distractions during the test.

*Prior to the test date:*

- Run the Schoolnet **Tech Check** on each computer (link is in the footer). Run any required updates prior to testing day.

**Note:** Connection speeds less than 250kBps may cause online testing content to load slowly.



- Browsers used for both test creating and test taking must have the “allow mixed content” security setting enabled:
  1. Open the browser.
  2. Go to **Tools** and select **Internet Options**.
  3. Go to the **Security** tab and click **Custom Level**.
  4. Scroll to **Miscellaneous**. Locate **Display Mixed Content**.
  5. Under Display Mixed Content select **Enable**.
  6. Click **OK** to save.
- Consider using network-management systems to prevent test-takers from using online chats, email or discussion boards.
- Turn screen savers off and clear the cache on each computer.
- If applicable, confirm what network password is required to log in. In the event that a student logs off the computer, make sure a proctor in the room will know how to log students back on.
- Clean the mouse and display/monitor on each computer.

## Test Day Checklist

When you administer an online test, perform the following actions.

- If this is the first online tests for students, consider showing them the testing preview PowerPoint or viewing the options on the first question together.
- Write the Online Passcode and test name where students can see it.
- Read the test instructions aloud to the students and explain the test format.
- Instruct students to open a web browser (unless this has been done for them).
- Instruct students to point the browser to the testing site (or come in before the test and point the browser to this site on all testing computers).
- Students log in and enter the online test passcode.
- Instruct students to confirm that their name and the correct test name appears.
- Instruct the students to click **Start Your Test** if test does not automatically appear.
- One computer not visible to students should point to the Proctor Dashboard.
- Keep track of any student who does not finish the test or is absent.
- Make sure that students who have completed their test avoid bandwidth-intensive non-essential Internet use such as downloading and/or streaming audio and/or video.

## Monitor Test Taking with the Proctor Dashboard

The Proctor Dashboard view allows the user to see the section's class roster, and differentiates those students who have "Not Started" the test from those who are "In Progress" and those who have "Submitted". There is a quick link to "Score" submitted tests, to allow for the teacher to jump to scoring the student's open response answers, or reset the student's test if they submitted it in error.

From the Proctor Dashboard you can print a test booklet and answer sheet for students who can't test online (for example, new students who aren't yet loaded into the system). You can enter all their results manually so their results can be included with the rest of the class.

To access the Proctor Dashboard:

- Teachers access the Proctor Dashboard from the Assessment Admin Test Dashboard,



Track: Proctor Dashboard

[← Back to Previous Page](#)

Unit 5 Diagnostic[3013] [View Details](#)  
Online Passcode: FYFER3

Section Chooser  
Course/Section: MATHEMATICS 6 - Sec-01 Per-6

Username/Passwords  
 Answer Sheets  
 Test Booklet  
 Item Analysis

In Progress: 3  
Completed: 1

Test Progress (8 questions)

Student	Progress	Results
Almashaqbeh, Jai'Ya 1034700	[Progress bar]	25% (2/8)
Anderson, Pete Jr 1034500	[Progress bar]	
Beeson, Nickalaus 1122698	[Progress bar]	
Ber...	[Progress bar]	

Legend:

- Correct - green
- Incorrect - red
- Open Response item (to be scored later) - blue
- Unanswered - gray

As soon as a test is submitted, you can use this link to score open response questions

Students with this icon are still taking their test online. Students with no icon have not yet started.

To clear student responses or reset online access:

Teachers have the power to clear or change student test responses due to technical error. Teachers can also restore online access to tests that students are locked out of. This typically occurs when a student accidentally submits a test before they are ready. These actions are performed from the **Score** page.

- To access the Score page for a specific student, click the Score icon (📝) next to that student's name (see image above). The Score page can also be located by clicking **Score Test** under the Action panel on the Test Detail page, then locating the appropriate student.
- Selecting the **Delete All Results for this Student's test** link at the bottom of the student's online answer sheet for a specific test will clear the student responses and allow the student to access the test online.
- To retain the students' current answers and allow for the test to be re-accessed online, select **Resume Online Test**. Once this is done, the scorer will not be able to make changes to the student's answers until the test has been resubmitted by the student.

## Troubleshooting Internet Connectivity Issues

"Hiccups" in internet connectivity have the potential to disrupt online testing. Schoolnet Assessment Admin has the following features in place to minimize lost work.

- The Test Tunnel is automatically saving every 100 characters the student types to Schoolnet's main servers (Schoolnet's databases)

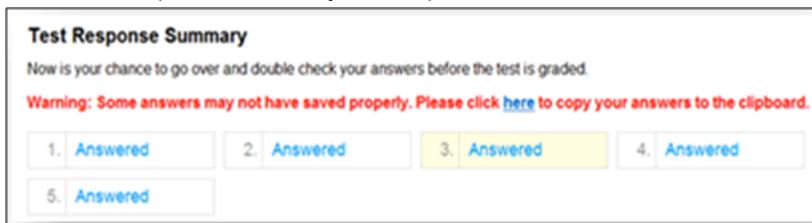
- The Test Tunnel is also saving when the student clicks **I'm Ready for the Next Question, Pause, View Test Summary** or the back arrow.



- In addition to saving to the Schoolnet system, the Test Tunnel also saves the student's responses to the browser's memory so in the event connectivity is lost, the system will be able to show the student their recently entered work.
- The Test Tunnel incorporates a Smart Save algorithm that saves all questions and not just the current question upon submitting a question.



- In the event the Test Tunnel is unable to save any response, the Test Tunnel displays an indicator to the student communicating that there may have been a problem saving a response. Both proctors and students will be able to use this icon to monitor internet connection status during the test-taking session. To find out if the issue has cleared, **click the icon**. If the problem has been resolved, the indicator will clear. If you do not click the icon, it will clear on its own as soon as the system is able to save all responses. The indicator is in the upper-right hand corner above the Flagged items icon.
- When the Test Summary page loads, Smart Save attempts to save all questions again and in the event of one constructed response may not have been saved, a warning is displayed and the student now has the ability to save their responses to the system clipboard.



- In the event that the system is unable to successfully submit the test, the system will automatically repopulate the Test Tunnel with the students responses stored in the clipboard so that as a back-up no responses will be lost even if there was no internet connectivity during the test taking session.

# Online Scoring

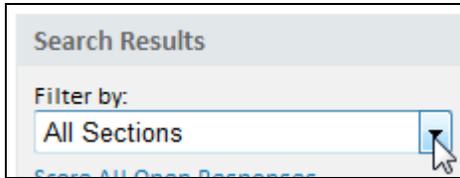
Open response questions must be scored manually. You can also use this feature to score paper-based tests for new students who did not have a Student ID needed to test online.

To score online:

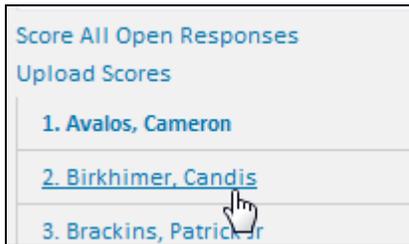
1. Go to the Assessment Admin home page (Test Dashboard). Click the **Score** icon.



2. Filter on the desired section.



3. Click the student name to enter their results. Note the link to score all students together per open response question.



4. Score as appropriate.

