

Schoolnet: Create a Multiple Choice Item Quick Reference Card

Schoolnet: Create a Multiple Choice Item

Schoolnet contains many built-in features to make the creation of test items both fast and flexible.

Options for Creating Items

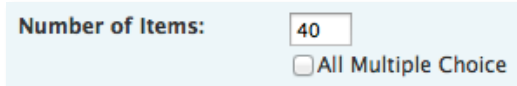
Add items to an item bank for future use or create them as part of a test.

Create Items Individually

To add an item for later use, click the Assessment Admin header and then click **Create an Item**

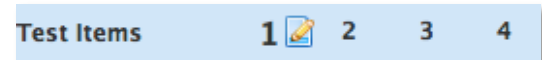
Add Items as Part of Creating a Test

To add items when creating a test, indicate the approximate number of items so the test will generate a placeholder for each.



Number of Items: All Multiple Choice

From the Test Detail page, click **Edit** next to an empty item to add the content. Alternatively, from a completed item you can use the Test Items header to jump to the next question.



Test Items 1 2 3 4

Optionally, to make the items available for other tests, before you click Schedule, be sure to click **Add All Items to Item Central**.

[Add All Items to Item Central](#) (will not update items currently in Item Central)

Use an Express Test as a Standards "Scaffold"

When adding multiple choice items to populate the Item Bank, rather than for a specific assessment, use the Express Test feature to create a "scaffold" for each standard that needs items. When you create the placeholder test, indicate how many questions per standard to include. This will save several clicks and ensure that each standard has the desired number of items created for it. When you've built all placeholder items, click **Ready to Schedule**. At the bottom of the screen, click **Add All items to Item Central** to save the items for future use in Item Central. Then, delete the Express Test that you used to build the items.

Create a Multiple Choice Item

Each multiple choice item supports up to 10 answer choices.



1. Roll your cursor over Assessment Admin, and click **Create**
2. Click **Create an Item**
3. Click **Multiple Choice**
4. Under ITEM PROPERTIES, choose a grade level and subject
5. Click **Standard Lookup**

If the item is part of a test, the standard set defaults to the grade level and subject chosen for the test; otherwise select the desired standards document, grade level, and subject. Click the **+** icon to expand the standard. Choose one standard and click **Done**.





6. Select **Click here to add content** to open the text editor and add your question content in the new window that appears

Several formatting options are available:

Schoolnet: Create a Multiple Choice Item

-  Paste from Word – Use this paste option when copying from Word to avoid formatting errors
-  Insert Image – Do not copy and paste an image; you must import the file using the Insert Image icon

Supported file types include: jpeg, gif, and png.

-  Math Equation – Insert an equation built from the available syntax
-  Special Character – Insert characters not available on a standard keyboard
-  Table – Use a table when you need columns
-  Spell Check – Correct spelling errors

7. Click **Save** when you are finished entering content
8. Repeat the same process for each of the answer choices associated with this question

Click **add new answer choice** or the X icon to adjust the number of answer choices as needed.

9. Check the answer that is the correct response

By default, the correct response will be worth one point, but you can change this value to weight questions differently.

10. Optionally, add a teacher explanation to indicate a common reason why students select a wrong answer

The teacher explanation appears in Item Analysis reports.

11. If students have access to view their results, add a student explanation to indicate why each item is correct or incorrect
12. Add a publisher, your name, and keywords as appropriate
13. Click **More Options** to expand the section and access additional fields

Do not use the Hint field.

14. Click **Save** to add your item to Item Central

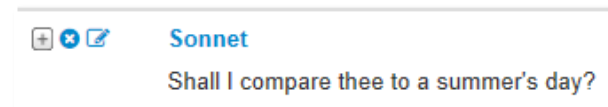
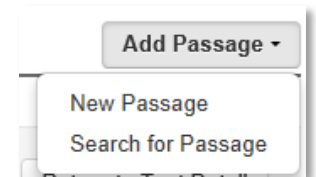
If you are creating the item as part of a test, click **Return to Test Detail** or jump to the next question using the blue Test Items header.

Add a Passage to a Question

Associate any item type with a new or existing passage. A passage might be a reading selection, math equation, graphic, or image. Once created, you can link multiple items to the same passage.

To add a new passage:

1. Scroll to the bottom of the item
2. Click **Add Passage**
3. Select **New Passage**
4. Enter a passage name and the content of the passage
5. Choose the grade level and subject
6. Add optional information as appropriate and then click **Save** to return to the item, which will now indicate that the new passage is associated with it



Schoolnet: Matching and Inline Reponse Items Quick Reference Card

Matching and Inline Reponse Items

This document explains two new item types available in Schoolnet version 14.4: matching and inline response. Note that these new item types are currently not available for use with clicker devices, the Item Import or Scores Import functions, or School and District Data reporting.

For more details about item creation, refer to Online Help or the Quick Reference Card titled Assessment: Create Test Items.

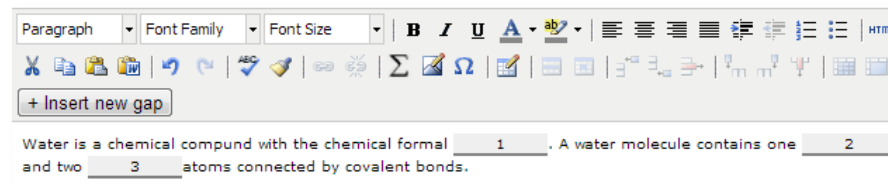
Create an Inline Response Item

Use the inline response item type to create fill-in-the-blank questions. This question type has no content limit, so your item can consist of a single sentence, phrase, or several paragraphs. Each question can have up to a total of nine blanks, or "gaps." Each gap can contain up to nine answer choices. The answer choices can be up to 50 characters in length.

To create an inline response item:

1. Click the Assessment Admin header, and then click **Create > Create an Item**
2. Click **Inline Response**
3. Under Item Properties, choose a subject and grade level range
4. Click **Standard Lookup**

Select the desired standards document, grade level, and subject. Click the **+** icon to expand the standard as needed. Check one standard and click **Done**.
5. Select **Click here to add content** to open the text editor
6. Type the item content, and in each space where students should select from a list of choices, click **Insert new gap**



7. Click **Save**
8. In the first tab, enter the choices for the first gap

9. Check the answer that is the correct response
10. Optionally, add teacher and student explanations
11. Repeat for all additional gaps
12. Click **Save**

Matching and Inline Reponse Items

Create a Matching Item

Matching items test a student's ability to identify associations between related concepts, that is, connections between one or more "stems" and multiple possible answers choices. For a matching item, define up to 18 question stems and available choices.

To create a matching item:

1. Click the Assessment Admin header, and then click **Create > Create an Item**
2. Click **Matching**
3. Under Item Properties, choose a grade level, subject, and standard
4. Under student instructions, select **Click here to add content** to open the text editor
5. Add instructions, then click **Save**
6. Add stems and choices

You can define a greater number of available choices to provide the student with additional distractor choices.

Student Instructions
Match the state to its capital.

Question Stems	Available Choices
1 Alaska [x]	A Augusta [x]
2 Colorado [x]	B Denver [x]
[add a question stem]	C Juneau [x]
	[add an answer choice]

7. Indicate the correct matching pairs and confirm the point value of each

Matching Pairs

1 → C Match is worth 1 point(s) and is correct
[Teacher Explanation](#) | [Student Explanation](#)

2 → B Match is worth 1 point(s) and is correct
[Teacher Explanation](#) | [Student Explanation](#)

8. Click **add a match** as needed to create additional pairs
Optionally, enter incorrect matches with a point value of **0** and indicate a teacher and student explanation.
9. When there are no alerts remaining for the item, click **Save**

Student Experience: Online Test

When students take the test online, they will select the correct response for the gap using a menu. By selecting responses from a menu, the the students can verify their responses by reading the completed stem.

Question & Answer(s)

Water is a chemical compound with the chemical formula H₂O

Hydrogen atoms connected by covalent bonds.

Hydrogen
Oxygen
Carbon
Silver
Hydrogen

Matching and Inline Reponse Items

Student Experience: Paper Test

For both the inline and matching item types, each gap or question stem corresponds with a number and each available response corresponds with a letter. Students select the bubble letters for their responses.

1. Water is a chemical compound with the chemical formula 1 - (A) O2 (B) H4 (C) H20 (D) HO2. A water molecule contains one 2 - (A) Hydrogen (B) Oxygen (C) Carbon (D) Silver and two 3 - (A) Oxygen (B) Carbon (C) Silver (D) Hydrogen atoms connected by covalent bonds.

2. Match the **state** to its **capital**.

Questions

1. Alaska
2. Colorado
3. Idaho
4. Maine

Answer Choices

- A. Augusta
- B. Boise
- C. Denver
- D. Juneau

1	1	(A)	(B)	(C)	(D)
	2	(A)	(B)	(C)	(D)
	3	(A)	(B)	(C)	(D)
2	1	(A)	(B)	(C)	(D)
	2	(A)	(B)	(C)	(D)
	3	(A)	(B)	(C)	(D)
	4	(A)	(B)	(C)	(D)

Reporting

The Classrooms Item Analysis report displays all the student responses for gap or match items, so teachers can see how their students responded. The header section of the report displays each correct answer along with the total points available for the question.

In the student area, a green check mark identifies the gaps or matches that students responded to correctly. Incorrect responses are in red.

	Total Score	Item 1	Item 2
Section-Wide Percent Correct	85.7%	77.8%	91.7%
Primary Standard ID	-	ACT-Alg1-E.2.a	ACT-Alg1-
Point Value	7	3	4
Correct Answer	-	Gap 1 - C Gap 2 - B Gap 3 - D	1 - D 2 - C 3 - B 4 - A

Student Name	Total Score	Sort	Sort
<input type="checkbox"/> Afwat, Charmae	71.4%	Gap 1 - ✓ Gap 2 - D Gap 3 - B	✓
<input type="checkbox"/> Akler, Anjali	85.7%	✓	1 - ✓ 2 - ✓ 3 - A 4 - ✓

Schoolnet: Creating Assessment Tasks

Quick Reference Card

Schoolnet: Creating Assessment Tasks

In Assessment Admin, a “task” is a container for a collection of items that you can place into an assessment. With tasks, test creators have the ability to create reusable, multiple-part questions that test different standards. Each activity within the task can build on the previous activity.

As a prerequisite to creating tasks, you should be familiar with how to create the items types that will be included as part of the task, such as open response or multiple choice items.

Create a Task

To create a task:

1. Roll your cursor over the Assessment Admin header and click **Create**
2. On the Create page, click **Create an Item**
3. To create a new task test item, click **Task**
Under Item Properties, choose a subject, grade level range, and language, if available.
4. Under Task, in the left column, enter a name for the task

The name will appear on the printed and online versions of the test, as well as in search results.

5. Below the task name, click **Show More**
6. Enter any optional information, noting the following:
 - Batch is the Batch Number and applies to Florida only
 - Hint is not functional; do not use it

7. Under Question Instructions, click the link to add instructions that apply to the entire task and then click **Save**
8. To add the first activity for this task, under the question instructions, click **Add Activity**
9. From the menu that appears, select an item type
10. On the Edit Activity page, under Activity Properties, click **Standard Lookup**
11. Enter the required and optional information for the item and click **Save and Return**
12. Click **Add Activity** to include the second item for the task; repeat as needed

The total point value, which cannot exceed 999 points, is displayed below the instructions.

Question Instructions

You have won \$500 in a contest to purchase summer clothing! You will need to write a proposal to the contest sponsors about how you will spend this money. As a smart shopper, you want to find the best deals on a new summer wardrobe. The challenge is that you will need to calculate a variety of discounts and taxes to determine the total cost, and stay under budget.

Activities Total Points: 95

Activity	Item Type	Actions
Activity	A Open Response Find a clothing or department store website that you will use to determine what you will buy. Enter the website location here: more	Actions ▾ Correct Answer Point Value 5 Standard ID 1 Formula Reference Sheet None
	B Open Response Which items will you buy? List them here with their price:	Actions ▾ Correct Answer

Schoolnet: Creating Assessment Tasks

13. When you've added all of the activities for this task, scroll down to the bottom of the "Item Central: Edit Item" page and click **Save and Preview** to view the task as it would appear for a student in the online test tunnel
14. Select whether or not the task uses manipulatives
15. Preview the task and then close the preview window
16. On the "Item Central: Edit Item" page, click **Save**

Depending on your role, when you save a task, you may see options to save the test item for yourself or share it with others.

Scoring Task-based Assessments

The process for scoring assessments that include tasks is no different from the process for scoring assessments without tasks. Just be sure to score all activities and click **Save** at the bottom of the screen.

The screenshot displays a scoring interface for two activities. The first activity, 'Activity 1G: True/False (3 points)', is currently 'Not Scored' and shows a 'Show Question' button and a 'T (3 points)' label with 'T' and 'F' buttons. The second activity, 'Activity 1H: Open Response (25 points)', is also 'Not Scored' and includes 'Show Question' and 'Show Response' buttons, a 'Not Scored' label, and a 'Comment' field with the placeholder text 'Enter a comment to share with student and parent(s)'. At the bottom of the interface are 'Cancel' and 'Score' buttons.

Schoolnet: Test Item Tips Quick Reference Card

Schoolnet: Test Item Tips

Use these tips to enhance the item creation process.

Copy and Paste from Word



If you copy text for a test item from a word processor such as Microsoft Word, the text contains tags that can cause formatting issues. A best practice is to use the Paste from Word icon instead of the standard Paste icon.

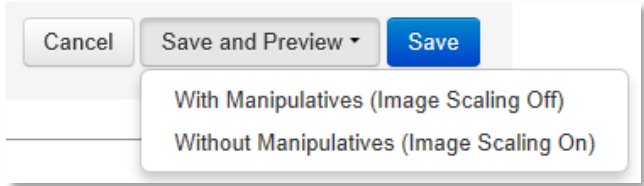
If, upon previewing the item, you discover a formatting issue, try the following:

- Highlight the offending text and click the Clean up Messy Code (sweeper) icon
- First paste the text into a text editor application, such as WordPad, NotePad, or TextEdit, then copy and paste the text into the Schoolnet text editor
- Before pasting your content, click the Edit HTML Source icon to switch the text box to the HTML view, then remove the formatting and reapply it



Preview Items

Test creators can preview a test item before adding it to a test. Preview test items from search results or when creating, editing, or viewing the test item.



When creating item stems and answer choices, item creators can preview the in-progress content from within the text editor by clicking the Preview icon.



Steps to Complete

Use the Steps to Complete section of the Create New Item page to identify if required information is missing. The alerts may not update until you save your item or change screens, such as by selecting a standard or previewing the item. Note that the Submit button is not available until all alerts are cleared, so you may need to preview the item if you want to submit it before saving.

Steps to Complete

- ❗ Select correct answer
- ❗ Enter content
- ⚠ Not worth any points

Optional Information

If the item will be shared or used later, add optional information to assist the test creator. Click **More Options** to view additional menus and fields. Your fields may vary. Do not use the Hint field.

Keywords

[More Options](#)

Bloom's Taxonomy

Webb

Cognitive Demand Level

Authored Difficulty

Teacher and Student Explanations

Multiple choice, inline response, matching, and true/false items support explanations for both correct and incorrect answers. Add a teacher explanation to indicate a common reason why students select a wrong answer. The teacher explanation appears in Item Analysis reports.

If students have access to view their results, add a student explanation to indicate to the student why each item is correct or incorrect, or to make a suggestion for review.

Include Images

You cannot copy and paste an image into a test item. Instead, import the image file using the Insert Image icon. Jpeg, gif, and png are acceptable file types.

Previewing an item is especially important when you include images.

You will receive a warning if an inserted image is larger than the recommended size. To upload the image successfully, delete, resize, and re-insert it. As a best practice, resize images before inserting them.

Image size in a question:

- The image file size may not exceed 2MB
- For peak performance, keep the image size below 250KB
- The dimensions should not exceed 640 x 640 pixels

Image size in a passage:

- To prevent the test taker from scrolling, in landscape view, size images to 650 pixels or less in height
- For portrait view, size images to no more than 445 pixels wide
- The optimal maximum size for images in passages is 650 X 445 pixels

Math Equations

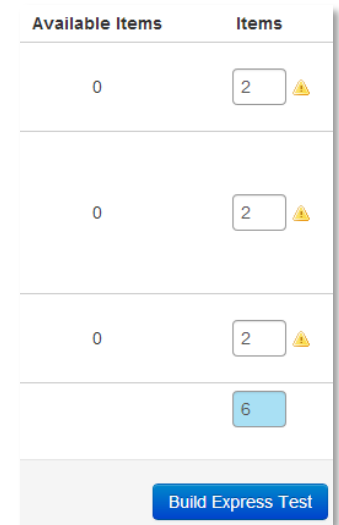
The default font size for math equations is 12 points. Change the size by adding syntax to the equation. Also, resize equations as you would resize a picture, or highlight the image and change the font size. In the Equation Editor, click **See here for additional equations** for information about changing font size and adding syntax for other equations.

Gridded Questions

Add extra columns to gridded questions so that the number of places for the correct response does not indicate the correct number of place values. For example, the answer to the problem "2+2 = _" requires only one column, but you may provide two or more. Students may enter the answer flush left or right. Note that 4, 8/2 and 4.0 will all be calculated as correct answers.

Shortcut for Populating the Item Bank

When adding multiple-choice items to populate the Item Bank (rather than for a specific assessment) use the Express Test feature to create a "scaffold" for each standard that needs items. When you create the placeholder test, indicate how many questions per standard to include. This will save several clicks and ensure that each standard has the desired number of items created for it. When you have built all placeholder items, click **Ready to Schedule** and then at the bottom of the screen click **Add All items to Item Central** to save the items for future use in Item Central. Then, delete the Express Test that you used to build the items.



Aligning an Item to Multiple Standards

As a best practice, align a test item to one standard from any standards set (such as Common Core, state, or local).

If you need to create an item that is aligned to a standard from two different standards sets, when used on a test, the test creator can choose which one will act as the primary. In the School and District Data module, only the standard set chosen as the primary is available for reporting. In the Classrooms Item Analysis report, you can choose which standards set to view.

ACT Algebra 1

ACT-Alg1-E.2.a: Identify graphs of quadratic functions [\[delete\]](#) [\[edit\]](#) PRIMARY

ACT Algebra 2

ACT-Alg2-E.2.a: Determine the domain and range of a quadratic function; graph the function with and without technology [\[delete\]](#) [\[edit\]](#) [\[make primary\]](#)

Note that although you can align items created in Item Central to multiple standards within the same set, when these items are pulled into a test, only the first standard is used.

- ACT-Alg2-E: Exploring Quadratic Equations and Functions
 - ACT-Alg2-E.1: Equations and Inequalities
 - ACT-Alg2-E.2: Graphs, Relations, and Functions

ACT Algebra 2

ACT-Alg2-E.1: Equations and Inequalities [\[delete\]](#) [\[edit\]](#) PRIMARY

Word Recognition Standards Entry Shortcut

If you know the name or ID of a standard, click **edit**, select the correct standards document, and start typing the name or ID. Highlight and click the standard from the list that appears below the menu.

Add Standard Common Core Standards and K-12 Math

- CCSS.MA.1.3MD: Measurement and Data
- CCSS.MA.1.3MD.A: Measure lengths indirectly and by iteration
- CCSS.MA.1.3MD.B: Tell and write time.
- CCSS.MA.1.3MD.C: Represent and interpret data.
- CCSS.MA.1.3MD.A.1: Order three objects by length; compare lengths by measuring.

also [\[Change\]](#)

Passages

A passage does not have to be text. Use a passage to add a general statement, graphic, or table to which you can attach multiple questions.

To add questions to an existing passage, open the passage in the test, then add the new items from the View Passage page.

Add line numbers to passages using one of the following methods:

- Insert numbers in parentheses
- Insert line breaks (press **CTRL + Enter**) at the end of each line to create a soft return, and precede each line with a number
- Insert the passage as an image

Note: This option is not recommended, since resizing in the browser may make the text hard to read.

Rubric vs. Scoring Instructions

If you plan on creating a rubric that is intended for just one question, it may be easier to use the Scoring Instructions field instead of creating a rubric with the rubric template. Consider using the template if other questions would share a similar rubric, since the rubrics created in a template are easy to copy and modify.

Avoid mixing the use of rubrics and scoring instructions within the same text, as the scoring guidelines will split into two different documents.

The screenshot displays two side-by-side panels from a test item configuration interface. The left panel, titled 'Actions', contains a list of links: 'Copy Test', 'Delete this Test', 'Download Test (pdf)', 'Download Test (Word)', 'Scoring Instructions', 'Download Answer Key', 'Download Test Rubrics', and 'Cover sheet'. Below these links is a 'Preview Online Test' link. The right panel, titled 'Question Content', shows the question text 'What did you do this summer?'. Underneath is a 'Rubric Selection' section with a 'Select a rubric' label and a 'Rubric Lookup' button. Below that is a 'Maximum Points (0-999)' field with the value '20'. The 'Number of Answer Sheet Pages:' field is a dropdown menu currently set to '2 Pages'. At the bottom of the right panel is a 'Scoring Instructions' section with the text 'Click here to add content.'

Schoolnet: Creating and Using Rubrics

Quick Reference Card

Schoolnet: Creating and Using Rubrics

In Schoolnet, rubrics are guidelines used to evaluate a student's performance on an open response item. Rubrics provide expectations of quality around a task to delineate consistent criteria for grading. Create and reuse these rubrics on multiple items and multiple assessments.

Rubrics can be single- or multi-dimensional. Use the rubric templates to select layout and scoring options.

Rubrics follow the same user permission and approval rules as items. Unless permissioned otherwise, teachers can create rubrics for their tests only, while test administrators can determine sharing options.

Create a Rubric

When creating new rubrics, you must complete all required fields.

To create a new rubric:

1. Roll your cursor over Assessment Admin and click **Create**
2. Click **Create a Rubric**
3. Choose a grouping option:

If you select Disabled, you'll remove the ability to group quality, trait, or skill into groups

Click **Enabled** to provide the ability to group quality, trait, or skill into groups and scoring for each row or group

When you enable the grouping option, decide how the rubric will be scored. You can score the rubric at the header level (grouped level) or on the skill level (row level).

By scoring at the skill level, users can score using multiple standards (one per skill). By scoring at the header level, users can score using one standard for the entire group. Change the layout of the rubric at any point while you create the rubric.

The screenshot shows a user interface for configuring rubric options. It features two sections: 'Grouping' and 'Score Entry'. In the 'Grouping' section, there are three radio buttons: 'Disabled', 'Enabled' (which is selected), and a third unlabeled one. In the 'Score Entry' section, there are two radio buttons: 'On each quality, trait, or skill' (which is selected) and 'On groups of these'.

4. If Grouping is enabled, select a score entry to determine where standards are aligned—either at the row or group level

5. Enter a name for the rubric

It may be useful to include the standard in the name.

6. Select a subject and grade range
7. Choose the rubric scale for measurement, point value, or level

This measurement will be displayed when the rubric is displayed.

8. If applicable, click **View optional fields** to enter keywords or the publisher
9. Add and remove rows, columns, and group headers as needed

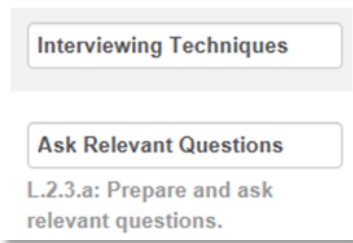
You can specify up to 15 qualities, traits, or skills and up to 10 performance levels by which to measure students.

Schoolnet: Creating and Using Rubrics

10. For each row, click **Select Standard**, choose a standard, and click **Done**

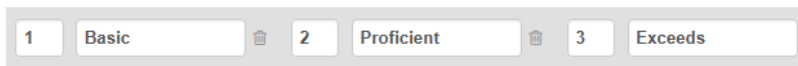
Note that the standard, grade level, and subject of a rubric will override those of an existing item to which the rubric is attached.

11. In the fields indicated, enter a quality, skill, or trait

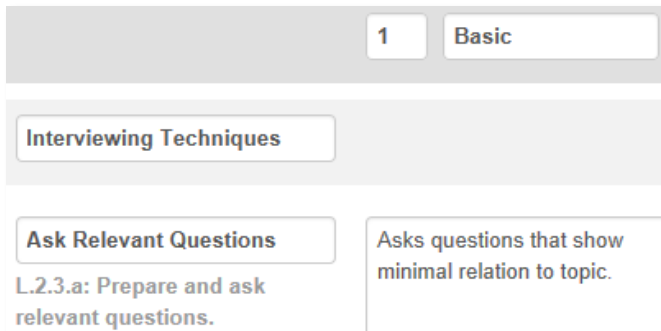


12. For each column, provide a performance label

If appropriate, modify the numbers to start at a zero level.



13. For each label and skill, enter a description



14. Click **Save**

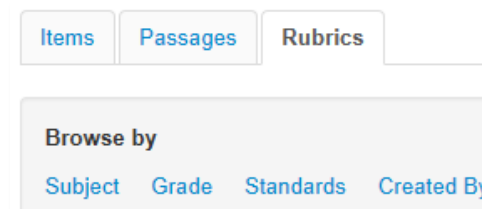
15. Depending on your role, you may see an additional screen to select other users who can view the rubric

Locate and Edit a Rubric

When editing a rubric, you can make changes to rubric properties, rubric levels, and weights. The changes are reflected in all references to the rubric, with the exception of items on scheduled tests.

To locate a rubric:

1. Roll your cursor over Assessment Admin and click **Find Item, Passage or Rubric**
2. In the Rubrics tab, filter by any combination of subject, grade, standard, and creator



3. Click **View Results**
4. Next to the rubric to edit, click **Edit**

If you don't see the Edit, Copy, or Delete links, you do not have permission to perform these functions.

5. Make any changes and then click **Save**

Or, to remove the rubric, click **Delete**. To locate deleted rubrics, you must perform an advanced rubric search.

Schoolnet: Creating and Using Rubrics

Copy a Rubric

Although each rubric only supports one standard, it is easy to copy an existing rubric and change the standard. Copying a rubric comes in handy when a rubric is needed for another standard, but it shares the same or similar levels and descriptions.

To copy a rubric:

1. Navigate to the rubric as described in the previous section
2. Click **Copy**
3. Click **Edit**
4. Makes changes as desired, including the title, and click **Save**
5. Depending on your role, you may see a screen to select other users who can view the new rubric

Add a Rubric to an Open Response Item

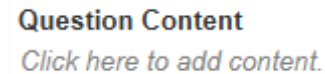
You can attach rubrics to open response items.

To create an item with a rubric:

1. Roll your cursor over Assessment Admin and click **Create**
2. Click **Create an Item**
3. Click **Open Response**
4. Click **Rubric Lookup**
5. Use the filters to locate the desired rubric and click **Attach**

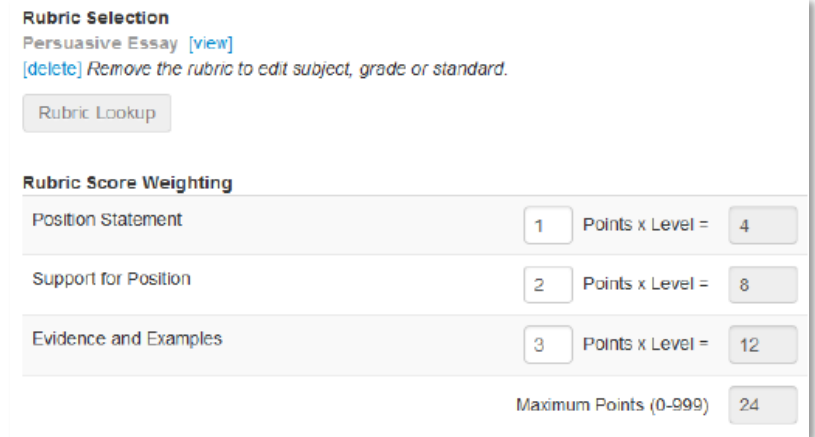
Note that any currently selected subject, grade range, or standard will be replaced with the rubric values.

6. Enter the item prompt



Question Content
[Click here to add content.](#)

7. Select a point value, or values, if applicable



Rubric Selection
Persuasive Essay [\[view\]](#)
[\[delete\]](#) Remove the rubric to edit subject, grade or standard.

[Rubric Lookup](#)

Rubric Score Weighting

Position Statement	1	Points x Level =	4
Support for Position	2	Points x Level =	8
Evidence and Examples	3	Points x Level =	12
Maximum Points (0-999)			24

8. Click **Save and Preview** and then choose a manipulative option
9. Close preview window
10. Click **Save**
11. Depending on your role, you may see an additional screen to select other users who can view the new item

Schoolnet: Creating an Express Test Quick Reference Card

Schoolnet: Creating an Express Test

In Schoolnet, build an assessment one of two ways: either create an express test or create one manually. Choose the express test option when there is a bank of items available for the standards you wish to cover. Specify how many items per standard to include, and the system will build a test to your specifications by taking items at random from the item bank. You can then replace, delete, or add items as needed. An express test is a quick way to build a short pre-or post-instruction quiz.

The express test method is not recommended for generating tests with passages that have multiple items.

To create an express test:

1. Roll your cursor over the Assessment Admin header and click **Create**
2. Under Create an Express Test, click **Start Now**
3. Enter a test name

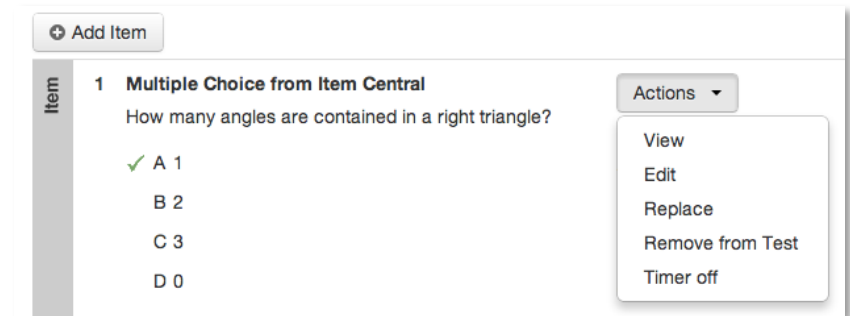
The test name will display in the student profile along with all of the other tests generated in Schoolnet that the student takes, so create a test name that will be easy to distinguish from the others.

4. Select a subject, grade level, and preferred standards set
5. You may wish to consider the following options:
 - Enable Student Comments – If set to Yes, this option provides students the ability to enter feedback about the test; these comments display on the Score page
 - Enable Tools & Manipulatives – If applicable, choose Yes and select the tools that will be available for online testing, such as a ruler or compass
6. Click **Select Standards**

7. Check the standards and click **Add to Test Map**
8. Enter the number of items you want for each standard

Tip: Include more items than you need so you can choose from the results. It is okay to include standards that don't have available items, since the test will include placeholders for you to add them.

9. Click **Build Express Test**
10. Replace, remove, or add new items as desired



11. Click **Ready to Schedule** and refer to the document "Scheduling Tests Quick Reference Card" for details

Create an Express Test from a Lesson Plan

When you have a lesson plan in Schoolnet that is aligned to standards for which items are available, you can quickly build an express test. From the lesson plan detail page, click **Build Express Test** and indicate the number of items to include per standard, as described in step 7 above.

Schoolnet: Searching for Items and Creating Manual Tests

Quick Reference Card

Schoolnet: Searching for Items and Creating Manual Tests

Use this document to learn how to search for items to include on a test. Then create a manual test in the Assessment Admin module.

Search for Items to Include on a Test

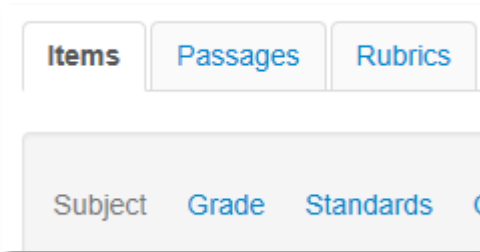
One way to build a new test is to start from a selection of items in Item Central. If you are working on an existing test draft, you can get to the same search options described in this section by clicking **Add New Item** and then **Lookup in Item Central**.

Browse by Subject, Grade, and Standard

To browse available items:

1. Roll your cursor over Assessment Admin and click **Find an Item, Passage or Rubric**
2. In the Items tab, click a filter, such as **Subject**

Note that browsing in the Passages or Rubrics tabs works the same as browsing in the Items tab.

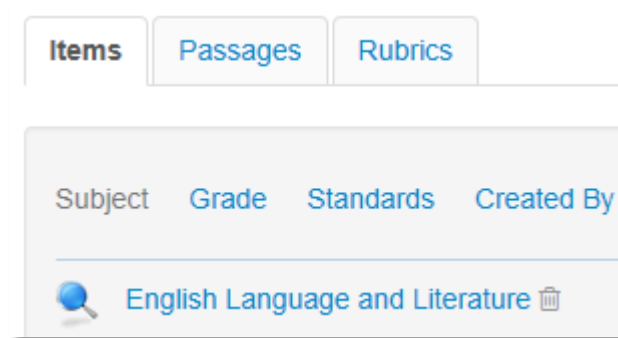


3. Within the Subject filter, select one of the available subjects, such as **English Language and Literature**

Note the number of available items for each category.

- English Language and Literature (23269 items)
- Social Sciences and History (69 items)

4. Add, or layer, additional filters to narrow your search



5. Click **View Results** to view the items that meet your criteria

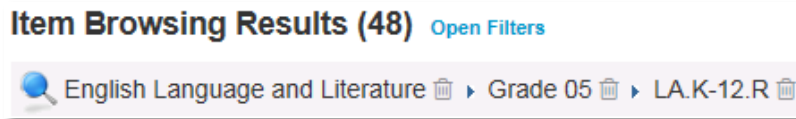


6. To see item details, including test use history, click **View**



Schoolnet: Searching for Items and Creating Manual Tests

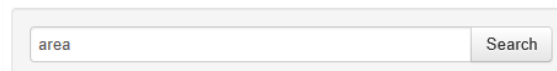
7. Click **Back to Previous Page** to return to the search results
8. To revise your search from within the item browsing results, delete filters with the trash can icon or click **Open Filters** to add or modify the search criteria



Search by Keyword

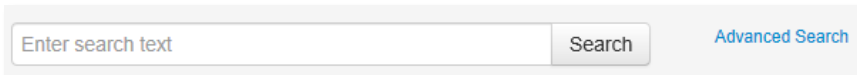
In addition to layering filters in the Items tab, you can also enter a keyword and click **Search**.

Item Central

A search box with the placeholder text 'area' and a 'Search' button.

Advanced Search

To search by passages, item type, number of exposures, source, or other criteria, click **Advanced Search**.

An advanced search box with a text input field containing 'Enter search text', a 'Search' button, and a blue link for 'Advanced Search'.

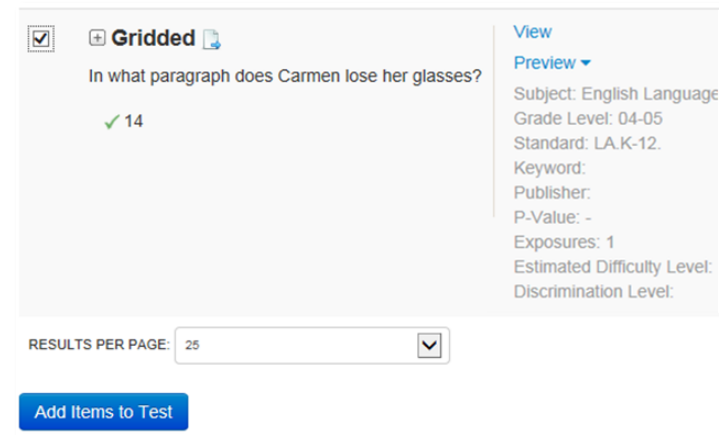
Create a Test from Item Search Results

While you search for items or browse search results, select items to add to a new or in-progress test.

To create a new test:

1. In Item Central, while looking at the Item Browsing Results list, check items to include on a test

2. Scroll down and click **Add Items to Test**



3. Click **Create new test with these items**

Continue the instructions in Create a Test Manually below.

Alternatively, under Available Tests, click **Select** next to a test name to add the selected items to an existing test.

Create a Test Manually

From the Assessment Admin home page, you have the option to create a new test without first defining items. Once you get to the Create: Manual Test page, however, the test setup process is the same as described here for tests with pre-selected items.

To create a new test from selected items:

1. On the Create: Manual Test page, enter a test name following any established naming conventions
2. Choose a test category from the options available to you:
 - District Benchmark - Results appear in the School & District Data and Classrooms modules and are used for KPI calculations

Schoolnet: Searching for Items and Creating Manual Tests

- School Benchmark - Results appear in the School & District Data and Classrooms modules
 - Common Classroom – Test can be shared institution-wide and results appear in the Classrooms module only
 - My Classroom - Results appear in the Classrooms module only
3. Choose the score type to display for this test:
 - Total Score – The default selection
 - Raw Score – Displays in some reports as a fraction (points achieved / points possible)
 - Proficiency - Displays in some reports as a number (points achieved)
 4. Select the subject, grade level, and standards document that align to the items
 5. If the test includes math items for which students testing online can use built-in rulers and other tools, select **Yes** for Uses Manipulatives
 6. If students or parents have access to test results, hide item content, if needed
 7. Click **Generate Test**

After you click Generate Test, you will land on the page for editing the first item.
 8. From the first item, scroll down and click **Return to Test Detail**

9. On the Test Detail page, add additional items

Unit 10 Quiz [8047]

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

▼ Actions
[Copy Test](#)
[Delete this Test](#)
[Download Test \(pdf\)](#)
[Download Test \(Word\)](#)
[Download Answer Key](#)
[Cover sheet](#)
[Preview Online Test](#)

Add New Item

ITEM 1 Multiple Choice from Item Central

Tina used $\frac{7}{8}$ of the stamps in a book. Which two fractions are equivalent to $\frac{7}{8}$?

A $\frac{1}{7}, \frac{1}{8}$
B $\frac{14}{16}, \frac{14}{21}$
✓ C $\frac{21}{28}, \frac{35}{40}$

10. As you add or edit an item, use the Test Items bar on the item detail page to view which items are incomplete; click a number to navigate to that item

Test Items 1 ⚠ 2 ⚠ 3 ✓ 4 ✎

11. From an item detail, click **Return to Test Detail** to view all items and test options
12. After you address any item alerts, click **Preview Online Test** to view how students will see the test online
13. Close the preview window and click the blue button, **Public Draft**, if available, and then **Ready to Schedule**

The test is now ready to schedule.

Schoolnet: Searching for Items and Creating Manual Tests

Find a Test

The easiest way to locate a test is to click the Assessment Admin header and look under My Tests. If someone else created the test, enter search criteria in the Find a Test section.

Copy or Delete Test

Although you can't rename a test at any stage, you can click **Copy Test** under the Actions heading on the Test Detail page and rename the copy. This option may not be available for some tests created externally.

The test author or a system operator can delete a test at any stage, as long as there are no student results associated with the test. If there are student results associated with the test, remove the results and then click **Delete this Test** under Actions on the Test Detail page.

Schoolnet: Using Tools and Manipulatives

Quick Reference Card

Schoolnet: Using Tools and Manipulatives

Audience: This document is intended for users who know how to create a test in the Assessment Admin module.

Make rulers, compasses, protractors, and calculators—collectively referred to as tools and manipulatives—available to students taking a test online. When enabled on a test, images will not be scaled to a different size by the system; they will display at the same resolution at which they were inserted into the test. This ensures that measurements taken with manipulatives are accurate.

Test item creators are responsible for making sure that images are scaled correctly on printed tests for which students will use their own tools. In addition to the tools and manipulatives that you can add at the test level, you can also attach formula reference sheets to individual open response items as needed.

Enabling a Test for Tools and Manipulatives

To enable a test for tools and manipulatives, when creating a test, be sure to select **Yes** for Enable Tools & Manipulatives on the Create page. Then select the particular features to make available.

Enable Tools & Manipulatives Yes No

Tools

- Four-Function Calculator
- Scientific Calculator
- Graphing Calculator

Manipulatives

- Compass
- Centimeter Ruler
- Inch Ruler
- Unit Ruler
- Protractor

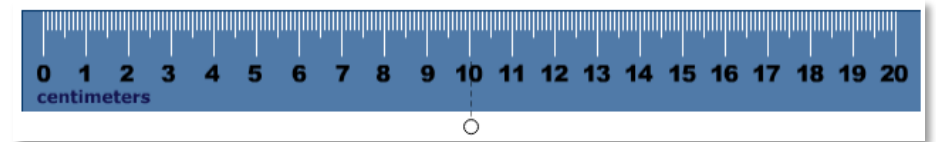
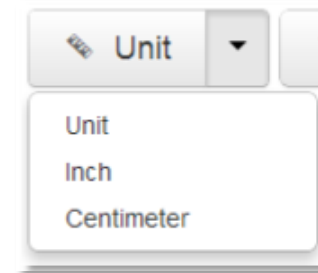
Toolbar

For online tests, the toolbar for all enabled features is on the top right corner of the test screen. Students click an icon to open a tool or manipulative. Click **Clear** to remove all drawing marks from the screen. For the iPad, an additional icon for highlighting text in passages is available.



Ruler

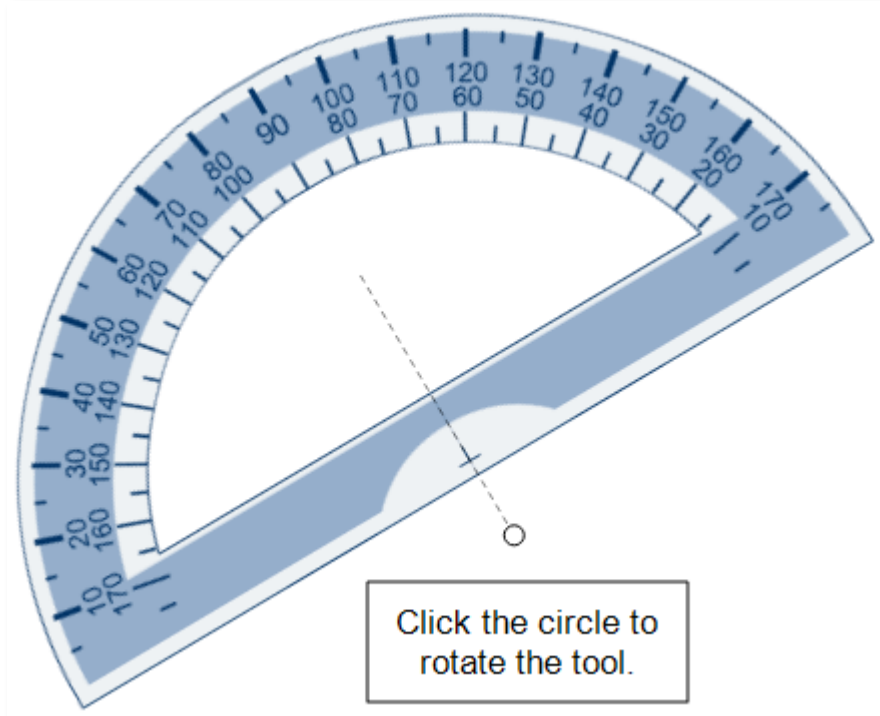
Select one of the three available rulers: an inch ruler, a centimeter ruler, and a unit ruler (a ruler without a specific unit of measurement). To move the ruler, click and drag it. To rotate it, click the small circle below the tool and move your cursor.



Schoolnet: Using Tools and Manipulatives

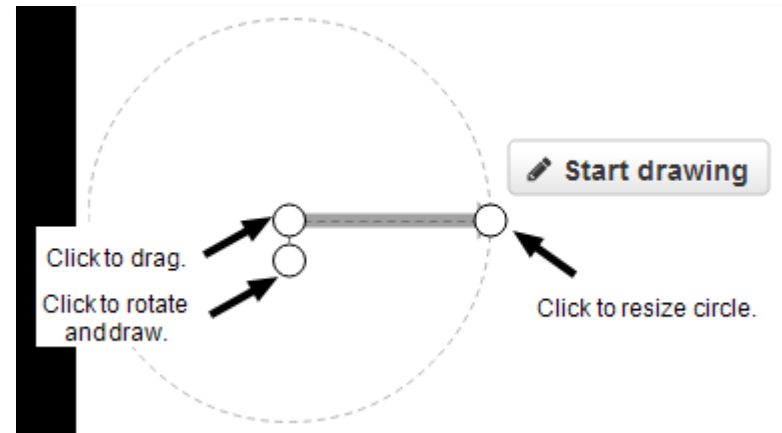
Protractor

To move the protractor, click and drag it. To rotate it, click the small circle below the tool and move your cursor.



Compass

For the compass, use the three circles to move, rotate, draw, and resize the compass. The compass is the only manipulative that students can use to make marks on their screens. Students can clear the marks by clicking the trash can icon on the manipulatives toolbar.



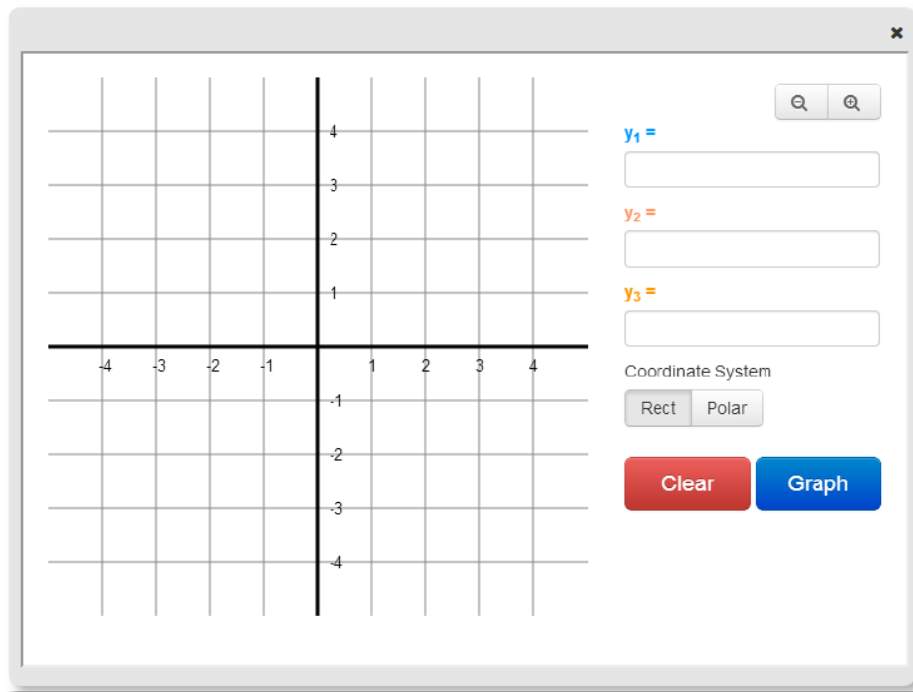
Schoolnet: Using Tools and Manipulatives

Calculators

There are three calculators: a basic four-function calculator, a scientific calculator, and a graphing calculator.

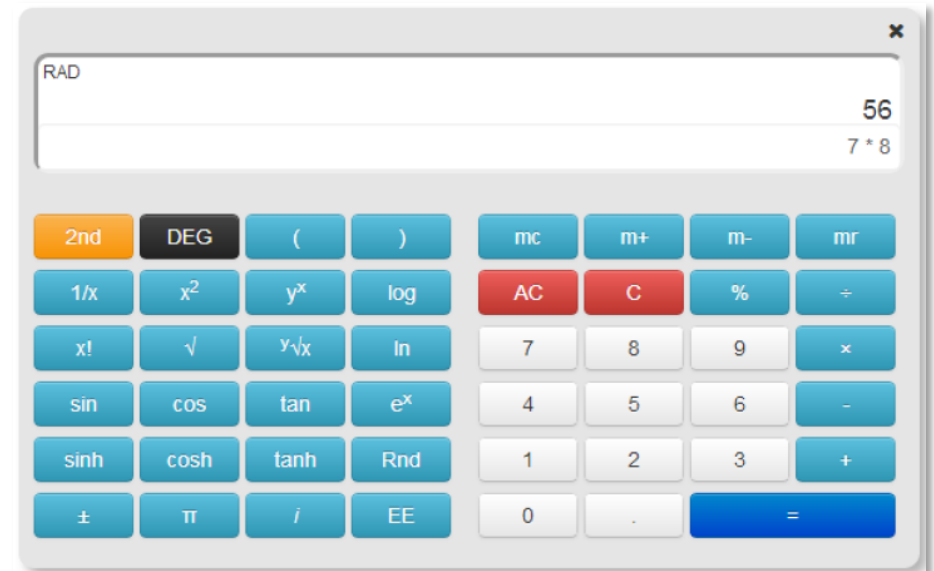
Graphing Calculator

The graphing calculator can graph rectangular and polar coordinates. Click **Graph** to graph the entered coordinates, and **Clear** to reset the calculator.



Scientific Calculator

The scientific calculator has functions not available on the basic four-function version, such as the sine (sin), cosine (cos), and tangent (tan) functions.



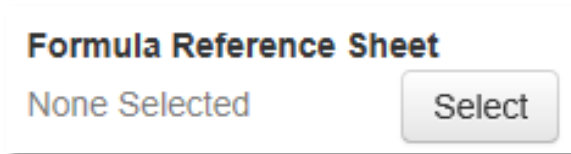
Schoolnet: Using Tools and Manipulatives

Formula Sheets

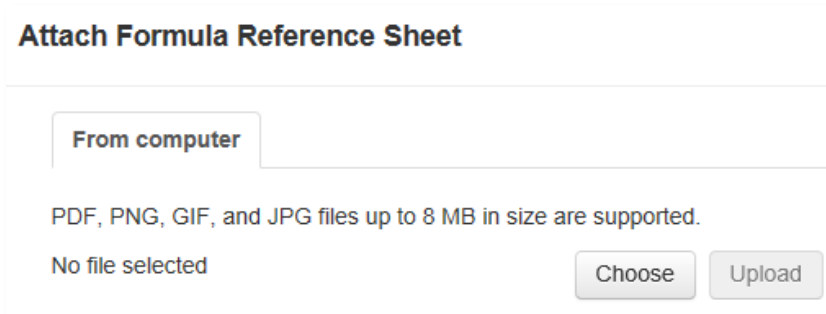
To make reference sheets—such as formulas, the periodic table, and units of measure—available to students on a test, attach a formula sheet when creating or editing an open response item. You do not need to set the Enable Tools & Manipulatives test property to Yes for formula sheets to appear on a test. The button for formula sheets in test items will always appear where they are attached. To use PDFs, a PDF reader plug-in is required for each test tunnel browser.

To attach a file to an in-progress open response item:

1. Click **Select** under Formula Reference Sheet



2. Click **Choose**

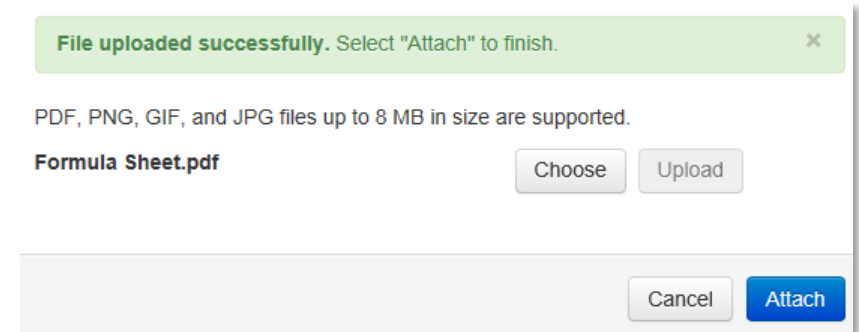


3. Select the file

Formula sheets can be PDF, PNG, GIF, or JPG files up to 8 MB in size.

4. Click **Upload**

5. Click **Attach**



Schoolnet: Scheduling Tests

Quick Reference Card

Schoolnet: Scheduling Tests

Before you can administer a test to students, you must schedule it. Use this document to help locate a test for scheduling, learn about the test stages, schedule a test, and assign it to students.

Understanding the Test Stages

When you first create a test, it is in the Private Draft stage. Advance to the next stage by clicking the blue status button at the top right of the screen.

The Public Draft stage (not available for classroom tests) allows test creators to provide access to other test creators for collaboration purposes. Change the status to Ready to Schedule when all changes have been made.

You can only schedule a test with the Ready to Schedule status.



Locating a Test as a Test Administrator

Users who have permissions to schedule tests at their institution can schedule any test with a Ready to Schedule status.

To locate a test created previously:

1. Roll your cursor over Assessment Admin and click **Schedule, Assign, Choose Options**
2. To locate a test, use the filters to narrow the list and use the column headers to sort
3. Click the test title
4. Click **Preview Online Test**
5. Review each question and then close the preview browser

6. When you're ready, click **Schedule**

Locate a Test as a Teacher

Teachers do not need any special user permissions to schedule their own Classroom tests. To locate a test created previously, click the Assessment Admin header and filter as needed, or use the Recently Viewed Tests menu to locate your test.

Scheduling a Test

Use the "Schedule a Test: Test Settings" page to set test dates and test options.

To schedule a test:

1. For the test settings, enter the start date, end date, and score due date

When entering dates, keep the following in mind:

- The dates must be within the current school year
- You can scan or score online paper tests any time after the start date, even beyond the end date
- Online tests can be administered any time within the window, and even after if the window restriction option is not selected
- Remember, students can't actually take the test until they are provided with the online passcode.
- The score date is the recommended date for the test proctor to complete and score open response items and scan test results

Schoolnet: Scheduling Tests

- Unless granted additional permissions, teachers do not have access to test content until the start date; however, they can print answer sheets once the test is scheduled
- To prevent students from accessing test results before the end date, select the check box beneath the date fields

2. If any students will take the test online, refer to the following table to determine options you prefer:

Field	Input Description
Administer this test with	If Schoolnet Secure Tester is installed, you have the option to create a "locked-down" test environment where students cannot access other web sites or programs. If selected, all online tests must be administered using computers on which Secure Tester has been installed.
Share scores with my PowerTeacher Gradebook	Teachers who use a Schoolnet site that is integrated with PowerSchool will have an option to share the test as an assignment in their gradebook.
Online Passcode	Students use the passcode to access the test online. A default passcode appears; however, you may edit the code to create a personalized code. The code must be unique site-wide for each test.
Show student scores upon test submission	Select the check box to display the students' scores as soon as they finish the test. Not recommended for tests with open response items.
Display this test on the Take a test list on the student home page	If you intended this test to be a surprise, do not check the option to display it on the student's home page.

Field	Input Description
Prevent students from accessing the test before the start date or after the end date	This option enforces the start and end dates.
Enforce Test Time	Check this box to restrict student access to the online test only during the specified dates and times.
Timed Test	Check this box to auto-submit student tests at the end of the specified time.
Scramble Question Order	Check this box to rearrange test questions so the system generates different versions randomly from student to student. Note that this setting overwrites custom question numbers or labels in a student's online test. Do not use this option if your test has passages with multiple items.
Scramble Answer Choices	Check this box to rearrange multiple choice answer options. Do not use it if there are items that include "all of the above" or "none of the above."
Allow students to pause test	Check this box if you want students to be able to "stop the clock" on a timed test.
Allow only assigned students to take test	Check this box to allow only students assigned to the test to take the test.

3. Proceed with either the Assign a Classroom Test or Assign a Benchmark Test section below.

Schoolnet: Scheduling Tests

Assign a Classroom Test

Assign a classroom test to sections or individual students.

To assign the test:

1. To assign the test automatically to all courses mapped to the same subject and grade level, click **Accept Quick Assignment** (when available) and then **Save**
2. Alternatively, click **Edit Assignment** to specify sections or students
3. Choose **Assign to sections** or **Assign to individual students**
4. When you have selected the desired sections, click **Save**, or for students, scroll down and click **Done**
5. To finish scheduling the test, on the "Schedule a Test: Test Settings" page, click **Save**

Assign a Benchmark Test

A benchmark test can be assigned or recommended.

1. At the bottom of the page, choose one of the following options:
 - Assign to students – Assign the test to a set of students; teachers are required to administer the test
 - Recommend to teachers – Recommend the test to students based on their course enrollment; teachers may assign the test to students, but are not required to do so
 - Recommend to schools – Recommend the test to administrators who may assign the test to a teacher or section. This option is available to district level test administrators only; use it to recommend to schools when you do not have sufficient knowledge of the courses at each school to assign the test to courses.

2. Click **Edit Assignment**

3. Optionally, limit by school or course:

- To limit the assignment by school, click **Limit by Schools**. Narrow the list of schools and check the boxes next to the appropriate schools. Click **Add Selected** or **Remove Selected** to change the list of schools. Review your selection and click **Return to Test Settings**.
- To limit the assignment by course, enter a course name in the Course field or choose a department and grade level and then click **Go**. Review the list of courses and check the boxes for the courses you want to add. Click **Add Selected**.

4. When you have the correct list of schools or courses, scroll down and click **Done, View Summary**
5. Review your selection and click **Return to Test Settings**
6. To finish scheduling the test, on the "Schedule a Test: Test Settings" page, click **Save**

Tests Recommended to a School

If you use the option "Recommend to schools" when scheduling a test, an additional section titled Recommend Tests appears on the Assessment Admin page for school-based users with test administrator permissions.

These users must click **Not Assigned** to assign these tests to sections at the school.

Schoolnet: Administering Online Assessments Quick Reference Card

Schoolnet: Administering Online Assessments

Learn how to prepare for online assessments, understand the student assessment experience, and view student progress in real time.

Preparing Computers for the First Online Assessment

Use the following checklist for each computer that has never been used for a Schoolnet online test.

- After you sign in to Schoolnet, click **Tech Check** in the footer of any page to run a diagnostic check
- If "Administer this test with Schoolnet Secure Tester" was selected during scheduling, confirm that Schoolnet Secure Tester is installed; otherwise, students cannot access the test

Tasks to Perform Before Each Assessment

Complete the following tasks before administering each test:

- Write the online passcode* and site URL where students can view them
- If applicable, confirm the network password so that in the event that a student signs off the computer, she can sign back in
- Print student usernames and passwords*
- Print test booklets and answer sheets for any students who will not test online*

*See the section about using the Proctor Dashboard below

Using the Proctor Dashboard

Use the Proctor Dashboard to prepare for test administration and to view the details of your students' progress during an assessment.

To access the Proctor Dashboard:

1. On the Schoolnet home page, select a class in the Section menu
2. Click the Upcoming Tests tab
3. Note the online passcode and then click the Proctor Dashboard icon for the assessment

If you cannot locate the test on the Schoolnet home page, click the Assessment Admin header, locate the test, and select **Proctor Dashboard** from the Actions menu.

The screenshot shows the 'My Classroom' section of the Schoolnet interface. At the top, there is a dropdown menu for 'Section' set to 'SOCIAL STUDIES 3 - Sec-02 Per-2'. Below this are several navigation buttons: 'Reports', 'Planner', 'Materials Search', 'Assessments', and 'Website'. Underneath, there is a 'Recent Assessments' section with four tabs: 'District and Local Tests', 'Classroom Tests', 'Standardized Tests', and 'Upcoming Tests'. The 'Upcoming Tests' tab is active. Below the tabs is a table with the following data:

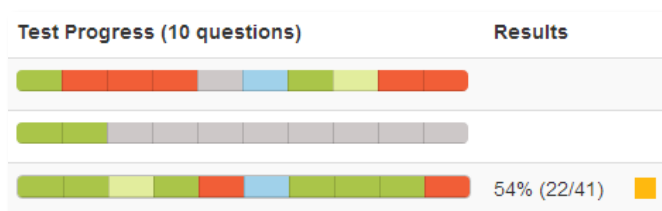
TEST NAME	ONLINE PASSCODE	TEST STAGE
05/29/13, Unit 7 Quiz	DEXYDY8	Completed

Schoolnet: Administering Online Assessments

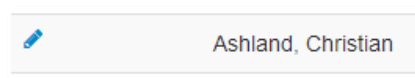
4. In the Proctor Dashboard, use any of the following tools from the Action menu:
 - View test details to access scoring instructions and any associated resource files for the test
 - If students do not access Schoolnet through another application, view a list of your students' Schoolnet usernames and passwords

The usernames and passwords do not apply if students use another sign in method.

- Print answer sheets and test booklets for any student who will not take the assessment online
 - Access the Item Analysis report when students have submitted their test
5. Use the tools and displays on the dashboard to:
 - View the number of students who haven't started, are currently testing, and have already completed the test
 - View each student's progress throughout the assessment using the progress bar, which displays colored bars to represent correct, partially correct, incorrect, and open response questions



- Score open response answers for students who submitted their test, delete all results for the student, or access a link to resume a test submitted prematurely



The Student Experience

Before they take their first test in Schoolnet, make sure students know what to expect. Help them prepare by either describing the test features, or by including a zero point item as the first question that you work through as a class, or by viewing a sample test that you preview from the Test Details page.

Confirm with a site administrator how students will sign in, either directly through Schoolnet or through a portal.

To take a test, students will sign in and then complete the following steps:

1. On the Schoolnet home page, enter the online passcode for the test in the Enter Online Passcode field and click **Go**
2. Confirm that the correct assessment is selected and click **Start Your Test**
3. In the test window that appears, click **Start Test Now**
4. As they answer each test question, click **I'm ready for the next question** to advance through the assessment
5. Use test tools as needed:
 - Mark questions for follow-up with the flag icon
 - Highlight passages in yellow
 - Hide wrong answers
6. After answering the last test question, click **I'm ready for the Test Summary**
7. On the Test Summary page, click any flagged or unanswered questions to review them and make changes or additions
8. When satisfied with all the answers, click **Submit Test for Grading**
9. In the confirmation window that appears, click **Yes**
10. Click **Close Test**

Schoolnet: Scoring Online Assessments Quick Reference Card

Scoring Online Assessments

Learn how to score online assessments.

Score Open Response Items Using the Proctor Dashboard

Use the Proctor Dashboard to score open response items for students who submit their tests while other students are still testing.

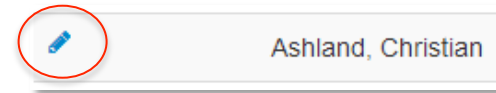
To score an in-progress test:

1. On the Schoolnet home page, select the class taking the assessment from the Section menu
2. Click the Upcoming Tests tab
3. Click the Proctor Dashboard icon for the assessment

TEST NAME	ONLINE PASSCODE	TEST STAGE
05/29/13, Unit 7 Quiz	DEXYDY8	Completed

If you do not see the test on the Schoolnet home page, click **Assessment Admin**, locate the test, and select **Proctor Dashboard** under Actions.

4. Click the Edit icon for the student whose test you want to score
The icon will not appear if the student's test is still in progress.



5. Enter scores for the open response items

6 - Open Response (10 points) Not Scored

▶ Show Question

▶ Show Response

(10 points)

Comment

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

6. Add a comment for students and parents, if applicable
7. Once all open response items are scored, scroll down and click **Score**

Record Scores Using Assessment Admin

Use Assessment Admin to record your scores for students who test on paper or orally, or to record scores for students' open response items when the test has concluded.

To score an assessment:

1. On the Schoolnet homepage, click **Assessment Admin**
2. For the desired test, select **Score** from the Actions menu
3. From the "Filter by" menu, select a class

Scoring Online Assessments

- To score all students on one open response item at a time, click the By Open Response Item tab

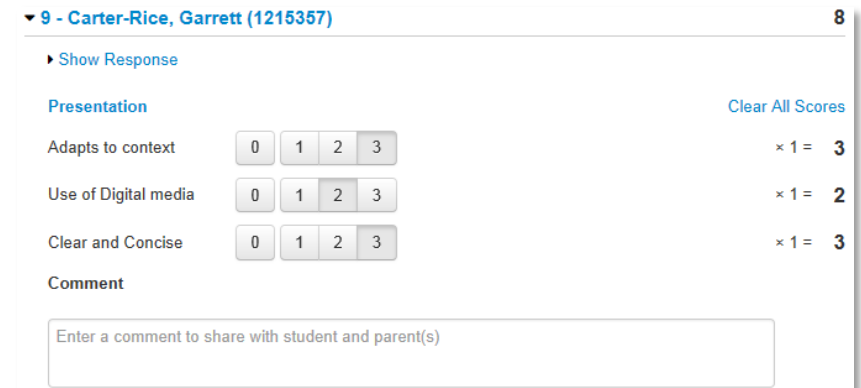
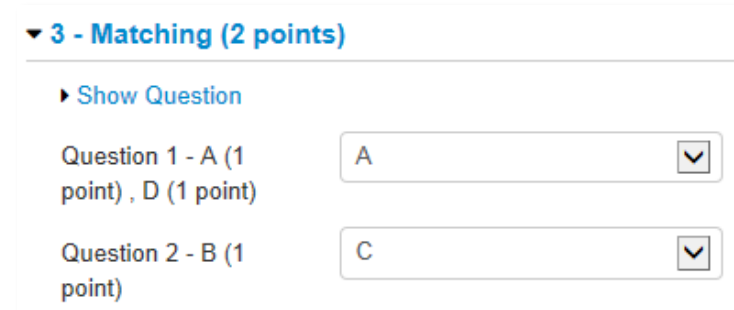
Alternatively, to score all responses for each student at a time, skip to Step 8.

- For the first open response item, enter a score for each student
- Scroll down and click **Score**
- If applicable, use the menu on the left to navigate to the next open response item



- To score one student at a time for any item type, click the By Student's Test tab

- For each item, select the response or responses that correspond to the student's answer



- Scroll down and click **Score**

- To view results immediately, navigate to the Classrooms module; to view results the next day, navigate to School & District Data

Schoolnet: Submitting a Test Item

Quick Reference Card

Schoolnet: Submitting a Test Item

Audience: This document is intended for assessment item creators who know how to create an item in Schoolnet and would like to share it.

As a first step, ask your Schoolnet administrator which of the following configurations, if any, applies to your site:

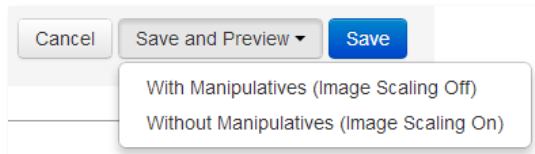
- Teachers submit items to a reviewer at the school. The reviewer approves the items for the school materials bank. At that point, the items are visible to users at the school. The reviewer has the option to submit the items to a reviewer at the district. The district reviewer approves the items for the district item bank, and the items are then visible to all schools.
- Teachers submit items to a reviewer at the district. The reviewer approves the items for the district materials bank, and they are available to all schools.
- Teachers submit items to a reviewer at the school. The reviewer approves the items for the school bank, but the materials are visible to teachers at all schools in the district.

Be sure you understand the submittal process at your school.

Submit a Test Item During the Creation Process

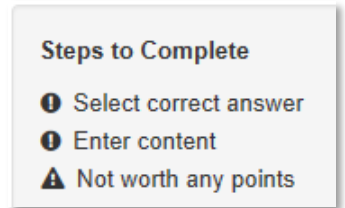
To share a test item you created, submit it.

1. Create an item with all required fields
2. Preview your item, either with or without manipulatives (mathematical tool aids)
3. Close the Preview window to return to the item



4. Click **Submit [to School/District]**

Use the Steps to Complete section of the Create New Item page to identify if required information is missing. Note that the alerts may not update until you save your item or change screens, such as by selecting a standard or previewing the item. The Submit button is not available until all alerts are cleared, so you may need to preview the item if you want to submit it before saving.



5. To confirm that you want to submit the item for approval, click **OK**
6. To save your work, click **Save**

Submit a Test Item After the Creation Process

If you did not submit an item during the creation process, you can locate and submit it later from Item Central. Note that if you have permission to save directly to the school level, the items will not be under the filter "Created by = Me," but under the school instead.

