

User Permissions Concerning Assessments

Quick Reference Card

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Each Schoolnet user is assigned to one or more roles, and those roles determine what he or she can see and do in Schoolnet. Operations grant members of user roles access to specific functions. Learn what configurations and operations apply managing an assessment program. See also: *Security Options for Schoolnet Tests and Item Searching and Organization Quick Reference Cards*.

Choosing Functionality for Each User Role

Decide which group of users will handle which assessment tasks. Who will create test items for the school or for the district? Who will build the tests? Who will schedule tests or print answer sheets? Then assign the specific operations required to perform each task to the appropriate user group role. Create additional custom roles as needed to provide extra access to a subset of users in a system role.

Users have roles in the context of a specific institution. Users assigned a role at a school will be able to perform all operations within that role in the context of that school.

Manage Roles Using Directory Integration

If your district uses Schoolnet's Directory Integration to assign roles, you must assign district users to a role with operations at the district level and at each institution (if needed for all institutions). With Directory Integration, users do not inherit permissions from district-level to lower-level institutions. For example, a district staff member needs to schedule tests for the district and also for each school in the district. You must assign the staff member a role with the operation "Schedule tests" for the district as well as each school.

Assessment-Related User Operations

The following operations impact assessment rights. Note these special behaviors that apply to some operations:

- ❶ With this operation, users have viewing access to the content of all In Progress and Completed tests that impact their institution; they also have access to the Proctor Dashboard and can score any in-progress or completed tests for any student currently enrolled in their institution
- ❷ Teachers with this operation will see the Assessment Dashboard rather than the Teacher Test dashboard. As a result, the recommend test to teacher feature is not available.
- ❸ Users with this operation can track completion rates and view student responses to all in-progress and completed tests at their institution

Operation	Description
Access district-wide scan errors	Does not apply in most districts. Leave off unless advised to include.
Add or update student responses	<p>Manually enter scores for student responses at an institution, import batches of student responses from a CSV file, and force a score for any pending online testing sessions.</p> <p>Both this operation and 'manage instruction' are required for users who are not the teacher of the section assigned a test to view the Proctor Dashboard (for example, a media specialist who is helping to proctor a benchmark assessment).</p> <p>Note: Teachers can access the Proctor Dashboard and score responses for their students without this operation.</p> <p>Special behaviors: ❶❷❸</p>

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Operation	Description
Add or update student responses on restricted tests	Allows users to bypass the edit / delete student response restriction and the score open response restriction that can be set on assessments. Note: As a best practice, add only to System Operators and a custom role for users who will score restricted tests if not everyone in the Leadership role should have. Special behaviors: ① ② ③
Create an item bank	Allows users the ability to create an item bank and share it with individually selected users. Only users with this operation can create a new bank. It is assigned by default to Teacher, Staff, Leadership and System Operator.
Share an item bank with users at an institution	Allows an item bank manager to share a bank across an institution. The user can only share to institutions where they have been granted this right. This replaces 'Create and edit test items for an institution.'
Create and edit tests for an institution	Create, copy or delete tests at the institution level. Edit any test drafts at the institution level. School-based users with this operation can create both common classroom and school benchmark tests. Additionally, they can access and edit all drafts of common classroom and benchmark tests created by other users at the same institution. District users with this operation can create tests at any institution or across all institutions. State users with this operation can create tests for the state, districts, or schools. Note: All users, including teachers, can create personal classroom tests without this operation. Special behaviors: ① ② ③

Operation	Description
Create and manage test windows	Allows users to create, modify and link district test windows. Note: Although test windows can only be created for district level tests, school-based users with this operation will have rights to create and modify these windows, so as a best practice assign only to roles with solely district level members.
Define adaptive test/ Edit global adaptive test settings	Do not use.
Export an item or test from Schoolnet	Allows QTI export of test items and tests created in Schoolnet.
Force Publication	Allows users to publish a test from Schoolnet to TestNav to ensure the test is the same in both systems. This is the same functionality as the Publish to TestNav button at the top of the page that all users with edit rights would see, but is available in the Test Detail under Test Actions so that a test can be published if needed when the normal publication options are not available. Only available for the System Operator and Leadership roles. Do not assign to other roles. Only applies when the level of the test (school or district) matches the level to which operation is assigned. For example, a user with this operation who has Leadership at the school level will not be able to force publication of a district level test.

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Operation	Description
Generate student answer sheets	<p>Generate plain-paper answer sheets for students at an institution for any scheduled, in progress, or completed test.</p> <p>Note: Teachers can print answer sheets for their own currently enrolled students for any test assigned to their sections without this operation.</p> <p>Special behaviors: ❶❷❸</p>
Manage adaptive items	Do not use.
Manage student usernames	<p>Access student usernames and passwords within the context of a test that the user has rights to view. Users need this operation only if they are using online tests.</p> <p>Note: Teachers have access to their own students' usernames and passwords without this operation.</p> <p>Special behaviors: ❶❷❸</p> <p>This operation should not be assigned in districts in which students sign in to Schoolnet from a different portal, such as PowerSchool.</p>
Modify tests	<p>Perform limited edits (correct answer, point value, and aligned standards) to items on tests past the Draft stage for which the user has access. Only a system operator can modify test item content in a test that has been moved from the Draft stage. No permissions allow a user to modify the item type in non-draft tests, nor add, delete, or reorder items.</p>

Operation	Description
Pre-slug OMR forms	<p>Users need this operation only if they use OMR (pre-printed scan sheet) forms. It is a district-level only user operation. Export fixed student information so that third party software can pre-slug OMR forms. With this operation, users will see the CSV icon in the Print area.</p>
Resume a restricted online test from the Proctor Dashboard	<p>Allows users to resume a restricted test for a student from the Proctor Dashboard.</p>
Schedule adaptive test	Do not use.
Schedule tests	<p>Schedule an institution-level test and assign or recommend it to courses. Teachers can schedule a classroom test and assign it to their own students without this operation. With this operation, they can schedule or recommend common classroom or school benchmark tests to any sections in their school.</p>
Update TestNav PNP	<p>Allows users to modify accommodations from within the Student Profile for a student. As a best practice, restrict this operation to a small number of users if you will upload a file of accommodations rather than assign manually in the profile.</p>

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Operation	Description
View content and manage restricted tests	<p>Allows users to bypass the copy, view content, and item analysis restrictions that can be set on assessments. This operation is required to access the Test Restriction options, to modify test items, and to change test and scheduling properties of restricted assessments.</p> <p>Note: As a best practice, add this operation only to System Operators and a custom role for restricted test creators if not everyone in the Leadership role should have.</p> <p>Special behaviors: ❶❷❸</p>
View test content	<p>Users without additional assessment rights cannot view the item content of scheduled tests until the start date. Assign this operation to teachers to allow them to generate a PDF of the test booklet and teacher instructions before an assigned test is in progress. Users with this operation can also see item content in an Item Analysis report for tests in the In Progress or Completed stages that are not assigned to their classes.</p>
View Track Accommodations	<p>Allows users to view the accommodations available to students when they took an assessment (for the tests they have access to view). Teachers have this operation by default.</p> <p>From Test Detail, teachers can always access Track Accommodations for their own sections regardless of whether they have the View Track Accommodations operation. In addition, any user can access Track Accommodations for tests they create.</p>

Assessment Score Auditing	Allow users to view and filter assessment score audit information. Assign to System Operators only.
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Scanning Access

Users don't need any specific operations for scanning, but must download and install Schoolnet ScanIt on the computer attached to the scanner before scanning tests in Schoolnet.

Considerations for Teacher Permissioning

If teachers have no assessment-related operations, they will see only the My Classroom category when creating a test. This means they can create tests, but cannot share them except through co-authoring. If the Teacher role is granted the operation "Create and edit tests for an institution," teachers can also create both common classroom and school benchmark tests. The difference is that only the School Benchmark category is available for aggregate reporting across teachers. Additionally, teachers with this operation can see the content of any district test once it has been scheduled to any course at their school, even before the start date. To hide this content, consider using a restricted test. As an alternative to granting teachers rights to create school-level tests, consider test co-authoring. Any user can be part of a co-authoring group that includes a member with higher permissions who can set the category of any test before moving it from the co-authoring area to Test Central. See also: *Co-Authoring Assessments Quick Reference Card*.

Teachers have the 'Create an item bank' by default: this allows them to create items collaboratively with other selected users.

Test Item Administrator Role

The Test Item Administrator role allows users to have item bank sharing rights set differently than the rest of users at the institution.