

Recommending Assessments

Audience: Test administrators familiar with scheduling/assigning tests

Before a Schoolnet test can be administered to students, it must be scheduled and assigned. You can assign a test or recommend that a school-level test administrator or teacher assign it. This document covers the recommendation options; the scheduling features are described in the *Scheduling Assessments Quick Reference Card*.

Option	Available to	Description
Assign to students	All	Assign the test to a specific set of courses; teachers are required to administer the test.
Recommend to teachers	District and school test administrators	<p>Suggest the test to teachers based on the courses they teach. Teachers may assign the test to students but are not required to do so.</p> <p>Only use this feature if teachers have the standard teacher Test Dashboard (if they see 'Assessment Dashboard' as the page title when clicking Assessment Dashboard, they have test administrator permissions). Refer to <i>User Permissions Concerning Assessments Quick Reference Card</i> for details.</p>
Recommend to schools	District test administrators	Suggest the test to school administrators* who can then assign the test locally. Use this option when you do not have sufficient knowledge of the courses at each school to assign the tests.

* Users with the 'Schedule tests' operation

Recommend to Schools

Use the "recommend to schools" option to turn over course selection to a school test administrator. Tests may be in the benchmark or common classroom test category.



When you schedule a test, choose **Recommend to schools**. You still need to make an assignment, so either accept the quick assignment to recommend to all the schools, or edit the assignment to choose specific schools.

Assign a Test Recommended to a School

School test administrators will see a section titled Recommended Tests on the Assessment Dashboard.

To assign a test recommended to a school:

1. Click Assessments in the navigation sidebar
2. In the Assessment Dashboard Recommended Tests area, click a test name
3. Review the test content to determine which courses at your school would be an appropriate fit
4. Click **Edit Schedule and Settings**

 **Schedule**  [Edit Schedule and Settings](#)

Start Date:6/24/21 **End Date:**6/30/21 **Score Due Date:**7/8/21

5. Scroll down to the Assignment section.
6. Click **Accept Quick Assignment** to schedule to all courses matching the subject and grade level of the test or click **Edit Assignment** to select specific courses

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7. When editing the assignment, note that you must save the altered assignment to return to the test settings page and then complete the process.
8. Click **Done**
9. The test is now assigned. Be sure to communicate to teachers that the recommended tests are available and provide instructions on how to access them.

Recommend a Test to Teachers

Both district and school test administrators can recommend a test to teachers. When you schedule a test, choose **Recommend to teachers**. Then, either accept the quick assignment or edit the assignment.

How a Teacher Assigns a Recommended Test

To assign a recommended test:

1. Click Assessments in the navigation sidebar
2. Click the Benchmark Tests tab or the Classroom Tests tab

Any test recommended to you has a “No” in the Assigned column.

Test Name	Test Category	Assigned	Stage
6th PreAp PreTest	Common Classroom	No	In Progress

2. Click the test name to review the test content
3. Click **Edit Schedule and Settings**
4. Scroll down and either click **Accept Quick Assignment** to accept the suggested sections, or click **Edit Assignment** to choose specific sections or students

When editing the assignment, note that you must save the altered assignment to return to the test settings page and then complete the process.

Assignment for Your Students

Test is currently unassigned

[Accept Quick Assignment: 5 Sections \(Mathematics, Grades 06-08\) in Apple MS](#)
[Edit Assignment](#)

5. To finish, click **Done**