

## Scheduling Assessments

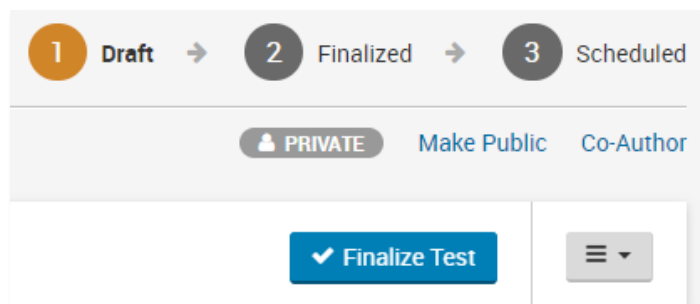
Before administering a Schoolnet test to students, you must schedule and assign it. Use this document to locate a test for scheduling, schedule a test and assign it to students. Many of the options described here are optional: to save time when in doubt, just leave at the default values.

You may also find online help and the following quick reference cards useful: *Strategies to Curb Cheating on Online Assessments* and *Sharing Schoolnet Assessments with PowerTeacher Gradebook* (if applicable), and for test administrators, also see *Security Options for Tests and Items* and *Recommending Assessments*.

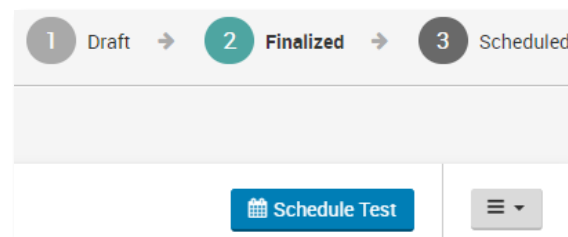
## How to Get to the Schedule Options

When you first create a test, it is in the Draft stage, either Public or Private. Click **Finalize Test** after the test has been previewed and any needed changes have been made. You can only schedule a test in the Finalized stage.

Tests created in co-authoring must be moved to Test Central before they can be scheduled.



Available options in Draft status.



The **Schedule Test** button appears for Finalized tests.

## Getting to the Schedule Page as a Test Administrator

Users who have permission to schedule tests at the institution level can schedule any test with a Finalized status.

*To locate a test created previously:*

1. In the Assessments menu, select **Schedule**
2. Filter as needed to locate the test
3. Click the **Edit Test Schedule** icon to the left of the test title

## Getting to the Schedule Page as a Teacher

Teachers who do not have additional test administrator rights have a teacher version of the Assessments Dashboard.

*To locate a test created previously:*

1. In the Assessments menu, select **Assessment Dashboard**
2. On the Test Dashboard, click the appropriate tab depending on the category of assessment you wish to locate, or open the "Recently viewed tests" tab to locate the test
3. Click the test name to access the Test Detail page
4. Click **Schedule Test**

# Scheduling Assessments

## Scheduling a Test

Follow these steps once on the 'Schedule a Test: Test Settings' page.

To schedule a test:

1. If you see either Link to Test Window or Apply test options from My Personal Template, refer to page 4 for details, otherwise continue with Step 2



2. Enter the start date, end date and score due date

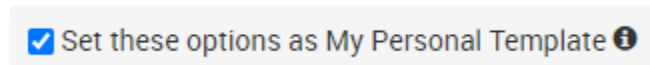
Keep in mind the following:

- 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 unless additional restrictions are added
- Online tests can be administered any time within the window, and even after if the window restriction option is not selected
- The score due date is the recommended date for the test proctor to complete and score open response items and scan the test results (if applicable)

3. Under Test Results and Scoring, review the optional restrictions and select as desired

**New!** The new test restriction "Show correctness for student responses only" can be applied for parents and students. Selecting this restriction will show only the correctness of a student's selected responses. If a student selects the wrong answer, the correct answer will *not* be identified for them.

4. Assign the test by following the instructions in either the *Assign a Test at the Classroom Level* or the *Assign a Test at the School or District Level* sections below
5. If any students will take the test online, review the *Online Delivery Options* section; selections are described on page 3
6. If you want to save the selections for a later test, select the option to save as My Personal Template (if enabled on your site); this will override any previous selections



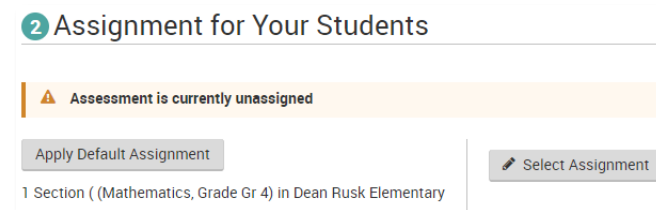
7. Click **Save and Publish**

## Assign a Test at the Classroom Level

Teachers can assign a test to sections or individual students.

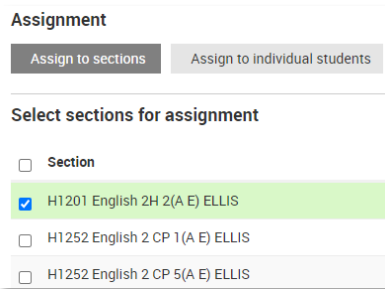
To assign a test:

1. On the 'Schedule a Test: Test Settings' page after you have completed the Administration section, choose from:
  - **Apply Default Assignment** – assign to all your class(es) that match the subject and grade level of the test
  - **Select Assignment > Assign to Sections** – Choose only some of your classes and click **Save**
  - **Select Assignment > Assign to Individual Students** – Choose students, click **Add Selected** and then click **Done**



Sample Assignment section.

# Scheduling Assessments



Sample Select Assignment page

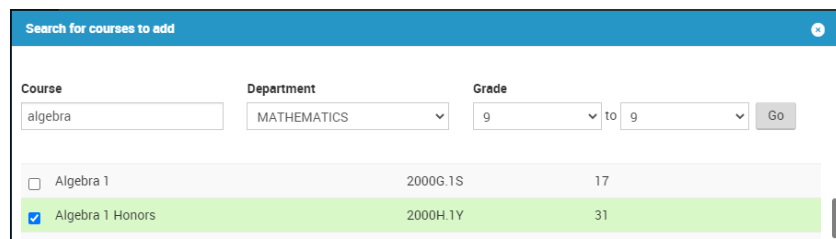
- When you are done assigning the test, review the Online Delivery Options section if applicable
- Click **Save and Publish**

## Assign a Test at the School or District Level

To assign a test to all courses matching the same subject and grade(s) as the test, click **Apply Default Assignment**, review the Online Delivery Options if applicable, and then be sure to click **Save and Publish** to finish the scheduling process.

To manually assign the test to specific courses only:

- Click **Select Assignment**
- Use the filters as needed to locate courses to assign: after selecting, click **Add Selected**



- Optionally, limit by schools using the provided button

- After reviewing online options, be sure to click **Save and Publish** to finish the scheduling process

## Online Delivery Options

Online Help provides additional details on only delivery options.

Field	Description
<b>Test Access</b>	
Online Test Passcode	You can edit the code to personalize it, but it cannot be the same as one for another test.
Allow educators to link the test to [LMS Name]	If enabled in your district, allow this assessment to be used in another application.
Require use of Secure Tester application	To create a “locked-down” test environment, select ‘Require Secure Test application.’ <b>DO NOT use this option unless you are positive Secure Tester is installed on all student computers.</b> See also: <i>Considerations for Secure Tester Quick Reference Card.</i>
Display this test on the 'Take a Test' widget ....	If you intend this test to be a pop quiz, do not check this option, since the test title will appear on the students' home pages prior to class.
Display .. on the 'Review a Test' widget ...	Controls whether students can review results.
Allow only assigned students ....	Only students assigned to the test will be able to take the test. Use with caution if class rosters are in flux, such as in the start of the school year.
Restrict test access to specific days and times	Restrict students' access to the online test so they can access it only during the specified dates and times, e.g., not from home after school.
Disable student section selection	When checked, student will not be able to change the class to which their test is associated.

# Scheduling Assessments

Field	Description
<b>Item Features</b>	
Track and Display Student Response Time	Record the amount of time each student took spent on a test item on an online test. This option is only editable until the start date.
Scramble question order	Enables the random ordering of items on a test. Items within a passage now kept together. Not available for Answer Key Only Tests.
Scramble answer choices	Rearrange answer options on some item types. Do not check this box if the test items include “all of the above” or “none of the above” type answer options, or if enabling text to speech.
<b>Student-Facing Features</b>	
Timed Test	Auto-submit students’ tests at the end of the specified time.
Allow students to resume a started test	‘Allow students to resume’ permits students to resume a test that is paused for any reason, such as an internet interruption. If this option is not enabled, students will not be able to pause a test by closing their laptop and then restarting the test later.  ‘Allow students to pause’ permits students to leave and re-enter an online test without submitting it. While the test is paused, the current question will be hidden. Not recommended when using Secure Tester.  Note: Unless disabled, for tests that do not allow students to resume a test, teachers have an option to allow for students who have started their test but not yet submitted it to resume when their session was interrupted for a valid reason.
Allow students to pause assessment	
Show student scores upon test submission	Display the students’ scores as soon as they finish their tests. Not recommended for tests with open response items.

## Personal Scheduling Template

If you tend to use many of the same settings across multiple assessments, take advantage of the personal template. When you schedule a test, select the option at the bottom of the scheduling screen. If it is missing, ask a site administrator to enable it.

Set these options as My Personal Template ⓘ

Cancel

Save and Publish

The next time you schedule a test, select ‘Apply test options from My Personal Template’ and make any needed modifications. You can optionally save the revised options by selecting ‘Set these options...’ at the bottom of the screen.

## 1 Administration

### Dates

Start Date\*

[Link to Test Window](#)

End Date\*

[Apply test options from My Personal Template](#)

Score Due Date\*  ⓘ

## District Test Windows

The Test Windows functionality simplifies the scheduling of multiple district tests that share a common date range. District-level test administrators with appropriate rights can create and manage test windows, and then link multiple tests to a single test window. A test window defines the scheduling options for all tests linked to the window, ensuring that all the tests have identical scheduling options. To set up, select **Assessments Admin > Test Windows**.