

# Administering Online Assessments Quick Reference Card

## Administering Online Assessments in Schoolnet

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

If someone has not already set up computers in a lab to support online assessments, use the following checklist for each student computer that has not been previously 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
- Read through the most up-to-date requirements by clicking **System Requirements** in the site footer
- If “Administer this test with Schoolnet Secure Tester” was selected during scheduling, confirm that Schoolnet Secure Tester is installed; otherwise, students will not be able to 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 (for younger students, you may wish to point the browser to the URL ahead of time)
- If applicable, confirm the network password so that in the event that a student signs off the computer, she can sign back in
- If needed, print student usernames and passwords (refer to next page)

## Accessing the Proctor Dashboard as a Teacher

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. Click the Proctor Dashboard icon next to the test name

If you cannot locate the test on the My Schoolnet home page, click the Assessment Admin header, locate the test, and select **Proctor Dashboard** on the Test Detail page.

## Accessing the Proctor Dashboard as an Administrator

Users proctoring a section they are not assigned to must access the Proctor Dashboard through the Track Completion Rates link.

1. In the Assessment Admin menu, select **Track Completion Rates**
2. Click the Data Collection Report icon



3. Locate the section of students to proctor by navigating from the school to the section
4. Click **Open Proctor Dashboard**

[Central City School District](#) → [Hardison Elementary](#) → [MATH GR 4 \(2014\) Taylor.01](#)  
[Open Proctor Dashboard](#)



# Administering Online Assessments

---

Confirm with a site administrator how students will sign in, either directly through Schoolnet or through a portal. For each test, confirm whether the test is set up to use secure tester or the browser.

Let students know to alert you if their name or the section is wrong.

Procedure for students to start an assessment in Schoolnet via the browser:

1. Open a browser window
2. Go to the URL provided by your teacher
3. Enter your username and password
4. Click **Sign In**
5. Under Take a Test, enter the online passcode for the test and click **Go**
6. Confirm that the correct class section and assessment is listed and click **Start Your Test**
7. Confirm that the welcome message displays your name, then click **Start Test Now**
8. In the test window that appears, click **Start Test Now**

Procedure for students to start an assessment in Schoolnet via the Secure Tester:

1. Launch the Schoolnet Secure Tester
2. Enter your username, password and the online passcode for the test provided by your teacher
3. Click **Login**
4. Confirm that the correct class section and assessment is listed and click the green **Start Your Test** button
5. In the test window that appears Confirm that the welcome message displays your name, click **Start Test Now**

To take the assessment via either method:

1. After answering each test question, click **Next** to advance through the assessment
2. Use test tools as needed:
  - Mark questions for follow-up with the flag icon
  - Highlight passages in yellow
  - Hide wrong answers
3. After answering the last test question, click **Test Summary**
4. On the Test Summary page, click any flagged or unanswered questions to review them and make changes or additions
5. When satisfied with all the answers, click **Submit Test**
6. In the confirmation window that appears, click **Yes**
7. Click **Close Test**