

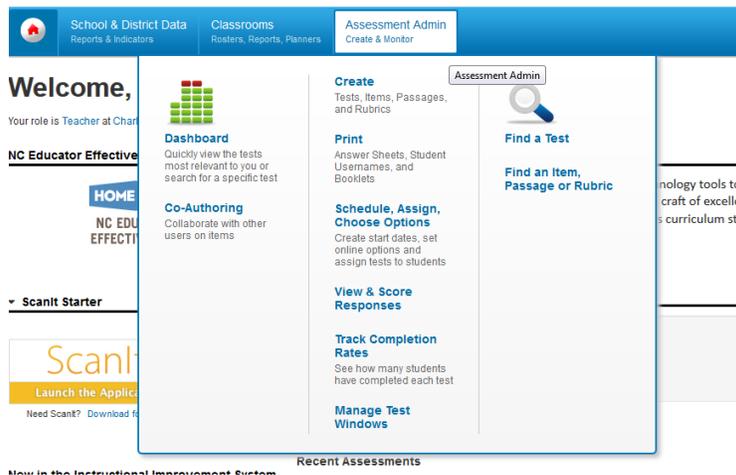
Creating an Assessment in Schoolnet

Step 1: Sign in to PowerSchool with your username and password.

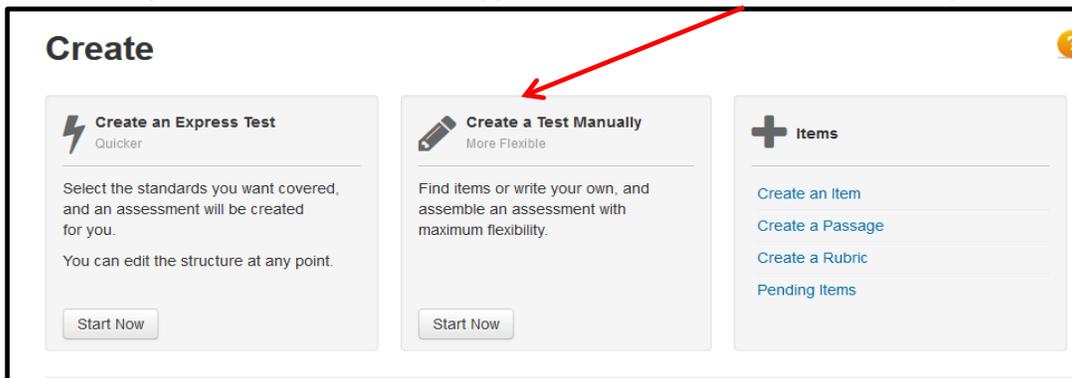
Step 2: Select Schoolnet, which is located on the bottom, left side main menu.



Step 3: Drag your cursor over “Assessment Admin” and select “Create” in order to get to the test creation page.



Step 4: When the new screen appears, select the “Create Test Manually.”



Step 5: The assessment name should adhere to the CMS naming system.

Example> **Math 6 Semester II Benchmark 2014-2015**

Create: Manual Test

Test Name*

Subject*

Grade Level* to

Number of Items All Multiple Choice

Institution Source

Test Category Restrict Teacher Access

Score Type ⓘ

Preferred Standards Document

Answer Key Only Yes No

Enable Assessment Notes Yes No ⓘ

[^ Initial Item Settings](#)

[^ Test Item Settings](#)

Step 6: After naming the assessment, the parameters should be filled in by clicking on the Subject, Grade level, Number of questions, test category, score type, preferred standards document, answer key only and enable assessment notes.

Initial Item settings and Test item settings are optional but should be reviewed.

When finished with the parameters, select the “Generate Test” to start the process.

Step 7: The new screen will allow for question type determination. Each question can be the same item type or different, based on user needs. If you use the item bank, the questions will be available per standard. The other item types will require you to create the question.

Test Detail



test test test test [262696]

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

Test Items 1 2 3 4 5 [+ Add Item](#)
5 total items

Choose an item type for this item



Multiple Choice



True/False



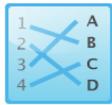
Gridded



Open Response



Inline Response



Matching



Hot Spot - Single Selection



Hot Spot - Multiple Selection



Drag and Drop



Click Stick Click Drop



Task



Lookup in Item Central

Delete Item

Return to Test Detail

Step 8: If you pick “Item Central”, this screen will open and require the user to enter a search word in the filter or browse by choices. In either scenario, the user will end up with items aligned to the target standard.

Item Central



[Back to Previous Page](#)

Enter search text [Add to Favorites](#)

[Create New Item](#)

Items **Passages** Rubrics

Browse by

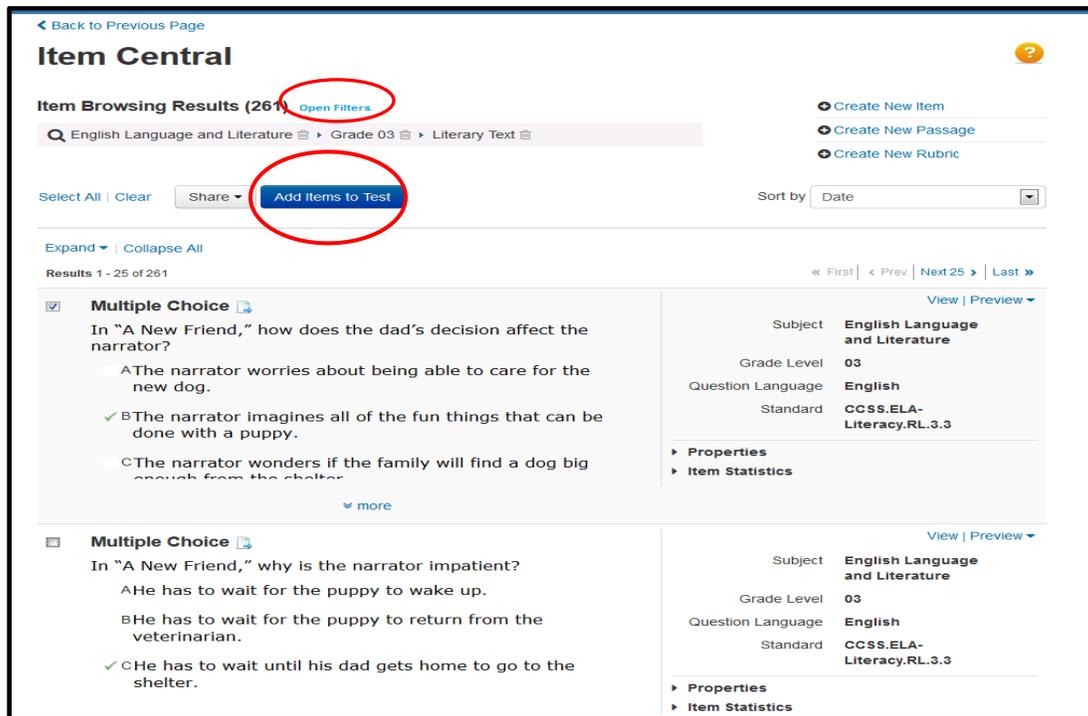
[Subject](#) [Grade](#) [Standards](#) [Created By](#) [Language](#) [Benchmark Items](#) [Classroom Items](#) [CTE Items](#) [Passage Type](#)

[Back to Previous Page](#)

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In “Item Central” the user can find a bank of questions and can search based on standards, subjects, grade, passage type, etc...

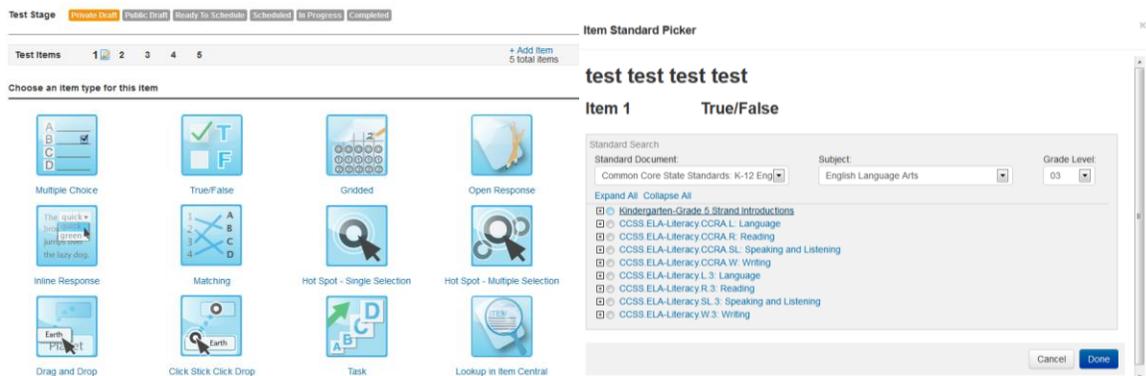
Step 9: Item Central provides a bank of questions that can be used on any assessment. Choose the appropriate questions by putting a check mark in the box beside the question or questions. Each item will provide additional information to aid in decision making. When complete, select “Add Items to Test”, located at the top and bottom of the screen. From this screen, the user can Open filters and select different options for browsing results.



Step 10: If you pick Multiple Choice, True/False, Gridded, Open Response, Inline Response, Matching, Hot Spot, Drag and Drop, Click Stick Click Drop, and Task>Assessment items must be aligned to a standard. Each question can have a different standard, if needed. Selecting the “Standard Look up” will open a screen with all available standards per the content area.

Test Detail

test test test test [262782]



Step 11: Examples of the items are listed below to assist in assessment creation.

- **Multiple Choice** items will need to have the question entered, the possible responses, points earned and the correct response marked.

[Show More](#)

Item #: 1 Multiple Choice [\[change type\]](#)

Question Content
Click here to add content.

Answer Choice Layout

- One Column
- Two Columns - across, then down
- Two Columns - down, then across

Answer Choices

A *Click here to add content.*

Answer is worth points and is the correct response. [✕](#)

[Teacher Explanation](#) | [Student Explanation](#)

B *Click here to add content.*

Answer is worth points and is the correct response. [✕](#)

[Teacher Explanation](#) | [Student Explanation](#) [Click to edit](#)

C *Click here to add content.*

Answer is worth points and is the correct response. [✕](#)

[Teacher Explanation](#) | [Student Explanation](#)

D *Click here to add content.*

Answer is worth points and is the correct response. [✕](#)

[Teacher Explanation](#) | [Student Explanation](#)

[\[add new answer choice\]](#)

Tools and Manipulatives

Enabled

Formula Reference Sheet
None Selected [Select](#)

- **True/False** items can also be Fact/Opinion (F and O) or Yes/No (Y and N) or any other single choice item. This item type allows the user to assign points and determine the correct response.

[Show More](#)

Item #: 1 True/False [\[change type\]](#)

Question Content
Click here to add content.

Answer Choices

T True

Answer is worth points and is the correct response.

[Teacher Explanation](#) | [Student Explanation](#)

F False

- **Gridded** items, such as a math problem, can be created to allow students to bubble in the correct response. The question can be created, number of columns determined, the correct answer listed, and the point score.

SchoolNet

[Show More](#)

Item #: 1 Gridded [\[change type\]](#)

Question Content

[Click here to add content.](#)

Number of Answer Columns*

Correct Answer

Points

Tools and Manipulatives

Enabled

Formula Reference Sheet

None Selected

Passage

- **Open Response** items will require the user to enter the question/statement, create or pick a rubric for grading, determine points possible, number of answer sheets, and provide directions for students. Rubrics can be used multiple times, copied/modified to be more specific, or generated during item creation.

Item #: 1 Open Response [\[change type\]](#)

Question Content

Response Type ⓘ

Enable Text Formatting (not compatible with screen readers)

Rubric

Maximum Points (0-999)

Number of Answer Sheet Pages

Scoring Instructions

ⓘ **Exemplars**

Student Instructions

Tools and Manipulatives Enabled

Formula Reference Sheet

- **Inline Response** items appear as “fill in the blank” type of items. The user can have multiple answers available per empty gap.

[Show More](#)

Item #: 1 Inline Response [\[change type\]](#)

Question Content
Click here to add content.
 Add at least one response gap to the question to begin adding answer choices.

Tools and Manipulatives
 Enabled

Formula Reference Sheet
 None Selected

Passage

- **Matching items** allow the user to create two columns of responses. The user can also determine which items match and the point value.

Item #: 1 Matching [\[change type\]](#)

Question Content
Click here to add content.

Question Stems

1	<i>Click here to add content.</i>	✕
2	<i>Click here to add content.</i>	✕
3	<i>Click here to add content.</i>	✕

[\[add a question stem\]](#)

Available Choices

A	<i>Click here to add content.</i>	✕
B	<i>Click here to add content.</i>	✕
C	<i>Click here to add content.</i>	✕
D	<i>Click here to add content.</i>	✕

[\[add an answer choice\]](#)

Matching Pairs

1	→	--	Match is worth	1	point(s) and	<input checked="" type="checkbox"/>	is correct	✕
Teacher Explanation Student Explanation								
2	→	--	Match is worth	1	point(s) and	<input checked="" type="checkbox"/>	is correct	✕
Teacher Explanation Student Explanation								
3	→	--	Match is worth	1	point(s) and	<input checked="" type="checkbox"/>	is correct	✕
Teacher Explanation Student Explanation								

[\[add a match\]](#)

Tools and Manipulatives
 Enabled

Formula Reference Sheet
 None Selected

- Hot Spot- Single Section.

Item #: 1 Hot Spot - Single Selection [\[change type\]](#)

Question Content

[Click here to add content.](#)

<p>Answer Choices</p> <p>A Click to add content Add Hotspot</p> <p>Worth <input type="text" value="0"/> points <input type="checkbox"/> Correct response <input checked="" type="radio"/></p> <p>Teacher Explanation Student Explanation</p> <hr/> <p>B Click to add content Add Hotspot</p> <p>Worth <input type="text" value="0"/> points <input type="checkbox"/> Correct response <input checked="" type="radio"/></p> <p>Teacher Explanation Student Explanation</p> <hr/> <p>C Click to add content Add Hotspot</p> <p>Worth <input type="text" value="0"/> points <input type="checkbox"/> Correct response <input checked="" type="radio"/></p> <p>Teacher Explanation Student Explanation</p> <hr/> <p>D Click to add content Add Hotspot</p> <p>Worth <input type="text" value="0"/> points <input type="checkbox"/> Correct response <input checked="" type="radio"/></p> <p>Teacher Explanation Student Explanation</p> <hr/> <p>Add Answer Choice</p>	<p>Canvas</p> <p>Attach Canvas Image</p> <div style="border: 1px solid #ccc; padding: 20px; text-align: center;">  <p>Select a background image to begin configuring the canvas and answer choices.</p> </div>
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Item Preferences

Formula Reference Sheet None Selected [Select](#)

- Hot Spot- Multiple Section.

Item #: 1 Hot Spot - Multiple Selection [\[change type\]](#)

Question Content

[Click here to add content.](#)

<p>Answer Choices</p> <p>A Click to add content Add Hotspot</p> <p>Worth <input type="text" value="0"/> points <input type="checkbox"/> Correct response <input checked="" type="radio"/></p> <p>Teacher Explanation Student Explanation</p> <hr/> <p>B Click to add content Add Hotspot</p> <p>Worth <input type="text" value="0"/> points <input type="checkbox"/> Correct response <input checked="" type="radio"/></p> <p>Teacher Explanation Student Explanation</p> <hr/> <p>C Click to add content Add Hotspot</p> <p>Worth <input type="text" value="0"/> points <input type="checkbox"/> Correct response <input checked="" type="radio"/></p> <p>Teacher Explanation Student Explanation</p> <hr/> <p>D Click to add content Add Hotspot</p> <p>Worth <input type="text" value="0"/> points <input type="checkbox"/> Correct response <input checked="" type="radio"/></p> <p>Teacher Explanation Student Explanation</p> <hr/> <p>Add Answer Choice</p>	<p>Canvas</p> <p>Attach Canvas Image</p> <div style="border: 1px solid #ccc; padding: 20px; text-align: center;">  <p>Select a background image to begin configuring the canvas and answer choices.</p> </div>
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Item Preferences

Response Range Set Accepted Response Range

Min and Max

- Drag and Drop items

Item #: 1 Drag and Drop [\[change type\]](#)

Question Content

[Click here to add content.](#)

Target Container

1 [Click here to add content.](#) ✖

2 [Click here to add content.](#) ✖

3 [Click here to add content.](#) ✖

[\[Add a target container\]](#)

Draggable Answer Choices

A [Click here to add content.](#)
This answer choice can be used time(s) ✖

B [Click here to add content.](#)
This answer choice can be used time(s) ✖

C [Click here to add content.](#)
This answer choice can be used time(s) ✖

D [Click here to add content.](#)
This answer choice can be used time(s) ✖

[\[Add a draggable choice\]](#)

Match Target Containers with Answer Choices

1 2 3

No Content Defined

Set container capacity to

Answer Choice List

A	<input type="text"/>	is worth <input type="text" value="0"/>	point(s) and <input type="checkbox"/>	is correct	Teacher Explanation Student Explanation
B	<input type="text"/>	is worth <input type="text" value="0"/>	point(s) and <input type="checkbox"/>	is correct	Teacher Explanation Student Explanation
C	<input type="text"/>	is worth <input type="text" value="0"/>	point(s) and <input type="checkbox"/>	is correct	Teacher Explanation Student Explanation
D	<input type="text"/>	is worth <input type="text" value="0"/>	point(s) and <input type="checkbox"/>	is correct	Teacher Explanation Student Explanation

- Click Stick Click Drop items

Item #: 1 Click Stick Click Drop [\[change type\]](#)

Question Content

[Click here to add content.](#)

Target Container

1 [Click here to add content.](#) ✖

2 [Click here to add content.](#) ✖

3 [Click here to add content.](#) ✖

[\[Add a target container\]](#)

Available Choices

A [Click here to add content.](#)
This answer choice can be used time(s) ✖

B [Click here to add content.](#)
This answer choice can be used time(s) ✖

C [Click here to add content.](#)
This answer choice can be used time(s) ✖

D [Click here to add content.](#)
This answer choice can be used time(s) ✖

[\[Add an answer choice\]](#)

Match Target Containers with Answer Choices

1 2 3

No Content Defined

Set container capacity to

Answer Choice List

A	<input type="text"/>	is worth <input type="text" value="0"/>	point(s) and <input type="checkbox"/>	is correct	Teacher Explanation Student Explanation
B	<input type="text"/>	is worth <input type="text" value="0"/>	point(s) and <input type="checkbox"/>	is correct	Teacher Explanation Student Explanation
C	<input type="text"/>	is worth <input type="text" value="0"/>	point(s) and <input type="checkbox"/>	is correct	Teacher Explanation Student Explanation
D	<input type="text"/>	is worth <input type="text" value="0"/>	point(s) and <input type="checkbox"/>	is correct	Teacher Explanation Student Explanation

- Task items

Item #: 1 Task [\[change type\]](#)

Question Instructions

Click here to add content.

Activities

Total Points: 0

You haven't added any activities yet. Select 'Add Activity' to begin building this task.

[+ Add Activity](#)

Delete Item

Return to Test Detail

Step 12: Select “Make Public” in the upper right hand corner. Select “Ready to Schedule” in the upper right hand corner.

Step 13: Schedule the test session on the “Schedule a Test” screen. A test passcode will be generated to provide to students.

[Back to Previous Page](#)

Schedule a Test: Test Settings



test test test test [262818]

[View Details](#)

Test Stage [Private Draft](#) [Public Draft](#) [Ready To Schedule](#) [Scheduled](#) [In Progress](#) [Completed](#)

SUBJECT: English Language and Literature

ADMINISTRATION DATES: Not Scheduled

GRADE LEVEL: 03

COLLECTION STATUS: Not Started

Test Settings

Start Date*

End Date*

Score Due Date*

Prevent the students from accessing the test results until after the end date

Online Test Options

Note: It is highly recommended to [Preview Online Test](#) before administration to students.

Administer this test with Schoolnet Browser Test Tunnel - Standard browser settings
 Schoolnet Secure Tester - Schoolnet's built-in Secure Tester delivery system

Online Passcode is required for a student to access this test:

Online Passcode is required for a student to access this test:

Step 14: Once the assessment has been finalized it will show as “In Progress.” The user can monitor students as they take the assessment during this time.

Navigation: Home, School & District Data (Reports & Indicators), Classrooms (Rosters, Reports, Planners), Assessment Admin (Create & Monitor)

← Back to Previous Page

Schedule a Test: Test Settings

test test test test [262818]

[View Details](#)

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

SUBJECT: English Language and Literature **ADMINISTRATION DATES:** Not Scheduled
GRADE LEVEL: 03 **COLLECTION STATUS:** Not Started

Step 15: The assessment can be administered online at <http://cms.powerschool.com/parent> or in printable format. The printed assessments can be scanned with the ScanIt program. Upon completion of the assessment period the user can access the report features to review the data.