

### Scheduling and Assigning Assessments

Before administering a Schoolnet test to students, you must schedule and assign it. Use this document to understand the test stages, 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.

### Understanding the Test Stages and How to Get to the Schedule Options from a Test Draft

When you first create a test, it is in the Private Draft stage. Advance to the next stage by clicking the blue status button at the top right of the screen. Change the status to Ready to Schedule after the test has been previewed and all changes have been made. You can only schedule a test in the Ready to Schedule stage.

### Getting to the Schedule Page as a Teacher

*To locate a test created previously:*

1. In the Assessments menu, select **Assessment Dashboard**
2. On the Test Dashboard, click the Classroom Tests tab to locate, or open the “Recently viewed tests” tab to locate
3. Click the test name to access the Test Detail page
4. Click **Schedule**

### Scheduling a Test

Follow these instructions once you arrive at the Schedule a Test: Test Settings page.

*To schedule a test:*

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

Keep in mind the following:

- The dates must be within the current school year
  - Online tests can be administered any time within the window, and even after if the student window restriction option is not selected
  - The score due date is the recommended date for the
2. Under Test Results and Scoring, review the optional restrictions and select as desired
  3. Assign the test by following the instructions in the *Assign a Test at the Classroom Level* section below
  4. Review the *Online Delivery Options* section; selections are described on page 3
  5. Click **Save and Publish**

### Assign a Test at the Classroom Level

Teachers can assign a test to sections or individual students. To assign the test automatically to all courses mapped to the same subject and grade level, click **Accept Quick Assignment** (when available) and then click **Save**.

*To individually select sections or students to assign the test to:*

1. Click **Edit Assignment**
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2. Choose **Assign to sections** or **Assign to individual students**
3. When you have selected the desired sections, click **Save**; for students, scroll down and click **Done**
4. To finish scheduling the test, click **Save** on the “Schedule a Test: Test Settings” page
5. If the test is being delivered online via TestNav, click **Publish to TestNav**

## Online Delivery Options

Field	Description
<b>Test Access</b>	
Online Passcode	A student will use a passcode to access a test online. A default passcode appears. You may edit the code to personalize it. The code must be unique.
Require use of Secure Tester	DO NOT USE!!
Display this assessment 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 this assessment on the 'Review a Test' widget ...	Controls whether students can review results.
Allow only assigned students to take test	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.

Field	Description
Restrict assessment 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
<b>Item Features</b>	
Track and Display Student Response Times	Record the amount of time each student took spent on a test item on an online test. If used, duration will be available in the item analysis report.
Scramble question order	Rearrange items so the system generates different versions for each student at random. Do not use this option if your test has a passage attached to multiple items.
Scramble answer choices	Rearrange multiple choice answer options. Do not check this box if the test items include “all of the above” or “none of the above” type answer options. Text to speech is not supported for this feature.
<b>Student-Facing Features</b>	
Timed Test	Auto-submit students' tests at the end of the specified time.
Allow students to pause test	Students may pause a timed test.
Show student scores upon test submission	Display the students' scores as soon as they finish their tests. This option is not recommended for tests with open response items.