

# Scoring Schoolnet Assessments Quick Reference Card

## Scoring Schoolnet Assessments

Use this document to learn how to score and print open response items for Schoolnet assessments in the TestNav scoring page. There is also a section on manually entering responses for other item types for students who aren't testing online.

As you submit online scores, the points are instantly updated in most reports through Schoolnet; scores in a few reports may take until the next day.

## Teacher Procedure: Score Items Online

Scores for open response items can be entered online for both paper and online tests. **For paper tests, it is essential to scan sheets that include other item types first and then score open response items online.**

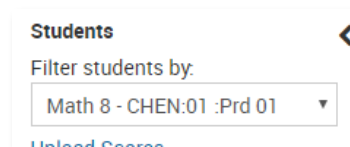
Depending on test restrictions, you may not have access to score some item types. Some tests allow adding responses for any item in order to support manual entry for younger students who circled answers on a test booklet, damaged answer sheets that can't be scanned, etc. Be sure to follow any scoring policies. Refer to *Options for Manually Entering All Responses* on the last page.

To score open response items:

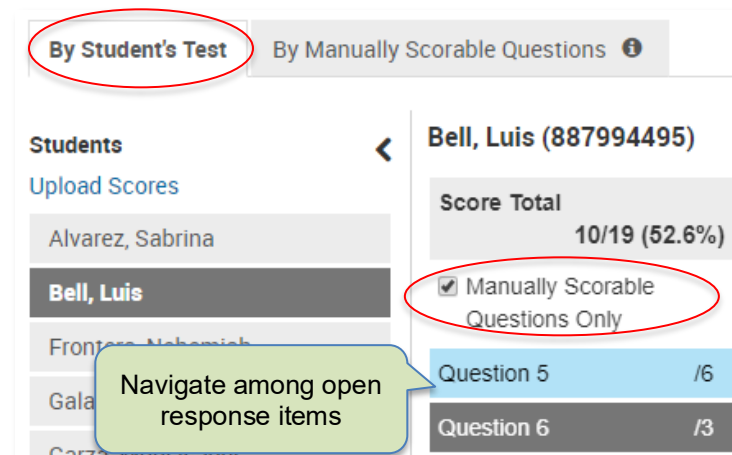
1. In the navigation sidebar, click **Assessments** to go to the Test Dashboard
2. For the desired test, select **Score** from the Actions menu

If you don't see an Actions menu in the last column, your user permissions are set up to see a different version of the dashboard; locate the test via the Find feature and click the title to access the **Score** link, or click **Score Responses** in the navigation sidebar Assessments menu

3. The class assigned to the test should appear by default in the "Filter by" menu

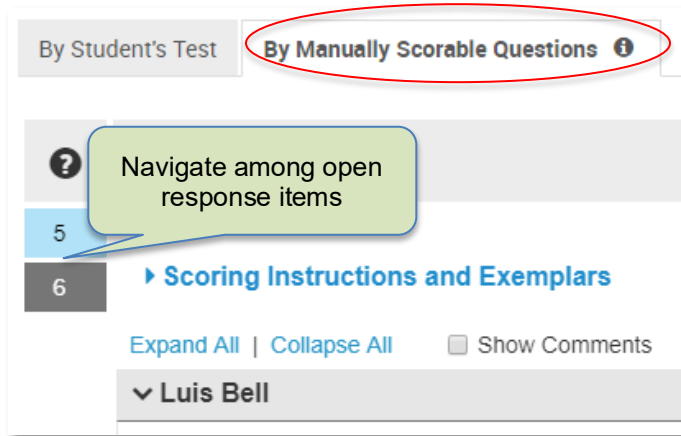


4. Choose one of the following workflows:
  - Score all items for each student before moving on to the next student: Click their name and select 'Manually Scorable Questions Only' to filter on only those items which need attention



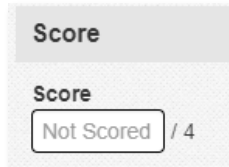
# Scoring Schoolnet Assessments

- Score all students on one open response item at a time: Click the **By Manually Scorable Questions** tab. Only students with a response are listed with each item



- For each manually scorable item for each student, indicate the score:

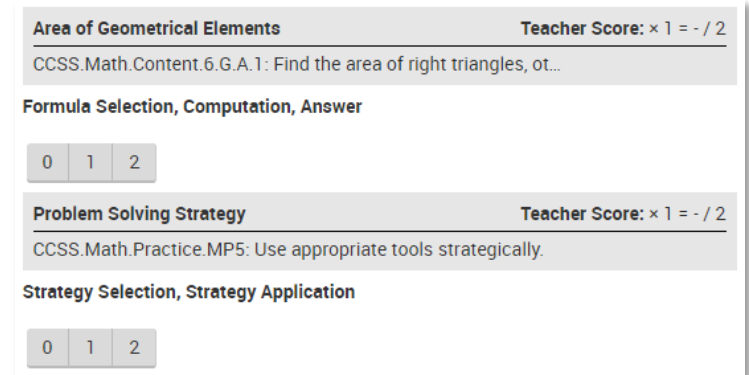
- For items without a built-in rubric, enter the number:



If available, view the scoring instructions under the response.



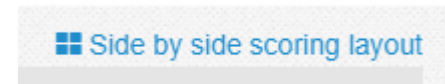
- For items with a rubric, click the appropriate score tile for each standard:



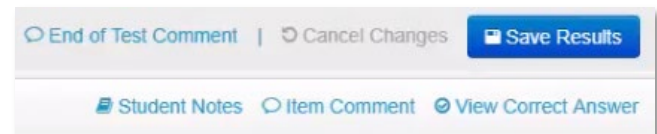
For scoring guidance, click **Full Rubric View**, located below the response.

Be sure to click **Save Results** for each student (or item if in the using “Manually Scorable” tab).

**Tips:** Below the item, click **Side by side scoring layout** to see the question, response and scoring instructions all next to each other.



Depending on test settings and item types, you may also see links on the top to view student comments and any text entered in their Notepad. Passages show any highlighted areas.



# Scoring Schoolnet Assessments

## Options for Manually Entering All Responses

In some cases, students will not actually test in Schoolnet or bubble in answers (for document camera scanning), but you still want to record their answers. You have three choices:

- Select student and for each item, select their response, or indicate appropriate score for manually scorable items



- Select the student and click **Start Test** to see the test as the student would and enter their responses

MOMIN, Christina

This student has not yet started the test. If you start the test, either you or the student can take the test. Taking the test will give you access to tools, manipulatives, and accommodations. Or you can simply enter scores below. [Start Test](#)

## What if Results are Missing for a Student?

If a student is missing results but you know they took the test, it is likely the student did not submit it. On the Score page, teachers can click **Score Pending Test** to auto-submit it.

Students

By Student's Test

Filter by: Math 8 - CHEN:01 :Prd 01  Show Items already scored

Upload Scores

ALLEN, MARTHA	ALLEN, MARTHA (887780682)	Total Teacher Score: 0/6 (0%)
ARMSTRONG, THOMAS		
BILICA, ROBIN	This student started the test but has not yet submitted it.	<a href="#">Submit Pending Test</a>

## How to Print Student Open Responses

On the Score page in the 'By Manually Scorable Questions' tab, you will see links to export a PDF of students' written responses for a single open response item or for all open response items on the test

By Student's Test | By Manually Scorable Questions | THEATRE SURVEY - Sec-01 Per-4

[Export Student Responses For All Questions \(pdf\)](#) [Cancel Changes](#) [Save Results](#)

1.1 **Question 1.1** [Export Student Responses \(pdf\)](#)

1.2 Expand All | Collapse All | Show Comments

1.3 ^ Abercrombie-James, Richard 5 / 5

1.4 ^ Alfman, Brandi - / 5

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