Schoolnet

Student User Guide

Version 22.1.0

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The data and names used to illustrate the reports and screen images may include names of individuals, companies, brands, and products. All of the data and names are fictitious; any similarities to actual names are entirely coincidental.

Table of Contents

Preface

Use this guide to assist you while navigating Schoolnet. This guide is based on the Schoolnet online help, which you can also use to learn the Schoolnet Student Information System (SIS) and to serve as a reference.

The Schoolnet online help is updated as Schoolnet is updated. Not all versions of the Schoolnet online help are available in a printable guide. For the most up-to-date information, click Help on any page in Schoolnet.

Referenced Sections

This guide is based on the Schoolnet online help, and may include references to sections that are not contained within the guide. See the Schoolnet online help for the referenced section.

Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

Navigation

This guide uses the > symbol to move down a menu path. If instructed to "Click File > New > Window," begin by clicking File on the menu bar. Then, click New and then Window. The option noted after the > symbol will always be on the menu that results from your previous selection.

1: Welcome to your student home page

Get started with your student home page where you have one-click access to the information that you need most, including one or more of the following:

- **Announcements:** View current important announcements.
- **Attendance:** View the number of days that you have been enrolled, absent, and tardy.
- **Take a Test:** View scheduled tests and due dates, and start an online test.
- **My Student Profile:** View your standardized record, learning plan, benchmark tests, classroom tests, and academic record.
- **Upcoming Assignments:** At-a-glance, view for your five most recent assignments with one-click access to view all upcoming and past assignments from your teachers.
- **Review a Test:** View results for your most recently submitted and graded tests.
- And more, depending on how your school.

Sign In and Out

When logging into the system from another portal where single sign on is enabled (for instance, Schoolnet for PowerSchool), there is no need to re-authenticate. These instructions apply when trying to sign in to the system directly. Depending on the system configuration and user role, the sign in process will differ.

First time

Depending on the system configuration, enter or verify the following information. Steps may vary depending on how your system is set up.

1. Go the web address (URL) provided by your school or district.
2. Click the link next to **First time logging** link.
3. Enter your email address.
4. Click **Ok**.
5. You will be sent a temporary password. Use it to sign per the steps below.
6. After receiving your temporary password, return to the sign in page.
7. Enter your **Username** and temporary **Password**.
8. Click **Sign In**.
9. You will be prompted to change your password. Enter and confirm your new password. Passwords are case sensitive and must be 6 to 12 characters in length and include at least one number and at least one letter. Special characters are not supported.
10. Verify your default role and institution. These fields configure what is available by default while using the system. If you have additional roles or institutions to choose from to see additional information or actions in the system, you can change these in My Account (on the top right corner of any page) at any time to switch your view.

Sign In for Students

1. Go the site's web address (URL) provided by your school.
2. Enter your **Username** and **Password** provided by your school. Passwords are case sensitive and may not be required for students. If they are required for students, they may be system-generated and cannot be changed, but teachers can have access to these passwords in case students forget them. Passwords may also be temporary on first sign-in, and must then immediately be changed.
3. Click **Sign In**.

Sign out

When signing out of the system after coming in from another portal, such as PowerSchool, you will be signed out from both sites. This is true for all district- and state-level solution users, including students, teachers, and administrators.

To sign out:

6

- Click the user icon in the top-right corner, and then click **Sign Out**.

Upcoming Assignments

On your student home page, **Upcoming Assignments** provides an at-a-glance view for your five most recent assignments with one-click access to view all of the assignments created by your teachers. Click **View Assignment Calendar** to display a complete listing of upcoming assignments.

System operators are able to change the size of this widget and its location on the My Schoolnet page. If you have trouble reading the widget, or need it in a different location on the page, please contact a system operator.

Upcoming Assignments

Your assignment calendar provides a weekly at-a-glance view of the assignments that have been scheduled for all courses during the current week. The assignments are grouped by due dates and courses. For the current week, the assignment list includes only days for which there are assignment (s) due. Use the built-in options to page through weeks or months at a time.

- **Assignment Activity:** Only days with scheduled assignments are listed on the assignment activity. Use the icons to quickly page through the previous or next weeks on your calendar. Click **Current** to return to the current week.
- **Calendar:** Select a calendar day to view the assignment activity for the selected day. Days with assignments are bold. Use the browser's scroll bar to view other assignments that are scheduled within the selected week. To return to the current day, click **Today** where you can view assignments for any days within the current week for which there are assignments due. The calendar also includes monthly paging options to quickly page through months.

View Assignments

1. Optional: Select course(s) to limit the view to one or many courses for the week. All of your courses are listed on the filter but courses for which there are no assignments appear dimmed.
2. Optional: Select the week options to display assignments for the **Next Week** and **Previous Week**.
3. Optional: Select calendar options to choose specific days or months. Dates in bold have scheduled assignments.
4. Click **Open** to view the assignment details including instructions from your teacher and launch other materials that have been linked to the assignment.

Assignments: Week of May 12

Select Courses with Assignments

Weekly Paging Options

◄ Current ►

☐ All Courses
☐ Art 6
☐ Art 6
☑ Mathematics 6
☐ Physical Education 6
☐ Physical Education 6
☑ Reading 6
☑ Rica 6-@Err
☑ Science 6
☑ Social Studies 6
☐ Vocal Music 6

◑ May ▾ 2013 ▾ ◑

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Today

Assignments = Bold
Current Week – Blue

Social Studies 6 | Due Mon, May 13 — Open

Acids & Bases: Physical & Chemical Properties
Mathematics 6 | Due Mon, May 13 — Open

American Literature: Colonial Experiment
Reading 6 | Due Mon, May 13 — Open

"Pick" a Formula
Mathematics 6 | Due Mon, May 13 — Open

May 14 - Tuesday (Today)

A Three Point Circle
Mathematics 6 | Due Tue, May 14 — Open

Absolute Monarchs: Palaces and Portraits
Social Studies 6 | Due Tue, May 14 — Open

Area and Circumference of a Circle
Mathematics 6 | Due Tue, May 14 — Open

May 15 - Wednesday

YOGMO (Copy)
Mathematics 6 | Due Wed, May 15 — Open

Africa Kingdoms: Timbuktu
Social Studies 6 | Due Wed, May 15 — Open

African Americans and the New Deal
Social Studies 6 | Due Wed, May 15 — Open

Assignment Detail

View details, including instructions from your teacher, and access additional materials that have been linked to the assignment. Click on the assignment content, or on any attachments and links, to launch the associated content. To return to the previously opened page, simply click **X** or **Close**.

Review a Test

On the student home page, the **Review a Test** widget shows students a list of the tests they have recently completed. From here, you can:

- Click **Review** to view your test score and performance on each question and standard.
- Click **Self-Assess** to take a self-assessment on designated classroom tests. A self-assessment allows you to compare your open response answers to specific scoring criteria for each question, and then assign your own score. Teachers will see self-assessment scores and comments when scoring the test.. A self-assessment may be completed only once. After completing a self-assessment, you can still review the details of the test and see your self-assigned scores and teacher scores. See "Self-Assessment" on page 24 for more information.

Note: Some tests may not appear here or may appear but cannot be reviewed. This is because the test creator chose to hide or restrict access to the test.

2: Workspace Home

The Student Workspace home page provides one-click access for students to add and manage portfolios containing their school work. Each student has their own workspace that is unique to their profile that stays with them as a Schoolnet user even as teachers, schools, and school years change. Students begin to build out their individual workspaces by creating portfolios to demonstrate work, aptitude, experience, knowledge in one or more of their classes. Students create portfolios and add their most valued work items as evidence of their learning. While portfolios can be linked only to a student's active classes, students can always access portfolios linked to prior classes and school years. Teachers and others with the appropriate permissions also have access to a student's workspace.

Student Workspace has a user-friendly design with many features to make managing and viewing student work simple:

- Sort options to quickly locate portfolios linked to classes, portfolio modification date, number of items or title.
- Access to **Past Years Portfolios** that provide the ability to view portfolios from previous years as well as the ability to show the classes linked to that portfolio.
- Tile layout for portfolios, work items, and attachments providing a touch-friendly and streamlined user interface.
- Reordering of portfolio work items and attachments simply by selecting a tile and move to a new location.
- Breadcrumb navigation links that allow users to an easy path to navigate across portfolios and work items include page controls.
- MP4 and MP3 in-line playback.
- Visually-rich portfolio and work item views that reflect the content within them.
- **Actions** menu with manage portfolio options.
- Hierarchy of a workspace is Workspace > Portfolio(s) > Work Item(s) > Attachment(s).

Student Access

Students access their Student Workspace from a web part on the Schoolnet home page that has been designed for students only.

1. In the Student Workspace widget, click **Launch**.
2. Optional: Choose All Classes or select a class to filter the view.
3. Optional: Choose filter option to sort portfolios:
   - Last Updated (Newest to Oldest)*
   - Last Updated (Oldest to Newest)*
   - # Work Items (Highest to Lowest)
   - Portfolio Title (A to Z)

> **Note:** *Last updated refers to the last date that a portfolio was edited or any associated work items within a portfolio were modified or added.

4. Optional: Click on a tile to access the portfolio details to create, view, and manage the work items within a portfolio.

Teachers & Authorized Visitors

Teachers who are assigned to a current section have access to the workspaces of their students. In addition to teachers, other users with *Manage Instruction* rights have access to the workspaces of students in those sections that they have permissions to view.

To access workspaces, go to Classroom > Student Workspaces.

Portfolio

Student-created portfolios can be used to demonstrate a student's work, aptitude, experience or growth in one or more of their classes. Students create portfolios and add limitless work items to them; each work item containing its own text, uploaded documents, images, and multimedia attachments.

> **Tip:** Use breadcrumb links to quickly navigate through workspace pages.

To create a Portfolio

1. In the Student Workspace widget, click **Launch**.
2. Click **Create Portfolio**.
3. Enter a **Title** for the portfolio, required. A title can be for a specific class or unit of study such as Social Studies or American Revolution.
4. Optional: *What is this collection about?* Enter a description so you and your visitors can quickly identify the category and locate attached work items.
5. Expand the menu and select one or more classes to link to your current classes. Class names display on the portfolio tile as well as on the portfolio details page.
6. Optional: For an at-a-glance view at portfolios, choose a color to customize the look of each portfolio that appears on your workspace home page.
7. Click **Save**.

To manage a Portfolio

Students can edit a portfolio from the Portfolio detail page or from the Student Workspace home page. From either location:

1. Choose an option from the **Actions** menu:
    - **Edit** to change the portfolio title, description, linked classes, and color.
    - **Delete** to remove the portfolio and all its associated work items and attachments.

- **Export** to generate a zip file that can be downloaded to share a work item and along with all of the attachments offline. An alert will notify you when the file is ready to be downloaded.

2. Click **Save** or **Cancel** to discard all changes.

Portfolio Detail

From the main student workspace page, click on a portfolio tile to open it and view its contents. The Portfolio Detail page allows the user to add and view all of work items contained in a portfolio. Work items are displayed in tile format and contain images and icons to provide an at-a-glance view of the content richness contained within the selected work item.

> **Tip:** Use breadcrumb links to quickly navigate through workspace pages.

To view a work item

Students and their visitors can view the work item details page. The upper section displays the portfolio the title, description, and classes including identifiers for the linked classes. The lower section provides tiles for all of the work items that are associated with the portfolio.

1. In the Student Workspace widget, click **Launch**.
2. Select a portfolio by clicking on the tile.
3. Optional: Click **Show/Hide Description** to expand/collapse the description of the portfolio, if provided.
4. Click the upper section of the work item tile or title to view the work item detail. See "Work Item Detail" on page 15 for more information.

View file formats and icons

File Type	Extension	Image
Audio	MP3, WAV	🔊
Compressed	ZIP	
Document	DOC, DOCX	
Image	GIF, JPG, JPEG, PNG,TIF	
Portable Document Format	PDF	

Slideshow	PPT, PPTX	🪧
Spreadsheet	XLS, XLSX	📊
Unknown	The use of alternative audio and video formats, as well as some browsers, may not support on-screen file viewing. In this case, a file can be downloaded and viewed using an internal system program.	📄
Video	MP4	🎥

For more information, see the following topics:

- "Portfolio" on page 11
- "Work Item" below

Work Item

Once a portfolio has been created, students can build their body of evidence by creating work items within each of their portfolios. A work item may include student-created text, images, and files as evidence of work in an area of study or category. Authorized visitors will also have the ability to view and comment on the work items that are contained within a student's portfolios.

> **Tip:** Use breadcrumb links to quickly navigate through workspace pages.

To create a work item

1. In the Student Workspace widget, click **Launch**.
2. Select a portfolio by clicking on the tile.
3. Click the **Create Work Item** go to the create work item page.
4. Enter a **Title**, required.
5. Optional: Enter any appropriate text for the work item using the built-in text editor. The editor includes standard text decoration features including an equation editor, grammar check, and spell check.
6. Optional: Click **Upload File** and browse to upload one or more files to the work item. Once uploaded, you can select a tile to move the attachment to a new location.

> **Note:** When uploading files, the maximum size is 6 MB. All file types are supported. Uploaded images display in thumbnail form on the Create/Edit page: uploaded MP3 and MP4 files are

available for in-line playback. All other uploaded files will be represented by an icon indicating the file's format.

7. Optional: Enter a caption or short description of up to 100 characters to identify the attachment.

View file formats and icons

Attachment Type	Extension	Image
Audio	MP3, WAV	
Compressed	ZIP	
Document	DOC, DOCX	
Image	GIF, JPG, JPEG, PNG, TIF	
Portable Document Format	PDF	
Slideshow	PPT, PPTX	
Spreadsheet	XLS, XLSX	
Unknown	The use of alternative audio and video formats, as well as some browsers, may not support on-screen file viewing. In this case, a file can be downloaded and viewed using an internal	

	system program.	
Video	MP4	

8. Click **Save** to add a new tile for the work item to the portfolio or **Cancel** to discard the work item.
9. Optional: Select a tile and move it to a new location.

> **Tip:** Use tile outlines to guide the placement of the work item in a new location.

To manage a work item

1. In the Student Workspace widget, click **Launch**.
2. Select a portfolio by clicking on the tile.
3. From the a work item tile, choose an option from the **Actions** menu:
   - **Edit** to make changes to the title, work item text, order, and attachments.
   - **Move to Portfolio** select a new portfolio for the work item. Once selected the work item will be moved to the selected portfolio and will not be associated with the previously selected portfolio.
   - **Delete** to remove the work item and attachments.
4. Click **Save** or **Cancel** to discard all changes.
5. Optional: Click on a work item tile to access the work item details page and perform more actions.

Work Item Detail

Work Item Detail provides an at-a-glance view of work item contents. Students, teachers, and others who are authorized can create, edit, and comment on work items within a student's created portfolio. You can:

- Pay or download of media files and attachments.
- View and post comments on work items with automatic alerts to students.
- **Show/Hide Description** to expand/collapse the description of the portfolio, if provided.
- Use the **Actions** menu with "To manage a work item" on the next page options.
- Navigate using the ❬ ❭ icons to across all work items within the selected portfolio.

> **Tip:** Use breadcrumb links to quickly navigate through workspace pages.

To view work item details

The two-column layout separates work item text from attachments and includes image thumbnails

and icons to provide an at-a-glance view of attachments. In addition, on-screen viewing for video and audio files is supported.

1. In the Student Workspace widget, click **Launch**.
2. Choose a portfolio by clicking on the tile.
3. Click on the upper section of a work item tile to view the text and associated attachments.
4. Optional: Click **Show/Hide Description** to expand/collapse the description of the portfolio, if provided.
5. Click on an attachment to view, download, or play the item.
6. Optional: Click the 💬 comments icon to add and view existing comments. Then, click **Post**: to save and submit your comment. Students receive an alert notification when a new comment is posted to their work items by another user.

   About Comments

   Students, teachers and other authorized visitors can provide feedback to students on their work items. Enter plain text in the text box. Comment creators can delete their own comments but not comments from other visitors. Comment creators can delete their own comments. Teachers and administrators can also remove student comments.

> **Note:** On-screen viewing for MP3 and MP4 files are supported. Other audio/video file types may also be viewed depending upon the browser's internal media player. However, when on-screen viewing is not available, a file can be downloaded and viewed using an internal system program.

To manage a work item

Directly from the Work Item Detail, students can manage work item details including the content and attachments that are linked to it.

1. In the Student Workspace widget, click **Launch**.
2. Select a portfolio by clicking on the tile.
3. Choose an option from the **Actions** menu:
   - **Edit** to make changes to the title, work item text, order, and attachments.
   - **Move to Portfolio** select a new portfolio for the work item. Once selected the work item will be moved to the selected portfolio and will not be associated with the previously selected portfolio.
   - **Delete** to remove the work item and attachments.
   - **Export** to generate a zip file that can be downloaded to share a work item and along with all of the attachments offline. An alert will notify you when the file is ready to be downloaded.
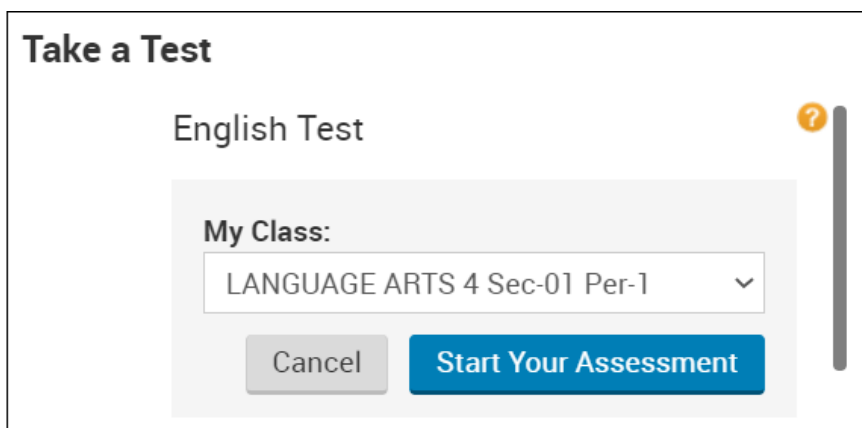
3: Take a Test

The Take a Test widget on your home page shows the online tests that have been assigned by your teachers.

> **Note:** Some tests may require the Secure Tester application. This application must be installed on your computer by a teacher or staff before beginning a test.

To take an online test:

1. Sign in to My Schoolnet.
2. You can see your tests in the **Take a Test** widget. For a complete list of tests that have been assigned by your teachers, click **View All**.
3. Enter the online passcode provided by your teacher, and then click **Go**. If you receive an error message, notify your teacher or the test administrator.
4. Verify the test:
   - You may be required to select your class before you can start the test or it may be selected for you.
   - Verify the test name (there may be multiple tests for the same class). If this is the wrong test, click **Cancel**, and then enter a passcode for another test.

5. Click **Start Your Test** to launch the test.

> **Tip:** If you are resuming a paused or interrupted test, you may see a message that you do not have permission to resume the test. Ask your teacher for help if you see this message.

6. Read the test instructions, and then click **Start Test Now** to begin the test. For timed tests, the countdown will not start until you click on the first question.
7. Read through each question and enter or select an answer. Open Response questions may allow you to type or speak your response online or write your answer in a test booklet.

8. After answering all the questions, click the **Submit Final Answers** button. You can click the back arrow or **Review** button to check your answers first.

Online Testing FAQ

Welcome to your online test. You can take a test on your PC, Mac, or iPad.

Taking a test online is very similar to taking a test on paper.

- Questions can be answered in any order.
- Questions can be skipped and returned to later.
- Questions may have multiple parts.
- You can go back to earlier questions and change your answers.
- Tests may include the use of a ruler, calculator, or other tools. If so, a toolbar will appear on the top of your screen.

FAQ

> **Note:** The following features may or may not be available depending on how your test is set up and your personal accommodations.

What are the buttons at the top of my screen?
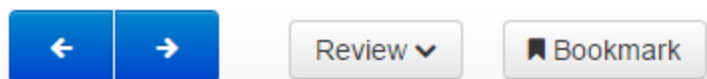
- **Forward and Back buttons** Click an arrow to go forward to the next question or back to the previous question.
- **Review:** Click to quickly go to any test question. At the bottom, you can choose to view all questions, questions you have not answered yet, or bookmarked questions.
- **Bookmark:** Click to flag a question you want to return to later. Click the Review button, and then click Bookmarks at the bottom to see a list of all your bookmarked test questions.
- **Pause:** Click to pause the test. While a test is paused, you can exit and come back to the test without submitting it.

This toolbar may appear on your test. Only tools selected for the test will be available.


- **Pointer:** Click the pointer (arrow) and then click in the answer editor to begin typing.
- **Ruler:** Click a ruler button to select a quarter inch, eight inch, or centimeter ruler. Make sure you select the correct ruler for the question.

- **Protractor:** Click the protractor button to open it. You can rotate the protractor by clicking one of the circles and dragging.
- **Calculator:** Click a calculator button to select a scientific, four function, or five function calculator.
- **Answer Eliminator:** Click this button (X) and click an incorrect answer choice to eliminate it.
- **Notepad:** Click to open a notepad to make notes for a question. For passages that are used across multiple questions, your notes will be kept as you navigate between questions.

How do I change the background and text colors?

To change the contrast:

1. Click the [icon] button, and then select **Contrast Settings**.
2. Select the color contrast you want.
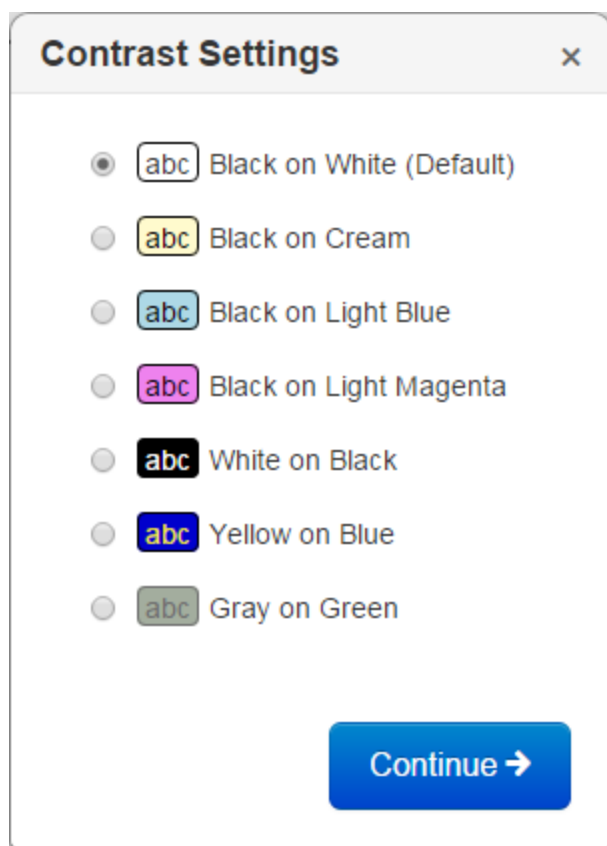
How do I use the magnifier?

To use the magnifier:

1. Click the [icon] button, and then select **Magnifier**.
2. Drag the magnifier to view different areas of the test question.

How do I show or hide answer choices?

You can hide answer choices that are incorrect to help find the correct answer.

1. Click the [icon] button, and then click **Enable/disable answer masking**.
2. Click the eye icon next to an answer choice to hide or show an answer choice.

Which explanation about figures is correct?

B. All rhombuses are parallelograms. Parallelograms have exactly 1 pair of parallel sides. Therefore, all rhombuses have exactly 1 pair of parallel sides.

What is the line reader and how do I use it?

The line reader blocks out surrounding text to show only a single line or a few lines of text. You can move and resize the line reader.

1. Click the [icon] button, and then click **Show/hide line reader**.
2. Drag the reader to focus on the line or lines of text you want.
3. Click the resize lines and drag to resize the reader.

Read the excerpt from *Call of the Wild*. Then answer the questions.

from *Call of the Wild*

by Jack London

1 That night Buck faced the great problem of sleeping. The tent,

and when he, as a matter of course, entered it, both Perrault and Francois bombarded him with curses and cooking utensils, till he

and attempted to sleep, but the frost soon drove him shivering to his feet. Miserable and disconsolate, he wandered about among the many

How do I go to the next question or back to a previous question?

Click the left and right arrows to go to the next or previous question. Click the Review button to select a particular question to go to.

What does the Bookmark button do?

Click the **Bookmark** button to flag a question you want to return to later.

To return to a bookmarked question:

1. Click the **Preview** button.
2. At the bottom of the list of questions, click the **Bookmarks** tab.
3. Click the question you want to go to.

How do I highlight text in questions and passages?

To highlight text, use your mouse to select a word or words in a passage or question text. A popup will appear above the text you highlighted. Select the color you want to use, or click the icon to clear existing highlighting.

For passages that are used across multiple questions, your highlighting will be kept as you navigate between questions.

What is the Exhibits button?

If you see the
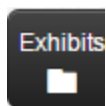
Exhibits button on the right side of your screen, an exhibit is attached to the test question. Click the button to view it. Exhibits can include formula reference sheets, the periodic table, and so on.

How do I enter a math equation?

Some math questions ask you to write your answer in an equation editor like the ones below. There are two types of editors. The one on the left lets you write only math. The one on the right lets you write both words and math. The editor is NOT a calculator. You should use it the same way you use a pencil and paper to write your math answer.

For more information, see "Equation Editor" on the next page.

Write an equation.

$$3 + 2 = \square$$

Write an equation.

- ▶ Math symbols
- ▶ Relations
- ▶ Geometry
- ▶ Groups
- ▶ Trigonometry
- ▶ Statistics
- ▶ Greek

How can I hear a question read out loud?
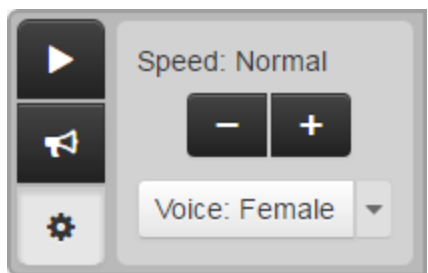
The Text-to-Speech control buttons will appear on the right side of your screen if this feature is enabled.

- Click the **Play** button to hear the text question read out loud.
- Click the **Toggle Click-to-Hear** button to use the mouse to select a line of text to be read out loud.
- Click the **Settings** button change the reading speed or choose a female or male voice.

Equation Editor

The equation editor allows you to enter special characters and symbols when answering math and science questions. The equation editor may appear automatically for you. If not, click the Sigma icon (Σ) in the toolbar. This will only appear if the equation editor is needed for a question. The editor allows you to include math symbols in your response.

There are two types of editors. The basic editor lets you write only math. The extended lets you write both words and math. The editor is NOT a calculator. You should use it the same way you use a pencil and paper to write your math answer.

Write an equation.

$$3 + 2 = \square$$

Write an equation.

▸ Math symbols
▸ Relations
▸ Geometry
▸ Groups
▸ Trigonometry
▸ Statistics
▸ Greek
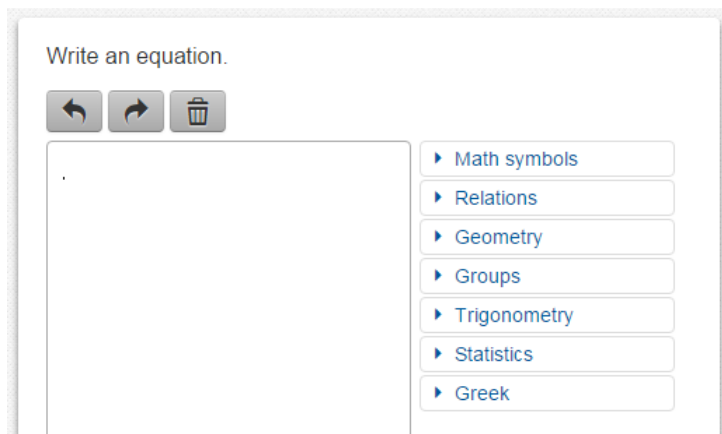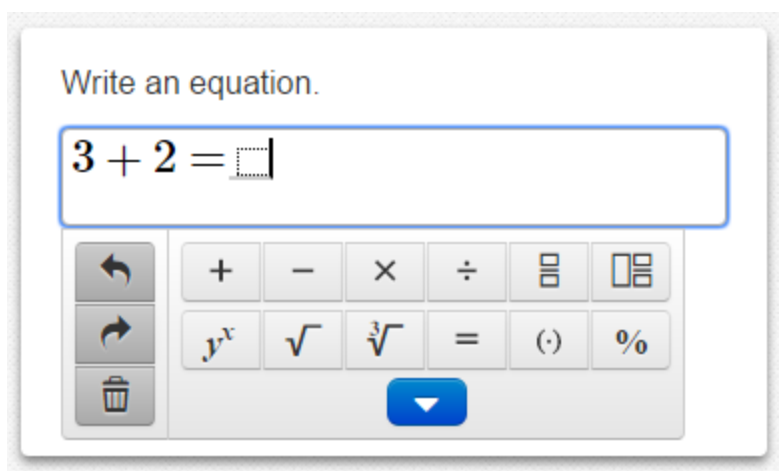
You can use the buttons and math menus to write your answer. You can also use the keyboard to enter numbers, letters, and some math symbols. Not all math symbols are on the keyboard.

If you are using a tablet, press the More Symbols button to show the math menus.

Moving Around or Changing Your Answer

Use the arrow keys on the keyboard to move around an equation and to move out of fractions or parentheses. The following buttons that are useful for changing your answer. Use the arrow buttons to undo and redo changes, and the trash can icon to clear everything.

Fill-in-the-Blank Questions

If there is already math in an answer box, fill in all of the blanks to complete the answer. The Clear All button will erase only the blanks. If you don't know the full answer, fill in as much as you can. You may get partial credit.

$$2 + \square = 5$$

Using Math Symbols in the Editor

The symbol menus in the equation editor have math symbols that you can use to enter your answer. Some of the math symbols may look familiar to you. Some math symbols may look new, like the symbols for a fraction $\frac{\square}{\square}$ or a mixed number $\square\frac{\square}{\square}$.

Click the blue arrows to expand and close the math menus. Some symbols in the menus are not on your keyboard, and you may need these symbols to enter your answer. (If you are using a tablet, press the More Symbols button to show the side menus.)

Self-Assessment

For designated classroom tests, students can perform a self-assessment that allows them to compare their open response answers to specific scoring criteria for each question, and then assign their own score. This helps students to understand how well they met the goals for each question and to think critically about their answers. Teachers will see self-assessment scores and comments when scoring the test.

Partially completed self-assessments can be saved and finished later. You can only take a self-assessment once, but you can review it later by clicking Review.

To perform a self-assessment:

1. Take the test online or on paper as directed by your teacher. You can perform a self-assessment regardless of the method you used to answer the questions.
2. In the **Review a Test** widget on your home page, click **Self-Assess** next to the test that you want to score. This option is available only on tests designated by your teacher.
3. For each open response question, review your answer and assign a score. You may see several score levels with specific scoring criteria that you can use to assess your performance.
4. If you want to, enter a comment about the question to share with your teacher. This option may not be available on your self-assessment.
5. Click **Save Results** (scores for all questions will be saved). Your self-assessment and comments will be shared with your teacher.
6. To exist the self assessment, click **Return to Previous Page**.
7. After your teacher has reviewed your self assessment and assigned their scores, click **Review** in the Take a Test widget to see your teacher's score and comments as well as your own. The scores you gave yourself will appear in the Self-Assessment column.

Data Connection Alerts

Your work is important, and the Schoolnet will attempt to protect this work in the event that Internet connection issues arise during online test taking.

The TestNav online test center saves your responses whenever a you navigates to another question to prevent answers from being lost if the connection is lost. In addition, open response answers are automatically saved every 30 seconds (configurable in System).

If a data connection issue is lost in TestNav, the following will occur:

- TestNav will attempt to reestablish the connection and save student responses.
- After three failed attempts to save responses, the TestNav banner will show a status of Offline and a message notifying students of the connection loss will appear. TestNav will continue to attempt to reestablish the connection.
- The F5 (refresh) key will be disabled because pressing this key can prevent reestablishing a connection.

Test Results

You can check your results directly from your home page. The **Review a Test** section displays a list of the tests that you most recently completed. Click on any test name to see your results. You can also access test results by test category including **My Benchmark Tests**, **My Classroom Tests** and **My Standardized Tests**. Just click on the button to view your results by test type. If you want to review your overall academic progress for the current school year, click **My Academic Record** to view a list of our courses, teachers and grades.

4: Student Profile

The Student Profile shows a student's personal and academic information for the current school year, as well as other information for both current and inactive students. The information available will vary depending on your institution and role.

Student Profile	Description
Student Overview	The Student Overview tab shows personal information, current enrollment information, cumulative grade-point average and credits (for some state-wide implementations), current-year academic record by course and teacher, and current-year results on district assessments. In the Personal Information area, the student's LEP status, Special Education status, and Gifted Status are shown.
Standardized Tests	Shows the student's performance on standardized tests. The data can be viewed by test. Note: The Total Score format is determined by the score type that has been selected for the test during test creation, e.g. Percent, Raw, Proficiency.
Growth Reports	The Student Growth Report provides a graphical trend analysis of student growth over time. This report measures changes in an individual student's SPRI Scores (Student Proficiency Ranking Index) over time. The Student Proficiency Ranking Index (SPRI) provides a means to compare the results of disparate testing instruments on a single scale. Students do not have access to this page.
Disciplinary Incidents	The Student Disciplinary Incidents report provides a listing of a student's infractions and responses during the current or previous academic years. Students do not have access to this page.
Programs	Lists the programs in which the student is enrolled, such as an IEP, for the current and previous years. Students do not have access to this page.
Learning Plan &	Shows teacher notes and plans for the current or previous academic year.

Teacher's Notes	
ILP	Shows the student's individual learning plan for the current or previous academic year.
Benchmark Tests	Shows the student's performance on benchmark tests. The data can be viewed by test or standard. When you are viewing the data by standard, you can choose to view all standards or primary standards only. Note: The **Total Score** format is determined by the score type that has been selected for the test during test creation e.g. Percent, Raw, Proficient.
Classroom Tests	Shows the student's performance on classroom tests. The data can be viewed by test or standard. When you are viewing the data by standard, you can choose to view all standards or primary standards only. Note: The **Total Score** format is determined by the score type that has been selected for the test during test creation e.g. Percent, Raw, Proficiency.
Enrollment & Academic Record	Provides enrollment and attendance information, including the student's academic record by teacher/course for current and previous academic years.

Students view student profile

Your student profile includes the information that has been made available to you by your school district. This may include your academic record, individualized learning plan, classroom test results, standardized test results, and benchmark assessment results for the current school year.

1. On your home page, click **My Student Profile**.
2. Optional: Click a button to view your student profile information. The available buttons are determined by your school district and may include one, many, or all of the following information:

Profile	Description
Standardized	Your scores on standardized tests.

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Tests	
My Learning Plan	Your individual learning plan for the current or previous academic year.
Benchmark Tests	Your scores on benchmark tests and the data can be viewed by test or standard. For standards, you can choose to see all standards or just primary standards. **Note:** The **Total Score** format is determined by the score type that has been selected for the test during test creation e.g. Percent, Raw, Proficiency.
Classroom Tests	Your scores on classroom tests and the data can be viewed by test or standard. For standards, you can choose to see all standards or just primary standards. **Note:** The **Total Score** format is determined by the score type that has been selected for the test during test creation e.g. Percent, Raw, Proficiency.
My Academic Record	Your classes by teacher/course for current and previous academic years including your grades.

Note: Click the Create PDF link at the top of the page to create a printable PDF with selected information from the student profile. For more information, see "Create PDF" on page 32.

System operators are able to change the size of this widget and its location on the My Schoolnet page. If you have trouble reading the widget, or need it in a different location on the page, please contact a system operator.

Enrollment & Academic Record

The **Enrollment & Academic Record** page reveals historical data on the student's enrollment and attendance, and academic record. To display the Enrollment & Academic Record page:

Students view my academic record

1. Click **My Academic Record**.
2. The **+/-** symbol to the left of the year to expand and collapse school years for easier viewing.
3. Click **Back to Previous Page** to return to your home page.

Standardized Tests	My Learning Plan	Benchmark Tests	Classroom Tests	My Academic Record

Academic Record

⊟ 2010-2011

Course, Teacher	I3	G3	G2	I2	G2-(F)	G1	I1	G1-(F)	SiC	Currently Enrolled
ART 6 Sec 02 Per 7, Abebba Poulson Barack Obama Middle	S	C							NA	✓
ART 6 Sec 02 Per 7, Abebba Poulson Barack Obama Middle									NA	✓
COMPUTER AWARENESS 6 Sec 04 Per 8, DAVID Henkel Barack Obama Middle	U	F							NA	✓
COMPUTER AWARENESS 6 Sec 04 Per 8, DAVID Henkel Barack Obama Middle									NA	✓
INTRODUCTION TO WORLD LANGUAGES 6 Sec 03 Per 8, La'keshia DePassio Barack Obama Middle			C	U	C				NA	✓
INTRODUCTION TO WORLD LANGUAGES 6 Sec 03 Per 8, La'keshia DePassio Barack Obama Middle						C		C	NA	✓
MATHEMATICS 6 Sec 25 Per 2, AUSTIN Surfer Barack Obama Middle	U	D	C	S		B			NA	✓
PHYSICAL EDUCATION 6 Sec 01 Per 7, MIKASA MARHOVER Barack Obama Middle			D	U	C				NA	✓
PHYSICAL EDUCATION 6 Sec 01 Per 7, MIKASA MARHOVER Barack Obama Middle						D	U	D	NA	✓
READING 6 Sec 04 Per 1, SAUNDRA Everson Barack Obama Middle	U	F	D	U		F			NA	✓
RICA 6 @ERR Sec 04 Per 6, SAUNDRA Everson Barack Obama Middle									NA	✓
SCIENCE 6 Sec 15 Per 4, AUSTIN Surfer Barack Obama Middle	U	D	C	S		B			NA	✓
SOCIAL STUDIES 6 Sec 15 Per 3, SAUNDRA Everson Barack Obama Middle	U	F	D	U		F			NA	✓

⊞ 2009-2010

⊞ 2008-2009

Note: Click the Create PDF link at the top of the page to create a printable PDF with selected information from the student profile. For more information, see "Create PDF" on page 32.

Benchmark Tests

The Student Profile > Benchmark Tests tab shows student benchmark testing results. Results are displayed by subject for a selected school year and provide a variety of test categories. You can view test details by clicking on a test name or standard.

> **Note:** For some tests, students and parents may be restricted from seeing test content, answer choices, correctness, and standards analysis.

Students

1. On your home page, click **Benchmark Tests** under **My Student Profile**.
2. Optional: Click **Show Filters** to filter by School Year and Test Category.
3. Next to **Show**, click **Tests** or **Standards** to switch the view.
4. Click a test name or standard to see your test results.
5. Click a question number to view the question details. Use the following key to identify correct or incorrect answers:

   Key: ✔ Correct Answer   ✘ Incorrect Answer   — Partial Answer   My Answer

> **Note:** Click the Create PDF link at the top of the page to create a printable PDF with selected information from the student profile. For more information, see "Create PDF" on page 32.

Classroom Tests

The Student Profile > Classroom Tests tab displays student classroom test results. Results are displayed by subject for a selected school year and provide a variety of test categories. You can view test details by clicking a test name or standard.

> **Note:** For some tests, students and parents may be restricted from seeing test content, answer choices, correctness, and standards analysis.

Students

1. On your home page, click **Classroom Tests** under **My Student Profile**.
2. Optional: Click **Show Filters** to filter by School Year and Test Category.
3. Next to **Show**, click **Tests** or **Standards** to switch the view.
4. Click a test name or standard to see your test results.
5. Click a question number to view the question details. Use the following key to identify correct or incorrect answers:

Key: ✔ Correct Answer ✖ Incorrect Answer ━ Partial Answer <mark>My Answer</mark>

> **Note:** Click the Create PDF link at the top of the page to create a printable PDF with selected information from the student profile. For more information, see "Create PDF" on the next page.

Standardized Tests

The Standardized Tests tab displays a student's standardized test results, organized by test and subject matter. Score groups correspond to performance results and provide at-a-glance views on student achievements. Custom fields, such as predicted score group and raw score, may also be added.

> **Note:** For some-solutions customers using inBloom, the Early Warning Indicator Flag (EWIF) can now be calculated based on data from inBloom and displayed on the Standardized Test tab. Once calculated, the EWIF will be sent back to inBloom to provide consistent student data to the central SIS.

Students view standardized tests

1. On your home page, click **Standardized Tests**.
2. Optional: Click **Show Filters** to filter by **School Year**. The most current school year with test results displays by default.
3. Click **Back to Previous Page** to return to your home page.

> **Note:** Click the Create PDF link at the top of the page to create a printable PDF with selected information from the student profile. For more information, see "Create PDF" on the next page.
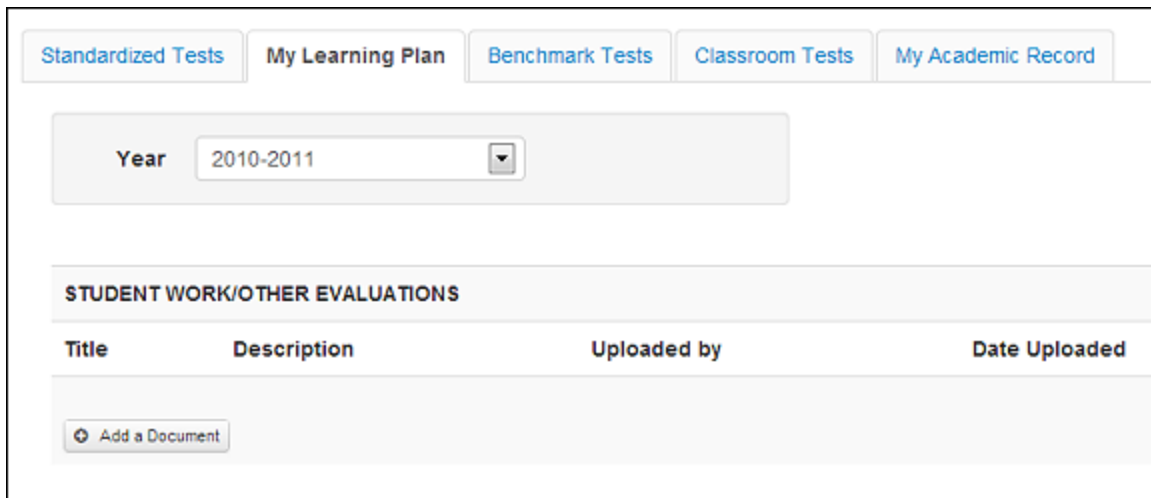
Individual Learning Plan

The Instructional Learning Plan (ILP) tab provides a way for students to contribute to their learning plan. Students enter responses to ILP questions about academic goal setting, barriers, strategies, and more. Students may enter responses from their Student Profiles at any time, but students may

not edit or delete this input. Teachers and administrators may enter new information, edit existing entries, and delete entries.

Students enter goals and strategies

1. On the home page, click **My Learning Plan**.
2. Optional: Select the **School Year**.
3. Click on one of the links to view your learning plan.
4. Click **Add a Document** and enter a title, description, and choose a file for upload. A maximum of 1024 kb of space is available for document upload per academic year.
5. Click **Save**.
6. Repeat these steps to add more documents. Remember, you will need a teacher to help remove any information that is added by mistake.
7. Click **Back to Previous Page** to return to your home page.

> **Note:** Click the Create PDF link at the top of the page to create a printable PDF with selected information from the student profile. For more information, see "Create PDF" below.

Create PDF

Create PDF exports student profile information to a portable document format (PDF). This tool is available for any of the student profile data including Student Overview, Benchmark Test Data, Classroom Test Data, Standardize Test Data, Learning Plans & Teacher Notes, Individual Learning Plan, Growth Reports, Enrollment & Academic Record, and Programs.

> **Note:** When printing Benchmark Test Data with the Detailed Data option selection, tests where item-level detail is restricted will be excluded from the output if you do not have the appropriate permissions.

To create a PDF

1. Enter a student ID or name in the **Find a Student** search box, and click the student name.
2. On the **Student Profile** page, click any of the available tabs.
3. Click the **Create PDF** button.
4. Select the student's information to export.
5. Choose **Overview** or **Detailed** data.
6. Optional: Choose test parameters (for test data only). The last test taken by the student is selected by default.
7. Select date ranges.
8. Choose **View** options, if available.
9. Click **Create PDF**.