



# Schoolnet

## My Schoolnet: User Guide

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## Acknowledgments

### WAVWriter

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### jPlayer

\* jPlayer Plugin for jQuery JavaScript Library

\* <http://www.jplayer.org>

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\* <http://opensource.org/licenses/MIT>

\* Author: Mark J Panaghiston

\* Date: 29th January 2013

### Bootstrap Multiselect

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## **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: Get Started

## Overview

The home page is the main landing page, or portal, for logged-in users. It is designed to provide quick, one-click access to the system's applications via customizable web parts. Web parts are small, easy-to-read windows that provide users with timely, focused information. In many cases, the data displayed within web parts is derived directly from the system's applications, and all of these web parts are located in one centralized interface, the home page. The roles and permissions that are assigned to you will determine which web parts can display on your home page. Users can verify their user roles and operations by clicking **My Account** and looking under Other Roles and Operations.

## Sign In

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

The first time logging into the system, users must enter a username and password before they can continue using the application. Depending upon the system configuration, enter or verify the following information:

1. Click **Sign On**.
2. Enter or verify your username.
3. Accept the terms of use.
4. Enter your temporary password. You will be prompted to change your password.
5. 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.
6. 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.
7. Click **Continue**.

### Sign In Teacher

1. Access the site's web address or URL.
2. Click **Sign In** in the upper right corner.

3. Select the **District**. This option is available for users who have access to multiple school districts and for state-wide implementations.
4. Select the **Institution**. This option is available for district administrators and teachers who have access to multiple schools.
5. For school districts using regions, select the **Region** and **School** and click **Sign In**.
6. Enter username and password.
7. Click **Sign In**.

### Sign In Students

1. Access the site's web address or URL.
2. Click **Sign In** in the upper right corner.
3. Enter the username provided by your school.
4. Enter password. 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.
5. Click **Sign In**.

### Sign In Parents

1. Access the site's web address or URL.
2. Click **Sign In** in the upper right corner.
3. Enter the username provided by your school.
4. Enter password. 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.
5. Click **Sign In**.

### Sign In for PowerSchool Integration


Sign into the PowerSchool Portal and launch the system. For more information about signing in to the PowerSchool Parent/Student portal, see the PowerSchool Parent Portal User Guide available on PowerSource.

**Note:** For PowerSchool districts that are a part of a state-wide, multiple district solution the sign in process differs depending upon how the system is accessed. When launching the system from within PowerSchool, no additional login credentials are required. When accessing directly from the system, select the PowerSchool portal and enter the associated credentials.

## Sign Out

Similar to Sign In, when signing out of the system after coming in from another portal, for instance 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.

## Notifications

Notification alerts appear on the top right corner of every page and are shown after clicking the notification icon . When certain events occur in the system, this icon turns red and an on-screen message alerts you to the event, possibly linking you to a page on the site that requires your attention. There are also notifications for background tasks.

To view your messages, click the icon to display up to ten notifications or click **View All Notifications** to view your entire notifications history. Select a page number, one page at a time, or move 10 pages forward/back to scan through multiple results. Messages automatically clear after two weeks.

This table illustrates the types of notifications and when they occur:

Pulled from	Notification	What it's used for
Assessment Admin	Your answer sheet is ready for download. Please note that this download link will expire on <24 hours after the task has been completed>.  <a href="#">Download it now.</a>	Generate bar coded answer sheets for scheduled or in-progress tests. Generated answer sheets are imprinted with relevant test data. Answer sheets are only available for download on the date in which they are generated.
Assessment Admin	Test item video "filename.mp4" was successfully converted.  Test item video "filename.mp4" was converted, with errors.  Test item video "filename.mp4" failed to be converted.	Alerts test item authors that a video they have uploaded is now encoded for playback or failed to encode. Students will not be able to start a test that contains videos until they are successfully converted for playback.
Assessment	<Name> invited you to co-author	Indicates that you have

Admin	an item.	been invited to co-author a test item with another person. Click the alert to view the item. If the user is invited to co-author multiple items, the notification will direct you to the Co-Authoring page. You may be granted permission to edit the item or only to view the item.
Assessment Admin	Your export is ready to download: "CloudScanItYearToDateLog.csv" Click to download the export.	Indicates when a full event log that has been exported from Scanning Administration is ready for download. Once generated, this file is available for download for 24 hours.
Assessment Admin	Your export is ready to download: "ScanningAdministration.csv" Click to download the export.	Indicates when an exported spreadsheet that has been exported from Scanning Administration is ready for download. Once generated, this file is available for download for 24 hours.
Classrooms	<Curriculum name> has been published successfully.	Alerts when a curriculum is scheduled successfully for the first time. This is a background task that can run if a user navigates away from the Schedule Curriculum page.
Classrooms	A linked material for <Parent Material Title> was updated.	Alerts when a saved or scheduled material that

		is linked to a material from an external search provider or content provider tab is updated. The message occurs when the external material from SAS Curriculum or Discovery Education has been deleted from the school district.
Classrooms	Material entitled "<Title>" is no longer available.	Alerts when a saved or scheduled material from an external search provider or content provider tab is not available. The message occurs when the external material from SAS Curriculum or Discovery Education has been deleted from the school district.
Classrooms	<Curriculum name> has been updated successfully.	Alerts when an existing curriculum is rescheduled successfully. This is a background task that can run if a user navigates away from the Schedule Curriculum page
Educator Development	All users have been registered successfully. <a href="#">View details here.</a> or All users have been registered successfully, but some users have conflicts. <a href="#">Click here to view conflicts.</a>	After selecting Register All Eligible Attendees in a section for a school-based activity, registration occurs as a background task. When all users are registered

		<p>successfully, one of these two notifications display. The first one will direct you to the attendance page where you can print in sign-in sheets, email attendees, and other tasks. The second will direct you to a page that shows a list of attendees you have registered that have conflicts.</p>
Educator Development	<p>&lt;Educator name&gt; has submitted a new Self-Reflection. <a href="#">Click here to view it.</a></p>	<p>Alerts leadership when an educator at their school has submitted a Self-Reflection. Clicking "Click here to view it" will take them to the Self-Reflection.</p>
Educator Development	<p>&lt;Teacher name&gt; has submitted a new Professionalism Self-Review. <a href="#">Click here to view it.</a></p>	<p>Alerts school leadership when a teacher at their school has submitted a professionalism self-review. Clicking it will take them to the self-review, where they can read or submit a principal review of it.</p>
Educator Development	<p>&lt;Principal name&gt; has made a draft of your Professionalism evaluation available. <a href="#">View it now.</a></p>	<p>Alerts teachers when their school leadership has shared a draft of their responses to the teachers' professionalism self-reviews. This is not a final review, and teachers may discuss the evaluations with their</p>

		principals before the review gets finalized.
Educator Development	<Principal name> has submitted a new Professionalism Review. <a href="#">Click here to view it.</a>	Alerts teachers when their school leadership has read their self-reviews and submitted responses of their own. Clicking this notification will take them to a read-only view of both their self-reviews and the principal's responses.
Educator Development	Your school's leadership has updated the School Goal. View your <a href="#">Professional Growth Plan</a> for details.	<p>This displays when your school leadership updates the school-wide PGP goal mid-year and you have set up PGP goals earlier in the year. This would require one of two possible actions:</p> <ul style="list-style-type: none"> <li>• Click Professional Growth Plan to review the new goal, or</li> <li>• Click Professional Growth Plan, at which point a message may display prompting you to change your own goals to be in the same domain as the new School Goal.</li> </ul>
Educator Development	<Observer or educator name> has shared a draft	Alerts when someone

	<p>Observation/Student Learning Objectives from &lt;date&gt; with you.  <a href="#">View it now</a></p>	<p>has shared a draft Observation or SLO with you, and shares it via the link. If you are an educator, it sends a read-only version of the Observation. If you are another observer or reviewer, it sends a draft you can add comments to and share back or submit. Drafts are shared before final evaluations are submitted.</p>
<p>Educator Development</p>	<p>&lt;Observer name&gt; has finished an Observation conducted &lt;Observation date&gt;. <a href="#">View it now</a></p>	<p>Alerts when an observer has submitted a final Observation of you. Once a final one has been submitted, your school leadership and anyone else permissioned to see your measure scores can access it.</p>
<p>Educator Development</p>	<p>&lt;Observer name&gt; has deleted a completed/in progress/draft evaluation from &lt;date&gt;.</p>	<p>Alerts when any user has deleted an Observation or Professionalism evaluation that has been started or completed from the system. This evaluation will be removed from the system and will no longer work in any old notifications or emails you may have received.</p>
<p>Educator Development</p>	<p>School Based Activity Registration task failed with result Row not found in table.</p>	<p>This alert generates from several scenarios on the server side, such as an</p>

		activity, sections, or users being deleted. Contact your Client Services representative if this continually occurs during the registration task.
Educator Development	<Principal name> has submitted a new School Leadership Evaluation.	Alerts district administrators when a school's leadership in their district has submitted a school leadership evaluation.
Educator Development	<District administrator name> has made a draft of your School Leadership Evaluation Review available. <a href="#">View it now.</a>	Alerts school leadership when a district administrator has read their leadership evaluations and submitted a draft, not final, review which may or may not be discussed before a final review is submitted.
Educator Development	<District administrator name> has completed your School Leadership Evaluation Review. <a href="#">View it now.</a>	Alerts school leadership when a district administrator has submitted a final review of their leadership evaluations.
Educator Development	"School Based Activity Registration" task failed with result Object reference not set to an instance of an object.	Indicates that someone has created a school-based activity, started bulk registering users for it, and then before all users were successfully registered, deleted it. The activity will be successfully deleted, and

		no participants will be registered, but the notification that came with making the activity will change to this one.
Educator Development	<Administrator name> has deleted a completed/in progress/draft evaluation from <date>.	Alerts school leadership and educators when an administrator has deleted a review of the educator's Professionalism self-evaluation that has been started or completed from the system. School leaders can delete their own draft evaluations, while district administrators can delete draft or submitted evaluations by any review in their district.
Educator Development	<Reviewer name> has provided a response to the draft Observation/Student Learning Objective that you shared. <a href="#">View it here.</a>	A reviewer has provided comments for a draft of an Observation. For Observations, an observer can view this Observation to see the comments and make any updates to the Observation before finally submitting it. For SLOs, teachers can view the SLO and make comments or updates before submitting it.
Educator Development	Artifacts for Professionalism evaluation requested by <evaluator name>. <a href="#">Add artifacts now.</a>	Alerts that school leadership has requested an artifact

		(video, document, or image) to work as evidence towards your professionalism review. This artifact can be requested to be aligned to certain standards or be for professionalism as a whole. An email and prompt within the professionalism form will provide you with more details.
Educator Development	<Educator name> has added artifact(s) to a Professionalism evaluation <a href="#">View now</a> .	Alerts that an educator has added artifacts you requested for a professionalism review.
Educator Development	Student Learning Objective draft has been shared by <Educator Name> conducted on <date>. <a href="#">Click here to view</a>	Alerts when an SLO has been shared by a teacher with a reviewer. The reviewer's next steps could be to view the SLOs, respond to, approve, score, and/or submit them, depending how the SLO has been configured to work.
Educator Development	Student Learning Objectives from <date> have been approved by <Reviewer Name>. <a href="#">Click here to view</a> .	Alerts educators that school leadership has approved an SLO. You can view the SLO by clicking the link, as well as any comments that have been provided. You can also add artifacts to the SLO, if you wish, but can no longer submit new comments or edits to your existing

		comments.
Educator Development	<Reviewer Name> has scored your Student Learning Objectives. <a href="#">Click here to view</a>	Alerts educators that reviewers have provided and submitted a score for Student Learning Objectives.
Educator Development	Student Learning Objectives from <date> have been submitted by <Reviewer name>. <a href="#">Click here to view</a>	Alerts educators that reviewers have submitted Student Learning Objectives.
Educator Development	Multiple Measures Summary from <date> has been shared by <principal name>. <a href="#">View here</a>	Alerts a teacher when a Multiple Measures Summary draft has been shared with them, possibly providing new or edited scores and comments for their review. A draft gets shared before a final Multiple Measures Summary is submitted.
Educator Development	Multiple Measures Summary from <date> has been submitted by <submitter full name>. <a href="#">View here</a>	Alerts a teacher when a Multiple Measures Summary has been submitted by their school leadership. Scores and comments have been provided, which teachers can review.
My Schoolnet	Your portfolio is ready for download. Please note this download will expire on (24 hours after the task has been completed). <a href="#">Download it now.</a>	Notifies Student Workspace users when a portfolio has been exported.
My	Your work item is ready for	Notifies Student

<p>Schoolnet</p>	<p>download. Please note this download link will expire on &lt;24 hours after the task has been completed&gt;.</p> <p><u><a href="#">Download it now.</a></u></p>	<p>Workspace users when a work item has been exported.</p>
<p>My Schoolnet</p>	<p>A new comment has been added to &lt;portfolio - work item&gt;.</p> <p><u><a href="#">View comment now.</a></u></p>	<p>Sent only to students when a workspace visitor posts a comment on one of their work items.</p>
<p>System: Assessment Admin Settings</p>	<p>Your package has been uploaded and is being imported. We will let you know here when the process is complete.</p> <p>QTI Package "filename.zip" successfully imported.</p> <p>QTI Package "filename.zip" imported with errors.</p> <p>QTI Package "filename.zip" failed to import.</p>	<p>Alerts administrators when test items have been imported using the QTI import process. Click View Log to review the log file.</p>

## 2: Web Parts Overview

Depending on your school district's configuration, your home page may include the following web parts. Expand or collapse controls are available on all web parts.

Web part and more information	Data from	Allows you to
<p>"Announcements" on page 32</p>	<p>n/a</p>	<p>Provides users with updates and information relevant to all users in a state or district. If there are more than three announcements, use the page links at the bottom of the web part to view earlier announcements.</p>
<p>"Approval Alerts " on page 33</p>	<p>School &amp; District Data, Classrooms, Assessment Admin, Educator Development</p>	<p>Enables you to receive alerts when your approval is required for web pages, classroom pages, Classrooms materials, PD Plans, and new users.</p> <p><b>Tip:</b> This is a Microsoft Office SharePoint Server (MOSS) enabled web part that can be linked to SharePoint sites.</p>
<p>"Assess Report Finder" on page 34</p>	<p>Assessment Admin</p>	<p>Allows you to view Aggregate and Classroom assessment reports filtered by test subjects and levels.</p> <p><b>Tip:</b> This is a Microsoft Office SharePoint Server (MOSS) enabled web part that can be linked to SharePoint sites.</p>

<p>"Attendance" on page 34</p>	<p>School &amp; District Data</p>	<p>Displays student attendance record for the current academic year including Days Enrolled, Days Absent, and Days Tardy.</p>
<p>"Caseload Progress" on page 36</p>	<p>Educator Development</p>	<p>Lists up to 10 of the oldest Observations at a user's default institution that have been started, but not completed (Draft or In Progress states) for observers and principals. If there are less than 10 In Progress and Draft Observations, some of the most recently completed Observations will also be listed. Click the teacher name to go to the Observation form or Observation report for that teacher, or Full Caseload to view your entire Observation Caseload.</p>
<p>"Classroom Assessment Monitor" on page 34</p>	<p>Assessment Admin</p>	<p>Provides teachers and administrators with permissions to view sections with an at-a-glance view of student performance on recent benchmark, classroom, and standardized assessments, upcoming assessments and assessment details.</p> <div data-bbox="862 1623 1227 1791" style="border: 1px solid #ccc; background-color: #fff9c4; padding: 5px; margin-top: 10px;"> <p><b>Tip:</b> This is a Microsoft Office SharePoint Server (MOSS) enabled web part that can be linked to</p> </div>

		<p>SharePoint sites.</p>
"Classroom Profile" on page 36	Classrooms	<p>Provides teachers and administrators with permissions to view sections with a view of class rosters, marks, and student groups.</p> <p><b>Tip:</b> This is a Microsoft Office SharePoint Server (MOSS) enabled web part that can be linked to SharePoint sites.</p>
"Content Editor" on page 37	n/a	<p>Allows you to post important messages, URLs, or other content; provides formatting options for font, links, graphics and more.</p> <p><b>Tip:</b> This is a Microsoft Office SharePoint Server (MOSS) enabled web part that can be linked to SharePoint sites.</p>
"Current and Upcoming Assessments" on page 37	Assessment Admin	<p>This web part is generally setup up for teachers. Displays the test window, name, and status for their students' current and upcoming assessments.</p>
"District Announcements "	n/a	<p>Lets users system operators create announcements that can be shared by role with My Schoolnet users in the district.</p> <p><b>Tip:</b> This is a Microsoft</p>

		Office SharePoint Server (MOSS) enabled web part that can be linked to SharePoint sites.
"District Resources" on page 37	n/a	<p>A district-defined set of links and resources made available to users based on their system role.</p> <p><b>Tip:</b> This is a Microsoft Office SharePoint Server (MOSS) enabled web part that can be linked to SharePoint sites.</p>
"Find Standards and Materials" on page 37	Classrooms	Allows users to perform a Materials Search.
"Goals and Latest Observation Scores" on page 38	Educator Development	<p>An Educator Development web part for showing educators' most recent Observation scores for a teacher's active Professional Growth Plan goals. This web part also includes links to educators' Professional Growth Plans and latest Observation reports to include scores on the goals.</p> <p><b>Tip:</b> This is a Microsoft Office SharePoint Server (MOSS) enabled web part that can be linked to SharePoint sites.</p>
"GradeSpeed Gradebook" on	GradeSpeed	Provides real-time grade book information and

<p>page 38</p>		<p>navigation options, including Upcoming Assignments, Recent Assignments, and New/Dropped Students.</p> <p><b>Tip:</b> This is a Microsoft Office SharePoint Server (MOSS) enabled web part that can be linked to SharePoint sites.</p>
<p>"Information about Your Child" on page 38</p>	<p>Outreach</p>	<p>Helps parents uncover the areas in which their children excel and any area where they may need extra support.</p> <p><b>Tip:</b> This is a Microsoft Office SharePoint Server (MOSS) enabled web part that can be linked to SharePoint sites.</p>
<p>"Interventions at a Glance" on page 38</p>	<p>Interventions</p>	<p>Shows graphs of students receiving interventions and weekly enrollment in intervention programs.</p>
<p>"Key Performance Indicator Overview" on page 39</p>	<p>School &amp; District Data</p>	<p>Enables users to view and drill down on Key Performance Indicators for the selected institution.</p> <p><b>Tip:</b> This is a Microsoft Office SharePoint Server (MOSS) enabled web part that can be linked to SharePoint sites.</p>
<p>"Review a Test" on page 49</p>	<p>Assessment Admin</p>	<p>Provides students with a list of recently scored and completed tests.</p>

<p>"My Calendar" on page 44</p>	<p>Assessment Admin, Educator Development</p>	<p>Offers users a calendar that draws information from all of the system's product calendars.</p> <p><b>Tip:</b> This is a Microsoft Office SharePoint Server (MOSS) enabled web part that can be linked to SharePoint sites.</p>
<p>"My Classroom" on page 44</p>	<p>Classrooms, Assessment Admin, Outreach</p>	<p>Browse and choose an active course section to view a variety of related data on the My Schoolnet page. Provides links to Reports (Analyze Sections), Planner, Materials Search (from all public banks), Assessments, and Website (Outreach), for the selected section.</p> <p><b>Note:</b> Published materials that have been created by a single-district or multiple-district solution, including state-wide implementations are available.</p> <p><b>Tip:</b> This is a Microsoft Office SharePoint Server (MOSS) enabled web part that can be linked to SharePoint sites.</p>
<p>"My Notes" on page 46</p>	<p>n/a</p>	<p>Lets users create and save notes for future reference.</p> <p><b>Tip:</b> This is a Microsoft</p>

		<p>Office SharePoint Server (MOSS) enabled web part that can be linked to SharePoint sites.</p>
<p>"My PD Planner" on page 46</p>	<p>Educator Development</p>	<p>My PD Planner delivers current and effective Professional Development information that is relevant to your role so you can stay on top of your Professional Growth Plan.</p> <p><b>Tip:</b> This is a Microsoft Office SharePoint Server (MOSS) enabled web part that can be linked to SharePoint sites.</p>
<p>"My Resources " on page 46</p>	<p>n/a</p>	<p>Allows users to store and organize useful web resources for quick reference.</p> <p><b>Tip:</b> This is a Microsoft Office SharePoint Server (MOSS) enabled web part that can be linked to SharePoint sites.</p>
<p>" Student Profile" on page 78</p>	<p>Assessment Admin</p>	<p>The available information provided to students in their profile are determined by each school district and may include academic record, individualized learning plan, classroom test results, standardized test results, and benchmark assessment results.</p>

		<p><b>Tip:</b> This is a Microsoft Office SharePoint Server (MOSS) enabled web part that can be linked to SharePoint sites.</p>
"My Tools" on page 47	Assessment Admin, GradeSpeed	Gradebook and Attendance brings the user to the GradeSpeed portal without requiring an additional sign on. Assessment brings users to the Assessment Admin Profile page.
"Partner Portlet" on page 47	n/a	<p>Provides system operators with a configurable area to link to a partner site and set parameters for single sign-on to the site.</p> <p><b>Tip:</b> This is a Microsoft Office SharePoint Server (MOSS) enabled web part that can be linked to SharePoint sites.</p>
"PD Search" on page 48	Educator Development	<p>Provides the ability to search for Professional Development resources by calendar, standards, keyword, or ID.</p> <p><b>Tip:</b> This is a Microsoft Office SharePoint Server (MOSS) enabled web part that can be linked to SharePoint sites.</p>
"Pearson Courses" on	n/a	Provides a link to Successnet and Successnet Plus.

<p>page 48</p>		<p><b>Tip:</b> This is a Microsoft Office SharePoint Server (MOSS) enabled web part that can be linked to SharePoint sites.</p>
<p>"Profile Search" on page 48</p>	<p>Educator Development</p>	<p>You can use the Profile Search web part to search for the Profiles of the educators and individuals you have access to. Everyone can view their own plan. Leadership and system operators can also view other people's individual plans.</p>
<p>"Recommended PD" on page 49</p>	<p>Educator Development</p>	<p>Activities and resources that other educators and leadership have suggested to you using the "Recommend" feature. Click the icon beside the activity name to view the recommender's rationale.</p> <p><b>Tip:</b> This is a Microsoft Office SharePoint Server (MOSS) enabled web part that can be linked to SharePoint sites.</p>
<p>"Report Bank" on page 49</p>	<p>School &amp; District Data</p>	<p>Search for all of the reports that are available throughout the system.</p> <p><b>Tip:</b> This is a Microsoft Office SharePoint Server (MOSS) enabled web part that can be linked to</p>

		<p>SharePoint sites.</p>
<p>"ScanIt Starter" on page 49</p>	<p>Schoolnet</p>	<p>Provides users one-click access to the system's scanning software and management application that can be used to locally scan student answer sheets to ScanIt. The web part automatically starts the ScanIt application. For users who need to download a copy of ScanIt, the web part also provides a link to Download for Windows your school district's version of the application.</p> <p><b>Tip:</b> This is a Microsoft Office SharePoint Server (MOSS) enabled web part that can be linked to SharePoint sites.</p>
<p>"School Goal Summary" on page 50</p>	<p>Educator Development</p>	<p>Available only for leadership. Displays the school areas of focus chosen by teachers in a school. For leadership in multiple schools, this shows data only for the default institution.</p>
<p>"Student Search" on page 50</p>	<p>School &amp; District Data</p>	<p>Allows users to search for students they have permission to view</p>
<p>"Workspace Home" on page 100</p>	<p>My Schoolnet</p>	<p>Allows a student to access their student workspace. This web part is designed for student use only and is not included in the default</p>

		student scope.
"Take a Test" on page 62	Assessment Admin	<p>Allows teachers to administer tests from computer labs and for students to take tests directly online.</p> <p><b>Tip:</b> This is a Microsoft Office SharePoint Server (MOSS) enabled web part that can be linked to SharePoint sites.</p>
Upcoming Assignments (see the My Schoolnet: Student Guide)	Classrooms	Displays up to five Upcoming Assignments on the student home page with additional access for students to view all their complete assignment calendar.

## Announcements

The Announcements web part provides users with updates and information relevant to all users in a state or district. If there are more than three announcements, use the page links at the bottom of the web part to view earlier announcements. Announcements are listed in reverse chronological order based on the date of creation, and any edits made to an announcement will not affect its placement in the listing.

System operators and district leadership roles at the State or District level may create announcements if they have been granted the 'Create Edit and Delete Announcements' operation. This operation is granted by default to all system operators. Users can verify their user roles and operations by clicking **My Account** and looking under Other Roles and Operations.

### Add a State or District Announcement

1. On the home page, select System Operator in the Scope drop-down.
2. Click the **Edit** option to the right of the Scope drop-down.
3. Click on **New Announcement** in the Announcements web part.
4. Select your **Audience**. The options are: All, System Operator, Guest, Parent, Staff, Students, Teachers, Leadership, and Employee. At least one audience type must be selected. 'All' is the default selection.
5. Select the **Scope**. Not visible to District users.

6. Enter a **Title** for this announcement. This field is mandatory.
7. Select a **Label** to identify the announcement. The options are Alert, Important, and Notice.
8. Click **Add Media** to attach an MP3 audio or MP4 audio/video file to your announcement. File size defaults are 4 MB for MP3 or 8 MB for MP4. Select your file and click **Upload**.
9. Enter the written text into the **Body** field. This field is mandatory.
10. Select a **Start Date**. Defaults to the current date and is mandatory.
11. Select an **End Date** no earlier than the Start Date. Defaults to one week later than the current date and is mandatory.
12. Click **Save** to return.
13. Click **Done** in the announcements web part.

### View Announcements

1. The three most recent announcements display first.
2. Click **Show More** to view the next three announcements. Click **Show Less** to return to the original collapsed view.
3. View additional announcements in the list by clicking the **Prev** or **Next** page navigation links.
4. Click **More** at the end of each announcement to view the entire announcement.

### Delete an Announcement

- Announcements may only be deleted if the **End Date** of the announcement has not passed
- Users at the State Level may only delete State-level announcements
- Users at the District Level may only delete District-level announcements.

### Approval Alerts


Depending upon your district or school setup, your home page may include the Approval Alerts web part. The Approval Alerts web part derives its data from Outreach, Classrooms, School & District Data, Educator Development, and Assessment Admin. It allows users to respond to requests for approval on a wide range of issues, including:

- Web Pages
- Classroom Pages
- Classroom Materials
- Professional Development (PD) Plans
- Review Approval Request
- New User
- Section Assignments

Click on any of the alerts to see more detailed information and to take action. To ensure the alerts are relevant to viewers, approval alerts discontinue after the notification period ends.

**Note:** The alerts available will vary depending on the permissions granted to your role within the system.

### Update your Approval Alerts

1. Upon login, the Approval Alerts web part is on your home page. To go to your home page, click .
2. Click **Configure your alerts** at the bottom of the web part.
3. Select each subject for which you want to review alerts.
4. Click **Done** to save changes.

### Assess Report Finder

For *Assessment Admin* users, the My Schoolnet portal reveals a Report Finder web part that lets you view aggregate and classroom assessment reports filtered by test subjects and levels.

#### Use Assess Report Finder

1. Click the **Test Subject** drop-down and choose the subject that interests you.
2. Click the **Test Level** drop-down and choose the level that interests you.
3. In the **Report Type**, choose either **Aggregate** or **Classroom** report.
4. If you have chosen Aggregate as your report type, click **Item Analysis** or the **Standards Mastery** below the report result that interests you.

**Tip:** If you choose **Classroom**, additional fields display for district, teacher and section. Select from the menu for each field to specify the focus of your search.

### Attendance

Displays the student attendance record for the current academic year including Days Enrolled, Days Absent, and Days Tardy.

### Classroom Assessment Monitor

The Classroom Assessment Monitor web part provides teachers direct access to useful test information on Recent Assessments and Assessment Details for District and Local Tests, Classroom Tests, Standardized Test and Upcoming Tests:

#### Recent Assessments Features

- **District and Local Tests:** Offers information related to benchmark tests that are in progress or completed. Indicates proficiency forecasts for designated Predictive tests.

- **Classroom Tests:** Provides information related to a teacher's in progress and completed My Classroom tests (i.e., tests that the teacher has created for their own students and tests that have been assigned or recommended to the teacher by an administrator).
- **Standardized Tests:** Displays results from the most recent standardized tests with student results color-coded by score group.

**Tip:** When the Classroom Assessment Monitor web part does not display all standardized test scores, ask your system operator to update the test settings to display raw scores to resolve the issue.

- **Upcoming Tests:** Shows teachers all upcoming tests related to their sections with test name, online passcode, and test stage provided in a line-by-line format.

### District and Local Tests and Classroom Tests Features:

From the District Tests and Classroom Tests main pages teachers and instructional managers perform the tasks:

- Overall performance of a section on the most recent tests related to their sections.
- Toggle to view other tests.
- Test summary information that includes the total number of questions on the selected test, number of tests submitted to date, and percent, proficiency, or raw score for submitted tests.
- Vertical bar graphs for each student to track individual performance on tests and drill down to a student's profile.
- Horizontal bar graphs display section, school, region/area and district results by score group.
- Filter student results by score groups to analyze students with similar proficiency results.
- One-click access to Standards Mastery, Skills Analysis and Item Analysis sections of the Classrooms module for the selected test.
- Observe students who are predicted as non-proficient for predictive tests only. Non-proficient students will have their data boxes shaded pink.
- One-click access to the Student Profile page.

**Note:** The score display is determined by the score type that has been selected for the test during test creation.

### Standardized Tests Features

Standardized test view provides a complete listing of all scheduled standardized tests:

- Toggle to view other standardized tests.
- Date filter to view the most recent or specific test date.
- Proficiency scores for standardized test by subject.

- Filter student results by score groups to analyze students with similar proficiency results.
- One-click access to Standards Mastery section of the Classrooms module for the selected test.
- One-click access to the Student Profile page.

## Upcoming Tests Features

Upcoming Tests provides an at-a-glance view of all currently scheduled tests:

- Test listing on all upcoming tests including online passcode and test stage.
- View all option displays all tests related to a teacher's sections regardless of test stage.
- One-click access to the Test Details page in *Assessment Admin* to view test content.

## Assessment Details Features (for Teachers)

Color coded results provide teachers at-a-glance view of student performance for all students who have submitted their tests. The web part also includes the Comparative Performance section where teachers can view aggregated student results compared to their peers by Section, School, Region (if applicable) and District for benchmark and standardized tests. Simply select a test to view:

- Number of questions
- Number of students who submitted their tests
- Average total score for the students who have taken the test
- Access Reports: Standards Mastery, Skills Analysis and Item Analysis

## Caseload Progress

Lists up to 10 of the oldest Observations at an educator's default institution that have been started, but not completed (Draft or In Progress states) for observers and principals. If there are less than 10 In Progress and Draft Observations, some of the most recently completed Observations will also be listed. Click the educator name to go to the Observation form or Observation report for that educator, or Full Caseload to view your entire Observation caseload. The date corresponds to when the Observation was last edited or submitted.

## Classroom Profile

The **Classroom Profile** web part presents a variety of information. On its default page, Classroom Profile gives an alphabetical listing of students in a given section, also known as the roster view.

### To view classroom profile:

There are several View By options available to display student profile information:

- Roster: Complete roster list of all currently enrolled students in the selected section.
- Marks: Grades for all currently enrolled students in the selected section.
- Student Groups: View currently enrolled students in the selected section by associated groups.

**To view student profile:**

On any Schoolnet page, type a **student name** into the Find a Student search box.

**Content Editor**

The Content Editor web part can be used to post semi-permanent or permanent messages, links, or other information and gives you the flexibility of several formatting options.

**Configure Content Editor**

1. On the My Schoolnet home page, click the **Edit** button.
2. Click the **Configure** icon.
3. Enter the text, image, link or other information you want to convey.
4. The various options in the tool bar allow you to: cut, copy, paste, paste from Word, undo, redo, spell check, clean up HTML, insert a hypertext link, remove a hypertext link, add an image, include special characters, make text bold, italics, or underlined, orient information to the left, center or right, and/or include numerals or bullets.
5. Click **Done** after making all your entries.

**Current and Upcoming Assessments**

This web part is intended for teachers and displays the test window, name, and status of their students for current and upcoming assessments. Click **Complete Schedule** to view more information.

**District Announcements**

The District Announcements web part provides users with updates and information relevant to all users in a district. If there are more than three announcements, use the page links at the bottom of the web part to view earlier announcements. Announcements are listed in reverse chronological order.

**District Resources**

The District Resources web part provides users with convenient links to online resources that the district considers useful in pursuing the district's education goals. These resources will typically be arranged by category for ease of reference. To view a resource, scroll over and click the **resource name** and the related website will display.

**Find Standards and Materials**

This web part links users to the Classrooms Materials Search.

1. Select information from the Grade and Subject drop-downs, then select the Standard or Materials radio button.
2. Click **Go** to perform a search.

## Goals and Latest Observation Scores

Available for teachers, the most recent Observation scores aligned to their most recently set Professional Growth Plan goals. This section also includes links to their latest Professional Growth Plans and Observation report. Hover over the score bar to view a year-to-date trend line of the most recent goal scores. If there is one or no other Observation using the same template as the most recently submitted Observation, this trend line will not appear. When non-numeric ratings are used in the latest Observation, the name of the rating chosen by the observer for each standard will be shown.

Scores from observations using either the Average or Sum aggregation method are supported on this web part, regardless of whether weights are applied to any of the standards in the observations.

## GradeSpeed Gradebook

Schoolnet users who also subscribe to the GradeSpeed Gradebook can access real-time grade book information and navigation options.

The Gradebook web part may be configured to provide links to the Grades, Report Cards, Attendance, and Triggers web parts, as well as information on Upcoming Assignments, Recent Assignments, and My New/Dropped Students.

Two tabs are also included for reports sharing: Classroom Skills Analysis and Item Analysis. These two tabs offer teachers the option of sending tests to Gradebook. Tests sent in this way are pushed to GradeSpeed as assignments for that class's gradebook.

**Note:** GradeSpeed integration may not be immediately available for all system users.

## Information about Your Child

The Information about Your Child web part helps parents identify the areas in which their child is excelling, as well as any areas in which they may need extra support. Click any **topic** to get more information about how your child is performing.

## Interventions at a Glance

This web part displays two charts:

**Students Receiving Interventions** is a pie chart that categorizes students into three subgroups: Students with Active Plans, Students with Inactive Plans, and Eligible Students without Plans.

**Weekly Intervention Enrollment** is a line graph showing student enrollment in intervention programs organized by tabs: Math, Reading, Days Absent, Suspension, and BHS. Click a **tab** to view the chart.

## Key Performance Indicator Overview

The Profiles area of School & District Data on the My Schoolnet navigation tab delivers a packaged set of configurable, standardized metrics called Key Performance Indicators (KPIs).

The Key Performance Indicators available in School & District Data can help you evaluate and compare schools, grade levels, subgroups, and other important factors. Please note that KPIs must be set up in the School & District Data System Operations page (see the *School & District Data: System Operator Guide* for more details) and are configured at a district-wide level; they cannot be altered for other lower levels views (e.g., region, school).

Because KPIs offer an immediate means of evaluation and comparison, it's important to understand each metric, ensure that it offers a meaningful way for your organization to measure its progress, and configure it to yield useful information. Below is the list of all possible Key Performance Indicators that may appear in your Profiles.

**Note:** If some of the KPIs below are not included in your Profiles, and/or you want to learn more about the specific configuration of each, please speak with your system's support staff and/or refer to the *School & District Data: System Operator Guide* and School & District Data System Operations page .

KPI Name	Description	Calculation
<b>Average daily attendance (year-to-date)</b>	Average daily attendance (year-to-date) reveals the day-by-day attendance rate for an institution, using the number of days that school has been in session for the current school year and the number of students currently enrolled.	(Sum total of actual days present for currently enrolled students at any institution during the current school year) / (Sum total number of days attended by all students currently enrolled in the institution)  <b>Note:</b> This KPI uses a student's year-to-date attendance records. Attendance rates from another school attended during the current school year will be included.
Students chronically absent (%)	The percentage of currently enrolled students who have been absent more than <#>	(Number of currently enrolled students whose attendance rate falls below the district-

	<p>school days, where &lt;#&gt; refers to the threshold number. (Thresholds are the numeric tipping point beyond which student behavior registers in a KPI's calculations.)</p>	<p>defined threshold of &lt;#&gt; days) / (Total number of currently enrolled students)</p> <p>Attendance rate is defined as: (One student's number of days present) / (Total number of days school has been in session during the current year across all schools).</p>
<p><b>Students chronically tardy (%)</b></p>	<p>The percentage of currently enrolled students who have been tardy more than &lt;#&gt; days, where # refers to the threshold number.</p> <p>(Thresholds are the numeric tipping point beyond which student behavior registers in a KPI's calculations.)</p>	<p>(Number of currently enrolled students whose rate of tardiness rises above the district-defined threshold of &lt;#&gt; days) / (Total number of current</p>
<p>Total enrollment</p>	<p>The total number of currently enrolled students.</p>	<p>No calculation is used: this is simply the total number of students currently enrolled.</p>
<p><b>Limited English Proficiency (% enrollment)</b></p>	<p>The percentage of current students who are enrolled in Limited English Proficiency (LEP) programs.</p>	<p>(Total number of students who are enrolled in Limited English Proficiency (LEP) programs/ (Total number of students who are enrolled in the school</p>
<p>Special Education programs (% enrollment)</p>	<p>The percentage of currently enrolled students who are enrolled in Special Education programs.</p>	<p>(Total number of students who are enrolled in Special Education programs) / (Total number of students who are enrolled in the school)</p>
<p><b>Most recent Math benchmark test (% proficient)</b></p>	<p>The percentage of students who met or exceeded a school district-defined level of proficiency on the most recent Mathematics benchmark test.</p>	<p>(Number of students who scored proficient or above on the most recent Mathematics benchmark test) / (Total number of students who had</p>

		<p>taken at least one Mathematics benchmark test during the current school year)</p> <p><b>Note:</b> This KPI uses student performance from assessments that are mapped to the system-defined benchmark test category.</p>
<p><b>Most recent Literacy benchmark test (% proficient)</b></p>	<p>The percentage of students who met or exceeded a school district-defined level of proficiency on the most recent Literacy benchmark test.</p>	<p>(Number of students who scored proficient or above on the most recent Literacy benchmark test) / (Total number of students who had taken at least one Literacy benchmark during the current school year)</p> <p><b>Note:</b> This KPI uses student performance from assessments that are mapped to the system-defined benchmark test category.</p>
<p><b>Most recent Social Studies benchmark test (% proficient)</b></p>	<p>The percentage of students who met or exceeded a school district-defined level of proficiency on the most recent Literacy benchmark test.</p>	<p>(Number of students who scored proficient or above on the most recent Social Studies benchmark test) / (Total number of students who had taken at least one Social Studies benchmark test during the current school year)</p> <p><b>Note:</b> This KPI uses student performance from assessments that are mapped to the system-</p>

		<p>defined benchmark test category.</p>
<p>Most recent Science benchmark test (% proficient)</p>	<p>The percentage of students who met or exceeded a school district-defined level of proficiency on the most recent Literacy benchmark test.</p>	<p>(Number of students who scored proficient or above on the most recent Science benchmark test) / (Total number of students who had taken at least one Science benchmark test during the current school year)</p> <p><b>Note:</b> This KPI uses student performance from assessments that are mapped to the system-defined benchmark test category.</p>
<p><b>Standardized Mathematics test (%proficient)</b></p>	<p>The percentage of students who met or exceeded a district-defined level of proficiency on a standardized test Mathematics section*.</p> <p>*Depends on configurations chosen by the System Operator in School &amp; District Data &gt; NCLB &gt; Test Definitions</p>	<p>(Total number of currently enrolled students who took the defined test--for the year, grade level and subject--and scored at or above proficiency) / (Total number of currently enrolled students who took the defined test for the defined year, grade level and subject)</p>
<p>Standardized Literacy test (% proficient)</p>	<p>The percentage of students who met or exceeded a district-defined level of proficiency on a standardized test ELA section*.</p> <p>*Based on configurations</p>	<p>(Total number of currently enrolled students who took the defined test--for the year, grade level and subject--and scored at or above proficiency) / (Total number of currently enrolled students who took the defined test for the defined year, grade level</p>

	chosen by the System Operator in School & District Data > NCLB > Test Definitions	and subject)
<b>Students who have been suspended (%)</b>	The percentage of currently enrolled students who have been suspended at any institution at least once during the current school year.	(Total number of currently enrolled students who have been suspended at least once during the current school year at any institution) / (Total number of currently enrolled students at this institution)
Students who have committed disciplinary infractions (%)	The percentage of currently enrolled students who have committed a disciplinary infraction during the current school year.	(Total number of infractions registered by currently enrolled students during the current year) / (Total number of students currently enrolled)
<b>Dropout rate</b>	Dropout rate reveals the rate at which currently enrolled students for the current school year have dropped out from the institution in the current school year.	(Total number of dropout withdrawal codes registered at the institution for the current school year) / (Total number of students enrolled at the institution)
Attendance Spikes (% chance of issue)	The Attendance Anomaly Index KPI reveals changes in attendance between the current school year and previous school years during similar times of the year. These data can be helpful in identifying localized health or environmental issues.	This KPI looks at the current attendance by institution and compares it to that institution's attendance during the same time period over the last two years. The higher the value the higher the spike in absences in the current school year.

In addition to the KPI data provided, there are a series of Related Reports that may be included for each. These may be accessed by clicking on the KPI indicator.

**Note:** For more information on Key Performance Indicator configuration, please speak with your system's Account Manager and/or refer to the *School & District Data: User Guide*.

## Latest Scored & Completed Tests

Directly from the student home page, the **Latest Scored & Completed Tests** web part provides students with a complete list of the test(s) they recently completed where they can view scores and information about the test(s). Click **Review** to view the details of the test. Click **Self-Assess** to evaluate how you performed on the test. Once a self-assessment has been completed, you may still review the details of the test.

## My Calendar

The My Calendar web part, also known as the Unified Calendar, shows events posted by teachers and administrators at your school. You and your colleagues can search for and post events of general interest to the school community. Clicking on a particular day will present links below the calendar to each event listed for that day. To see more details on an event, click the associated link.

Items are added to My Calendar throughout the system's modules. In the *Classrooms* Lesson Planner (Personal Calendar) and *Educator Development* Upcoming Registered Activities areas, click the link to add associated items to the Unified Calendar.

## My Classroom

The *My Classroom* web part has been specifically designed for teachers and instructional managers to access the classroom tools that they need most. It is generally the top-most element below the navigation tabs on the home page.

### Select sections

- For teachers, choose the section.
- For instructional managers, choose an institution, teacher, and section from the available drop-downs.

**Note:** My Classrooms web part displays information for active sections only.

### Section tools

With *My Classrooms*, teachers and instructional managers have access to several classroom tools:

My Classroom	Description
Reports	View Student Performance information including: <ul style="list-style-type: none"> <li>• Benchmark Dashboard</li> <li>• Classroom Test Dashboard</li> <li>• Item Analysis</li> </ul>

	<ul style="list-style-type: none"> <li>• Skills Analysis</li> <li>• Standards Mastery</li> <li>• Student Analysis</li> <li>• Intervention Plans</li> </ul>
Planner	Access your Lesson Planner where you can view, create, and schedule curricular units, instructional units, lesson plans, schedule events, and schedule standards coverage.
Materials Search	<p>Search for all types of materials, including Curricular Units, Instructional Units, Lesson Plans, Assessments, Resources, Standards, Curriculum, and Courses.</p> <ul style="list-style-type: none"> <li>• Basic Search: Enter keywords such as titles, topics, or terms contained within the material and click <b>Search</b>.</li> <li>• Advanced Search: Refine the search criteria by selecting one or more subjects or grades from the corresponding drop-downs. Users with assigned sections will have their corresponding subjects and grades preselected.</li> </ul> <p>Results matching the criteria display in the <i>Classrooms</i> module.</p> <p><b>Note:</b> Leave the search field blank and click <b>Search</b> to return all results for the grade(s) and subject(s) selected.</p>
Assessments	Access the <b>Test Dashboard</b> in <i>Assessment Admin</i> where teachers and instructional managers can work with Active, Benchmark, and Classroom tests by utilizing tools to score, download, download instructions, generate answer sheet, view user names, and go to the Test Proctor Dashboard.
Website	Display basic information about the selected class including the region, section, grade, subject, and teacher name. To see the same information for other active classes, click on the section drop-down.
Today's Instruction	Provides suggested materials for the selected section. Click on a material link to go to the Classrooms module.

## My Classroom Pages

The My Classroom Pages Web Part derives its data from Outreach. It allows you to manage the content of the classroom pages on your district or school home page.

Clicking a classroom link (e.g., PHYS EDUC I - 6957) allows you to display the classroom page on your district or school home page, where you can view or edit the classroom information.

## My PD Planner

My PD Planner delivers current and effective Professional Development information that is relevant to your role so you can stay on top of your Professional Growth Plan.

- **Rate Recent Activities:** Lists activities you have completed that you have not yet rated.
- **My Upcoming Activities:** Lists all activities, if any, for which you have registered.
- **Upcoming Activities At My School:** Lists all the upcoming activities, if any, at your school.
- **Upcoming Activities to Facilitate:** Lists all upcoming activities, if any, you are scheduled to facilitate.
- **Forms to be Completed:** Lists all forms, if any, you are slated to complete.
- **Alerts:** Lists all items at your institutions that require approval.

## My Notes



The My Notes web part lets users create notes for themselves.

To **add** a note:

1. Click the **plus icon** .
2. Enter the information you want in the **Title** and **Content** fields and then click the **save icon**.

**Note:** The view of My Notes includes a parenthetical total for the number of entries and a line with the note's title and time of creation.

**Edit** or **Delete** a note:

1. Click the **title** of the note.
2. If you want to edit the note, click the **edit icon** . Make the changes you want to the note's title and/or description, and then click **Save**.
3. If you want to delete a note, click the **delete icon** .

## My Resources

The My Resources web part lets users bookmark useful links and store them in their private section of My Schoolnet. Click the **plus icon** to add the name and URL for a site, organize bookmarks by

date or alphabetically, and scroll over the right side of an entry to delete, if needed.

## My Tools

The My Tools web part provides quick, single sign-on access to other areas of Schoolnet.

- **Gradebook** links GradeSpeed users to the gradebook home page.
- **Attendance** takes GradeSpeed users to the attendance page for the selected section.
- **Assessment** brings *Assessment Admin* users to the *Assessment Admin* profile page. From there you can create tests, create items, and review existing tests.



**Note:** GradeSpeed integration may not be immediately available for all system users.

## Partner Portlet

The Partner Portlet web part is meant for system operators. It allows them to enter a URL and related parameters for accessing a single sign-on site (SSO) and/or LTI Partner with no LTI authentication.




**Note:** For an LTI partner to be available through the Partner Portal, they must be pre-defined and active in API Management.

### Configure the Partner Portlet

1. From the My Schoolnet home page, click the **Add** button.
2. From within the Partner Portlet, click **Configure**.
3. Select the **Authentication** type, or **None** for LTI partners that do not require authentication.
4. Enter the **URL Target**.
5. Click  to add an image to represent the URL. Adding an image can increase visibility and usability.
6. Select the **Request Type**.
7. Select a Target Window. When clicked, the URL can open in the same browser window, a separate pop-up window, or a custom sized pop-up window. For a custom pop-up window, enter the **Width** and **Height** in pixels of the desired window.
8. From the Parameters section, click **Add Parameters**.
9. Enter a Parameter Name and Parameter Value for SSO partners.
10. Click .
11. Click **Save** to keep your selections.

**Note:** Required fields are denoted with an asterisk \*. If you need more assistance with this web part configuration, please contact your local system operator.

## Edit the Partner Portlet

1. From the My Schoolnet main page, click the **Edit** button.
2. From within the Partner Portlet, click **Configure**.
3. Select the **Authentication** type, or **None** for LTI partners that do not require authentication.
4. Enter the **URL Target**.
5. Click  to add an image to represent the URL. Adding an image can increase visibility and usability.
6. Select the **Request Type**.
7. Select a Target Window. When clicked, the URL can open in the same browser window, a separate pop-up window, or a custom sized pop-up window. For a custom pop-up window, enter the **Width** and **Height** in pixels of the desired window.
8. From the Parameters section, click **Add Parameters**.
9. Enter a Parameter Name and Parameter Value for SSO partners.
10. Click  to save your parameters, or click  to delete saved parameters.
11. Click **Save** to keep your selections.

**Note:** Required fields are denoted with an asterisk \*. If you need more assistance with this web part configuration, please contact your local system operator.

## PD Search

Educator Development catalogs activities and resources that users take to develop their skills. This is done in order to meet personal and school-based goals for instructional improvement. Activities and resources are found in the system by using PD Search. This web part allows users to search for PD by all, keyword, calendar, or ID.

## Pearson Courses

This web part has a link to Pearson materials stored in Successnet and Successnet Plus and is available to students, teachers, and administrators. A login is required for accessing this content.

## Profile Search


You can use the Profile Search web part to search for the Profiles of the individuals you have access to. Everyone can view their own plan. Leadership and system operators can also view other people's individual plans.

### To open an individual's profile:

1. In the **Profile Search** box, enter a last name, first name, or ID. As you type, names appear sorted alphabetically by first name and then last name or by ID. Click a name to go straight to that person's profile or click **Go** for a complete list.

2. Click an **individual's name** to open their profile. The Profile will have the same links and information as the individual will see in My Profile.

## Recommended PD

Activities and resources that other educators, observers, and leadership have suggested to you using the “Recommend” feature around the site appear on a Recommended PD web part. Click the **comment icon**  beside the activity name to see why this PD was suggested and **View all** to view a full list of recommended PD.

## Report Bank

The Report Bank web part is designed to provide a one-stop access point to reports available to you through the system. Using this web part, you can:

- Keyword search: Enter a keyword to locate a list of report titles matching the criteria.
- At-A-Glance: View [Key Reports<sup>1</sup>](#) (25 maximum), [My Reports<sup>2</sup>](#) (10 maximum), and [Most Frequent<sup>3</sup>](#) reports (10 maximum).
- One-click access to view a selected report.
- Go to the **Report Bank** or **My Saved Reports** in *School & District Data*.

## Review a Test

Directly from the student home page, the **Review a Test** web part provides students with a complete list of the test(s) they recently completed where they can view scores and information about the test (s). Click **Review** to view the details of the test. Click **Self-Assess** to evaluate how you performed on the test. Once a self-assessment has been completed, you may still review the details of the test.

## ScanIt Starter

ScanIt is the system's scanning software and management application that can be used to locally scan student answer sheets. ScanIt manages the scanning and error resolution associated with both plain paper and Optical Mark Recognition (OMR) or bubble sheet answer sheets for tests created through Assessment Admin. From the system, the ScanIt Starter web part provides one-click access to the ScanIt application directly from your home page. The web part launches the application software that is currently installed on your computer.

## Access ScanIt

1. Go to **My Schoolnet > ScanIt Starter**.
2. Click **Launch the Application** to go directly to ScanIt.

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<sup>1</sup>Reports chosen by the district.

<sup>2</sup>The last ten reports that have been created or saved.

<sup>3</sup>The 10 most frequently viewed reports.

If you do not already have the application, ScanIt Starter also provides an option to Download for Windows to your computer where you can install and configure ScanIt for use with your school's scanner device directly from your home page. For additional information including the technical requirements that are required to properly run ScanIt 4.0, see the ScanIt Installation and User Guide.

## School Goal Summary

If any Professional Growth Plan window for a classroom environment in the current year includes a school goal, and the latest of those windows is set to align goals to the third of a three-level set of standards, then the School Goal Summary web part is available to school leadership. You will be prompted to choose a school goal if one has not already been chosen at your school. After a school goal has been chosen, it is shown along with a list of the distinct sub-skills belonging to the goal that have been chosen by the educators eligible in that window whose plans have been approved. Each sub-skill also presents an average of Observation scores of educators for that sub-skill from the most recent Observation window.

**Note:** Average Observation scores are *not* shown if the template for the latest observation window uses a different scoring template than the default for any standard, the default template is a non-numeric scoring template, or the standards in the template are weighted.

This web part will only work if School Goals are enabled in the system and chosen at an indicator level rather than an expectation level. The ability to choose either level is done through **System > Educator Development: General Settings > Plan & Measure Templates > Professional Growth Planning**. For leadership at multiple schools, this web part will show areas of focus for their default set institution.

## Student Search

The Student Search web part allows you to search for a student by First Name, Last Name, or Student ID. To search by School, Grade Level, or School Year, click **Advanced Search**. Only students that you have permission to view will be displayed.

**Note:** It is no longer recommended that this web part be enabled, as Schoolnet has added its own student search universally on every page in the upper right corner.

## 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.

## Using My Forums

The My Forums web part derives its data from Outreach. It allows you to display the Forums page on your district or school home page. Clicking Go to all Forums allows you to display the Forums page on your school home page, where you can:

- See when a new message has been added to a forum (to which you subscribe)
- Add a forum
- Remove a forum
- Change the order of forums
- Change the notification frequency

## **Your Student**

Allows parents to view links related to their students such as test results. If a parent has multiple students at a school, they will see multiple Your Student web parts that allow them to toggle between students.

## **3: Manage Web Part**

You can personalize the layout of the home page by managing web part and their content. You can show or hide a Web Part, add or remove a Web Part, and edit Web Part content. Your system's portal will show only those web parts, and those versions of web parts, that your role gives you permission to see. Please contact your district's system operator for more information.

### **System Operator Options**

System Operators should use the options shown below for viewing, editing and adding web parts for themselves and other users' My Schoolnet portals.

- **Scope** menu allows you to choose the My Schoolnet page type you are viewing or altering (via the Mode).
- **View**, **Edit**, and **Add** buttons allow you to manage web parts.
- **Reset** button resets My Schoolnet for all users in the selected scope reverts all changes and configurations for the selected role including the adding and removing on web parts. This option should be used with caution.

### **Add a Web Part**

Although each user role is preset with default web parts, you can add additional ones to customize the Schoolnet home page for each user scope. All web parts must be added to the home page separately for each user scope with the exception of the Announcement web part which is added to all user scopes across the institution.

1. From your My Schoolnet home page, select the first default that will see the link you want to add.
2. Click **Add**.
3. From the **Add Content** list, select the web part(s) to add, such as Content Editor or Assess Report Finder.
4. Choose the destination zone and click **Add**:
  - **Zone 1** refers to the top left section.
  - **Zone 2** refers to the bottom left section.
  - **Zone 3** refers to the right side.
5. Click **Close**.
6. Click **Edit** and drag and drop the new web part to another area on the home page.
7. Repeat for other user roles that also need to see the web part on their home page.

## Edit Content

Your home page has been designed to display those web parts that are most useful to your roles and the available information you have permission to view. System Operators can edit the appearance, layout, behavior, and scroll for all web parts in My Schoolnet but it is recommended that the defaults for content structure be left intact.

**Note:** Web parts cannot be permanently deleted. Select the trash icon to remove web parts that can be added to the home page at a later time.

## Change Layout & Location

1. On the Schoolnet home page, click the **Edit** button.
2. Click the **Edit** icon for the web part that you would like to update.
3. Enter the dimensions in the layout area. You can manipulate the web part's **Chrome State** (normal or minimized).
4. Move the location of a web part. Select a new **Zone** for the web part. Zone 1 is the top-left part of the screen, Zone 2 is the bottom-left portion, and Zone 3 is to the right.
5. Click **Apply** and then **OK** to return to the standard view of My Schoolnet or click **Cancel** to discard any changes.

## View Properties Table

The following table includes descriptions of the fields you may edit.

### Appearance

Field	Explanation
Title	Sets the top title of the web part, as it appears to the user role specified under Scope.
Chrome Type	Defines the visibility of the title bar and border. Default selection for this is Title and Border.
Height	Sets height for web part. Leave blank to let the system choose a default height.
Width	Sets width for web part. Leave blank to let the system choose a default width.

## Layout

Field	Explanation
Chrome State	Defines whether the state of the web part is initially expanded (normal) or minimized. Minimized web parts can be maximized by using the plus icon within them.
Zone	Sets the zone the web part will appear in. Zones are labeled on the My Schoolnet page when in edit mode, and some may be stacked under other zones. Scroll down the page to view all available zones.
Zone Index	Sets the order in which the web part appears on the page. "0" is the topmost, "1" is second to top, etc.

## Behavior

Field	Explanation
Description	Sets the description that appears as drop-down text when the title of a web part is hovered over.
Title Link	Sets a link to a system or external page that appears on the title of a web part.
Title Icon Image Link	Sets an image you can use in the title of a web part area. An image of the words "My Classroom", for example, can be used as the header.
Help Link	Adds a help icon to a web part that can point to any internal or external URL.
Help Mode	Controls the browser window for the custom online help system.
Import Error Message	Sets the error message that appears when a Microsoft SharePoint (MOSS) site fails to import a web part.
Export Mode	Permits data from the system's web parts can be exported to other sources. <i>Do not allow</i> disables any data from being exported, <i>Export all data</i> allows all data to be exported, and <i>Non-sensitive data</i> includes
Authorization Filter	Used by system operators to define the authorization properties that may be used for the web part.

## Property Grid

Field	Explanation
Allow Scroll	Defines whether or not the web part should have scrolling capabilities.

## 4: Online Testing Center

Welcome to the Online Testing Center. You can take an online 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.
- Questions may require a response to be uploaded.
- You can go back to earlier questions and change your answers.
- Tests may include the use of a ruler, compass, protractor, or calculator. If so, a toolbar will appear on the top of your screen to open the appropriate tool.

### FAQ

What are the buttons on the top of my screen?



- **Formula sheet:** Click the formula sheet button to open the formula reference sheet needed for the test question. This can include math formulas, the periodic table, units of measure, etc.
- **Calculator:** Click the down arrow to select a simple four-function calculator, a scientific calculator, or a graphing calculator.
- **Ruler:** Click the down arrow on the ruler button to select an inch ruler, a centimeter ruler, or a unit ruler (a ruler without a specific unit of measurement). 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 the circle below it.
- **Compass:** Click the Compass button to open it. Using the compass will leave marks on the screen.
- **Highlighter:** Click this button to highlight text in a passage. This button appears only when a test question contains a passage. Your highlights will remain if you move on to another question and come back.
- **Clear:** Click the Clear button to remove tools and any marks left on your screen by the compass.
- Click **Comment** to add a comment for this item. This allows you to provide feedback about this question. You may edit or update your comments at any time while taking the test, but once you submit your test, you cannot change your comments. This option appears only when the teacher has enabled this feature.

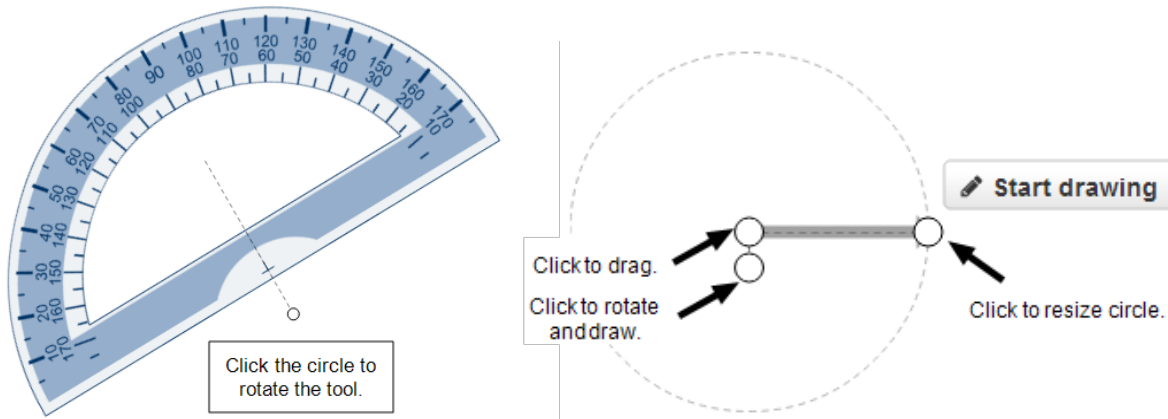
- **Flag:** Click the button to keep track of specific questions or parts within a question so that you can come back to them later.

**Note:** Some buttons will appear only if they are used on a test question. They will not appear if they are not needed on a test question.

### How do I use a ruler, or compass?

Your test may require the use of a ruler, compass, protractor, or formula sheet. To use these tools, click the appropriate button on the top of your test screen. A button for a tool will only appear if that tool is needed on a test. You can drag the tool to a new position, and rotate the tool using the circle.

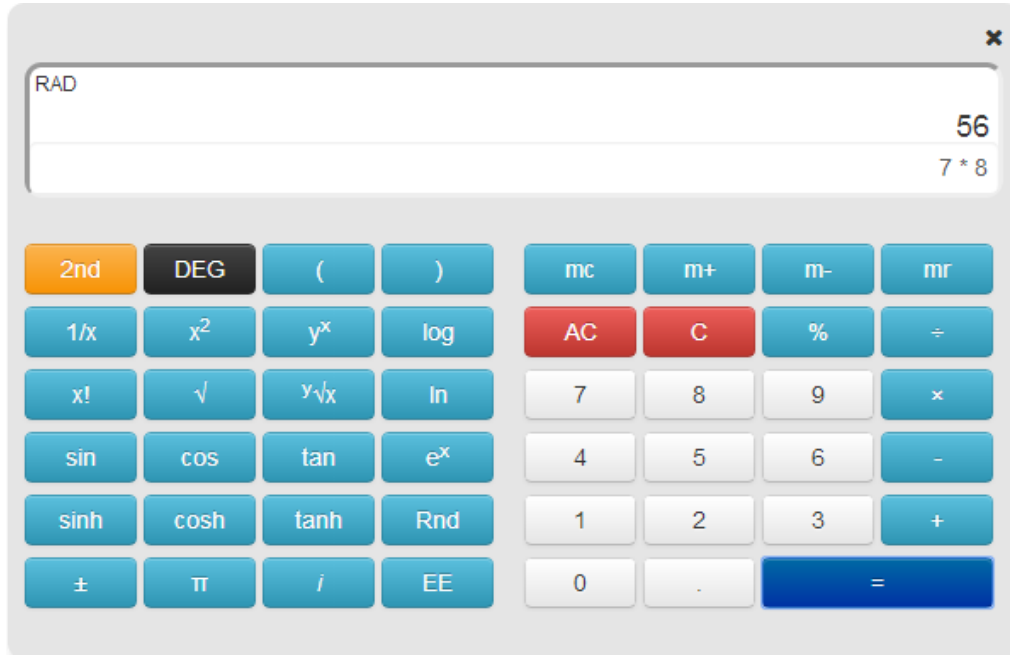
To move the ruler or protractor, click and drag it. To rotate, click the small circle below the tool and move your mouse. For the compass, use the three circles to move, rotate, draw, and resize the compass (see the image).



### How do I use a calculator?

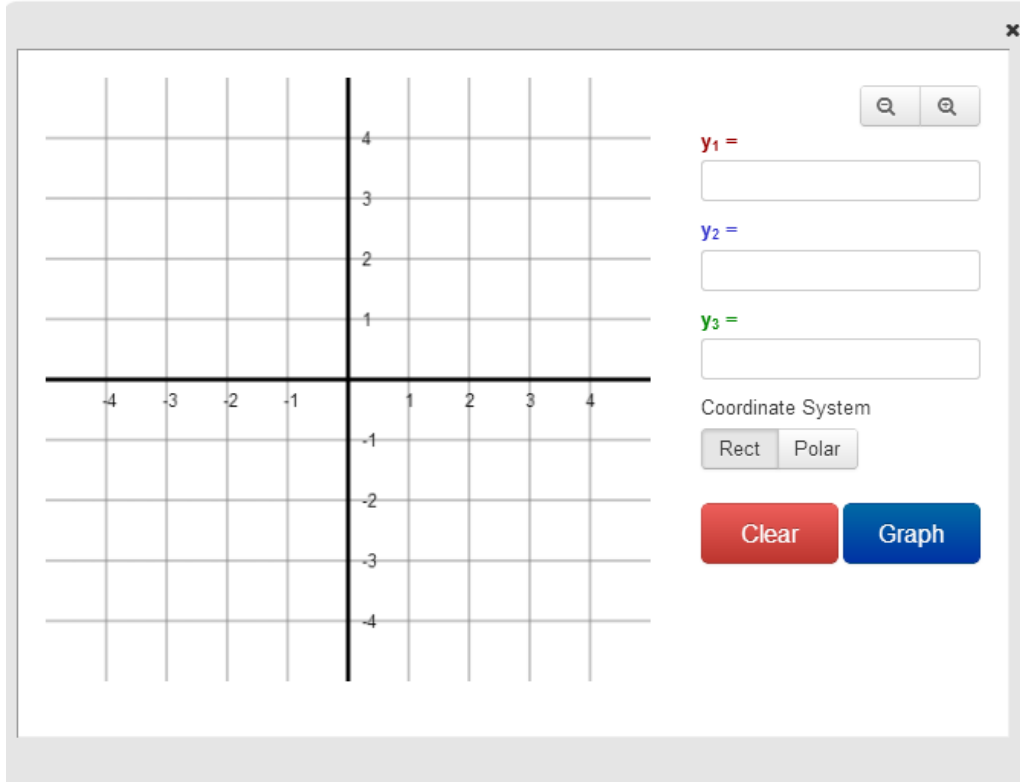
Your test may require the use of a calculator. There are three calculators that may be available to you on your test: a basic four-function calculator (not shown here), a scientific calculator, and a basic graphing calculator. To select a calculator, click the Basic drop-down and select a calculator.

#### Scientific calculator



### Graphing calculator - Basic

The basic graphing calculator can graph rectangular and polar coordinates. Click **Graph** to graph the entered coordinates, and **Clear** to reset the calculator.



### How do I go back to a previous question?

You can use the Previous and Next buttons to navigate the test. You can also click the View Test Summary button to select a particular question to return to. The test summary indicates questions that are unanswered or that you have flagged.



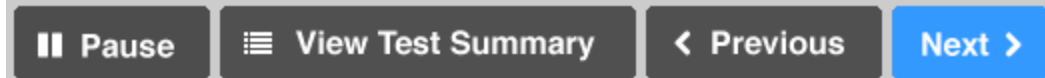
### How do I flag a question to return to later?

Click the flag button on the top of your screen to keep track of specific questions or parts within a question so that you can come back to them later.



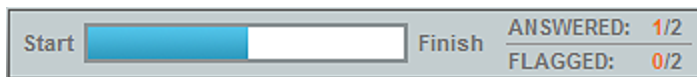
### How do I pause the test?

Click the pause button on the bottom of your screen to temporarily stop the test clock. You will be returned to the place that you left off and your selected answers are saved. This feature is set by your teacher and may not be available on all tests.



### Where can I see how many questions are left?

The progress bar on the lower left part of your screen shows how many questions you have answered and the total number of questions. For example, 2/10 means you have answered 2 out of 10 questions.



### What types of questions are there?

- **Multiple Choice**
- **True/False**
- **Gridded:** Click the numbers and symbols in the grid to answer the question, for example 3.25 or  $3/4$ . Answers can include negative numbers. The question may require you to place each digit in the column that corresponds to its mathematical place. For example, if the answer is 20, a zero must be selected in the last column on the right, and a 2 must be selected in the second-to-last column. Read the question instructions carefully.

- **Open Response:** You may be asked to write your answer on a separate piece of paper, in a blue book, upload a file, record an audio response, or enter your answer directly online. Use the scroll bar to show more of the reading passage.
- **Inline Response:** Fill in the blanks by selecting the responses that best complete the sentence or formula.
- **Matching:** Select the letter of the answer that best corresponds to each question part.
- **Hot Spot:** Click the appropriate area or areas on the image to answer the question. If more than one response is required, the minimum and maximum number of choices you can select will appear on your screen.
- **Drag and Drop:** Click an answer choice and drag it to an answer container. Answers can be used more than once.
- **Click Stick Click Drop:** Click an answer choice and click again to place it in an answer container. Answers can be used more than once.
- **Task:** Tasks are questions that contain multiple activities. Use the Next and Previous buttons to move between the activities. The question heading will show which activity you are currently working on, for example Activity B (2 of 5).

### What type of media can be used to answer questions?

For open response questions, your teacher may request that you enter your answer online, an answer book or sheet of paper, record an audio response, or attach a file.

- **Upload File:** When instructed to attach a file (max size 10 MB) and choose a previously created file that contains your response from a location on your computer. Only one file can be attached per question or activity. The approved file types are FLV, JPEG, GIF, MOV, MP3, MP4, PNG, PPT, TIF, TXT, DOC, and XLS.
- **Record:** When instructed, click **Create Record** to begin. You may also need to allow the recorder to use your microphone. After recording your response, click **Stop**. It's a good idea to play back your response before attaching it to the question. If need be, you can **Record Again** to replace the recording. Once you are satisfied with your response, click **Attach**. Your response can be a maximum length of one minute in duration and only one recording can be attached per question or activity. Click the icons or use keyboard shortcuts to operate the player: Play=spacebar, Mute=backspace; Volume= up/down arrows:



### How do I use the text formatting options for open response questions?

For open response questions, you can use the text formatting toolbar to format your text and run the grammar checker and spelling checker. The spelling and grammar checker will underline errors in red. Click the underlined text to see suggested corrections. The spelling and grammar checkers are available only for English.

An equation editor may also be available to enter special characters and symbols when answering math and science questions. If the editor is enabled, a Sigma icon ( $\Sigma$ ) will display in the toolbar. The editor allows you to include symbols, matrices, Greek letters and numbers, trigonometry and calculus functions, and arrows in your open response questions. See "Equation Editor" on page 63 for full details on using this feature.

Hover over each button to see what it does.


**Note:** The text formatting toolbar will only appear if it is enabled for the test question. If you don't see it, or specific components such as the or equation editor, spelling checker or grammar checker, then those options have not been enabled for that question.



I see a message about an unsecure link. What should I do?

If you see a message warning about a link that is not secure, check with your teacher before opening the link. You may need to configure your browser to open the link.

More tips

- **Drag and drop:** Some test questions may require you to drag and drop things. Use your mouse or finger to drag the answer to the correct bucket.
- **File Upload:** If you a want to change a file that has been attached, delete the attachment and upload the new file. In order to review your response, click on the file to download a copy to your computer.
- **Flag a test question:** Click the flag button to keep track of specific questions or parts within a question so that you can come back to them later.
- **Highlight text:** For reading passages, click the  button to highlight text. This button appears only when a test question contains a passage. Your highlights will remain if you move on to another question and come back.
- **Hide/show answer choices:** Use the process of elimination remove choices that are distracting. Once hidden, the choice is becomes a light gray color. Use this option to focus on correct answers. Click **Hide** to remove the answer and **Show** to make the answer viewable. You can still select hidden choices, so make sure you choose your answer accurately.
- **Pause the test:** Click the pause button to temporarily stop the test clock. You will be returned to the place that you left off and your selected answers are saved. This feature is set by your teacher and may not be available on all tests.
- **Recorded Responses:** You can play back the recording from anywhere within the test before you submit it to your teacher. If you want to change the recording that has been attached, delete the first recording and create a new recording.

- **Scroll:** Sometimes an answer choice is below the bottom of the screen. Use the scroll bar to show more of the passage.
- **Spelling and grammar:** In open response questions, click the spelling or grammar button to check your work. You will only see these buttons if they are enabled for the test you are taking, and only for English. The grammar and spell checker underline potential errors in red. Click the underlined words to see suggested corrections.
- **View Test Summary:** The test summary provides a list of all unanswered and flagged questions. Click a question to return to it.

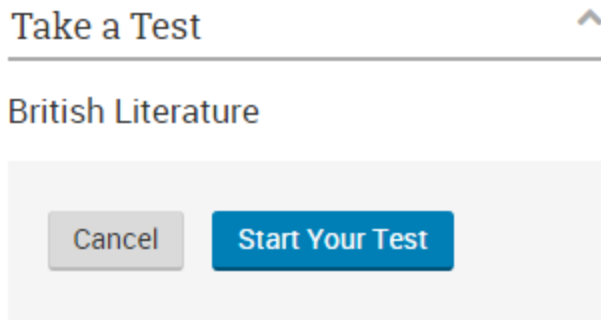
## Take a Test

The **Take a Test** area on the My Schoolnet Dashboard lists the online tests that have been assigned by your teachers, including the course/section that is associated with each test.

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

### To take an online test:

1. Sign in to My Schoolnet.
2. Under **Take a Test**, you can view your available tests. 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 click **Go**. If you receive an error message, notify your teacher or the test administrator.
4. Verify the test:
  - Check that this is the correct class. If not, click **click here** next to "If this is the wrong class" to select another class.
  - Verify the test name as 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.



ART 4 Sec-01 Per-7

If this is the wrong class, [click here](#).

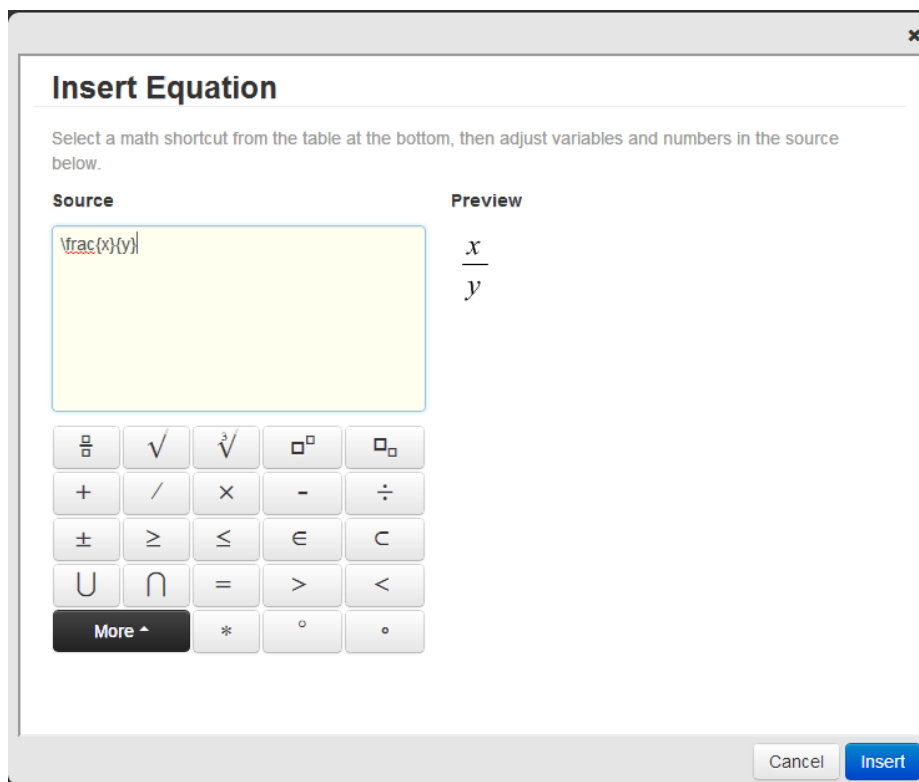
5. Click **Start Your Test** to launch the test.
6. If you have any questions about how to take the online test, click the **Online Test Help** button.
7. Some tests include instructions from your teacher. Please read these instructions, and then click **Start Test Now** to begin the test. For timed tests, the countdown will not start until you click on the first question.
8. Read through each question and enter or select an answer. Open Response item types may allow you to use a text editor to enter your response online, write your answer on a separate piece of paper or in a blue book, upload a file, or record an audio response.


## Equation Editor

The equation editor allows you to enter special characters and symbols when answering math and science questions. If the editor is enabled, a Sigma icon ( $\Sigma$ ) will display in the toolbar on open response type items. The editor allows you to include symbols, matrices, Greek letters and numbers, trig and calc functions, and arrows into your open response questions.

### To use the editor:

1. Click the Sigma icon ( $\Sigma$ ) to display the Equation Editor:



2. Click any symbol to insert it into the **Source** window. A **Preview** of your selection displays on the right hand side. This represents how your answer will display on the test.
3. To remove a symbol or part of an equation simply highlight the text in the Source window and press Delete on your keyboard or place your cursor to the right of the text and use your backspace key.
4. To change the value inside an equation, highlight the text or symbol to be updated and type in the new value. For example:
  - Click on the fraction symbol ,  $\frac{x}{y}$  displays in the Source window and  $\frac{x}{y}$  displays in the Preview window. Change the x and y values in the Source window to  $\frac{1}{2}$  and the Preview now displays as  $\frac{1}{2}$ .
5. Click the **More** button to access the Symbols, Matrices, Greek, Trig & Calc, and Arrows options. Again, click any symbol to display it in the **Source** window.
6. When you are finished formatting your equation, click on the **Insert** button to display this answer in the response window on your test. Click the **Cancel** button to return to the test question without saving your work.
7. If you need to edit your answer after inserting it into your test question, click on the equation to highlight it, then click the Sigma ( $\Sigma$ ) icon to return to the Equation Editor window to make your changes.

## Symbols and Values in the Equation Editor

















### Symbols

















Syntax	Key	Rendered	Syntax	Key	Rendered
<code>\mathrm\pi</code>		$\pi$	<code>\vartriangleleft</code>		$\triangleleft$
<code>\infty</code>		$\infty$	<code>\vartriangleright</code>		$\triangleright$
<code>\varnothing</code>		$\emptyset$	<code>\wedge</code>		$\wedge$
<code>\partial</code>		$\partial$	<code>\vee</code>		$\vee$
<code>'</code>		$'$	<code>\neg</code>		$\neg$
<code>"</code>		$"$	<code>\forall</code>		$\forall$
<code>\sim</code>		$\sim$	<code>\exists</code>		$\exists$
<code>\approx</code>		$\approx$	<code>\nexists</code>		$\nexists$
<code>\equiv</code>		$\equiv$	<code>\therefore</code>		$\therefore$
<code>\cong</code>		$\cong$	<code>\because</code>		$\because$
<code>\simeq</code>		$\simeq$	<code>\angle</code>		$\angle$
<code>\neq</code>		$\neq$	<code>\parallel</code>		$\parallel$

<code>\not\equiv</code>		$\neq$	<code>\perp</code>		$\perp$
<code>\not\sim</code>		$\not\sim$	<code>\nparallel</code>		$\nparallel$
<code>\geqslant</code>		$\geqslant$	<code>\measuredangle</code>		$\measuredangle$
<code>\leqslant</code>		$\leqslant$	<code>\sphericalangle</code>		$\sphericalangle$
<code>\neq</code>		$\neq$	<code>\diamond</code>		$\diamond$
<code>\gneq</code>		$\gneq$	<code>\bigcirc</code>		$\bigcirc$
<code>\gg</code>		$\gg$	<code>\bigtriangleup</code>		$\bigtriangleup$
<code>\ll</code>		$\ll$	<code>\square</code>		$\square$
<code>\propto</code>		$\propto$	<code>\oplus</code>		$\oplus$
<code>\prec</code>		$\prec$	<code>\otimes</code>		$\otimes$
<code>\succ</code>		$\succ$			

**Matrices**

Syntax	Key	Rendered	Syntax	Key	Rendered
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$\begin{array}{cc} ? & ? \\ ? & ? \\ ? & ? \end{array}$		$\begin{matrix} ? & ? \\ ? & ? \\ ? & ? \end{matrix}$	$\overset{x}{y}$		$\begin{matrix} x \\ y \end{matrix}$
$\begin{vmatrix} ? & ? \\ ? & ? \\ ? & ? \end{vmatrix}$		$\begin{matrix} ? & ? \\ ? & ? \\ ? & ? \end{matrix}$	$\underset{x}{y}$		$\begin{matrix} y \\ x \end{matrix}$
$\begin{bmatrix} ? & ? \\ ? & ? \\ ? & ? \end{bmatrix}$		$\begin{matrix} ? & ? \\ ? & ? \\ ? & ? \end{matrix}$	$\overset{x}{\underset{x}{y}}$		$\begin{matrix} x \\ y \\ x \end{matrix}$
$\begin{pmatrix} ? & ? \\ ? & ? \\ ? & ? \end{pmatrix}$		$\begin{matrix} ? & ? \\ ? & ? \\ ? & ? \end{matrix}$	$\underbrace{x^y}$		$\underbrace{x^y}$
$\begin{array}{c} ? \\ ? \\ ? \end{array}$		$\begin{matrix} ? \\ ? \\ ? \end{matrix}$	$\overbrace{x^y}$		$\overbrace{x^y}$
$\begin{array}{ccc} ? & ? & ? \end{array}$		$\begin{matrix} ? & ? & ? \end{matrix}$	$(x)$		$(x)$
$\begin{bmatrix} ? \\ ? \\ ? \end{bmatrix}$		$\begin{matrix} ? \\ ? \\ ? \end{matrix}$	$[x]$		$[x]$
$\begin{bmatrix} ? & ? & ? \end{bmatrix}$		$\begin{matrix} [ ? & ? & ? ] \end{matrix}$	$\mid x \mid$		$\mid x \mid$






<code>{bmatrix}</code>					
<code>\begin{pmatrix}???\end{pmatrix}</code>		$\begin{pmatrix} ? \\ ? \\ ? \end{pmatrix}$	<code>\Vert{x}\Vert</code>		$\ x\ $
<code>\begin{matrix}???\end{matrix}</code>		$( ? \ ? \ ? )$	<code>\{x\}</code>		$\{x\}$
<code>\left\{\begin{array}{l}???\end{array}\right.</code>		$\left\{ \begin{array}{l} ? \\ ? \\ ? \end{array} \right.$	<code>\left\langle x \right\rangle</code>		$\langle x \rangle$
<code>\left.\begin{array}{r}???\end{array}\right}</code>		$\left. \begin{array}{l} ? \\ ? \\ ? \end{array} \right\}$	<code>\overbrace{x}</code>		$\overbrace{x}$
<code>\left.\begin{array}{l}???\end{array}\right}</code>		$\left\{ \begin{array}{l} ? \ ? \\ ? \ ? \end{array} \right\}$	<code>\underbrace{x}</code>		$\underbrace{x}$
<code>\begin{array}{rcl}??=&amp;??&amp;??\end{array}</code>		$\begin{array}{l} ? = ? \\ ? = ? \end{array}$	<code>\overset{frown}{x}</code>		$\overset{\frown}{x}$
<code>_{x}^{y}{z}</code>		${}_x^y z$	<code>\underset{smile}{x}</code>		$\underset{\smile}{x}$
<code>{x}_{y}^z</code>		$x_y^z$	<code>\widehat{x}</code>		$\widehat{x}$

$\_{}{y}{x}$		$y^x$	$\widetilde{x}$		$\tilde{x}$
$\^{}{y}{x}$		$y^x$	$\dot{x}$		$\dot{x}$













Greek
























Syntax	Key	Rendered	Syntax	Key	Rendered
$\alpha$		$\alpha$	$\chi$		$\chi$
$\beta$		$\beta$	$\omega$		$\omega$
$\gamma$		$\gamma$	$\psi$		$\psi$
$\delta$		$\delta$	$\Gamma$		$\Gamma$
$\epsilon$		$\epsilon$	$\Lambda$		$\Lambda$
$\zeta$		$\zeta$	$\Sigma$		$\Sigma$
$\eta$		$\eta$	$\Delta$		$\Delta$
$\theta$		$\theta$	$N$		$N$

\varthetaeta		$\vartheta$	\Upsilonpsilon		$\Upsilon$
\iotaota		$\iota$	\Phii		$\Phi$
\kappaappa		$\kappa$	O		$O$
\lambdaambda		$\lambda$	\Psii		$\Psi$
\muu		$\mu$	\Xii		$\Xi$
\nuu		$\nu$	\Thetaeta		$\Theta$
\xii		$\xi$	\Pi		$\Pi$
o		$o$	\Omegamega		$\Omega$
\pi		$\pi$	\mathbb{N}		$\mathbb{N}$
\rho		$\rho$	\mathbb{Q}		$\mathbb{Q}$
\varsigmaigma		$\varsigma$	\mathbb{R}		$\mathbb{R}$
\sigma		$\sigma$	\mathbb{Z}		$\mathbb{Z}$





















\tau		$\tau$	\mathbb{P}		$\mathbb{P}$
\upsilon		$\upsilon$	\mathbb{C}		$\mathbb{C}$
\phi		$\phi$			

Trig & Calc

Syntax	Key	Rendered	Syntax	Key	Rendered
\sum_{x}^{y}		$\sum_x^y$	\triangle{x}		$\Delta x$
\sum_{x}		$\sum_x$	\int		$\int$
\sum\limits_{x}^y		$\sum_x^y$	\iint		$\iint$
\sum\limits_{x}		$\sum_x$	\iiint		$\iiint$
\prod_{x}^{y}		$\prod_x^y$	\oint		$\oint$
\prod_{x}		$\prod_x$	\sin\left({x}\right)		$\sin(x)$

$\backslashprod\limits_{x}^{y}$		$\prod_x^y$	$\backslashcos\left(\{x}\right)$		$\cos (x)$
$\backslashprod\limits_{x}$		$\prod_x$	$\backslashlog\left(\{x}\right)$		$\log (x)$
$\backslashbigcap$		$\cap$	$\backslashlog_{x}\left(\{y}\right)$		$\log_x (y)$
$\backslashbigcup$		$\cup$	$\backslashln\left(\{x}\right)$		$\ln (x)$
$\backslashint_{x}^{y}$		$\int_x^y$	$\backslashtan\left(\{x}\right)$		$\tan (x)$
$\backslashint_{x}$		$\int_x$	$\backslashsec\left(\{x}\right)$		$\sec (x)$
$\backslashpartial$		$\partial$	$\backslashcsc\left(\{x}\right)$		$\csc (x)$
$\backslashfrac{\partial x}{\partial y}$		$\frac{\partial x}{\partial y}$	$\backslashcot\left(\{x}\right)$		$\cot (x)$
$\backslashlim_{x \rightarrow \infty}$		$\lim_{x \rightarrow \infty}$	$\backslashsin^{-1}\left(\{x}\right)$		$\sin^{-1} (x)$
$\backslashlim_{x}$		$\lim_x$	$\backslashcos^{-1}\left(\{x}\right)$		$\cos^{-1} (x)$
$\backslashnabla\times\{x}\}$		$\nabla \times x$	$\backslashtan^{-1}\left(\{x}\right)$		$\tan^{-1} (x)$
$\backslashnabla\cdot\{x}\}$		$\nabla \cdot x$			

Arrows

Syntax	Key	Rendered	Syntax	Key	Rendered
<code>\leftarrow</code>		$\leftarrow$	<code>\overset{x}{\rightarrow}</code>		$\overset{x}{\rightarrow}$
<code>\rightarrow</code>		$\rightarrow$	<code>\overset{x}{\leftarrow}</code>		$\overset{x}{\leftarrow}$
<code>\leftrightarrow</code>		$\leftrightarrow$	<code>\underset{y}{\rightarrow}</code>		$\underset{y}{\rightarrow}$
<code>\Leftarrow</code>		$\Lleftarrow$	<code>\underset{y}{\leftarrow}</code>		$\underset{y}{\leftarrow}$
<code>\Rightarrow</code>		$\Rrightarrow$	<code>\overset{\rightharpoonup}{x}</code>		$\overset{\rightharpoonup}{x}$
<code>\Leftrightarrow</code>		$\Lleftrightarrow$	<code>\overrightarrow{x}</code>		$\overrightarrow{x}$
<code>\vdots</code>		$\vdots$	<code>\overleftarrow{x}</code>		$\overleftarrow{x}$
<code>\dots</code>		$\dots$	<code>\overline{x}</code>		$\overline{x}$
<code>\cdots</code>		$\cdots$	<code>\;</code>		
<code>\ddots</code>		$\ddots$	<code>\,</code>		
			<code>\!</code>		

## Online Testing Center for Adaptive Tests

Welcome to the Online Testing Center for adaptive tests. You can take an online test on your PC, Mac, or iPad.

Adaptive tests adapt to each student's ability. They will be different for each student. Unlike regular tests, you will not be able to skip questions or go back to change your answers.

### Frequently Asked Questions

#### Why can't I go back to a previous question?

You are taking an adaptive test, which chooses the next question based on your previous answers. This means that you can't go back and change your answers.

Answer each question the best you can so the computer can find the questions that are matched to your ability.

#### How do I pause the test?

You can pause the test by simply staying logged on and leaving the test open, or by closing the test and resuming later. The test will continue with a new question.

#### What are the buttons on the top of my screen?



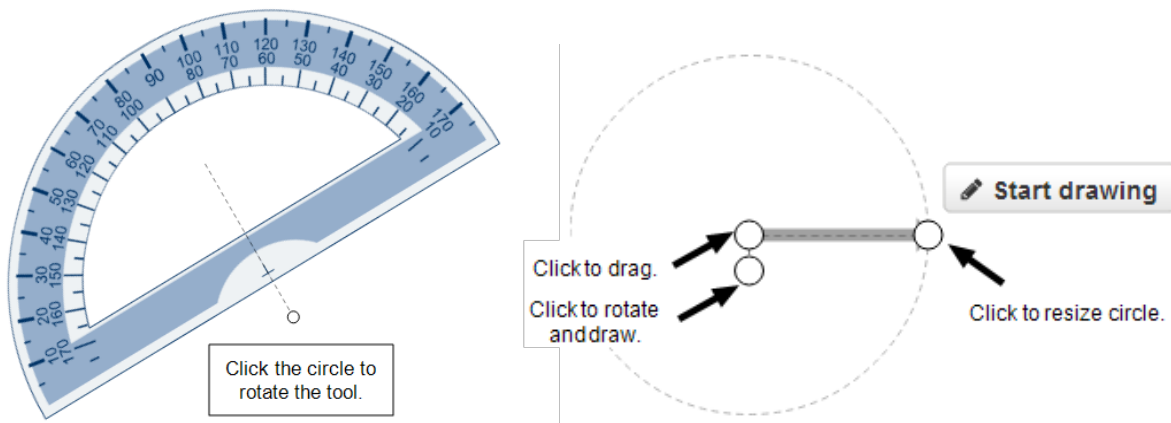
- **Formula sheet:** Click the formula sheet button to open the formula reference sheet needed for the test question. This can include math formulas, the periodic table, units of measure, etc.
- **Calculator:** Click the down arrow to select a simple four-function calculator, a scientific calculator, or a graphing calculator.
- **Ruler:** Click the down arrow on the ruler button to select an inch ruler, a centimeter ruler, or a unit ruler (a ruler without a specific unit of measurement). 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 the circle below it.
- **Compass:** Click the Compass button to open it. Using the compass will leave marks on the screen.
- **Highlighter:** Click this button to highlight text in a passage. This button appears only when a test question contains a passage.
- **Clear:** Click the Clear button to remove tools and any marks left on your screen by the compass.

**Note:** Some buttons will appear only if they are used on a test question. They will not appear if they are not needed on a test question.

### How do I use a calculator, ruler, or compass?

Your test may require the use of a calculator, ruler, compass, protractor, or formula sheet. To use these tools, click the appropriate button on the top of your test screen. A button for a tool will only appear if that tool is needed on a test. You can drag the tool to a new position, and rotate the tool using the circle.

To move the ruler or protractor, click and drag it. To rotate, click the small circle below the tool and move your mouse. For the compass, use the three circles to move, rotate, draw, and resize the compass (see the image).



### How many questions are left on the test?


Adaptive tests are different for each student, including the number of question you have to answer. Because of this, the test center does not show how many questions you have left to complete.

### What types of questions are there?

Adaptive tests can include any of the following test questions:

- **Multiple Choice**
- **True/False**
- **Gridded:** Click the numbers and symbols in the grid to answer the question, for example 3.25 or  $3/4$ .
- **Hot Spot:** Click the appropriate area on the image to answer the question.

### Tips

- **Highlight text:** For reading passages, click the  button to highlight text. This button appears only when a test question contains a passage.


- **Hide/show answer choices:** Use the process of elimination to remove choices that are distracting. Once hidden, the choice becomes a light gray color. Use this option to focus on correct answers. Click **Hide** to remove the answer and **Show** to make the answer viewable. You can still select hidden choices, so make sure you choose your answer accurately.
- **Scroll:** Sometimes an answer choice is below the bottom of the screen. Use the scroll bar to show more of the passage.

## Alerts

Your work is important, and the system protects your work even when Internet connection issues arise. Your progress is automatically saved every time you:

- Move forward or backward to another question.
- Pause your test.
- Type 100 characters into an Open Respond field.

## Connectivity Alerts

When you experience Internet connectivity issues, the  icon appears in the upper right-hand corner of the screen. If you notice this icon on your test, you should notify your teacher immediately. This icon means that your computer may be having trouble connecting to the Internet or the computer lab may be having problems. While the connectivity issue is being resolved, you may continue to work on your test. If at the end of your testing session you still cannot connect to the Internet, the following warning message displays on the Test Summary page. See example below:

**Warning: Some answers may not have saved properly. Please [click here](#) to copy your answers to the clipboard.**

When this message displays, your action is required in order to protect their responses. You must:

1. Click **Here** within the message to copy your answers to the clipboard.
2. Click **Allow Access** in the pop-up to place test answers onto the clipboard.
3. Click **OK** on the confirm message.
4. Your responses are safe. As an added security measure, you may also open a word processing program on your computer and paste your answers into the document by hitting Ctrl + V on the keyboard or select **Paste** from the program's edit menu.
5. Once Internet connectivity has been fixed, you may access the test and re-enter the Test Code. When the test opens, a prompt requesting the webpage allow access to the clipboard displays. Click **Allow Access** to restore test responses from the previous session. The test is now ready for you to submit to your teacher.

## 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.

## Self-Assessment

Self-Assessment provides students with a method for evaluating their work by comparing their answers against specific, defined criteria. This helps students to understand how well they met the goals for each test question and to think critically about their answers. In addition, these self-assessments provide teachers with useful information from which they can tailor future instruction and tests. Partially completed self-assessments can be saved and finished later. Once a self-assessment has been completed, you may still review the details of the test.

**Note:** After completing and saving each self-assessment question, the score for that assessment is calculated and displayed as the My Self Assessment Score for that section.

1. From the Latest Score & Completed Tests web part, click **Self-Assess** next to the test that you wish to access.
2. Select a question to assess from the numbered sections. If the question has been automatically scored, or an assessment for that question has already been completed, the section for that question is collapsed. To view a collapsed section, click the drop-down arrow  next to the section title.
3. Reread the question, your answer, and the scoring criteria. For each question, several levels have been defined with specific scoring criteria by which you should assess your performance.
4. Select the button above the defined criteria that best matches, based on the defined criteria, how you believe you performed on that question. The button is labeled in accordance with the questions defined criteria and may vary from question to question.
5. Enter your feedback/comments in the Comment box. Teachers have the option of enabling or disabling the comment box so this function may not be available for all self-assessments
6. Click **Save**

**Note:** For open response questions, your teacher may request that you enter your answer online, on an answer book or sheet of paper, record an audio response, or attach a file. Self-Assessments enables you to view your answers regardless of the method that you used to answer a question.

## 5: Student Profile

The Student Profile encompasses a student's personal and academic information for the current school year and includes several areas for 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.
Standardized Tests	Shows the student's performance on standardized tests. The data can be viewed by test or by standard.  <b>Note:</b> The <b>Total Score</b> 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 & Teacher's	Shows teacher notes and plans for the current or previous academic year.

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.  <b>Note:</b> The <b>Total Score</b> 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.  <b>Note:</b> The <b>Total Score</b> format is determined by the score type that has been selected for the test during test creation e.g. Percent, Raw, Proficiency.
Adaptive Tests	Shows the student's performance on adaptive testing in the current school year if adaptive testing is used in your environment. Adaptive test results can be viewed by students, parents, teachers, and administrators with the appropriate permissions.
Enrollment & Academic Record	Provides enrollment and attendance information, including the student's academic record by teacher/course for current and previous academic years.
Interventions	Lists the student's intervention assignments: <ul style="list-style-type: none"> <li>• Group Interventions</li> <li>• Individual Interventions</li> </ul>

### Administrators & Teachers view student profile

1. Enter a student ID or name in **Find a Student** on any module.
2. Click on the name to access the student's profile.
3. Optional: Click on one of the tabs to page through the student's profile record.
4. Optional: Click **Create PDF** to print the profile:
  - Select the student's performance data to be included e.g., Benchmark Test Data, Classroom Test Data, Standardized Test Data, Learning Plans and Teachers Notes,

Individual Learning Plan, Growth Reports, Enrollment & Academic Record, and Programs.

- Click **Create PDF**.

Parents view student profile

1. Go to the home page > **Overview of Your Child** .
2. Optional: Click on one of the tabs to page through the your child's profile record.

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. Go to your home page > **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 Tests	Your scores on standardized 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. <b>Note:</b> The <b>Total Score</b> 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. <b>Note:</b> The <b>Total Score</b> 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:** Create PDF exports student profile information to a portable document format (PDF). This tool is available for any of the student profile sections. For more information, see "Create PDF" on page 98.

## Find a Student

### To locate a student:

1. From the **Find a Student** field, enter the Student Name or ID. You can enter the full or partial information. For a search by name, enter last name, first name or both. For an ID search, enter primary or secondary Student ID.
2. Optional: On the results page, click **Advanced Search** for additional search options:
  - Enter criteria into the fields provided.
  - Click **Search**.
3. Select a student from the list or click **Go** to view a full page of search results.

## 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:

### Administrators & teachers view enrollment and academic record

1. Enter a student ID or name in **Find a Student** on any module.
2. Click on the name to access the student's profile.
3. Click the **Enrollment Academic Record** tab.
4. Optional: Student's courses display name in the Academic Record are shown as a hyperlink for course that are in your district.
5. Optional: Click the course name to display a Section Mark Distribution Report for any of the student's classes.
6. Click **Back to Previous Page** to return to your home page.

### Parents view enrollment and academic record

1. From the home page, click **Enrollment & Academic Records**.
2. The +/- symbol to the left of the year allows students to open and close school years for easier viewing.
3. Click **Back to Previous Page** to return to your home 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.

<a href="#">Standardized Tests</a>   <a href="#">My Learning Plan</a>   <a href="#">Benchmark Tests</a>   <a href="#">Classroom Tests</a>   <a href="#">My Academic Record</a>											
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:** Create PDF exports student profile information to a portable document format (PDF). This tool is available for any of the student profile sections. For more information, see "Create PDF" on page 98.

## Benchmark Tests

The **Benchmark Tests** tab displays student benchmark testing results. Results are displayed by subject for a selected school year and provide a variety of test categories. Summary information includes the **Test Date**, **Test Score** and **Score Group** for each test. Additional test details may be viewed simply by clicking on the test name. The information that is available from the Student Profile is dependent upon the type of item being reviewed.

Students view my benchmark tests

1. Go to your home page > **Benchmark Tests**.

The screenshot shows the 'Benchmark Tests' tab in a user interface. At the top, there are navigation tabs: 'Standardized Tests', 'My Learning Plan', 'Benchmark Tests' (selected), 'Classroom Tests', and 'My Academic Record'. Below the tabs is a 'Show Filters' button and a 'Show' dropdown menu set to 'Test'. The main content is divided into two sections: 'ELA' and 'Mathematics'. Each section contains a table with columns for 'Test Name', 'Test Date', 'Test Score', and 'Score Group'. The 'ELA' section lists eight tests with various scores and groups, while the 'Mathematics' section lists one test.

Test Name	Test Date	Test Score	Score Group
01/30/13, testtttttt - Common Core Standards and K-12 Mathematics	1/30/2013	8.3% (1/12)	Not Proficient
11/14/12, Hanover Test - Ohio English Language Arts 2003	11/14/2012	100.0% (1/1)	Advanced
10/23/12, open response - Ohio English Language Arts 2003	10/23/2012	10.8% (4/37)	Not Proficient
06/22/12, QABM Online Test jun22 1 - Ohio English Language Arts 2003	6/22/2012	53.1% (17/32)	Below Average
05/01/12, Test for Sections View - Ohio English Language Arts 2003	5/1/2012	50.0% (1/2)	Below Average
05/05/11, BenchmarkTest_SecondaryStandards2 - Ohio English Language Arts: Grade Twelve 2001	5/5/2011	100.0% (24/24)	Advanced
01/03/11, BenchmarkTest_Group Standards - Ohio English Language Arts 2003	1/3/2011	100.0% (44/44)	Advanced
09/01/10, BenchmarkTest(DO NOT DELETE) - Ohio English Language Arts 2003	9/1/2010	100.0% (44/44)	Advanced

Test Name	Test Date	Test Score	Score Group
05/16/12, Classroom to School - Ohio Mathematics 2003	5/16/2012	100.0% (2/2)	Advanced

2. Optional: Click **Show Filters** to filter by **School Year** and **Test Category** drop-downs.
3. Optional: Select **Show** options view tests by Tests or Standards.
4. Click on the test name or standard.
5. Click the question number to view the item details. Use the following key to identify the items and the scores awarded for your answers:

**Key:** ✓ Correct Answer ✗ Incorrect Answer — Partial Answer **My Answer**



- Optional: For open response questions, your teacher may also enable the following options:
  - Click the rubric name to view the performance levels and descriptions
  - Download the attached text file or sound file to review your answer
  - Play back your recorded answer
- Optional: Click **Question Review** or **Standards Review** to change the display order by question number or by standard.

**Note:** Test creators may remove the ability to view questions and answers for a test from parents and students.

## Parents view benchmark tests

- From the home page, click **Benchmark Tests Results**.
- Optional: Click **Show Filters** to filter by School Year and Test Category drop-downs.
- Optional: Click **Show** by to view by tests or standards.
- Click the test or standard name to view your student's results.

### Show **Tests**:

- Optional: Click **View** to view the item details including the question content and the student's response.
- Optional: Click  to view the student's response to an open response question, Rubric-Based Performance results, and teacher's comments.
- Optional: For task item types, click  to view the Question Content and Student Response to the activities associated with the item.

### Show **Standards**:

Select Standards to view standards grouped by category including date Last Assessed, Score, and Score Group.

- Optional: Click the standard title to view more information.
- Optional: Click **View** to navigate to test item details.
- Optional: Click the test date to toggle into the test view.



**Note:** Test creators may remove the ability to view questions and answers for a test from parents and students.

5. Click **Back to Previous Page** to return to your home page.

### Teachers view student benchmark tests

1. Enter a student ID or name in **Find a Student** on any page.
2. Click on the name to access the student's profile.
3. Click the **Benchmark Tests** tab.
4. Optional: Click **Show Filters** to filter by School Year and Test Category drop-downs.
5. Optional: Click **Show** by to view by tests or standards.
6. Click the test or standard name to view your student's results.

#### Show **Tests**:

- Click Show Summary Statistics to view detailed information on the student's performance relative to their peers.
- Click **View** for item details including the student item response.
- Click  to view the student's response to an open response question, Rubric-Based Performance results, and teacher's comments.
- For task item types, click  to view the Question Content and Student Response to the activities associated with the item.

#### Show **Standards**:

Select Standards to view standards grouped by category including date Last Assessed, Score, and Score Group.

- Optional: Click the standard title to view additional information.
- Click the test date to toggle into the test view.



**Note:** The score format is determined by the score type that has been selected for the test during test creation e.g. Percent, Raw, Proficiency.

### Administrators view student benchmark tests

1. Enter a student ID or name in **Find a Student** on any page.
2. Click on the name to access the student's profile.
3. Click the **Benchmark Tests** tab.
4. Optional: Click **Show Filters** to filter by School Year and Test Category drop-downs.

5. Optional: Click **Show** by to view by tests or standards.
6. Click the test or standard name to view your student's results.

**Show Tests:**

- Click Show Summary Statistics to view detailed information on the student's performance relative to their peers.
- Optional: Click **View** for item details including the student item response.
- Optional: Click  to view the student's response to an open response question, Rubric-Based Performance results, and teacher's comments.
- Optional: For task item types, click  to view the Question Content and Student Response to the activities associated with the item.

**Show Standards:**

Select Standards to view standards grouped by category including date Last Assessed, Score, and Score Group.

- Optional: Click the standard title to view additional information.
  - Optional: Click the test date to toggle into the test view.
7. Optional: Select **District Predictive Results** test type and click on the test name.

**Note:** The score format is determined by the score type that has been selected for the test during test creation e.g. Percent, Raw, Proficiency.

**Note:** Create PDF exports student profile information to a portable document format (PDF). This tool is available for any of the student profile sections. For more information, see "Create PDF" on page 98.

## Summary Statistics

Summary Statistics Definitions	
Percentile Rank	Stanine
Quartile	Standard Score
Normal Curve Equivalent	Grade Level Equivalent

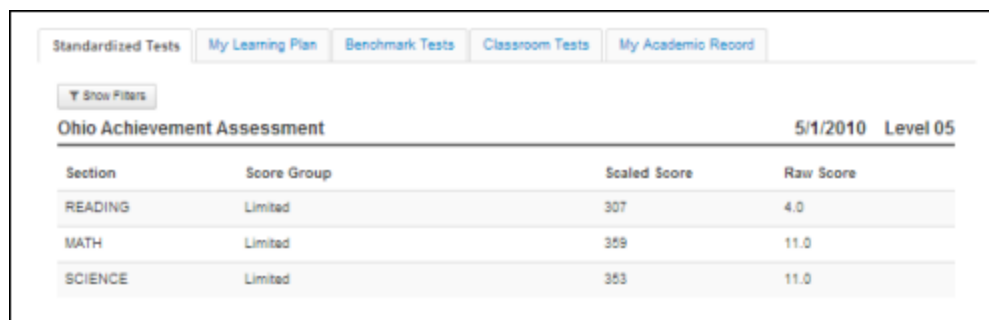
## Standardized Tests

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. Go to your home page > **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.



Ohio Achievement Assessment			
Section	Score Group	Scaled Score	Raw Score
READING	Limited	307	4.0
MATH	Limited	359	11.0
SCIENCE	Limited	353	11.0

### Parents view standardized test

1. From your home page, click **Standardized Test Results**.
2. Optional: Click **Show Filters** to filter by **School Year**. The most current school year with test results displays by default.
3. Optional: Click **Details** to view a list of your child's performance levels for each test by subject matter. Click **Choose another test** once on the details page to toggle between tests.
4. Click **Back to Previous Page** to return to your home page.

### Teachers view standardized tests

1. Enter a student ID or name in the **Find a Student** search bar on any page and click **Go**.
2. Select the **Standardized Tests** tab.
3. Optional: Click **Show Filters** to filter by **School Year**. The most current school year with test results displays by default.

4. Optional: Click **Details** to view a list of the student's performance level for each test by subject matter. Click **Choose another test** once on the details page to toggle between tests.
5. Optional: Click **Distribution Chart** for a graphical view of the student's performance levels.
6. Click **Back to Previous Page** to return to your home page.

#### Administrators view standardized tests

1. Enter a student ID or name in the **Find a Student** search bar on any page and click **Go**.
2. Select the **Standardized Tests** tab.
3. Optional: Click **Show Filters** to filter by **School Year**. The most current school year with test results displays by default.
4. Optional: Click **Details** to view a list of the student's performance level for each test by subject matter. Click **Choose another test** once on the details page to toggle between tests.
5. Optional: Click **Distribution Chart** for a graphical view of the student's performance levels.
6. Click **Back to Previous Page** to return to your home page.

**Note:** Create PDF exports student profile information to a portable document format (PDF). This tool is available for any of the student profile sections. For more information, see "Create PDF" on page 98.

#### Classroom Tests

The **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. Summary information includes the **Test Date**, **Test Score** and **Score Group** for each test. Additional test details may be viewed by clicking on the test or standard name (depending on which view is being used).

#### Students view classroom tests

1. Go to your home page > click **Classroom Tests**.
2. Optional: Click **Show Filters** to filter by **School Year** and **Test Category** drop-downs
3. Optional: Click **Show** to change the view by tests or standards.
4. Click on the test or standard name to display a question-by-question analysis for the selected test.
5. Click the question number to view the item details. Use the following key to identify the items and the scores awarded for your answers:

**Key:** ✓ Correct Answer   ✗ Incorrect Answer   — Partial Answer   **My Answer**

6. Optional: For open response questions, your teacher may also enable the following options:



- Click the rubric name to view the performance levels and descriptions
  - Download the attached text file or sound file to review your answer
  - Play back your recorded answer
7. Optional: Click **Question Review** or **Standards Review** to change the display order by question number or by standard.

**Note:** Test creators may remove the ability to view questions and answers for a test from parents and students.

### Parents view classroom tests

1. From the home page, click **Classroom Tests**.
2. Optional: Click **Show Filters** to filter by School Year and Test Category drop-downs
3. Optional: Click **Show** by to view by tests or standards.
4. Click the test or standard name to view your child's results.

#### Show **Tests**:

- Optional: Click **View** to see the item details including the question content and student's response.
- Optional: Click  to view the your child's response to an open response question, Rubric-Based Performance results, and teacher's comments.
- Optional: For task item types, click  to view the Question Content and Student Response to the activities associated with the item.

#### Show **Standards**:

Select Standards to view standards grouped by category including date Last Assessed, Score, and Score Group.

- Optional: Click the standard title to view more information.
- Optional: Click the test date to toggle into the test view.



**Note:** Test creators may remove the ability to view questions and answers for a test from parents and students.

### Teachers view classroom tests

1. Enter a student ID or name in **Find a Student** on any page.
2. Click on the name to access the student's profile.
3. Click the **Classroom Tests** tab.

4. Optional: Click **Show Filters** to filter by School Year and Test Category drop-downs
5. Optional: Click **Show** by to view by tests or standards.
6. Click a test or standard name for a deeper analysis into test results.

**Show Tests:**

- Optional: Click **View** to see the student item response.
- Optional: Click  to view the student's response to an open response question, Rubric-Based Performance results, and your comments.
- Optional: For task item types, click  to view the Question Content and Student Response to the activities associated with the item.

**Show Standards:**



Select Standards to view standards grouped by category including date Last Assessed, Score, and Score Group.

- Optional: Click the standard title to view more information.
- Optional: Click the test date to toggle into the test view.

**Administrators view classroom tests**

1. Enter a student ID or name in **Find a Student** on any page.
2. Click on the name to access the student's profile.
3. Click the **Classroom Tests** tab.
4. Optional: Click **Show Filters** to filter by School Year and Test Category drop-downs
5. Optional: Click **Show** by to view by tests or standards.
6. Click a test or standard name for a deeper analysis into test results.

**Show Tests:**

- Optional: Click **View** to see the student item response.
- Optional: Click  to view the student's response to an open response question, Rubric-Based Performance results, and teacher's comments.
- Optional: For task item types, click  to view the Question Content and Student Response to the activities associated with the item.

**Show Standards:**

Select Standards to view standards grouped by category including date Last Assessed, Score, and Score Group.

- Optional: Click the standard title to view more information.
  - Optional: Click the test date to toggle into the test view.
7. Optional: To view predictive test results, select **District Predictive Results** as the test type and click **More Details**. The score format is determined by the score type that has been selected for the test during test creation e.g. Percent, Raw, Proficiency.

**Note:** Create PDF exports student profile information to a portable document format (PDF). This tool is available for any of the student profile sections. For more information, see "Create PDF" on page 98.

## Adaptive Tests

The **Adaptive Tests** page shows a student's adaptive testing results for the current school year. Adaptive test results can be viewed by students, parents, teachers, and administrators with the appropriate permissions. The student's "score" is a measure of the student's ability relative to other students on the adaptive test. Traditional scores based on the percentage of correctly answered questions are not used for adaptive tests because adaptive tests can vary in length and the difficulty of questions administered to each student.

The score range is set by the district or state. Refer to the **Performance** and **Change in Performance** key to see what values indicate above and below expected performance, and whether the student has improved their performance compared to a previous administration.

In the following key, a value above 1.50 indicates better-than-expected performance with a dotted green underline, and a value below -1.50 indicates worse-than-expected performance with a solid red underline. The Change in Performance indicators (up and down arrows) appear only when a previous administration is selected. These indicate whether a student's performance has increased or decreased since the last selected administration.

Performance	Change in Performance
Above Expected (> 1.50) <u>.....</u>	▲ Substantial increase
Below Expected (< -1.50) <u>.....</u>	▲ Increase
	◊ Minimal or no change
	▼ Decrease

The following example shows that the student has performed above expected on the latest administration of the Adaptive Math 5 Test, but her performance decreased compared to a previous administration. The mean score for the classroom is 0.23.

	Anjuli J Akler	Classroom
Adaptive Math 5 Test	▼ 1.53 ± 0.40 ●●●●●	↔ 0.23 ± 0.40
CAT Test	2.61 ± 0.39 ●●●●●	-0.16 ± 0.39
CAT Test (Theta 10)	5.66 ± 1.02 ●●●●●	<u>-2.81 ± 1.44</u>

**View Test Details**

Click a test to view the details for that test and to change the administrations that are being compared. By default, the most recent administration is compared with the previous administration.

The report shows the standard being measured, the score for that standard, and the number of easy, medium, and difficult questions administered to the student. A green check mark indicates the student answered the question correctly, and a red x means the student answered the question incorrectly.

The number of questions answered correctly and incorrectly for each standard is indicated by the number in parenthesis after each standard, for example ✓MA 5.2 (7) indicates that seven questions were answered correctly for standard MA 5.2.

**Note:** You cannot view specific test questions and their answers.

**Adaptive Math 5 Test - Report Data Validation (Do not modify)**

Reporting Administration


Change Based On

Overall Score ▼ 1.53 ± 0.40  
●●●●●

	MA.5.1	MA.5.2	MA.5.3
Score	▼ 1.45 ± 0.66	↔ 1.56 ± 0.80 ●●●●●	▼ 1.59 ± 0.65 ●●●●●
Easy Questions			
Medium Questions	✓ MA.5.1	✓ MA.5.2 (7) ✗ MA.5.2 (2)	✗ MA.5.3.A
Difficult Questions	✓ MA.5.1 (4) ✗ MA.5.1 (5)		✓ MA.5.3.A (5) ✗ MA.5.3.A (4)

## Student Item Response

From the Student Profile, parents, teachers, and administrators with permissions to view student data can review student's response and performance on test items for Benchmark Tests and Classroom Tests. Student item response provides the summary and detail information including question content answer choices, and standards for every item in which there is a response from a student.

- **Instructions:** Displays the item content.
- **Question & Answer Content / Question Content (open response):** Displays the student's response to the item.
- **Student Response:** For administrators and teachers, displays the average score based on the number of students who completed the test. For open response items that are aligned to a rubric, you can also view performance levels and descriptions, download a text file or sound file, and play back a recorded response.
- **Rubric-Based Performance / Points:** This option is available for open response item types that are aligned to rubrics. Displays the actual score for each quality, trait or skill included on a rubric and the ability to click the title to see rubric details.
- **Comments:** Teacher comments entered for open response item types.
- **Standard(s):** Lists the standards that the test item is aligned to. A  icon is available next to the standard ID which will take you to a Standards Details page. Educators can then use the Classrooms module to work with standards, such as creating new tests aligned with them. This option is not available when accessing the system directly from PowerSchool.
- **Properties:** Includes miscellaneous details about the item like what subject it covers, point value, and more.

**Note:** The ability for students to provide a recorded response to an open response type question is currently available for select institutions and may be enabled by your systems administrator.

## 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.

### Administrators & teachers view ILP

1. Enter a student ID or name in Find a Student on any module.

2. Click on the name to access the student's profile.
3. Click the **ILP** tab.
4. Select the **School Year**.
5. Add/Remove a **Concern** or **Strategy**.
6. Create **Other Evaluations**. 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 each student per academic year.
7. Click **Back to Previous Page** to return to your home page.

### Students enter goals and strategies

1. Go to your home page > **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 Steps 3-5 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.

The screenshot shows a web interface with five navigation tabs: Standardized Tests, My Learning Plan (selected), Benchmark Tests, Classroom Tests, and My Academic Record. Below the tabs is a 'Year' dropdown menu set to '2010-2011'. Underneath is a section titled 'STUDENT WORK/OTHER EVALUATIONS' with a table. The table has four columns: Title, Description, Uploaded by, and Date Uploaded. Below the table is an 'Add a Document' button.

STUDENT WORK/OTHER EVALUATIONS			
Title	Description	Uploaded by	Date Uploaded
<input type="button" value="Add a Document"/>			

### Parents view ILP

1. From your home page, click **Your Child's Individual Learning Plan**.
2. Click **Back to Previous Page** to return to your home page.

**Note:** Create PDF exports student profile information to a portable document format (PDF). This tool is available for any of the student profile sections. For more information, see "Create PDF" on page 98.

## Growth Reports

The Student Growth page reveals trends in the student's Math, ELA, Writing, Social Studies, or Science achievement and measures changes in an individual student's Student Proficiency Ranking Index (SPRI) scores over time. The SPRI provides a means to compare the results of disparate testing instruments on a single scale. Non-proficient students have SPRI scores that are less than zero. The closer the SPRI is to zero, the closer that student is to proficiency. Students do not have online access to this information.

### Administrators & teachers view student growth

1. Enter a student ID or name in **Find a Student** on any module.
2. Click on the name to access the student's profile.
3. Click the **Growth Reports** tab.
4. Choose a subject: ELA, Writing, Math, Science, or Social Studies. View a graphical trend analysis of student growth.

**Note:** System operators and administrators determine the Student Profile fields that are available for viewing.

### Parent view student growth

1. Go to the home page > **Growth Report for Your Child**.
2. Choose a **Subject**: ELA, Writing, Math, Science, or Social Studies. View a graphical trend analysis of student growth.
3. Click **Back to Previous Page** to return to your home page.

**Note:** Create PDF exports student profile information to a portable document format (PDF). This tool is available for any of the student profile sections. For more information, see "Create PDF" on page 98.

## Enrolled Programs

The Programs page of the Student Profile allows administrators, teachers, and parents to view information for any program in which a student is enrolled. Students do not have online access to this information.

- Program Name
- Activity
- Enrollment Date
- Status/Withdrawal Date

### Administrators & teachers view programs

1. Enter a student ID or name in **Find a Student** on any module.
2. Click on the name to access the student's profile.
3. Click the **Programs** tab.

### Parents view programs

1. From the home page, click **Programs Your Child Is Enrolled In**.
2. Click **Back to Previous Page** to return to your home page.

**Note:** Create PDF exports student profile information to a portable document format (PDF). This tool is available for any of the student profile sections. For more information, see "Create PDF" on page 98.

## Learning Plan and Teacher's Notes

Learning Plan & Teacher's Notes page of the Student Profile allows all users with permissions to view an individual student's data the ability to view entries made by teachers and administrators. Students do not have online access to this information.

You will see fields with such labels as:

- Strengths
- Weaknesses
- Recommended Actions
- Strategies and Concerns
- Student Work/Other Evaluations

### Administrators & teachers view Learning Plan and Teacher's Notes

1. Enter a student ID or name in **Find a Student** on any module.
2. Click on the name to access the student's profile.
3. Click the **Learning Plan & Teacher's Notes** tab.

### Parents view learning plan & teacher's notes

1. Go to the home page > **Your Child's Learning Plan and Teacher Notes**.
2. Click **Back to Previous Page** to return to your home page.

**Note:** Create PDF exports student profile information to a portable document format (PDF). This tool is available for any of the student profile sections. For more information, see "Create PDF" on the next page.

## Disciplinary Incidents

Disciplinary Incidents provides an overview of a student's current attendance and his or her disciplinary infractions, if any. The page also lists the student's enrollment status and current academic performance. Students do not have online access to this information.

To display the Disciplinary Incidents page of the Student Profile:

### Administrators & teachers view disciplinary incidents

1. Enter a student ID or name in **Find a Student** on any module.
2. Click on the name to access the student's profile.
3. Click the **Disciplinary Incidents** tab.

### Parents view disciplinary incidents

1. Go to the home page > **Disciplinary Incidents**.
2. Click **Back to Previous Page** to return to your home page.

**Note:** Create PDF exports student profile information to a portable document format (PDF). This tool is available for any of the student profile sections. For more information, see "Create PDF" on the next page.

## Interventions

If your school district uses the Interventions module, the Student Profile also includes an **Interventions** tab. This tab provides at-a-glance information on students' active and inactive intervention plans. The page includes the areas of concern, eligibility areas, status, and start date. Depending on your permissions, you may also be able to view the entire intervention plan and make modifications.

### Administrators & Teachers View Interventions:

1. Enter a student ID or name in **Find a Student** on any module.  
Click on the name to access the student's profile.
2. Click the **Interventions** tab.
3. Select the **School Year**.
4. The available options are dependent on your user permissions:

All teachers may:	Team Members may:	Case Managers may:
<ul style="list-style-type: none"> <li>• View if the student’s plan is active or inactive</li> <li>• View which Eligibility Areas the student’s plan covers (may include Reading, Math, Suspension, Day Absent, and/or BHS)</li> <li>• View the plan’s Date Started, Days Remaining, and Status</li> <li>• View plans from previous years</li> <li>• Progress Monitor</li> </ul>	<ul style="list-style-type: none"> <li>• Do everything all teachers may do</li> <li>• View the full intervention plan by clicking <b>View Plan</b>, or the Eligibility Area names</li> <li>• Add a note, or view all notes</li> </ul>	<ul style="list-style-type: none"> <li>• Do everything Team Members may do</li> <li>• View whether or not a student without a plan is eligible for one</li> <li>• Create plans for eligible students by clicking <b>Team Setup</b> or <b>Plan Setup</b></li> <li>• Manage group plans</li> </ul>

**Note:** Create PDF exports student profile information to a portable document format (PDF). This tool is available for any of the student profile sections. 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.

## Create PDF

1. From the student's profile, click on any of the available tabs.
2. Click the **Create PDF** button.
3. Select the student's information to export.
4. Choose **Overview** or **Detailed** data.
5. Optional: Choose test parameters (for test data only). The last test taken by the student is selected by default.
6. Select date ranges.
7. Choose **View** options, if available.
8. Click **Create PDF**.

## 6: Workspace Home

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.

### Features

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. Go to the Student Workspace web part.
2. Click **Launch**.
3. Optional: Choose All Classes or select a class to filter the view.
4. 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.

5. 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. Go to Classrooms > Student Workspaces. For more information, see Student Workspaces in the Classrooms: User Guide.

**Tip:** Use the **Back to Classrooms View** link to access another student's workspace.

## 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.

## Create Portfolio

1. Click **Create Portfolio**.
2. 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.
3. Optional: *What is this collection about?* Enter a description so you and your visitors can quickly identify the category and locate attached work items.
4. 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.
5. 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.
6. Click **Save**.

## Manage 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.

## Features










- Tile layout providing a touch-friendly method to reorder linked work items by selecting a tile and drag to a new location.
- Visually-rich work item views that reflect the content within them.
- **Actions** menu for easy access to "Manage Portfolio" on the previous page and "Manage Work Item" on page 107.

## 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. Go to My Schoolnet > Student Workspace.
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 106 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	

## Manage Portfolio

Directly from Portfolio Detail, students can manage their portfolios.

1. Go to > Student Workspace.
2. 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.
3. Click **Save** or **Cancel** to discard all changes.

## Create Work Item

1. Go to My Schoolnet > Student Workspace.
2. Select a portfolio by clicking on the tile.
3. Click the **Create Work Item** to create a new work item. See "Work Item" below for more information.

### Manage Work Item

1. Go to My Schoolnet > Student Workspace.
2. Select a portfolio by clicking on the tile.
3. From the work item tile, choose an option from the **Actions** menu:
  - **Edit** change the portfolio title, description, linked classes, and color.
  - **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** remove the portfolio and all its associated work items and attachments.

### 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.

### Create Work Item









1. Go to My Schoolnet > Student Workspace.
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.

- 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	

- Click **Save** to add a new tile for the work item to the portfolio or **Cancel** to discard the work item.
- 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.

## Manage Work Item

- Go to My Schoolnet > Student Workspace.
- Select a portfolio by clicking on the tile.
- 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.
- Click **Save** or **Cancel** to discard all changes.
- 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.

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


## Features

- On-screen view, play 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.
- Actions** menu with "Manage Work Item" on the next page options.

- Paging use the   icons to navigate across all work items within the selected portfolio.

## View Work Item Detail

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. Go to My Schoolnet > Student Workspace.
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.

## Manage 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. Go to My Schoolnet > Student Workspace.
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.

## 7: My Account: My Roles and Operations

Individuals may have the ability to view and edit some personal settings in the system. Click **My Account** on the top right corner of any page to access these personal settings, which may include all or some of the following tabs:

- **Roles and Operations:** Lists all the roles and operations currently assigned to you.
- **"Personal Information" below:** Add or edit information such as your name and address. First and last name are required fields. Be sure to also include your Default Institution and Default Role.
- **"Email and Notification Preferences" below:** Add or edit such information as email address and email edit mode, receiving text or HTML emails, notification when Calendars and web pages are updated on an immediate, daily, weekly or monthly basis.
- **"Change Password" below:** change and confirm your password.
- **"Sections and Rosters" on the next page:** View all the sections assigned to you. You can also request additional section assignments, which must be approved.

### Personal Information

From the Personal Information are, you can add information or make changes to items such as your name and address.

1. Click **My Account** on the top-right corner of most pages.
2. Click the **Personal Information** tab.
3. Make any edits as needed and then click **Save**.

### Email and Notification Preferences

1. Click **My Account** on the top-right corner of most pages.
2. Click the **Email and Notification** tab.
3. In the fields provided, make any changes needed to your default viewing mode, email address, email format, email notifications, and email alerts.
4. Click **Save Preferences** before you exit to save any changes you make.

### Change Password

Passwords must have at least six characters and must contain at least one number and one letter. Your system may require stronger passwords. If so, you will be notified if your password does not meet the requirements when you click Change Password.

**Note:** Password requirements are explained below the New Password field.

1. Click **My Account** on the top-right corner of most pages.
2. Click the **Change Password** tab.
3. Type your new password in both fields.
4. Click **Change Password**.

Your password is now updated and you can continue to use the system. The next time you log in your new password will be required.

## Sections and Rosters

Teachers may verify or make updates to their student rosters. This ensures that student data found in various places in Schoolnet accurately reflect the teacher's responsibilities and performance.

**Note:** For those using Schoolnet for PowerSchool, only the primary teacher for sections with multiple teachers can verify rosters. Secondary teachers can only request new sections or to be removed from sections.

[Go to: My Account > Sections & Rosters.](#)

### Request Removal of a Section

You should submit sections for removal if you do not teach the section or you do teach the section but the entire roster is incorrect.

1. Click **Request removal of entire section** under the **Actions** column.
2. Provide a reason for removal:
  - I do not teach this course, section, or content area
  - I do teach it, but the entire roster is incorrect.
  - Optional: add additional explanation to your removal request to be seen by the administrator.
3. Click **Submit**. The section will continue to appear on your Sections & Rosters page and various reports in Schoolnet until an administrator verifies the removal.

**Note:** If you are removing a section for which you are not the primary teacher, you will not have to list a reason.

### Request Addition of a Section

You should request a section if you teach it but see it missing on the Sections & Rosters page.

**Note:** For those using Schoolnet for PowerSchool, only the primary teacher can be assigned to a section by a system administrator. Additional teachers must go through these steps to be assigned to a section as co-teachers.

1. Scroll to the bottom of the page. Is your class not listed here, or would you like to request an additional section assignment? Click **Click here**.
2. Use the filters to search for the sections.
3. Check each section that should be assigned to you and click **Request**.
4. Click **Request Sections** to confirm your selection.

### Verify Sections / Student Rosters

Periodically, you may be asked to formally review and verify your student sections. Here are the steps to do so in Schoolnet.

1. Click **Verify student roster** or **Verify student roster again** under the **Actions** column.
2. Click **Request Removal** if a student is listed that should not be in the section and enter additional information:
  - Please enter a reason:
  - Do you know which teach this student should be assigned?
  - Date (optional) so you can be held accountable for the student's performance for the right duration (for example, only since they have been on your roster).
3. Click **Submit**. Once approved by an administrator, the student will be removed from your list.
4. Click the **Request Addition** button if a student is **missing** and enter additional information:
  - Student's Name
  - Student ID
  - Date (optional) so you can be accountable for the student's performance for the right duration.
5. Click **Submit**. The student's name will now appear on your roster "Pending Add" until an administrator reviews the request and updates Schoolnet.
6. When you have finished verifying the roster, click the checkbox at the bottom of the page ("I have verified the roster and requested adds and drops as appropriate.") and click **Submit**. The roster has now been verified, and will appear as such on the Sections & Rosters page.

### Report Incorrect Content Areas for a Section

Some institutions associate courses and sections with one or more content areas to help group information and analyze data about similar courses. Instructors can suggest a change to the content areas associated with the courses they teach using the following steps.

1. Click the **Report incorrect content area(s)** link beneath the section.

**Note:** Content area(s) are associated with courses, so you need only submit a change once for each course, not each section.

2. Choose between one to three content area(s) that more accurately reflect the nature of the course.
3. Click **Submit**. Your suggested changes are sent to the administrator responsible for updating this data in your district's system of record.

**Note:** You cannot report incorrect content areas if the section is pending approval or removal.

### Customize Section Name and Color

Names assigned to your sections that appear around Schoolnet may not be representative of what you call your sections. Give your sections a nickname if the section is assigned correctly but you prefer to call it something different. Nicknames will appear throughout the system when you work with your sections.

1. Clear the existing section name from the topmost text field.
2. Enter the section name in the same field.
3. Select a color or choose **Use Default** for the system to assign a color to the section. This setting can be used to organize sections into groups of color in your Classrooms > Lesson Planner.
4. Click somewhere else on the page (not on another link). The page will refresh and your section nickname will be saved.

### Reorder Roster

If you would like your sections to appear in a different order around Schoolnet, you can reorder them.

1. Clear a number in the **Order** column for one of those sections.
2. Enter the order number you prefer in the same field.
3. Click somewhere else on the page (not on another link). Upon refresh, sections are reordered . Repeat this process until your sections are reordered as you prefer.

## 8: Glossary

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### A

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#### **activity**

A professional development event. Activities consist of sections and sessions where teachers attend and participate either in-person or online. Activity participation is tracked at the individual, school, and district level.

#### **activity proposal**

This refers to when an individual submits a proposal to offer an activity in the catalog for other individuals to take.

#### **adaptive testing**

Computer-adaptive testing uses a software algorithm to adapt the test to a student's ability. Tests can vary in length and difficulty for each student based on their performance. Unlike linear tests, students will not be able to go back to previous questions to change their answers.

#### **Advanced Analysis**

An extension available for School & District Data that offers additional reports combining assessment, enrollment, demographic, attendance, and discipline data. It uses the OLAP Report structure.

#### **Analysis Spreadsheet**

Available in both the Classrooms and School & District Data modules, the analysis spreadsheet is a type of report used to create a list of students and up to 25 selected data points, such as test scores, absences, and grade level.

#### **anchor item**

Any item that has been flagged by a teacher or administrator for identification as an anchor item. This flag is user-defined, visible to only its creator, and may be used for a variety of purposes.

#### **area of concern**

An area of concern must be specified in order to assign an intervention to target that weakness. Areas of concern are customized by the district. Examples of areas of concern are phrasing, fractions, and test-taking skills.

#### **Assessment Admin**

Used for all test creation, scheduling and administration on the site. It enables districts to centralize and automate the management, scheduling, and data collection for tests.

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**at-risk student**

Students may be labeled "at-risk" if they are not meeting the district's set goals for course grades, assessments, attendance or discipline incidents.

**B**

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**benchmark testing**

Testing which provides an assessment of a student's progress toward declared goals or standards. In the system, a benchmark test is a generic term referring to any district-wide testing that is not a standardized test. These can be created, scheduled and administered through the Assess application. They are alternatively called short cycle, interim, curriculum-based or checkpoint assessments.

**BHS**

Behavioral, Health, or Social difficulties. Students needing an intervention for these reasons can be manually triggered as requiring a BHS intervention and assigned that accommodation using the Interventions module.

**Bloom's Taxonomy**

A multi-tiered scale for learning objectives used to define how well a skill or competency is learned or mastered.

**C**

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**case manager**

A person who is tasked with updating and monitoring intervention plans once they've been created. This person takes on certain responsibilities such as closing plans, assigning tasks to interventions, adding and removing team members, and editing the plan.

**caseload**

A grouping of educators that an observer or school leader is able and expected to evaluate. Various caseload reports and management systems are available in Educator Development, such as Caseload Manager for Observations and Student Learning Objectives for SLOs.

**classroom environment**

Educators assigned to this have a classroom which may or may not have a student section in it (for example a teacher).

**Classrooms**

Delivers student performance data, academic standards and curricular materials to the teacher's desktop. It also enables district curriculum staff to develop and disseminate standards, curricular materials, and best practices to teachers

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throughout the district. Finally, it provides district staff and teachers with tools to plan and analyze instructional practices based on student performance.

**cohort**

A cohort is a group of students whose progress is monitored by means of measurements at different points in time.

**content area**

An administrator-defined custom field for categorizing PD activities and resources. For instance, Special Education, Economics, and Music Education can be defined at content areas and assigned to activities and resources, which will make them searchable by these content areas on PD Search.

**current enrollment**

The set of students who are reported as being enrolled as of the last data upload.

**curricular unit**

The largest "building blocks" of a curriculum.

**cut score**

Score range used to determine the performance levels associated to an assessment.

**D**

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**Discrimination**

The correlation between the question score and the overall test score which is an indication of the extent to which success on an item corresponds to success on the test.

**E**

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**EDS**

Educator Development Suite, which consists of everything in Educator Development including PD Planner (PD Search and professional development programs) and multiple measures (Observations, Professionalism, Professional Growth Plans, and Self-Reflections).

**educator evaluations**

The various measure types for which teachers and other educators can view reports in Educator Development. Examples of educator evaluations are Observations, Student Perception Results, and Professional Growth Plans. Your system can have any subset of these types, and they can be labelled differently in your site.

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**eligibility criteria**

Parameters that individuals must meet, e.g., School, Certification, Job Title, in order to register for an activity.

**eligibility group**

A group of users that are eligible to participate in a plan or measure for a certain window. Eligibility may be determined by role, job category, or other criteria. Groups are set up by system operators.

**Estimated Response Time**

Represents the average amount of time students took to read and answer a test item on an online test.

**express test**

A test that is generated by the system based on selected standards.

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**F****facilitator**

A district administrator, school administrator, or individual who is designated to facilitate activities.

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**G****grade level equivalent**

A number that describes a student's location on an achievement continuum. Grade Equivalents are expressed in terms of grade and months into grade, assuming a 10-month school year (e.g., 8.4 means after 4 months of instruction in the 8th grade). The Grade Equivalent corresponding to a given score on any test indicates the grade level at which the typical student obtains this score. Because of this, Grade Level Equivalents are not based on an equal interval scale, and therefore cannot be added, subtracted, or averaged across test levels the way other scores can (scale scores or standard scores).

**group plan**

Intended to be an early step, taken by a teacher, to intervene with groups of low-performing students before the students fail a course or exceeds behavioral thresholds. If the students pass these thresholds, the student is eligible for a targeted individual plan (See "Individual Intervention Plan - Team Setup" in the Interventions: User Guide for more information). Group plans and individual plans may operate simultaneously.

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## H

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### **high score**

The highest score achieved by test-taking students.

### **home page**

The dashboard most users of the system see first when they log in. It can also be accessed throughout the system by clicking the schoolhouse icon in the left corner of any page. Some users may know this as My Schoolnet.

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## I

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### **IIS**

Instructional Improvement System, which consists of IMS (Instructional Management System), EDS (Educator Development System), and Dashboard (sometimes known as Home Page or My Schoolnet).

### **IMS**

Instructional Management System, or IMS, comprises of Assessment Admin, Classrooms, Interventions, Outreach, and School & District Data.

### **initiative**

A strategy set up by a district to improve professional development. In Educator Development, this consists of taking PD activities and resources within a designated timeframe and receiving appropriate credit. Initiatives also have a secondary usage for districts, to create groups of users for their own reference, to find in reports, and to recommend PD for.

### **institution**

Institution refers to a school, region, district, or state.

### **instructional materials**

The building blocks (e.g., lessons, instructional units, resources, etc.) that comprise a curricular unit.

### **instructional unit**

The generic name for educational material type that can be a “building block” of a curricular unit or stand alone as a thematic unit. Instructional units can cover a specific unit of time or content.

### **intervention plan**

A plan for a student or group of students that is designed to track progress in areas where the student is struggling.

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## Interventions

Provides additional services for students that have been identified as struggling academically or behaviorally.

## Item Analysis Report

This report analyzes each item on a test to determine the proportions of students selecting each answer. It can be used to evaluate a student's strengths and weaknesses or the strengths and weaknesses of the entire section(s) on the assessment.

## item difficulty

A calculation of how challenging an item is for students. It is calculated by dividing the number of students answering an item correctly by the total number of students that answered the item. If item difficulty is equal to 1, all students answered correctly, while if it is equal to 0, no students answered correctly. The closer the number is to 0, the higher the item difficulty.

## item discrimination

Related to item difficulty, this means how consistently the item is answered by students who know the material versus students who don't. Item discrimination is observed by taking all student test scores on a content area and comparing them with their score on an item. If low-scoring students score highly on an item and high-scoring students score low, there is no discrimination. An item with a low score for all students also doesn't discriminate. In both cases the item is difficult.

## Item Mean

The average score for student responses to an open response or to a multi-part question, which is calculated by dividing the sum of the points earned for the item by the number of students who responded.

## Item Total Score Correlation

The correlation between the question score and the overall test score which is an indication of the extent to which success on an item corresponds to success on the test.

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## K

### KPI

A Key Performance Indicator (KPI) is a quantifiable metric that an organization can develop to help understand and gauge its performance. When properly configured and regularly monitored, KPIs are useful in the following ways:

- They reflect the critical success factors of an organization
- They help an organization measure overall progress toward its defined goals
- They can alert leaders, team members, and others about how well an organization is functioning
- They can highlight an organization's outstanding aspects--both good and bad
- They can

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help an organization compare its performance to that of other, similar organizations.

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## L

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### **lesson plan**

A designed teaching approach to a specific portion (e.g., Understanding Quadratic Equations, Causes of WWII, etc.) of a complete curriculum.

### **low score**

The lowest achieved score by test-taking students.

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## M

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### **manual test**

A test that is created manually by a test creator with new test items or existing test items selected from the item bank.

### **materials**

Materials is the generic term that encompasses curricular units, instructional units, lesson plans, resources and assessments. Published materials are searchable in the Materials Bank.

### **mean**

The average score achieved on a test calculated by dividing the sum of all scores by the number of test-taking students.

### **median**

When the scores achieved on a test are arranged from lowest to highest, the median is the middle score; 50 percent of the achieved scores are lower than the median and 50 percent are higher.

### **mentor**

Someone assigned to advise another individual at their institution. Mentors are assigned by their school administrator and are responsible for logging interactions with their mentees.

### **mentor interaction**

An interaction between a mentor and their mentee, logged by the mentor. Types of mentor interactions are observations, pre- or post-observation meetings, group meetings, or “other.”

### **Multiple Measures Summary**

May be labelled differently in your system. This tool collects and presents ratings across educator evaluations for the entire year or portions of a year. In addition to

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compiling the ratings from these evaluations, school leadership may also give scores and comments for these evaluations or groups of evaluations in Multiple Measures Summaries.

## **My Profile**

An overview of an educator's professional development consisting of recommended PD, a listing of PD taken, PD forms needing completion, teaching certificates, initiatives, contact information and work history, performance, and professional development plan information. For administrators, there are also additional listings for activities being facilitated, activity proposal reviewer settings, and possibly a listing of PD Profiles for all educators in a school, district, or state.

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## **N**

### **N-count**

Number of students responding to the item.

### **No. of Exposures**

Represents the number of times an item has been used on a test.

### **Normal Curve Equivalent**

Derived by converting a raw test score to a number along a normal curve; numbers on the Normal Curve Equivalent (NCE) line range from 0 to 100. NCE provides a way of measuring where a student's score falls along the normal curve which indicates the rank of a student's score, or how many students out of a hundred had a lower score.

### **number tested**

The number of test-taking students.

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## **O**

### **Observation**

Note that "Observation" may be labeled differently on your site. This tool allows one user to score and/or enter comments for individual elements in a teacher effectiveness framework.

### **operation**

Operations are used to assign special site capabilities, such as editing page content or moderating forums. They are assigned to Roles.

### **Outreach**

The page most users see before they log in, and a content management system for your school, district, or state. It may have features enabled such as forums,

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calendars, and announcements before an educator logs into the system.

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## P

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### **passage**

A reading passage that can be included with a test item. Passages can be created independently or while creating a test item.

### **PD Goal**

A goal set by an individual related to a standard or a content area. Goals are set and updated on the My Goals section of the individual's PD Plan.

### **PD Plan**

An individual's summary of PD goals, activity participation, and mentor interactions. If the individual is a facilitator, their Facilitation Log can be accessed through the PD Summary section of their PD Plan.

### **PD Planner**

One of two parts of the Educator Development module, PD Planner helps manage PD activities, view resources, register for and attend activities, award credit and recertification, and other professional development-related tasks.

### **PD Report**

A pre-formatted report specifically for viewing information about Educator Development, such as usage of PD activities and resources and mentor interaction statuses.

### **PD Search**

Feature that launches a catalog of activities and resources available for you to take in Educator Development. The PD Search bar or page is available in various places on the site and indexes PD by availability, date, rating, job category, and other variables.

### **percent score**

The percent correct score is calculated by taking the raw score (number correct or number of points earned) divided by the total number of items on the test (or total possible points). The result is multiplied by 100 to convert it to a percent value.

### **percentile**

Derived by converting a raw test score to a value that denotes how a student's score ranks among all the scores achieved by the group of students who took the test. Percentile values range from 0 to 99, and a student's percentile indicates the percentage of scores that rank below the student's score.

**percentile rank**

A ranking scale ranging from a low of 1 to a high of 99. A percentile rank indicates the percentage of a reference or norm group obtaining scores equal to or less than the test-taker's score. A percentile score does not refer to the percentage of questions answered correctly, it indicates the test-taker's standing relative to the norm group standard.

**performance assessment**

This type of assessment is used almost constantly in some content areas, such as music, sports, and art. The premise behind performance assessment is that students should be asked to demonstrate their skills and knowledge in a way that is as close as possible to how they will use the skill in their everyday life. Therefore, when evaluating a music student's ability to play the trumpet, the student is asked to play the instrument and a judgment about the quality of the performance is assigned. Performance assessments can take the form of speeches, debates, story writing, science laboratory experiments, etc. There are challenges to using performance assessment in the classroom as each student must be given the opportunity to demonstrate skills, scoring can be subjective if scoring guides are not carefully prepared, and it is not as time efficient for sampling many objectives. However most teacher agree that using some forms of performance assessment, when appropriate, can promote more complete understanding of student achievement.

**performance levels**

A number of levels that demonstrate a range of performance. Examples include Warning or Failing, Needs Improvement, Proficient or Advanced.

**permissions**

User permissions encompass the assignment of institutions, roles, and operations to users that control their level of access in the system.

**PGP Goal**

A key component of Professional Growth Plans where school leadership selects a standard for educators in their school(s) to align to (optional), and educators select up to five standards to set as their personal goals. PD Goals can be supported by comments by educators, artifacts, and evaluation results such as Observations and Student Perception Results that have scored on the same standards chosen to be goals.

**portfolios**

An artifact contained within a student workspace that includes one or many work items. All created portfolios are represented as tiles on the Student Workspace main page providing a user-friendly view of a student's workspace.

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**pre-registration approval**

Permission from the school and/or district administrator to register for an activity.

**prerequisite**

In Educator Development, an activity that an individual must complete in order to register for another activity.

**Professional Growth Plan**

Note that "Professional Growth Plan" may be labelled differently on your site. This is a tool for educator improvement consisting of educators selecting school and/or personal goals that can be aligned to standards. Once goals are selected, educators can create a plan to meet these goals and measure their progress.

**Professionalism**

Note that "Professionalism" may be labeled differently on your site. This tool allows teachers and their leadership to provide feedback on a teacher's offstage performance, such as how teachers interact with peers and parents, and any other out-of-classroom practices.

**proficiency**

A performance measure that indicates competency. Proficiency is often associated with a score group measure to define a level of competency.

**P-Value**

Represents an index of an item's difficulty, which is evaluated by dividing the number of correct responses by the number of students who responded to the question.

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**Q****QTI**

The IMS Question & Test Interoperability (QTI) specification enables the exchange of item, test, and results data between authoring tools, item banks, test constructional tools, learning systems, and assessment delivery systems. Test items that meet the QTI 2.1 specification can be imported into Schoolnet.

**quartile**

Within percentile, the 25th percentile is also known as the first quartile (Q1), the 50th percentile as the second quartile (Q2), and the 75th percentile as the third quartile (Q3).

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**R****range**

The lowest and highest scores for all the scores achieved on a test.

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## Rasch Item Difficulty

Also referred to as the difficulty or location parameter, this is an index of item difficulty as determined by applying the item response theory Rasch model. Positive values indicate a harder than average item and negative values indicate an easier than average item.

## raw score

The sum of all of the points awarded to a student on a test.

## resource

A professional development item that may be found in PD Search, should your district load resources into the system. Unlike activities, resources are unscheduled and can be used by teachers at any time. Examples of resources include videos, documents, and URLs, such as Professional Learning Networks or links to other websites.

## Response Distribution Fields

For questions with response options, the percentage of students who selected each response option or who did not respond.

## role

Roles are how the system defines groups of individuals with similar site needs. Users must belong to at least one system role (e.g., Teacher, Staff) and may belong to additional roles in any institution. Access to features in the system is partially controlled by role, as well as operation and other institution-specific configurations.

## roster verification

A tool used by teachers, clerks, and administrators to verify student rosters. Student perceptions, student growth, student learning objectives, and other student performance based data in the system may help determine teacher tenure and pay, so it is crucial rosters include only students teachers are currently teaching.

## RTI

Response to Intervention, an academic method to provide early, systematic assistance to children who are having difficulty learning. In Schoolnet, the Interventions module provides tools such as monitoring reports and intervention plan creation tools for RTI.

## rubric

A standard of performance that is used to evaluate and measure student performance. In Schoolnet, rubrics are tables with rows that define a measured quality or skill and columns that define performance levels for each row. Rubrics

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can be created and managed in Assessment Admin by state, district, regional, and school administrators as well as teachers for classroom tests.

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## S

### **scale score**

A type of derived score, which is a transformation of the raw score, that provides a continuous score scale (developmental scale) across different levels and forms of a test that permits the direct comparison of different groups of examinees - regardless of the time of year tested and the level/form administered (i.e., useful for longitudinal comparisons). Scale Scores are equal-interval, a property that allows these scores to be added, subtracted, and averaged. The term scale score and standard score are often used interchangeably, even though these scores may be derived by different methods, their purpose and use can be similar.

### **School & District Data**

A data-driven school improvement support system that provides districts with a framework to evaluate performance, efficiently plan improvement, and monitor progress toward accountability targets. It enables leadership to define and apply a district-wide accountability model by monitoring KPIs, measuring district progress, making comparisons across institutions, and identifying potential problem areas.

### **school environment**

Educators assigned to this may not have a classroom and are employed at a school (for example a school principal, nurse, or psychologist).

### **score groups**

Score groups are measures that define levels of student achievement or competency on an assessment. A single set of score groups can be implemented for all assessments or score groups can be unique to a specific assessment.

### **score point distribution**

For an open response question or multi-part question, each of which have a total point value, the percentage of students who received each possible score point.

### **section**

An instance of a course. For example, Ms. DeYoung's 3rd period Algebra II class is a Section.

### **Sections & Rosters**

A tab found in My Account that teachers can use to access Roster Verification features.

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## Self-Reflection

Note that "Self-Reflection" may be labeled differently on your site. This tool allows educators to assess themselves at the beginning of the year to gauge how they think they stand on the whole standards framework.

## session

Activities in Educator Development are made up of sections, which are in turn made up of sessions. Sessions include dates and locations for the activity. In order to complete and receive credit for an activity, sessions must be attended and attendance marked by a facilitator.

## SIS

Student Information System, a database system which houses information related to students, teachers, courses, etc.

## standard

Refers to a set of skills students or educators must learn to be considered proficient in a given course of study. The term may refer to a granular level of a standard, such as a skill, indicator, or performance objective. Standards exist at national, state, and local (district or school) levels.

## standard deviation

A measure of dispersion of scores used to indicate how far away a score is from the mean score. A low standard deviation indicates the score is close to the mean; a high standard deviation indicates the score is spread out over a large range of values.

## standard score

A measure that defines how far away a student's score falls from the mean or average score. The Standard Score allows the person analyzing test scores to compare how far above or below a student's score is from the average or mean score.

## stanine

Also known as Standard NINE, represents a method of scaling test scores on a nine-point standard scale. Test results are ranked from lowest to highest, and an algorithm is used that gives the lowest 4% of the scores a stanine of 1, the next 7% a stanine of 2, the next 12% a stanine of 3, the next 17% a stanine of 4, the next 20% a stanine of 5, the next 17% a stanine of 6, the next 12% a stanine of 7, the next 7% a stanine of 8 and the remaining 4% of the test scores are given a stanine of 9.

## student group

A student group is a group of specific students created by a teacher in Classrooms module. Use student groups to organize students by performance or

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other criteria.

### **Student Growth**

Note that "Student Growth" may be labeled differently on your site. This is a measure of how much each teacher has affected the academic improvement of their students.

### **Student Learning Objectives**

Also known as SLOs, though this may be labelled different in your system. One of the multiple measures in Educator Development, SLOs allow educators to set goals for student learning and send them to their school's leadership for review. Leadership can send back comments, approve SLOs, enter scores for how well they think the educator did to achieved the goals, and finalize the SLO and share it back to the teacher as a report.

### **Student Perception**

Note that "Student Perception" may be labeled differently on your site. This tool allows aggregated scores for categories from Student Perception Survey results to be imported and presented to teachers and leaders at school, district and state levels.

### **Student Profile**

Found by using the Find a Student search in the top right corner of the system. A graphic compilation of the performance of an individual on a series of assessments.

### **student set**

A collection of students that meet a set of criteria that you - the user - has defined (for example, Asian females who have been absent twice this month).

### **System**

A link to pages that system operators use to configure the site. Corresponding System Operator Guides are only available to system operators on PowerSource and the Help and Support Library.

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## **T**

### **tasks**

Tasks are multi-part test items. Each part is called an activity. Each activity is aligned to a standard. Tasks are designed to demonstrate performance on a standard or set of standards.

### **team members**

Team members are staff at the institution who are responsible for delivery/tracking all or parts of the intervention plan.

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**test item**

A test question, such as True/False, Matching, Open Response, and so on. Test items can be created in Assessment Admin or imported through the QTI import process.

**total enrollment**

The actual number of student records that exist in the system for the number of years that data has been loaded into the system (so even for students that have since left the school).

**total unique**

The total number of unique student records represented in a row or in column on a report. If a row or column total does equal Total Unique, scores groups are not mutually exclusive and at least some students exist in multiple score groups. Total unique can also be thought of as the “unduplicated count” of students.

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**U****User Management**

A tool that allows you to manage user accounts, roles, and operations. You must be permissioned to be a user manager in your state or district in order for the User Management link to appear on your site.

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**W****waitlist**

A list of individuals waiting to register for an activity that has already reached the maximum number of attendees.

**walk-in**

An individual who attends an activity session without registering for it ahead of time. Activity facilitators add walk-in attendees on the sign-in sheet for session attendance.

**web part**

A widget that you may modify the appearance or position of. These are found on My Schoolnet (also known as home page), and some module's dashboards such as Assessment Admin and Educator Development. Examples of web parts include My Calendar, District Announcements, Recommended PD, and Recent Assessments.

**window**

The time frame and eligibility group(s) that all plans and measures in Educator Development are associated with. Window drop-downs are available around the

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system and aggregate results in individual, school, region, district, state, and caseload reports for plans and measures.

**work item**

An artifact contained within a student portfolio that includes one or more images and/or documents as evidence of work in an area of study or category.