


# Managing Online Testing

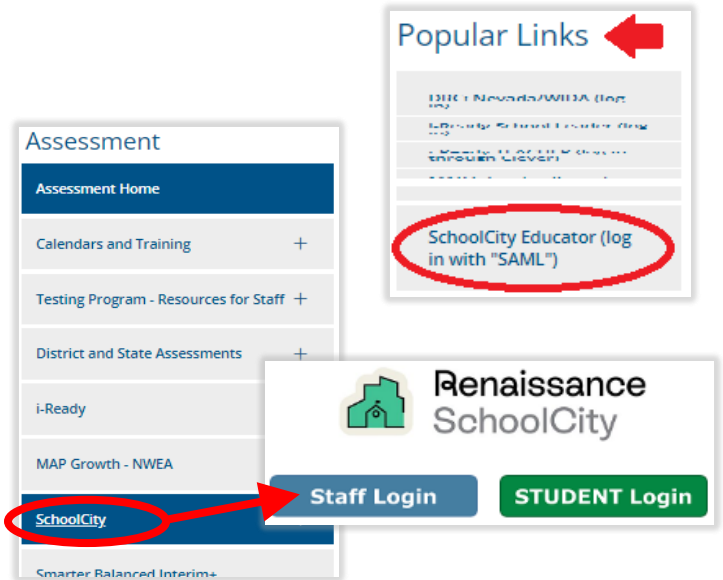
## ► Log in to SchoolCity

Navigate to the Washoe School district website, **washoeschools.net**, and then...

1. Click on the “**Departments**” tab, then the “**Assessment**” department link.
2. Click the **SchoolCity Staff Login** link found under the Popular Links menu.

**OR**

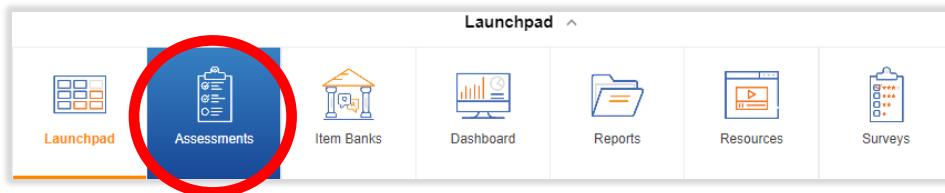
3. Click the **SchoolCity** link within the Assessment menu located on the right-hand side of the screen. Then, click the **Staff Login** link.
4. Click on the  [ SAML ] button to log in to SchoolCity.



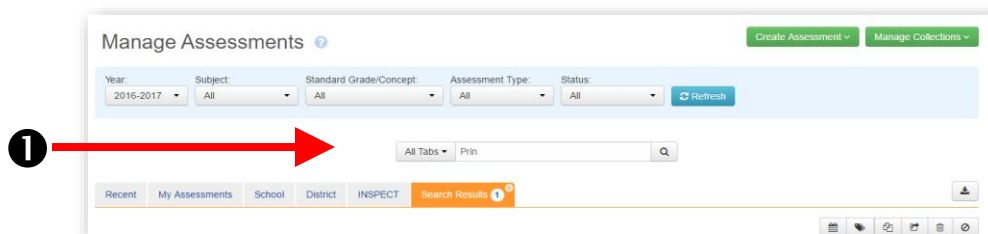
*TIP: If redirected to sign in to the district’s “federation” enter your Windows username and password.*

## ► Find the Assessment

1. Click the Launchpad “caret” at the top of the window and select the **Assessments** menu option.



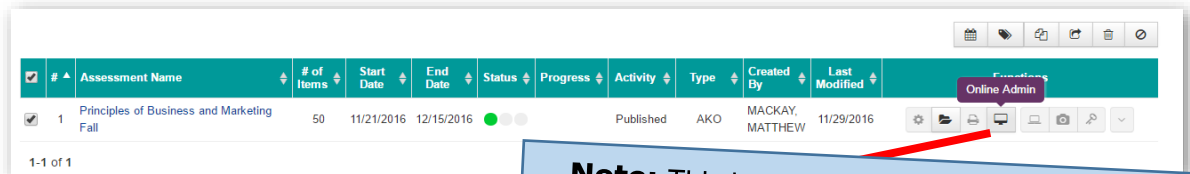
2. Navigate to the appropriate tab for the type of assessment that you are administering. For example, click on the “District” tab if you are administering one of these assessments.
3. **Alternative:** In the All Tabs **1** search box, type in the first three to four letters of the assessment that you plan to administer. For example, **HUM** for Human Development.



## ► Activate the Assessment

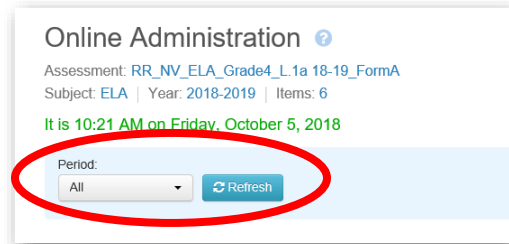
Students will **not** have access to an online assessment until it has been activated within the SchoolCity website.

1. For the desired assessment, click on the corresponding “Online Admin” icon.



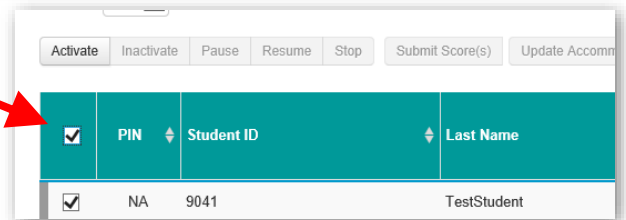
**Note:** This icon is available when “Online” has been selected in the test setup, the assessment has been published, and students have been scheduled to test.

2. Select the class period that you are currently testing and click the **Refresh** button.



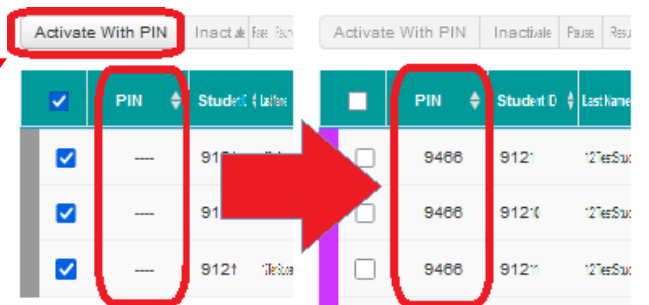
3. To select all the students in the class, click the checkbox to the left of the “PIN” column.

- a. Click the **Activate** button to allow students to see and “Take” the test in their portal.



**OR**

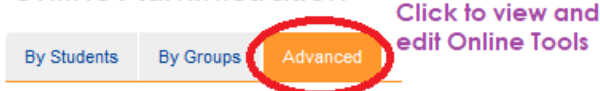
- b. If you have elected to use a “PIN” in the test setup, the button will display as **Activate With PIN**. Students activated at the same time will be assigned the same PIN. Provide the PIN to students when you are ready for them to test.



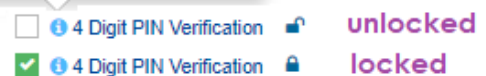
### TIP: Activate with PIN

Requiring a “PIN” (4-digit number) for online assessments helps the test administrator control when students can take their activated test and is recommended for assessments in which the score is used to determine an academic grade or meet criteria for other high stakes decisions. Tools and features that are “unlocked” may be modified (selected or deselected). If a test must be reactivated, a new PIN is assigned.

### Online Administration



Pre-selects the requirement of a 4 digit PIN number for students to take an assessment online in the Student Portal.



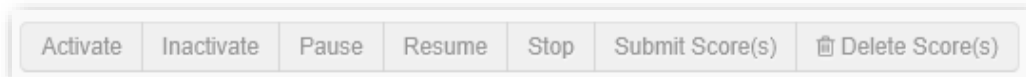
4. **Student Supports.** Once students are activated and before students log in, click the “Online Tools” function to add **text-to-speech** and other online designated supports for individual students as needed.

**Alternative Method:** Modify student supports through a student’s individual profile found in the Class Roster report. See the Student Supports section below for directions.

**Note:** Leave this option as “No” unless reading passages is included in a student’s IEP or 504 plan or not allowed for an assessment.

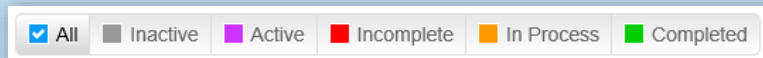
## ► Monitor Online Testing

Several options are available to assist in monitoring students during online testing. Select one student, several students or the entire class to utilize these options.



1. **Inactivate.** Removes the possibility of the student being able to access the test.
2. **Pause.** Stops the timer on the test to allow the student to take a short break.
3. **Resume.** Select this option to resume a paused test.
4. **Stop.** Use this option when you need to stop the test with the intent to resume testing at a later time.
5. **Submit Scores.** When a student does not finish an assessment, use this button to score the assessment as is.
6. **Delete Scores.** When available, deletes selected students' scores.

**Tip:** Use the filter buttons to find students with specific testing status. Click the “ALL” filter to return to viewing all students regardless of status.

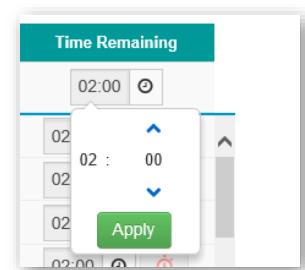


## ► Unexpected Student Exits from Tests

1. If a student exits the test without completing it, reactivate the test to allow the student to resume testing.
2. Students may inadvertently submit tests without actually completing the assessment. If this was an actual error, you may reactivate the test to allow students to complete it. Any hand scoring will need to be rescored.
3. If the student exits the test without submitting their final responses, select the student and then click the “Submit Score(s)” button to force the system to score the assessment.

## ► Miscellaneous Tips

1. You are not able to select students with differing statuses. Select multiple students by clicking students individually or by filtering by status type.
2. A student or class may need more time than scheduled to complete the assigned test. In this case, click on the clock for the corresponding student and add additional time here. To change the time for the entire class, click on the clock in the heading area of the table.

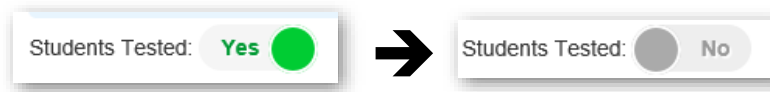
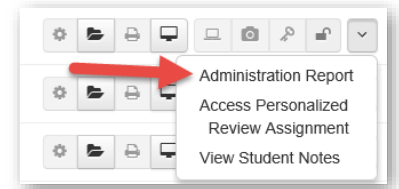



## ► Monitoring Test Completion

### 1. Method 1: Administration Report.

*This report will provide information on which students have tested or not tested and the current status of not tested students. It will NOT tell you if a test has been started, is in progress, or is completed.*

- Navigate to Assessments.
- Select the “Administration Report” from the dropdown menu.
- This report defaults to show how many students completed the test as well as their names. Click the toggle switch to view students who did not complete the selected assessment.

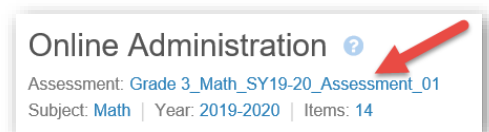


- Open the collapsed class lists by clicking on the  icon to view students and their related status.
  - Return to the “Online Admin” to administer or submit missing student tests.
- ### 2. Method 2: Online Administration.
- The online administration screen allows for you to check the status of each student in the selected class.*
- Select a teacher and scroll through the class list. Note any student that does not have “Complete” as their status.
- ### 3. Missing Students from Reports.
- Return to the online administration for the assessment and check the status of the student. It is likely that the student did not complete or submit their completed test.

## ► Accessing the Student View of the Test

*When reviewing an assessment with a class, it may be beneficial to project the assessment on a whiteboard.*

- Access the “Online Admin” button for the desired assessment.
- Click the title of the assessment.



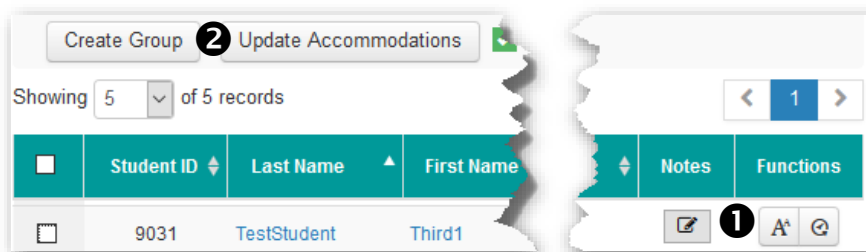
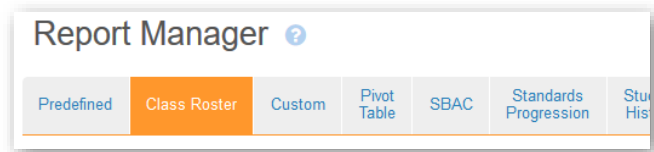
## ► Student Portal and Log In

1. Guide students to the SchoolCity Student Portal. A shortcut is found on a student's desktop or find the link provided on the Department of Assessment's SchoolCity webpage. [www.washoeschools.net/Page/5408](http://www.washoeschools.net/Page/5408)
2. Students will know that they have navigated to the correct login screen by noticing the green bar across the top of the screen and "STUDENT ACCESS" heading that appears above the User Name login box. Direct students to click "Sign in with SAML".
3. Available assessments will appear within the "Take Assessments" tile.

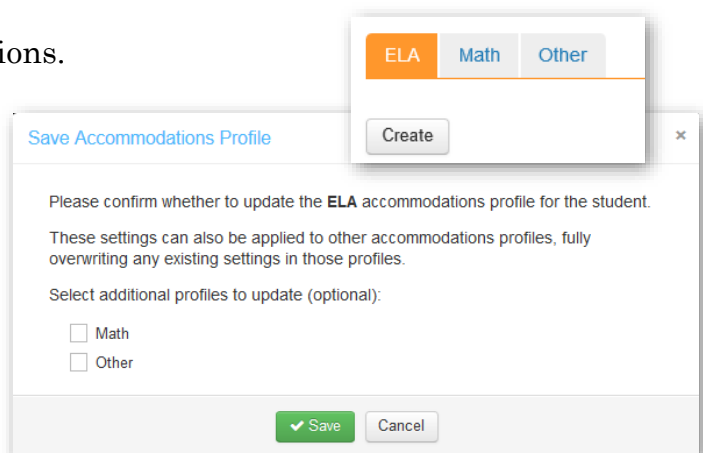


## ► Student Supports

1. Navigate to the **Report Manager**.
2. Select the **Class Roster** tab.
3. To modify the accommodations for **one** student, click the accommodations icon **1** shown in the functions column.
4. To modify the accommodations for multiple students, select multiple students, then click the **Update Accommodations 2** button.

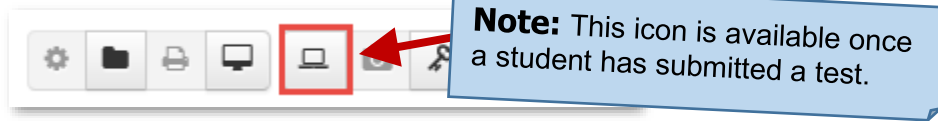
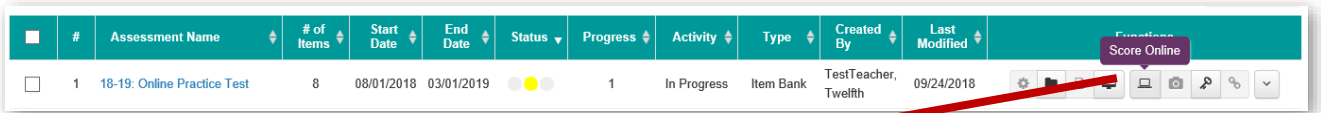


5. Select the desired subject area for the accommodation.
6. Click the **Create** button.
7. Select the appropriate accommodations.
8. Click the **Save** button when finished. Here, the option to assign the same accommodations for other subject areas is provided. Select the other subject areas, if appropriate, and click the **Save** button.

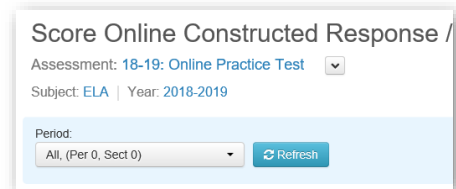


## ► Online Scoring

1. Navigate to the **Assessments** page as described in the “Find the Assessment” step.
2. For the desired assessment, click on the corresponding online scoring icon.

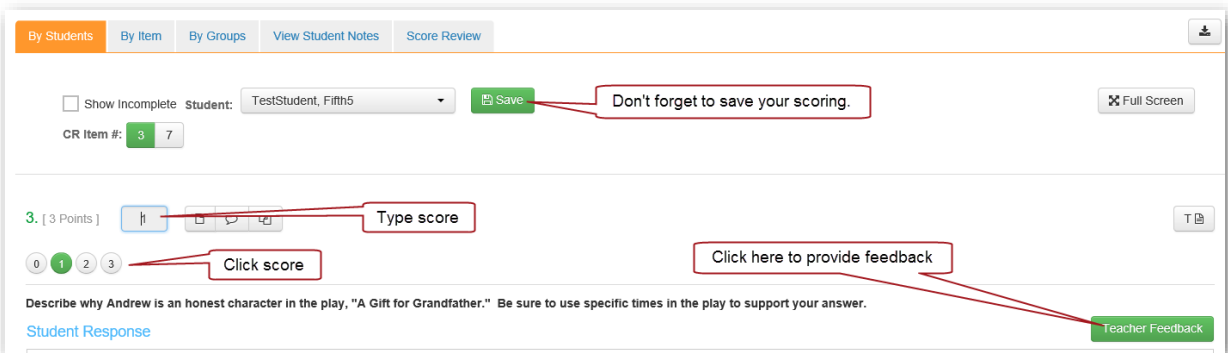


3. Select the class period that you are currently scoring and click the **Refresh** button.



4. **Score Online by Students.** For each written response item:

- a. Read the student’s response.
- b. Type or click the appropriate rubric score.
- c. Click the **Teacher Feedback** button to provide comments/feedback for the student, if desired.
- d. Save the scores before moving to the next student.



**Alternative Option:** Click the “By Item” tab to score the same item at once for all students. Follow the same steps as described above.



## ► Displaying Student Results

1. **Caution: Know when to display student results!** When students take an online assessment, the results with correct answers may be displayed in the Student Portal. However, you may not want the students to review their results or answers until a later date.
  - a. **Remove Display Results.** While managing the online administration, click on the “Advanced” tab (❶). Make sure the “Display Item Details in Student Portal” checkbox is NOT selected (❷).
  - b. Return to the “Advanced” tab and check this box when you are ready to share results with students.

The screenshot shows the 'Advanced' configuration page for an assessment. At the top, there are two tabs: 'By Students' and 'Advanced'. A red arrow with a circled '1' points to the 'Advanced' tab. Below the tabs, there are several configuration sections: 'Duration' (set to 02 Hrs and 00 Mins), 'Default Time Increment' (set to 15 Mins), 'Time Window' (Start Time: 07:00 AM, End Time: 05:00 PM), and 'Days Window' (checked for Monday, Tuesday, Wednesday, and Thursday). At the bottom, under the 'Properties' section, there are three checkboxes: 'Select All', 'Display Item Details in Student Portal', and 'Display Item Hint to students'. A red arrow with a circled '2' points to the 'Display Item Details in Student Portal' checkbox, which is currently unchecked.