

Home Base IIS: Scoring Online Assessments Quick Reference Card

Scoring Online Assessments

Learn how to score online assessments.

Score as Students Complete Assessment

Use the Proctor Dashboard to score open response items for students who submit their tests early as other students are still testing.

To score an in progress test:

1. On the Schoolnet home page, select a class in the Section menu
2. Click the Upcoming Tests tab
3. Click the Proctor Dashboard icon for the assessment


My Classroom

Section: SOCIAL STUDIES 3 - Sec-02 Per-2

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Recent Assessments

District and Local Tests | Classroom Tests | Standardized Tests | **Upcoming Tests**

TEST NAME	ONLINE PASSCODE	TEST STAGE
 05/29/13, Unit 7 Quiz	DEXYDY8	Completed

If you do not see the test on the Schoolnet home page, click the **Assessment Admin** header, locate the test and select Proctor Dashboard under Actions.

4. Click the Edit icon for a student who has submitted their test
The icon will not appear if the test is still in progress.

5. Indicate the scores for open response items

6. Optionally, add a comment for students and parents, if applicable
7. Once all open response items are scored, scroll down and click **Score**

Record or Score All Student Responses

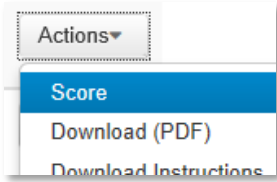
In some instances, such as for younger students, you will record all answers in Assessment Admin for students who test on paper or orally. In other cases, you will use the Assessment Admin module to record scores for open response items only.

To score an assessment:

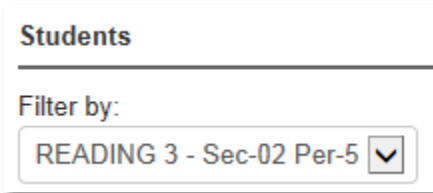
1. Click the **Assessment Admin** header

Scoring Online Assessments

- For the desired test, select Score in the Actions menu

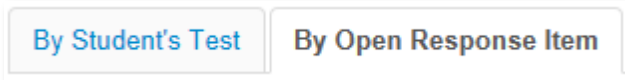


- From the "Filter by" menu, select a class

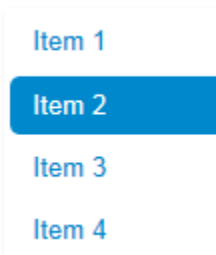


- To score all students on one open response item at a time, click the By Open Response Item tab

Alternatively, to score by test, skip to Step 8.



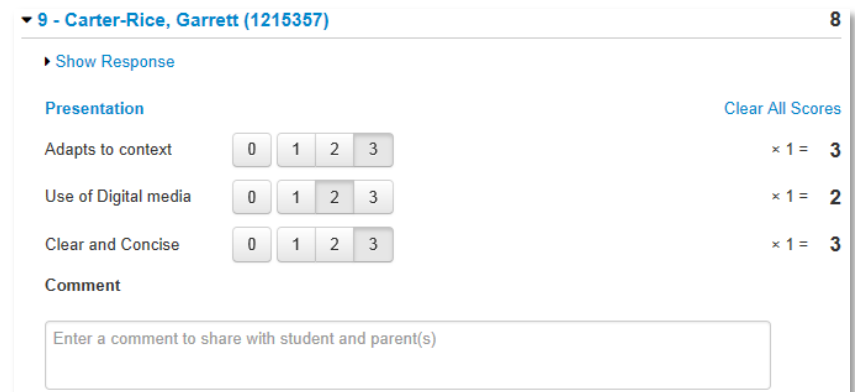
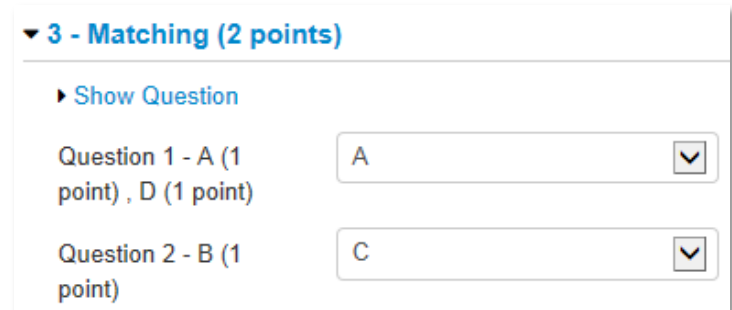
- For the first open response item, enter a score for each student
- Scroll down and click **Score**
- If applicable, use the menu on the left to navigate to the next open response item



- To score one student at a time for any item type, click the By Student's Test tab



- For each item, select the response or responses that correspond to the student answer



- Scroll down and click **Score**
- View results in the Classrooms module immediately or the next day in School & District Data