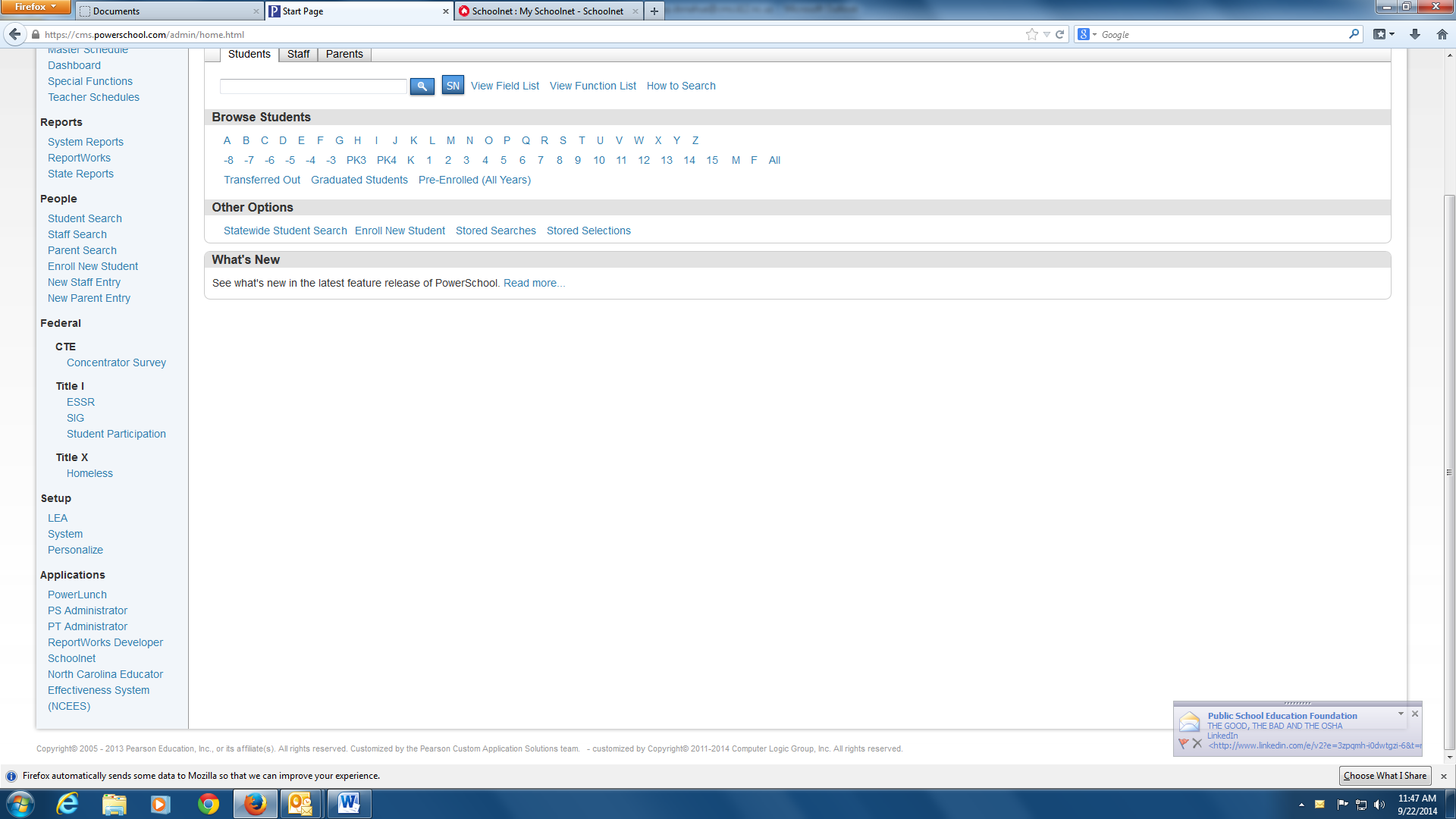
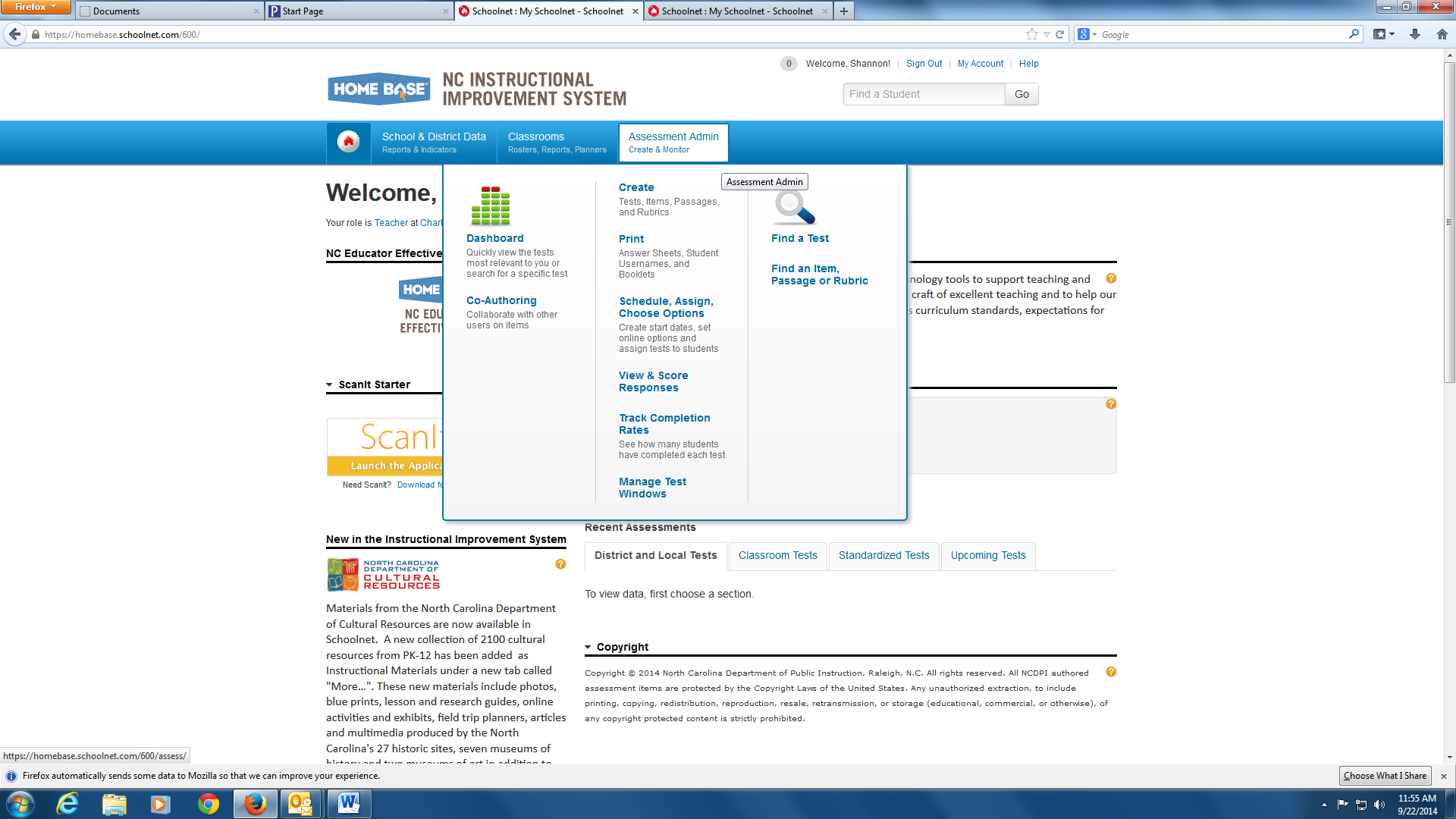
**Creating an Assessment in Schoolnet**

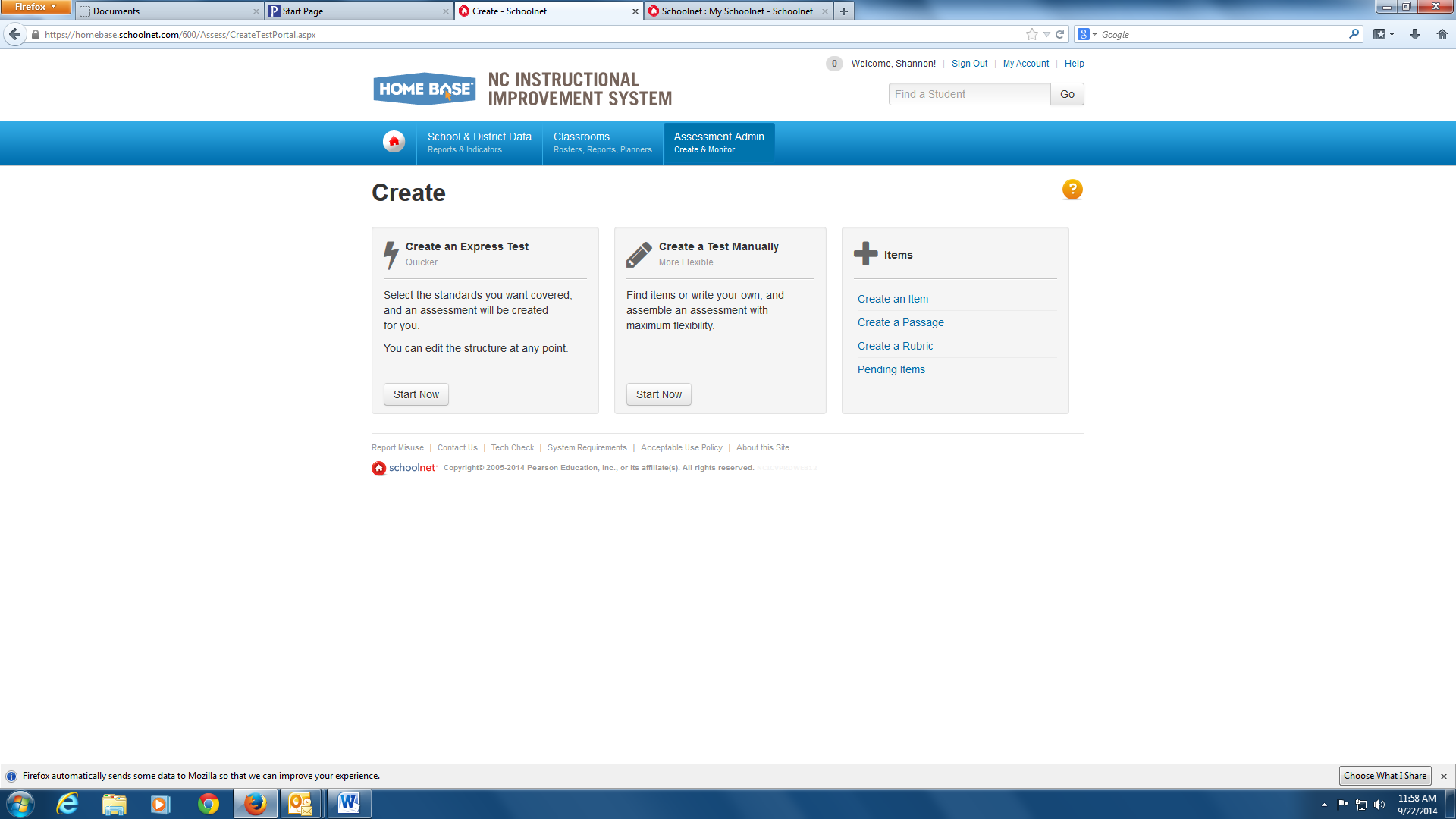
**Step 1**: Sign in to PowerSchool with your username and password.

**Step 2**: Select Schoolnet, which is located on the bottom, left side main menu.



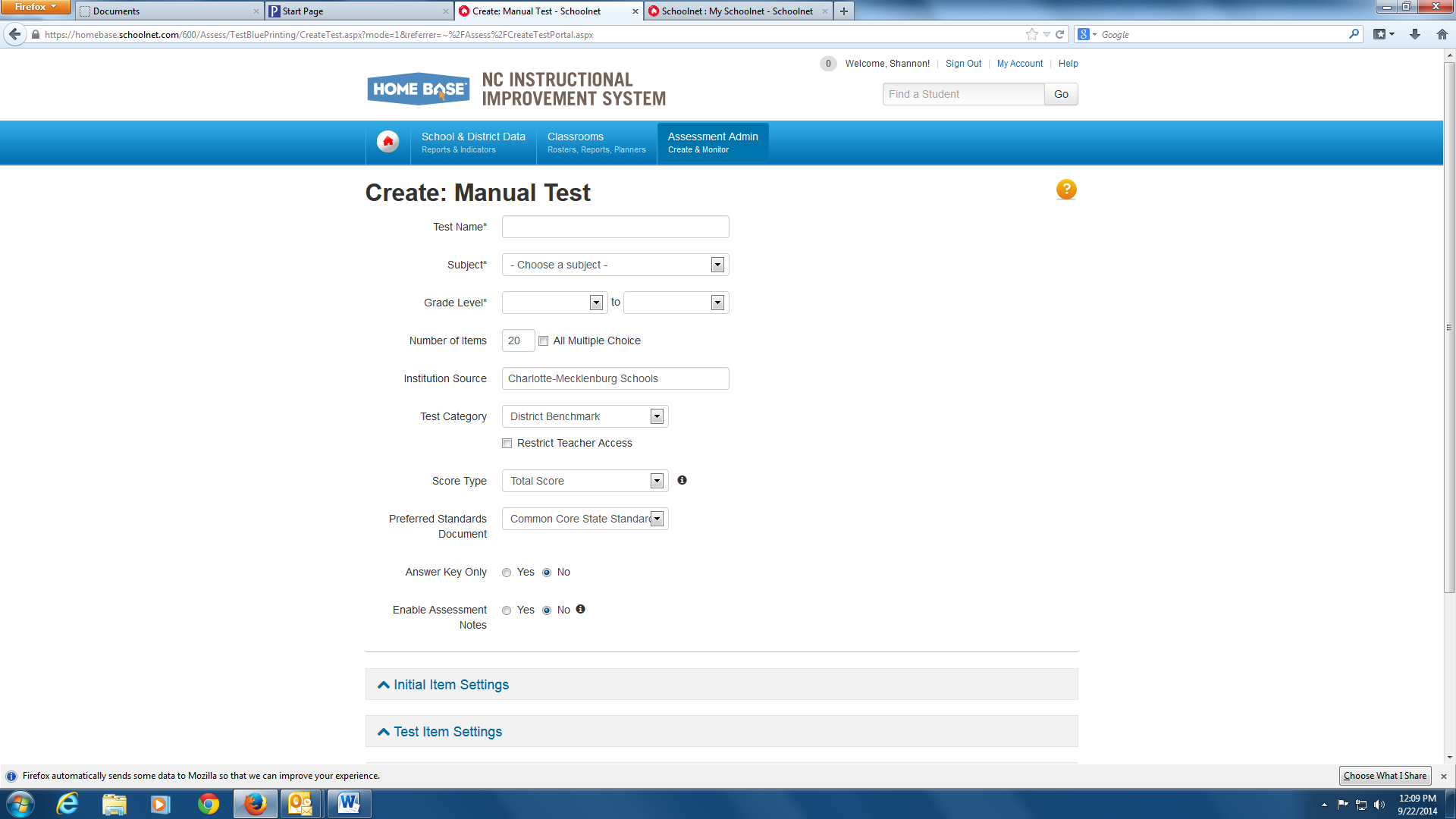
**Step 3**: Drag your cursor over “Assessment Admin” and select “Create” in order to get to the test creation page.



**Step 4**: When the new screen appears, select the “Create Test Manually.”

**Step 5**: The assessment name should adhere to the CMS naming system.

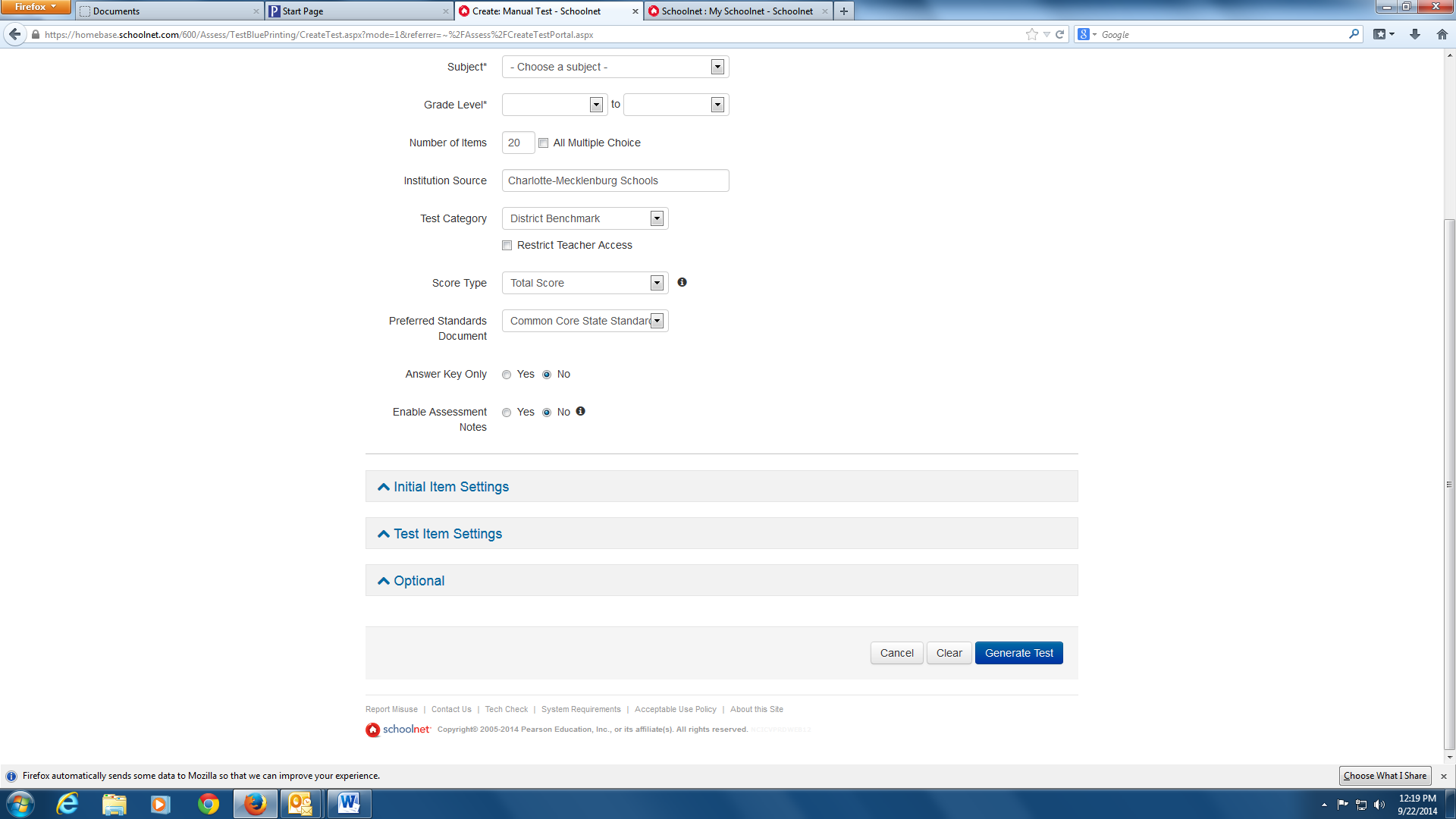
Example> **Math 6 Semester II Benchmark 2014-2015**



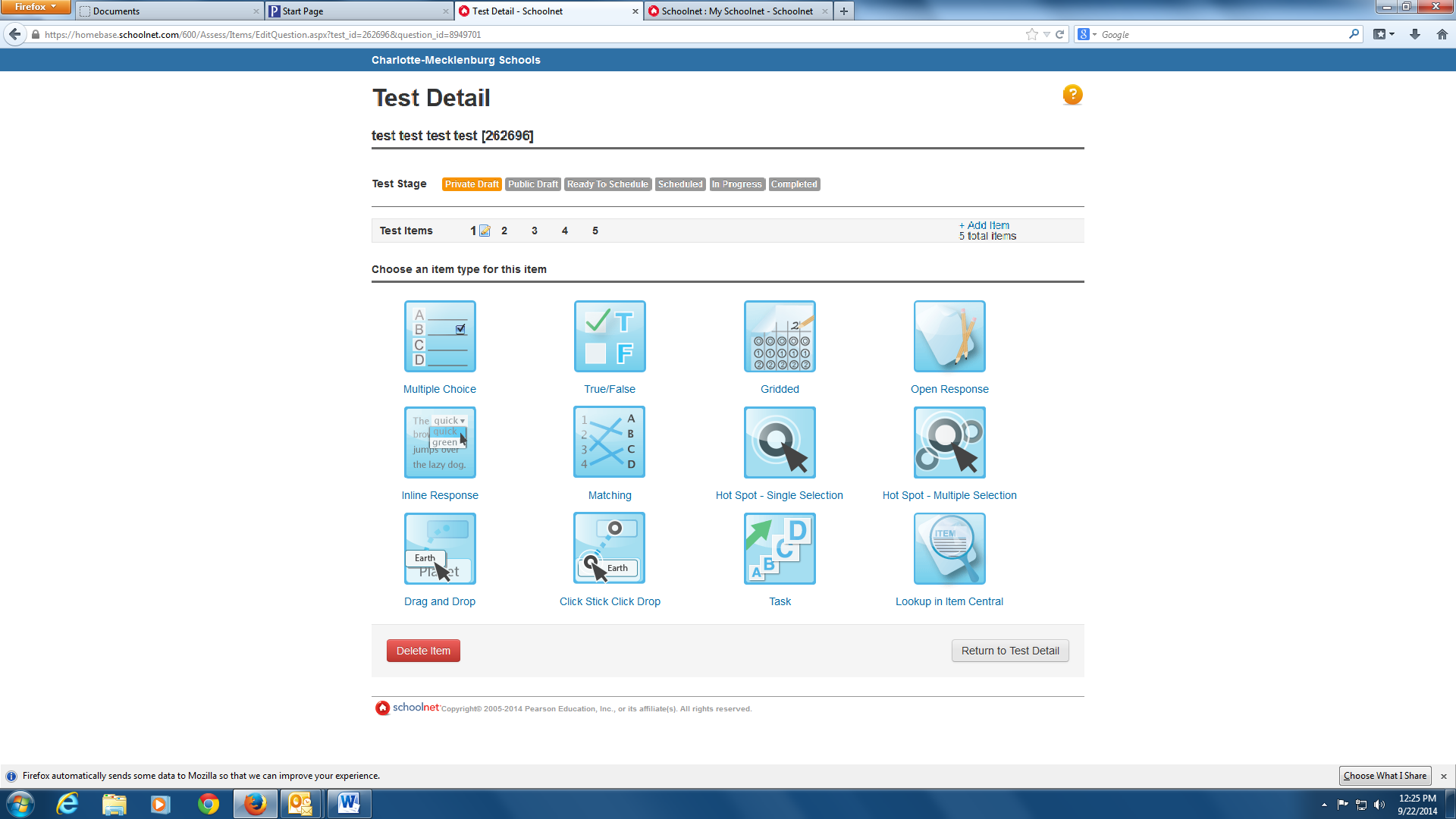
Step 6: After naming the assessment, the parameters should be filled in by clicking on the Subject, Grade level, Number of questions, test category, score type, preferred standards document, answer key only and enable assessment notes.

Initial Item settings and Test item settings are optional but should be reviewed.

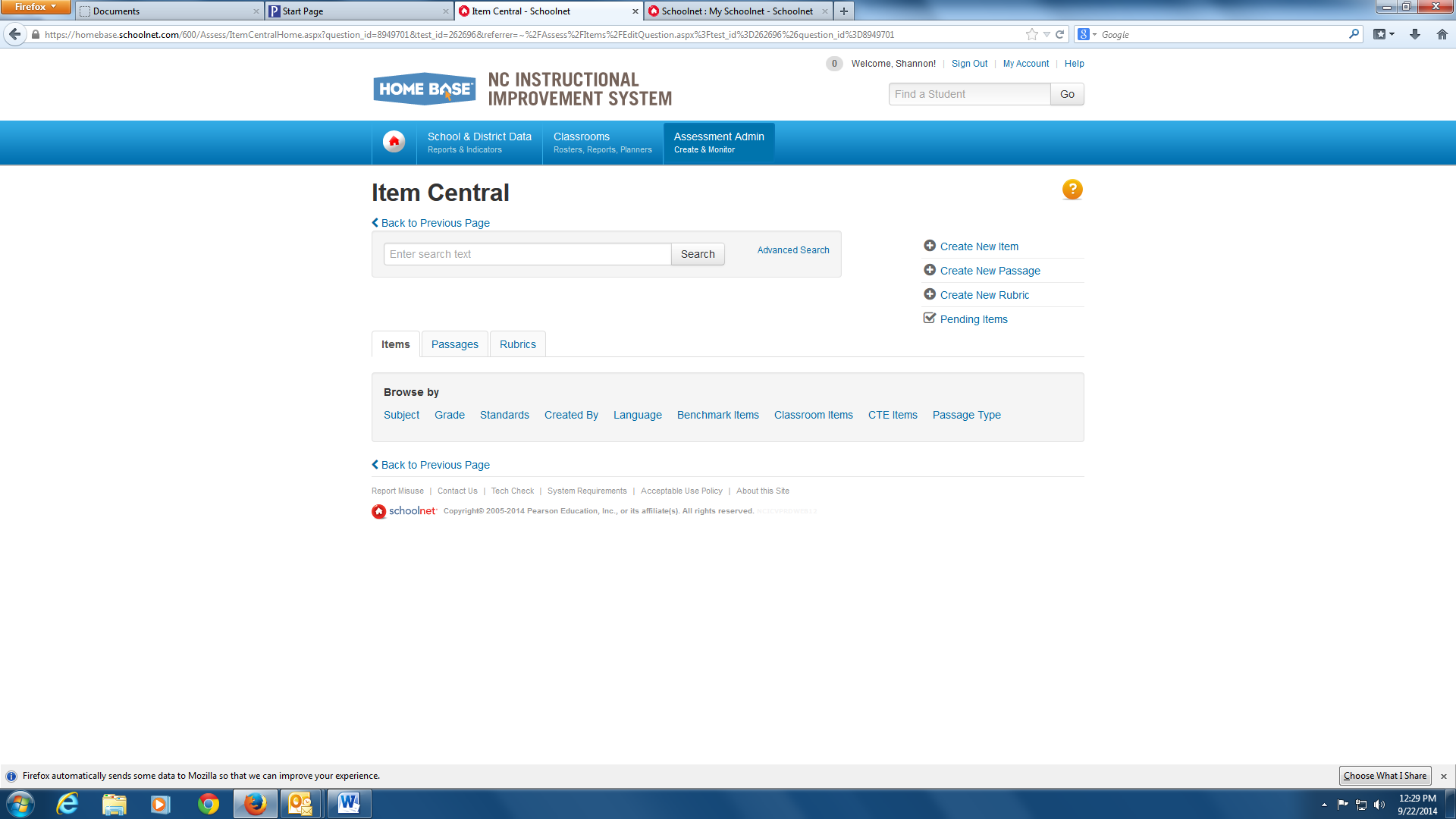
When finished with the parameters, select the “Generate Test” to start the process.



**Step 7**: The new screen will allow for question type determination. Each question can be the same item type or different, based on user needs. If you use the item bank, the questions will be available per standard. The other item types will require you to create the question.

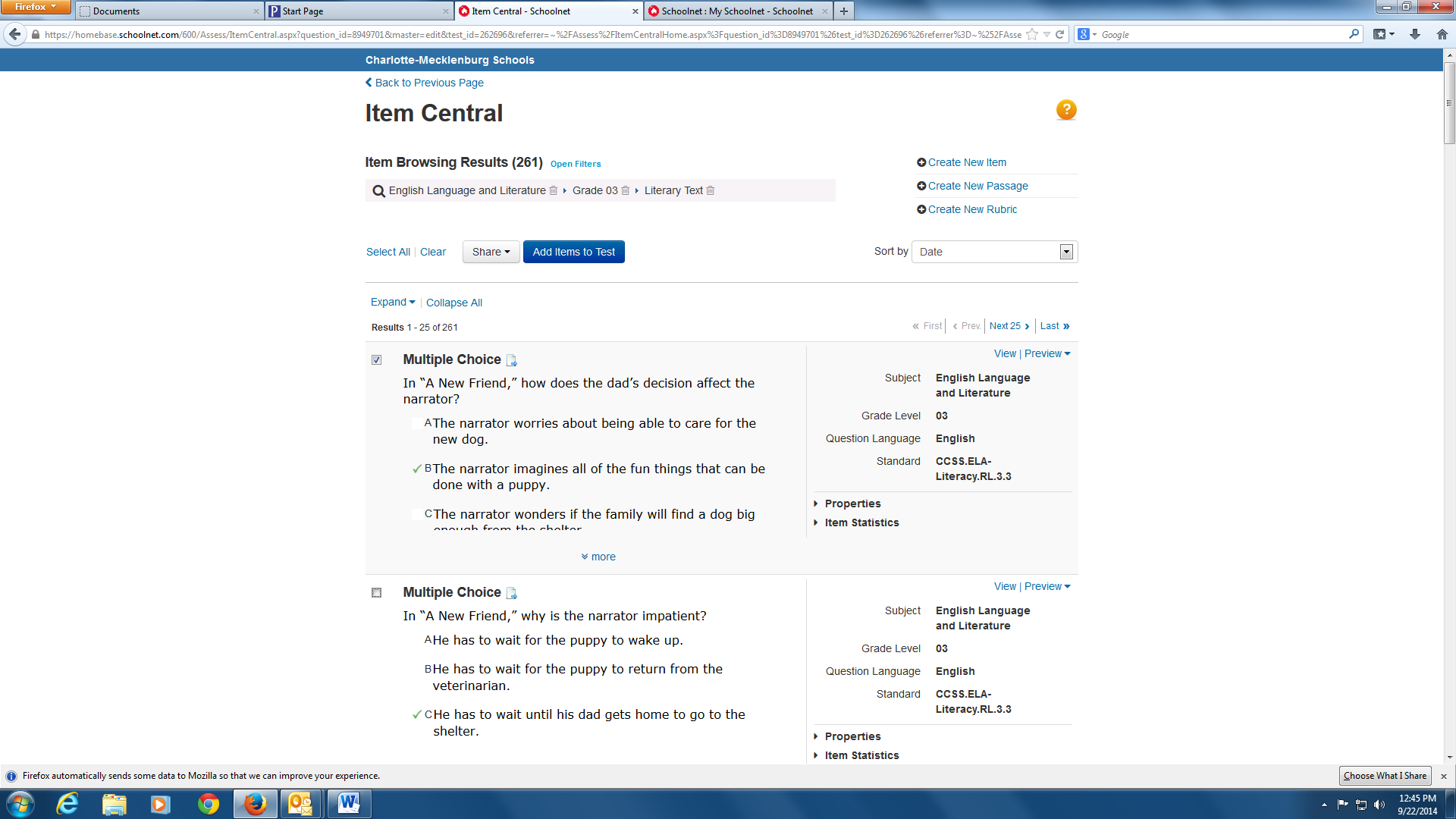


**Step 8**: If you pick “Item Central”, this screen will open and require the user to enter a search word in the filter or browse by choices. In either scenario, the user will end up with items aligned to the target standard.

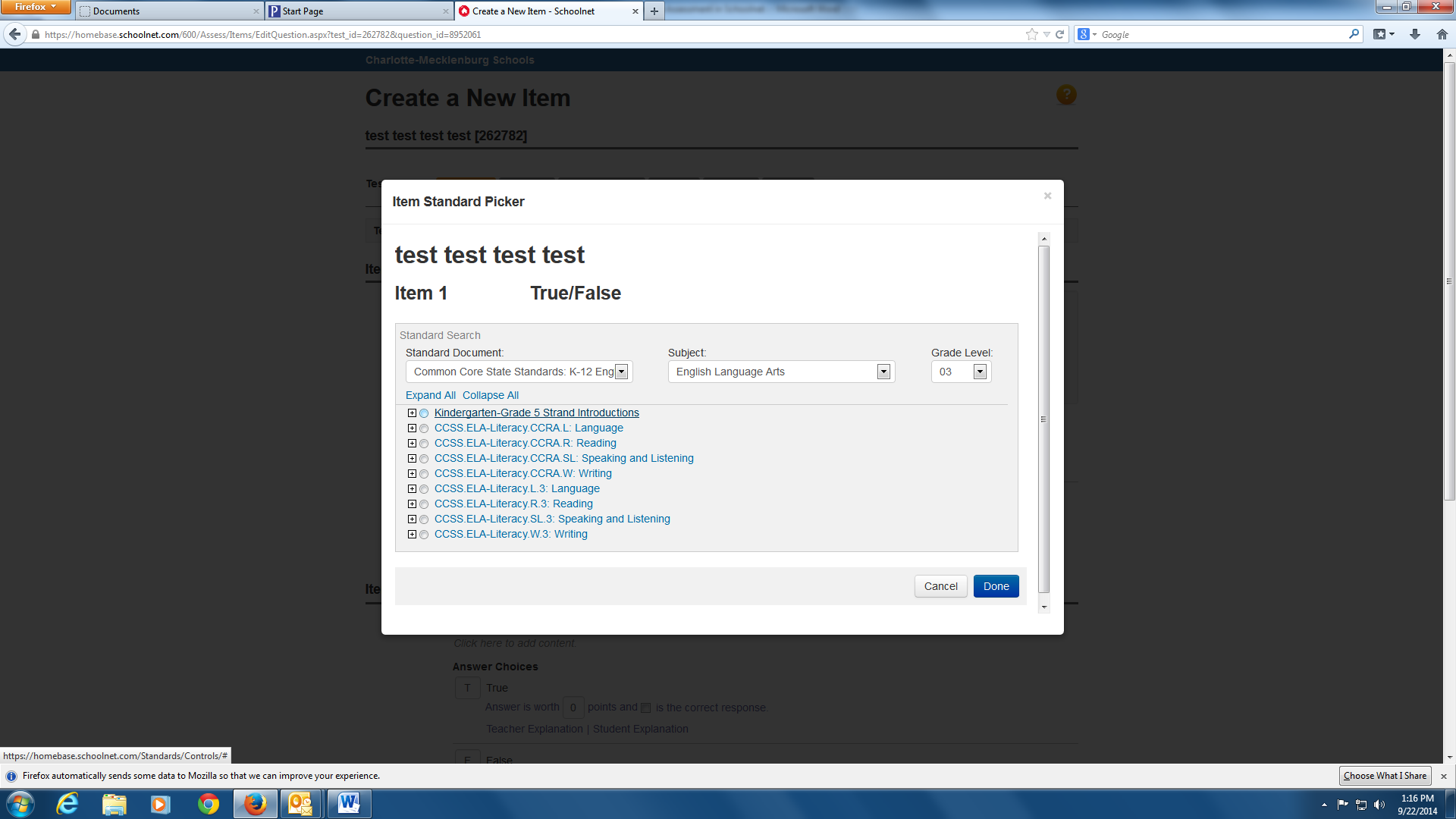
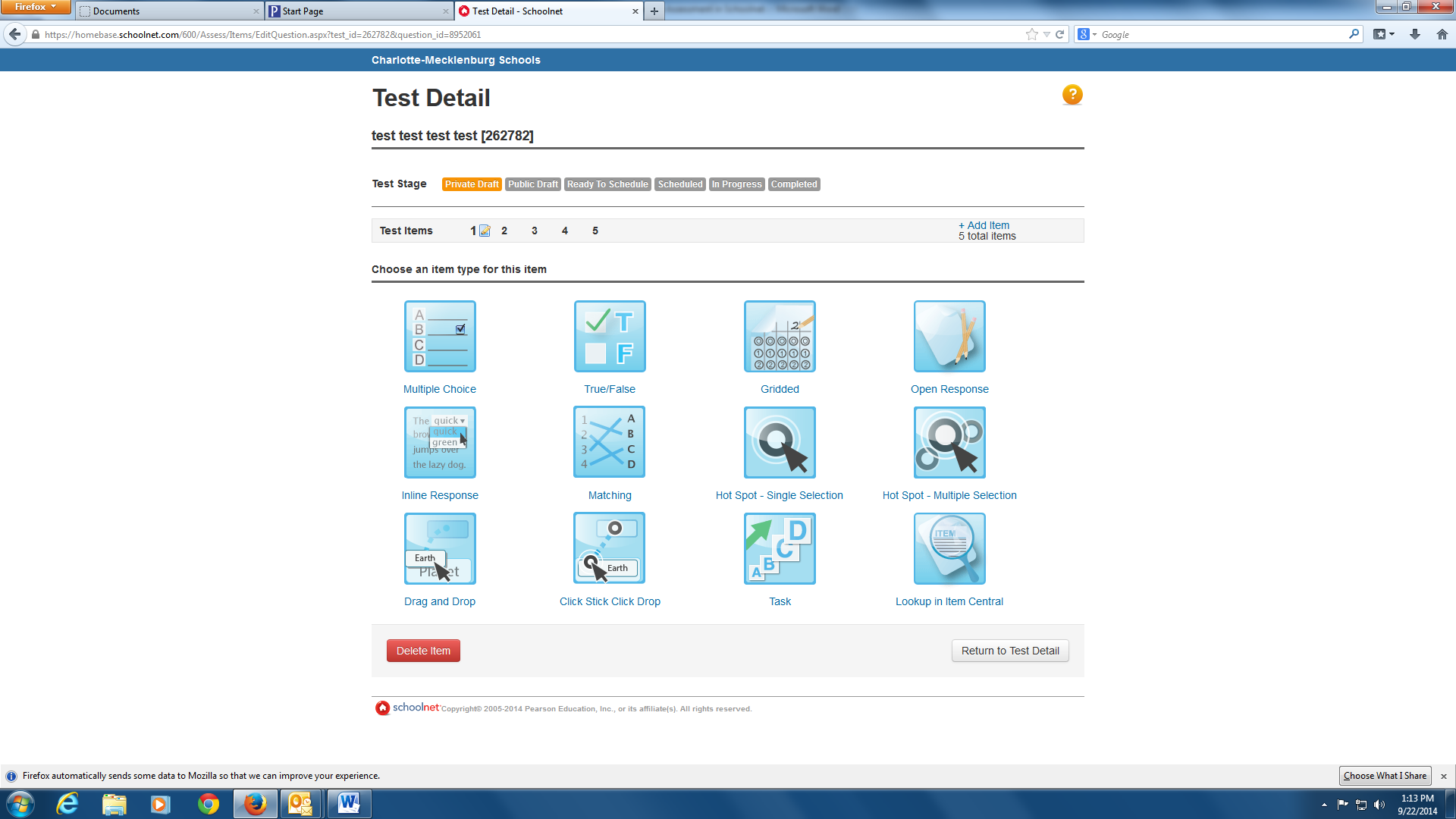


**In “Item Central” the user can find a bank of questions and can search based on standards, subjects, grade, passage type, etc…**

Step 9: Item Central provides a bank of questions that can be used on any assessment. Choose the appropriate questions by putting a check mark in the box beside the question or questions. Each item will provide additional information to aid in decision making. When complete, select “Add Items to Test”, located at the top and bottom of the screen. From this screen, the user can Open filters and select different options for browsing results.

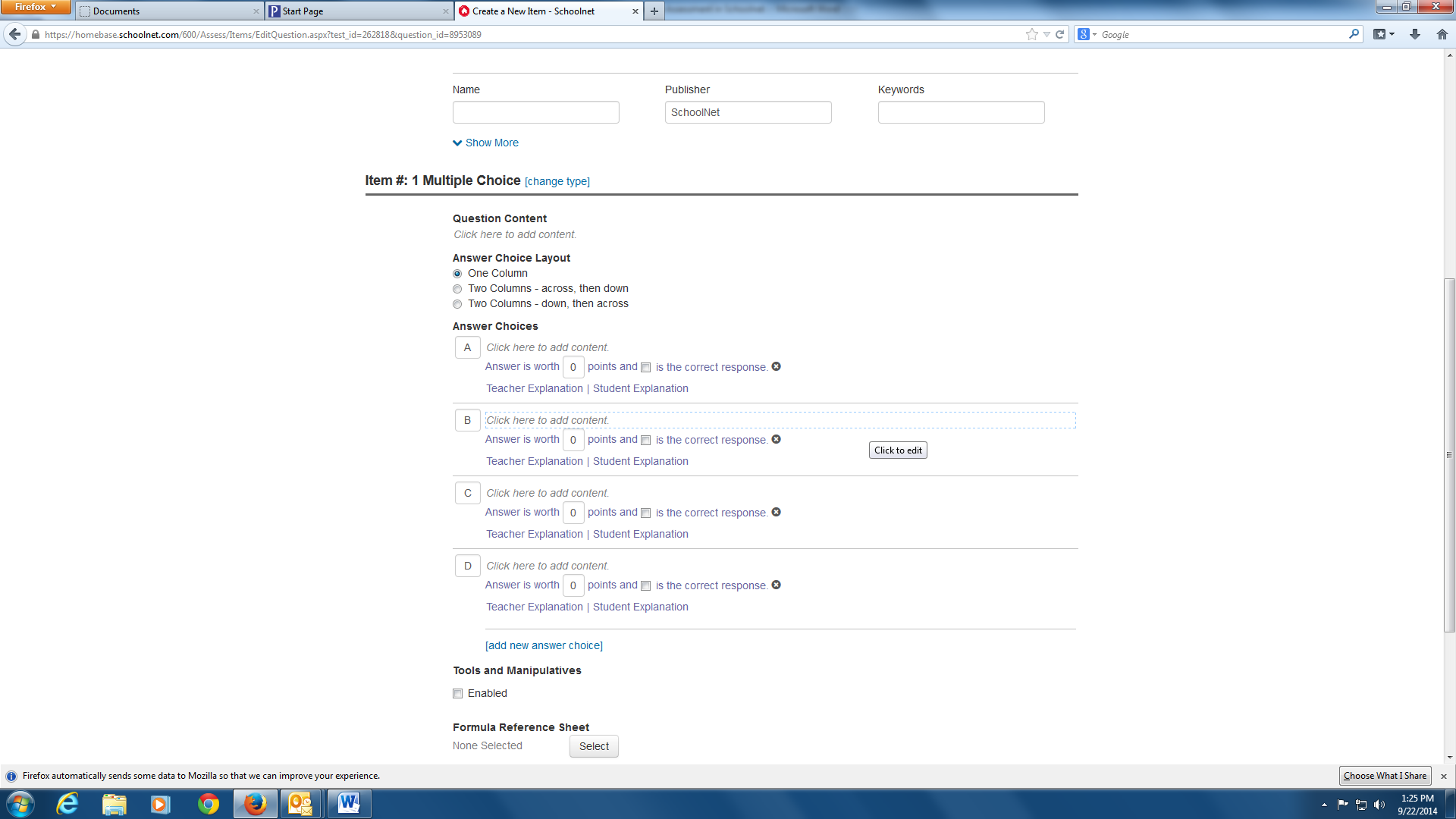


**Step 10**: If you pick Multiple Choice, True/False, Gridded, Open Response, Inline Response, Matching, Hot Spot, Drag and Drop, Click Stick Click Drop, and Task>Assessment items must be aligned to a standard. Each question can have a different standard, if needed. Selecting the “Standard Look up” will open a screen with all available standards per the content area.

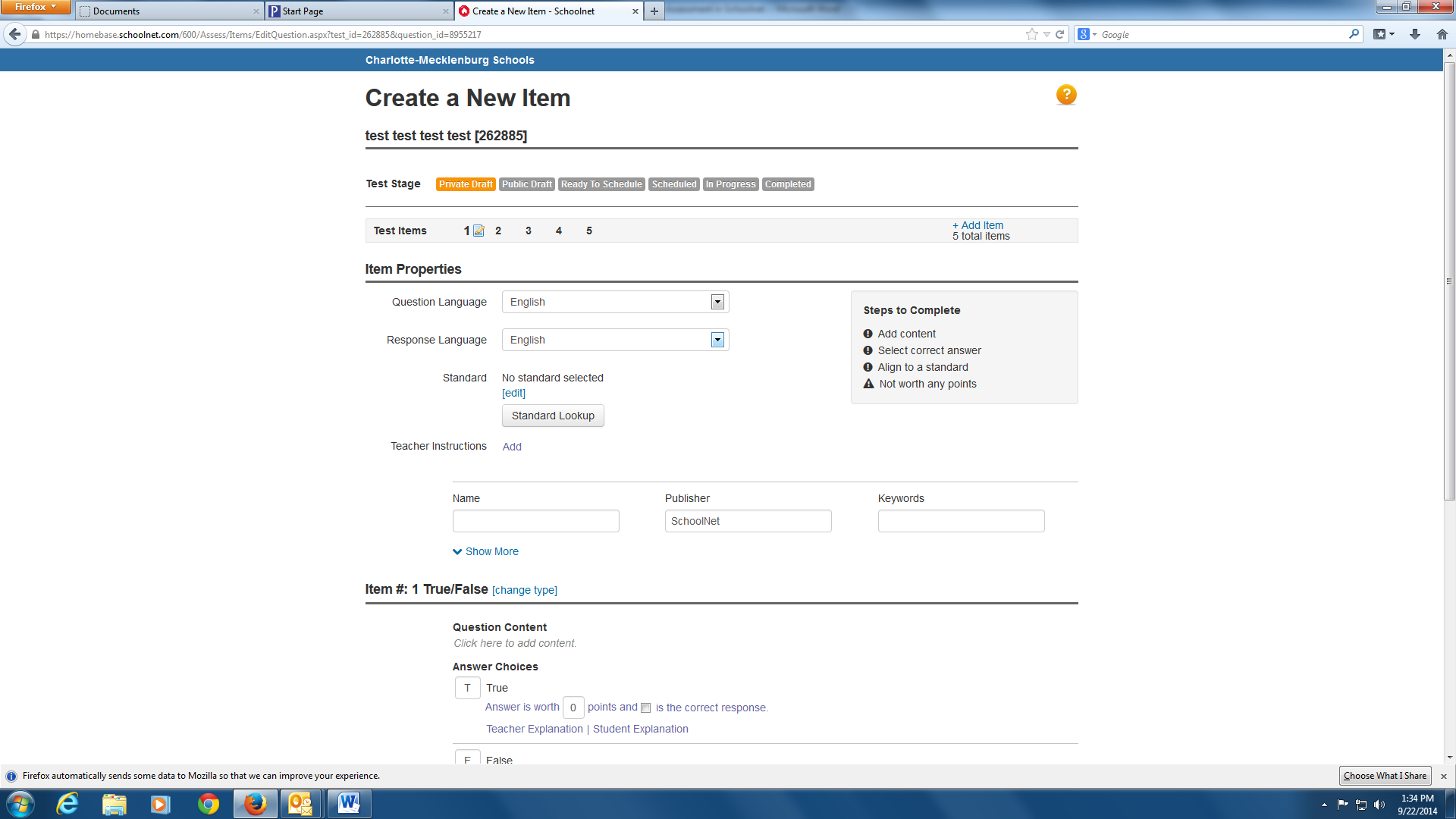


**Step 11**: Examples of the items are listed below to assist in assessment creation.

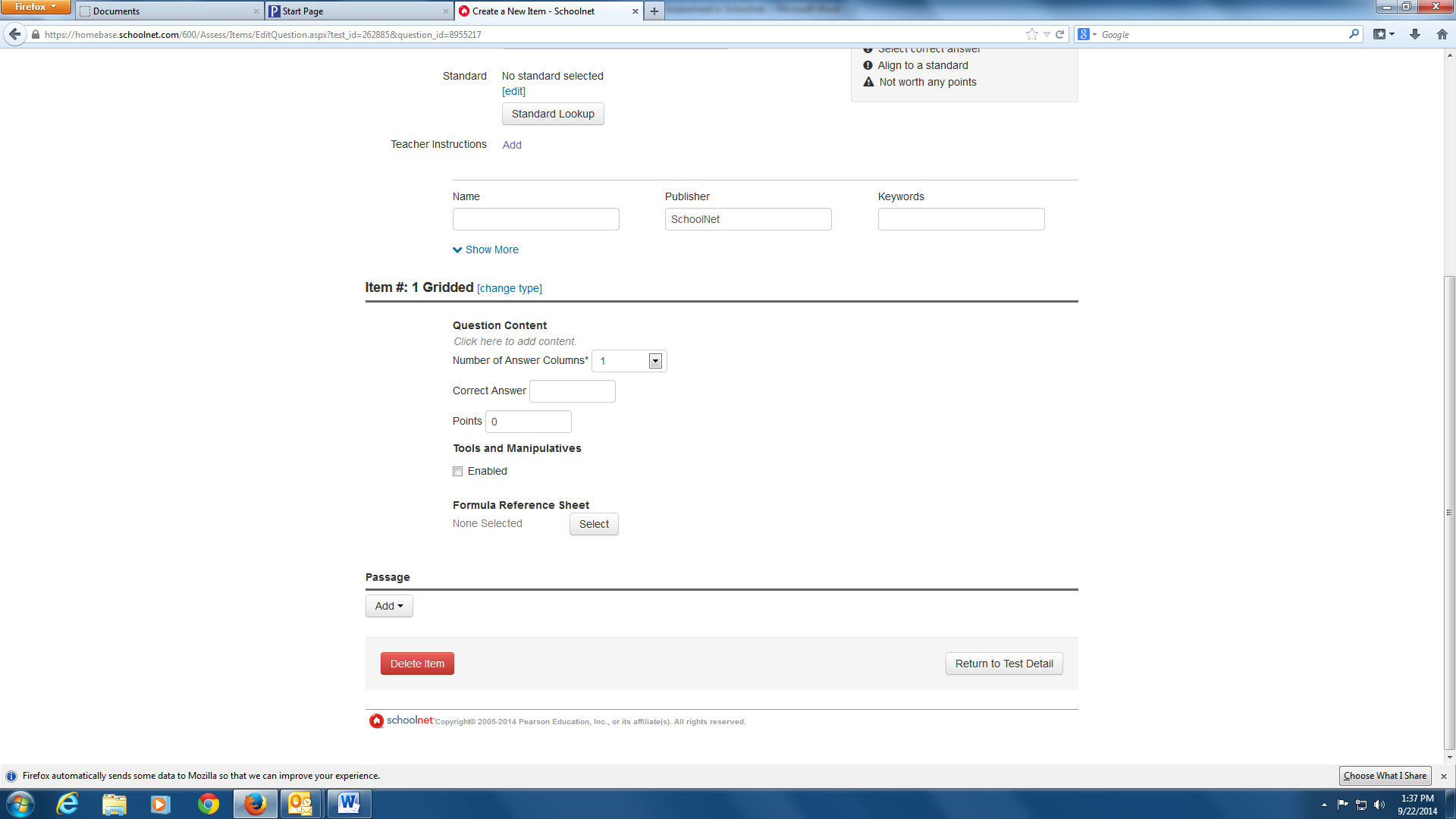
* **Multiple Choice** items will need to have the question entered, the possible responses, points earned and the correct response marked.



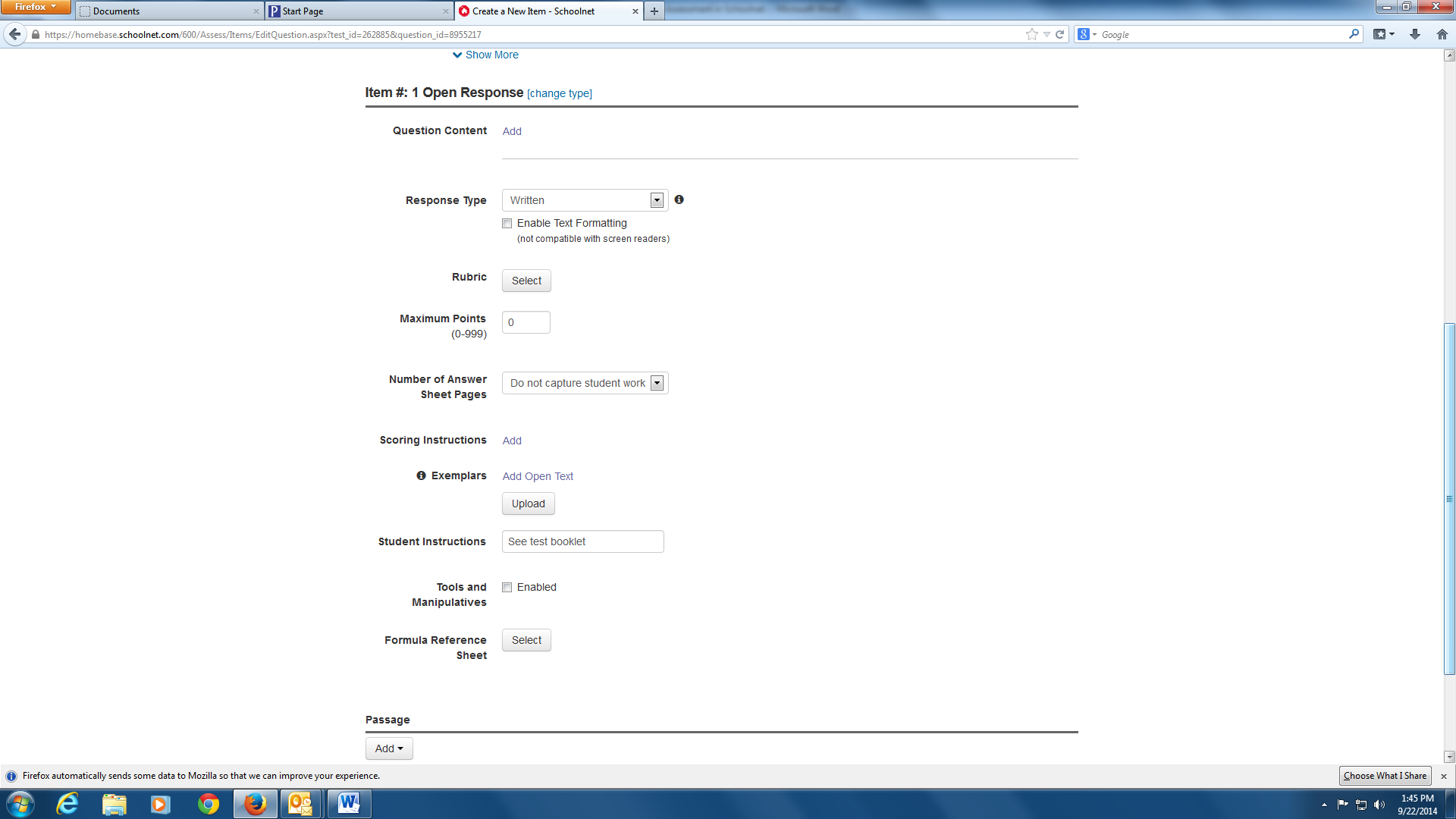
* **True/False** items can also be Fact/Opinion (F and O) or Yes/No (Y and N) or any other single choice item. This item type allows the user to assign points and determine the correct response.



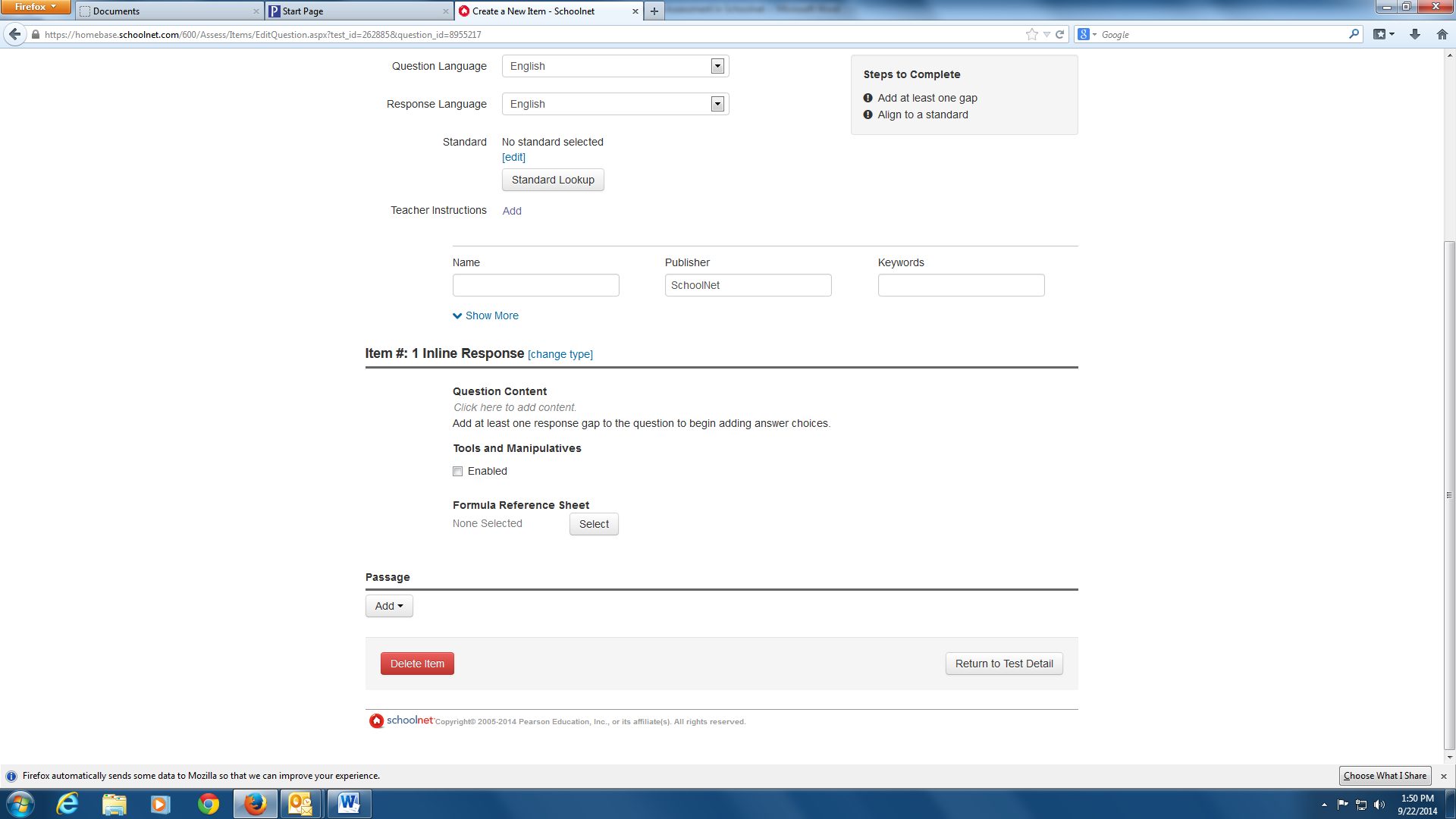
* **Gridded** items, such as a math problem, can be created to allow students to bubble in the correct response. The question can be created, number of columns determined, the correct answer listed, and the point score.



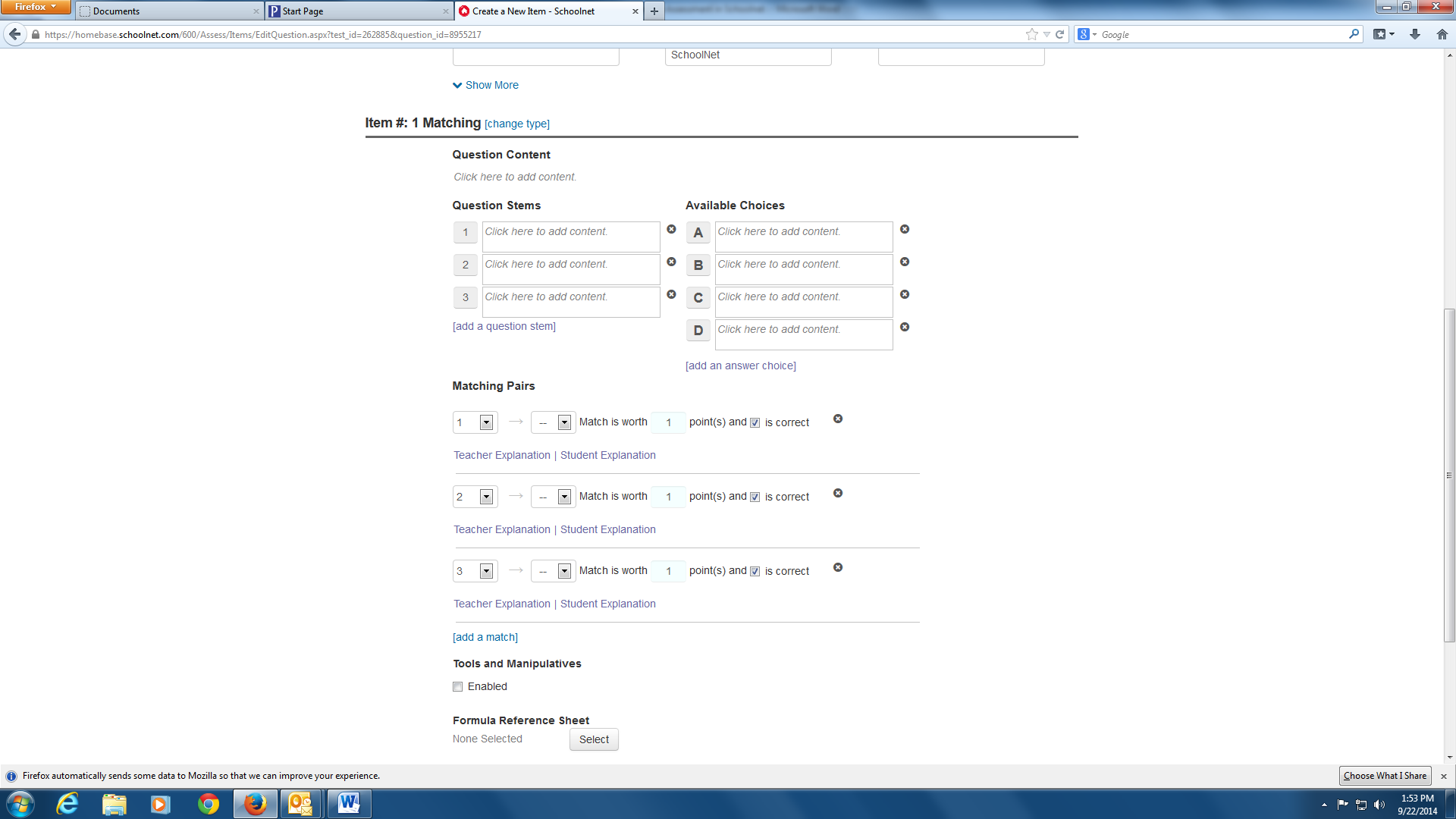
* **Open Response** items will require the user to enter the question/statement, create or pick a rubric for grading, determine points possible, number of answer sheets, and provide directions for students. Rubrics can be used multiple times, copied/modified to be more specific, or generated during item creation.



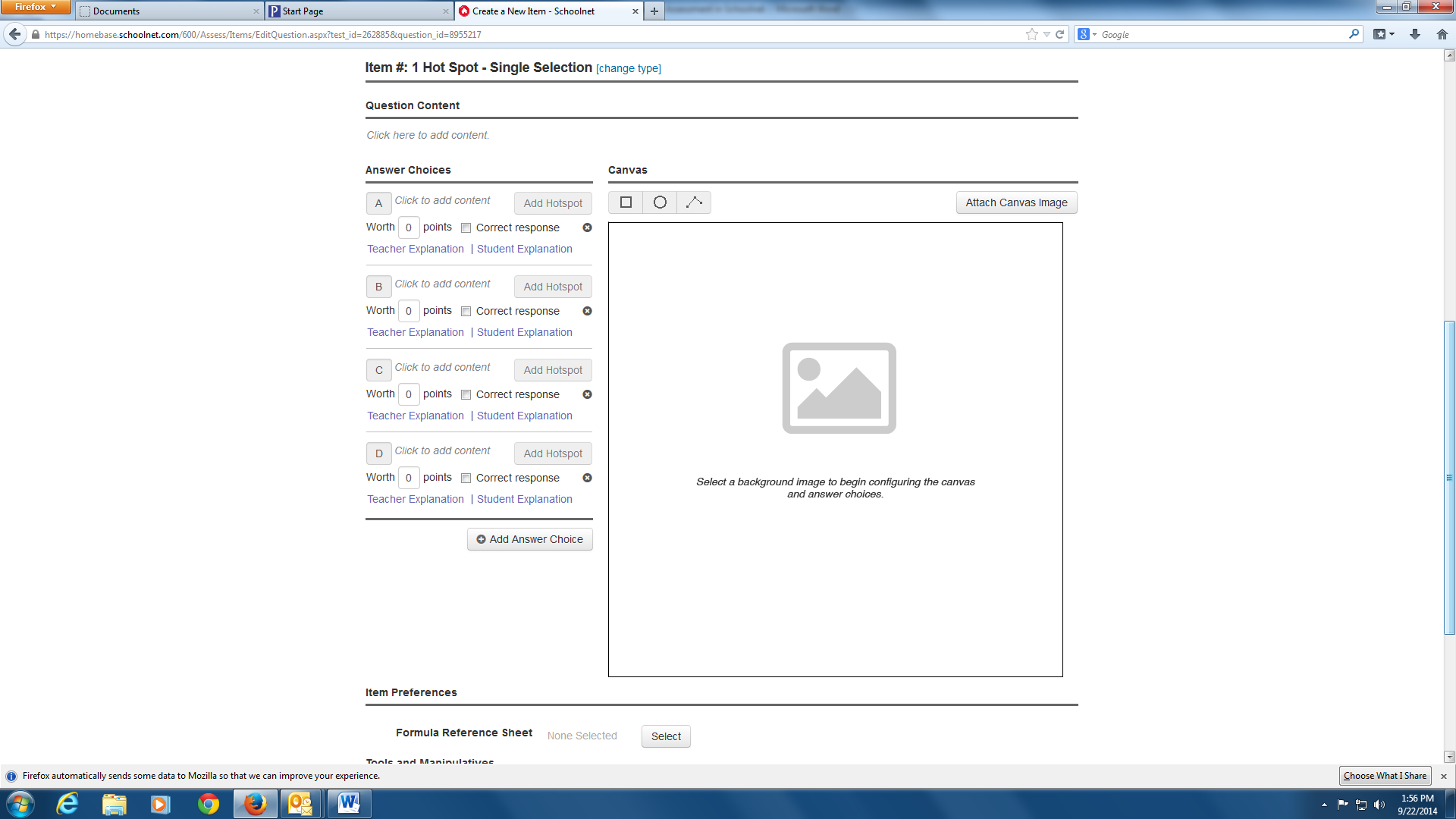
* **Inline Response** items appear as “fill in the blank” type of items. The user can have multiple answers available per empty gap.



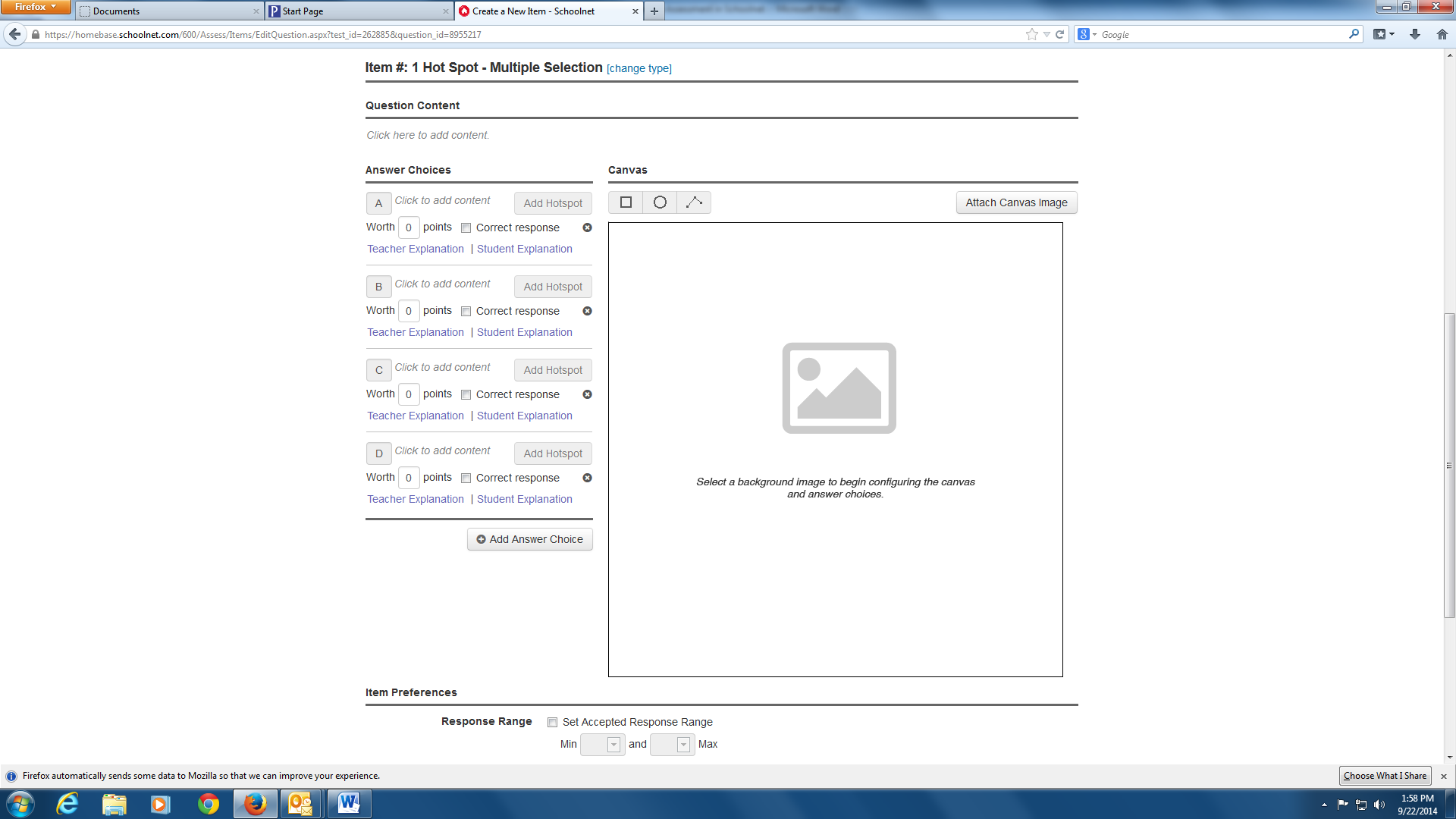
* **Matching items** allow the user to create two columns of responses. The user can also determine which items match and the point value.



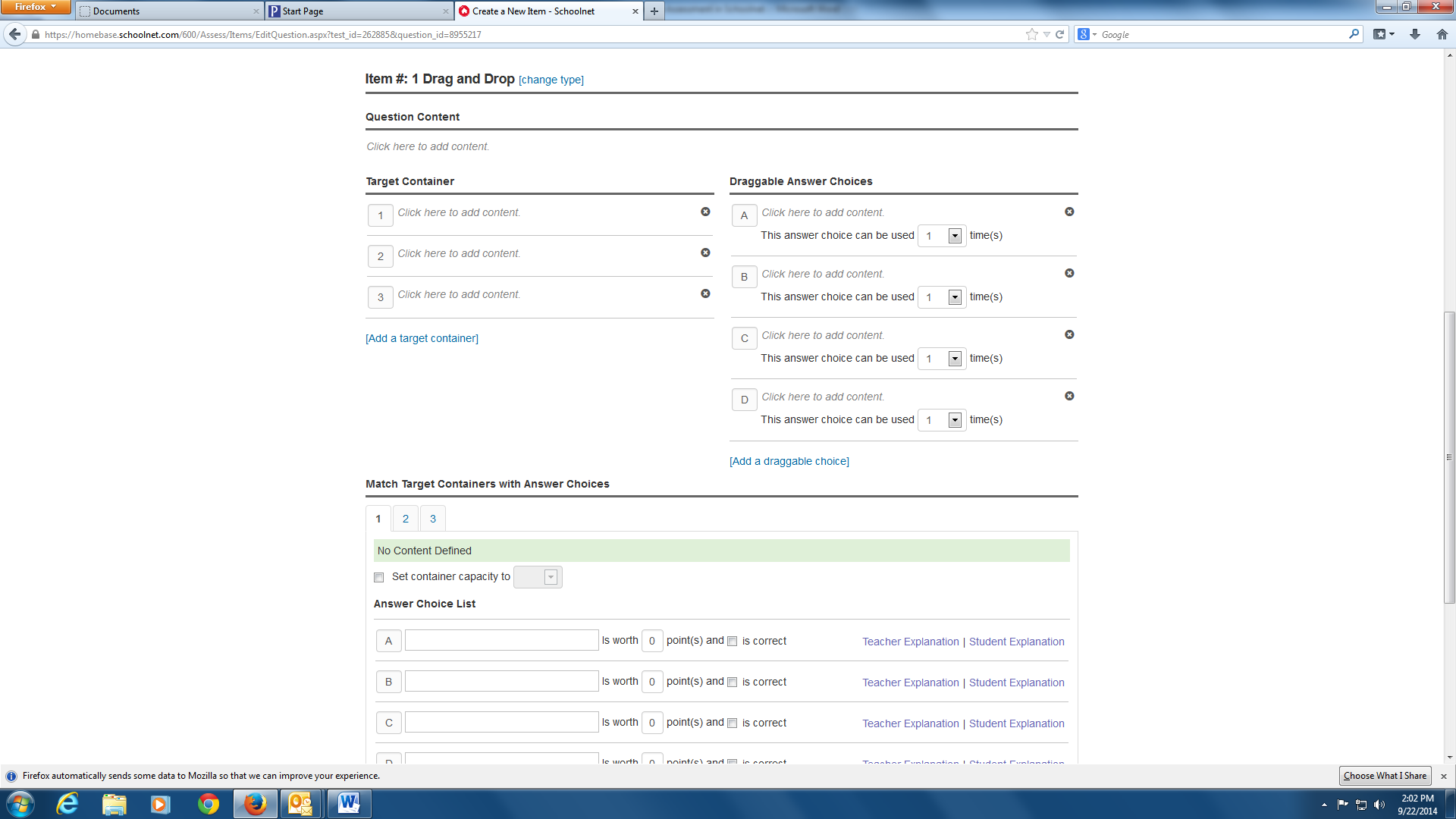
* **Hot Spot**- Single Section.



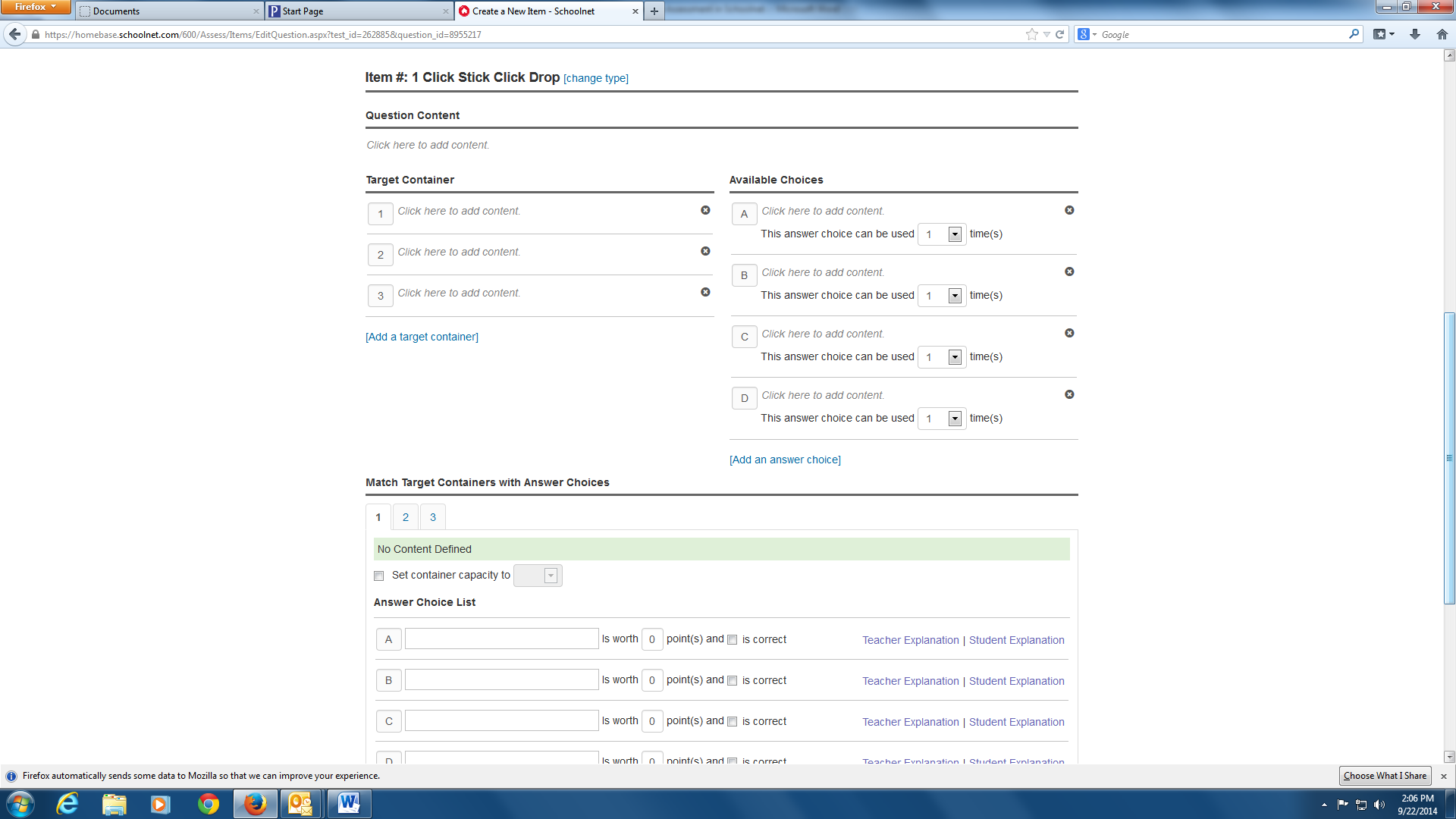
* **Hot Spot**- Multiple Section.



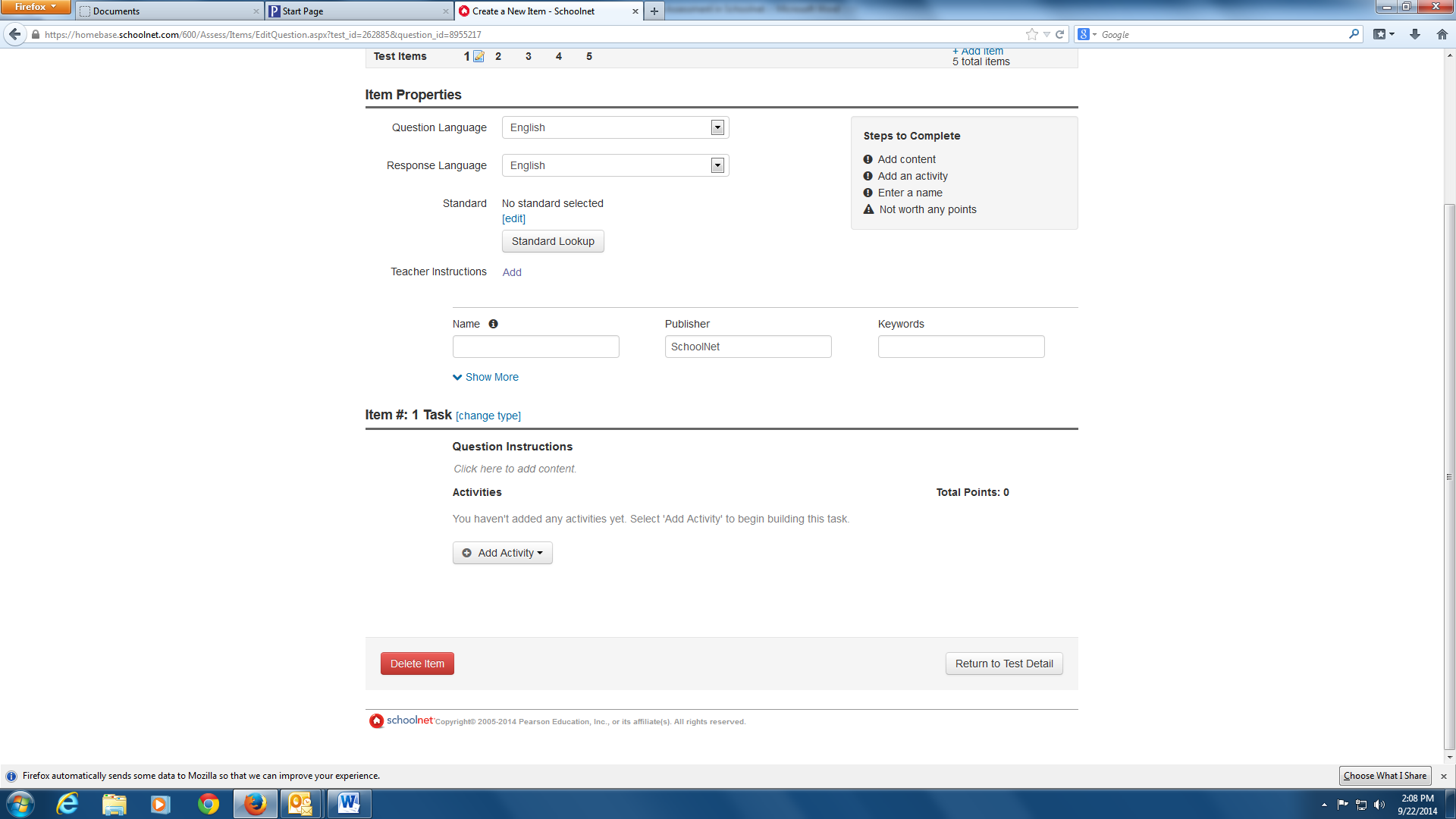
* **Drag and Drop items**



* **Click Stick Click Drop items**

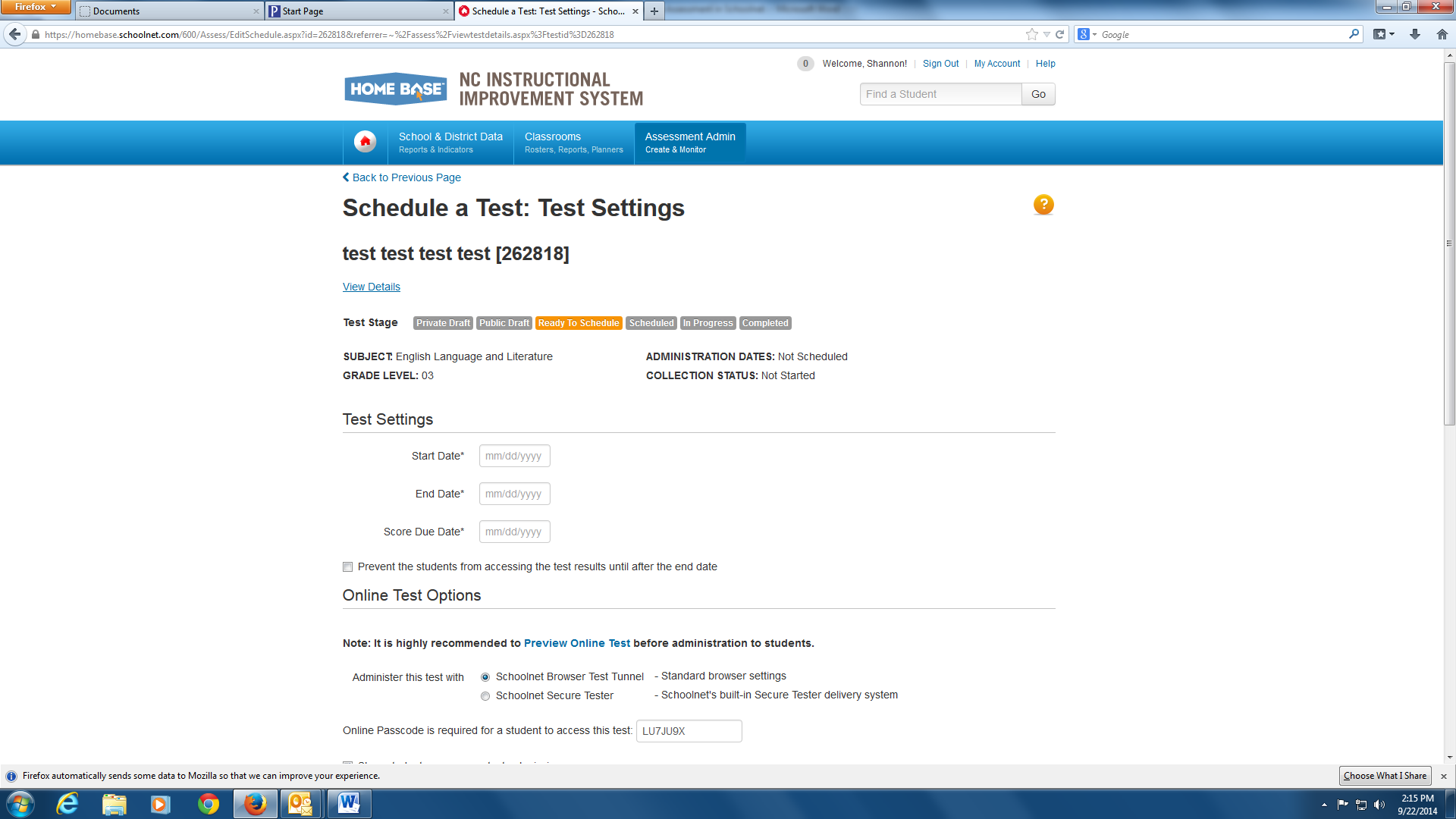


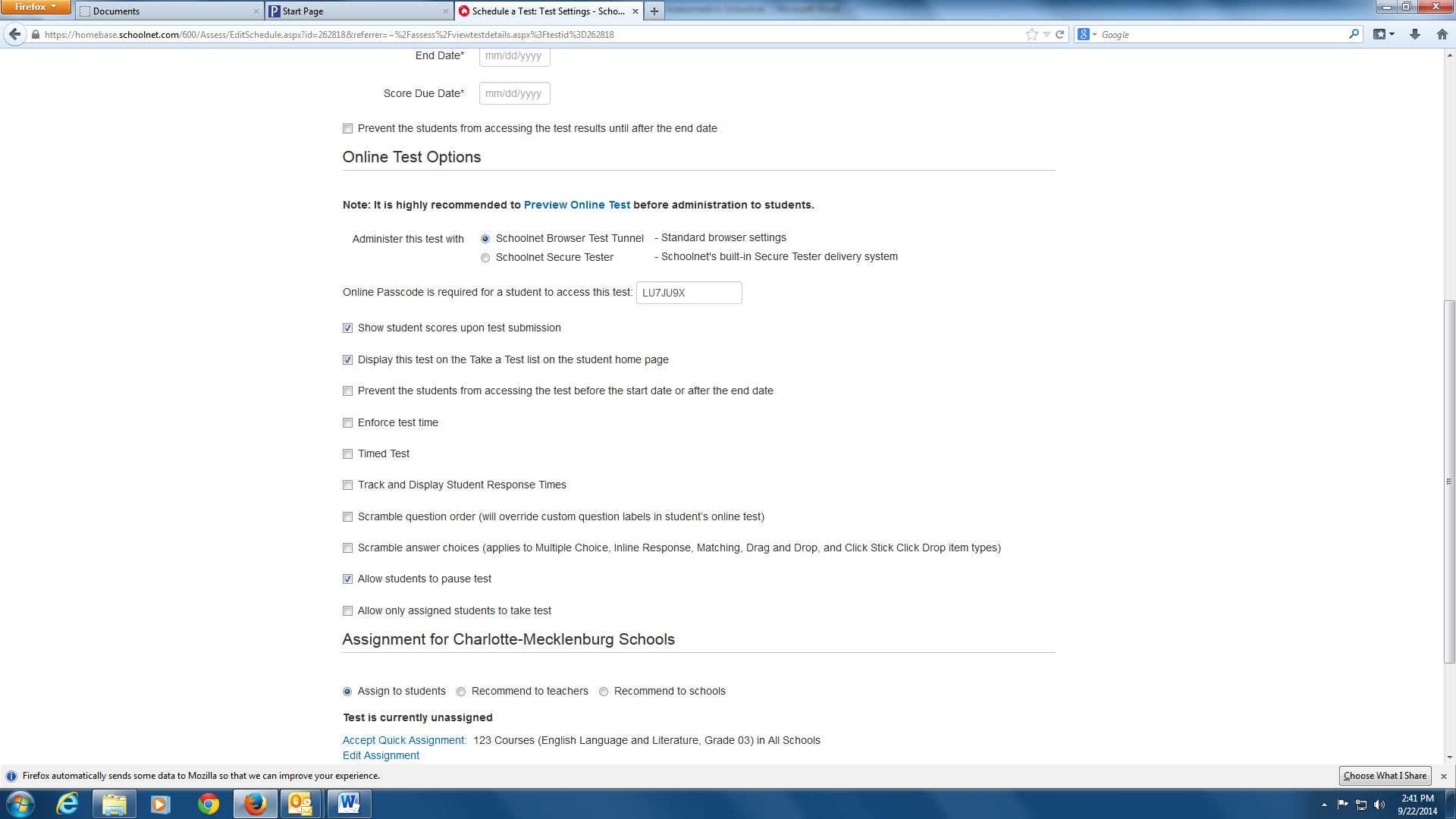
* **Task items**



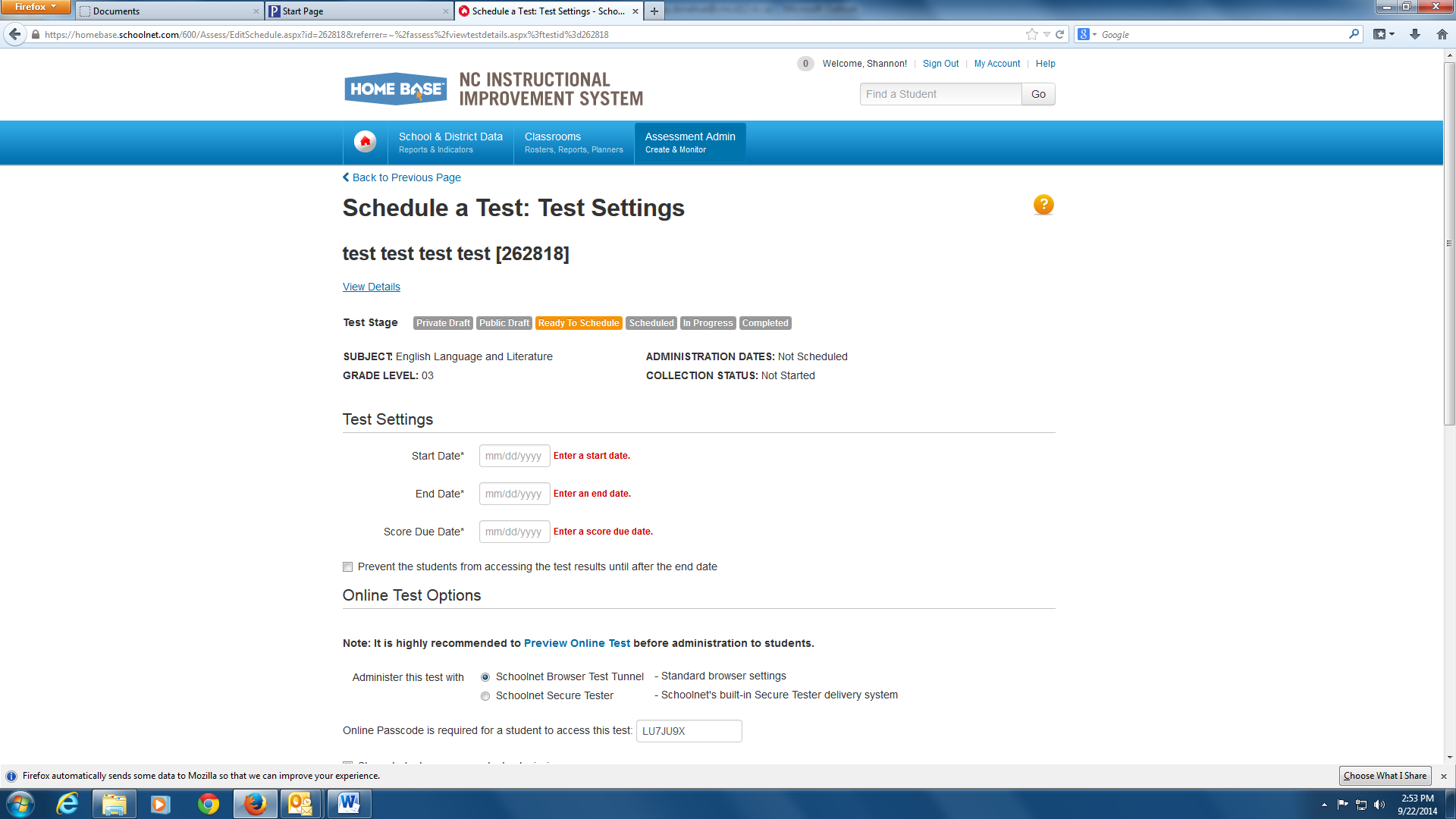
**Step 12:** Select “Make Public” in the upper right hand corner. Select “Ready to Schedule” in the upper right hand corner.

**Step 13**: Schedule the test session on the “Schedule a Test” screen. A test passcode will be generated to provide to students.





**Step 14**: Once the assessment has been finalized it will show as “In Progress.” The user can monitor students as they take the assessment during this time.



**Step 15**: The assessment can be administered online at <http://cms.powerschool.com/parent> or in printable format. The printed assessments can be scanned with the ScanIt program. Upon completion of the assessment period the user can access the report features to review the data.