Teachers Sharing 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 of the screen.



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

HOME BASE IM	INSTRUCTIONAL PROVEMENT SYSTI	EM	Find a S	ibudent
School & District Reports & Policetors	Data Classrooms Ensters, Reports, Nexoers	Assessment Admin Create & Monitor		
Welcome, Vour role is Leadership at C NC EDUCATOR EFFECT HOM NC E EFFEC • New in the Instruction SAS Curriculum Pathways re When searching for materia with search results. The Sch state vetted releavings and The SAS tab cortains 1, 377 Pathways. Please notes that Java and disable your pop-in	Dathboard Quickly rise the tasts model reliverate to you of search for a specific heat	Create Teats, tens, Passages, and Rubrics Print Answer Sheets, Shudent Usersames, and bookies Schedule, Assign, Choose Options Create start dates, set onine options Create start dates, set onine options assign tests to shuderets View & Score Responses Track Completion Rates Dehnowmany shuderts have completed each test Manage Test Windows	Find a Test Find a Test Find an Item, Passage or Rubric	chnoli he cra i its ci "d

Step 4: When the new screen appears select the "Create An Express Test."

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School & District Data Reports & Indicators	Classrooms Rosters, Reports, Planners	Assessment Admin Create & Monitor			
Create					2
Greate an Express Test		Create a Test Manuali More Flexible	У	Items	
Select the standards you want cov	vered, Find ite	ems or write your own, ai	nd	Create an Item	
for you.	maximu	im flexibility.		Create a Passage	
You can edit the structure at any p	point.			Create a Rubric	
Start Now	Start	Now			

Step 5: Fill in the necessary blanks. In test category, select "Shared Classroom Assessment." Click the blue button at the bottom of the page.

	C INSTRUCTIONAL IPROVEMENT SYSTEM
School & Distric Reports & Indicators	t Data Classrooms Assessment Admin Rosters, Reports, Planners Create & Monitor
Create: Exp	oress Test
Test Name*	Example
Subject*	Mathematics
Grade Level*	05 • to 05 •
Test Category	Shared Classroom Assessme
Score Type	Total Score 🔹 🕯
Preferred Standards Document	Common Core State Standar
Answer Key Only	⊙ Yes ⊛ No

Step 6: Pick the standards that will be on the assessment. Click "Add Test Map" to continue.



Step 7: Enter the number of questions you would like for each standard. Click "Build Express Test" when finished.

Create: Express Test			•
Back to Previous Page			
Example 🖹			
Mathematics 05			
⊕ Select Standards			
🔄 Define Test Map			
Advanced Options			
Standard	Available Items	ltems	
CCSS.Math.Content.5.MD.A.1: Convert among different-sized standard measurement units within a given measurement system (e.g., convert 5 cm to 0.05 m), and use these conversions in solving multi-step, real world problems.	49 🥌	2	
CCSS.Math.Content.5.MD.B.2: Make a line plot to display a data set of measurements in fractions of a unit (1/2, 1/4, 1/8). Use operations on fractions for this grade to solve problems involving information presented in line plots. For example, given different measurements of liquid in identical beakers, find the amount of liquid each beaker would contain if the total amount in all the beakers were redistributed equally. $\widehat{\mathbf{m}}$	35 🕳	2	
		4	

- **Step 8:** Finalize the assessment (the blue buttons located at the top of the page) and schedule it for the desired dates.
- **Step 9:** On the assignment page you will see that assessment was shared with all of the teachers in your school that are in the same grade level or teach the same course.

Assign to students Recommend to teachers		
Test is currently unassigned		
Accept Quick Assignment: 27 Courses (Mathematics, Grade 05) in Edit Assignment	Smith Elementary	

If you need further assistance or have additional questions, please send an email to datatools@cms.k12.nc.us.