

Student Usernames and Passwords Quick Reference Card

Student Usernames and Passwords

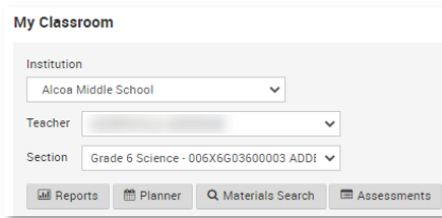
Learn to locate student usernames and passwords to view user names and passwords, pop-ups must be enabled on the browser.

Access Student Usernames as a Teacher

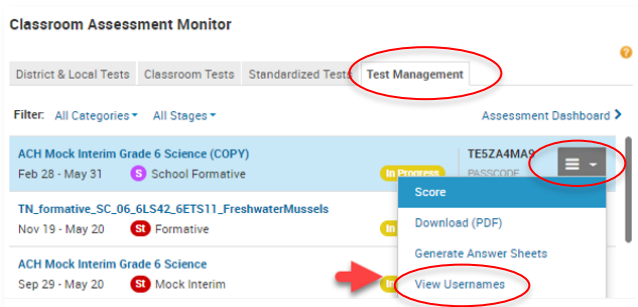
This is also the quickest method for anyone who will proctor one class and has access to the section in My Classroom.

To access usernames:

1. In My Classroom, select the class in the Section menu

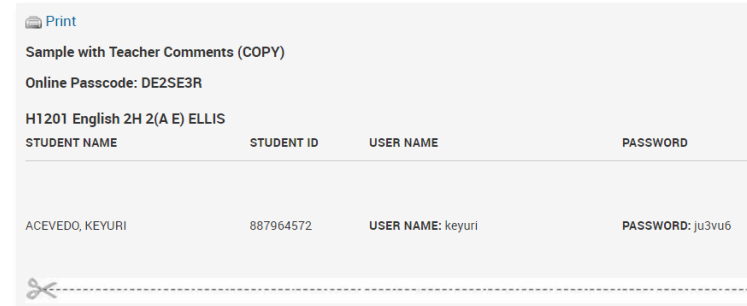


2. On **Classroom Assessment Monitor**, select the **Test Management** tab
3. For the desired assessment, click the menu icon and select **View Usernames**



4. From the bottom of the page you can click **Print User Names**

This will generate a page that spaces out the account information so you can print out and distribute.



NOTE: the url for students to access Schoolnet:

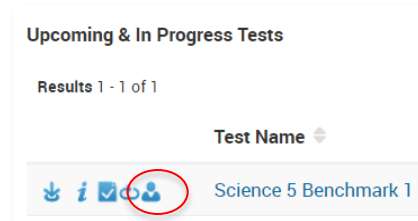
tn-student.schoolnet.com

Alternate Paths for Viewing Student Usernames

Users with the **Manage Student Usernames** operation (Building testing coordinators, Building level users and District testing coordinators, District level user) can also view and print student usernames.

To access usernames via the Print page:

1. Go to Assessments > Print
2. Click **View Usernames** to the left of the appropriate test

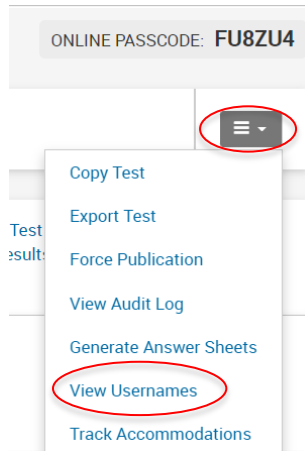


3. Continue with step 6 on the next page

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To access usernames from Test Detail:

1. Go to **Assessments > Tests > Find**
2. Search by test name or other criteria if needed, and then click the test name to go to the Test Details page
3. In the Actions menu, click **View Usernames**



4. Filter as needed and click **Search**

Course: 50005 - ELA Gr5

Teacher: -- All Teachers --

Include sections not assigned to the test

Search

5. Select the class or classes to print

Your search returned 243 sections. Export Usernames

Results 1 - 10 of 243 « First | < Prev | Next 10 > | Last »

<input type="checkbox"/>	Course / Section	Teacher	# of Students
<input checked="" type="checkbox"/>	50016 Computers Gr5 7(W1) SHERMAN	SHERMAN, PAT	24
<input checked="" type="checkbox"/>	60015 Science Gr6 8(M1 F1) BRYLAK	BRYLAK, ALEX	24
<input type="checkbox"/>	NG015 Science NG 9(M1 F1) JACKSON	JACKSON, JAN	16

6. Click **Export Usernames** to export the list to a standard spreadsheet format
 - From the Actions menu, access the Item Analysis report or view which students were granted accommodations
 - Click **View Details** to access any associated resource files for the test and a link to score all open response items
 - Once student submits their test, click the **pencil** icon next to their name to access a score page where you can submit the test for any student who missed this step: a button will only appear for unsubmitted tests along with the message "This student started the test but has not yet submitted it."

Students By Student's Test

Filter by: Math 8 - CHEN:01 :Prd 01 Show items already scored

Upload Scores

ALLEN, MARTHA (887780682) Total Teacher Score: 0/6 (0%)

ARMSTRONG, THOMAS

BILICA, ROBIN

This student started the test but has not yet submitted it. Submit Pending Test

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