

## Administering Optional Assessments

### Audience: Teachers

- Students can take any test on the Schoolnet platform once they are provided the online passcode.
- Optional course/grade level tests have been recommended to teachers. Teachers can find these tests on their **Assessment Dashboard**. This dashboard is accessed from the left menu navigation.
- A teacher must assign a recommended test to their students to take advantage of the proctor dashboard options and scoring features.
- Only recommended tests that are assigned to students will show up in the **Classroom Assessment Monitor** Widget on teacher landing pages.

## How a Teacher Assigns a Recommended Test

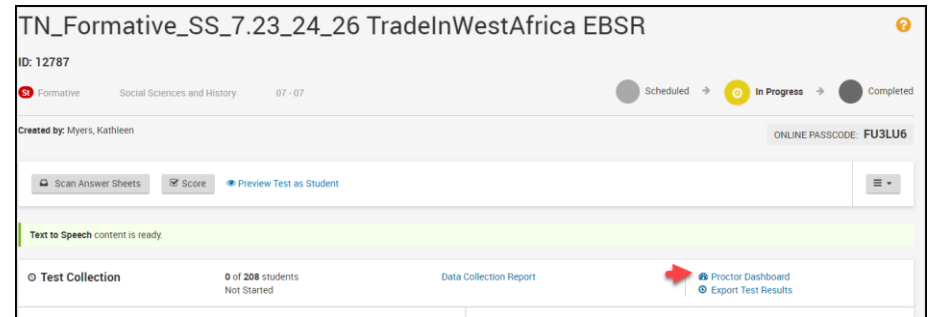
To assign a recommended test:

1. Click **Assessments > Assessment Dashboard** in the blue navigation sidebar
2. Click the plus (+) sign next to Recommended Tests  
Any test recommended to you has a “Not Assigned” in the Assignment Status column.

Test Name [0]	Online Passcode	Start Date	End Date	Scores Due Date	Assignment Status
TN_Formative_SS_7.23_24_26 TradeInWestAfrica EBSR [12787]	FU3LU6	08/08/2022	05/19/2023	05/26/2023	Not Assigned
TN_Formative_SS_7.23_24_26 TradeInWestAfrica CR [12267]	GE6WY2	08/08/2022	05/19/2023	05/26/2023	Not Assigned
TN_Formative_SS_608_609_612 DevelopmentOfGovernmentAndLaw EBSR [13425]	BUTRE2	08/08/2022	05/19/2023	05/26/2023	Not Assigned

3. Click the test name to review the test content and assign the test.
4. On the test summary page, click **Edit Schedule and Settings > Select Assignment** click the Section level box to choose all sections or choose individual sections and **Save**; Scroll to the bottom and choose **Done**.

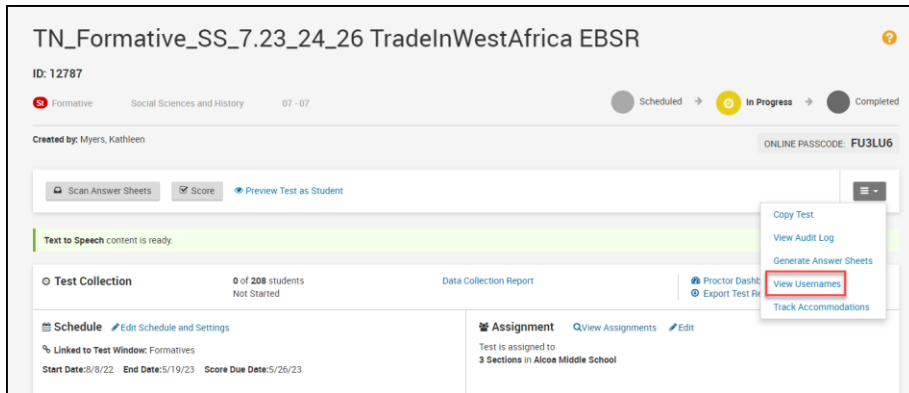
Now the **Proctor Dashboard** link is now available on the test:



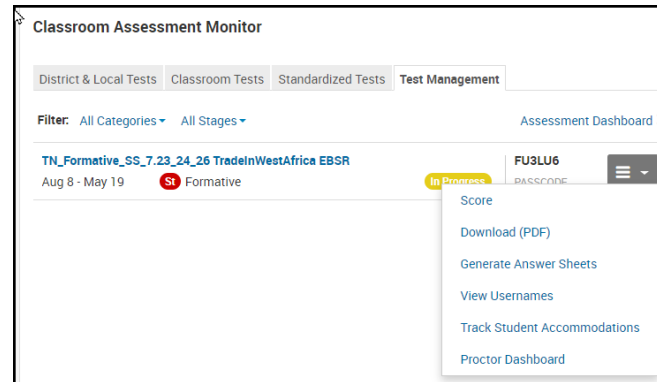
TN\_Formative\_SS\_7.23\_24\_26 TradeInWestAfrica EBSR  
ID: 12787  
Formative Social Sciences and History 07 - 07  
Created by: Myers, Kathleen ONLINE PASSCODE: FU3LU6  
Scan Answer Sheets Score Preview Test as Student  
Text to Speech content is ready.  
Test Collection 0 of 208 students Not Started Data Collection Report Proctor Dashboard Export Test Results

# Administering Optional Assessments

To access student credentials for the test, click on the dropdown under the online passcode and choosing, **View Usernames**. This will provide access to student usernames and temporary passwords.



Teachers can access the Proctor Dashboard, View Usernames and Score (for open response questions) from the dropdown to the right of the test name:



The test is now also available on the **Classroom Assessment Monitor Test Management** tab.

