DO-IT-YOURSELF SCHOOLNET TRAINING

Missed last year's training? New to West Meck or the teaching field? Need a refresher? The DIY Schoolnet Training is here!

What is PowerSchool?

PowerSchool is a secure web-based student-information system that provides real-time updates to parents, teachers, students, and school administrators about grades, attendance, and assignments. PowerSchool features an email notification of grade changes, and parents can view their student's profile. **If you are a teacher without access to PowerSchool, login name is the user's 10 digit NCID number. The password for initial login is** changeme. You can locate your NCID number by seeing Ms. Wise in Room 100 or by visiting the CMS Employee Self-Service site and clicking on the NC ID Number/My CMS Empl Number link.

What is Schoolnet?

Schoolnet is the instructional improvement system located within PowerSchool. Traditionally, it has taken too long to get assessment results back, making the data largely unusable. Not with Schoolnet. Educators can create, deploy, and manage a variety of classroom assessments and have immediate access to actionable data to make real-time adjustments in instruction where needed. Everything done in Schoolnet connects directly and immediately with student information in PowerSchool. For example, when tests are scanned using Schoolnet, the grades immediately appear in the PowerSchool gradebook.

What can you use Schoolnet to do?

- Create standards-based assessments manually, using your own questions and/or passages
- Create standards-based assessments on-the-fly, using pre-loaded test questions
- Upload an answer key for a test without having to input test questions
- Print answer sheets for created tests or inputted answer keys
- Schedule tests for students to take online in school or at home
- Scan answer sheets for automatic grading (grades automatically load in your PowerSchool gradebook)
- View system-generated reports for data utilization and PLC planning purposes

Other great uses for Schoolnet:

- Use the online lesson planner to have an electronic version of your lesson plans that you can view and build from anywhere!
- Browse the collection of instructional materials to find ready-to-go lesson plans. You can narrow your search using specific criteria!
- Build student groups. This is great for differentiation, establishing study groups, after-school tutorial sessions, etc.

LET'S BEGIN TRAINING!



To Get to Schoolnet:

- Sign in to PowerSchool with your username and password.
- Select **Schoolnet**, which is located on the bottom, left side of the screen.

CREATING ASSESSMENTS USING SCHOOLNET

How to Create a Test:

- After entering Schoolnet, you should see a screen like the one below.
- Drag your cursor over **Assessment Admin** and select **Create** in order to get to the test creation page.

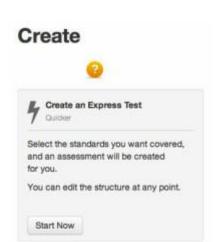


- You will have 3 options: Create an Express Test, Create a Test Manually, or search for specific Items.
- 1. Choose the express test option when you want to select a small number of questions tied to specific standards. After you select the standards you want to cover on the test, choose questions from a bank of previously created test questions connected to those standards.
- 2. To include your own questions or passages, create a test manually.

3. To search a repository to add items to a test you're building, choose **Items.**

To Create an Express Test:

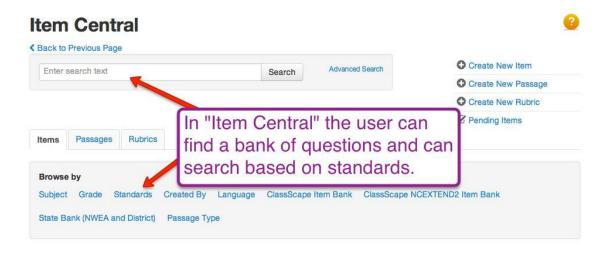
- Under Create an Express Test, click **Start Now**.
- Enter test information.
- Choose a Test Category:
 - School assessments will appear when anyone at West Meck enters Schoolnet.
 - Shared classroom assessments can be shared among teachers.
 - o *My classroom assessments* can be viewed by you only when you enter Schoolnet.
- Choose a preferred standards set.
- Check *Yes* next to *Answer Key Only* if you will not be entering actual questions.
- If the test will include math items for which student testing online can use built-in rulers and other tools, select *Yes* for *Enable Tools & Manipulatives*.
- Click **Select Standards**. Be sure to drill down to get to specific standards.
- Choose your standards and click **Add to Test Map**.
- Enter the number of items (questions) you want on the test. Request more items than you need so you can pick the best options and eliminate any questions you don't like!
- Click Build Express Test.
- When the test appears, use the **Actions** tabs to view, edit, replace, remove, or add a timer to any of the test questions.
- Select **Make Public** in the upper right hand corner when you are happy with the test.
- Select **Ready to Schedule** in the upper right hand corner.
- Select **Schedule**. Schedule the test session on the *Schedule a Test* page. A test passcode will be generated to provide to students if you want them to take it online. More directions about this process are to come.

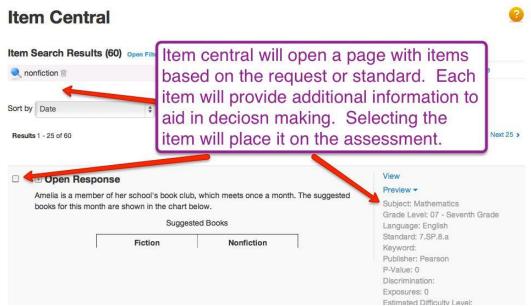


To Create a Test Manually:

To include your own questions or passages, create a test manually.

- Under Create a Test Manually, click **Start Now**.
- Enter test information.
- Choose a Test Category:
 - School assessments will appear when anyone at West Meck enters Schoolnet.
 - o Shared classroom assessments can be shared among teachers.
 - o My classroom assessments can be viewed by you only when you enter Schoolnet.
- Choose a preferred standards set.
- Check Yes next to Answer Key Only if you will not be entering actual questions.
- If the test will include math items for which student testing online can use built-in rulers and other tools, select *Yes* for *Enable Tools & Manipulatives*.
- When finished with the parameters, select **Generate Test** to start the process.
- The new screen will allow for question type determination.

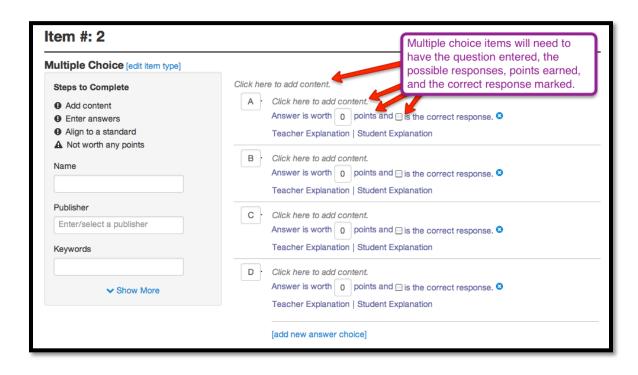




Lookup in Item Central

- If you pick Lookup in Item Central this screen will open and require the user to enter a search
 word in the filter or select standard look up. In either scenario, the user will ultimately end up
 with items aligned to the target standard.
- Item Central provides a bank of questions that can be used on any assessment.
- Once the user has picked the questions for the assessment by checking the boxes, select Add Items to Test (located on the bottom left side of the page).

See what some of the other item types look like.



Gridded

rue/False [edit item type	a)		
Steps to Complete Add content Enter answers Align to a standard	Click here to add content. T True Answer is worth 0 points and is the correct response. Teacher Explanation Student Explanation		
A Not worth any points Name Publisher	F False Answer is worth 0 points and is the correct response. Teacher Explanation Student Explanation		
Enter/select a publisher	A True/False item can also be Fact/		
Keywords	Opinion (F and O) or Yes/No (Y and N) or any other single choice item. This		
✓ Show Mo	item type allows the user to assign points and determine the correct response.		

ridded [edit item type]		
Steps to Complete	Click here to add	content.
Add content	Number of Answe	r Columns* 1 \$
Select correct answer	Correct Answer	1
Align to a standard	001100171101101	
▲ Not worth any points	Points 0	
Name		
	Formula Reference None Selected	
	None Selected	Gridded items, such as a math
Publisher		problem, can be created to allow
Enter/select a publisher		students to bubble in the correct
Keywords		
1.0,110.00		response. The question can be
		created, number of columns
✓ Show More		determined, the correct answer listed,
		and the point score.
		and the point score.

Item

Item #: 1 Open Response [edit item type] **Question Content** Steps to Complete Open Response items will Click here to add conte Add content require the user to enter the Align to a standard **Rubric Selection** ▲ Not worth any points Select a rubric question/statement, create Rubric Lookup or pick a rubric for grading, determine points possible, Maximum Points (0-999) 0 number of answer sheets, Publisher Number of Answer Sheet Pages: Enter/select a publisher and provide directions for Do not capture student work students. Rubrics can be Keywords used multiple times, copied/ Scoring Instructions Click here to add conter modified to be more ✓ Show More specific, or generated during Student Instructions See test booklet item creation. Formula Reference Sheet None Selected Select Add Passage -

line Response [edit item type]	Citation and a sector
Steps to Complete	Click here to add content. Add at least one responding gap to the question to begin adding answer choices.
Add at least one gap Align to a standard	
Aligir to a standard	Formula Reference Sheet None Selected Solvet
Name	None Selected Sell et
Publisher	Inline Response items appear as "fill-in-the-
Enter/select a publisher	blank" type of items. The user can have multiple
Enter/ocioet a publicitor	answers available per empty gap.
Keywords	anovoro avallablo per ompty gap.
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Matching

Item

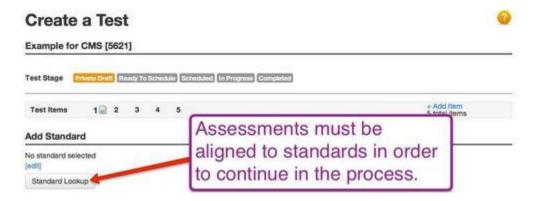
Steps to Complete 4 Add content for question 1, 2, 3 4 Add content for answer choice A, B,	Student Instructions Click here to add content. Question Stems	Available Choices	
C, D Choose question & answer choices	1 Click here to add content.	Click here to add content.	8
for matches • Enter student instructions	2 Click here to add content.	B Click here to add content.	8
Align to a standard	3 Click here to ad content.	Click here to add content.	8
Matching items allow the user to create two	[add question stem]	Click here to add content.	8
columns of responses. The user	Matching Pairs	[add an answer choice]	
can also determine	1 → → Match is worth	point(s) and ✓ is correct	
which items match	Teacher Explanation Student Explanation		
and the point value.	2 J Match is worth	1 point(s) and ♂ is correct	
	Teacher Explanation Student Explanation		
	3 ▼ → ▼ Match is worth	1 point(s) and ✓ is correct	

Task Item

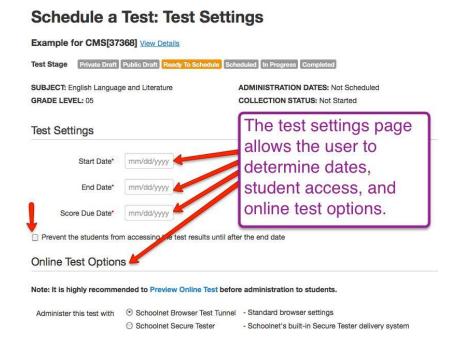
Steps to Complete Add content Add an activity	Question Instructions Click here to add content. Activities You haven't added any activities in a	Total Points: 0
Enter a name Align to a standard Not worth any points Name	building this task. • Add Activity •	Task items allow the user to provide specific directions.
Publisher Enter/select a publisher Keywords		In addition, the user can create multiple acitivies within the
✓ Show More		task.

For all of the above item types, you can follow the directions below to add the questions and their answers to your test:

- Add the question by clicking **Click here to add content**.
- Add the possible answers by clicking **Click here to add content.**
- Mark the correct answer and give it a point value.
- Click **Standard Lookup** to align the question to a standard.



- Continue to drill down into the goal to get to the most specific standard.
- Select a standard and click **Done**.
- Click a test item number to move on to the next question.
- Finish by clicking **Return to Test Detail**.
- Select Make Public in the upper right hand corner when you are happy with your test.
- Select **Ready to Schedule** in the upper right hand corner.
- Schedule the test session on the **Schedule a Test** page. A test passcode will be generated to provide to students if you want them to take it online. More directions about this process are to come.



• Once the assessment has been finalized it will show as **In Progress**.

ADMINISTERING YOUR ASSESSMENT TO STUDENTS

Now that your test is created, decide how you want to administer it to students. You have two options, and directions for both options are listed below:

- 1. Students can take the test online. Students can do this from home, in class with provided technology, or in an on-campus computer lab.
- 2. Students can take the test with paper and pencil using an answer sheet generated in Schoolnet.



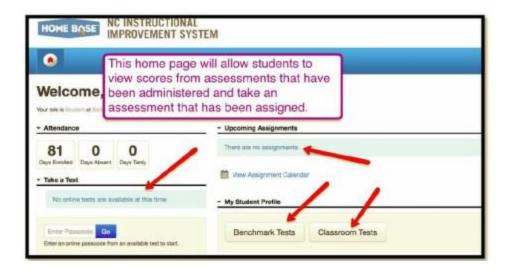
Steps to Administer Your Assessment Online:

• Students will sign-in to PowerSchool with their username and password. The website for student access is https://cms.powerschool.com/public.

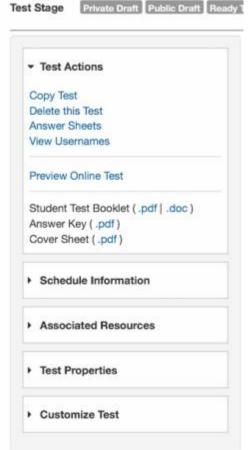
You may need to distribute login information to your students.



• Students will select the **Schoolnet** button located on the lower left side of the screen.



- Students will see the assigned assessments in the **Take a Test** section.
- Students will be asked to provide the **Passcode** for the assessment. Teachers will need to provide students with the Online Passcode for the assessment. It is given to the teacher during the final steps of the test creation process. If a teacher needs to find the Online Passcode, he/she can look up the assessment in Schoolnet.
- Students will start the testing session. Upon completion, the assessment data is available for teacher review. Teachers can monitor the assessment, if desired, in Schoolnet to see how students are responding.



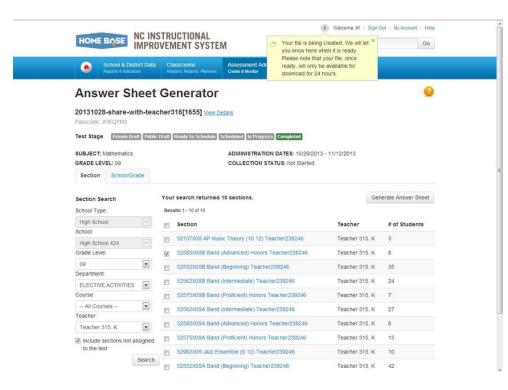
Steps to Administer a Paper-and-Pencil Assessment:

After creating your assessment, you will need to <u>print your test</u> for students to use.

- On the Test Detail screen, you can open the **Student Test Booklet (in PDF or Word)**.
 - You can then print the test as needed.

You will also need to print answer sheets for your students to use.

- From the Test Detail screen, you can click on **Answer Sheets**.
- You can print answer sheets for all the classes/sections taking this assessment, or just one class/section at a time. Choose the section(s) and then click **Generate Answer Sheets**.



- You will get a message box letting you know your file is being created.
- When your file is created, you will get a notification in the upper right hand corner.
- Click on the notification and you will see the message "Your answer sheet is ready for download." Now you can download and print your answer sheets.

Good Tips for Printing Answer Sheets:

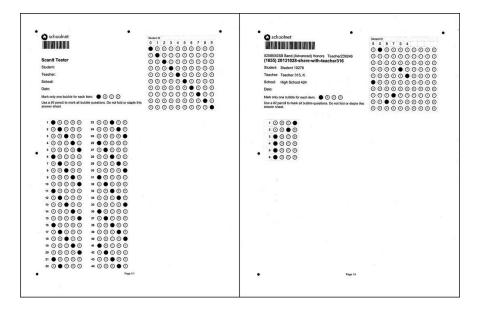
Legibility of the bar code in the upper corner of the answer sheet is critical for successful scanning; low-quality inkjet printers or thicker papers may diminish the quality of the printed barcode.

The following printer settings are suggested:

- For Size Options, select **Actual Size**.
- For Orientation, select Auto Portrait/Landscape.

If you have a different version of Adobe Acrobat Reader, your print options should be:

- For Page Scaling, select **None**.
- And the check the box for Auto-Rotate and Center.



Students should fill out their answer sheets using pencil.

What is ScanIt?

Scanlt is a software program that will allow you to scan your students' answer sheets. Once scanned, students' scores will be automatically added to the Schoolnet teacher dashboard and the PowerSchool teacher gradebook.

Plain Paper Scanning Locations

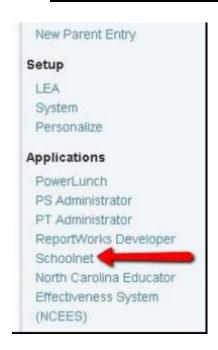
You must go to one of these locations on campus in order to scan your students' answer sheets. The ScanIt software is already installed on these computers.

- Room 100 (Coach and Facilitators Office)
- Media Center (in Ms. Ardis' area behind the glass)
- 900 Building Lounge

We are expecting to add more scanners. Those locations will be posted when the scanners are operational.

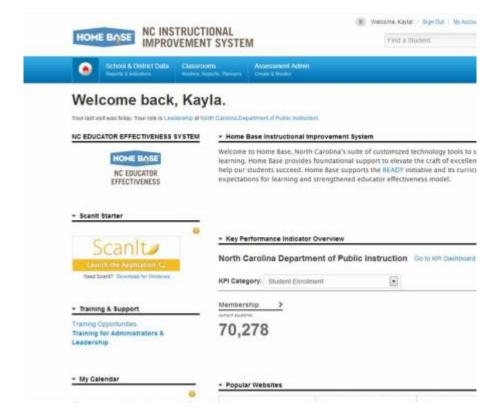


SCANNING SCHOOLNET ASSESSMENTS USING SCANIT



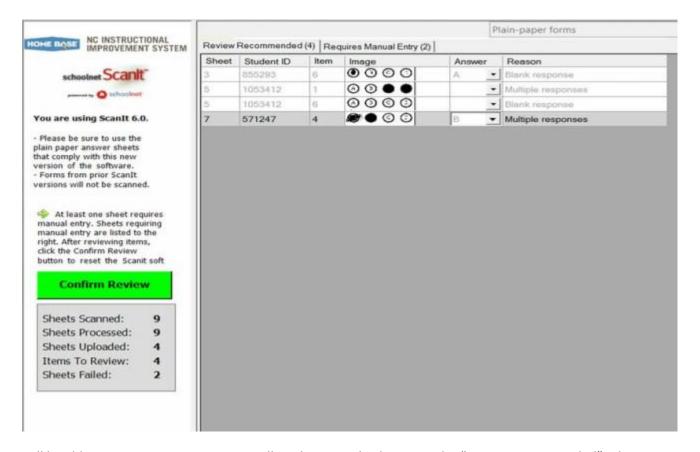
- Log into PowerSchool.
- Log into Schoolnet by clicking
 Schoolnet on the lefthand side.

 The screen below will open. Click Launch the Application to open ScanIt.





- From this screen you can see that there are 3 main steps to the scanning process with ScanIt:
- 1. Load Documents: Place the answer sheets in a firmly lined stack, all facing the same direction. You may want to tap the stack against a table or desk to make sure all the pages line up as closely as possible. Then, place 1/4 of the stack into the scanner's feeder in the manner as indicated on your machine, such as upside down or face down. Make sure to use your scanner's paper guides to make sure the forms are feeding straight into the scanner.
- Click SCAN: After you load the documents into your scanner, click SCAN on the left side of the screen. The scanning counter pane on the left side of the screen will indicate the progress of the scan, including the total number of sheets scanned, processed, and uploaded, as well as the sheets that require review or manual entry.
- 3. Correct Scan Issues: Any answer sheets or answer sheet responses that the scanner cannot fully interpret display in a list under the Review Recommended and Requires Manual Entry tabs. The screen shot below is a scan issue that requires manual entry. If sheets do not have any issues, they will not be listed in the right hand portion of the screen with the sheets that need to be reviewed or that require manual entry.



You will be able to correct any scan issues. Follow the example above. On the "review recommended" tab, you can see the items for review and make corrections. On this screen you can see that on sheet 3, it appears that the student tried to bubble in answer choice A, so you can go ahead and select A as the answer and it will over-ride the blank response

that was indicated by the initial scan (once you confirm review). Sheet 5 appears to have two items that will need further investigation (one with 2 answers and one blank). You can check with the student and confirm or have it corrected on the answer sheet and re-scan. On sheet 7 there is an item that appears to have 2 answer choices selected, but reviewing the original you can see that A was erased and B was the answer selected. So as with the earlier sheet, you can select the correct answer so that it is loaded in with the other results.

• You will need to click **Confirm Review** to make sure all of the scanned data enters the system.

SCORE REPORTS & DATA UTILIZATION

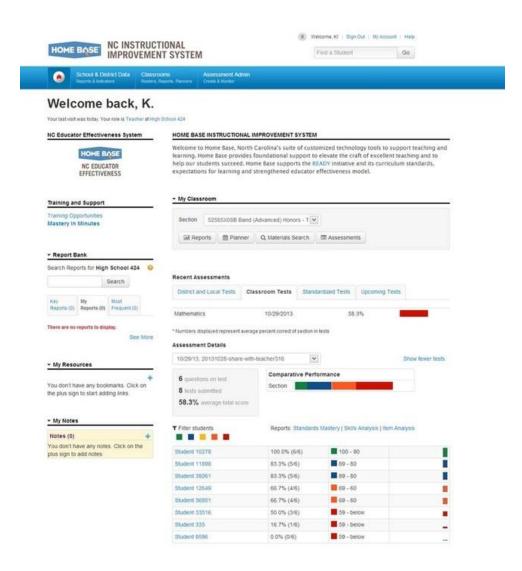


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- Select Schoolnet, which is located on the bottom, left side of the screen.

Teacher Dashboard:

The main Schoolnet page offers a quick glance at performance on assessments. This goal-related page allows the user to drill down to more targeted information regarding performance indicators. You can see results under Assessment Details on the Schoolnet homepage. Select the test and then you will see the data as in this slide.



Types of Score Reports:

Standards Mastery

Allows one to see how well students mastered the standards associated with each item/question on the assessment.

Skills Analysis

Provides a comprehensive review of classroom results broken down by the skills that correspond to each item/question during the assessment-creation process.

Item Analysis

Provides a comprehensive review of classroom results broken down by each item/question on the assessment.

By clicking on **Classrooms** and **Student Performance**, you can access more reports. You are able to print your reports to take with you to PLC meetings.

CONGRATULATIONS! YOU'VE FINISHED THE DIY SCHOOLNET TRAINING!

If you want more training and how-to's, log onto PowerSource. You can get trained on various aspects of PowerSchool and Schoolnet in just minutes!

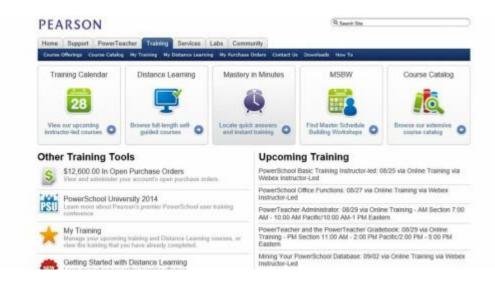
If you do not have a login and password to PowerSource and you are currently a user of PowerSchool, please send an email to Jay Roberts (jr.parker@cms.k12.nc.us) or Kae Roberts (k.roberts@cms.k12.nc.us) to obtain a login and password.

Go to PowerSource at https://powersource.pearsonschoolsystems.com.

Follow the screenshots below:



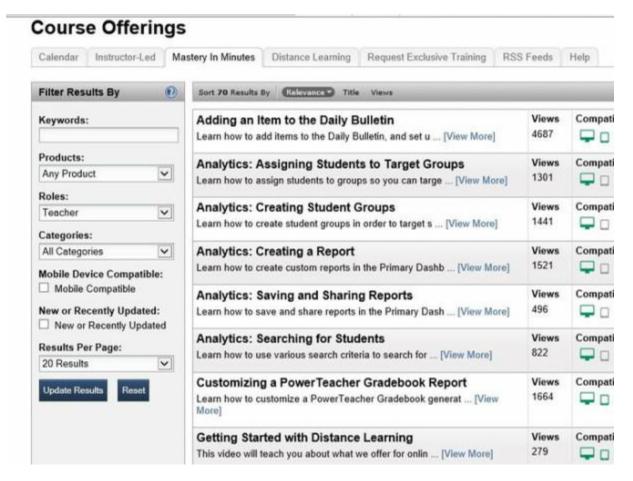
Click on Training



Click on Mastery in Minutes

Other great uses for Schoolnet:

- Use the online lesson planner to have an electronic version of your lesson plans that you can view and build from anywhere!
- Brows
 e the collection
 of instructional
 materials to find
 ready-to-go
 lesson plans.
 You can narrow
 your search
 using specific
 criteria!
- Build student groups.
 This is great for differentiation, establishing study groups, after-school tutorial sessions, etc.



You will see a list of Course Offerings from which to choose.