



Home Base IIS: Administering Online Assessments Quick Reference Card

Administering Online Assessments

Learn how to prepare for online assessments, understand the student assessment experience, and view student progress in real-time.

Preparing Computers for the First Online Assessment

Use the following checklist for each computer that has never been used for a Schoolnet online test.

- Sign in to Schoolnet, and in the footer of any page, click **Tech Check** to run a diagnostic check
- Set browser security settings to allow mixed content; the procedure to allow mixed content varies by operating system and browser

For example, the following steps apply to Internet Explorer:

1. Open the browser
2. Go to **Tools** and select **Internet Options**
3. Go to the Security tab and click **Custom Level**
4. Scroll to Miscellaneous and locate Display Mixed Content
5. Under Display Mixed Content, select **Enable**
6. Click **OK**

- If "Administer this test with Schoolnet Secure Tester" was selected when scheduling, confirm that Schoolnet Secure Tester is installed; otherwise, students cannot access the test

Tasks to Perform Before Each Assessment

Do the following tasks before administering each test:

- Write online passcode* and site URL where students can view it
- If applicable, confirm the network password so that in the event that a student signs off the computer, she can sign back in
- Print test booklets and answer sheets for any students who will

not test online*

*See Using the Proctor Dashboard below

Using the Proctor Dashboard

Use the Proctor Dashboard to prepare for test administration and view the details of your students' progress during an assessment.

To access the Proctor Dashboard:

1. On the Schoolnet home page, select a class in the Section menu
2. Click the Upcoming Tests tab
3. Note the online passcode and then click the Proctor Dashboard icon for the assessment

▼ My Classroom

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Recent Assessments

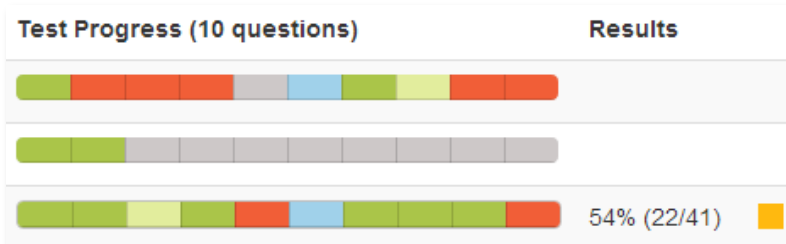
District and Local Tests | Classroom Tests | Standardized Tests | **Upcoming Tests**

TEST NAME	ONLINE PASSCODE	TEST STAGE
05/29/13, Unit 7 Quiz	DEXYDY8	Completed

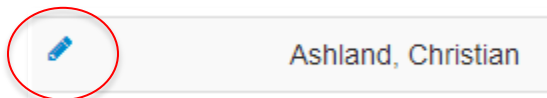
If you cannot locate the test on the Home Base IIS home page, click the **Assessment Admin** header, locate the test and select Proctor Dashboard under Actions.

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- In the Proctor Dashboard, use any of the following tools from the Action menu:
 - View Test Details to access scoring instructions and any associated resource files for the test
 - The usernames and passwords do not apply in the State of North Carolina
 - Print answer sheets and test booklets for any students who won't take the assessment online
 - Access the Item Analysis report when students have submitted their test
- On the dashboard you can:
 - View the number of students who haven't started, are working, and have completed the test
 - View each student's progress throughout the assessment using the progress bar, which appears with colored bars to represent correct, incorrect, and open response questions



- Score open response answers for students who submitted their test, delete all results for the student or access a link to resume a test submitted prematurely



The Student Experience

Before their first test in Home Base IIS, make sure students know what to expect, either by describing the test features, including a zero point item as the first question that you work through as a class or viewing a sample test that you preview from its Test Details page.

To take a test, logged in students will:

- On the Home Base IIS home page, enter the online passcode for the test in the Enter Online Passcode field and click **Go**
- Confirm that the correct assessment is selected, and click **Start Your Test**
- In the test window that appears, click **Start Test Now**
- As they answer each test question, click **I'm ready for the next question** to advance through the assessment
- Use test tools as needed:
 - Mark questions for follow-up with the flag icon
 - Highlight passages in yellow
 - Hide wrong answers
- After answering the last test question, click **I'm ready for the Test Summary**
- On the Test Summary page, click any flagged or unanswered questions to review them and make changes or additions
- When satisfied with all the answers, click **Submit Test for Grading**
- In the confirmation window that appears, click **Yes**
- Click **Close Test**