

## Recommending Assessments in Schoolnet

Audience: Test administrators familiar with scheduling/assigning tests

Before a test can be administered to students, it must be scheduled and assigned. You can assign a test or recommend that a school-level test administrator or teacher assign it. This document covers the recommendation options; the scheduling features are described in the scheduling document.

Option	Available to	Description
Assign to students	All	Assign the test to a specific set of courses; teachers are required to administer the test.
Recommend to teachers	District and school test administrators	<p>Suggest the test to teachers based on the courses they teach. Teachers may assign the test to students but are not required to do so.</p> <p>Only use this feature if teachers have the standard teacher Test Dashboard (if they see 'Assessment Dashboard' as the page title when clicking the blue Assessment Admin header, it means they have test administrator permissions). Refer to <i>Assessment Admin User Permissions</i> for details.</p>
Recommend to schools	District test administrators	Suggest the test to school administrators* who can then assign the test locally. Use this option when you do not have sufficient knowledge of the courses at each school to assign the tests.

\* Users with the 'Schedule tests' operation

## Recommend to Schools

Use the "recommend to schools" option to turn over course selection to a school test administrator. Tests may be in the benchmark or common classroom test category.

When you schedule a test, choose **Recommend to schools**. You still need to make an assignment, so either accept the quick assignment to recommend to all the schools, or edit the assignment to choose specific schools.

## Assign a Test Recommended to a School

School test administrators will see a section titled Recommended Tests on the Assessment Dashboard.

*To assign a test recommended to a school:*

1. In the Assessment Dashboard Recommended Tests area, click a test name
2. Review the test content to determine which courses at your school would be an appropriate fit
3. Under Scheduling Information, click **Edit Schedule and Settings**

Scroll down. Courses are suggested that have students who should take the test, based on the test subject and grade level.
4. Click **Accept Quick Assignment** to accept the suggestions, or click **Edit Assignment** to select certain courses
5. When editing the assignment, note that you must save the altered assignment to return to the test settings page and then complete the process.
6. Click **Done**

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- The test is now assigned. Be sure to communicate to teachers that the recommended tests are available and provide instructions on how to access them.

## Recommend a Test to Teachers

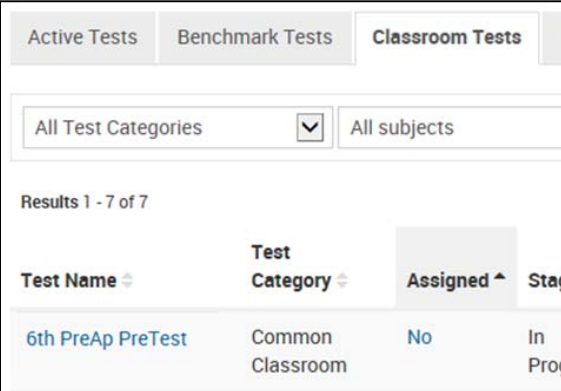
Both district and school test administrators can recommend a test to teachers. When you schedule a test, choose **Recommend to teachers**. Then, either accept the quick assignment or edit the assignment.

## How a Teacher Assigns a Recommended Test

To assign a recommended test:

- Click the Assessment Admin header
- Click the Benchmark Tests tab or the Classroom Tests tab

Any test recommended to you has a “No” in the Assigned column.



Test Name	Test Category	Assigned	Stage
6th PreAp PreTest	Common Classroom	No	In Progress

- Click the test name to review the test content
- Under Scheduling Information, click **Edit Schedule and Settings**

- Scroll down and either click **Accept Quick Assignment** to accept the suggested sections, or click **Edit Assignment** to choose specific sections or students

When editing the assignment, note that you must save the altered assignment to return to the test settings page and then complete the process.

### Assignment for Your Students

Test is currently unassigned

[Accept Quick Assignment](#): 5 Sections (Mathematics, Grades 06-08) in Apple MS

[Edit Assignment](#)

- To finish, click **Done**