

Schoolnet User Guide

PowerSchool
Student Information System

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This edition applies to Release 10 of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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Preface

Use this guide to assist you while navigating PowerSchool. This guide is based on the PowerSchool online help, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference.

The PowerSchool online help is updated as PowerSchool is updated. Not all versions of the PowerSchool online help are available in a printable guide. For the most up-to-date information, click Help on any page in PowerSchool.

Referenced Sections

This guide is based on the PowerSchool online help, and may include references to sections that are not contained within the guide. See the PowerSchool online help for the referenced section.

Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

Navigation

This guide uses the > symbol to move down a menu path. If instructed to “Click **File > New > Window**,” begin by clicking **File** on the menu bar. Then, click **New** and **Window**. The option noted after the > symbol will always be on the menu that results from your previous selection.

Notes

It is easy to identify notes because they are prefaced by the text “**Note:**”

Introduction

PowerSchool includes a close integration with Schoolnet, which allows authorized PowerSchool users to seamlessly transition from PowerSchool into Schoolnet.

Schoolnet provides a centralized solution for aligning student assessments, curriculum, and instruction where administrators, teachers, and parents are able to view summarized information for schools, classes and students, as well as detailed reporting and analysis. Using these tools can help administrators, teachers, and parents improve school performance and increase student achievement.

When accessing Schoolnet, My Schoolnet is the main landing page, or portal, for logged-in Schoolnet users. It is designed to provide quick, one-click access to Schoolnet components.

Setup

Before you can begin using Schoolnet, you must perform the following setup items:

- [Configure PowerSchool Installation Settings](#)
- [Configure Schoolnet Version Management Settings](#) (optional)
- [Configure Single Sign-On Settings](#)
- [Configure SAML Inline Authentication](#)
- [Configure PowerSchool Event Subscriptions](#)
- [View Identity Attributes](#) (optional)
- [View OAuth Client Credentials](#) (optional)
- [Enable Schoolnet Single Sign-On](#)
- [Configure Schoolnet Roles](#) (optional)
- [Assign Schoolnet Roles to Staff](#)
- [Enable Schoolnet for Students and Parents](#) (optional)

Configure PowerSchool Installation Settings

In order for Schoolnet to function, the **PowerSchool Identity Provider** checkbox and the **PowerTeacher API** checkbox must be selected for all nodes during the PowerSchool installation process. For more information, see the *PowerSchool Installation Guide* available on [PowerSource](#).

Configure Schoolnet Version Management Settings

When upgrading to a new version of PowerSchool, be sure to select the version of Schoolnet you want to use. Depending on the Schoolnet version you have installed, only Schoolnet integrated features associated with that version display.

How to Configure Schoolnet Version Management Settings

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.

Note: If District does not appear in the main menu, click **School** in the navigation toolbar, and choose **District Office**.

2. Under Plugins, click **Pearson Applications**. The Pearson Applications page appears.
3. Click **Schoolnet Settings**. The Schoolnet Settings page appears.

4. Click **Schoolnet Version Management Settings**. The Schoolnet Version Management Settings page appears.
5. Use the following table to enter information in the fields:

Field	Description
Check Schoolnet version used by your system	Click Check to display the Schoolnet version used by your system.
Select the version of Schoolnet you are using	Use the pop-up menu to choose the version of Schoolnet you are using.
Automatically update Schoolnet version during nightly tasks and at PowerSchool startup?	Select the checkbox to automatically update Schoolnet version during nightly tasks and at PowerSchool startup. Otherwise, deselect the checkbox. By default, the checkbox is selected. Note: By default the checkbox is selected.

6. Click **Submit**. A confirmation message appears.

Configure Single Sign-On Settings

Using the Single Sign-On Setup for Schoolnet page, you can configure the settings needed for establishing a successful SSO connection between PowerSchool and Schoolnet making the transition between PowerSchool and Schoolnet seamless.

When configuring these settings, all links must follow these standards:

- Only HTTP over SSL (HTTPS) is allowed.
- Only SAML HTTP Redirect Profile is supported.
- Certificate of the PowerSchool Identity Provider (IDP) is required.
- PowerSchool is the only Identity Provider (IDP).

Note: In addition to configuring single-sign on settings for PowerSchool, verify that your Schoolnet server is also configured for SSO. If it is not, a successful SSO connection

between PowerSchool and Schoolnet cannot be established. For assistance, contact Schoolnet Client Solutions Center.

How to Configure PowerSchool Identity Provider Settings

Use this section to set up the SSO connection from PowerSchool to Schoolnet.

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Server, click **System Settings**. The System Settings page appears.
3. Click **Plugin Management Configuration**. The Plugin Management Dashboard page appears.
4. Click **Schoolnet**. The Schoolnet Setup page appears.
5. Click **Schoolnet SSO**. The Single Sign-On Setup for Schoolnet page appears.
6. Use the following table to enter information in the PowerSchool Identity Provider Settings fields:

Note: All fields are required.

Field	Description
Name	The PowerSchool identity provider's name. The default is set to PowerSchool IDP .
Entity ID	The PowerSchool server's public URL. The value is automatically populated using the values entered on the Global Server Settings page (System > System Settings > Global Server Settings > PowerSchool Configuration - External Access fields). Verify this is the correct value and update if necessary.
Single Sign-On Certificate	Choose the certificate the PowerSchool IDP will use for single sign-on authentications.
View PowerSchool IDP Metadata	The PowerSchool IDP Metadata must match what is stored in Schoolnet. This information can be used to diagnose communication issues.

	<ol style="list-style-type: none"> 1. Click to view the PowerSchool identity provider's metadata. A separate window appears. 2. When done viewing, close the window.
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7. Do one of the following:
 - To continue, see Step 6 of [How to Configure Schoolnet Service Provider Settings](#).
 - Click **Save**. A confirmation message appears.

How to Configure Schoolnet Service Provider Settings

Use this section to configure PowerSchool to accept SSO requests from Schoolnet.

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Server, click **System Settings**. The System Settings page appears.
3. Click **Plugin Management Configuration**. The Plugin Management Dashboard page appears.
4. Click **Schoolnet**. The Schoolnet Setup page appears.
5. Click **Schoolnet SSO**. The Single Sign-On Setup for Schoolnet page appears.
6. Use the following table to enter information in the Schoolnet Service Provider Settings fields:

Note: All fields are required.

Field	Description
Name	The Schoolnet service provider's name. The default is set to Schoolnet . Note: Do not change this value.
Base URL	Enter the Schoolnet service provider's base URL. The default is set to: https://your.schoolnet.server.com
Metadata URL	Enter the Schoolnet service provider's metadata URL. The default is set to: https://your.schoolnet.server.com/saml/SSO/ServiceProvider.aspx

Schoolnet Host Server and Port	Enter the Schoolnet service provider's host server and port. The default is set to: https://your.schoolnet.server.com:443
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7. Click **Save**. A confirmation message appears.
8. To continue, see [How to Enable Schoolnet Single Sign-On](#).

How to View PowerSchool User Identifying Elements for SSO

Use this section to view the SAML SSO Attributes used for establishing successful SSO connection between PowerSchool and Schoolnet.

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Server, click **System Settings**. The System Settings page appears.
3. Click **Plugin Management Configuration**. The Plugin Management Dashboard page appears.
4. Click **Schoolnet**. The Schoolnet Setup page appears.
5. Click **Single Sign-On Service**. The Single Sign-On Setup for Schoolnet page appears.
6. Use the following table to view information in the PowerSchool User Identifying Elements for Single Sign-On section:

Field	Description
firstName	The first name of the PowerSchool user-identifying element
lastName	The last name of the PowerSchool user-identifying element

Configure SAML Inline Authentication

Once you have configured the Event API, you can then configure SAML inline authentication allowing users to sign directly in to Schoolnet without using the SSO link within PowerSchool. For example, if an administrator bookmarks their My Schoolnet page and SAML Inline Authentication is configured, when the administrator clicks their bookmark, they will be able to [sign directly in to Schoolnet](#).

How to Configure SAML Inline Authentication

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Server, click **System Settings**. The System Settings page appears.
3. Click **Plugin Management Configuration**. The Plugin Management Dashboard page appears.
4. Click **Schoolnet**. The Schoolnet Setup page appears.
5. Click **SAML Inline Authentication**. The SAML Inline Authentication page for Schoolnet appears.
6. Use the following table to enter information:

Field	Description
User Types	<p>PowerSchool user types for which SAML inline authentication may be configured:</p> <ul style="list-style-type: none"> • Admin • Guardian • Student • Teacher
Allow SSO Authentication	Select the checkbox for each user type that you want to allow SSO authentication. Otherwise, leave blank.
Application Launch	<p>For each user type that you have allowed SSO authentication, do one of the following:</p> <ul style="list-style-type: none"> • Select the checkbox to indicate you want a new browser window to open when signing directly in to Schoolnet. • Deselect the checkbox to indicate you want Schoolnet to appear in the same browser window as PowerSchool when signing directly in to Schoolnet.

7. Click **Save**. The Schoolnet Setup page appears.

Configure PowerSchool Event Subscriptions

Once you have configured Schoolnet single sign-on settings, you can then configure the Event API so that it sends a delete notification each time a teacher deletes a Schoolnet-created assignment from the PowerTeacher Gradebook.

How to Configure PowerSchool Event Subscriptions

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Server, click **System Settings**. The System Settings page appears.
3. Click **Plugin Management Configuration**. The Plugin Management Dashboard page appears.
4. Click **Schoolnet**. The Schoolnet Setup page appears.
5. Click **Event API Configuration**. The Event API Configuration for Schoolnet page for Schoolnet appears.
6. Use the following table to enter information in the Event API Configuration for Schoolnet section:

Field	Description
URL	Enter the subscriber's URL.
Authentication Type	The type of authentication used to authorize Schoolnet.
Access Token URL	Enter the URL used to obtain an access token. Note: The access token URL is used for both event API and Schoolnet web part authentication. Note: This field is required for parent single-sign on to the Schoolnet system.
Client ID	A value that uniquely identifies the plugin.
Client Secret	The account identifier associating the API client record to the client credentials.

7. Use the following table to view information in the Entity Events section:

Field	Description
Entity Name	The name of the PowerSchool table for which you have a subscription, such as PGASSIGNMENTS.
Events	The type of event for which you have a subscription, such as DELETE.

8. Click **OK**. The Schoolnet Setup page appears.

View Identity Attributes

Using the Identity Attribute Configuration page, you can view the unique identifier for an object.

Note: PowerSchool comes pre-configured with these settings. These settings may only be modified by PowerSchool Technical Support either by accessing the Identity Attribute Configuration page as a Maintenance User or by adding **plugin.console.is_identity_attr_config_enabled** with a value of **1** to the Prefs table (once modifications have been made, the pref then needs to be removed from the Prefs table). For assistance, contact PowerSchool Technical Support.

Note: Suggested default settings are for single-tenant environments. However, identity attributes may also be configured for multi-tenant environments. When configuring identity attributes, it is recommended that you either configure for a single-tenant environment or a multi-tenant environment, not both. "Single-tenant" refers to a single, district-wide instance of PowerSchool integrated with a single, district-wide version of Schoolnet. "Multi-tenant" refers to a district-wide PowerSchool integrated with a statewide or multi-district-wide version of Schoolnet.

How to View Identity Attributes

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Server, click **System Settings**. The System Settings page appears.
3. Click **Plugin Management Configuration**. The Plugin Management Dashboard page appears.
4. Click **Schoolnet**. The Schoolnet Setup page appears.
5. Click **Identity Attribute Configuration**. The Identity Attribute Configuration page for Schoolnet appears.

6. Use the following table to view information on this page:

Field	Description
Students	The unique identifier of this object. By default, this is set to STUDENTS-DCID .
Users	The unique identifier of this object. By default, this is set to TEACHERS-DCID . Note: If configuring for a multi-tenant environment, choose SIF_STATEPRID .
Guardian	The unique identifier of this object. By default, this is set to PARENT-GUARDIANID .
Schools	The unique identifier of this object. By default, this is set to SCHOOL_NUMBER .
District	The unique identifier of this object. By default, this is set to DISTRICT 0 .
Sections	The unique identifier of this object. By default, this is set to DCID .
Assignments	The unique identifier of this object. By default, this is set to DCID .

View OAuth Client Credentials

Using OAuth 2.0, PowerSchool secures the data exchange with Schoolnet by auto-generating client credentials. The client credentials are required for Schoolnet to retrieve an access token for data exchange. This is sensitive data and should be kept secure to prevent unauthorized access to PowerSchool data.

How to View OAuth Client Credentials

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.

2. Under Server, click **System Settings**. The System Settings page appears.
3. Click **Plugin Management Configuration**. The Plugin Management Dashboard page appears.
4. Click **Schoolnet**. The Schoolnet Setup page appears.
5. Click **OAuth Configuration**. The OAuth Configuration page for Schoolnet appears.
6. Use the following table to view information on this page:

Field	Description
Client ID	A value that uniquely identifies the plugin.
Client Secret	The account identifier associating the API client record to the client credentials.

7. Click **OK**. The Schoolnet Setup page appears.

Enable Schoolnet Single Sign-On

Once you have configured PowerSchool event subscriptions, you can then enable Schoolnet single sign-on.

Note: By default, Schoolnet is not enabled.

How to Enable Schoolnet Single Sign-On

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Server, click **System Settings**. The System Settings page appears.
3. Click **Plugin Management Configuration**. The Plugin Management Dashboard page appears.
4. Select the **Enable/Disable** checkbox for the Schoolnet plugin. The Enable Plugin drawer appears.
5. Review the content.

Note: If you have installed a plugin that is dependent on page customizations, you must enable page customizations on the Customizations page. For more information, see *Customizations*.

Note: If PowerSchool encounters errors with the plugin, detailed information about the errors appears and you may not proceed with enabling the plugin.

6. Click **Enable** to proceed. A confirmation message appears.
7. To enable Schoolnet for staff, see [Assign Schoolnet Roles to Staff](#).
8. To enable Schoolnet for students, see [Enable Schoolnet for Students](#).

How to Disable Schoolnet Single Sign-On

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Server, click **System Settings**. The System Settings page appears.
3. Click **Plugin Management Configuration**. The Plugin Management Dashboard page appears.
4. Deselect the **Enable/Disable** checkbox of the Schoolnet plugin. The Disable Plugin pop-up appears.
5. Click **Yes**. A confirmation message appears.

Configure Schoolnet Roles

Using Schoolnet roles, you can control the level of access given to PowerSchool users who access Schoolnet from within PowerSchool and PowerTeacher. By default, there are four predefined Schoolnet staff level roles that you can assign to PowerSchool users: Employee, Leadership, Staff, and Teacher. These roles should not be edited or deleted. In addition, you can create as many other roles as needed based on your district's needs.

How to Create a Schoolnet Role

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Security, click **Roles Administration**. The Roles Administration page appears.
3. Click **Schoolnet**. The Schoolnet Roles page appears.
4. Click **New**. The Edit Schoolnet Role page appears.
5. Use the following table to enter information in the fields:

Field	Description
Name	Enter the name of the role. Note: This name must match a name defined in Schoolnet.

Description	Enter a description of the role.
Enabled	<p>Select the checkbox to enable the role. When enabled, the role appears on the Schoolnet Mapping for [Name] pop-up.</p> <p>Alternatively, deselect the checkbox to disable the role. When disabled, the role no longer appears on the Schoolnet Mapping for [Name] pop-up.</p> <p>Note: The Schoolnet Mapping for [Name] pop-up is accessible via Manage Roles on the Security Settings page.</p>

6. Click **Submit**. A confirmation message appears.

How to Sort Schoolnet Roles

Use the following procedure to arrange the roles into the order in which you want the role to appear on the Schoolnet Roles page, as well as the Manage Roles pop-up on the Security Settings page.

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Security, click **Roles Administration**. The Roles Administration page appears.
3. Click **Schoolnet**. The Schoolnet Roles page appears.
4. Drag and drop the role you want to move. A message appears indicating the role is being updated.
5. Repeat Step 4 for each role you want to move. When you are done, the changes are automatically saved.

Note: If a role is added, it appears as the last item in the sort order. If a role is deleted, the sort order is automatically updated and re-sequenced as needed.

How to Edit a Schoolnet Role

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Security, click **Roles Administration**. The Roles Administration page appears.
3. Click **Schoolnet**. The Schoolnet Roles page appears.
4. Click the name of the role you want to edit. The Edit Schoolnet Role page appears.
5. Edit information as needed. For field descriptions, see [How to Create a Role](#).

6. Click **Submit**. A confirmation message appears.

How to Delete a Schoolnet Role

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Security, click **Roles Administration**. The Roles Administration page appears.
3. Click **Schoolnet**. The Schoolnet Roles page appears.
4. Click the name of the role you want to delete. The Edit Schoolnet Role page appears.
5. Click **Delete**.
6. Click **Confirm Delete**. The Schoolnet Roles page appears.

Assign Schoolnet Roles to Staff

Once Schoolnet single sign-on is configured and enabled, you can then mass assign Schoolnet roles at the staff level for existing PowerSchool users, which allows PowerSchool users to launch Schoolnet from within PowerSchool and PowerTeacher based on their user roles.

To mass assign Schoolnet roles:

1. Generate a tab delimited text file for a selected group of PowerSchool staff members within a specified school or district.
2. Update the tab delimited text file to include the appropriate Schoolnet roles for each PowerSchool staff member.

Note: Single school and role can also be assigned per user. This is done by listing the school number followed by a colon followed by the role. For example, 2125 Amy Bailey 3300401 0 3300401:Teacher. In this example, user Amy Bailey is assigned a Schoolnet Teacher role at school 3300401.

Note: Multiple schools and roles can also be assigned per user. This is done by listing multiple school number role combinations separated by a semicolon. For example, 2125 Amy Bailey 3300401 0 3300402:Teacher;3300402:Leadership;3300401:Teacher;3300401:Leadership;3300400:Teacher. In this example, user Amy Bailey is assigned a Schoolnet Teacher and Leadership role at school 3300402, a Schoolnet Teacher and Leadership role at school 3300401, and a Schoolnet Teacher role at school 300400.

3. Import the updated tab delimited text file back into PowerSchool.

Notes:

- The schoolnetroles field is now available when using Quick Export or Export Using Template with the Teachers table.
- Mass assigning Schoolnet roles can only be used for updating existing PowerSchool staff members. To import new PowerSchool staff members, contact PowerSchool Technical Support.
- The import matches PowerSchool staff members by first name and last name. Therefore, it is recommended that PowerSchool staff members' names be unique. Otherwise, only the first record will be imported and any successive staff members with the same name will be rejected.
- A maximum of 50 Schoolnet roles may be assigned to a PowerSchool staff member. Exceeding 50 Schoolnet roles per PowerSchool staff member may cause the import to fail.
- For more information about importing and exporting, see the *Import and Export User Guide* available on [PowerSource](#).

How to Generate a Tab Delimited Text File

To start, generate a tab delimited text file for a selected group of PowerSchool staff members within a specified school or district.

Note: The Export Using Template page is now also accessible via **Start > System > Page and Data Management > Export Using Template**.

1. On the start page, search for and select a group of staff members. For more information, see *Staff Search*.
2. Click **Functions**. The Group Staff Functions page appears.
3. Click **Export Using Template**. The Export Using Template page appears.
4. Choose **Schoolnet Staff Roles Export** from the **Export template** pop-up menu.
5. Click **Submit**. The following exported, tab delimited data appears:
 - teachers.id
 - teachers.first_name
 - teachers.last_name
 - teachers.schoolid
 - teachers.psaccess
 - teachers.canchangeschool
 - schoolnetroles

How to Update the File to Include Schoolnet Roles

Once you have generated the text file, you can then update the file to include the appropriate Schoolnet roles for each PowerSchool staff member.

1. Open the tab delimited text file.
2. For each existing staff member, enter the appropriate Schoolnet roles using the following format: schoolid:role;schoolid:role. Note that a colon separates schoolid and role and a semicolon separates each pair of schoolid and roles.

Note: PowerSchool currently supports the following four predefined Schoolnet staff level roles: Employee, Leadership, Staff, and Teacher. At least one of these roles must be included for each staff member.

3. Save the export file.

How to Import Schoolnet Roles Using Quick Import

Once you have updated the file, you can then import the updated file back into PowerSchool.

When importing the file into PowerSchool, staff IDs included in the file are updated with their associated Schoolnet roles.

If any of the staff included in the file have existing Schoolnet roles associated to them, the values in the file override any existing Schoolnet roles in PowerSchool.

Note: You can also use the Import Using a Template function to import Schoolnet roles. For more information, see [How to Import Schoolnet Roles Using a Template](#).

Note: While this procedure can be performed at the district level, it is recommended that you import Schoolnet roles at the school level. Upon signing in to PowerSchool, the name of your default school (or district) appears. Before beginning this procedure, be sure you have selected the school in which you want to work.

Note: The Quick Import page is now also accessible via **Start > System > Page and Data Management > Quick Import**.

1. On the start page, click **School** in the navigation toolbar. The Schools pop-up menu appears.

Note: You can enter the first couple of letters of the school to take you to a specific menu item.

2. Choose the school for which you want to import Schoolnet roles from the **School** pop-up menu. The navigation toolbar displays the name of the selected school.
3. Choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
4. Click **Importing & Exporting**. The Importing & Exporting page appears.
5. Click **Quick Import**. The Quick Import page appears.
6. Use the following table to enter information in the fields:

Field	Description
Table	Choose Teachers from the pop-up menu.
Field delimiter	Use the default setting of Tab .
End-of-line marker	Use the default setting of CR for carriage return.
Character Set	Use the default setting of Mac Roman .
File to import	Enter the file path and name of the file to import or click Choose File (or Browse), navigate to the data file, and click Open .
Suggest field map	Use the default setting (checkbox selected).
School	Verify you have selected the school you want to import into.

7. Click **Import**. The Import Records from an ASCII Text File page appears.
8. Select the **Check to exclude first row** checkbox.
9. Select the **Update teacher records if an imported teacher number matches an existing teacher record** checkbox.
10. Click **Submit**. The Importing results page appears.
11. Verify that the imported Schoolnet roles appear correctly for each staff member on the Manage Schoolnet Roles for [Name] page. For detailed information, see [How to Assign Schoolnet Roles to an Individual Staff Member](#).

How to Import Schoolnet Roles Using a Template

Note: You can also use the Quick Import function to import Schoolnet roles. For more information, see [How to Import Schoolnet Roles Using Quick Import](#).

Note: While this procedure can be performed at the district level, it is recommended that you import Schoolnet roles at the school level. Upon signing in to PowerSchool, the name of your default school (or district) appears. Before beginning this procedure, be sure you have selected the school in which you want to work.

1. On the start page, click **School** in the navigation toolbar. The Schools pop-up menu appears.

Note: You can enter the first couple of letters of the school to take you to a specific menu item.

2. Choose the school for which you want to import Schoolnet roles from the **School** pop-up menu. The navigation toolbar displays the name of the selected school.
3. Choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
4. Click **Importing & Exporting**. The Importing & Exporting page appears.
5. Click **Import Using Template**. The Import Using Template page appears.
6. Use the following table to enter information in the fields:

Field	Description
Import template	Choose Schoolnet Staff Roles Import from the pop-up menu. Note: Click template to link to the Templates for Importing page, where you can view, create, edit, and remove templates used for importing.
File to import	Either enter the data file path and name in the field, or click Browse... to select the data file.

7. Click **Submit**. The Import Check: [data file name] page appears.
8. Select the **Skip This Row** checkbox.
9. Verify that the data correlates to the fields from the template. If it doesn't, click the link to modify the template. For more information, see *How to Edit an Import Template*. Otherwise, click **Import**. The Importing: [data file name] page appears, and the data is imported.

Assign Schoolnet Roles to Individual Staff Members

Once Schoolnet single sign-on is configured and enabled, you can then individually assign Schoolnet roles at the staff level, which allows PowerSchool users to launch Schoolnet from within PowerSchool and PowerTeacher based on their user roles.

How to Assign Schoolnet Roles to an Individual Staff Member

1. On the start page, search for and select a staff member. For more information, see *Staff Search*.
2. Click **Security Settings**. The Security Settings page appears.

Note: For more information, see *Security Settings*.

3. Under Schoolnet Security, click **Manage Roles**. The Manage Schoolnet Roles for [Name] page appears.

Note: The Schoolnet Security section only appears if Schoolnet has been enabled. See [How to Enable Schoolnet Single Sign-On](#).

4. Use the following table to enter information in the fields:

Field	Description
Institution	<p>All institutions within the district appear.</p> <p>The district office appears at the top of the list.</p> <p>The staff member's default school appears as the first school in the list.</p> <p>All other schools in the district appear in alphabetical order. If a school appears bold, the staff member has been given PowerSchool admin access to the school. See May switch to on the Security Settings page.</p>
Schoolnet Role	<p>The Schoolnet roles assigned to the staff member.</p> <p>Note: PowerSchool currently supports the following four predefined Schoolnet staff level roles: Employee, Leadership, Staff, and Teacher. At least one of these roles must be assigned to the staff member.</p>

Actions	<p>District Office</p> <p>If a role is added at the district office level, the role is added for all schools within the district and can only be modified at the district office level.</p> <p>To add roles at the district office level:</p> <ol style="list-style-type: none"> 1. Click Add Roles next to District Office. The Add Schoolnet Roles to District Office pop-up appears. 2. Select the appropriate System Roles checkboxes. <p>Note: At least one system role selection is required.</p> <ol style="list-style-type: none"> 3. Select the appropriate Additional Roles checkboxes. <p>Note: If no System Roles checkboxes are selected, the Additional Roles section appears shaded. Additional role selection is optional.</p> <ol style="list-style-type: none"> 4. Click OK. <p>To edit roles at the district office level:</p> <ol style="list-style-type: none"> 1. Click Edit next to District Office. The Add Schoolnet Roles to District Office pop-up appears. 2. Edit information as needed. 3. Click OK. <p>To remove all roles at the district office level, click Clear next to District Office.</p> <p>[School]</p> <p>If a role is added at the school level, the role is only added for the selected schools and can only be modified at the school level.</p> <p>To add roles at the school level:</p> <ol style="list-style-type: none"> 1. Click Add Roles next to the appropriate school. The Add Schoolnet Roles to [School Name] pop-up appears. 2. Select the appropriate System Roles checkboxes. <p>Note: At least one system role selection is required.</p>
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	<p>3. Select the appropriate Additional Roles checkboxes.</p> <p>Note: If no System Roles checkboxes are selected, the Additional Roles section appears shaded. Additional role selection is optional.</p> <p>4. Select the Apply checkbox to copy the selected roles to all institutions that the staff member may switch to.</p> <p>5. Click OK.</p> <p>To edit roles at the school level:</p> <ol style="list-style-type: none"> 1. Click Edit next to the appropriate school. The Add Schoolnet Roles to [School Name] pop-up appears. 2. Edit information as needed. 3. Click OK. <p>To remove all roles at the school level, click Clear next to the appropriate school.</p>
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5. Click **Submit**. A confirmation message appears.

Enable Schoolnet Student/Parent Access

Once Schoolnet single sign-on is configured and enabled, you can then enable Schoolnet at the student/parent level, which allows students/parents to launch Schoolnet from within the PowerSchool Student and Parent portal.

How to Enable Schoolnet for Students/Parents

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.

Note: If District does not appear in the main menu, click **School** in the navigation toolbar, and choose **District Office**.

2. Under Plugins, click **Pearson Applications**. The Pearson Applications page appears.
3. Choose **Schoolnet Settings**. The Schoolnet Settings page appears.

4. Choose **Schoolnet Student Access Settings**. The Schoolnet Student Access Settings page appears.
5. Use the following table to enter information in the fields:

Field	Description
Enable Student Access	<p>Select the checkbox to enable Schoolnet access for this district. Selecting the checkbox activates the school checkboxes.</p> <p>Alternatively, deselect the checkbox to disable Schoolnet access for this district. Deselecting the checkboxes deactivates the school checkboxes.</p> <p>Note: Selected schools are retained when Schoolnet access is disabled. If Schoolnet access is re-enabled, the previously selected schools are also re-enabled.</p>
All Schools	Select the checkbox to enable Schoolnet access for all schools in the district.
[School]	Select the checkbox of each school for which you want to enable Schoolnet access.

6. Click **Submit**. A confirmation message appears.

Schoolnet

Once Schoolnet is configured, the Schoolnet link appears in PowerSchool, the PowerSchool Student and Parent portal, and PowerTeacher. Using the link, users can launch Schoolnet from within PowerSchool while keeping their PowerSchool session active allowing them to work in both applications simultaneously. Additionally, if SAML inline authentication settings have been configured, users may [sign directly in to Schoolnet](#) without using the SSO link within PowerSchool.

Launch Schoolnet in PowerSchool

Use this procedure to launch Schoolnet in PowerSchool.

Note: The Schoolnet link only appears if Schoolnet is enabled at the system level, at least one Schoolnet role has been assigned to you, and you are currently enrolled in at least one section.

Note: If you are a user who has access to multiple districts, you will only see information in Schoolnet for the district you are currently signed into in PowerSchool. To view information for a different district, log out of Schoolnet, sign out of PowerSchool, and then sign back into PowerSchool for that district.

How to Launch Schoolnet in PowerSchool

1. Sign in to PowerSchool.

Note: For more information about signing in to PowerSchool, see *Sign In to PowerSchool*.

2. On the start page, choose **Schoolnet** under Applications in the main menu. Schoolnet launches the My Schoolnet page in a separate window (or tab depending on your browser setting).

Note: The window that appears is not served by PowerSchool. It is rendered from a separate Schoolnet server. For detailed information, see the *Schoolnet online help*. If the window does not launch, contact your school's PowerSchool administrator.

Note: If you are not actively working in PowerSchool, your session may time out. If so, you need to sign in again.

3. When you are finished working in Schoolnet, be sure to log out of Schoolnet. A confirmation page appears indicating you have been successfully logged out of Schoolnet.
4. Do one of the following:
 - If you are finished working in PowerSchool, click **Sign Out of PowerSchool** to sign out of PowerSchool.
 - If you would like to continue working in PowerSchool, click **Return to PowerSchool**. The start page appears.

Note: If on a multi-tenant environment, the PowerSchool Sign In page appears. If you would like to continue working in PowerSchool, sign in to PowerSchool.

Launch Schoolnet in the PowerSchool Student and Parent Portal

Use this procedure to launch Schoolnet in the PowerSchool Parent/Student portal.

Note: The Schoolnet link only appears if Schoolnet is enabled at the system, district, and school level, and you are signed in as a student.

How to Launch Schoolnet in the PowerSchool Student and Parent Portal

1. Sign in to the PowerSchool Student and Parent portal.

Note: For more information about signing in to the PowerSchool Student and Parent portal, see the *PowerSchool Student and Parent Portal User Guide* available on [PowerSource](#).

2. On the start page, click **Schoolnet** in the navigation menu. Schoolnet launches the My Schoolnet page in a separate window (or tab depending on your browser setting).

Note: The window that appears is not served by PowerSchool. It is rendered from a separate Schoolnet server. For detailed information, see the *Schoolnet online help*. If the window does not launch, contact your school's PowerSchool administrator.

Note: If you are not actively working in the PowerSchool Student and Parent portal, your session may time out. If so, you need to sign in again.

3. When you are finished working in Schoolnet, be sure to log out of Schoolnet. A confirmation page appears indicating you have been successfully logged out of Schoolnet.
4. Do one of the following:
 - If you are finished working in the PowerSchool Student and Parent portal, click **Sign Out of PowerSchool** to sign out of the PowerSchool Student and Parent portal.
 - If you would like to continue working in the PowerSchool Student and Parent portal, click **Return to PowerSchool**. The start page appears.

Note: If on a multi-tenant environment, the PowerSchool Sign In page appears. If you would like to continue working in PowerSchool, sign in to PowerSchool.

Launch Schoolnet in PowerTeacher

Use this procedure to launch Schoolnet in PowerTeacher.

Note: The Schoolnet link only appears if Schoolnet is enabled at the system level and at least one Schoolnet role has been assigned to you.

How to Launch Schoolnet in PowerTeacher

1. Sign in to PowerTeacher.

Note: For more information about signing in to PowerTeacher, see the *PowerTeacher User Guide* available on [PowerSource](#).

2. On the start page, click **Schoolnet** in the navigation menu. Schoolnet launches the My Schoolnet page in a separate window (or tab depending on your browser setting).

Note: The window that appears is not served by PowerSchool. It is rendered from a separate Schoolnet server. For detailed information, see the *Schoolnet online help*. If the window does not launch, contact your school's PowerSchool administrator.

Note: If you are not actively working in PowerTeacher, your session may time out. If so, you need to sign in again.

3. When you are finished working in Schoolnet, be sure to log out of Schoolnet. A confirmation page appears indicating you have been successfully logged out of Schoolnet.
4. Do one of the following:
 - If you are finished working in PowerTeacher, click **Sign Out of PowerSchool** to sign out of PowerTeacher.
 - If you would like to continue working in PowerTeacher, click **Return to PowerSchool**. The start page appears.

Note: If on a multi-tenant environment, the PowerSchool Sign In page appears. If you would like to continue working in PowerSchool, sign in to PowerSchool.

Launch Schoolnet in PowerTeacher Gradebook

Use this procedure to launch Schoolnet in PowerTeacher Gradebook.

Note: The Schoolnet link only appears if Schoolnet is enabled at the system level and at least one Schoolnet role has been assigned to you.

How to Launch Schoolnet in PowerTeacher Gradebook

1. Sign in to PowerTeacher.

Note: For more information about signing in to PowerTeacher, see the *PowerTeacher User Guide* available on [PowerSource](#).

2. Click **Gradebook**. The PowerTeacher Gradebook Launch page appears.
3. Click **Launch Gradebook**. A digital signature verification dialog appears.
4. Click **Trust**. PowerTeacher gradebook opens.

Note: For more information about signing in to PowerTeacher Gradebook, see the *PowerTeacher Gradebook User Guide* available on [PowerSource](#).

5. From the gradebook menu bar, choose **Tools > Schoolnet**. Schoolnet launches the My Schoolnet page in a separate window (or tab depending on your browser setting).

Note: The window that appears is not served by PowerSchool. It is rendered from a separate Schoolnet server. For detailed information, see the *Schoolnet online help*. If the window does not launch, contact your school's PowerSchool administrator.

Note: If you are not actively working in PowerTeacher, your session may time out. If so, you need to sign in again.

6. When you are finished working in Schoolnet, be sure to log out of Schoolnet. A confirmation page appears indicating you have been successfully logged out of Schoolnet.
7. Do one of the following:
 - If you are finished working in PowerSchool, click **Sign Out of PowerSchool** to sign out of PowerSchool.
 - If you would like to continue working in PowerSchool, click **Return to PowerSchool**. The start page appears.

Note: If on a multi-tenant environment, the PowerSchool Sign In page appears. If you would like to continue working in PowerSchool, sign in to PowerSchool.

Sign In to Schoolnet as an Administrator

Use this procedure to sign directly in to Schoolnet as an Administrator without using the SSO link within PowerSchool.

Note: SAML inline authentication settings must be configured.

How to Sign In to Schoolnet as an Administrator

1. Open your Web browser to your school's Schoolnet URL. The Single Sign-On page appears.
2. Select your district from the pop-up menu.
3. Click **Continue**. The Single Sign-On page refreshes.
4. Click **Sign in as an Administrator**. The Administrator Sign In page appears.
5. Use the following table to enter information in the fields:

Field	Description
Select Language	Choose the language in which you want to view PowerSchool from the pop-up menu. Note: If no more than one locale is configured, the pop-up menu does not appear.
Username	Enter your username.
Password	Enter your password. The characters display as asterisks (*) to ensure greater security when you sign in.

- Click **Sign In**. Schoolnet launches.

Note: Depending on SAML Inline Authentication settings, Schoolnet either replaces your existing browser window or opens in a new browser window.

Sign In to Schoolnet as a Student

Use this procedure to sign directly in to Schoolnet as a Student without using the SSO link within PowerSchool.

Note: SAML inline authentication settings must be configured.

How to Sign In to Schoolnet as a Student

- Open your Web browser to your school's Schoolnet URL. The Single Sign-On page appears.
- Select your district from the pop-up menu.
- Click **Continue**. The Single Sign-On page refreshes.
- Click **Sign in as a Student**. The Student and Parent Sign In page appears.
- Use the following table to enter information in the fields:

Field	Description
Select Language	Choose the language in which you want to view the PowerSchool Student and Parent Portal from the pop-up menu.

	Note: If no more than one locale is configured, the pop-up menu does not appear.
Username	Enter your username.
Password	Enter your password. The characters appear as asterisks (*) to ensure greater security when you sign in.

6. Click **Sign In**. Schoolnet launches.

Note: Depending on SAML Inline Authentication settings, Schoolnet either replaces your existing browser window or opens in a new browser window.

Sign In to Schoolnet as a Teacher

Use this procedure to sign directly in to Schoolnet as a Teacher without using the SSO link within PowerSchool.

Note: SAML inline authentication settings must be configured.

How to Sign In to Schoolnet as a Teacher

1. Open your Web browser to your school's Schoolnet URL. The Single Sign-On page appears.
2. Select your district from the pop-up menu.
3. Click **Continue**. The Single Sign-On page refreshes.
4. Click **Sign in as a Teacher**. The Teacher Sign In page appears.
5. Use the following table to enter information in the fields:

Field	Description
Select Language	Choose the language in which you want to view PowerTeacher from the pop-up menu. Note: If no more than one locale is configured, the pop-up menu does not appear.
Username	Enter your username.

Password	Enter your password. The characters appear as asterisks (*) to ensure greater security when you sign in.
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6. Click **Sign In**. Schoolnet launches.

Note: Depending on SAML Inline Authentication settings, Schoolnet either replaces your existing browser window or opens in a new browser window.

Assessments

Schoolnet and PowerTeacher gradebook work in combination with one another when Schoolnet-created assessments are shared with PowerTeacher gradebook. Shared Schoolnet-created assessments appear in PowerTeacher Gradebook as assignments. Using PowerTeacher Gradebook, you can then manage assessments as you would assignments.

Note: For more information about Schoolnet, see the *Schoolnet online help*. For more information about PowerTeacher gradebook, see the *PowerTeacher Gradebook User Guide* available on [PowerSource](#).

Sharing

- To view a Schoolnet-created assessment in PowerTeacher gradebook, the assessment must be designated in Schoolnet as “shared” with PowerTeacher gradebook.
- If the assessment is changed from “shared” to “not shared” with PowerTeacher gradebook, and is not deleted, the assessment remains in both Schoolnet and PowerTeacher gradebook.
- Once the assessment is changed to “not shared” with PowerTeacher gradebook, any further updates to the assessment in Schoolnet are no longer sent to PowerTeacher gradebook.
- If the assessment is once again changed to “shared” with PowerTeacher gradebook, assessment updates are once again sent to PowerTeacher gradebook from Schoolnet.

Viewing

- Schoolnet-created assessments can be viewed in the PowerTeacher gradebook using the Assignments window or the Scoresheet Assignments window.
- Schoolnet-created assessments are identified with a downward pointing arrow in the lower-right corner of the assignment column header. When you hover the mouse over the column header, a pop-up displays assessment information, including where the assessment was created.

Updating

- If an assessment's due date or score is updated in Schoolnet after it first appears in PowerTeacher gradebook, the updated information is sent to PowerTeacher gradebook and overrides the existing due date or score.

Deleting

- Only an assessment that has yet to be completed by students can be deleted within Schoolnet.
- If an assessment is deleted in Schoolnet, the corresponding assessment is also deleted for all sections in the PowerTeacher gradebook.
- If an assessment is deleted for a section in the PowerTeacher gradebook, the Event API automatically sends a delete notification to Schoolnet. The corresponding assessment in Schoolnet is automatically set to not shared for that specific section.

Test Results

The Test Results page displays comprehensive information about a student's benchmark, classroom, and standardized test results.

Note: The content that appears is not served by PowerSchool. It is rendered from a separate Schoolnet server. If content does not appear, contact your school's PowerSchool administrator.

Note: When accessing the Test Results page, you may encounter one or more of the following error messages:

Error	Description
Test results are currently unavailable. Please try again later.	Indicates that the system is down and cannot make network contact.
Test data is not available for this student.	Indicates there is currently no test data available for the student.
Record could not be found. Check with your system administrator for assistance.	Indicates one of the following: <ul style="list-style-type: none"> • Student is not enrolled at a school that is integrated with Schoolnet. • Student's account has not yet been set up in Schoolnet. • Student's account has been set up in Schoolnet, but credentials are still being set up.

View Test Results in PowerSchool as Admin

Note: The Test Results page only appears if Schoolnet is enabled at the system level and at least one role has been assigned to you.

How to View Benchmark Test Results

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Academics, choose **Test Results** from the student pages menu. The Test Results page appears for that student.
3. Click the **Benchmark Tests** tab. Benchmark tests for the selected student appear.
4. Choose the **School Year** from the pop-up menu. The following information appears for each benchmark test the student has taken:
 - Test Name and Description
 - Test Date
 - Test Score
 - Score Group
5. Click the name of the benchmark test to view test details.
6. Click the **Benchmark Tests** tab to return to list of benchmark tests.

Note: For more information, see the *Schoolnet online help*.

How to View Classroom Test Results

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Academics, choose **Test Results** from the student pages menu. The Test Results page appears for that student.
3. Click the **Classroom Tests** tab. Classroom tests for the selected student appear. The following information appears for each classroom test the student has taken:
 - Test Name and Description
 - Test Date
 - Test Score
 - Score Group
4. Click the name of a classroom test to view test details.
5. Click the **Classroom Tests** tab to return to list of classroom tests.

Note: For more information, see the *Schoolnet online help*.

How to View Standardized Test Results

1. On the start page, search for and select a student. For more information, see *Student Search*.

2. Under Academics, choose **Test Results** from the student pages menu. The Test Results page appears for that student.
3. Click the **Standardized Tests** tab. Standardized tests for the selected student appear.
4. Choose the **School Year** from the pop-up menu. The following information appears for each standardized test the student has taken:
 - Section
 - Score Group
 - Raw Score
 - Scaled Score
5. Click the name of a standardized test to view test details.
6. Click the **Standardized Tests** tab to return to list of standardized tests.

Note: For more information, see the *Schoolnet online help*.

View Test Results in PowerSchool as Counselor

Note: The Test Results page only appears if Schoolnet is enabled at the system level and at least one role has been assigned to you.

How to View Benchmark Test Results

1. On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Choose **Student Screens**. The Student Screens Menu page appears.

Note: Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

4. Choose **Test Results** from the pop-up menu.
5. Click **Submit**. The Counselor page appears.
6. Click the name of the student you want to work with. The Test Results page appears.
7. Click the **Benchmark Tests** tab. Benchmark tests for the selected student appear.
8. Choose the **School Year** from the pop-up menu. The following information appears for each benchmark test the student has taken:
 - Test Name and Description
 - Test Date
 - Test Score

- Score Group
9. Click the name of the benchmark test to view test details.
 10. Click the **Benchmark Tests** tab to return to list of benchmark tests.

Note: For more information, see the *Schoolnet online help*.

How to View Classroom Test Results

1. On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Choose **Student Screens**. The Student Screens Menu page appears.

Note: Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

4. Choose **Test Results** from the pop-up menu.
5. Click **Submit**. The Counselor page appears.
6. Click the name of the student you want to work with. The Test Scores page appears.
7. Click the **Classroom Tests** tab. Classroom tests for the selected student appear. The following information appears for each classroom test the student has taken:
 - Test Name and Description
 - Test Date
 - Test Score
 - Score Group
8. Click the name of a classroom test to view test details.
9. Click the **Classroom Tests** tab to return to list of classroom tests.

Note: For more information, see the *Schoolnet online help*.

How to View Standardized Test Results

1. On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Choose **Student Screens**. The Student Screens Menu page appears.

Note: Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

4. Choose **Test Results** from the pop-up menu.
5. Click **Submit**. The Counselor page appears.
6. Click the name of the student you want to work with. The Test Scores page appears.
7. Click the **Standardized Tests** tab. Standardized tests for the selected student appear.
8. Choose the **School Year** from the pop-up menu. The following information appears for each standardized test the student has taken:
 - Section
 - Score Group
 - Raw Score
 - Scaled Score
9. Click the name of a standardized test to view test details.
10. Click the **Standardized Tests** tab to return to list of standardized tests.

Note: For more information, see the *Schoolnet online help*.

View Test Results in the PowerSchool Student and Parent Portal

Note: The Test Results page only appears if Schoolnet is enabled at the system, district, and school level, and you are signed in as a student.

How to View Benchmark Test Results

1. On the start page, click **Test Results** from the navigation menu. The Test Results page displays.
2. Click the **Benchmark Tests** tab. Benchmark tests for the selected student appear.
3. Choose the **School Year** from the pop-up menu. The following information appears for each benchmark test the student has taken:
 - Test Name and Description
 - Test Date
 - Test Score
 - Score Group
4. If signed in as a parent, click the name of the benchmark test to view test details.
5. Click the **Benchmark Tests** tab to return to list of benchmark tests.

Note: For more information, see the *Schoolnet online help*.

How to View Classroom Test Results

1. On the start page, click **Test Results** from the navigation menu. The Test Results page displays.
2. Click the **Classroom Tests** tab. Classroom tests for the selected student appear. The following information appears for each classroom test the student has taken:
 - Test Name and Description
 - Test Date
 - Test Score
 - Score Group
3. If signed in as a parent, click the name of a classroom test to view test details.
4. Click the **Classroom Tests** tab to return to list of classroom tests.

Note: For more information, see the *Schoolnet online help*.

How to View Standardized Test Results

1. On the start page, click **Test Results** from the navigation menu. The Test Results page displays.
2. Click the **Standardized Tests** tab. Standardized tests for the selected student appear.
3. Choose the **School Year** from the pop-up menu. The following information appears for each standardized test the student has taken:
 - Section
 - Score Group
 - Raw Score
 - Scaled Score
4. If signed in as a parent, click the name of a standardized test to view test details.
5. Click the **Standardized Tests** tab to return to list of standardized tests.

Note: For more information, see the *Schoolnet online help*.

View Test Results in PowerTeacher

Note: The Test Results page only appears if Schoolnet is enabled at the system level and at least one role has been assigned to you.

How to View Benchmark Test Results

1. On the Student Information page, choose **Test Results** from the **Select screens** pop-up menu. The Test Results page appears.
2. Click the **Benchmark Tests** tab. Benchmark tests for the selected student appear.
3. Choose the **School Year** from the pop-up menu. The following information appears for each benchmark test the student has taken:
 - Test Name and Description
 - Test Date
 - Test Score
 - Score Group
4. Click the name of the benchmark test to view test details.
5. Click the **Benchmark Tests** tab to return to list of benchmark tests.

Note: For more information, see the *Schoolnet online help*.

How to View Classroom Test Results

1. On the Student Information page, choose **Test Results** from the **Select screens** pop-up menu. The Test Results page appears.
2. Click the **Classroom Tests** tab. Classroom tests for the selected student appear. The following information appears for each classroom test the student has taken:
 - Test Name and Description
 - Test Date
 - Test Score
 - Score Group
3. Click the name of a classroom test to view test details.
4. Click the **Classroom Tests** tab to return to list of classroom tests.

Note: For more information, see the *Schoolnet online help*.

How to View Standardized Test Results

1. On the Student Information page, choose **Test Results** from the **Select screens** pop-up menu. The Test Results page appears.
2. Click the **Standardized Tests** tab. Standardized tests for the selected student appear.
3. Choose the **School Year** from the pop-up menu. The following information appears for each standardized test the student has taken:
 - Section

- Score Group
 - Raw Score
 - Scaled Score
4. Click the name of a standardized test to view test details.
 5. Click the **Standardized Tests** tab to return to list of standardized tests.

Note: For more information, see the *Schoolnet online help*.