

# Schoolnet Quick Start Guide for Administrators

## Schoolnet Quick Start Guide for Administrators

This document helps school and district administrators to learn basic site navigation and get started with key features such as viewing a student profile, accessing reports and searching for instructional materials.

### Navigating in the Site



When you sign in, you'll see the My Schoolnet home page. This page provides key performance indicators and shortcuts to many other useful features. You can create a personal view of the 'widgets' that are most useful. See also: *Customize Your Home Page Quick Reference Card*.

Throughout the site, blue or purple text indicates that you can click to "drill down" to more information: student names go to Student Profiles and numbers usually go to a list of student names.

You can view a list of students in a class with their recent assessment results right on the home page. Use the **My Classroom** box to filter by teacher and pick a class in the section menu. See also: *Getting Started with Classroom-Level Reporting Quick Reference Card*.



Most of the school-level performance reports you'll want to view can be accessed right from the navigation sidebar with one of these links. Use the arrows to view menu options under a header.



Use these icons in the top left to collapse and widen the navigation sidebar.

### Locate a Student Profile



The Student Profile contains all the information available about a student in Schoolnet. On the top right of the screen, start typing a name in the Find a Student field, and then select the name from the list of possible matches that appears below the field. For details: *Viewing and Printing Student Profiles Quick Reference Guide*.

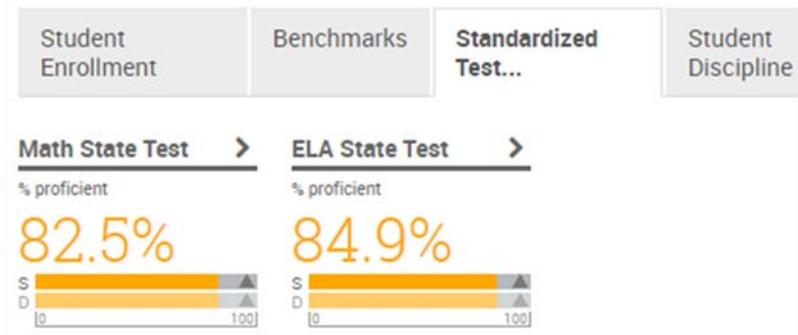
### View Key Performance Indicators (KPIs)



Depending on your site's configuration, KPIs provide information such as daily attendance, program enrollment and assessment results. Because the data is for currently enrolled students, the numbers may vary from other reports you view. There is a link to the full KPI Dashboard from the home page widget, which has tabs to switch among the KPI categories. Your KPIs may vary.

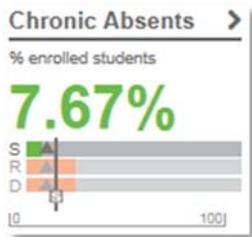
#### Key Performance Indicator Overview

Cedar MS [Go to KPI Dashboard](#)



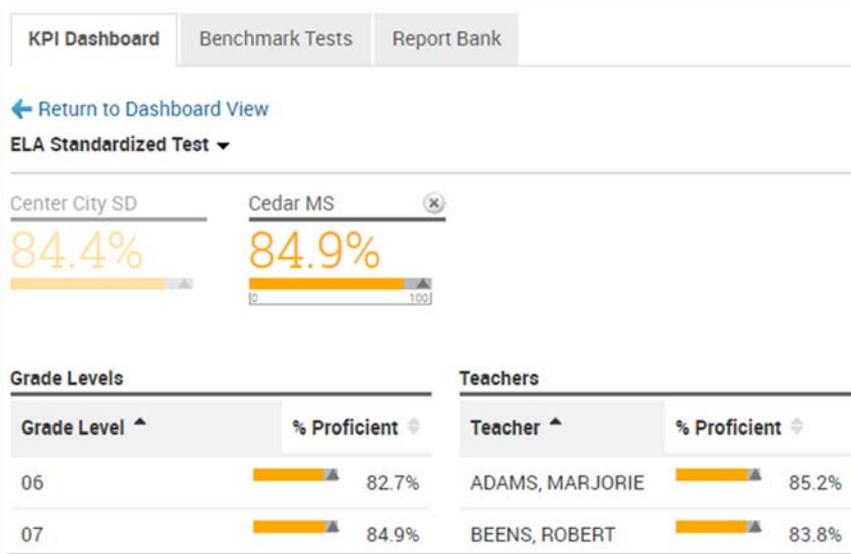
Home page widget view

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Compare data between your school and the district, or roll your cursor over a bar to view the value. On the KPI Dashboard, click **View KPI Key** for information about what the colors and abbreviations mean.

Click a KPI to view the detail page. Click any grade level, subgroup or teacher to view KPIs for a filtered student set. Sort a column by clicking its header.



You will see teachers who don't teach the subject of the selected KPI. The percent proficient is a reflection of the data available for the students they teach.

## View Current Year Benchmark Results



'Benchmark' is used as a generic term for all school and district level assessments available in Schoolnet. You may call them interim assessments, checkpoints, etc.

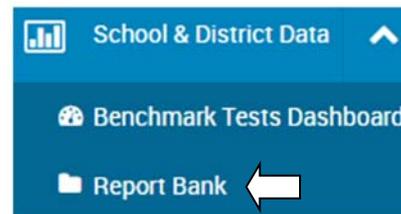
In the School & District Data menu, select Benchmark Tests Dashboard to see overall results for current-year tests.

Click a test name to see the details of a specific administration. Click a blue report title to run a report for the selected assessment and institution.



To view prior year performance on benchmarks, go to School & District Data > Create Reports > Pre-Formatted Report.

## View Published Reports from the Report Bank



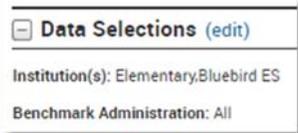
Use the Report Bank to view reports created and made available by report managers for your use.

In the School & District Data menu, select Report Bank. To browse all reports, filter by 'View All.'

If the button next to a report is labeled "Build Report" (instead of "Run Report"), you will be prompted to select a student set or columns to make a complete report.

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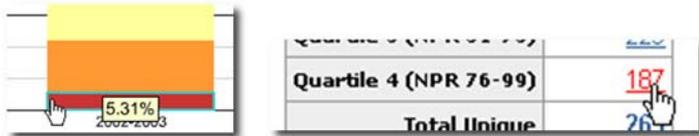
## Edit a Report



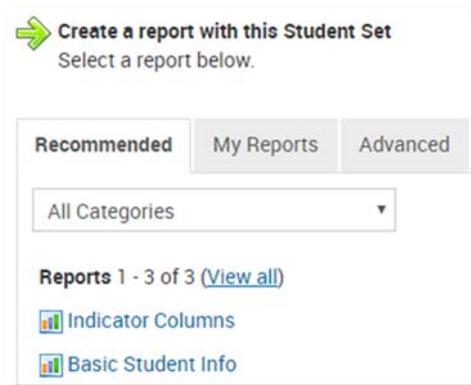
To change a published pre-formatted report, click **edit**. Depending on the report type, you can change the format (table or graph), school, subject, test and more. See also: *Creating Pre-Formatted Reports Quick Reference Card*.

## Viewing Students in a Spreadsheet

From within any report, click any cell or graph in a report to view a list of students.

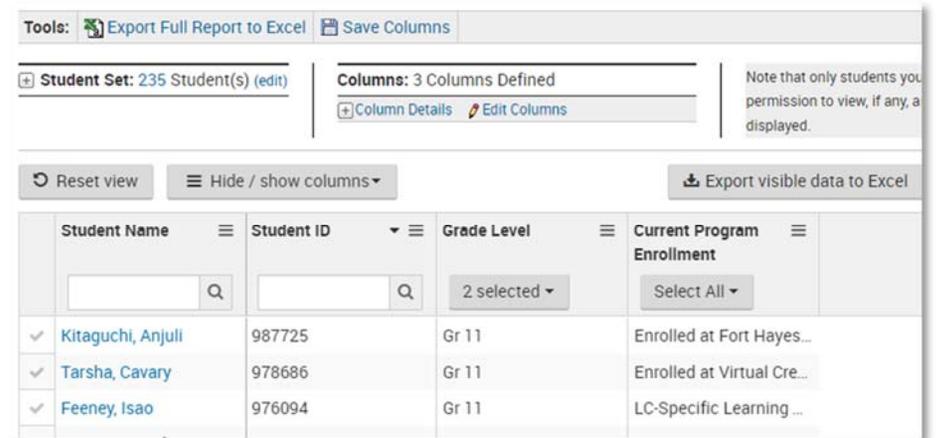


In addition to viewing student names, you can select a column set of additional data about the students (or click **Advanced** to set up your own). This type of report is known as an analysis spreadsheet. Some may already be published for you in the Report Bank. See also: *View Students in an Analysis Spreadsheet Quick Reference Guide*.



## Navigating within the Analysis Spreadsheet

Within the analysis spreadsheet, you can sort or filter any column. Click **Edit Columns** to add or remove columns.



## Locate Saved Reports

In the School & District menu, select **My Saved Reports** to access any report that you saved or created.

## Exporting Data

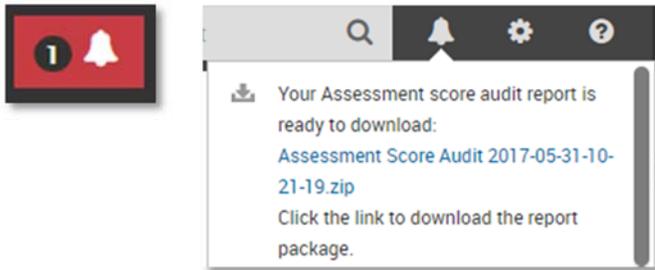
You can export most reports to Excel, PDF or both. A batch create option is available when there are multiple views: for example, if the report can be viewed one grade level at a time, the PDF file will contain a separate page for each grade.



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## Alerts

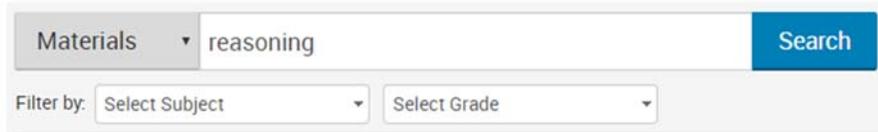
Red around the bell icon indicates an alert. When you generate an answer sheet file, for example, a message will let you know the file is being generated. You can navigate elsewhere while the file is being created. Red indicates it is ready for download.



## Search for Instructional Materials



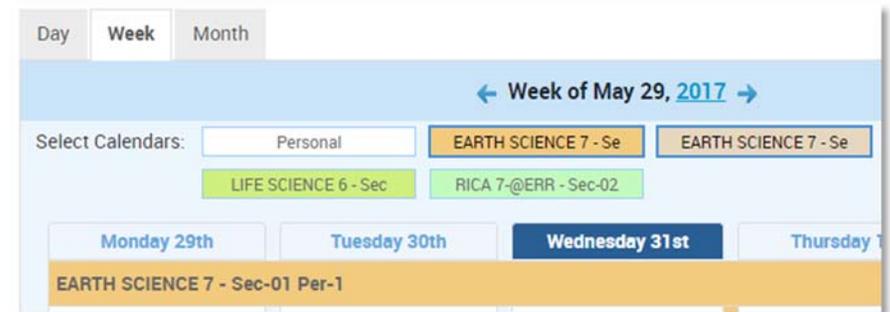
The Instructional Materials Bank contains any lessons, units or other instructional resources shared at your school or district-wide. Click **Search** without filtering to browse all available materials or use the filters to narrow your search. You can also change the Materials menu to search by standards, and in some districts, also curriculum and courses. See also: *Locating and Saving Instructional Materials Quick Reference Card*.



## View a Teacher Lesson Planner



Under the Classroom header, click **Lesson Planner** to view your own calendar. Click **Search other calendars** to enter and select a teacher name. Click a class name to toggle it on and off the calendar. Click the year to jump to a specific date. See also: *Using the Lesson Planner Quick Reference Card*.



## Approve Submitted Content

If teachers submit items or lessons for approval, either set up the Approval Alert widget on the home page, or access pending material under either of these headers.



See also: *Approving Instructional Materials Quick Reference Card* and the *Approving a Test Item Quick Reference Card*.