

Tips for Using Schoolnet at Home

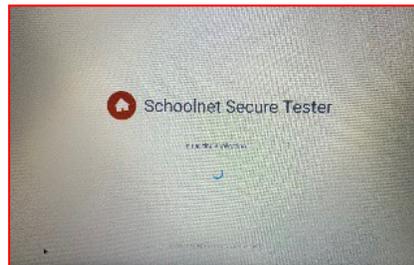
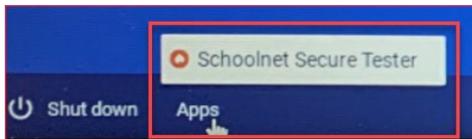
Schoolnet is the computer application that GCPS uses to administer a variety of classroom and district tests. Use this guide to help your student troubleshoot issues that may arise while attempting to complete a test in Schoolnet.

Secure Tester is another application that GCPS uses to ensure a secure testing environment. Depending on the device your child is using, students will log into Schoolnet either by using the Secure Tester application or by logging directly into the GCPS Student Portal.

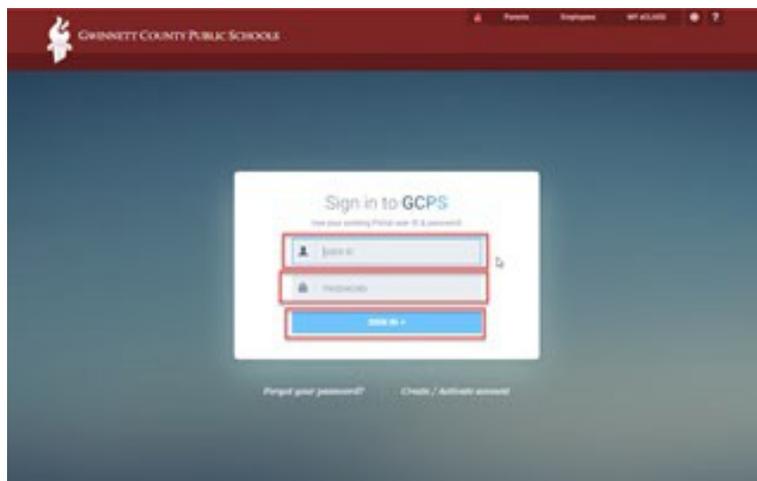
- A) Students using a GCPS issued device – Access Schoolnet via Schoolnet Secure Tester
- B) Students using their own device – Access Schoolnet via the GCPS Student Portal

A) Accessing Schoolnet/Secure Tester via a GCPS device (Chromebooks):

1. **Do not log into the Chromebook. Doing so will prevent access to the test they are attempting to take. This will ensure the student is able to access the test they need to take.**
2. Click **“Apps”** on the bottom of the Chromebook Screen, then **“Schoolnet Secure Tester”**



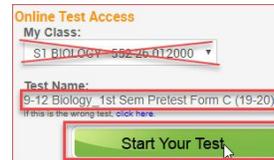
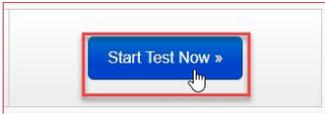
3. The screen will then ask students for their user name and password. This screen looks exactly like they are logging into the Portal, and they should use their **student ID and Portal password**.



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3) Students should then enter the Online Passcode for the test, provided by the teacher.

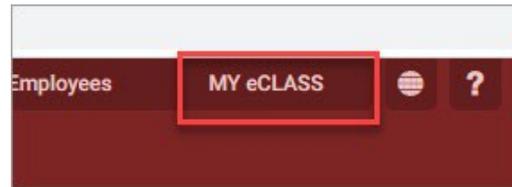
- a. Then click 'Go.'
- b. Confirm the test name and student name is correct.
On this screen, students should not change the class.
- c. Click 'Start Your Test.'
- d. On the next screen, students should click 'Start Test Now.'



B) Accessing Schoolnet on a Non-GCPS device via the GCPS Student Portal:

- 1) Go to www.gwinnett.k12.ga.us in a browser, using Chrome or Firefox only in a Windows, Chromebook, or Mac device.
 - a. If you are using an iPad, you should only use Safari.

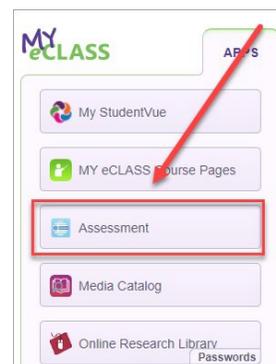
2) Click on 'My eClass' in the upper right corner.



3) Enter your Student ID and Password. Then click 'Sign In.'

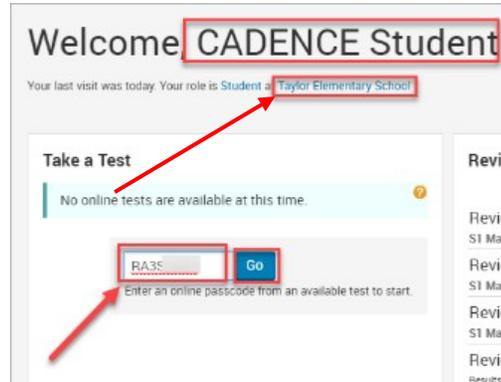


4) When My eClass opens, click on the 'Assessment' icon.

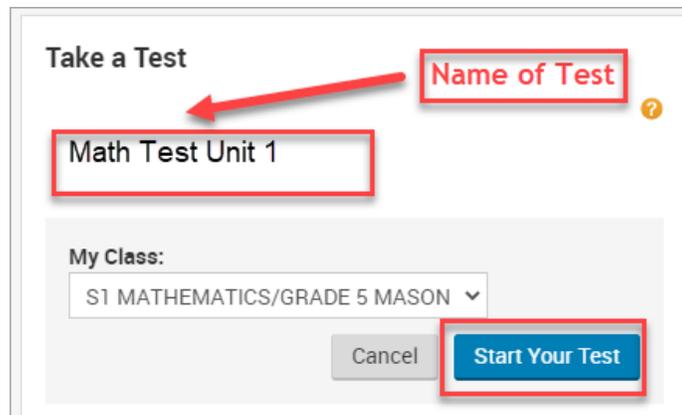


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- 5) When Schoolnet launches, be sure that your name and school are at the top of the screen. Then, enter the online passcode provided by the teacher for your test. Passwords are not case sensitive. Once you have entered it, click 'Go.'



- 6) Under the words 'Take a Test' will be the name of the test you are taking. Once you have checked the name, click 'Start Your Test.'



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What devices work best with Schoolnet:

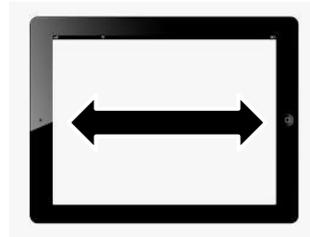
Desktops, laptops, Chromebooks, and tablets (such as an iPad or Android device)



- Using a **phone** to take a test in Schoolnet is not recommended due to the screen size.



- If necessary, maximize the viewing area by turning the tablet or phone to **landscape** mode.



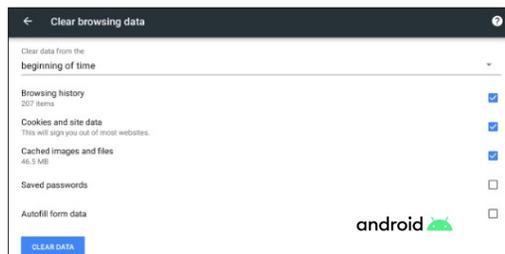
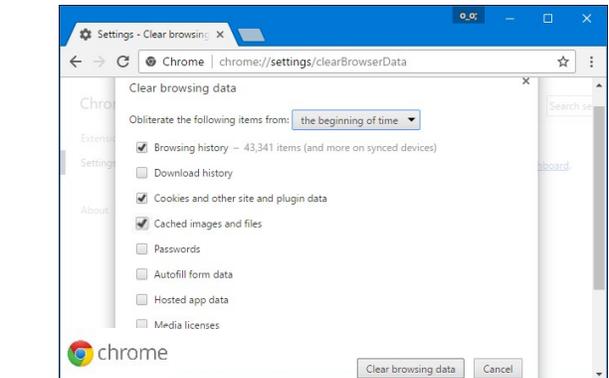
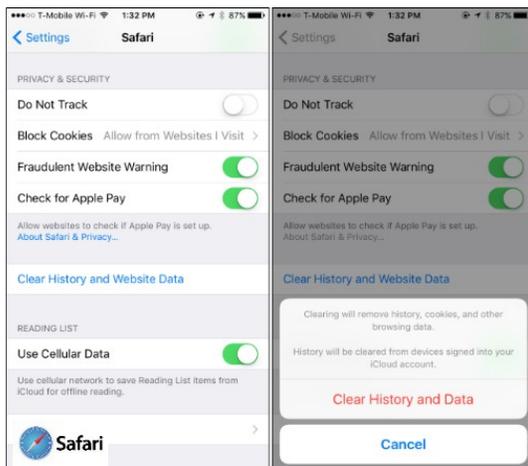
Technical Considerations:

- Your internet browser should be updated to the latest version.

- Chrome and Firefox are the preferred internet browsers for Windows devices, Chromebooks, and Macs.
- Safari should be the browser used to access Schoolnet when using an iPad.



- Clear your browser's history, including the cache. This allows for previous data to be cleared from memory.



Technical Considerations Continued:

- **Disable all ad and popup-blockers.**

Chrome (Windows)

1. Click the Customize and control Google **Chrome** menu (the three dots in the upper right corner)
2. Select Settings.
3. Click Advanced at the bottom.
4. Under Privacy and security, click the Site Settings button.
5. Select **Pop-ups and redirects**.
6. To **disable** the **pop-up blocker** uncheck the Blocked (recommended) box.

Disable a pop-up blocker within Safari settings.

1. Open **Safari**.
2. In the top left of the window, click **Safari**.
3. Click Preferences in the drop-down menu.
4. Click the Security tab found on the top row.
5. Under Web content, uncheck **Block pop-up** windows.

Turn pop-ups on or off

1. On your **Android** phone or tablet, open the Chrome app .
2. To the right of the address bar, tap More. Settings.
3. Tap Site settings. **Pop-ups and** redirects.
4. Turn **Pop-ups and** redirects on or off.

- Your device's **volume** is should be turned up, as some tests may contain sound.



- **Maximize the testing window** to ensure that you are seeing all of the content for each question.



- If using one of the **built in calculators**, if you cannot see all of the keys, click on it to drag it so that you can see all of the keys.
- If you still cannot see the entire calculator, reduce the screen/display resolution to 90%.
- Some questions may require you to **scroll up and down** to see the entire item, especially passages.
- Pausing a test will allow the student to return to the test at a later time.
- Submitting a test indicates that the student is finished and will not be able to return to the test

