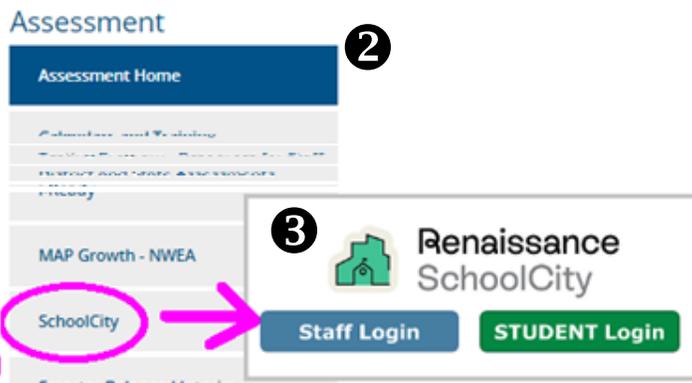


Logging in and Accessing Assessments

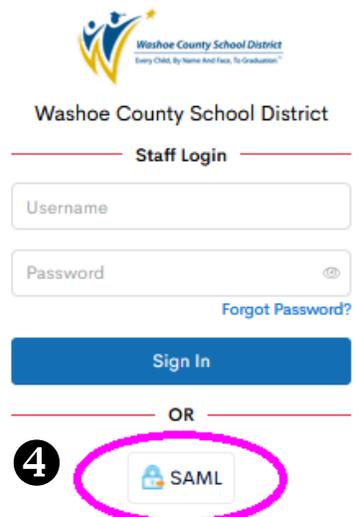
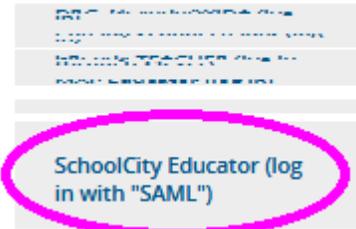
► How to Log in to SchoolCity >> STAFF

Navigate to the Washoe School district website, washoeschools.net, then...

1. Click on the “**Departments**” tab and the “**Assessment**” department link.
2. Log in to SchoolCity...
 - a. Click the **SchoolCity Staff Login** ❶ link found under the Popular Links menu, **OR**
 - b. Click the **SchoolCity** ❷ link within the Assessment menu, then the **Staff Login** ❸ link.
3. Log in to SchoolCity by clicking the **SAML** ❹ button below the “Sign In”.

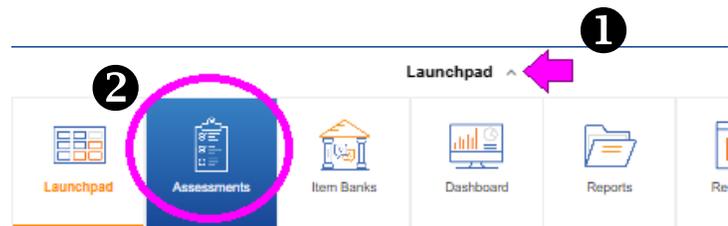


Popular Links ❶



► How to Find “District” Assessments

1. Click the “caret” ❶ at the top of the window to show Launchpad options, then select **Assessments** ❷.
2. Navigate to the **District** ❸ tab.
3. Locate the assigned assessment.



TIP: If there are many assessments listed, select the desired Collection or type a key word in the search box to help narrow the list.

► How to View Answer Keys and Assessment Resources for "non-secure" assessments

#	Assessment Name	# of Items	Start Date	End Date	Functions
1	Optional-Alg.1_CMA_A_01_22-23 *sy24.25	5	08/19/24	08/19/24	[Icons: Settings, Documents, Print, etc.]
2	Optional-Alg.1_CMA_02_22-23 *sy24.25	5	08/19/24	08/19/24	[Icons: Settings, Documents, Print, etc.]
3	Optional-Alg.1_CMA_03_22-23 *sy24.25	5	08/19/24	08/19/24	[Icons: Settings, Documents, Print, etc.]

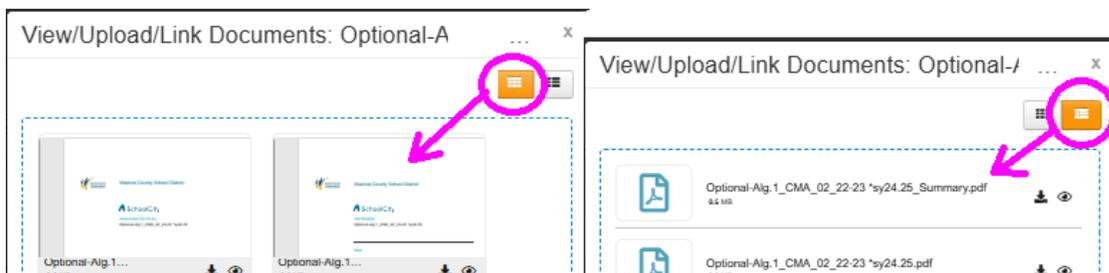
Blue text indicates a hyperlink. Click the assessment name **1** to view the assessment details and answer key.

Sample: Item Detail

Item #	Standard	Item Type	Correct Answer	Points Possible	Item ID	Passage Name	Difficulty Level	DOK
1	-	MC	B	1	ELA14_Gr1_L1b_01	-	Low	Level 1: Recall
2	-	MR	C D	1	ELA14_Gr1_L1b_02	-	Low	Level 1: Recall
3	-	CR	-	4	ELA14_Gr1_L1b_03	-	Medium	Level 2: Skill/Concept
4	-	CR	-	4	ELA14_Gr1_L1b_04	-	High	Level 3: Strategic Thinking

Click the documents folder **2** within the functions column to view and download related files (e.g., assessment document, answer key, scoring guide).

Sample: Documents (two ways to view)



Status	Icon	Assessment Name	# of Items	Start Date
Embargoed	🚫	24-25_Onl ...	8	08/19/2024 05
Secure Assessment	🔒	24.25_SCAI ...	5	08/19/2024 05

TIP: Embargoing an assessment prevents students (or staff) from viewing results for the selected assessment(s). An embargoed assessment will have a red circle with a slash next to its name.

TIP: Some district assessments are "secure" and will show a padlock next to the assessment name.