

Student: How to Take a Test in SchoolCity

Note to Parents: You can stay in the room while your child is taking an assessment, but please do not give any help. Teachers need to see what students can do independently to give them information about how best to support your child during the year. If your child asks for help, you can tell them, "Do the best you can."

[Click here to see a video](#) on taking a test in SchoolCity.

Translations:

[Arabic](#) [Chinese \(Simplified\)](#) [Chinese \(Traditional\)](#) [Farsi](#) [Japanese](#) [Korean](#) [Russian](#) [Spanish](#)

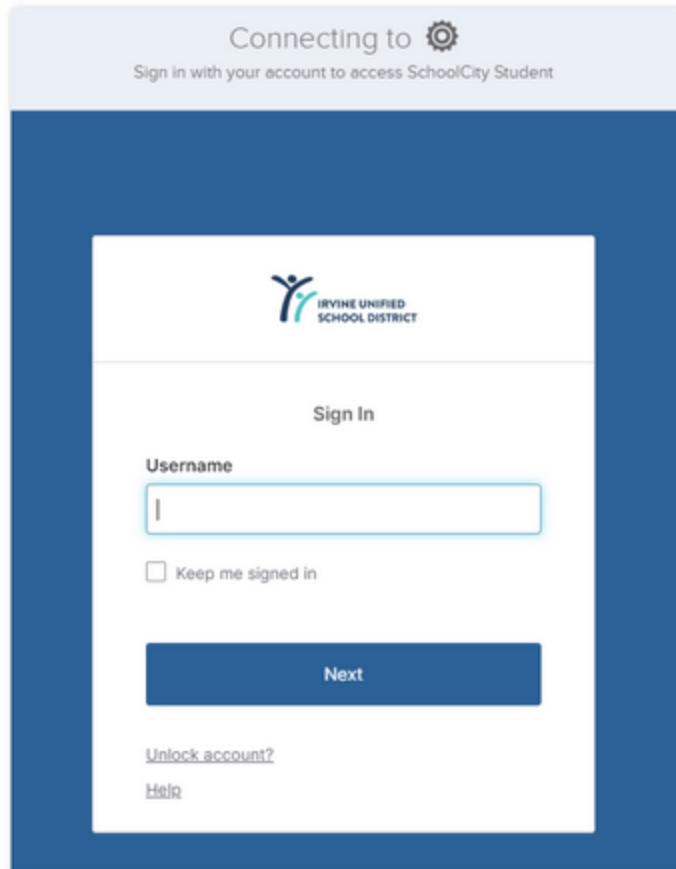
Technical Assistance: If you experience any technical issues, please view this [Troubleshooting Guide](#) or e-mail helpdesk@iusd.org (Hours of operation 7:30-4:00 Monday - Friday).

Step 1: Go to SchoolCity Website

Navigate to SchoolCity using this link: online.schoolcity.com/iusd
We recommend using the Google Chrome browser.

Step 2: Log In

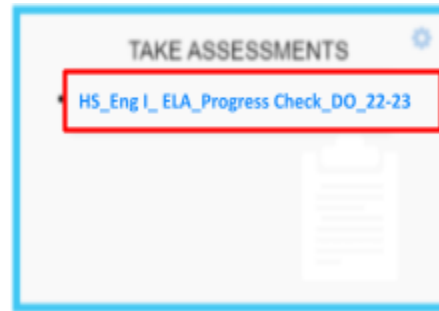
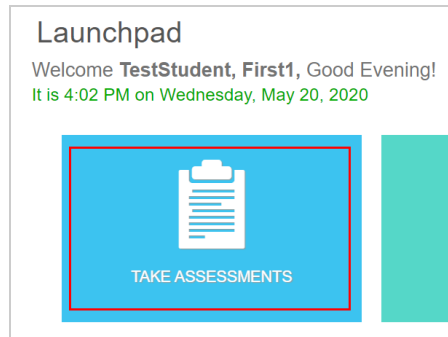
Use your IUSD Username & Password.





The screenshot shows a login interface for SchoolCity Student. At the top, a light blue banner reads "Connecting to" with a gear icon and "Sign in with your account to access SchoolCity Student". Below this is a white login box with the Irvine Unified School District logo and the text "Sign In". It features a "Username" label and a text input field with a cursor. Below the input field is a checkbox labeled "Keep me signed in". A blue "Next" button is positioned below the checkbox. At the bottom of the login box are two links: "Unlock account?" and "Help".

Step 3: Access the Test

Click on the **Take Assessments** flip card. Click on the name of the assessment you plan to take.



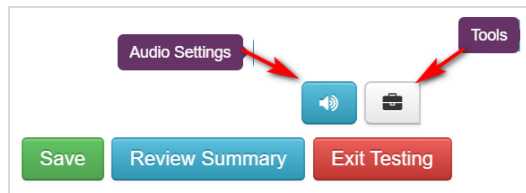
Step 4: Navigate the Test

Move between test questions by clicking the number of the item, or by using the **Next** icon  and the **Previous** icon  to move forward or backward in the test.

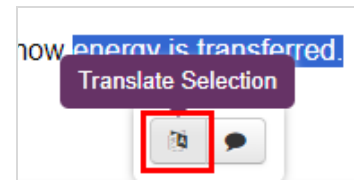


Tools


If tools are available for the assessment, you can access them using the **toolbox** icon.

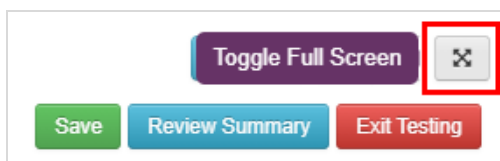


To translate into another language, select the word or phrase and select the icon.



To maximize the screen to full screen:

- On Chromebooks press the **Full Screen**  key at the top of your keyboard
- On laptops/desktops use the **Toggle Full Screen** icon

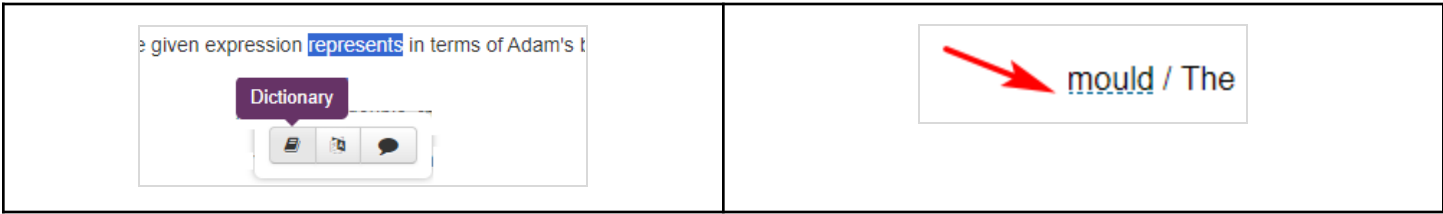


If you are listening to an audio question, you can play, stop, pause, or rewind.



If enabled, highlight a word to view the Dictionary.

If enabled, click on a blue dotted underline for support.



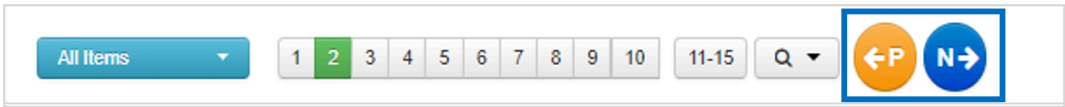
You can save and leave the test without submitting by clicking **Exit Testing**. Your teacher may need to reactivate you before you can reassess the assessment.



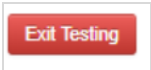
Troubleshooting: Page or Images Not Loading

Do not refresh your browser. Please try the following:

- 1. Use the **Previous** or **Next** button to navigate away from the page and back to it. This may force the system to reload the page/image.



- 2. If after multiple attempts the image does not load:
 - ☐ Use the **Exit Testing** button to exit the test and close the browser.
 - ☐ [Clear the browser cache.](#)
 - ☐ Log back into SchoolCity.



Note: If you do not see the test, contact your teacher to reactivate it.

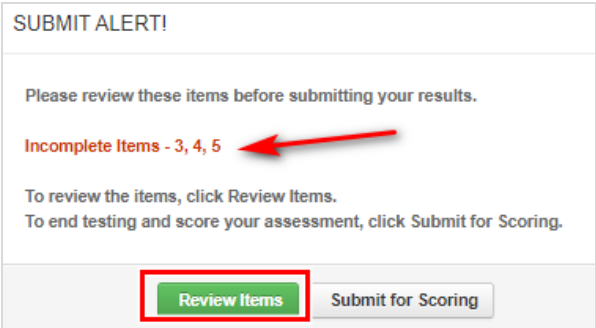
Step 5: Submit the Test

When you have answered all items and are ready to submit, click **Done**.



You will be provided with a review screen to review your answers.

NOTE: If you have not completed items, you will receive a Submit Alert that shows you incomplete items. Click Review items.

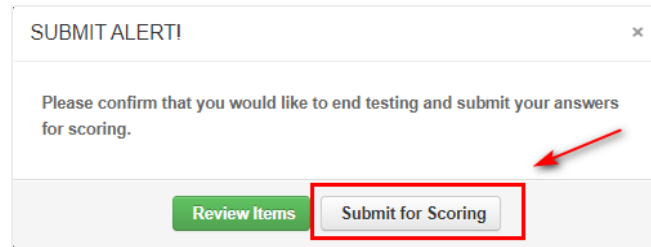


This window shows your answered and unanswered items. Click on the number to direct you back to the unanswered
Updated 11/15/24 KA

Review Summary	
#	Your Answer
1	Student Response

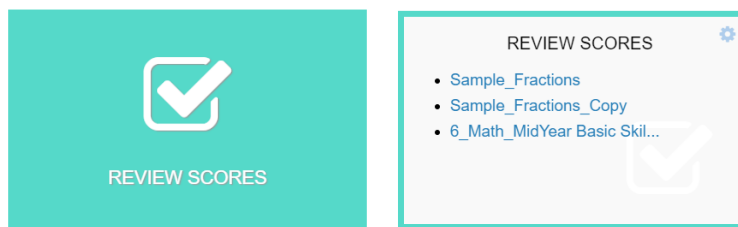
item. When finished with all items, click **Done**.

To submit the assessment, click **Submit for Scoring**. You will be taken back to the home page.



Step 6: View Test Results

Click on the **Review Scores** flip card. Click on the name of the assessment.



For more details see [How to View Assessment Results in SchoolCity](#).