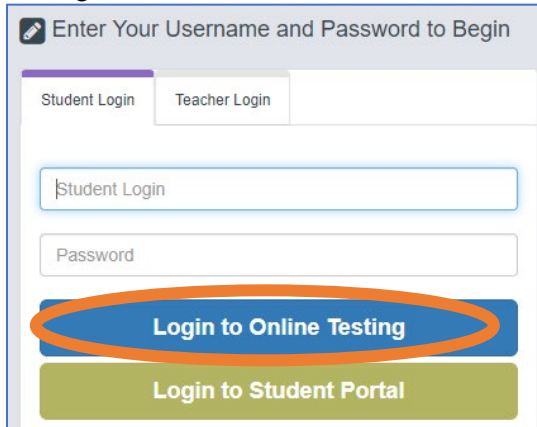**EVERETT PUBLIC SCHOOLS**

1. Students will log into through Canvas. Find the green Performance Matters icon on your class Canvas page.

2. Log in with your districtID@apps.everettsd.org and password. Then click Login to Online testing.
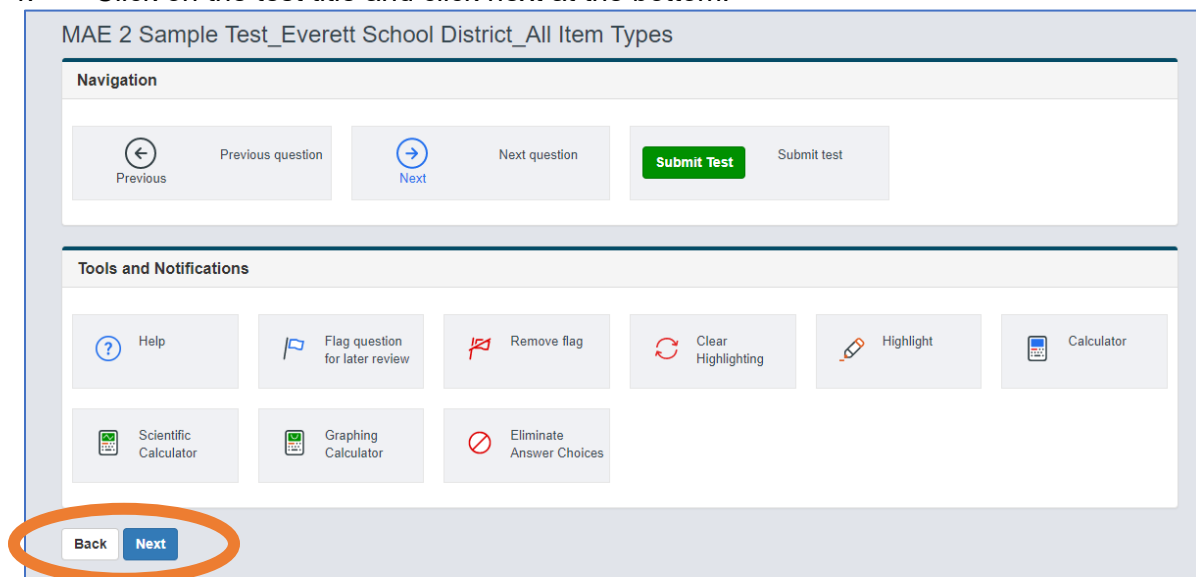
3. In the search bar, the test should appear in available tests.

4. Click on the test title and click next at the bottom.
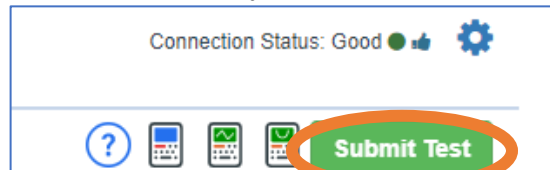
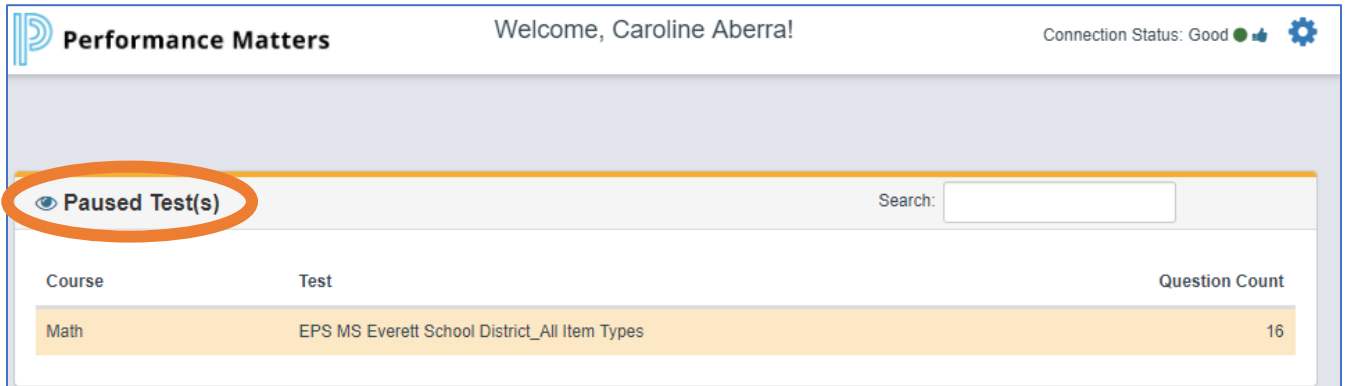5. After each question, click the next arrow at the bottom. When you're all done, click the Submit test button at the top.

6.   If you student needs to log out and complete the test the following day, they can. Performance Matters autosaves every few seconds so progress isn't lost. When a student logs into the test center, the test left unfinished will be in the Paused test section.
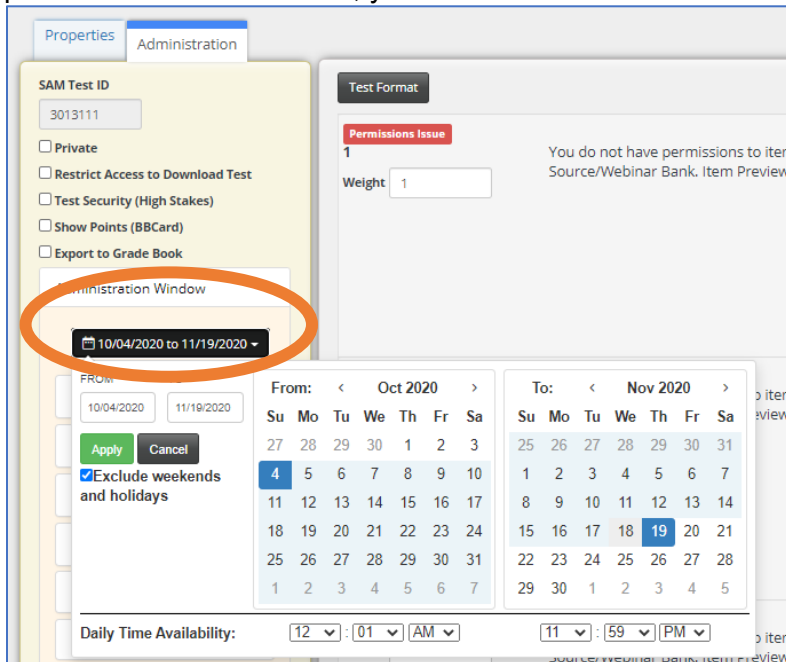

Note – if the student's test is locked, you will need to use OLA student admin to unlock the test before they can continue.

7.   If your student cannot find the test the next day, this may be because the test administration window has closed. In that case, you can edit the test to adjust the window. If you do not have permissions to edit the test, you will need to contact the test creator.