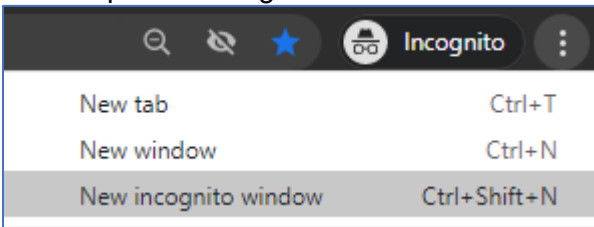
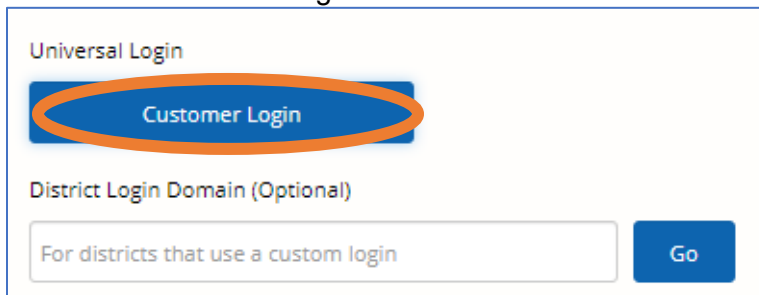


1. Open an incognito window or a browser you don't use.

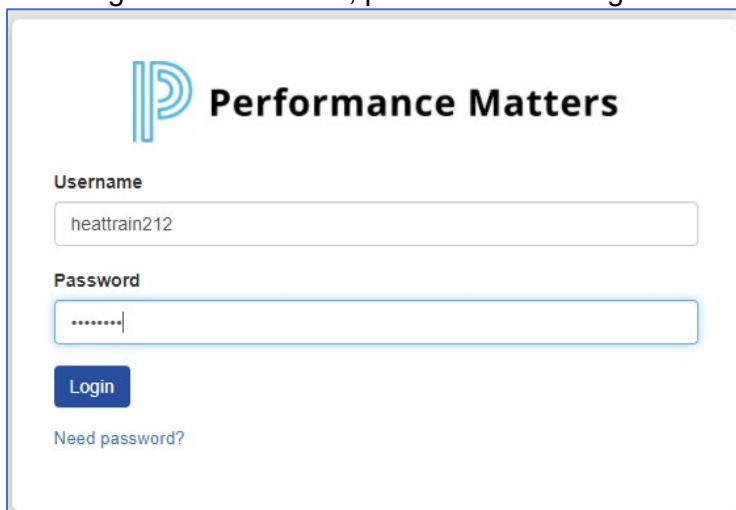


2. Visit [unify.performancematters.com](https://unify.performancematters.com)

3. Click Customer Login

A screenshot of the 'Universal Login' page. A blue button labeled 'Customer Login' is circled in orange. Below it is a section for 'District Login Domain (Optional)' with a text input field containing 'For districts that use a custom login' and a 'Go' button.

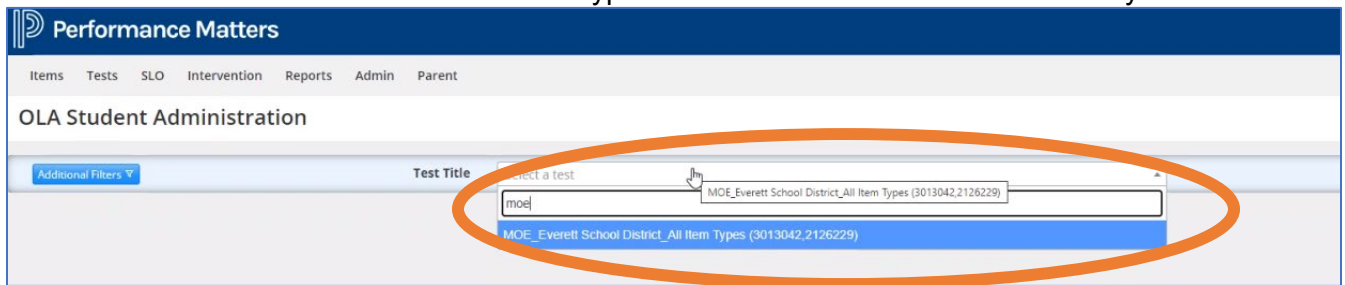
4. Login is heattrain212, password is training

A screenshot of the 'Performance Matters' login page. It features the 'Performance Matters' logo at the top. Below the logo are two input fields: 'Username' with the text 'heattrain212' and 'Password' with masked characters '\*\*\*\*\*'. A blue 'Login' button is positioned below the password field. At the bottom left, there is a link that says 'Need password?'.

5. If you get a pop-up window asking you to reset the password, type in training.

**DO NOT CHANGE THE PASSWORD** from training or no other principal will be able to use this account.

6. Go to OLA Student Administration and type in the three letter school code select your test.



Performance Matters

Items Tests SLO Intervention Reports Admin Parent

OLA Student Administration

Additional Filters ▼

Test Title Select a test

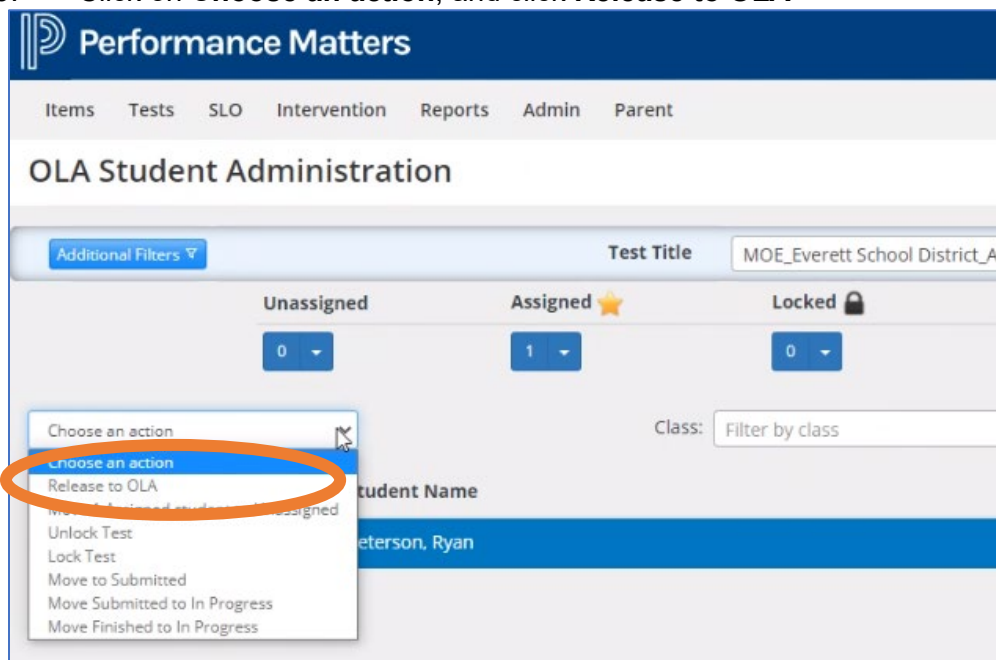
MOE\_Everett School District\_All Item Types (3013042,2126229)

MOE\_Everett School District\_All Item Types (3013042,2126229)

7. Use the demo student profiles and assign one to each staff member.
8. In OLA, sort by student ID and click on the box next to the IDs you assigned to your staff.

	Student ID	Student Name
✓	3013008573	Addis, Lea
✓	3012007898	Adkins, Marcquel
✓	3007005003	Agostinho, Shawn
✓	3011007849	Agosto, Hayden
✓	3011007743	Aguirre, Montreyse
✓	3006003981	Ahern, Dontah

9. Click on **Choose an action**, and click **Release to OLA**



Performance Matters

Items Tests SLO Intervention Reports Admin Parent

OLA Student Administration

Additional Filters ▼

Test Title MOE\_Everett School District\_A

Unassigned 0 Assigned 1 Locked 0

Class: Filter by class

Choose an action

Choose an action

Release to OLA

Unlock Test

Lock Test

Move to Submitted

Move Submitted to In Progress

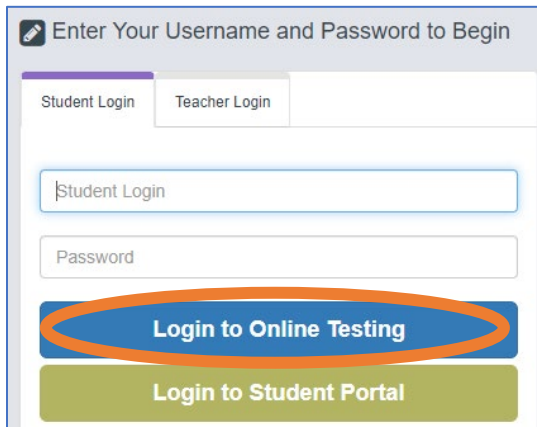
Move Finished to In Progress

Student Name

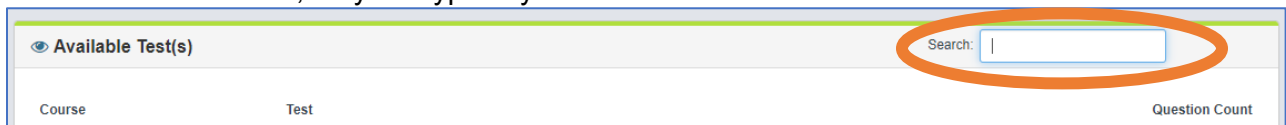
Peterson, Ryan

10. Have your staff members go to this link:  
<https://ola.performancematters.com/ola/ola.jsp?clientCode=flheat>

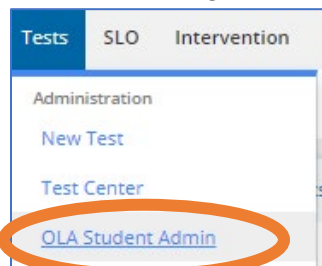
11. Have your staff members sign into Online testing using the student Login. The password is heat for all users.



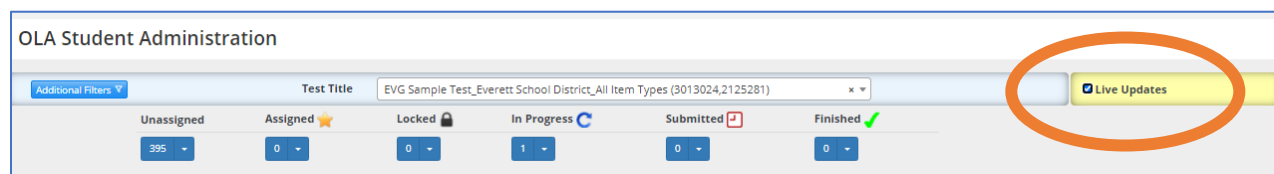
12. In the search bar, they will type in your school's three letter code.



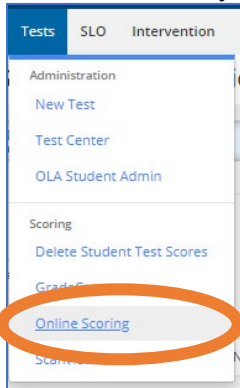
13. While your users are taking the test, go to the OLA Student Admin to view your users. Click tests and then OLA Student Admin



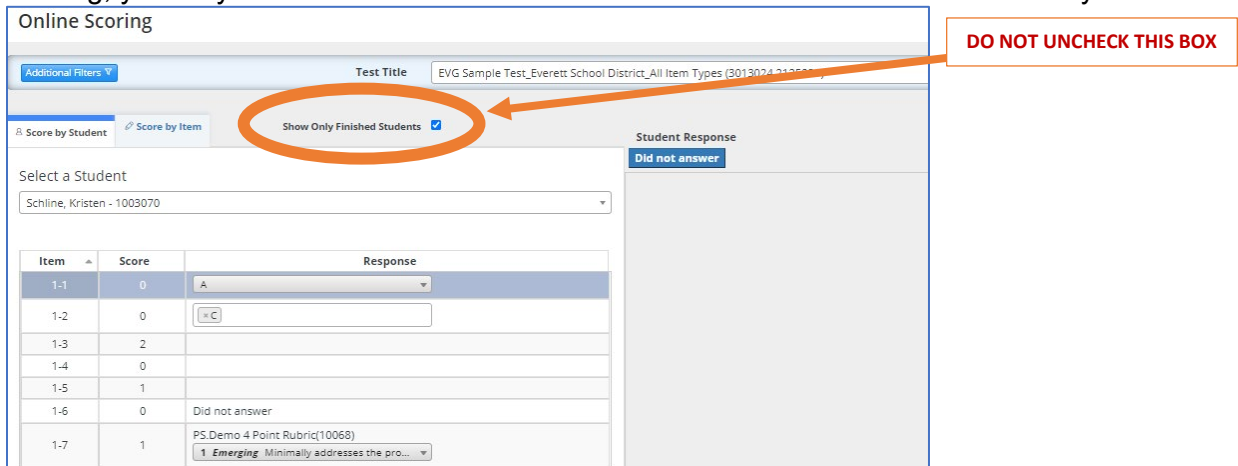
14. Pull up your test and view status of your test takers in real time. Click the Live Updates box! If you don't see all your demo students, it may mean someone is taking the wrong test.



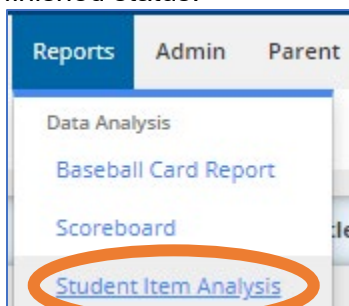
15. When everyone is done, go to tests, then Online Scoring.



16. Machine scoring is done every 15 minutes on the hour. Students will appear in Online Scoring at the 15-minute mark, once submitted. You can begin scoring students as they appear in Online Scoring, you may score the unscored items. Do NOT score students who have not yet submitted.



17. When grading is done, click Reports, then **student item analysis**. Everyone must be in finished status.



18. Find your test and view test results.

