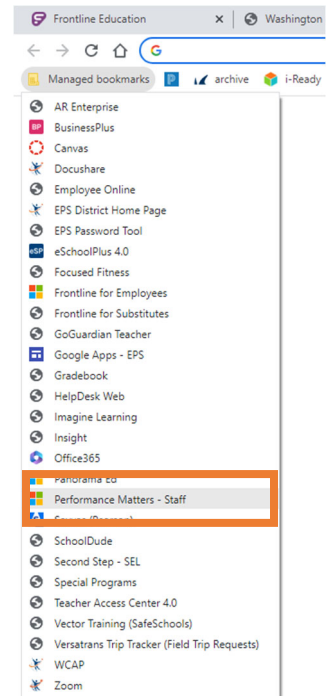
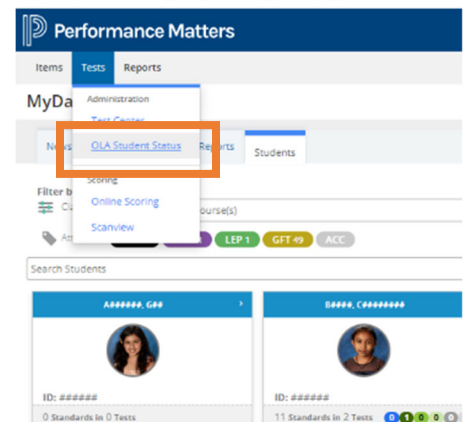


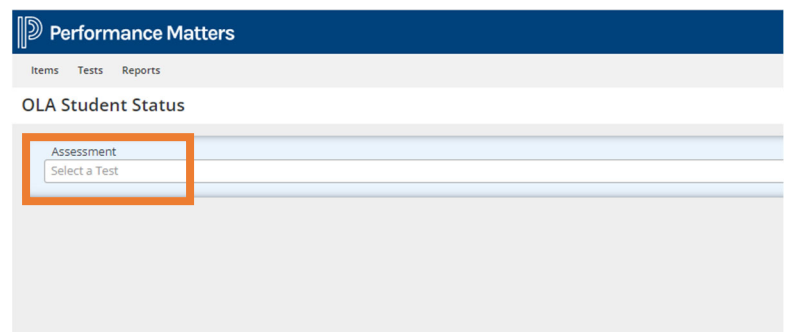
1. Open a Chrome browser and used the managed bookmarks menu to select "Performance Matters - Staff"



2. From your dashboard page, select the "Test" menu and then "OLA Student Status"



3. In the assessment search bar, type in the number of the test you are administering. Test numbers can be found in the instructional maps on the Canvas Portal.



4. To administer the test to the entire class, click "Apply Filters" which is located on the right side of the search box. If you are administering the test only to specific students, use the additional filter boxes to narrow down the list of students.

Performance Matters

Items

Tests

Reports

OLA Student Status

Assessment

EPS Gr3\_IM\_U2\_EOU Assessment (3007198,2369044)

x

Teacher

Filter by teacher

Class

Filter by class

☒ Restrict class list by selected teacher

School

Filter by school

Course Type

Filter by course type

Grade Level

Filter by grade level

Student

Filter by student

Apply Filters

☐ Live Updates

5. The list of students you have selected and who are eligible to take the test will appear below the search boxes. If you do not see all the students that you are planning to assess, please call Assessment and Research immediately. This is usually easy to resolve.
6. To release a test to all students, click on the white box to the left of the student ID column. This will select all students.

Performance Matters

Items

Tests

Reports

OLA Student Status

Assessment

17% Cat 1, 12% Cat 2, 12% Assessment 6 (K12/75402/254058)

Teacher

Filter by teacher

Class

Filter by class

☒ Restrict class list by selected teacher

School

Filter by school

Course Type

Filter by course type

Grade Level

Filter by grade level

Student

Filter by student

Apply Filters

☐ Live Updates

Unassigned

Assigned

In Progress

Submitted

Finished

Choose an action

Add Students

Last Student Population Calculation: 12/18/2022, 9:59:52 AM

Test Open: 11/01/2022






Test Closed: 1/05/2023

Student ID	Student Name	Status	Items Answered	Include Item Results in Portal
✓ 00000001	FOREN, ROSEAN	Unassigned	0	■
✓ 00000002	CARRICK, HARRISON	Unassigned	0	■
✓ 00000003	DEAN, SCOTT	Unassigned	0	■
✓ 00000004	DEAN, LYNN	Unassigned	0	■
✓ 00000005	CARRICK, HARRISON	Unassigned	0	■
✓ 00000006	CARRICK, HARRISON	Unassigned	0	■
✓ 00000007	LENN, JEFF	Unassigned	0	■
✓ 00000008	LENN, JEFF	Unassigned	0	■
✓ 00000009	LENN, JEFF	Unassigned	0	■
✓ 00000010	LENN, JEFF	Unassigned	0	■
✓ 00000011	LENN, JEFF	Unassigned	0	■
✓ 00000012	LENN, JEFF	Unassigned	0	■
✓ 00000013	LENN, JEFF	Unassigned	0	■
✓ 00000014	LENN, JEFF	Unassigned	0	■
✓ 00000015	LENN, JEFF	Unassigned	0	■
✓ 00000016	LENN, JEFF	Unassigned	0	■
✓ 00000017	LENN, JEFF	Unassigned	0	■
✓ 00000018	LENN, JEFF	Unassigned	0	■
✓ 00000019	LENN, JEFF	Unassigned	0	■
✓ 00000020	LENN, JEFF	Unassigned	0	■
✓ 00000021	LENN, JEFF	Unassigned	0	■
✓ 00000022	LENN, JEFF	Unassigned	0	■
✓ 00000023	LENN, JEFF	Unassigned	0	■
✓ 00000024	LENN, JEFF	Unassigned	0	■
✓ 00000025	LENN, JEFF	Unassigned	0	■
✓ 00000026	LENN, JEFF	Unassigned	0	■
✓ 00000027	LENN, JEFF	Unassigned	0	■
✓ 00000028	LENN, JEFF	Unassigned	0	■
✓ 00000029	LENN, JEFF	Unassigned	0	■
✓ 00000030	LENN, JEFF	Unassigned	0	■
✓ 00000031	LENN, JEFF	Unassigned	0	■
✓ 00000032	LENN, JEFF	Unassigned	0	■
✓ 00000033	LENN, JEFF	Unassigned	0	■
✓ 00000034	LENN, JEFF	Unassigned	0	■
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✓ 00000050	LENN, JEFF	Unassigned	0	■
✓ 00000051	LENN, JEFF	Unassigned	0	■
✓ 00000052	LENN, JEFF	Unassigned	0	■
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✓ 00000056	LENN, JEFF	Unassigned	0	■
✓ 00000057	LENN, JEFF	Unassigned	0	■
✓ 00000058	LENN, JEFF	Unassigned	0	■
✓ 00000059	LENN, JEFF	Unassigned	0	■
✓ 00000060	LENN, JEFF	Unassigned	0	■
✓ 00000061	LENN, JEFF	Unassigned	0	■
✓ 00000062	LENN, JEFF	Unassigned	0	■
✓ 00000063	LENN, JEFF	Unassigned	0	■
✓ 00000064	LENN, JEFF	Unassigned	0	■
✓ 00000065	LENN, JEFF	Unassigned	0	■
✓ 00000066	LENN, JEFF	Unassigned	0	■
✓ 00000067	LENN, JEFF	Unassigned	0	■
✓ 00000068	LENN, JEFF	Unassigned	0	■
✓ 00000069	LENN, JEFF	Unassigned	0	■
✓ 00000070	LENN, JEFF	Unassigned	0	■
✓ 00000071	LENN, JEFF	Unassigned	0	■
✓ 00000072	LENN, JEFF			

- Using the “Choose and Action” drop down menu, select “Release x number unassigned students to OLA”.

The screenshot shows the 'Choose an action' dropdown menu. The menu is open, and the option 'Release 31 Unassigned students to OLA' is highlighted. The background shows a list of students with checkboxes and status indicators.

8. Monitor student progress using the blue drop down boxes entitled:
  - a. Unassigned: these are students who are eligible to take the test but have not been released to take it.
  - b. Assigned: students who have been assigned the test but have not started.
  - c. Locked: students whose tests have been locked by the teacher. This is used when a student has not completed an assessment and must come back at a different time to complete it. It prevents students from taking the test outside of class.
  - d. In Progress: students currently working on the assessment.
  - e. Submitted: students who have submitted their assessment and are awaiting machine scoring. Please note that machine scoring happens every 15 minutes and student responses will not show up in online scoring until this has been completed.
  - f. Finished: students whose tests have been submitted and machine scored and are ready for hand scoring when needed.

Unassigned	Assigned 	Locked 	In Progress 	Submitted 	Finished 
31	0	0	0	0	0

9. You can monitor students' progress through the assessment on this page by watching the "Items Answered" and "Status" columns.
10. You can move students forward and backward from unassigned to finished. For example: if a student submits an assessment and you would like them to go back and check their work, you can select the student by clicking the white box next to their ID number and use the "Choose an action" drop down menu to move them from submitted or finished to in progress. Likewise, students who are in progress at the end of a class period can be moved to locked.
11. Tests are designed for specific content areas and grade levels. A teacher can only assign a test that has been designated for a course and grade they teach. For example: a ninth-grade math teacher cannot give a second grade ELA test. Students can only take a test designated for a course they are enrolled in and for their grade level. For example: a second-grade student cannot take an eighth-grade test.