EVERETT PUBLIC SCHOOLS

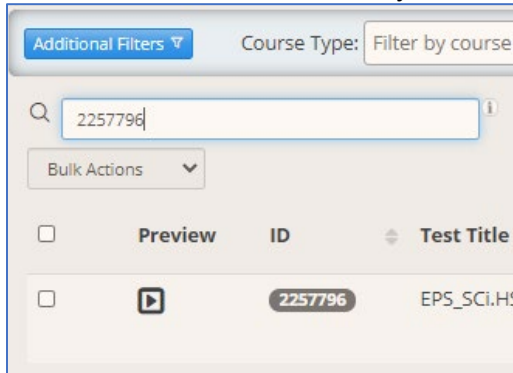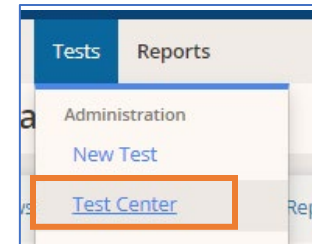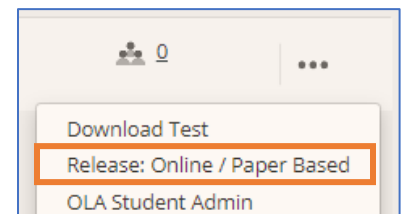1. Click tests at the top and select **Test Center**

2. Select the test. Search by number or name in upper left box
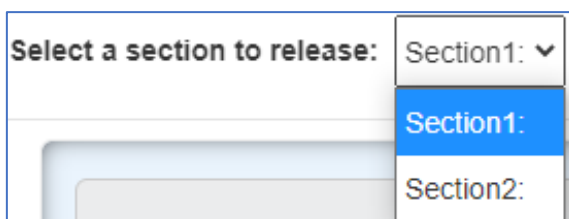
3. The test numbers for the Recovery Diagnostics are:

TEST ID	Title
2378623	EPS - Math Gr.6 Fall Recovery Diagnostic (Gr.5 standards)
2379697	EPS - Math Gr.7 Fall Recovery Diagnostic (Gr.6 standards)
2379699	EPS - Math Gr.8 Fall Recovery Diagnostic (Gr.7 standards)
2379701	EPS - Math Alg 1 Fall Recovery Diagnostic (Gr.8 standards)
2382690	EPS - Math Geometry Fall Recovery Diagnostic (Alg 1 standards)
2379702	EPS - Math Alg 2 Fall Recovery Diagnostic (Geometry standards)
2350510	EPS - ELA Gr.6 Fall Recovery Diagnostic (Gr.5 standards)
2350544	EPS - ELA Gr.7 Fall Recovery Diagnostic (Gr.6 standards)
2350507	EPS - ELA Gr.8 Fall Recovery Diagnostic (Gr.7 standards)
2350530	EPS - ELA Gr.9 Fall Recovery Diagnostic (Gr.8 standards)
2350505	EPS - ELA Gr.10 Fall Recovery Diagnostic (Gr.9 standards)
2350538	EPS - ELA Gr.11 Fall Recovery Diagnostic (Gr.10 standards)
2350499	EPS - ELA Gr.12 Fall Recovery Diagnostic (Gr.11 standards)

4. Click on the three dots under the Actions column on the far right of the screen.
    Select **Release: Online / Paper Based**

5. A new box will pop up. ELA tests have multiple sections. You will need to release them one at a time. Select the **section** to release at the top of the box. You can release all sections at once or wait until your class completes a section before releasing the next.

6.   All test eligible students will be listed. You may select all students or use the dropdown at the bottom of the box to filter on specific classes. Once you have selected the appropriate students, select the **Release** button. Contact your administrator if a student is not showing.

Add Student Filter			
Unassigned	**Assigned** ⭐	**In Progress** C	**Finished** ✓
83	0	0	0

Showing 1 to 11 of 83 students   Selected: 83

☑	Student ID	Name	Status
✓			Unassigned
✓			Unassigned
✓		Suppressed	Unassigned
✓		Student IDs and	Unassigned
✓		Names	Unassigned
✓			Unassigned
✓			Unassigned
✓			Unassigned
✓			Unassigned

All Classes

All Classes
Biology and the Environment - SCI122 - 909
Biology and the Environment - SCI122 - 910
Biology and the Environment - SCI122 - 911

Search:

Release Unrelease Close

7.   To review your students' progress on the test, you can select **OLA Student Admin** from the Tests tab, search for the test number or name and select the correct test.

Tests   **Reports**

Administration
New Test
Test Center
OLA Student Admin

Scoring
Online Scoring
Scanview

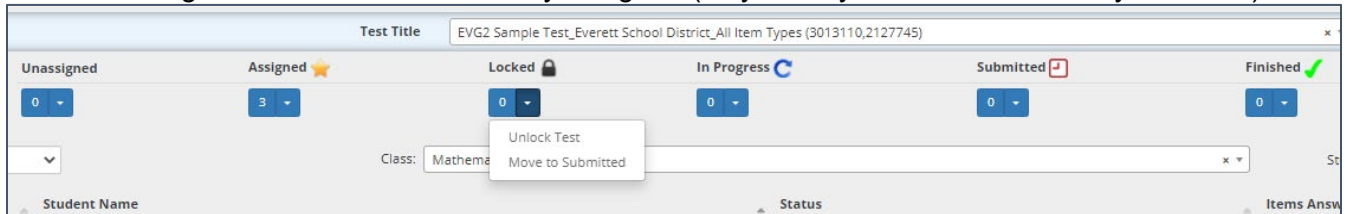**Test Title**   Select a test

2257796

EPS_SCi.HS.BATE_LS3-3_StatisticsProbabliilty_VariationOfTraits (3005782,2257796)
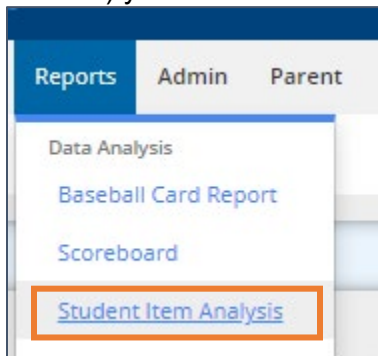
8.   From here, you can click the **Live Updates** checkbox and can view, in real time, how far along students are on a test, who may be locked out and needs to be let back in, and who has submitted.
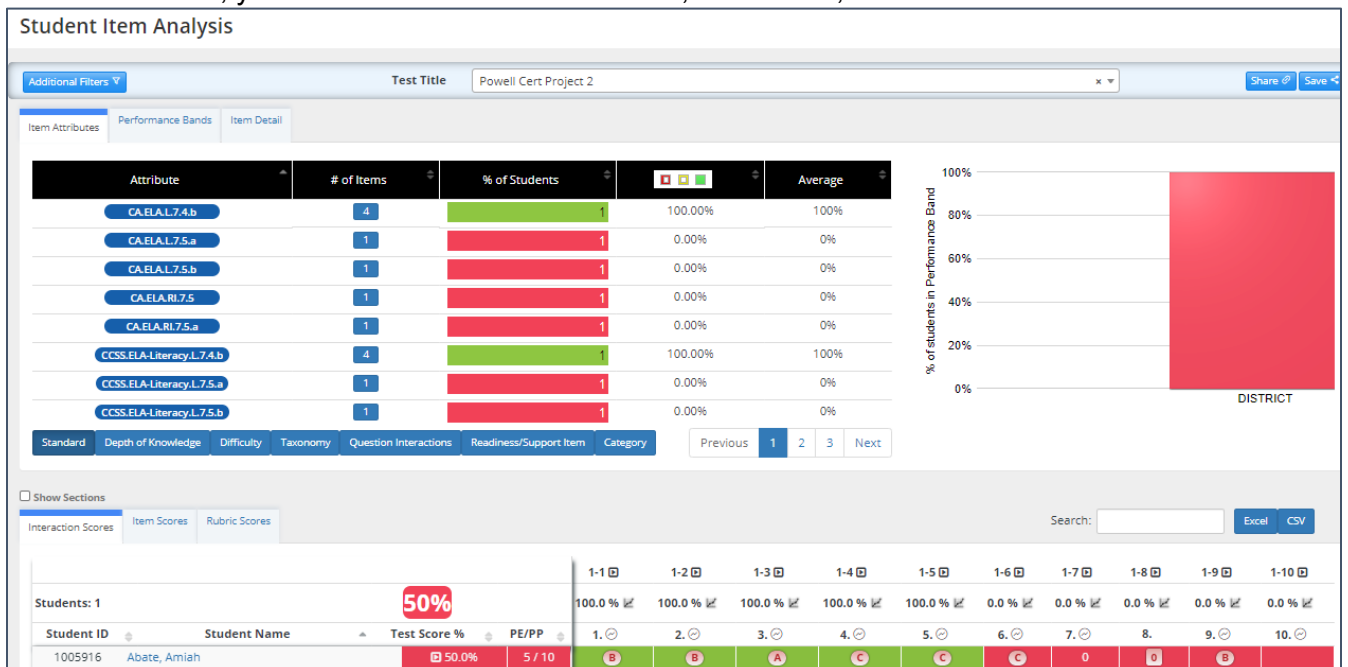
☑ Live Updates

9. From the OLA Student Admin window, you will be able to:
   - assign the test to additional students
   - unlock student tests
   - move students from **in progress** to **submitted** if they log out without hitting the submit button
   - unassign a test that was mistakenly assigned (only for any student who hasn't yet started)

Test Title	EVG2 Sample Test_Everett School District_All Item Types (3013110,2127745)				×
Unassigned	Assigned ⭐	Locked 🔒	In Progress ↻	Submitted 🖳	Finished ✔
0 ▾	3 ▾	0 ▾	0 ▾	0 ▾	0 ▾

Unlock Test
Move to Submitted

Class: Mathema...   × ▾   St

Student Name   Status   Items Answ

10. Once all the tests are complete and in finished status (about 15 minutes after your last student submits) you will be able to view the results in **Student Item Analysis.**

Reports   Admin   Parent

Data Analysis

Baseball Card Report

Scoreboard

Student Item Analysis

11. From there, you will be able to see final scores, CCSS met, and more.

Student Item Analysis

Additional Filters ▽   **Test Title**   Powell Cert Project 2   × ▾   Share ⊘ Save ◁

Item Attributes   Performance Bands   Item Detail

Attribute	# of Items	% of Students	⬛ ⬛ ⬛	Average
CA.ELA.L.7.4.b	4	1	100.00%	100%
CA.ELA.L.7.5.a	1	1	0.00%	0%
CA.ELA.L.7.5.b	1	1	0.00%	0%
CA.ELA.RI.7.5	1	1	0.00%	0%
CA.ELA.RI.7.5.a	1	1	0.00%	0%
CCSS.ELA-Literacy.L.7.4.b	4	1	100.00%	100%
CCSS.ELA-Literacy.L.7.5.a	1	1	0.00%	0%
CCSS.ELA-Literacy.L.7.5.b	1	1	0.00%	0%

Standard Depth of Knowledge Difficulty Taxonomy Question Interactions Readiness/Support Item Category   Previous 1 2 3 Next

% of students in Performance Band — DISTRICT

☐ Show Sections

Interaction Scores   Item Scores   Rubric Scores   Search: ___ Excel CSV

				1-1 ▣	1-2 ▣	1-3 ▣	1-4 ▣	1-5 ▣	1-6 ▣	1-7 ▣	1-8 ▣	1-9 ▣	1-10 ▣
Students: 1		**50%**		100.0 % ⬡	100.0 % ⬡	100.0 % ⬡	100.0 % ⬡	100.0 % ⬡	0.0 % ⬡	0.0 % ⬡	0.0 % ⬡	0.0 % ⬡	0.0 % ⬡
Student ID	Student Name	Test Score %	PE/PP	1. ⊘	2. ⊘	3. ⊘	4. ⊘	5. ⊘	6. ⊘	7. ⊘	8.	9. ⊘	10. ⊘
1005916	Abate, Amiah	⊞ 50.0%	5 / 10	B	B	A	C	C	C	0	0	B	

12. Tools included in the diagnostics:
    a. **Math Tools**
        i. **Math Gr. 6**, 2378623 - Highlighter, Eliminator, Ruler, Line Tool, Line Focus, Text to Speech
        ii. **Math Gr. 7**, 2379697
            Section 1: Highlighter, Eliminator, Ruler, Calculator, Line Tool, Line Focus, Text to Speech
            Section 2: Highlighter, Eliminator, Ruler, Line Tool, Line Focus, Text to Speech
        iii. **Math Gr. 8**, 2379699
            Section 1: Highlighter, Eliminator, Ruler, Scientific Calculator, Line Tool, Line Focus, Text to Speech
            Section 2: Highlighter, Eliminator, Ruler, Line Tool, Line Focus, Text to Speech
        iv. **Math Alg 1**, 2379701 - Highlighter, Eliminator, Ruler, Line Tool, Scientific Calculator, Line Focus, Text to Speech
        v. **Math Geometry 1**, 2382690 - Highlighter, Eliminator, Ruler, Line Tool, Scientific Calculator, Line Focus, Text to Speech
        vi. **Math Alg 2**, 2379702 - Highlighter, Eliminator, Ruler, Line Tool, Scientific Calculator, Line Focus, Text to Speech
    b. **ELA Tools**
        i. **ELA Gr. 6**, 2350510
            All 4 Sections: Highlighter, Eliminator, Line Focus
        ii. **ELA Gr. 7**, 2350544
            All 3 Sections: Highlighter, Eliminator, Line Focus
        iii. **ELA Gr. 8**, 2350507
            All 3 Sections: Highlighter, Eliminator, Line Focus
        iv. **ELA Gr. 9**, 2350530
            All 3 Sections: Highlighter, Eliminator, Line Focus
        v. **ELA Gr. 10**, 2350505
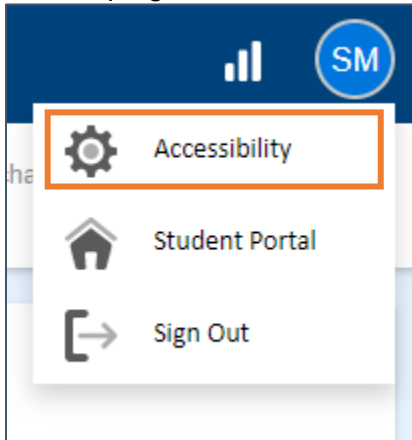   **All 3 Sections**: Highlighter, Eliminator, Line Focus
        vi. **ELA Gr. 11**, 2350538
            All 3 Sections: Highlighter, Eliminator, Line Focus
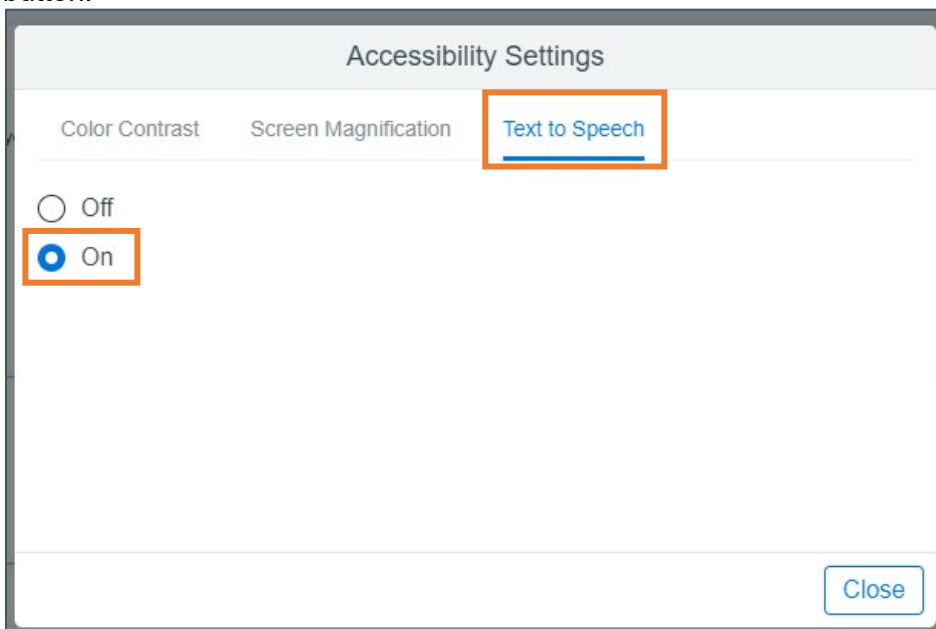   vii. **ELA Gr. 12**, 2350499
            All 3 Sections: Highlighter, Eliminator, Line Focus

13.   For the Math tests, students can access the **Text To Speech** option by clicking on their initials in the top right corner and selecting Accessibility

14.   From there, they can select Text to Speech in the Accessibility Settings box and click the **On** button.

15.   Once activated, the Text to Speech options bar will appear at the top of their assessment. Students should use the point indicator to indicate where the Text to Speech should begin dictating.

16.   Students will need to adjust this setting for each section of the test (for math tests with multiple settings)