EVERETT PUBLIC SCHOOLS

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

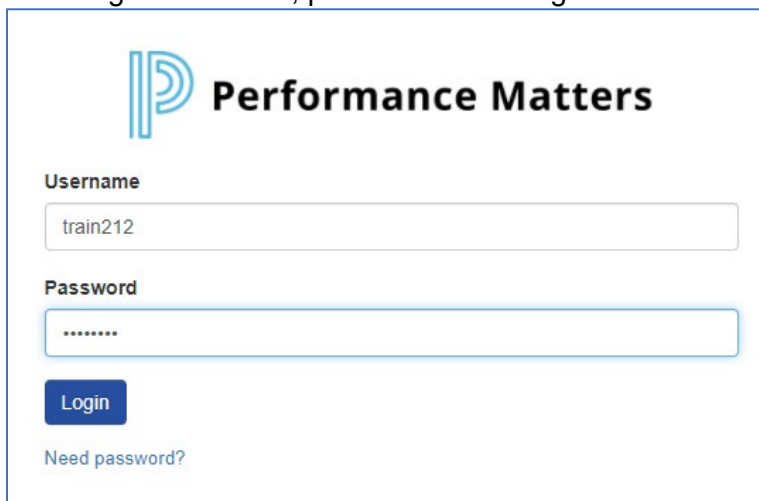|	
New tab	Ctrl+T
New window	Ctrl+N
New incognito window	Ctrl+Shift+N
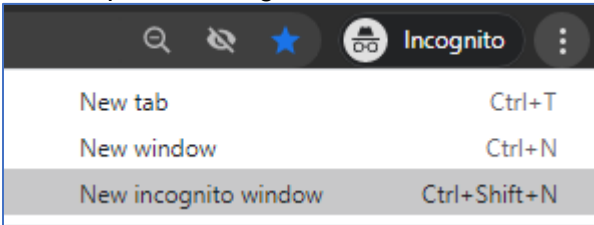
2. Visit unify.performancematters.com

3. Click Customer Login

Universal Login

Customer Login

District Login Domain (Optional)

For districts that use a custom login   Go
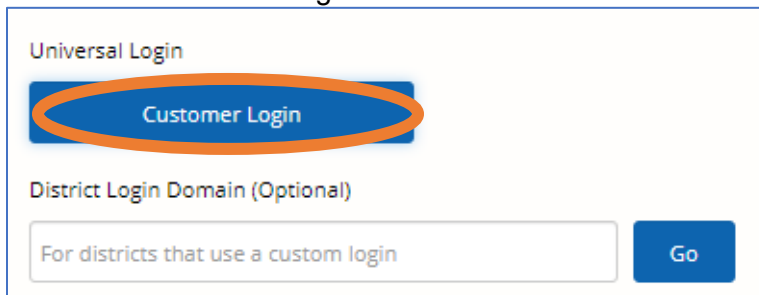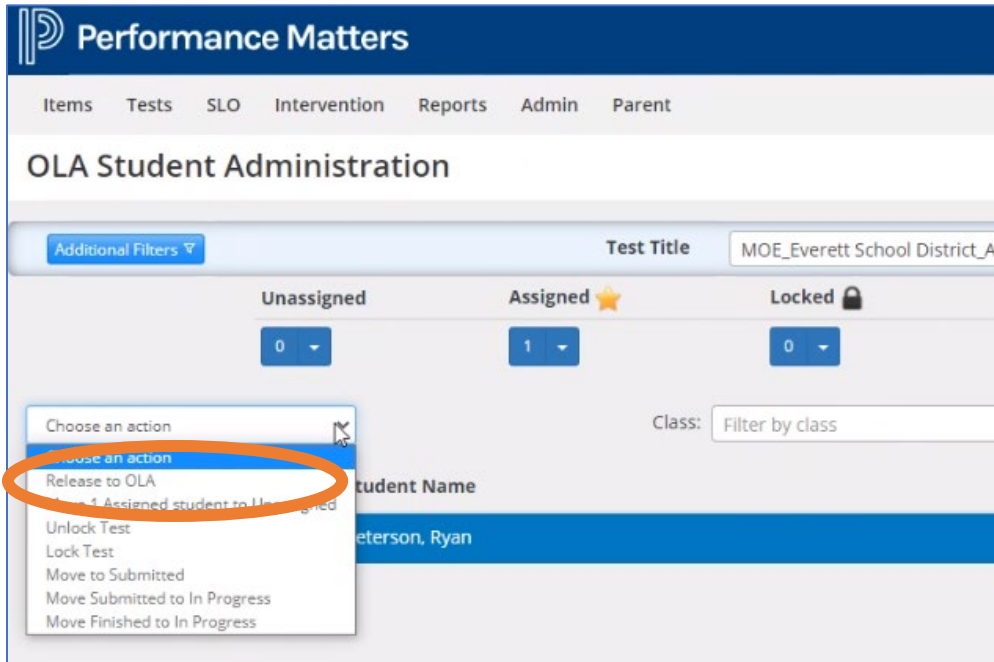
4. Login is train212, password is training

Performance Matters

Username

train212

Password

....

Login

Need password?

5. Go to OLA Student Administration o make sure the demo test is available for your school

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

MOE_Everett School District_All Item Types (3013042,2126229)
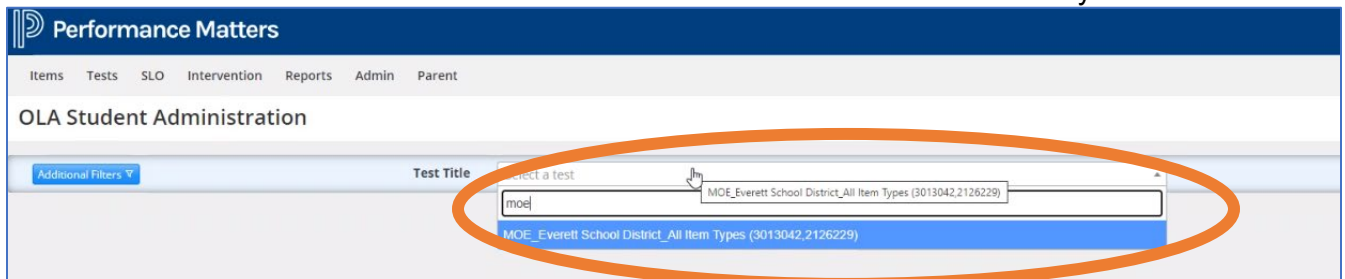
6. Use the demo student profiles and assign one to each of your trainees. Click on **Choose an action**, select those same assigned demo accounts (click boxes next to their names) and click **Release to OLA**
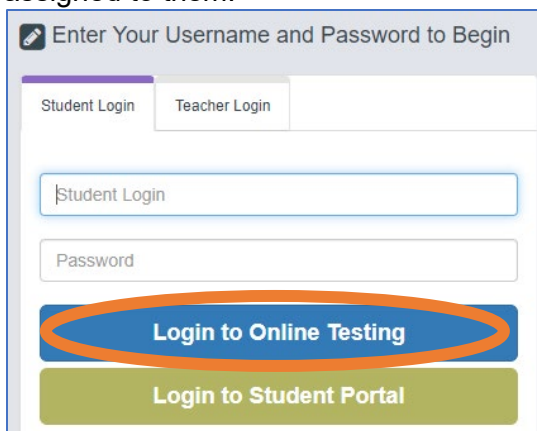
7. Have your trainees visit the bitly link https://bit.ly/2GCS7gP?

8. Then have your trainees sign into Online testing using the student Login and Password you assigned to them.

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

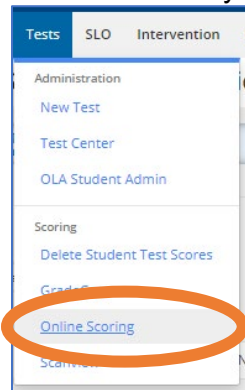10.   While your users are taking the test, go to the OLA Student Admin to view your users. Click tests and then OLA Student Admin

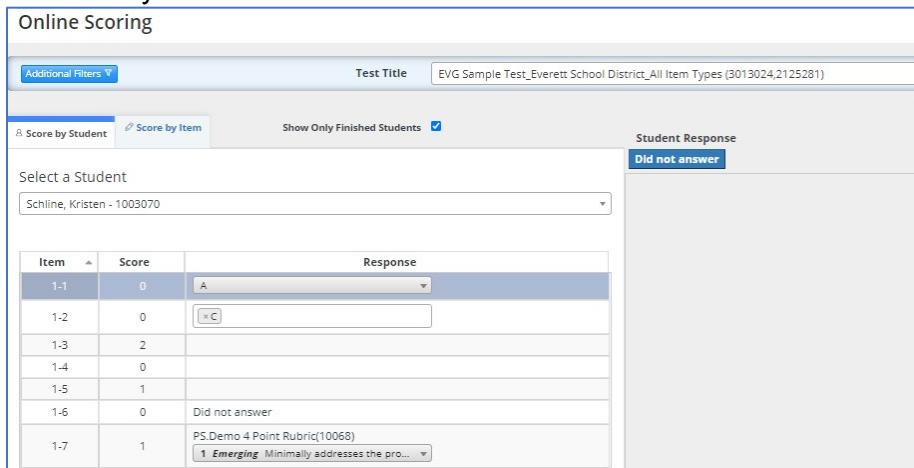| Tests	SLO	Intervention
Administration		
New Test		
Test Center		
OLA Student Admin		
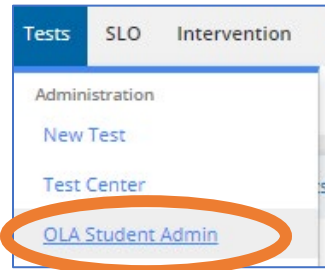
11.   Pull up your test and view status of your test takers in real time. Click the Live Updates box! If you don't see all your demo students, it may mean someone is taking the wrong test.

OLA Student Administration

Additional Filters ▽   Test Title   EVG Sample Test_Everett School District_All Item Types (3013024,2125281)   x ▼   ☑ Live Updates

Unassigned	Assigned ⭐	Locked 🔒	In Progress ↻	Submitted	Finished ✓
395 ▾	0 ▾	0 ▾	1 ▾	0 ▾	0 ▾
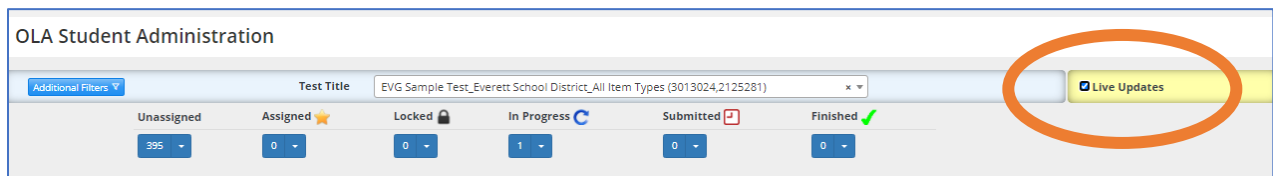
12.   When everyone is done, go to tests, then Online Scoring.

Tests	SLO	Intervention
Administration		
New Test		
Test Center		
OLA Student Admin		
Scoring		
Delete Student Test Scores		
Grade...		
Online Scoring		
Scan...		

13.   Find your test and student. Score the unscored items.

Online Scoring

Additional Filters ▽   Test Title   EVG Sample Test_Everett School District_All Item Types (3013024,2125281)

⚏ Score by Student   ✎ Score by Item   Show Only Finished Students ☑   **Student Response**

Did not answer

Select a Student

Schline, Kristen - 1003070   ▼

Item ▲	Score	Response
1-1	0	A ▼
1-2	0	× C
1-3	2	
1-4	0	
1-5	1	
1-6	0	Did not answer
1-7	1	PS.Demo 4 Point Rubric(10068) 1 *Emerging* Minimally addresses the pro... ▼

14. When grading is done, click Reports, then **student item analysis.** Everyone must be in finished status. Wait at least 15 minutes after the last test taker.
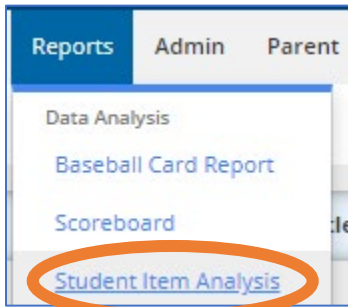
15. Find your test and view test results.