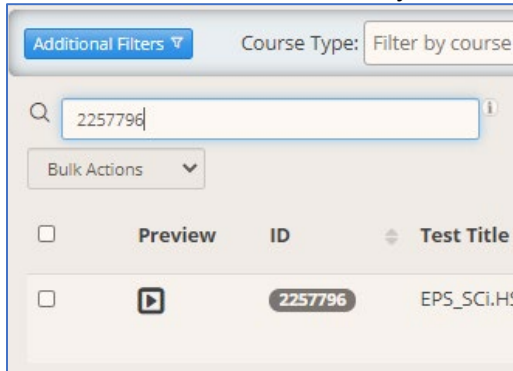
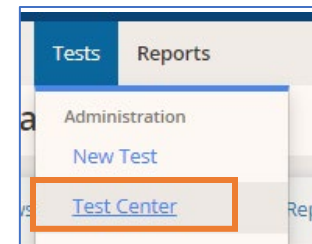


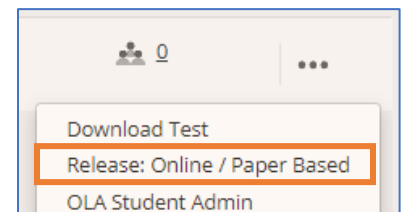
- Click tests at the top and select **Test Center**
- Select the test. Search by number or name in upper left box

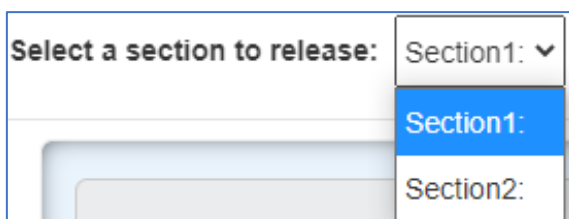
- The test numbers for the Recovery Diagnostics are:

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)

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



- 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.

The screenshot displays the Canvas LMS interface for a course. At the top, there is a search bar labeled "Add Student Filter". Below it, a summary bar shows the status of students: "Unassigned" (83), "Assigned" (0), "In Progress" (0), and "Finished" (0). A message indicates "Showing 1 to 11 of 83 students" and "Selected: 83".

The main table has columns for "Student ID", "Name", and "Status". The "Status" column is currently set to "Unassigned" for all visible rows. A large gray overlay box in the center of the table contains the text "Suppressed Student IDs and Names".

At the bottom, there is a search bar labeled "Search:". Below the search bar, there are three buttons: "Release", "Unrelease", and "Close". A red box highlights the "Unrelease" button.

A dropdown menu is open on the left side, showing the following options:

- All Classes
- Biology and the Environment - SC1122 - 909
- Biology and the Environment - SC1122 - 910
- Biology and the Environment - SC1122 - 911

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

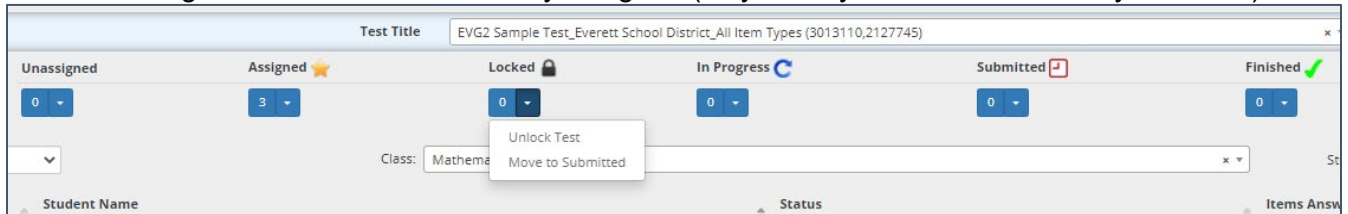
2257796

EPS_SCI.HS.BATE_LS3-3_StatisticsProbablility_VariationOfTraits (3005782,2257796)

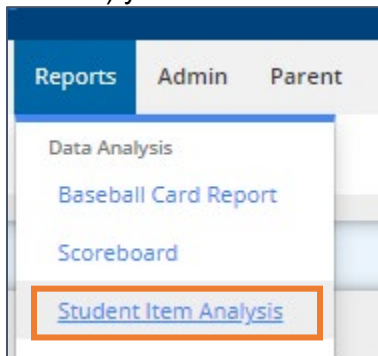
8. From here, you can click the **Live Updates** checkbox and can view, in real time, how far along students are on a test, who may be locked out and needs to be let back in, and who has submitted.

☒ Live Updates

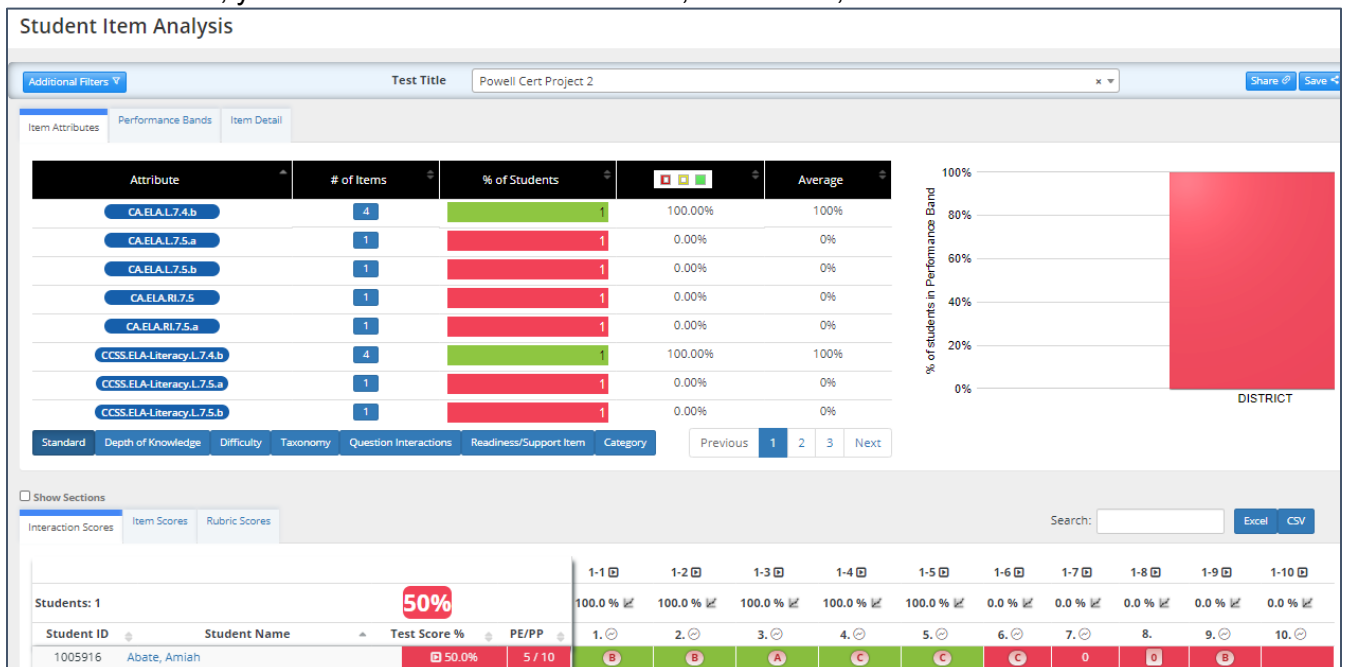
9. From the OLA Student Admin window, you will be able to:
- assign the test to additional students
 - unlock student tests
 - move students from **in progress** to **submitted** if they log out without hitting the submit button
 - unassign a test that was mistakenly assigned (only for any student who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



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**.



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



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

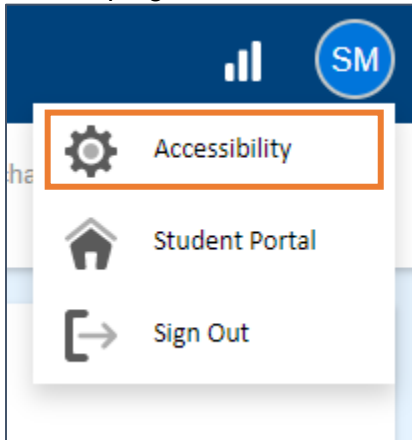
vi. **ELA Gr. 11**, 2350538

All 3 Sections: Highlighter, Eliminator, Line Focus

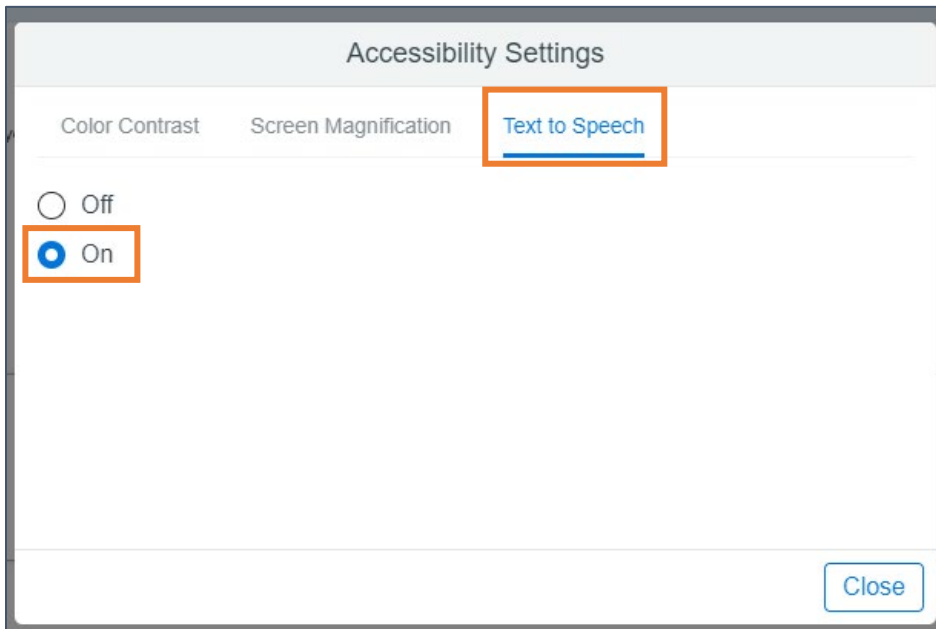
vii. **ELA Gr. 12**, 2350499

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)