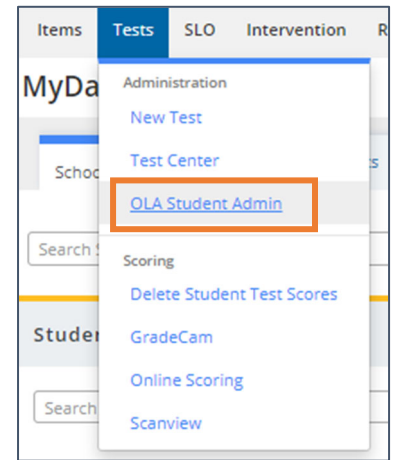


1. Click tests at the top and select **OLA Student Admin**



2. Search for the assessment in the search box using the assessment ID# which can be found in Canvas in the Instructional maps.

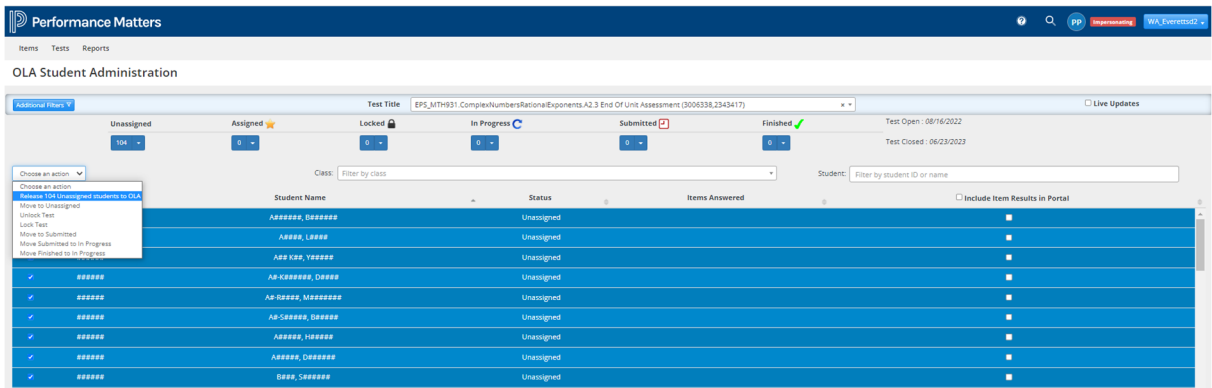
Test Title	Select a test
	2257796
	EPS_SCI.HS.BATE_LS3-3_StatisticsProbability_VariationOfTraits (3005782,2257796)

3. Only students who match the assigned test course and grade level will be available. If the test is designed for grades 9-10, a grade 8 student will not be able to take the test. You can select specific students by clicking the checkbox next to their name or you can filter by class.

<input type="checkbox"/>	1002480	Adams, Derek
<input type="checkbox"/>	1001025	Agoha, Castro
<input type="checkbox"/>	1001709	Akers, Emily
<input type="checkbox"/>	1001874	Akers, Paris
<input type="checkbox"/>	1003335	Albright, Samantha
<input type="checkbox"/>	1000691	Alegria, Molly

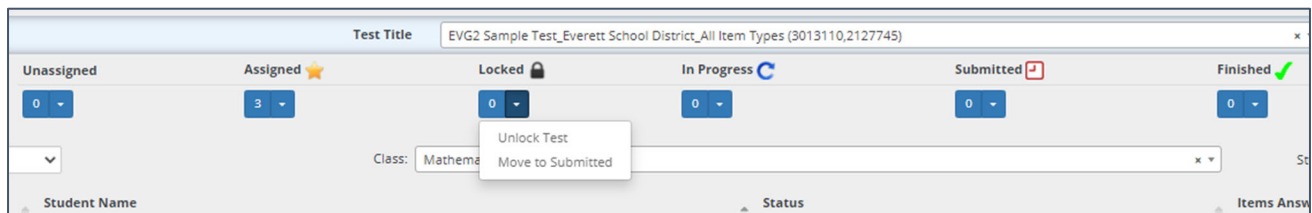
Class:	Filter by class
	Bilingual Math - 4 - 1
	Bilingual Math - 4 - 2
	Bilingual Math - 4 - 2
	BSI-MATH - 3

- Once students are selected, use the drop-down menu “Choose an Action”, and select “Release # Unassigned to OLA”



The screenshot shows the 'Performance Matters' interface for 'OLA Student Administration'. The top navigation bar includes 'Items', 'Tests', and 'Reports'. The main header displays the 'Test Title' as 'EPS_k1Th931.ComplexNumbersRationalExponents.A2.3 End Of Unit Assessment (3006338,2343417)' and a 'Live Updates' toggle. Below this, there are status filters: Unassigned (104), Assigned (0), Locked (0), In Progress (0), Submitted (0), and Finished (0). A 'Choose an Action' dropdown menu is open, showing options: 'Choose an action', 'Release # Unassigned student to OLA', 'Move to Unassigned', 'Unlock Test', 'Lock Test', 'Move to Submitted', 'Move Submitted to In Progress', and 'Move Finished to In Progress'. The main table lists students with columns for Student Name, Status, and Items Answered. The first few rows show students with 'Unassigned' status.

- Monitor students' progress:



The screenshot shows the 'Performance Matters' interface for 'OLA Student Administration'. The top navigation bar includes 'Items', 'Tests', and 'Reports'. The main header displays the 'Test Title' as 'EVG2 Sample Test_Everett School District_All Item Types (3013110,2127745)' and a 'Live Updates' toggle. Below this, there are status filters: Unassigned (0), Assigned (3), Locked (0), In Progress (0), Submitted (0), and Finished (0). A 'Choose an Action' dropdown menu is open, showing options: 'Choose an action', 'Release # Unassigned student to OLA', 'Move to Unassigned', 'Unlock Test', 'Lock Test', 'Move to Submitted', 'Move Submitted to In Progress', and 'Move Finished to In Progress'. The main table lists students with columns for Student Name, Status, and Items Answered. The first few rows show students with 'Unassigned' status.