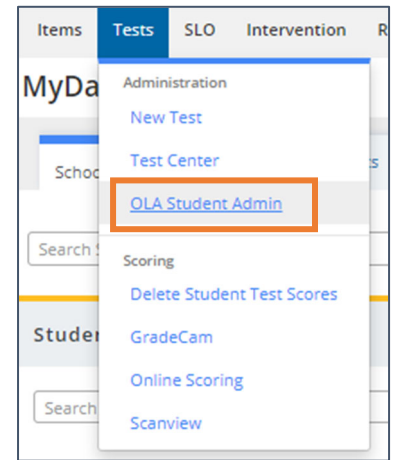1. Click tests at the top and select **OLA Student Admin**

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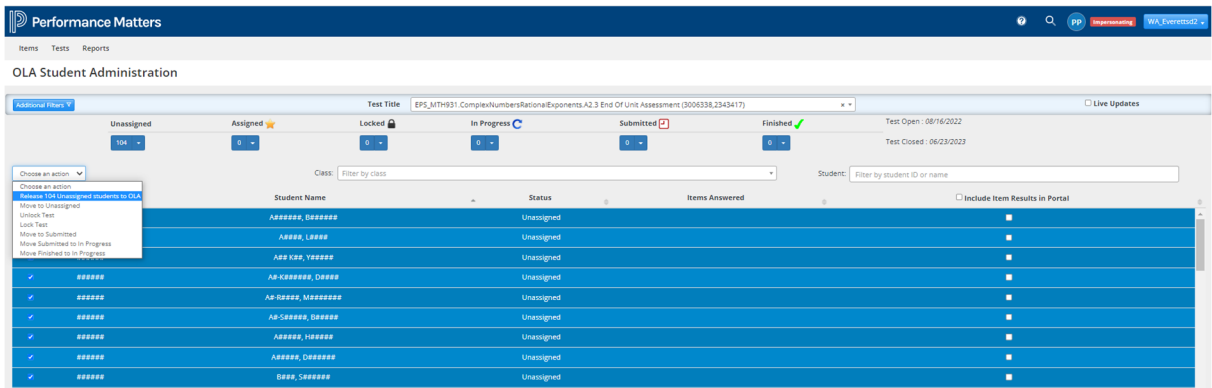

3. Only students who match the assigned test course and grade level will be available. If the test is designed for grades 9-10, a grade 8 student will not be able to take the test. You can select specific students by clicking the checkbox next to their name or you can filter by class.
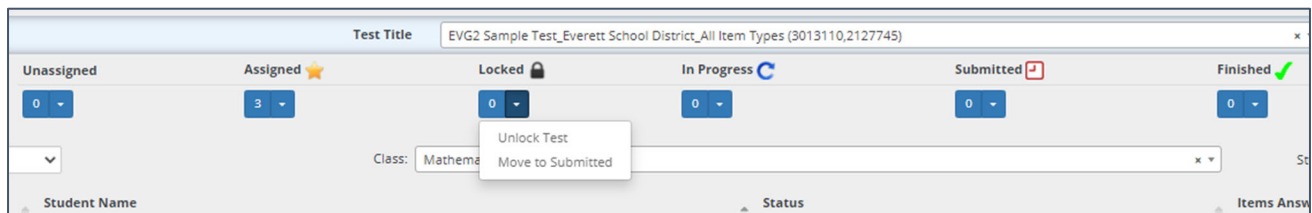
4. Once students are selected, use the drop-down menu "Choose an Action", and select "Release # Unassigned to OLA"

5. Monitor students' progress: