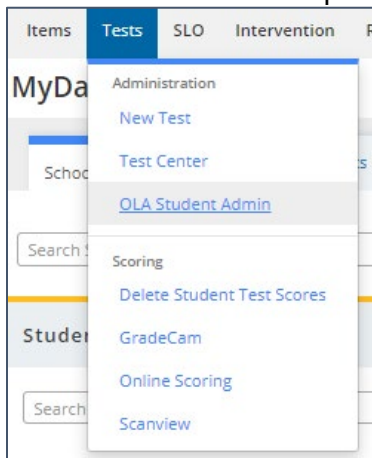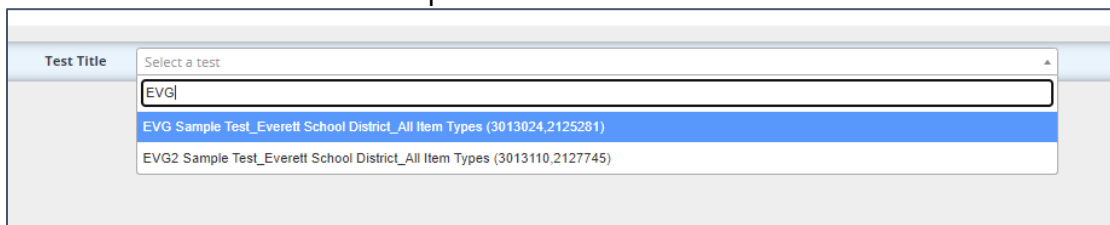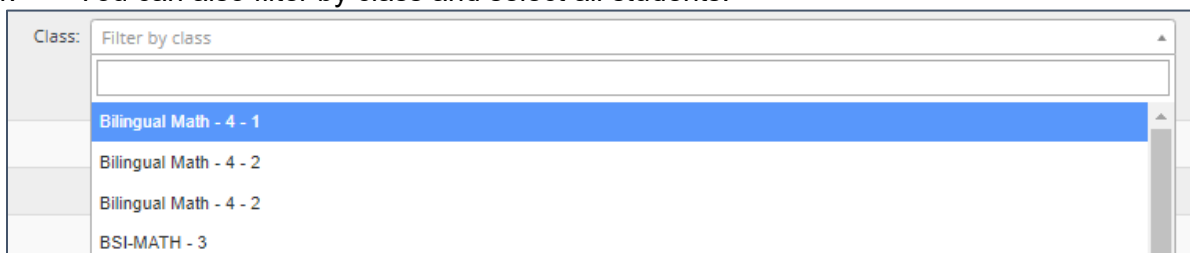1. Click tests at the top and select OLA Student Admin

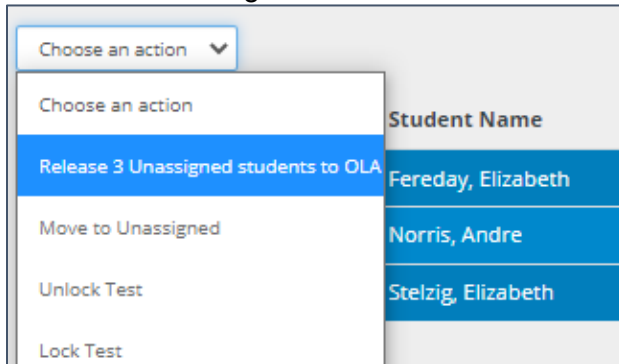2. Select the test from the dropdown menu.

3. Only students who match the test details 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.

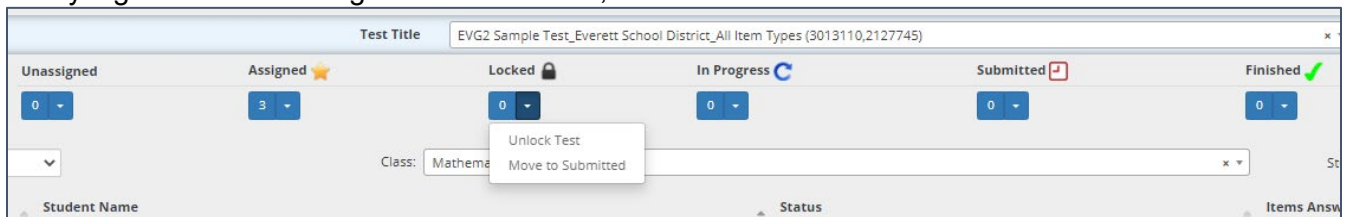4. You can also filter by class and select all students.

5.   Once you've selected the students you want to test, use the action dropdown box and select "Release # Unassigned students to OLA"
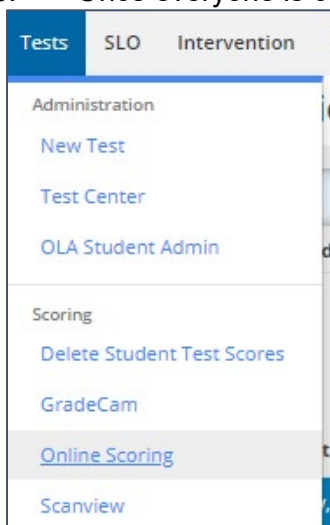

6.   From here, you can click the Live Updates checkbox and can view, in real time, how far along students are on a test, who is locked out and needs to be let back in, and who has submitted.

7.   Additionally, you will be able to unlock student tests, move them from in progress to submitted if they log out without hitting the submit button, etc. from OLA Student Admin window.

8.   Once everyone is completed, you will be able to hand score any items requiring that.

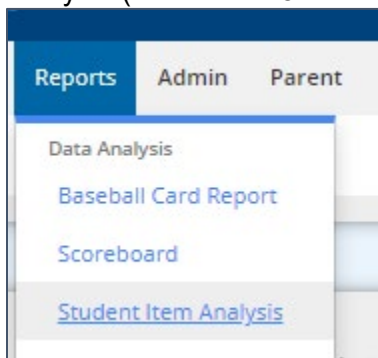9. You can score by student or by item.

10. Finally, once your tests are all graded, you will be able to view the results in Student Item Analysis (must wait 15 minutes after grading the last test).

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