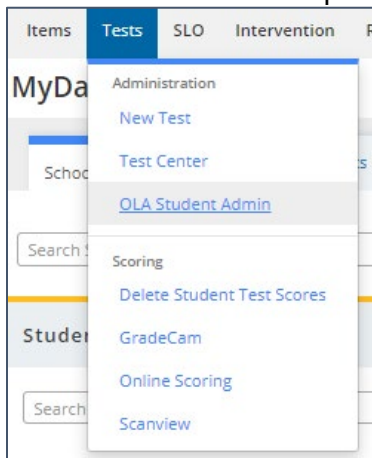
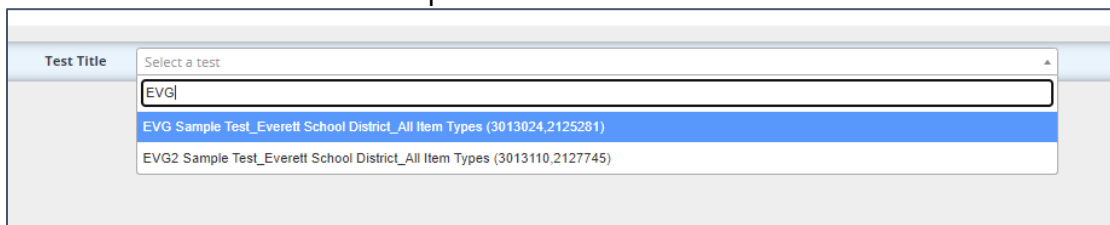


1. Click tests at the top and select OLA Student Admin



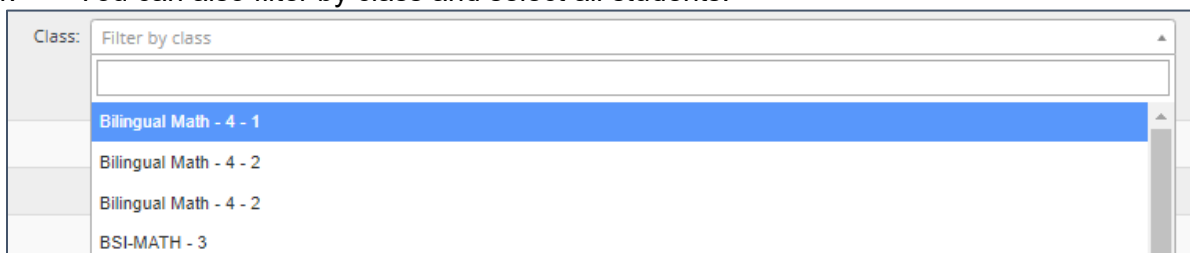
2. Select the test from the dropdown menu.



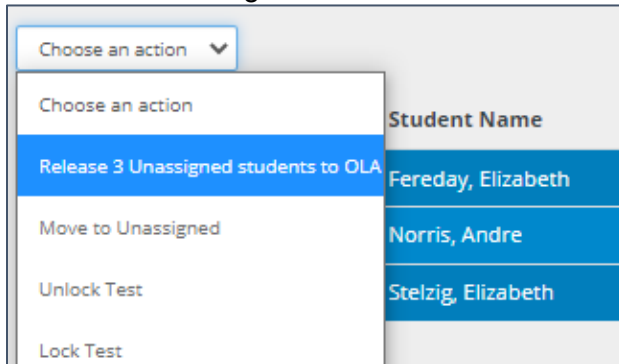
3. Only students who match the test details will be available. If the test is designed for grades 9-10, a grade 8 student will not be able to take the test. You can select specific students by clicking the checkbox next to their name.

<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

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



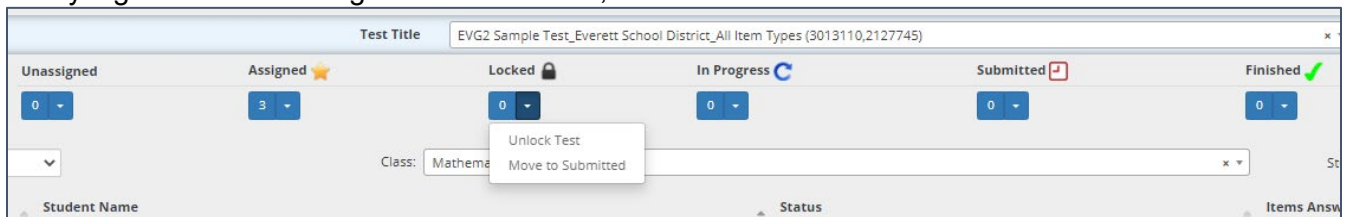
5. Once you've selected the students you want to test, use the action dropdown box and select "Release # Unassigned students to OLA"



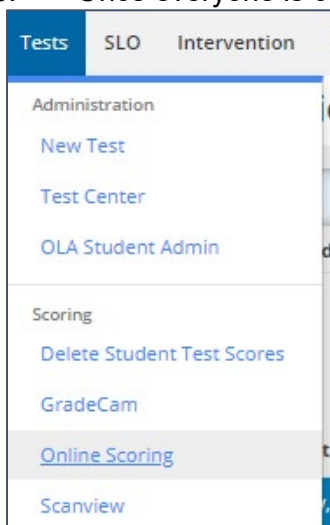
6. From here, you can click the Live Updates checkbox and can view, in real time, how far along students are on a test, who is locked out and needs to be let back in, and who has submitted.



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.

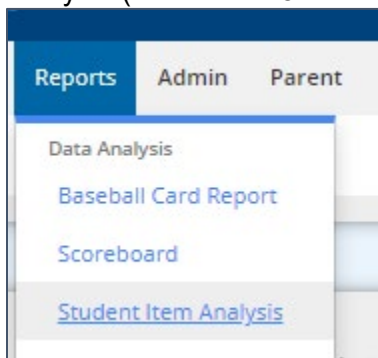
Score by Student
Score by Item
Show Only Finished Students ☒

Select a Student
Abbey, Najee - 1005154

Item	Score	Response
1-4	0	1 Point x 1 Unify Rubric(11001) Unscored Did not answer
1-5	0	Math.grd.parcc17.rubric(1847) 0 Score Point 0 Student response is incor... Did not answer
1-6	0	2 Points X 2 Unify Rubric(11009) 0 0 Student receives no points. Did not answer

Student Response
Henry's father weighs 3 times as much as Henry weighs. Henry's father weighs 180 pounds. How many pounds does Henry weigh?
Score Description
1 Answer: 60 (pounds)
0 Response is incorrect or contains some correct work that is irrelevant to the skill or concept being measured.
Blank No response.
Preview Unavailable Preview Unavailable

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.

