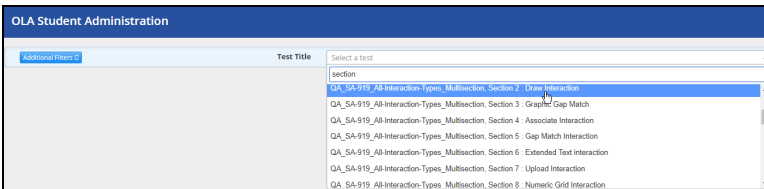


Using OLA Student Admin, administrators can add/remove students to/from test windows, monitor testing status, and change the status of individual student tests.

Access OLA Student Admin

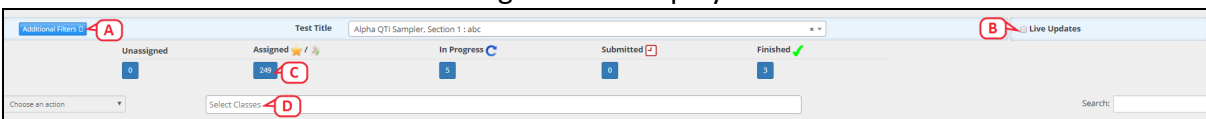
1. Select **Tests > Administration-OLA Student Admin** from the main navigation menu.
2. Choose a test from the drop-down menu provided. Tests with multiple sections will be listed by section.



NOTE

Tests appearing as choices in OLA Student Admin must have OLA selected in a currently-active test administration window.

3. An overall summary of the testing status is presented above a list of the full student population for the selected test. Each student's testing status is displayed.



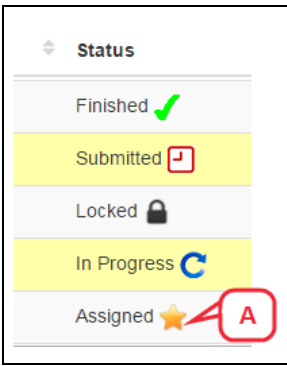
- A. Students displayed can be narrowed down using the Additional Filters. See the topic *Using Student Filters* for more details.
- B. Student test status can be monitored in real time if the **Live Updates** checkbox is selected. This is especially useful for knowing if students have been locked out of a test. The row will be highlighted in yellow when student testing status changes.



CAUTION

The Live Updates function will become disabled after 30 minutes of inactivity. You will need to recheck it to activate it again.

- C. Students displayed can be filtered by status by clicking on the blue number buttons in the status summary.
- D. Students displayed can be filtered by class by clicking in the Select Classes box. You can narrow down the class list by typing in the class name. You can also select more than one class at a time.



Statuses are as follows.

- Unassigned - students that have not had the test released to them for administration
- Assigned - students that have had the test released to them, but have not begun taking it. (A) If a student has been assigned via OLA, a star icon will show next to the Assigned status. If a student has been assigned via scan sheet, a document icon will show next to the Assigned status.
- In Progress - students that are currently taking the test or have paused the test
- Locked - students that clicked away from the testing browser window when Secure Test Lock-out was enabled
- Submitted - students that have completed the test and clicked on the Exit button to submit their test for scoring that day; results will be available in pending item analysis reports
- Finished - students who have completed the test and clicked on the Exit button on a previous day; results will be available in all reports

Assign a Student to Take a Test

To assign a student to take the test, follow these steps.

Choose an action	Student Name	Test Window ID	Status
Choose an action			
Release to OLA		3011272	Unassigned
Move to Unassigned			
Move to Submitted			
Move Submitted to In Progress			
Move Finished to In Progress			
<input checked="" type="checkbox"/> 4423676189		3011272	Unassigned

A. Select the student using the checkbox next to their name. The row will be highlighted in blue.

B. Select **Choose an action**, then **Release to OLA**.

The student status will change to Assigned.

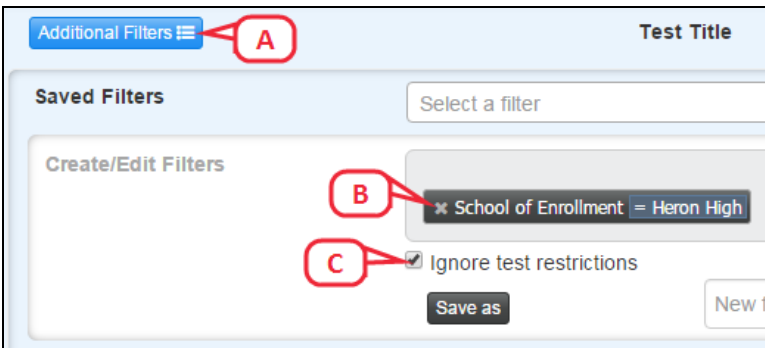
NOTE

The Choose an action menu will remain unclickable out until a student has been selected.

Assign a Student Not in the Test Population to Take a Test

To assign students who are not in the original test population, follow these steps.

A. Click **Additional Filters**.



- B. Select a student filter that applies to the students you want to assign (for example, school of enrollment). (This step is only required for district-level users.)
- C. Select the checkbox labeled **Ignore test restrictions**.
- D. Select the students using the checkboxes next to their names. The rows will be highlighted in blue.
- E. Select **Choose an action**, then **Release to OLA**.

The student statuses will change to Assigned.

Remove a Student Assigned to Take a Test in Error

To remove a student assigned to take a test, follow these steps.

- A. Select the student using the checkbox next to their name. The row will be highlighted in blue.
- B. Select **Choose an action**, then **Move to Unassigned**.

The student status will change to Unassigned.

Submit a Test for a Student Who Forgot to Exit

Students currently taking the test have a status of In Progress. If a student does not submit their test, it will need to be done manually. Follow these steps.

- A. Select the student using the checkbox next to their name. The row will be highlighted in blue.
- B. Select **Choose an action**, then **Move to Submitted**.

The student status will change to Submitted. The results will be available in Pending Reports within a minute and all reports populated the next day.

Restore Access to a Test a Student Exited in Error

Students who have completed the test and submitted it that day will have a status of Submitted. If the student exited the test in error, move their test back to In Progress by following these steps.

- A. Select the student using the checkbox next to their name. The row will be highlighted in blue.
- B. Select **Choose an action**, then **Move Submitted to In Progress**.

The student status will change to In Progress, and they can continue taking the test.

Students who have completed the test and submitted it on a previous day will have a status of Finished. If the student exited the test in error, move their test back to In Progress by following these steps.

- A. Select the student using the checkbox next to their name. The row will be highlighted in blue.
- B. Select **Choose an action**, then **Move Finished to In Progress**.

The student status will change to In Progress, and they can continue taking the test. The new score will overwrite the old score.

CAUTION

If rubric scores have already been selected for a student, moving their test status from Finished to In Progress will remove all rubric scores assigned as well as any responses already entered using Online Scoring.

Unlock a Test

Students currently taking the test have a status of In Progress. If the test has enabled the Secure Test Lock-out feature, and a student clicked out of the test browser window, they will be locked out of the test.

The test must be unlocked for the student in order for them to continue. Follow these steps.

- A. Select the student using the checkbox next to their name. The row will be highlighted in blue.
- B. Select **Choose an action**, then **Unlock Test**.

The student status will change to In Progress, and they can continue taking the test.

For more information about unlocking tests, see the topic *Unlocking a Test*.