OLA Student Administration

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

To access OLA Student Admin, select **Tests** > **Administration - OLA Student Admin** from the main navigation menu.
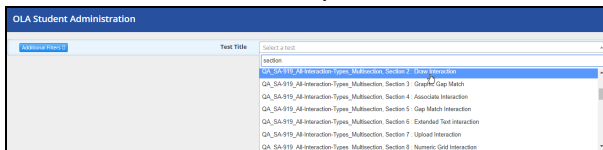
Access OLA Student Admin

In this section, you will find information on selecting tests, understanding the available tools in OLA Student Admin, and understanding the test statuses.
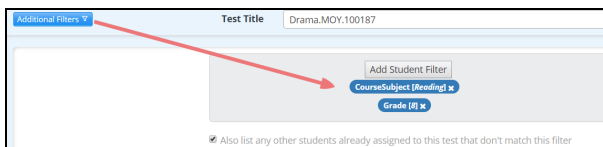
Select the Test

To select the test, follow these steps:

1. Click the Test Title drop-down menu.

2. Type in the name of the test and the results will narrow down as you type or use the scroll bar to see all available tests.
3. Click **Additional Filters** to view the tests selected course subject and grade level.


Once the test has been selected, you will see the students associated with that test appear below.

> ⚠️ **C A U T I O N**
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> If you have more than 2,000 students associated with a test, you must narrow down the student results by either applying additional filters or selecting a specific status with less than 2,000 students. However, the bulk options will still function for that test without narrowing down the student results.

OLA Student Admin Overview

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.
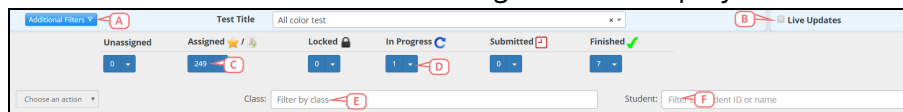
A. **Additional Filters**: Click this to select specific student filters to narrow down the available student population. See Using Report Filters for more details.
B. **Live Updates** checkbox: Select this checkbox if you would like to monitor students test status in real time. This is especially useful for knowing if students have been locked out of a test. The row will be highlighted in yellow when student testing status changes.

> ⚠️ **C A U T I O N**
> The Live Updates function will become disabled after 30 minutes of inactivity. You will need to recheck it to activate it again.

C. **Blue number box**: Click this box to filter students by status.

D. **Blue drop-down arrow**: Move students from one status to another by using the actions available in this drop-down menu.

E. **Class filter**: Click this filter to select a specific class to narrow down the available student population. You can narrow down the class list by typing in the class name. You can also select more than one class at a time.

F. **Student filter**: Click this filter to select a specific student. The available students will narrow down as you continue typing.

Test Statuses

The following are the test statuses which are found in OLA Student Admin:

Screen	Status	Description
	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 • 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 Lockout was enabled
	Submitted	Students that have completed the test and clicked on the Exit button to submit their test for scoring that day
	Finished	Students who have completed the test and clicked on the Exit button on a previous day; results will be available in all reports

Available Students

A. **Checkbox**: Select the checkbox at the header level to select all students. Select the checkbox next to the student name to select only that student.

B. Student ID: The student's ID number.

C. Student Name: The student's name.

D. Status: Review the student's test status. See Test Statuses above for more information.

E. **Column sorting**: Click the sorting arrow to adjust the results.
F. Item Answered: Review the student's progress within the test by viewing the number of items answered.
G. + icon: Identify students who have been assigned this test who are outside the selected test properties.

Assign a Student to Take a Test

In this section, you will find information on the different options for assigning students to take a test.

The Assignment Options

There are two methods to assign a student to take a test:

- The action drop-down menu is best used for one student or for specifically selected students.
- The blue drop-down menu found next to the number of unassigned students is best used for all students in that specific status.

Release to One and/ or Specific Students

To assign a test to one student or specifically selected students, follow these steps:

1. Locate the student(s) you would like to assign to the test. You can use the **Student** filter to easily locate the student(s).
2. Select the student using the checkbox next to their name. The row will be highlighted in blue.
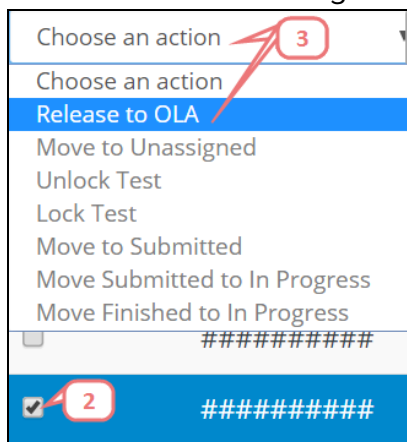
3. Click the **Choose an action** drop-down menu and select **Release to OLA**.

The student status will change to Assigned.

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

Release to All Unassigned Students

To assign a test to all unassigned students, follow these steps:
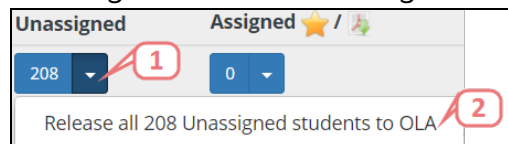
1. Click the blue drop-down arrow next to the number of unassigned students.
2. Click the **Release to OLA** option. The action will let you know how many students this will affect.

OLA Student Administration
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- 3 -

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The students statuses will change to Assigned.

> ⚠ **C A U T I O N**
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> If you do not want to release the test to all of the unassigned students, see Release to One and/ or Specific Students on the previous page for instructions on how to select specific students for the test.

Assign a Student Outside the Population to a Test

The available students for the test depend on the test properties selected, i.e. course subject, grade level, etc. However, there may be certain situations where a test must be assigned to a student outside of these restrictions. In this section, you will find information on releasing a test to student(s) outside of the selected test population.

Release Test to Restricted Students

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

1. Click **Additional Filters**.
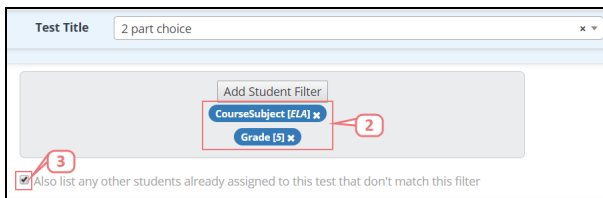
2. Adjust the current test filters for course subject and grade by clicking **Add Student Filter**. See Using Report Filters for more information.

3. Locate the student(s) you wish to assign the test to in the Unassigned column.
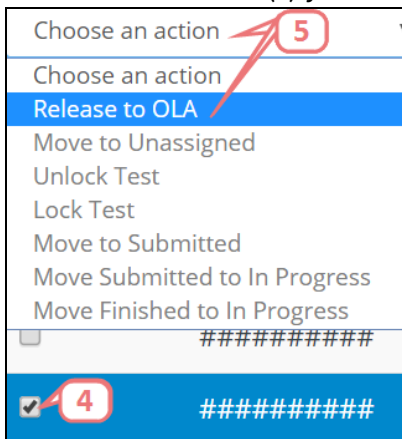
4. Select the students using the checkboxes next to their names. The rows will be highlighted in blue.

5. Click the **Choose an action** drop-down menu and select **Release to OLA**.

The student statuses will change to Assigned.