



Access the video tutorial on this topic here: <https://performancematters.wistia.com/medias/byxdhqlz4l>

Use Test Center (



7. Click

1. [Narrow the list of tests](#) so the desired test displays in the list.
2. On the test row, click
3. On the test window that displays:
 1. To narrow the student list, click Add Student Filter to select and apply a filter to narrow the list of students, use the Class Menu to select to one class at a time, or enter values in the field at the bottom to select a single student.
 2. Either select all students listed using the top checkbox, or select individual students.
4. Uncheck any students that you do not wish to print sheets for.
5. Click to create answer sheets with student names or click for scan sheets without student names.
6. Click

Follow these steps to either release or unrelease an online test.

Regarding the comment shaded in blue, users would typically use the Course Type, Assessment Category, and Grade Level filters instead of the Additional Filters button to filter the list of tests. If you use the Additional Filters button, this will filter the list of tests to show those that target a specific

me all tests that have this specific group of students as part of the testing population. At this stage of the release process a user is typically looking for a specific test and will then narrow the student population in the release window (Select > Release: Online/Paper Based > Add Student Filter). This same feedback would apply to the Tip section at the bottom of the revised page you sent me.

Before selecting OLA Release/ Unrelease with this menu, you can use the , , or filters to limit the student population. Also, only the first section of multi-section tests are released when using the menu. Unless this is what you intend, using the option t 72reW*BT/F4 11 Tf1 0 0 1 72.025 677.78m0.2 g0.2 G(e)7(c06BT/F4 11 Tf1 0 aBT



- Select to access the test's Online Scoring if it has been enabled in the Administration options.

You may have the option to perform other actions on one or more tests in the list. Select the desired test(s), then select from the _____ menu:

- to copy the test.
- to delete the test.
 - to change a test's permissions.
 - to release the test to Online Administration.