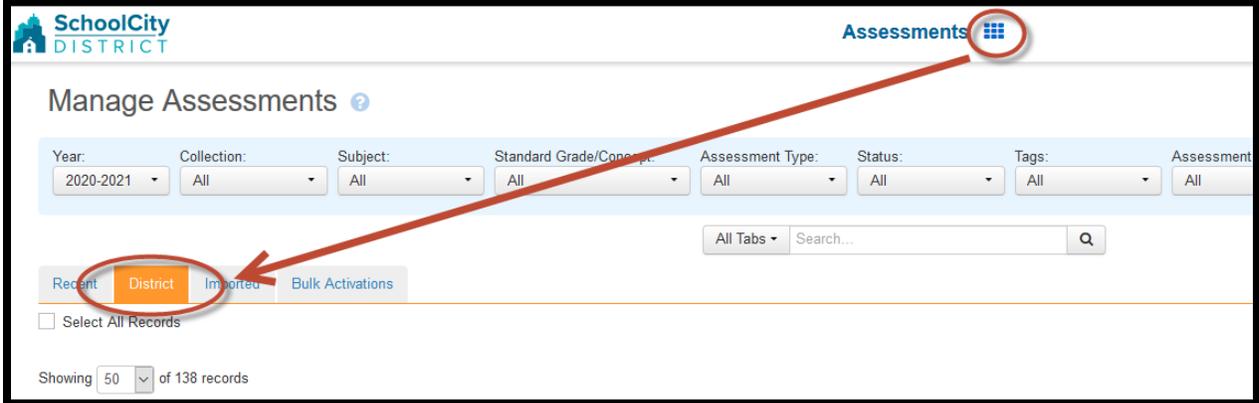


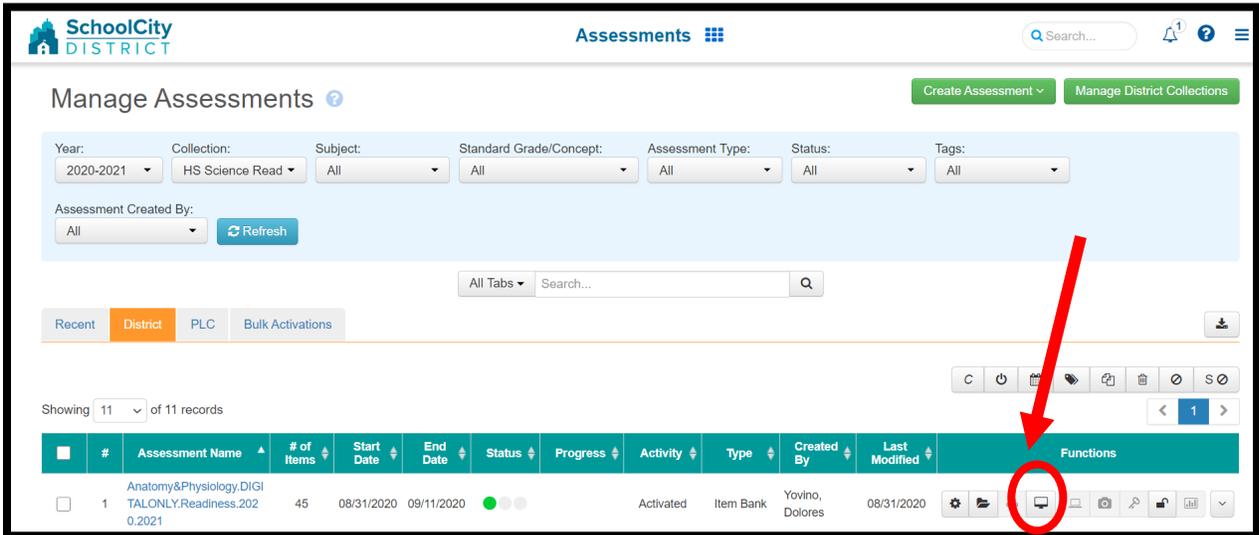
## Activating District Online SchoolCity Assessments

Step 1: Click on Assessments, click the district tab, and locate your assessment

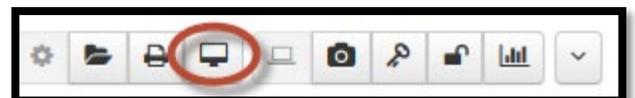


The screenshot shows the 'Manage Assessments' page in the SchoolCity District system. The 'Assessments' menu is circled in red at the top right. Below the filter bar, the 'District' tab is highlighted with a red circle and a red arrow points to it from the 'Assessments' menu. The filter bar includes dropdowns for Year (2020-2021), Collection (All), Subject (All), Standard Grade/Concept (All), Assessment Type (All), Status (All), and Tags (All). There is a search bar and a 'Select All Records' checkbox. The page shows 'Showing 50 of 138 records'.

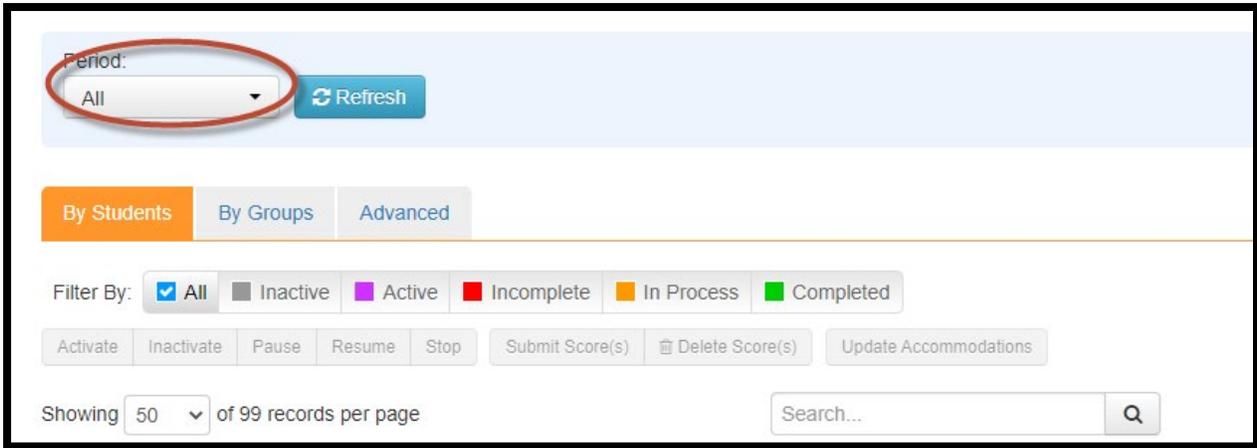
Step 2: Click the Online Administration Icon (circled in red below).



The screenshot shows the 'Manage Assessments' page with the 'District' tab selected. A red arrow points to the 'Online Administration' icon (a computer monitor) in the 'Functions' column of the assessment table, which is circled in red. The table shows one assessment record: 'Anatomy&Physiology.DIGI TALONLY:Readiness.202 0.2021' with 45 items, starting on 08/31/2020 and ending on 09/11/2020. The status is 'Activated' and the type is 'Item Bank'. The 'Created By' is 'Yovino, Dolores' and the 'Last Modified' date is '08/31/2020'. The page shows 'Showing 11 of 11 records'.



Step 3: Once in the Online Administration, you can filter by Period, activate all at once, or individually select and activate each student.



\*\*\* You can check to see if they are activated by looking under "Status." The % is how much of the test they have completed so far (not their score), and lastly you can add time to the test by clicking the **red clock icon** (once the student is activated).

Step 4: **Once you have selected the students** you will see that the Activate button can be clicked. Click the **Activate** button to activate your selected students.

