Activating District Online SchoolCity Assessments

Step 1: Click on Assessments, click the district tab, and locate your assessment
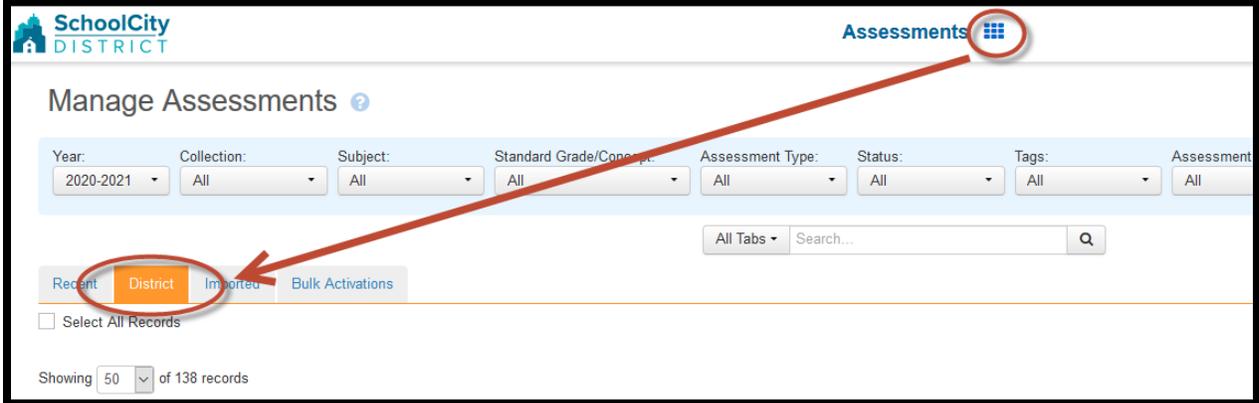
Step 2: Click the Online Administration Icon (circled in red below).
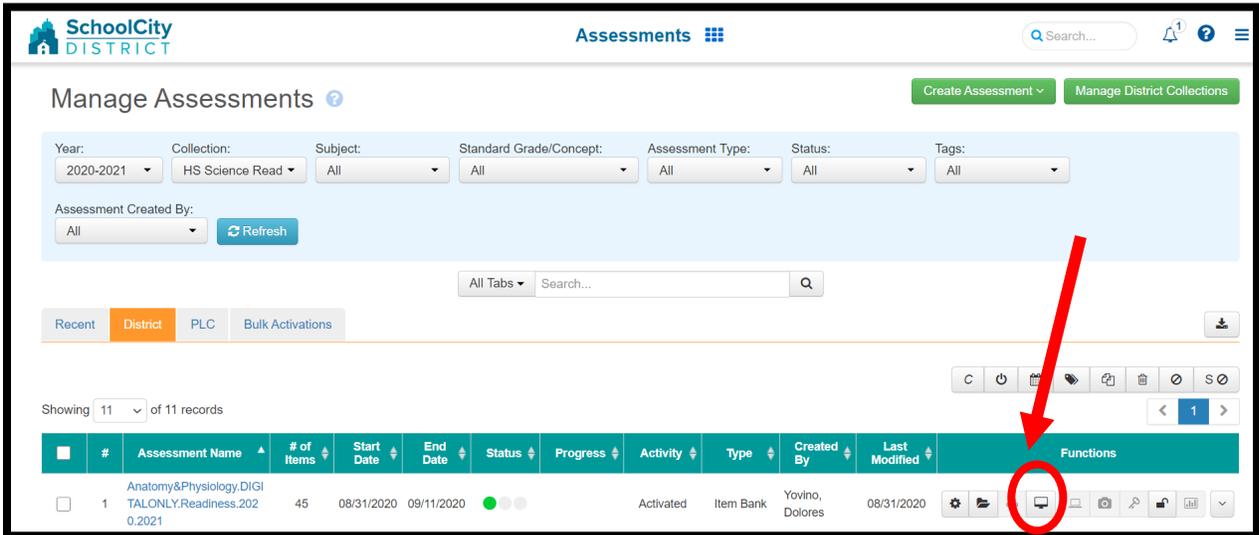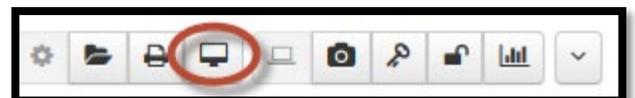
Step 3: Once in the Online Administration, you can filter by Period, activate all at once, or individually select and activate each student.
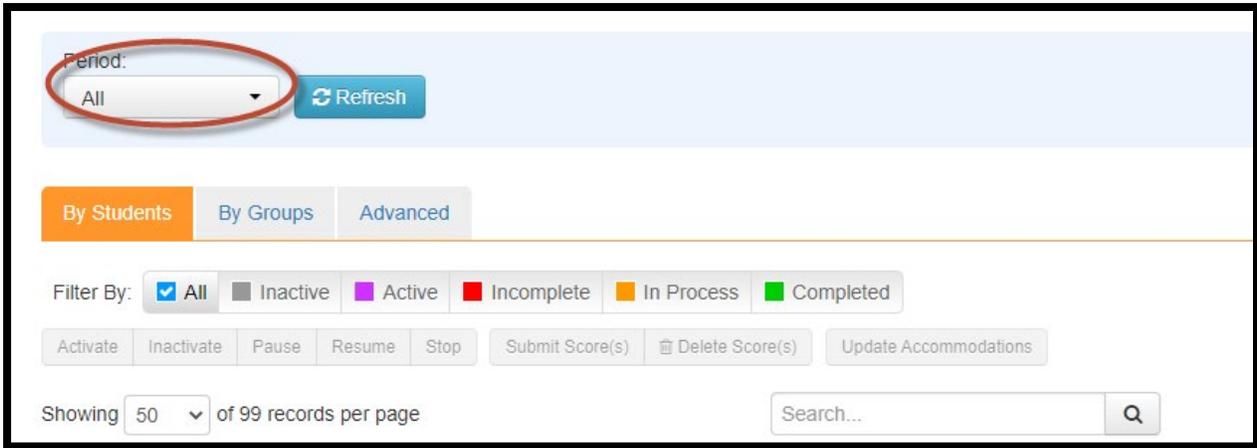
*** You can check to see if they are activated by looking under "Status." The % is how much of the test they have completed so far (not their score), and lastly you can add time to the test by clicking the red clock icon (once the student is activated).

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.