

INFORM Learning System: Assessments HOW TO REMOVE STUDENT FROM ASSIGNED TEST

The system administrator can remove a student or students from an assigned test in a few steps. Students who have scores associated with their test assignments cannot be removed, but scores can be nullified on the back end of the system, on a case by case basis, as instructed by administration.

1. From the Tests tab, choose **Online Test Management**.
2. Locate the test you want to work with.
3. Click the link to the number of students assigned.

Online Test Management

Enrollment
edit

| District | School | Year | Track Type | Period Type | Grade | Class |
|----------|--------|-------------|------------|-------------|-------|-------|
| All | All | 2014 - 2015 | Quarter | Quarter 3 | All | All |

Filter Tests

Grade:

Subject:

Test Type:

Online Tests
Action: go

| | Test Name | Test ID | # of Students Assigned | # of Students Pending Completion | Assessment Date |
|-----------------------|-------------------|---------------------|------------------------|----------------------------------|-----------------|
| <input type="radio"/> | TEI1 | 237 | 34 | 34 | 01/13/2015 |
| <input type="radio"/> | Demo 123 | 232 | 24 | 28 | 01/05/2015 |
| <input type="radio"/> | Algebra Demo Test | 230 | 34 | 24 | 12/03/2014 |
| <input type="radio"/> | Demo1 | 220 | 34 | 34 | 11/07/2014 |
| <input type="radio"/> | Space 1 | 227 | 34 | 33 | 11/07/2014 |

4. From the list of students assigned to the test you selected, click the check box next to the name of the student who you wish to remove.
5. From the Action pull-down, choose **Remove Assignment**.
6. Click **Go**.

| Algebra Demo Test: 34 Student(s) returned | | | | | | Action |
|---|-------------------|------------------|------------------|-------------------|------------|--------|
| <input type="checkbox"/> | <u>Student ID</u> | <u>Student</u> | <u>Status</u> | <u>Start Date</u> | | |
| <input type="checkbox"/> | 68910479 | Baum, Georgina | <u>Completed</u> | 12/03/2014 | | |
| <input type="checkbox"/> | 15274055 | Boley, Connor | <u>Completed</u> | 12/03/2014 | | |
| <input type="checkbox"/> | 61492027 | Brown, Keenan | <u>Completed</u> | 12/03/2014 | | |
| <input checked="" type="checkbox"/> | 62038303 | Chase, Shaun | <u>Completed</u> | 12/03/2014 | 12/03/2014 | |
| <input type="checkbox"/> | 89778286 | Cook, Adrienne K | <u>Completed</u> | 12/03/2014 | 12/03/2014 | |

Export
 Retake Test
 Reschedule Test
Remove Assignment
 End Test
 Export All

go

7. In the message that appears, click **OK** to confirm that you want to remove the test assignment.
8. Upon successful removal, you will see this message: **“Removed assigned students successfully”** near the top right of the screen.