Administering a Learning Assessment from a Previous Course

You can use the Learning Assessment system (LA) to administer an assessment from a student’s previous course.

1. Go to la.lds.org.
2. Sign in with your LDS Account username and password.
3. Select your program from the drop-down menu, or click your program if it is listed beneath the drop-down menu. You may need to scroll down to find your program.
4. Click Students.
5. Your current students will be listed. Check the box next to a student’s name to select the student who needs to take an assessment from a previous course.
6. Click View Student’s Past Classes.
7. The selected student’s past classes will be listed. Check the box with the appropriate course, year, and term for the assessment needed.
8. Click Give assessment.
9. From the drop-down menu, select the assessment needed. If students have not taken the assessment before, select With Belief and Apply. If students have taken the assessment before and are retaking it, select Without Belief and Apply.
10. For online assessments, click Enable online assessment. (To take an online assessment, a student must have an LDS Account.) Copy the link provided in the pop-up window, and email the link to the student.
11. For print assessments, click Print assessment and Print bubble sheets. (You may need to enable pop-ups.) Print the assessment and the bubble sheet. After the student has completed the assessment, scan the bubble sheet and email it to la@lds.org.

Note: For detailed instructions on printing and scanning the assessment and bubble sheet, see the handout “Elevate Learning Assessments” or online demonstration “Print or Administer Online.”