

# 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.ldschurch.org](http://la.ldschurch.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@ldschurch.org](mailto:la@ldschurch.org).

