

Create a Session

On this page:

[General Information](#) [Instructions](#) [Effects](#) [What's Next?](#)

Search

You create a session to set up a virtual student group that will test at the same time.

Sessions require specific details. Some vary by customer. To read more, refer to [Description of Session Details](#).


*Some programs provide an option to create a session via Student Registration **import**. Refer to your administrator to check whether you have this option.*





Step-by-Step

You can choose to read or watch the instructions below.



Read It

(Click  to view image)

1. From **Testing**, select **Sessions**. 
2. Click **Start** and select **Create / Edit Test Sessions**. 
3. Type/select the required details. 
4. Click **Create**. 



Watch It


Effects

After you create a session, the system:

- ∨ Connects data to TestNav...
And prepares it for the session start.
- ∨ Creates a session password...
And includes it in test tickets for students to use to sign in to the test (with unique user IDs). This password ensures that students can access only the test assigned to them in the session.

What's Next? (Optional)

- ∨ Depending on your program's requirements, you can...
 - Download test tickets and seal codes to distribute before test sessions begin.
Test tickets contain student sign-in credentials for TestNav. Seal codes control student access to each test section.
 - Control and manage the online testing process.

- Change the password. 
- *If you did not add students while creating the session, **add students to the session** at a later time.*

[Back to the top](#)