

Add a Student to a Session

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You can add a student to a session(s) anytime between the initial test registration process and the actual test day.

If you cannot find a student, check that the student is registered for the test administration AND is not assigned to a different test session within it.

Prerequisites

Before you can add a student to a session, ensure that the **Session Status** is not **Stopped**.

How to view the session status

1. From **Setup** go to **Sessions**.
2. Type the session name in the search bar and click **Search**.

The status appears in the **Session Status** column. 

Step-by-Step

You can choose to read or watch the instructions below.



Read It

(Click  to view image)

Add a student(s) while creating a session:

1. From **Testing**, select **Sessions**. 
2. Click **Start**, select **Create / Edit Sessions**. 
3. Select/type session details. 
4. Under **Students**, type into the search field a student name, and select. 
5. Click **Create**. 

∨ You can also add a student(s) to an already existing test session...

1. From **Testing**, go to **Students in Sessions**. 
2. Click **Add a Session**. 
3. Type a session name into the search field. Click the check box next to the session. 
4. Click **Add Selected**. 
5. Click **Select Tasks**, select **Add Students to Sessions**, and click **Start**. 
6. Select the session from the **Session** menu. 
7. Under **Find available students**, search to find a specific student(s). 
8. Select the student(s), and click **Add**. 



Watch It

Effects

- ∨ The system creates testing resources...
These contain student sign-in credentials to unlock test sections.
- ∨ If you added a student test(s) to a prepared and/or started session...
The system automatically assigns the session's form and unlocks those tests.

▼ If you added a student test(s) to a session that is not prepared or started...

You only added the student test(s), and the system does not perform any further action.

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