

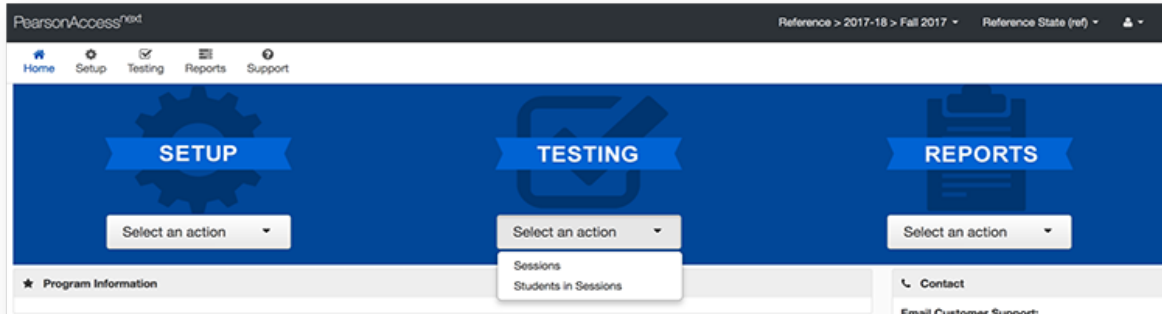
Edit a Session

You can edit a session to update session details including session name, password, form group type, start date, etc. Available details vary by program, role permissions, and the [session status](#).

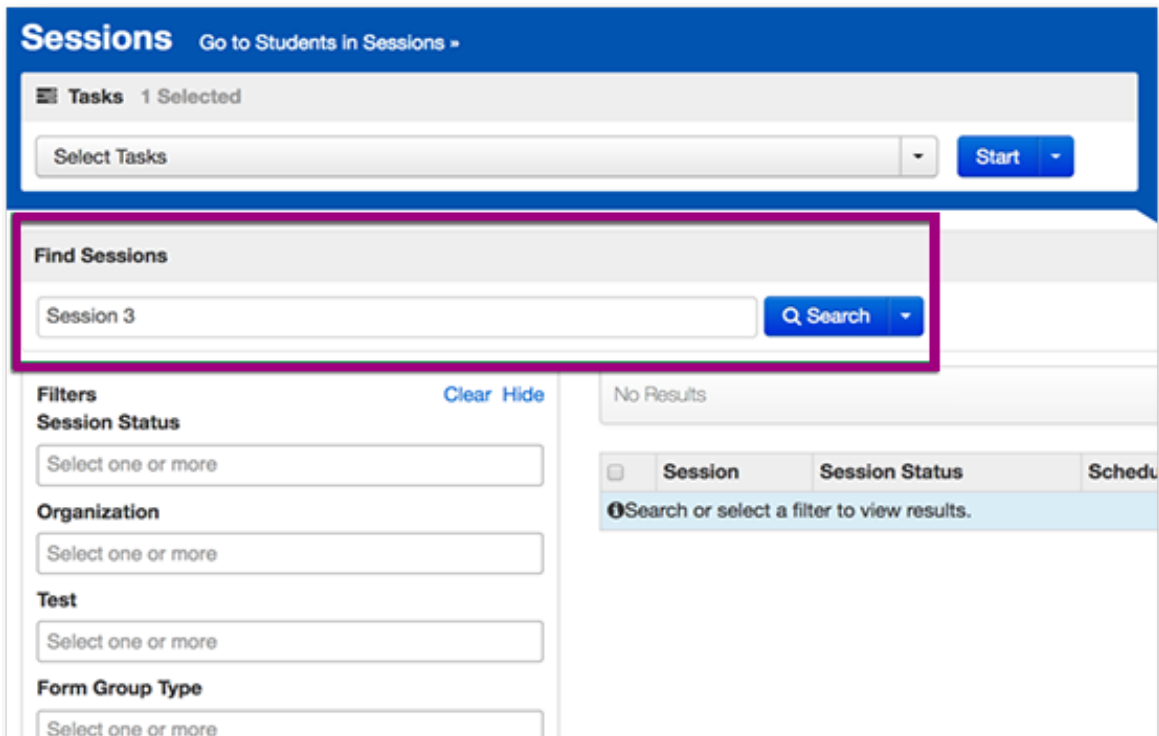
Some programs can create a session through a student registration [import](#). Refer to your administrator to check whether you have this option.

Step-by-Step

1. From **Testing**, select **Sessions**.



2. Type the session name into the search field, and click **Search**.



3. Click the checkbox next to the session.

Sessions Go to Students in Sessions »

Tasks 1 Selected

Select Tasks Start

Sessions 1 Selected Clear

Manage

Find Sessions

Session 3 Q Search

Filters Clear Hide

Session Status

Select one or more

Organization

Select one or more

1 Results

Displaying 25 Manage Columns

Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Organization
<input checked="" type="checkbox"/> SESSION 3 ⓘ	<input type="radio"/> Not Prepared	04/26/2018	Reference Test	1		DEMO SCHOOL 1 (010001)

4. Click **Select Tasks**, select **Create / Edit Sessions**, and click **Start**.

Sessions Go to Students in Sessions »

Tasks 1 Selected

Select Tasks Start

☒ Create / Edit Sessions

☐ Precaching Test Content

☐ Delete Sessions

☐ Lock Units

☐ Add/Remove Students in Sessions

☐ Override Resume Restriction

☐ Mark Student Tests Complete / Stop Sessions

[Show Students in Sessions & Control Sessions](#)

Organization

Select one or more

Q Search

1 Results

Session	Session Status	Scheduled
<input checked="" type="checkbox"/> SESSION 3 ⓘ	<input type="radio"/> Not Prepared	04/26/2018

5. Select the session.

SESSIONS (1)

[Create Session](#)

SESSION 3

DETAILS

SESSION 3 Save Reset

Session Name*

SESSION 3

Session Status

☐ Not Prepared

Organization

DEMO SCHOOL 1 (010001)

Actual Start Date

Session has not been started

6. Type/select the session information to update.

SESSION 3

Save Reset

Session Name*

SESSION 3

Session Status

☐ Not Prepared

Test & Form

Test

Reference Test

☐ Proctor Reads Aloud

Password*

E1EAB7

Form Group Type*

Main

Use Custom TestNav Settings

Precaching Computer*

Add

A pre-caching computer is required when there is one or more available.

Find by Name or ID in DEMO SCHOOL 1 (010001) ▾

Students

Add students to session

Assigned Students (1)

SMITH, JIM (1234567890)

Organization

DEMO SCHOOL 1 (010001)

Actual Start Date

Session has not been started

Scheduling

Scheduled Start Date*

04/26/2018

Scheduled Start Time

01:00 AM

CDT

Lab Location

* Required

Save Reset

7. Click **Save**.

Effects

The update does not carry over to the student registration file.

If you need to re-import a student registration file, you must, **first**, open the file and update the session name. Then, reimport it. Otherwise, the system will not move the student tests to the new session.

What's Next? (Optional)

- 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.