

Create a Session

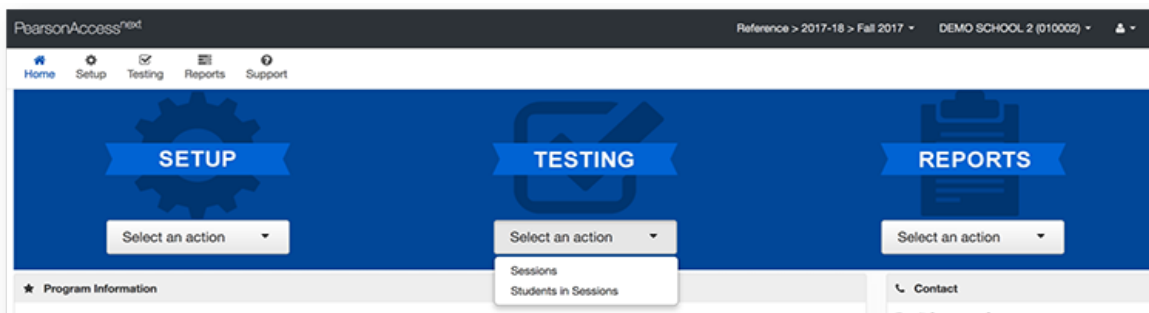
You create a session to set up a virtual student group that will test at the same time.

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

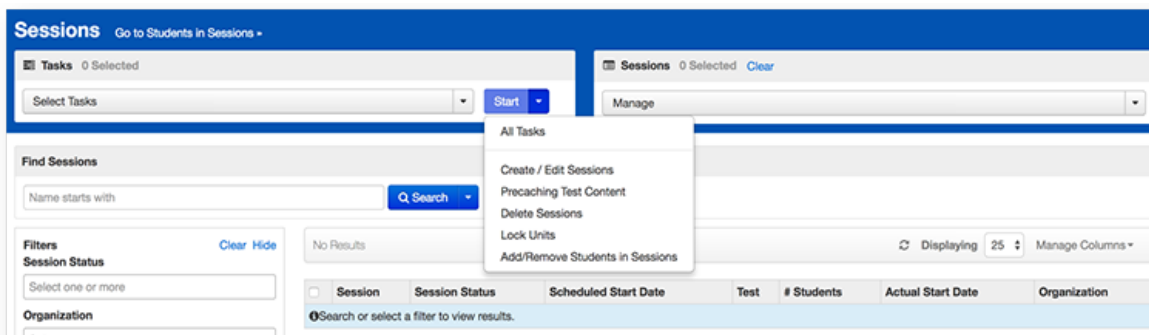
Some programs provide an option to create a session via Student Registration [import](#). Refer to your administrator to check whether you have this option.

Step-by-Step

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



2. Click **Start** and select **Create / Edit Test Sessions**.



3. Type/select the required details.

Tasks for Sessions

Create / Edit Sessions

SESSIONS (0)

Create Session

DETAILS

New Session

Create Reset

Session Name*

SESSION 2

Organization*

DEMO SCHOOL 2 (0100... x)

Test & Form

Test Assigned*

Grade 6 Math x

☐ Proctor Reads Aloud

Form Group Type*

Main x

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 ▾

Students

Scheduling

Scheduled Start Date*

03/08/2018

Scheduled Start Time

01:00 AM CST

Lab Location

+
If available for your project, you can select TestNav Connect to remotely deliver this session...

4. Click **Create**.

Tasks for Sessions

Create / Edit Sessions

SESSIONS (0)

Create Session

DETAILS

New Session

Create Reset

Session Name*

SESSION 2

Organization*

DEMO SCHOOL 2 (0100... x)

Test & Form

Test Assigned*

Scheduling

Scheduled Start Date*

Video

Effects

After you create a session, the system:

And prepares it for the session start.

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)

- 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

Details

Session Name*

DEMO SESSION

Session Status

Not Started

Test & Form

Test

Demo Online Test

☐ Proctor Reads Aloud

Password*

63783B

- If you did not add students while creating the session, [add students to the session](#) at a later time.