

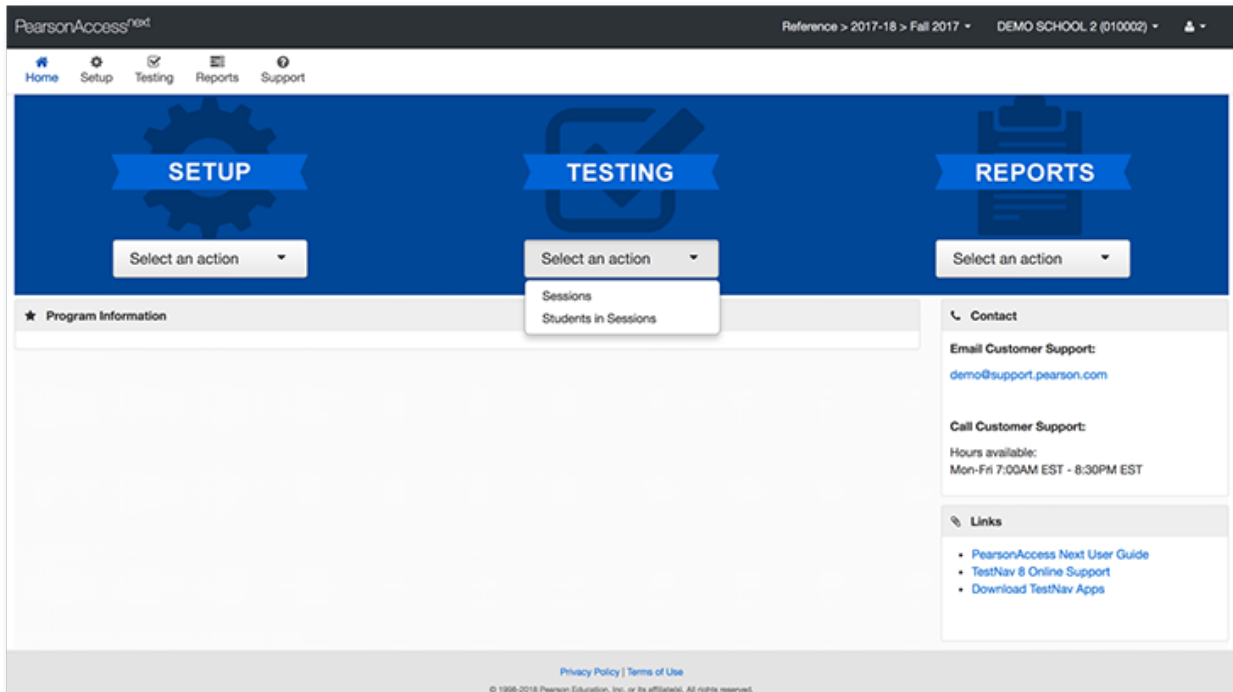
# Mark Student Tests Complete

You can change a student test status to **Marked Complete** to close a testing window or remove any residual data. For example, you might perform this task when a student:

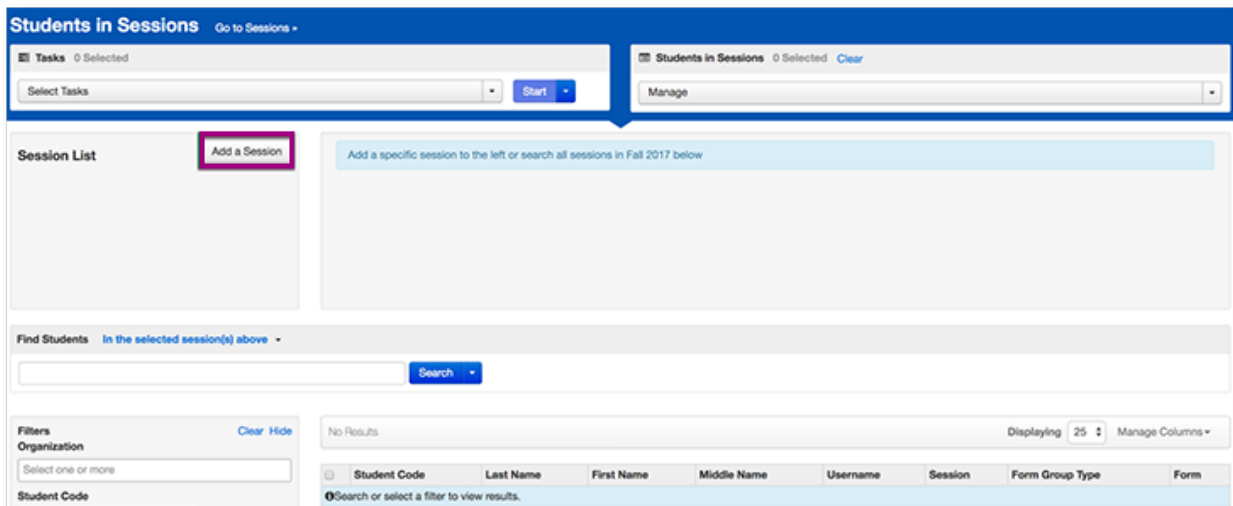
- Exited TestNav and will not resume the test.
- Never signed in to a test, and you need to stop the session.

## Step-by-Step

1. From **Testing**, go to **Students in Sessions**.



2. Click **Add a Session**.



3. Type a session name into the search field, and click the checkbox next to the session.

The screenshot shows the 'Students in Sessions' interface. At the top, there's a blue header with the title 'Students in Sessions' and a link 'Go to Sessions'. Below the header, there are two main sections. The left section is titled 'Tasks' and shows '0 Selected' with a 'Select Tasks' dropdown and a 'Start' button. The right section is titled 'Students in Sessions' and shows '0 Selected' with a 'Manage' dropdown. Below these, there's a 'Session List' section with an 'Add a Session' button and a 'Filter' dropdown. A search field 'Session Ex' is present, and a list of 6 items is shown: 'SESSION EX 2' (checked), 'SESSION EX 3', 'SESSION EXAMPLE', 'SESSION EXAMPLE', 'SESSION EXAMPLE 4', and 'SESSION EXAMPLE 5'. Below the list, it says 'No more sessions to load'. To the right of the session list, there's a search bar with the text 'Search all sessions in Spring 2018 below'. Below the search bar, there's a table with columns: 'First Name', 'Middle Name', 'Username', 'Session', 'Form Group Type', and 'Form'. The table is currently empty. At the bottom, there's a 'Filters' section with 'Organization' and 'Student Code' filters, and a 'Clear Hide' button. The 'Add Selected' button is highlighted in blue.

4. Click Add Selected.

This screenshot is identical to the one above, but the 'Add Selected' button at the bottom of the session list is highlighted with a red rectangle, indicating the next step in the process.

- Select the checkbox next to the student record.

**Students in Sessions** Go to Sessions +

Tasks 0 Selected Start

Students in Sessions 1 Selected Clear

Manage

**Session List** Add a Session

SESSION EX 2

In Progress

Stop Session Manage Sections Refresh

Reference Test (11 Student Tests)

Student Test Status Key

- Ready
- Resumed, Resumed
- Upload
- Active
- Exited
- Completed, Marked Complete

Find Students In the selected session(s) above

Search

Filters Clear Hide

Organization

Select one or more

Student Code

Starts with

Local Student Code

11 Results

Displaying 25 Manage Columns

Student Code	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
<input type="checkbox"/> 2234567810	JOHNSON	JENNIFER		0784790279	SESSION EX 2 (Reference Test)	Exited	Main	Reference Form (REF081501)
<input checked="" type="checkbox"/> 1230495688	LASTNAME2	STUDENTNAME2		8871263394	SESSION EX 2 (Reference Test)	Ready	Main	Reference Form (REF081501)

- Click **Select Tasks**, select **Mark Student Tests Complete**, and click **Start**.

**Students in Sessions** Go to Sessions +

Tasks 1 Selected Start

Students in Sessions 1 Selected Clear

Manage

**Session List** Add a Session

SESSION EX 2

In Progress

Stop Session Manage Sections Refresh

Reference Test (11 Student Tests)

Student Test Status Key

- Ready
- Resumed, Resumed
- Upload
- Active
- Exited
- Completed, Marked Complete

Find Students In the selected session(s) above

Search

Filters Clear Hide

Organization

Select one or more

Student Code

Starts with

Local Student Code

11 Results

Displaying 25 Manage Columns

Student Code	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
<input type="checkbox"/> 2234567810	JOHNSON	JENNIFER		0784790279	SESSION EX 2 (Reference Test)	Exited	Main	Reference Form (REF081501)
<input checked="" type="checkbox"/> 1230495688	LASTNAME2	STUDENTNAME2		8871263394	SESSION EX 2 (Reference Test)	Ready	Main	Reference Form (REF081501)

- Select the checkbox next to the student name to confirm your selection.

**Mark Student Tests Complete** Mark Complete Reset

Reason\*

☒ Use the same Reason for checked Students in Sessions

**STUDENTS IN SESSIONS (1)**

STUDENT NAME (CODE)	SESSION (STUDENT TEST)	STUDENT TEST STATUS
<input checked="" type="checkbox"/> LASTNAME2, STUDENTNAME2 (1230495688)	SESSION EX 2 (Reference Test)	Ready

This action is not reversible.

\* Required

Mark Complete Reset

8. Type a reason.

Mark Student Tests Complete

Reason\*  
Session is complete.

☒ Use the same Reason for checked Students in Sessions

STUDENTS IN SESSIONS (1)	DETAILS	STUDENT TEST STATUS
<input type="checkbox"/> STUDENT NAME (CODE)	SESSION (STUDENT TEST)	
<input checked="" type="checkbox"/> LASTNAME2, STUDENTNAME2 (1230495888) ⓘ	SESSION EX 2 (Reference Test)	Ready

This action is not reversible.

\* Required

Mark Complete Reset

9. Click **Mark Complete**.

Mark Student Tests Complete

Reason\*  
Session is complete.

☒ Use the same Reason for checked Students in Sessions

STUDENTS IN SESSIONS (1)	DETAILS	STUDENT TEST STATUS
<input type="checkbox"/> STUDENT NAME (CODE)	SESSION (STUDENT TEST)	
<input checked="" type="checkbox"/> LASTNAME2, STUDENTNAME2 (1230495888) ⓘ	SESSION EX 2 (Reference Test)	Ready

This action is not reversible.

\* Required

Mark Complete Reset

If you have access to multiple administrations, select the administration to update.

- From **Testing**, select **Sessions**.
- Click **Select Tasks**, select **Mark Student Tests Complete/Stop Sessions**, and click **Start**.

Sessions Go to Students in Sessions +

Tasks 1 Selected

Select Tasks

- ☐ 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

Sessions 0 Selected Clear

Manage

Q Search

No Results

Displaying 25 Manage Columns

Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Organization
Search or select a filter to view results.						

The **Impacted Session Summary** shows the number of affected sessions and student tests.

- Click **Mark Complete**.

Mark Student Tests Complete / Stop Sessions

Mark Student Tests Complete / Stop Sessions

Impacted Session Summary

- 2 Sessions with tests that can be Marked Complete or removed
- 4 Student tests that can be Marked Complete or removed
- 5 Sessions that can be Stopped or removed

This action is not reversible.

\* Required

Mark Complete Reset

## Effects

After you mark a test complete, you cannot restore it.

---

## What's Next? (Optional)

After you remove or mark complete all tests in a session, you can [stop the session](#).