Manage Sections

; Feature availability varies by program.

You can manage sections to monitor statuses and/or control the section in which students begin testing. When delivering a test over multiple sittings, you can use this to have all students start in the same section. You can also have students test out of sequence if necessary.

Pearson recommends that you do not set sections for students in Active Status. To assign a section to a student with the Active status, see how to Resume a Test.

Prerequisites

You cannot set sections for students with the Completed status. When assigning sections to students, check their test statuses.

Step-by-Step

1. From Testing, select Students in Sessions.

PearsonAccess ^{next}	Reference	> 2017-18 > Spring 2018 • DEMO SCHOOL 2 (010002) • 📥 •
SETUP	TESTING	REPORTS
THE		
Select an action -	Select an action 👻	Select an action -
* Program Information	Sessions Students in Sessions	Contact
		Email Customer Support: demo@support.pearson.com
		Call Customer Support: Hours available: Mon-Fri 7:00AM EST - 8:30PM EST
		Links
		PearsonAccess Next User Guide TestNav 8 Online Support Download TestNav Apps
	Privacy Policy Terms of Use	
https://ban-prd-cfg-customer.pearsondex.com/customer/session/assign/list.action	© 1998-2018 Pearson Education, Inc. or its affiliate(s), AJ rights reserved.	

2. Click Add a Session.

Students in Sessions Go to Sessio	8.
El Tasks O Selected	I Students in Sessions 0 Selected Clear
Select Tasks	Start Manage ·
Session List Add a Session	Add a specific session to the left or search all sessions in Spring 2018 below
Find Students In the selected session(s) above	Search -
Filters Clear Hide Organization	No Results Displaying 25 \$ Manage Columns*
Select one or more Student Code	Student Code Last Name First Name Middle Name Username Session Form Group Type Form OSearch or select a filter to view results.
Starts with	

3. Type a session name into the search field.

Students in Se	SSIONS Go to Se	ssions »	
Tasks 0 Selected			
Select Tasks		 ✓ Sta 	rt 💌
	_		
Session List	Add a Session	T Filter >	earch all ses
		Session 2	
		3 items of 3	
		SESSION 2	

4. Select the checkbox next to the session, and click Add Selected.

Students in Se	SSIONS Go to Set	ssions »	
Tasks 0 Selected			
Select Tasks		 ▼ State 	art 👻
Session List	Add a Session	T Filter >	earch all ses
		Session 2	
		3 items of 3	
		SESSION 2	
		SESSION 2	
		SESSION EXAMPLE 2	
		No more sessions to load	
Find Students In the se	elected session(s) abov		
Filters Organization	Clear Hide		
Select one or more			Firs
Student Code		Add Selected	

5. Click Manage Sections.

Session List	Add a Session	SESSION 2							Resource	es - 0 (Details / Edit
SESSION 2	×	In Progress						Stop Session	Manage S	Sections	C Refresh
		Discovery Der	no (4 Student	t Tests)				4	~		t Test Status Key
1 Sessions Ciear			1		1			1		Ready Resum Upload Active Exited	ed, Resumed
ind Students In the sele	ected session(s) above										
Filters Organization	Clear Hide	4 Results	learch					Displ	aying 25	Mana	ige Columns +
Organization	Clear Hide			First Name	Middle Name	Username	Session	Displ Student Test Status			
Organization Select one or more Student Code	Clear Hide	4 Results		First Name ALANA	Middle Name		Session SESSION 2 (Discovery Demo)			up Type I	Form
Arganization Select one or more Student Code Starts with	Clear Hide	4 Results	Last Name		Middle Name	6803846367	SESSION 2 (Discovery)	Student Test Status	Form Gro	up Type I	Form Demo (discovery_dem Demo
	Clear Hide	4 Results Student Code 0088665533	Last Name ARGO	ALANA JAMIE	Middle Name	6803846367 7393011060	SESSION 2 (Discovery Demo) SESSION 2 (Discovery	Student Test Status	Form Gro Main	up Type I	Form Demo (discovery_dem

If you selected more than one session, click a session to manage.

MANAGE SECTIONS					
					Save Roset
Session: SESSION 2 -	SESSION 2 (4 Stud	ent Tests)			C Refresh
SESSION 2 SESSION EXAMPLE	Not Started	Started	Completed	Current	
Section 1	Ø	0	0	1	Set Current Section for All
Section 2	0	0	0	2	Set Current Section for All
Section 3	0	0	0	0	Set Current Section for All
4 Results					Clear Filters Displaying 25 \$

View the section assignments for the selected session.

Session: SESSION 2 -				SESSION 2 (4	Student Tests)						2 Refresh
				Not Started	Started	Completed	Current				
Section 1				0	0	0	1	Set	Current Se	ction for Al	
Section 2				Ø	0	0	2	Set	Current Se	ction for Al	
Section 3				0	0	0	0	Set	Current Se	ction for Al	
4 Results					Students				Cle	ar Filtors	Displaying 25 ¢
								5	lection St	itus	
Student Number		Last Name		First Name		Student Test Status		1	2	3	Current Section
	۲		۲		۲		\$ ⊗	•	;	• •	
088665533		ARGO		ALANA		Exited		8	C		O1 O2 O3
2384840032		FRANK		JAMIE		Active		6	0	0	O1 O2 O3
324388888		FREEDMAN		BECKY		Resumed		•	6		01 02 03

There are three student section statuses:

- a. Not Started (N) Total number of students who have not started the section
- b. Started (S) -Total number of students who have started the section
- C. Completed (C) Total number of students who have completed the section The Current column displays the total number of students currently signed in to or assigned that section.

Use Filters to display specific student tests.

dent Number		Last Name		First Name		Student Test Status	1	2	3	Current Section
	۲		۲		0	2 D	0	• •	• •	
8665533		ARGO		ALANA		Active Ready	0	G	0	O1 O2 O3
4840032		FRANK		JAMIE		Resumed Upload	0	0	0	O1 O2 O3
4388888		FREEDMAN		BECKY		Exited Completed	0	6	0	0 1 O2 O3
6339999		HAMMER		BRIAN		Marked Complete Heady	0	0	0	01 02 03

Click Refresh for the most current data.

MANAGE SECTIONS					Save Roset
Session: SESSION 2 -	SESSION 2 (4 Stud	ient Tests)			C Refresh
SESSION 2 SESSION EXAMPLE	Not Started	Started	Completed	Current	
Section 1	0	0	0	1	Set Current Section for All
Section 2	0	0	٥	2	Set Current Section for All
Section 3	0	0	0	0	Set Current Section for All
4 Results					Clear Filters Displaying 25 \$

Control Section Start

To manage sections:

• Select a section to make it a student's Current Section, and click Save, OR

Session: SESSION 2 -				SESSION 2 (4 Stud	lent Tests)						C Refresh
				Not Started	Started	Completed	Current				
Section 1				Ø	0	0	1	Set	Current Se	ction for Al	
Section 2				0	0	0	2	Set	Current Se	ction for Al	
Section 3				0	0	٥	0	Set	Current Se	ction for Al	
4 Results									Cle	ar Filters	Displaying 25
				Stude	ints						
				Stude	ents			\$	ection St	atus	
Student Number		Last Name		Stude First Name		ident Test Status		S	ection St	atus 3	Current Section
itudent Number	8	Last Name	•			ident Test Status	: @			3	
Student Number	0	Last Name ARGO	0		Stu	ident Test Status	•	1	2	3	
	0		•	First Name	Stu		• •	1	2 :0	3	_
088665533	۲	ARGO	٥	First Name ALANA	Stu E	xited	•	1	2 ;0	3	1 02 3

• Set the Current Section for All, and click Save.

Session: SESSION 2 -				SESSION 2 (4 Stud SESSION 2 (4 Stud	dent Tests)						C Refresh
				Not Started	Started	Completed	Current				
Section 1				۵	0	0	1	Set C	Current Sec	tion for All	
Section 2				0	Ð	0	2	Set 0	Current Sec	tion for All	
Section 3				0	0	0	0	Set 0	Current Sec	tion for All	
											-
1 Results								_	Clea	r Filters	Displaying 25
t Results									Clea	r Filters	Displaying 25
4 Results				Stud	ents						Displaying 25
4 Results				Stud	ents			S	Clea		Displaying 25
		Last Name		Stud First Name		Student Test Status		S 1			Displaying 25
	۲	Last Name	0			Student Test Status	€ .		ection Stat	tus	
tudent Number	0	Last Name ARGO	0			Student Test Status	\$]⊗	1	ection Stat	a s	
tudent Number	0		8	First Name			€ 🖲	1	ection Stat 2 0	us 3 ¢ @	Current Section
t Results tudent Number 088665533 384840032 324388888	•	ARGO	0	First Name		Exited	¢	1 • •	ection Stat 2 0 0	aus 3 CO	Current Section

Video