

Manage Sections

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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

You can choose to read or watch the instructions below.



Read It

(Click  to view image)

1. From **Testing**, select **Students in Sessions**. 
2. Click **Add a Session**. 
3. Type a session name into the search field. 
4. Select the checkbox next to the session, and click **Add Selected**. 




Watch It

5. Click **Manage Sections**.

Monitor Statuses

∨ To monitor section statuses...

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


View the section assignments for the selected session.



There are three student section statuses:


1. **Not Started (N)** - Total number of students who have not started the section
2. **Started (S)** - Total number of students who have started the section
3. **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. 

Click **Refresh** for the most current data. 

Control Section Start

∨ To manage sections...

Select a section to make it a student's **Current Section**, and click **Save**. 

Or, **Set the Current Section for All**, and click **Save**. 