

Start a Session and Unlock Tests / Sessions

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You can start a session to make a test or test unit available to students in the session. Then, you can unlock the test or unit to give a student access to it.



*The PearsonAccess^{next} page view can appear differently depending on **test type** and **session status**.*

Prerequisites

Prior to this step, an authorized user may need to **print test tickets and seal codes** (if your program requires it).

Step-by-Step








You can choose to read or watch the instructions below.





Read It

(Click  to view image)

Start a Session and unlock student tests.

1. From **Testing**, select **Students in Sessions**. 
2. Click **Add a Session**. 
3. Type a session name into the search field, and click **Search**. 
4. Click the checkbox next to the session, and click **Add Selected**. 
5. Click **Start Session**. 
6. Select the dropdown to unlock a test (unless auto unlock is enabled):
 - For an individual student 
 - For all students 

Select the dropdown to unlock a unit of a test:

- For an individual student 
- For all students 



Dependent upon user role and permission, authorized users can unlock multiple sessions with an **In Progress** or **Stopped** status:

1. From **Testing**, select **Session**.
2. Type session details into the search field, and click **Search**.
3. Click the checkbox next to the sessions.
4. Click **Start** and select **Lock / Unlock Multiple Sessions**.
5. Click **Lock** or **Unlock**.



Watch It

What's Next?

- You can launch a test...
 1. From **Testing**, select **Students in Sessions**.
 2. From the **Session List**, select a session with *In Progress* status.
 3. Under the student list **Answer Input** column, click **Launch Test**. You cannot launch a test for students with a **Complete** or **Marked Complete** status.
- You can, then, sign in to TestNav , and click **Start Test Now**. 

(Optional) When a test session is **In Progress** and students are testing, you may want to lock some student tests/units of a test. You can lock the test/unit for all students or for an individual student.

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