

Create a Session

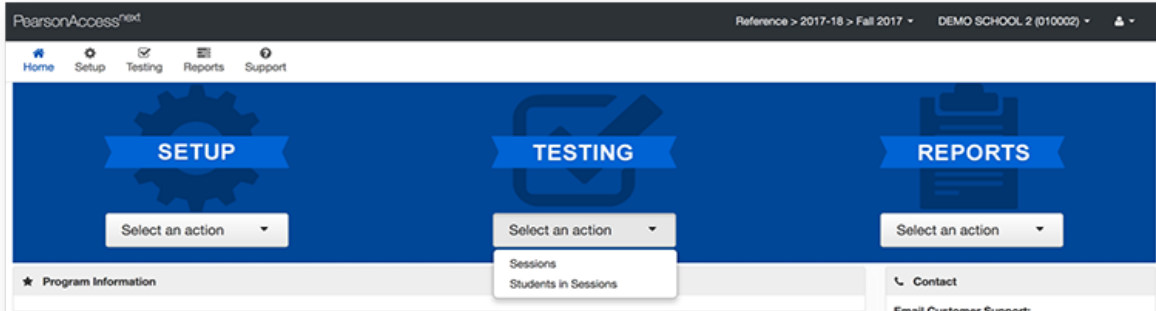
You create a session to set up a virtual student group that will test at the same time.

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

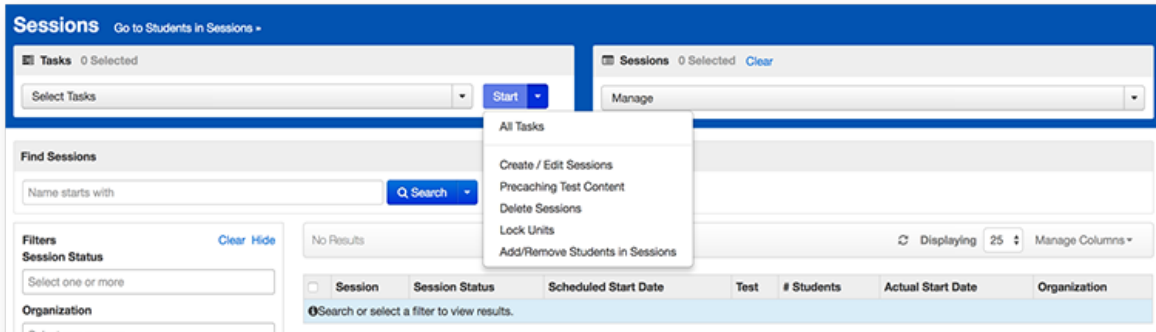
Some programs provide an option to create a session via Student Registration **import**. Refer to your administrator to check whether you have this option.

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 Add Task Previous Task Next Task Exit Tasks x

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.

Scheduling

Scheduled Start Date*
03/08/2018

Scheduled Start Time
01:00 AM CST

Lab Location

Find by Name or ID - Students

4. Click **Create**.

Tasks for Sessions Add Task Previous Task Next Task Exit Tasks x

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

Watch the step-by-step instructions...

Effects

After you create a session, the system:

- Connects data to TestNav...
And prepares it for the session start.
- Creates a session password...
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)

Depending on your program's requirements, you can...

- 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

∨ [View image...](#)

Details

Session Name*

Session Status

Not Started

Test & Form

Test

Demo Online Test

Proctor Reads Aloud

Password*

- *If you did not add students while creating the session, **add students to the session** at a later time.*