

Start a Session and Unlock Tests/Sessions

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](#).

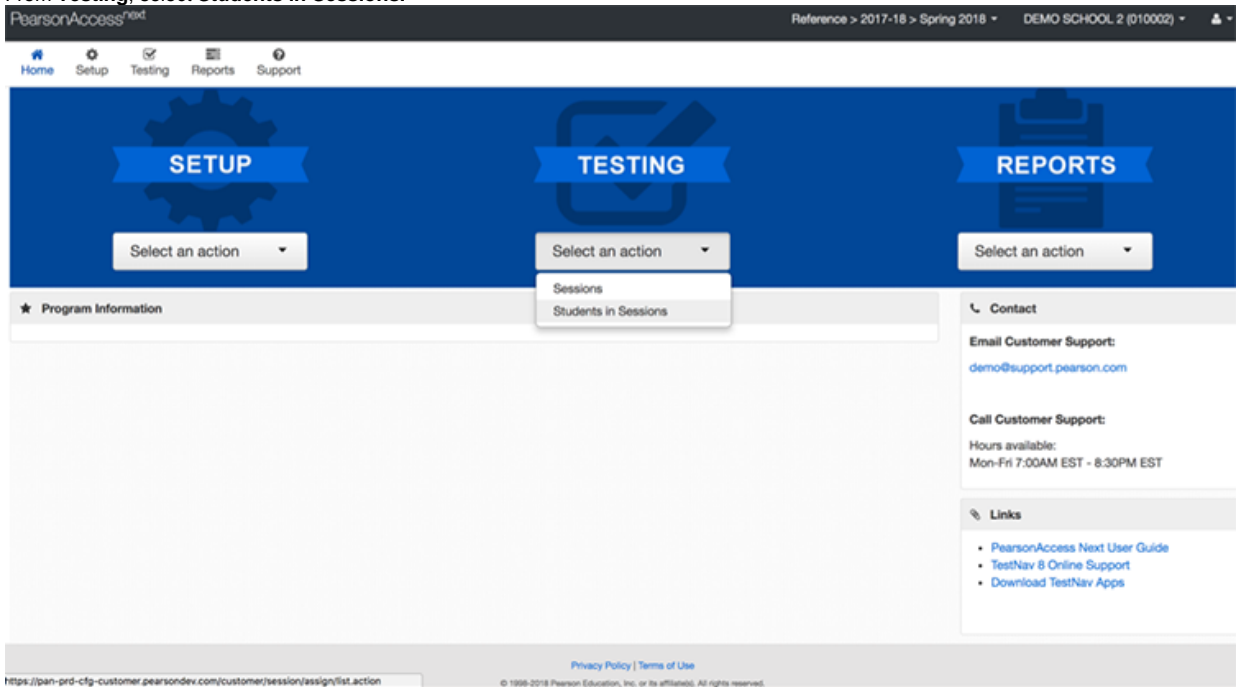
Prerequisites

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

Step-by-Step

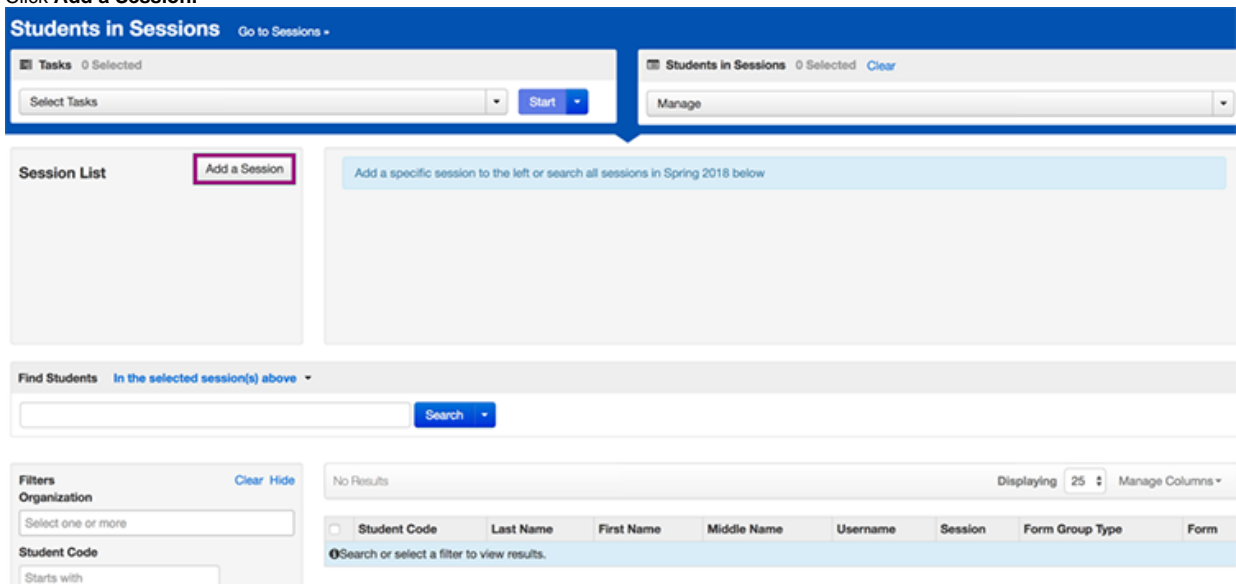
Start a Session and unlock student tests.

1. From **Testing**, select **Students in Sessions**.



The screenshot shows the PearsonAccess^{next} web application interface. At the top, there is a navigation bar with links for Home, Setup, Testing, Reports, and Support. The 'Testing' tab is selected. Below the navigation bar, there are three main sections: SETUP, TESTING, and REPORTS. The TESTING section is active, and a dropdown menu is open, showing 'Sessions' and 'Students in Sessions'. The 'Students in Sessions' option is highlighted. On the right side, there is a 'Contact' section with email and call support information, and a 'Links' section with links to the user guide, online support, and app downloads. The footer contains a URL and copyright information.

2. Click **Add a Session**.



The screenshot shows the 'Students in Sessions' page. At the top, there is a header with 'Students in Sessions' and a 'Go to Sessions' link. Below the header, there are two main sections: 'Tasks' and 'Students in Sessions'. The 'Students in Sessions' section is active, and a dropdown menu is open, showing 'Add a Session' and 'Manage'. The 'Add a Session' button is highlighted. Below the dropdown, there is a 'Session List' section with a table. The table has columns for Student Code, Last Name, First Name, Middle Name, Username, Session, Form Group Type, and Form. The table is currently empty, and a message says 'No Results'. At the bottom, there is a 'Find Students' section with a search bar and a 'Search' button. There are also filters for Organization and Student Code.

3. Type a session name into the search field, and click **Search**.

Students in Sessions [Go to Sessions »](#)

Tasks 0 Selected

Select Tasks ▼ Start ▼

Session List Add a Session Filter >

Session Example 5

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

Students in Sessions [Go to Sessions »](#)

Tasks 0 Selected

Select Tasks ▼ Start ▼

Session List Add a Session Filter >

Session Example 5

1 items of 1

☒ ☐ SESSION EXAMPLE 5

No more sessions to load

5. Click **Start Session**.

Students in Sessions [Go to Sessions »](#)

Tasks 0 Selected Students in Sessions 0 Selected Clear

Select Tasks ▼ Start ▼ Manage

Session List Add a Session

SESSION EXAMPLE 5

1 Sessions | [Clear](#)

SESSION EXAMPLE 5 Ignore Schedule Resources Details Edit

Ready Start Session Manage Sections Refresh

Find Students In the selected session(s) above

Search

Filters Clear Hide

Organization

Select one or more

Student Code

Starts with

3 Results

Displaying 25 Manage Columns

<input type="checkbox"/>	Student Code	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
<input type="checkbox"/>	2234567811	TAYLOR	KATHY		9856897083	SESSION EXAMPLE 5 (Discovery Demo)	Ready	Main	Demo (discovery_demo)
<input type="checkbox"/>	2384777778	JAMES	OLIVER		9629464714	SESSION EXAMPLE 5	Ready	Main	Demo

6. Select the dropdown to unlock a test (unless auto unlock is enabled):

- For an individual student

Find Students [In the selected session\(s\) above](#)

[Search](#)

3 Results Displaying 25 [Manage Columns](#)

<input type="checkbox"/>	Student Code	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
<input type="checkbox"/>	2234567811	TAYLOR	KATHY		9856897083	SESSION EXAMPLE 5 (Discovery Demo)	Ready	Main	Demo (discovery_demo)
<input type="checkbox"/>	2384777778	JAMES	OLIVER		9629464714	SESSION EXAMPLE 5 (Discovery Demo)	Unlock	Main	Demo (discovery_demo)
<input type="checkbox"/>	3333335553	LANE	JOANNA		5562546977	SESSION EXAMPLE 5 (Discovery Demo)	Ready	Main	Demo (discovery_demo)

1

- For all students

Session List [Add a Session](#)

SESSION EXAMPLE 5

1 Sessions [Clear](#)

SESSION EXAMPLE 5 In Progress [Stop Session](#) [Manage Sections](#) [Refresh](#)

SESSION EXAMPLE 5 (3 Student Tests) 3 [Unlock](#)

Student Test Status Key

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

Find Students [In the selected session\(s\) above](#)

[Search](#)

3 Results Displaying 25 [Manage Columns](#)

<input type="checkbox"/>	Student Code	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
<input checked="" type="checkbox"/>	2234567811	TAYLOR	KATHY		9856897083	SESSION EXAMPLE 5 (Discovery Demo)	Ready	Main	Demo (discovery_demo)
<input checked="" type="checkbox"/>	2384777778	JAMES	OLIVER		9629464714	SESSION EXAMPLE 5 (Discovery Demo)	Ready	Main	Demo (discovery_demo)
<input checked="" type="checkbox"/>	3333335553	LANE	JOANNA		5562546977	SESSION EXAMPLE 5 (Discovery Demo)	Ready	Main	Demo (discovery_demo)

Select the dropdown to unlock a unit of a test:

- For an individual student

Find Students [In the selected session\(s\) above](#)

[Search](#)

3 Results Displaying 25 [Manage Columns](#)

<input type="checkbox"/>	Student Code	Last Name	First Name	Middle Name	Username	Session	Unit 1	Unit 2	Unit 3	Form Group Type	Form
<input type="checkbox"/>	2823884949	SANDERS	MEGAN		9617024285	SESSION EXAMPLE 6 (Grade 6 Math)	Ready	Ready	Ready	Main	16M'
<input type="checkbox"/>	0299399999	FRUST	JULIA		4186378683	SESSION EXAMPLE 6 (Grade 6 Math)	Ready	Ready	Ready	Main	16M'
<input type="checkbox"/>	2777488888	JAMES	FRANK		5609193553	SESSION EXAMPLE 6 (Grade 6 Math)	Ready	Ready	Ready	Main	16M'

- For all students

The screenshot displays the TestNav interface. On the left, a 'Session List' panel shows 'SESSION EXAMPLE 6' with a search icon. The main area, titled 'SESSION EXAMPLE 6', shows the session status as 'In Progress'. It lists three units: Unit 1, Unit 2, and Unit 3, each with a progress bar and a 'Mixed' status indicator. A purple box highlights the 'Mixed' status for Unit 2. On the right, a 'Student Test Status Key' provides a legend for various status icons: Ready (grey), Resumed, Resumed (orange), Active (green), Exited (red), Completed, Marked (blue), and Complete (black).

+
To start a TestNav Connect remote session...

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**.

Video

What's Next?

For students with specific accommodations that require you to enter a student's responses...

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.

Session List

Add a Session

- Combined View
- ALG1-SESSION1
- APR11-ALG1

24 Sessions | [Clear](#)

ALG1-SESSION1

[Resources](#)
[Details](#)
[Edit](#)

In Progress

ALG1-SESSION1 (194 Student Tests)

194

Find Students [In the selected session\(s\) above](#)

Search

Filters

[Clear](#) [Hide](#)

Organization

Select one or more

State Student Identifier

Starts with

194 Results

<input type="checkbox"/>	State Student Identifier	Answer Input	Username	Session	Student
<input type="checkbox"/>	NEWSTUD504	Launch Test	8198483222	ALG1-SESSION1 (Algebra I)	Ready

4. You can, then, sign in to TestNav, and click **Start Test Now**.

TestNav

Welcome! You are about to start a test.

Algebra I

There is 1 section.

There are 20 total questions.

You will have 4 hours to complete this test.

[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.