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.

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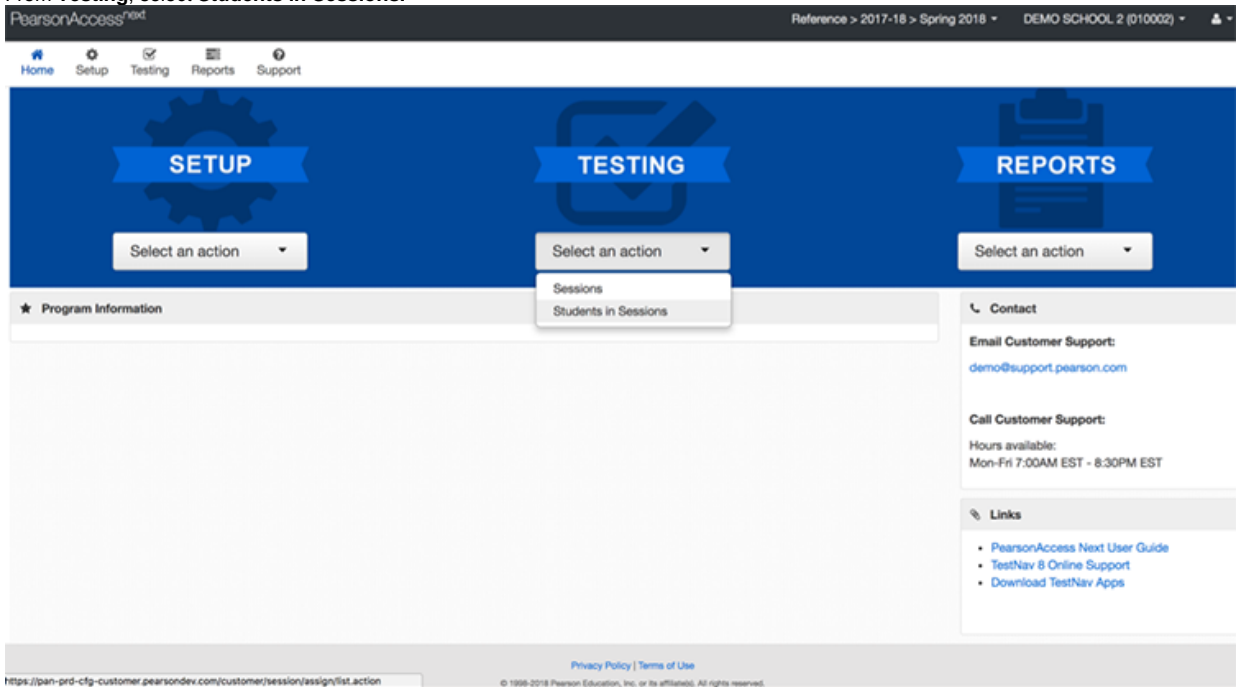
Prerequisites

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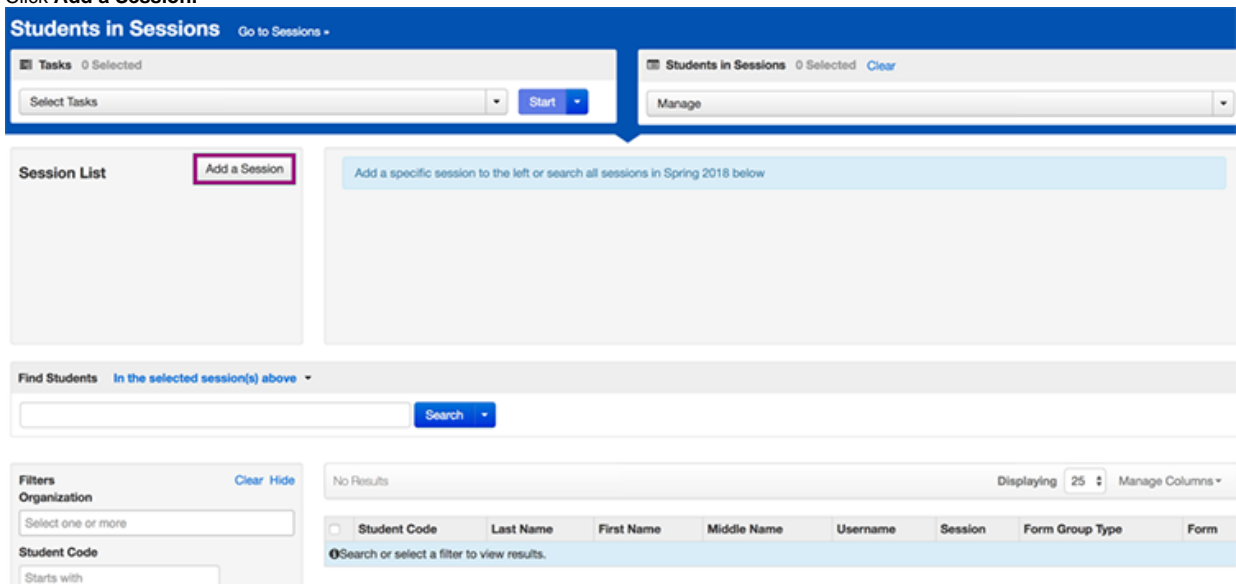
Step-by-Step

Start a Session and unlock student tests.

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

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**.

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.

4. 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.