

Delete a Session

You can delete a session to remove the virtual student grouping assigned to test at the same time. This deletes test data for completed test administrations.

Prerequisites

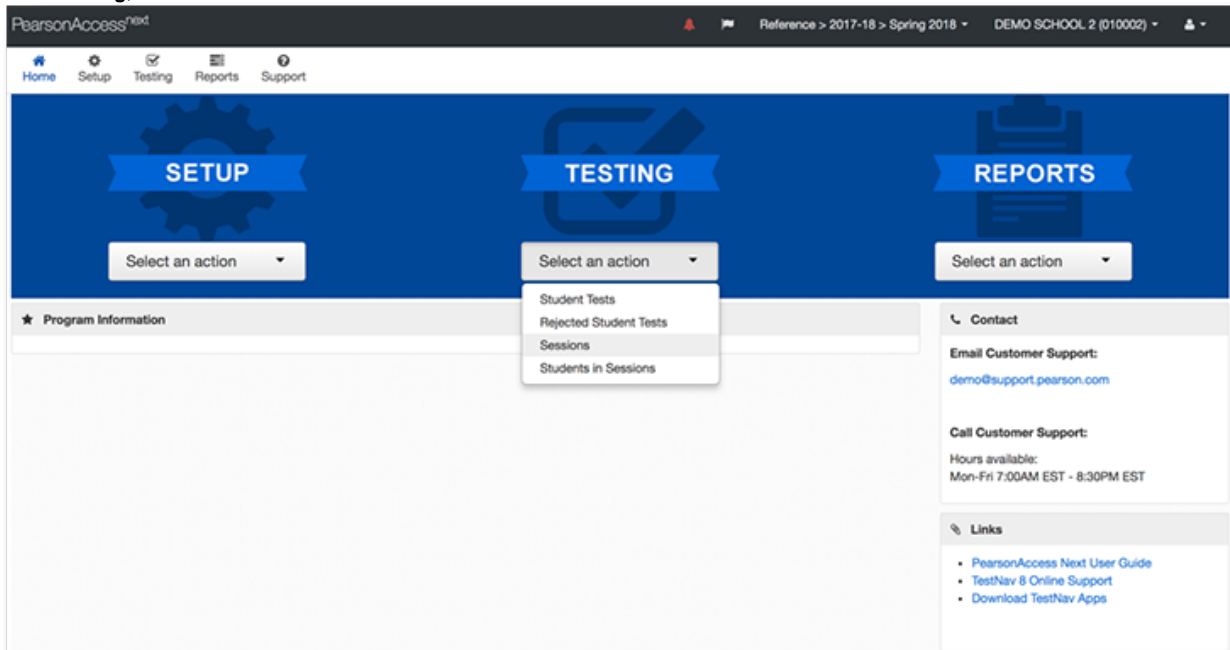
Before you can delete a session, you must first [remove all students from the session](#). If you don't remove students from the session, an error message appears.

The screenshot shows the 'Delete Sessions' interface. At the top, there is a red error banner that reads 'Error: Error saving changes'. Below this, the 'Delete Sessions' section has a table with the following columns: 'Session Name', 'Student Test', and 'Session Status'. A single row is visible with the session name 'TESTSESSION', student test 'Discovery Demo', and status 'Stopped'. Below the table, a red message states: 'TESTSESSION session cannot be deleted because it has students assigned'. A yellow banner below that says 'This action is not reversible.' At the bottom, there is a section labeled '* Required' with 'Delete' and 'Reset' buttons.

Session Name	Student Test	Session Status
TESTSESSION	Discovery Demo	Stopped

Step-by-Step

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



2. Type a session name into the search field.

Sessions Go to Students in Sessions ▾

Tasks 0 Selected Start ▾

Select Tasks ▾

Sessions 0 Selected Clear

Manage ▾

Find Sessions

TestSession Q Search ▾

Filters Clear Hide

Session Status

Select one or more

Organization

Select one or more

Test

Select one or more

1 Results Displaying 25 ▾ Manage Columns ▾

Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Organization
<input type="checkbox"/> TESTSESSION ⓘ	Stopped	01/17/2018	Discovery Demo	1	01/18/2018 04:11:02 PM	DEMO SCHOOL 2 (010002)

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3. Click the checkbox next to the session you want to delete.

Sessions Go to Students in Sessions ▾

Tasks 0 Selected Start ▾

Select Tasks ▾

Sessions 1 Selected Clear

Manage ▾

Find Sessions

Name starts with Q Search ▾

Filters Clear Hide

Session Status

Select one or more

Organization

Select one or more

Test

Select one or more

Form Group Type

Select one or more

Scheduled Start Date Range

4 Results Displaying 25 ▾ Manage Columns ▾

Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Organization
<input type="checkbox"/> DIANNE TEST SESSION ⓘ	Stopped	01/17/2018	Reference Test	3	01/18/2018 04:16:22 PM	DEMO SCHOOL 2 (010002)
<input checked="" type="checkbox"/> SESSION TEST ⓘ	Not Prepared	03/07/2018	Reference Test			DEMO SCHOOL 2 (010002)
<input type="checkbox"/> TESTSESSION ⓘ	Stopped	01/17/2018	Discovery Demo	1	01/18/2018 04:11:02 PM	DEMO SCHOOL 2 (010002)
<input type="checkbox"/> TRANSFER - Reference Test ⓘ	Not Prepared	09/18/2017	Reference Test	2		DEMO SCHOOL 2 (010002)

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4. Click **Start** and select **Delete Sessions**.

Sessions Go to Students in Sessions ▾

Tasks 0 Selected Start ▾

Select Tasks ▾

Sessions 1 Selected Clear

Manage ▾

Find Sessions

Name starts with Q Search ▾

Filters Clear Hide

Session Status

Select one or more

Organization

Select one or more

Test

Select one or more

Form Group Type

Select one or more

Scheduled Start Date Range

4 Results Displaying 25 ▾ Manage Columns ▾

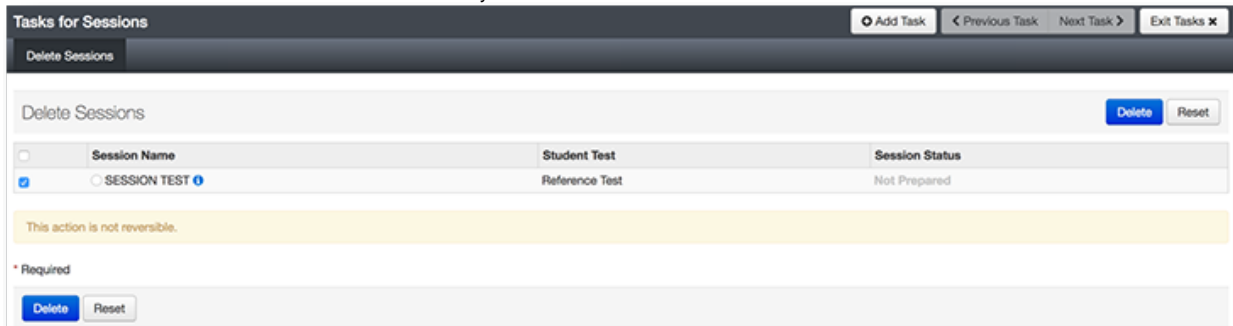
Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Organization
<input type="checkbox"/> DIANNE TEST SESSION ⓘ	Stopped	01/17/2018	Reference Test	3	01/18/2018 04:16:22 PM	DEMO SCHOOL 2 (010002)
<input checked="" type="checkbox"/> SESSION TEST ⓘ	Not Prepared	03/07/2018	Reference Test			DEMO SCHOOL 2 (010002)
<input type="checkbox"/> TESTSESSION ⓘ	Stopped	01/17/2018	Discovery Demo	1	01/18/2018 04:11:02 PM	DEMO SCHOOL 2 (010002)
<input type="checkbox"/> TRANSFER - Reference Test ⓘ	Not Prepared	09/18/2017	Reference Test	2		DEMO SCHOOL 2 (010002)

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All Tasks

- Create / Edit Sessions
- Precaching Test Content
- Delete Sessions
- Lock Units
- Add/Remove Students in Sessions
- Override Resume Restriction
- Mark Student Tests Complete / Stop Sessions

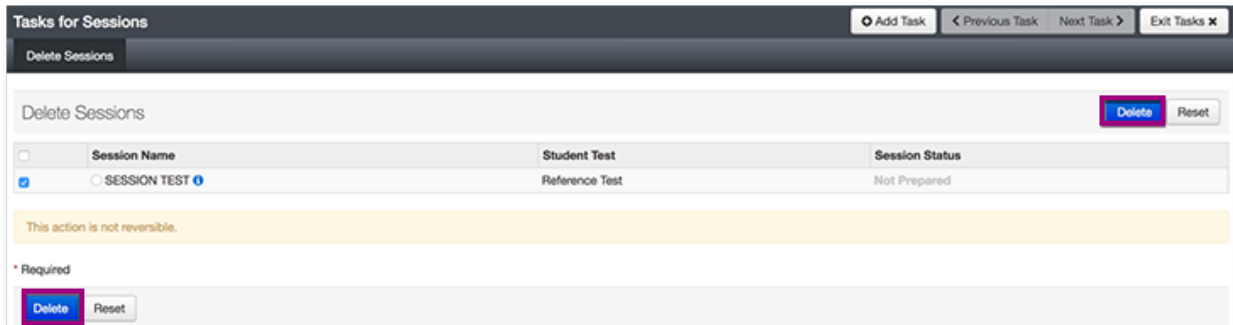
5. Click the checkbox next to the session to confirm that you want to delete it.



The screenshot shows a web interface titled "Tasks for Sessions" with a sub-header "Delete Sessions". At the top right are buttons: "Add Task", "< Previous Task", "Next Task >", and "Exit Tasks x". Below the sub-header is a "Delete Sessions" section with a "Delete" button and a "Reset" button. A table with three columns is shown: "Session Name", "Student Test", and "Session Status". The first row has a checked checkbox, "SESSION TEST" with a blue info icon, "Reference Test", and "Not Prepared". Below the table is a yellow warning bar that says "This action is not reversible." At the bottom, there is a "* Required" label and another "Delete" button and "Reset" button.

Session Name	Student Test	Session Status
<input checked="" type="checkbox"/> SESSION TEST ⓘ	Reference Test	Not Prepared

6. Click **Delete**.



This screenshot is identical to the previous one, but the "Delete" button in the "Delete Sessions" section and the "Delete" button at the bottom are highlighted with a red border, indicating they should be clicked.

Effects

After you delete a test session, you cannot restore it.