

Add a Student to a Session

You can add a student to a session(s) anytime between the initial test registration process and the actual test day.

If you cannot find a student, check that the student is registered for the test administration AND is not assigned to a different test session within it.

Prerequisites

Before you can add a student to a session, ensure that the **Session Status** is not **Stopped**.

1. From **Setup** go to **Sessions**.
2. Type the session name in the search bar and click **Search**.

The status appears in the **Session Status** column.

The screenshot shows the 'Sessions' management page. On the left, there are filters for Session Status, Organization, Test, Form Group Type, and Scheduled Start Date Range. The main area displays a table of 21 results. The 'Session Status' column is highlighted with a red box, showing various statuses like 'Stopped', 'In Progress', and 'Not Prepared'. The table columns include Session, Session Status, Scheduled Start Date, Test, # Students, Actual Start Date, and Organization.

Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Organization
DIANNE TEST SESSION	Stopped	01/17/2018	Reference Test	3	01/18/2018 04:16:22 PM	DEMO SCHOOL 2 (010002)
MOVE STUDENT SESSION	In Progress	04/09/2018	Discovery Demo		04/10/2018 11:24:55 AM	DEMO SCHOOL 2 (010002)
MOVE STUDENT SESSION1	Not Prepared	04/18/2000	Math			DEMO SCHOOL 2 (010002)
MOVE STUDENT SESSION2	Not Prepared	04/20/2018	Math			DEMO SCHOOL 2 (010002)
NEWSESSIONDEMO	In Progress	04/09/2018	Discovery Demo	1	04/16/2018 10:45:32 AM	DEMO SCHOOL 2 (010002)
NEWSESSIONREF	Not Prepared	04/09/2018	Reference Test	1		DEMO SCHOOL 2 (010002)
SESSION 1	Stopped	09/05/2017	Reference Test	1	09/13/2017 02:17:50 PM	DEMO SCHOOL 1 (010001)
SESSION 10	Stopped	11/13/2017	Reference Test	3	11/13/2017 03:28:48 PM	VID SCHOOL 1 (000000)
SESSION 2	Stopped	09/06/2017	Reference Test	2	09/06/2017 08:47:27 PM	DEMO SCHOOL 1 (010001)
SESSION 2	Stopped	01/16/2018	Discovery Demo	4	01/18/2018 03:52:43 PM	DEMO SCHOOL 1 (010001)
SESSION 3	Not Prepared	04/26/2018	Reference Test	1		DEMO SCHOOL 1 (010001)
SESSION EX 2	Not Prepared	04/01/2018	Reference Test	1		DEMO SCHOOL 2 (010002)
SESSION EX 3	In Progress	03/26/2018	Math	1	04/25/2018 02:30:07 PM	DEMO SCHOOL 2 (010002)

Step-by-Step

Add a student(s) while creating a session:

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

The screenshot shows the PearsonAccessNext interface. The top navigation bar includes Home, Setup, Testing, Reports, and Support. The main area has three large buttons: SETUP, TESTING, and REPORTS. Under the TESTING button, there is a dropdown menu with options: Sessions and Students in Sessions. The bottom right corner shows a Contact link and an Email Customer Support link.

2. Click **Start**, select **Create / Edit Sessions**.

Sessions Go to Students in Sessions -

Tasks 0 Selected **Start** **Sessions** 0 Selected **Clear**

Select Tasks 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

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

4 Results

Session	# Students	Actual Start Date	Organization
DIANNE TEST SESSION	3	01/18/2018 04:16:22 PM	DEMO SCHOOL 2 (010002)
SESSION EXAMPLE	1	01/18/2018 04:11:02 PM	DEMO SCHOOL 2 (010002)
TESTSESSION	1	01/18/2018 04:11:02 PM	DEMO SCHOOL 2 (010002)
TRANSFER - Reference Test	2		DEMO SCHOOL 2 (010002)

Displaying 25 Manage Columns

3. Select/type session details.

SESSIONS (0) **Create Session**

DETAILS

New Session **Create** **Reset**

Session Name*
SESSION EXAMPLE

Organization*
DEMO SCHOOL 2 (0100... x

Test & Form

Test Assigned*
Discovery Demo x

☐ Proctor Reads Aloud

Form Group Type*
Main x

Scheduling

Scheduled Start Date*
03/12/2018

Scheduled Start Time
01:00 AM CDT

Lab Location

Use Custom TestNav Settings

Precaching Computer*
Add

4. Under **Students**, type into the search field a student name, and select.

DETAILS

New Session

CreateReset

Session Name*

SESSION EXAMPLE

Organization*

DEMO SCHOOL 2 (0100... x v)

Test & Form

Scheduling

Test Assigned*

Discovery Demo x v

☐ Proctor Reads Aloud

Form Group Type*

Main x v

Use Custom TestNav Settings

Precaching Computer*

Add v

Scheduled Start Date*

03/12/2018

Scheduled Start Time

01:00 AM CDT

Lab Location

A pre-caching computer is required when there is one or more available.

Find by Name or ID v

Students

sandra

NOAH, SANDRA (1209846777)

* Required

CreateReset

5. Click **Create**.

DETAILS

New Session

CreateReset

Session Name*

SESSION EXAMPLE

Organization*

DEMO SCHOOL 2 (0100... x v)

Test & Form

Scheduling

Test Assigned*

Discovery Demo x v

☐ Proctor Reads Aloud

Form Group Type*

Main x v

Use Custom TestNav Settings

Precaching Computer*

Add v

Scheduled Start Date*

03/12/2018

Scheduled Start Time

01:00 AM CDT

Lab Location

A pre-caching computer is required when there is one or more available.

Find by Name or ID v

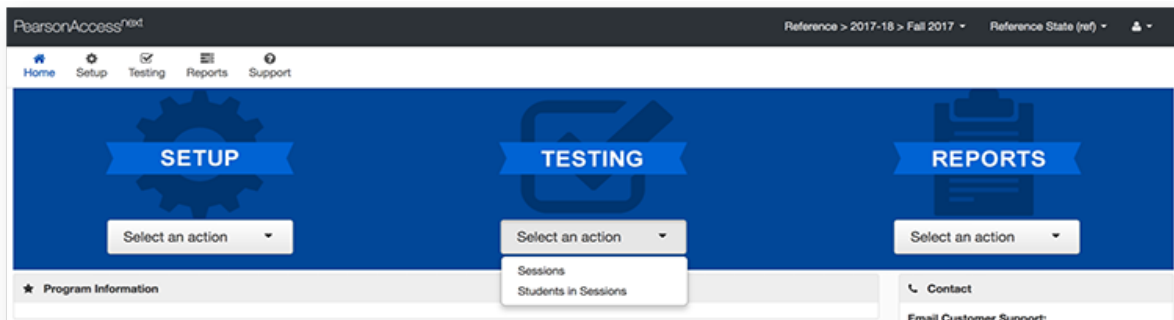
Students

x NOAH, SANDRA (1209846777)

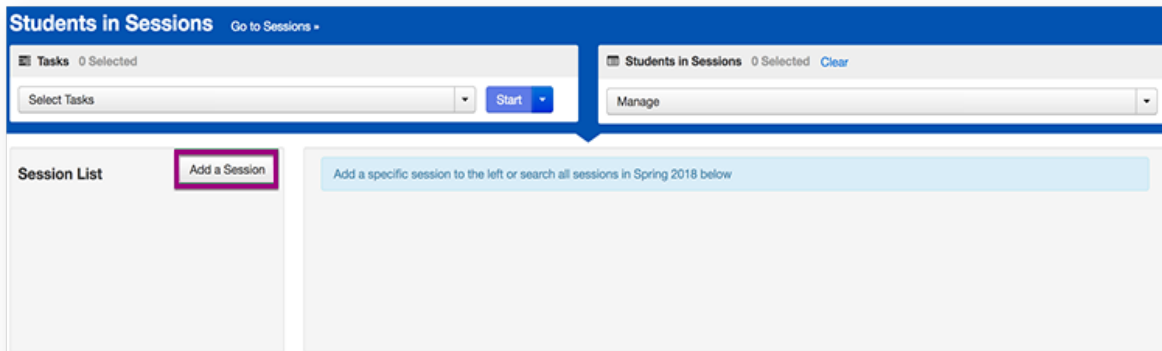
* Required

CreateReset

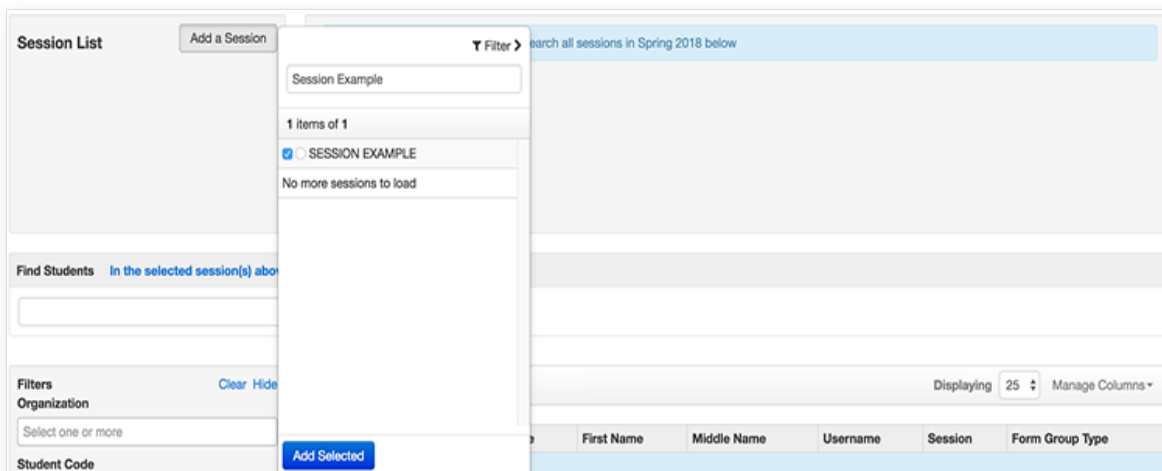
1. From **Testing**, go to **Students in Sessions**.



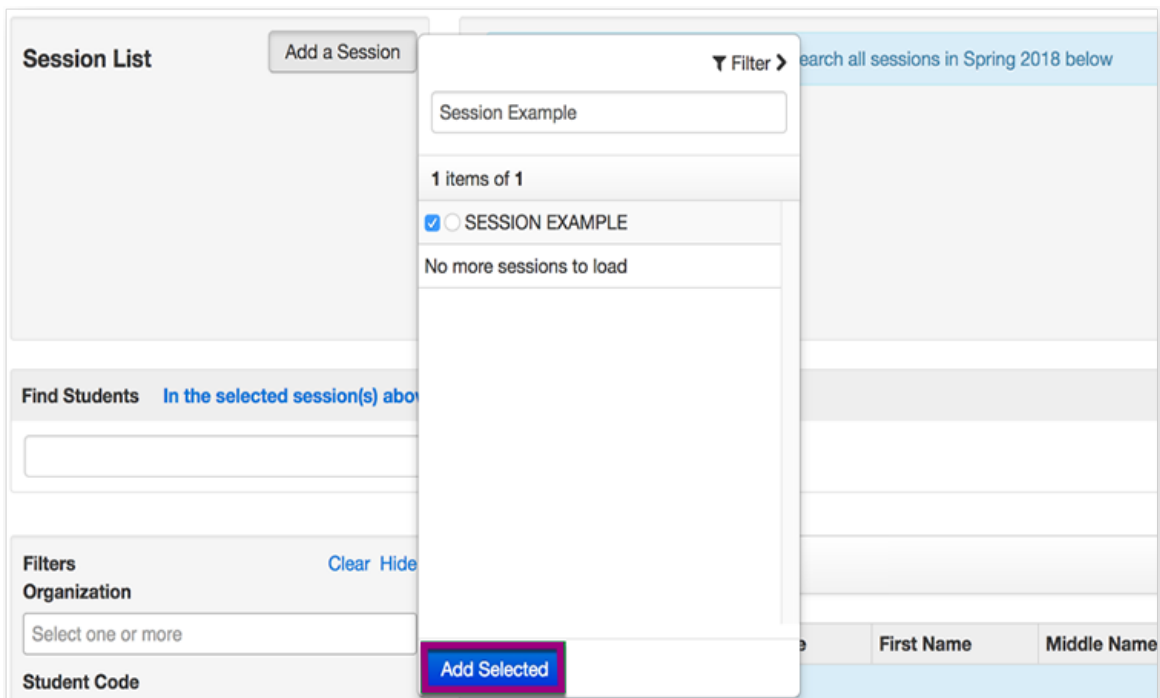
2. Click **Add a Session**.



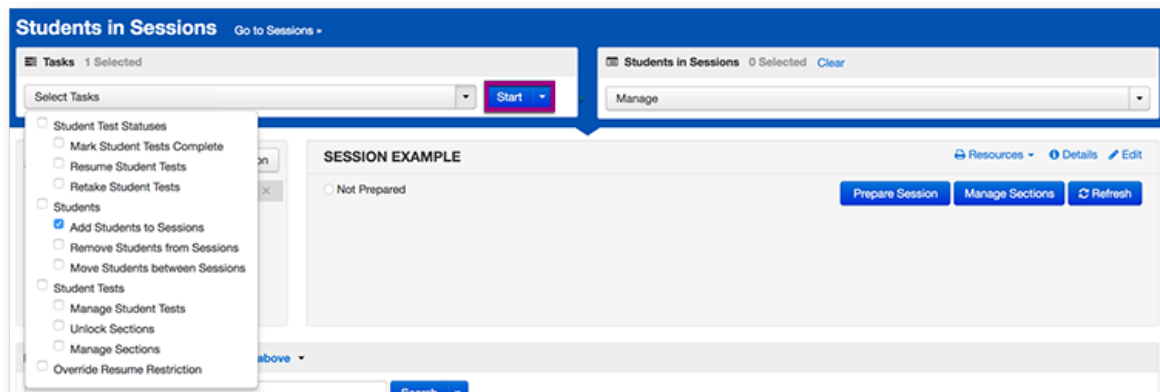
3. Type a session name into the search field. Click the check box next to the session.



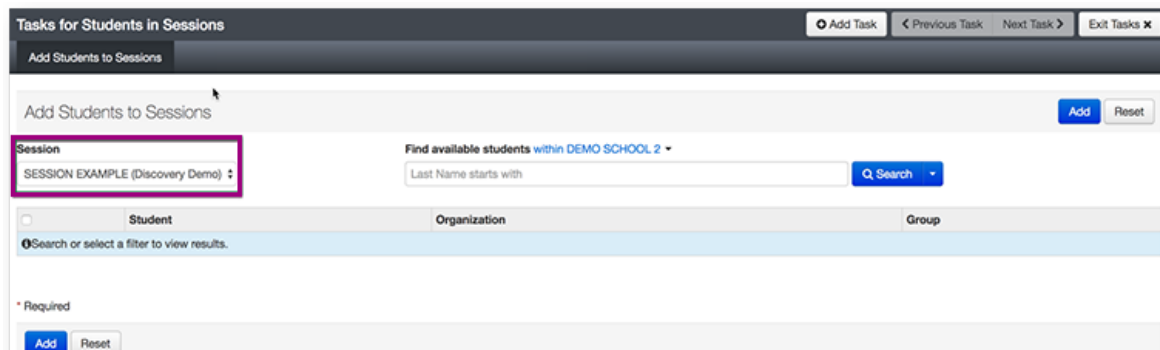
4. Click **Add Selected**.



- Click **Select Tasks**, select **Add Students to Sessions**, and click **Start**.



- Select the session from the **Session** menu.



- Under **Find available students**, search to find a specific student(s).

Add Students to Sessions

Add

Reset

Session

SESSION EXAMPLE (Discovery Demo) ▾

Find available students within DEMO SCHOOL 2 ▾

Tommy

Q Search ▾

1 available student(s) found

<input type="checkbox"/>	Student	Organization	Group
<input type="checkbox"/>	TOMMY, NOAH (2324888885) ⓘ	DEMO SCHOOL 2 (010002)	

◀

1

▶

* Required

Add

Reset

8. Select the student(s), and click **Add**.

Add Students to Sessions

Add

Reset

Session

SESSION EXAMPLE (Discovery Demo) ▾

Find available students within DEMO SCHOOL 2 ▾

Tommy

Q Search ▾

1 available student(s) found

<input type="checkbox"/>	Student	Organization	Group
<input checked="" type="checkbox"/>	TOMMY, NOLAN (3738999090) ⓘ	DEMO SCHOOL 2 (010002)	

◀

1

▶

* Required

Add

Reset

Video

Effects

These contain student sign-in credentials to unlock test sections.
The system automatically assigns the session's form and unlocks those tests.
You only added the student test(s), and the system does not perform any further action.