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.

Step-by-Step

Add a student(s) while creating a session:

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

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

3. Select/type session details.

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

DETAILS

New Session

Create Reset

Session Name*
SESSION EXAMPLE

Organization*
DEMO SCHOOL 2 (0100... × ▾

Test & Form

Scheduling

Test Assigned*
Discovery Demo × ▾

☐ Proctor Reads Aloud

Form Group Type*
Main × ▾

Use Custom TestNav Settings

Precaching Computer*
Add ▾

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

Find by Name or ID ▾
Students

sandra

NOAH, SANDRA (1209846777)

Scheduled Start Date*
03/12/2018 📅

Scheduled Start Time
01:00 AM CDT ⊘

Lab Location

* Required

Create Reset

5. Click **Create**.

DETAILS

New Session

Create Reset

Session Name*
SESSION EXAMPLE

Organization*
DEMO SCHOOL 2 (0100... × ▾

Test & Form

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03/12/2018 📅

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01:00 AM CDT ⊘

Lab Location
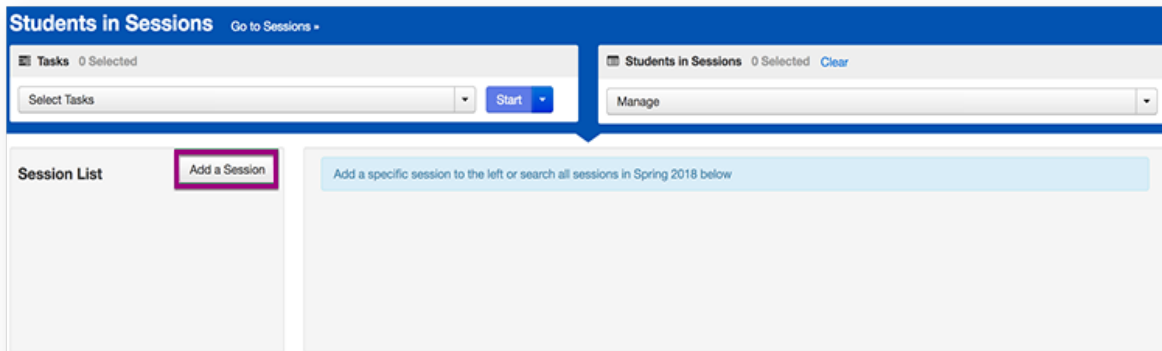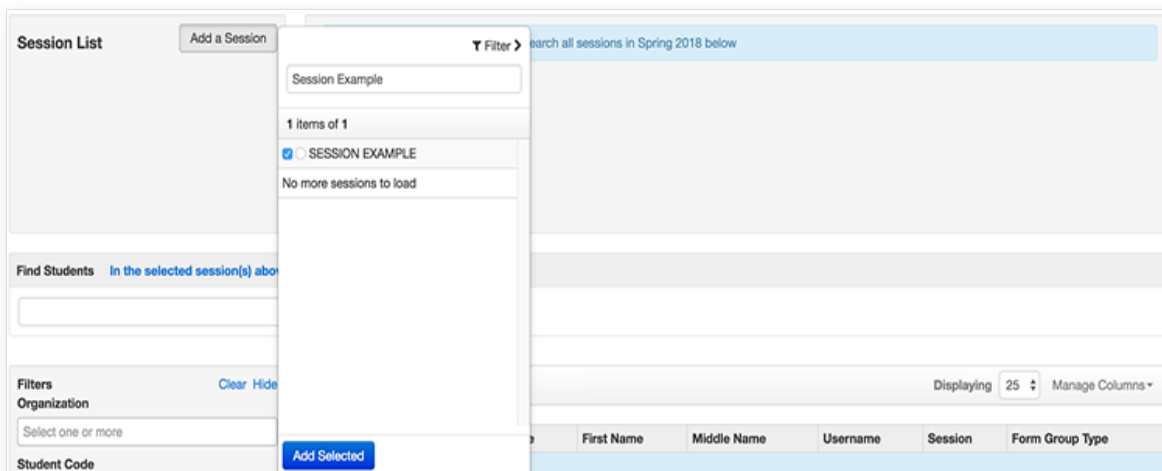
* Required

Create Reset

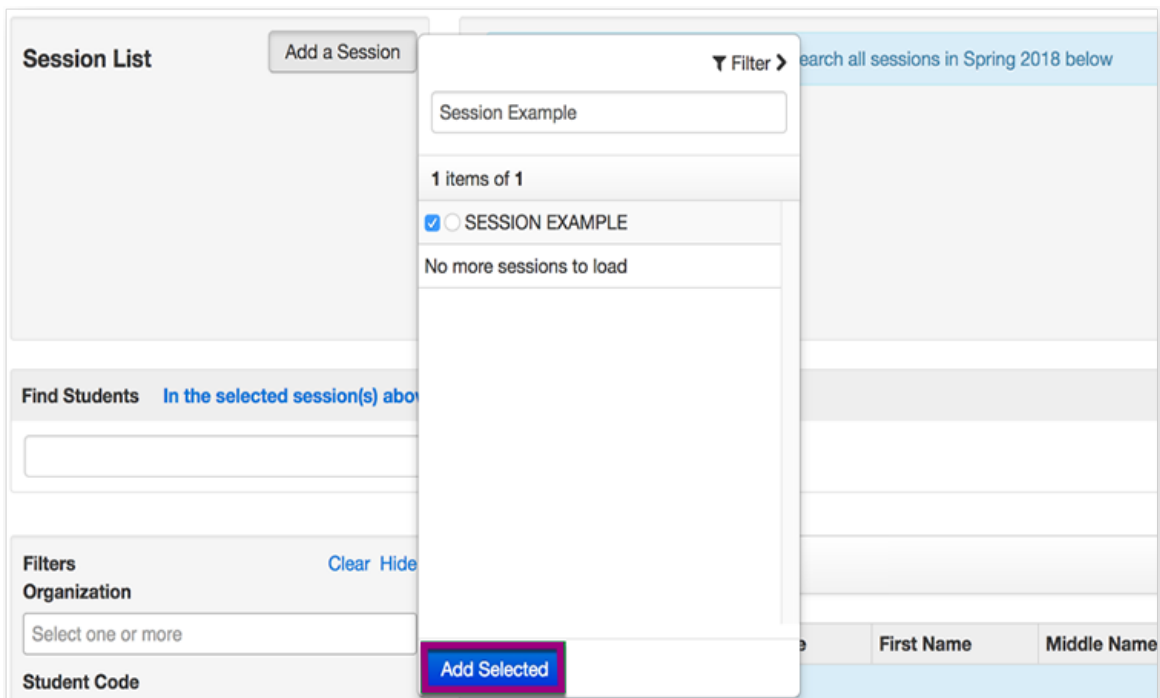**1.** From **Testing**, go to **Students in Sessions**.
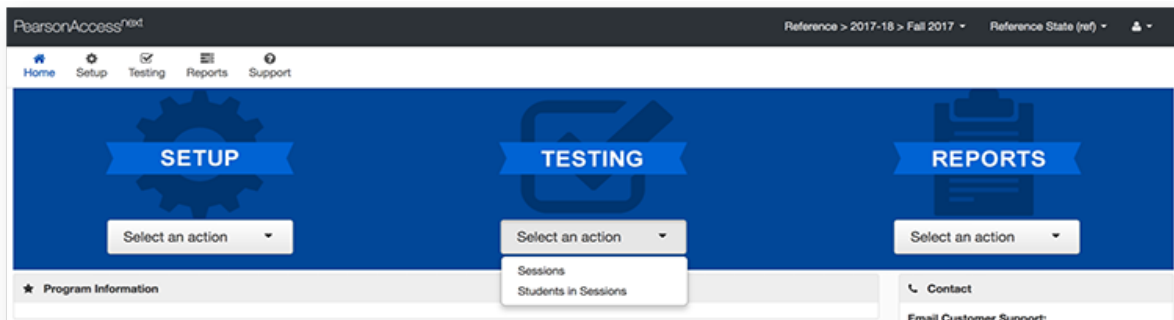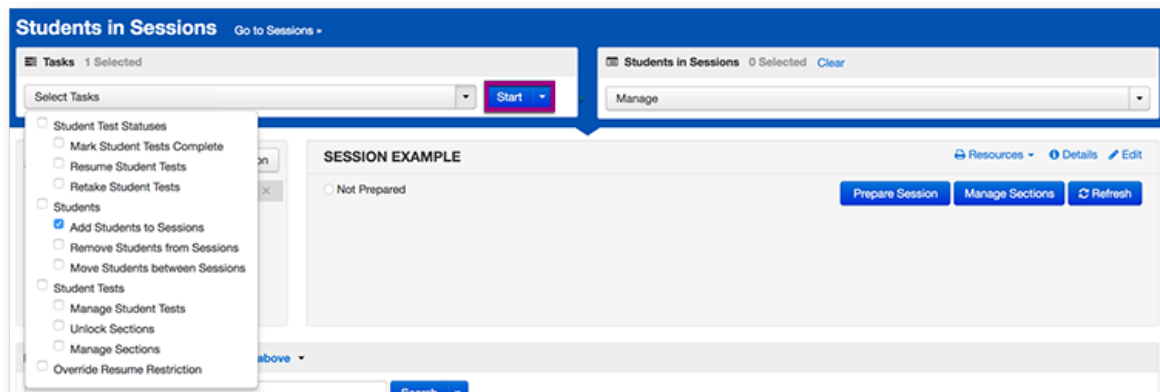
2. Click **Add a Session.**

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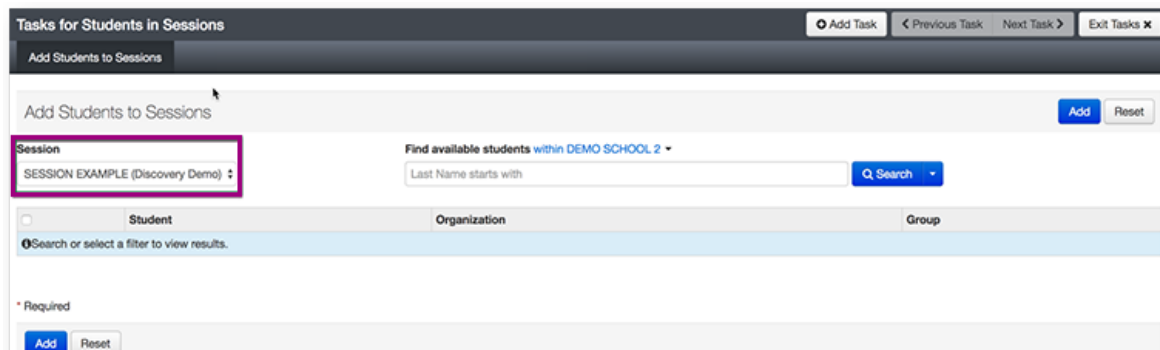

4. Click **Add Selected.**

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

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

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

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

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.