

Retrieve Scheduled Sessions

This information is a part of [Testing](#).

This is one of the tasks to be done [Manage a Session](#).

The Schedule Sessions page provides you with a list of all test sessions within a test administration. You can print the scheduled sessions list through your browser.

To retrieve a scheduled sessions list, follow these steps:

1. From **Testing > Students in Sessions**, click **Add a Session**. Search for a session(s), and click **Add Selected**.

The screenshot shows the 'Session List' interface. At the top, there is a header bar with the title 'Session List' and a button 'Add a Session'. Below this, the main area is divided into two sections. On the left, there is a 'Find Students' section with a dropdown menu set to 'In the selected session(s) above' and a search input field. Below this is a 'Filters' section with 'Organization' and 'State Student Identifier' filters. On the right, there is a 'Filter' dropdown menu with a search input field containing the number '1'. Below the search field, it says '50 items of 610'. A list of sessions is displayed, each with a checkbox and a status indicator (green dot for 'Scheduled' and grey dot for 'Not Scheduled'). The sessions listed are: 10ELA, 10ELA, 10ELA2, 10ELA2, 11ELA, 11ELA, 11ELA2, 11ELA2, 1234, and 14 APRIL ELA GR9. At the bottom of the list is a blue button labeled 'Add Selected'.

Click **Refresh** to update the data displayed.

2. Click a session to select it from the list. If you have trouble finding your session, go to **Testing > Sessions** and select the test session(s) that contain the students whose status you want to view. To see the listed session(s), return to **Students in Sessions**.
3. Click the **Resources** drop-down and select **Scheduled Sessions**.