

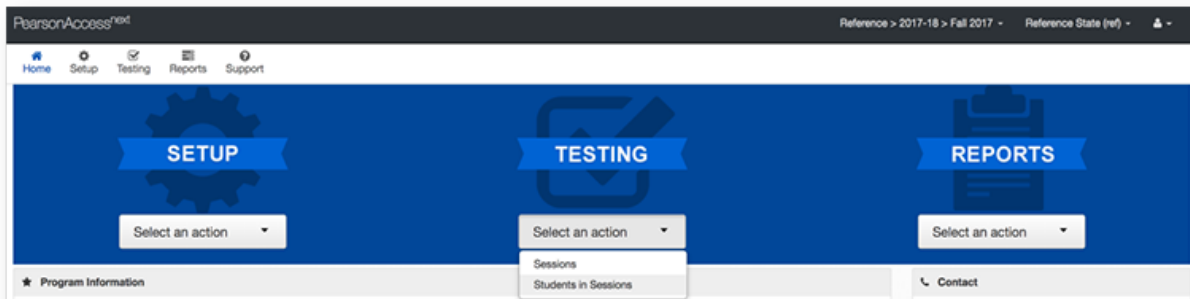
# Retrieve Resources for an Online Test

You can retrieve resources to assist with managing an online test session.

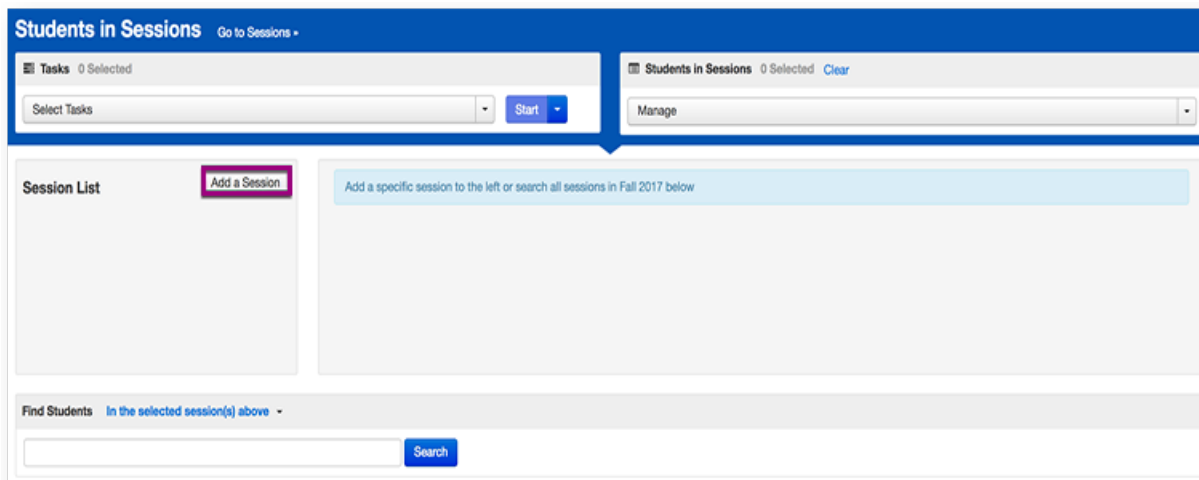
| Resource                   | Description   |
|----------------------------|---|
| Proctor-Extended Time Code | Allows the proctor to add time for a student to test after time expires. After the proctor enters this code into the TestNav field, the student can re-enter a section and continue testing beyond the initially allotted time period. You can print the proctor-extended time code through your browser. |
| Proctor Test Ticket        | Contains the login, password, and TestNav URL for proctors to access online tests when they are assigned to read the test aloud to students.  |
| Schedule Session           | Provides a list of all test sessions within a test administration. You can print the scheduled sessions list through your browser.  |
| Seal Code                  | Unlocks sections of some tests, as determined by customer requirements. Each sealed section requires a different seal code. <i>Seal codes must be used in order.</i><br><br>You can print seal codes through your browser.  |
| Session Student Roster     | Lists students and their test assignments within a session.   |
| Student Test Ticket        | Contains the sign-in details for students to access their assigned online tests.  |

## Step-by-Step

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



2. Click **Add a Session**.



3. Type a session name into the search field.

4. Click the checkbox next to the session, and click **Add Selected**.

The screenshot shows the 'Tasks' section with a search bar containing 'vid'. A dropdown menu is open, displaying a list of sessions. The first item, 'VID SESSION', is selected with a green circle and a checked checkbox. Below it are 'VID SESSION 1', 'VIDEO SESSION 1', and 'VIDEO SESSION 2', each with an unchecked checkbox. The text '4 items of 4' is shown above the list, and 'No more sessions to load' is at the bottom. An 'Add Selected' button is visible at the bottom right of the dropdown.

| Session Name    | Selected                            |
|-----------------|-------------------------------------|
| VID SESSION     | <input checked="" type="checkbox"/> |
| VID SESSION 1   | <input type="checkbox"/>            |
| VIDEO SESSION 1 | <input type="checkbox"/>            |
| VIDEO SESSION 2 | <input type="checkbox"/>            |

5. From the **Resources** dropdown, select the designated resource.

The screenshot shows the 'Students in Sessions' page. The 'Resources' dropdown menu is open, showing options: 'Seal Codes', 'Scheduled Sessions', 'Session Student Roster', 'STUDENT TESTING TICKETS', 'Print all for this session', and 'Print selected for this session'. The 'Print selected for this session' option is highlighted. Below the dropdown, a table lists students in the session.

| Student Code | Last Name | First Name | Middle Name | Username   | Session               | Unit 1 | Unit 2 | Unit 3 | Form Group Type | Form            |
|--------------|-----------|------------|-------------|------------|-----------------------|--------|--------|--------|-----------------|-----------------|
| 3450987532   | BASTILLE  | FRANK      |             | 3275331011 | VID SESSION (Grade 6) | Ready  | Ready  | Ready  | Main            | 16MT06PTOS01010 |

Video