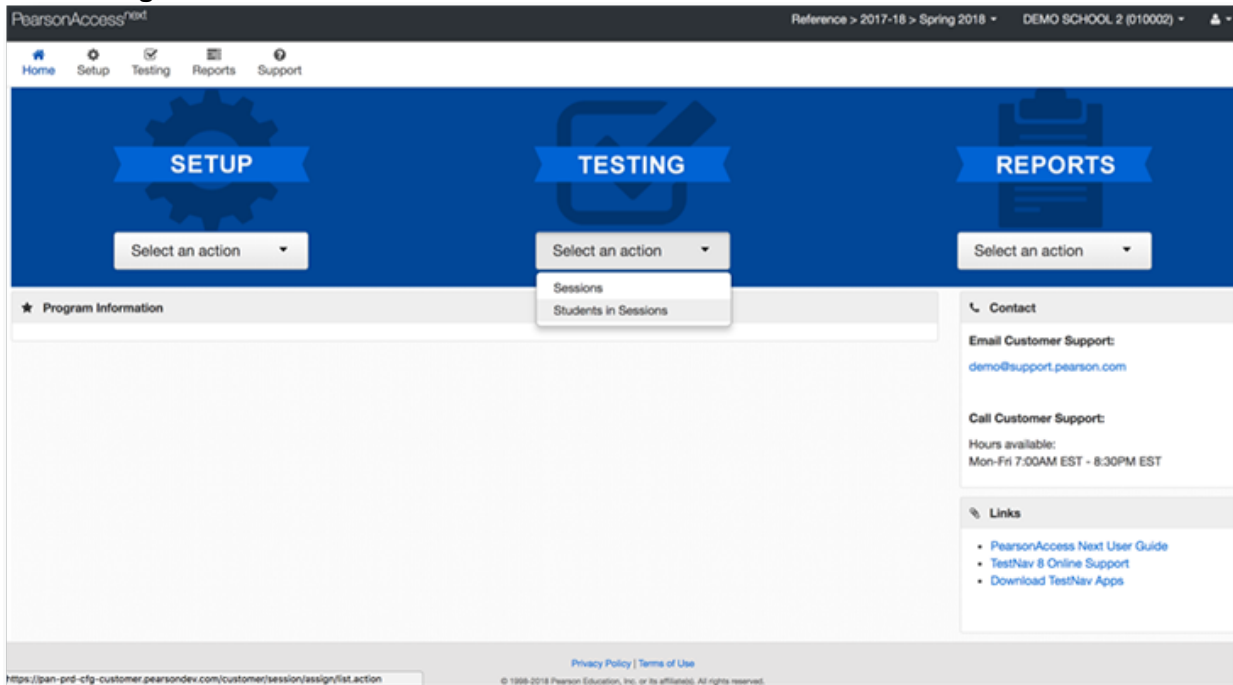


Stop a Session

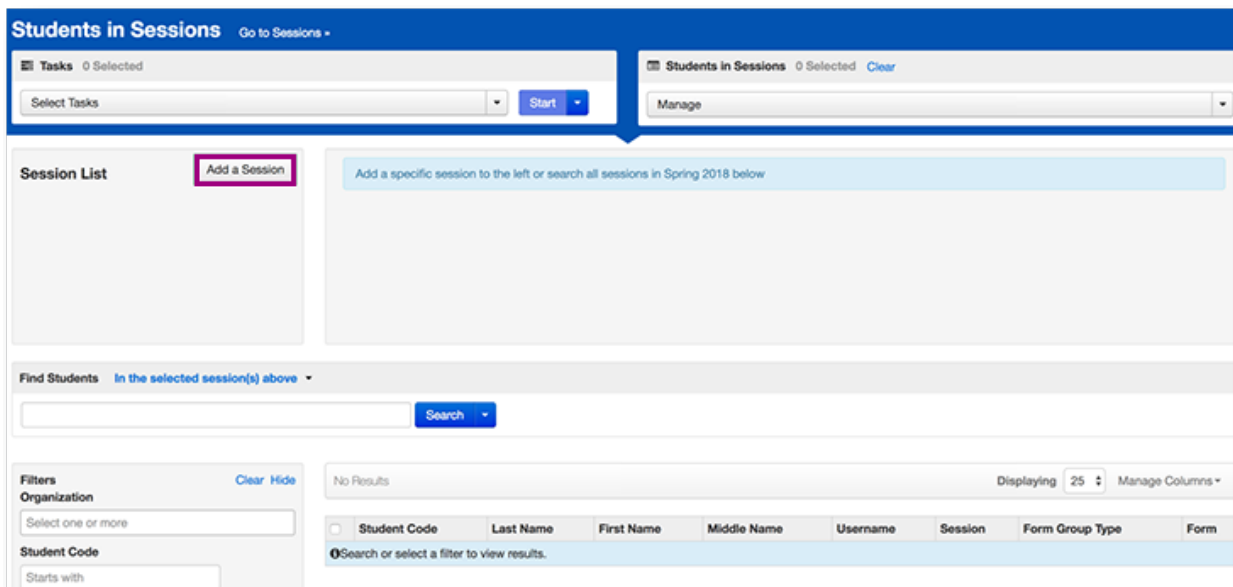
You can stop a session when all students complete testing and have either [Completed](#) or [Marked Complete](#) statuses. When you stop a session, schools /districts can account for all students in sessions and confirm cleanup of confidential testing data. You cannot add students to a stopped session.

Step-by-Step

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



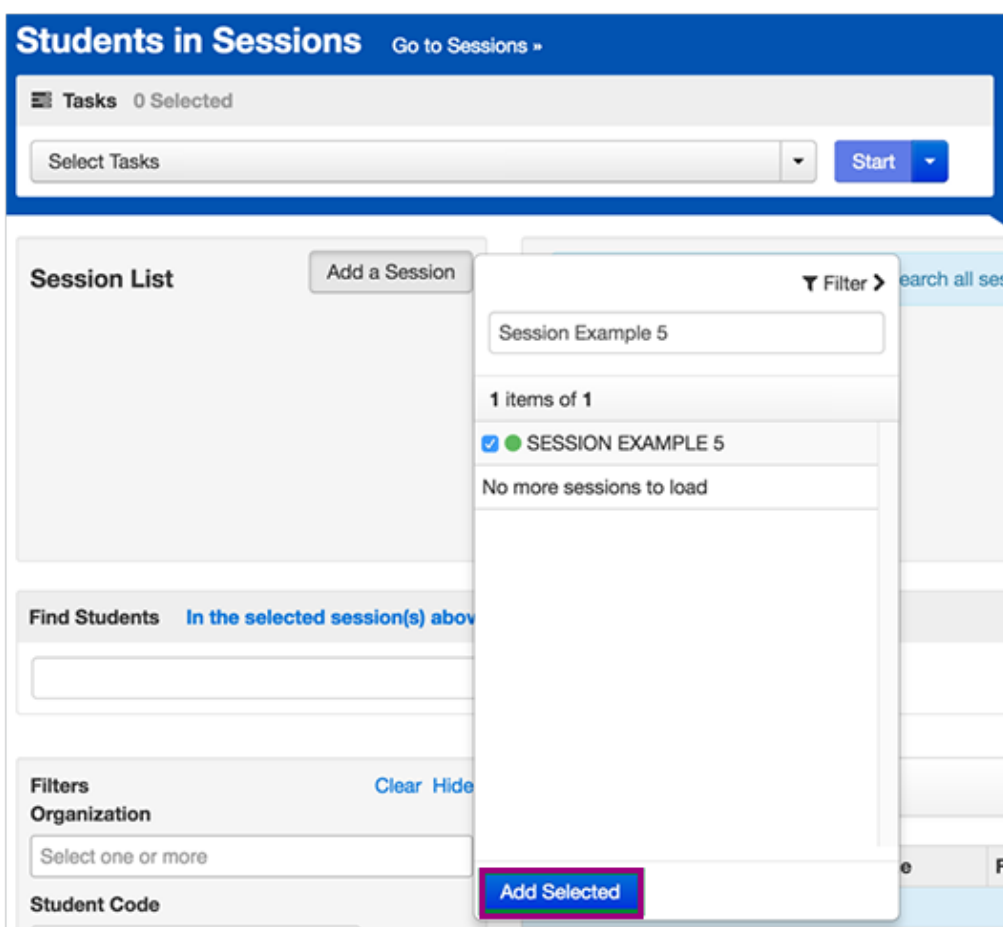
2. Click **Add a Session**.



3. Type a session name into the search field, and click the checkbox next to the session.

The screenshot shows the 'Students in Sessions' application interface. At the top, there's a blue header with the title 'Students in Sessions' and a link 'Go to Sessions »'. Below the header, a grey bar contains a 'Tasks' section with '0 Selected' and a 'Select Tasks' dropdown menu next to a 'Start' button. The main content area is divided into a 'Session List' on the left and a search modal on the right. The 'Session List' has an 'Add a Session' button and a 'Find Students' section with a search field and a link 'In the selected session(s) above'. Below this is a 'Filters' section with 'Organization' and 'Student Code' dropdowns. The search modal is open, showing a search field with 'Session Example 5', '1 items of 1', a checked checkbox next to 'SESSION EXAMPLE 5', and a message 'No more sessions to load'. At the bottom of the modal is an 'Add Selected' button.

4. Click **Add Selected**.



5. Click **Stop Session**.

Students in Sessions Go to Sessions »

Tasks 0 Selected

Select Tasks Start

Students in Sessions 3 Selected Clear

Manage

Session List Add a Session

● SESSION EXAMPLE 5

1 Sessions | Clear

SESSION EXAMPLE 5 In Progress

Stop Session Manage Sections Refresh

Discovery Demo (3 Student Tests)

3

Student Test Status Key

- Ready
- Resumed, Resumed Upload
- Active
- Exited
- Completed, Marked Complete

Find Students In the selected session(s) above

Search

Filters Organization Select one or more Student Code Starts with Clear Hide

3 Results

Displaying 25 Manage Columns

Student Code	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
2234567811	TAYLOR	KATHY		9856897083	● SESSION EXAMPLE 5 (Discovery Demo)	Marked Complete	Main

What' Next? (Optional)

You can restart a stopped session by clicking **Restart Session** (permission-based).

Students in Sessions

Go to Sessions +

Tasks0 Selected

Select Tasks

Start

Students in Sessions3 Selected

Clear

Manage

Session List

Add a Session

SESSION EXAMPLE 5

1 Sessions | Clear

SESSION EXAMPLE 5

Stopped

Restart Session

Manage Sections

Refresh

SESSION EXAMPLE 5 (3 Student Tests)

3

Student Test Status Key

Ready

Resumed, Resumed Upload

Active

Exited

Completed, Marked Complete

Find Students

In the selected session(s) above

Search

Filters

Clear

Hide

Organization

Select one or more

Student Code

Starts with

3 Results

Displaying25

Manage Columns

Student Code	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
2234567811	TAYLOR	KATHY		9856897083	SESSION EXAMPLE 5 (Discovery Demo)	Marked Complete	Main
2384777778	JAMES	OLIVER		9629464714	SESSION EXAMPLE 5 (Discovery Demo)	Marked Complete	Main