

Manage Sections

 Feature availability varies by program.

You can manage sections to monitor statuses and/or control the section in which students begin testing. When delivering a [test over multiple sittings](#), you can use this to have all students start in the same section. You can also have students test out of sequence if necessary.

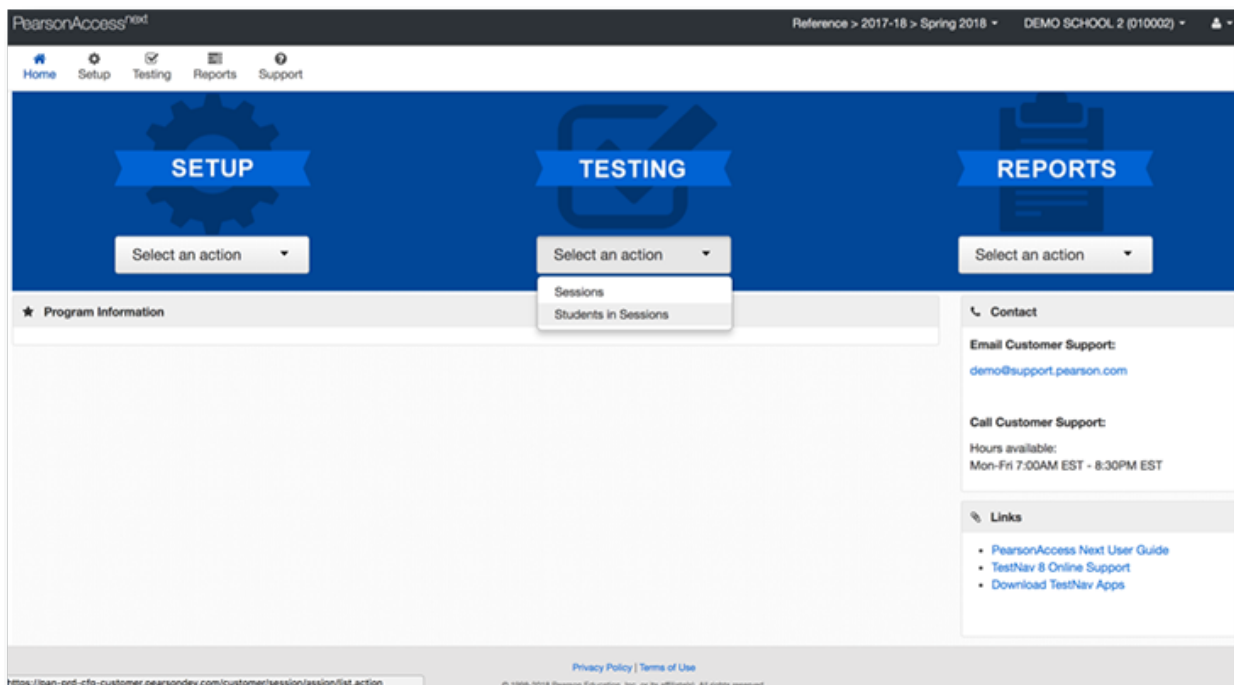
Pearson recommends that you do not set sections for students in **Active** Status. To assign a section to a student with the **Active** status, see how to [Resume a Test](#).

Prerequisites

You cannot set sections for students with the **Completed** status. When assigning sections to students, check their [test statuses](#).

Step-by-Step

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



2. Click **Add a Session**.

Students in Sessions [Go to Sessions](#)

Tasks 0 Selected [Start](#)

Select Tasks

Students in Sessions 0 Selected [Clear](#)

Manage

Session List [Add a Session](#)

Add a specific session to the left or search all sessions in Spring 2018 below

Find Students [In the selected session\(s\) above](#)

[Search](#)

Filters [Clear](#) [Hide](#)

Organization

Select one or more

Student Code

Starts with

No Results

Displaying 25 Manage Columns

Student Code	Last Name	First Name	Middle Name	Username	Session	Form Group Type	Form
Search or select a filter to view results.							

- Type a session name into the search field.

Students in Sessions [Go to Sessions](#)

Tasks 0 Selected [Start](#)

Select Tasks

Session List [Add a Session](#)

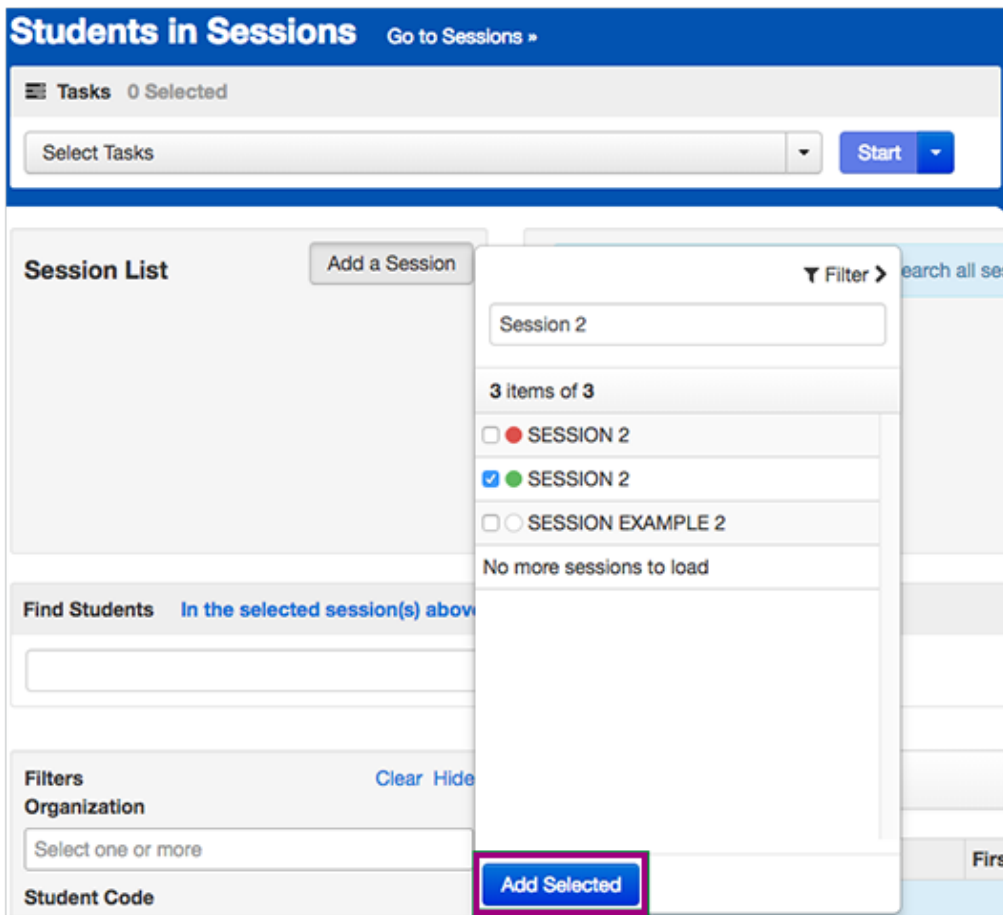
[Filter](#)

Session 2

3 items of 3

☐ ☒ SESSION 2

- Select the checkbox next to the session, and click **Add Selected**.



5. Click Manage Sections.

Session List Add a Session

SESSION 2

1 Sessions | Clear

SESSION 2 In Progress Stop Session Manage Sections Refresh

Discovery Demo (4 Student Tests)

1 1 1 1

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

Local Student Code Starts with

Clip UIN Starts with

4 Results Displaying 25 Manage Columns

Student Code	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
0088665533	ARGO	ALANA		6803846367	SESSION 2 (Discovery Demo)	Exited	Main	Demo (discovery_demo)
2384840032	FRANK	JAMIE		7393011060	SESSION 2 (Discovery Demo)	Active	Main	Demo (discovery_demo)
1324388888	FREEDMAN	BECKY		9507086390	SESSION 2 (Discovery Demo)	Resumed	Main	Demo (discovery_demo)
2726339999	HAMMER	BRIAN		1142062672	SESSION 2 (Discovery Demo)	Ready	Main	Demo (discovery_demo)

Monitor Statuses

If you selected more than one session, click a session to manage.

MANAGE SECTIONS

Session:
SESSION 2 ▾
SESSION 2
SESSION EXAMPLE

● SESSION 2 (4 Student Tests)

Refresh

	Not Started	Started	Completed	Current	
Section 1	2	1	1	1	Set Current Section for All
Section 2	2	2	0	2	Set Current Section for All
Section 3	4	0	0	0	Set Current Section for All

4 Results

Clear Filters Displaying 25

View the section assignments for the selected session.

Session:
SESSION 2 ▾

● SESSION 2 (4 Student Tests)

Refresh

	Not Started	Started	Completed	Current	
Section 1	2	1	1	1	Set Current Section for All
Section 2	2	2	0	2	Set Current Section for All
Section 3	4	0	0	0	Set Current Section for All

4 Results

Clear Filters Displaying 25

Students

Student Number	Last Name	First Name	Student Test Status	1	2	3	Current Section
008865533	ARGO	ALANA	Exited	S	C	N	1 2 3
2384840032	FRANK	JAMIE	Active	S	N	N	1 2 3
1324388888	FREEDMAN	BECKY	Resumed	N	S	N	1 2 3
2726339999	HAMMER	BRIAN	Ready	N	N	N	1 2 3

There are three student section statuses:

- a. **Not Started (N)** - Total number of students who have not started the section
 - b. **Started (S)** - Total number of students who have started the section
 - c. **Completed (C)** - Total number of students who have completed the section
- The **Current** column displays the total number of students currently signed in to or assigned that section.

Use **Filters** to display specific student tests.

Student Number	Last Name	First Name	Student Test Status	1	2	3	Current Section
38665533	ARGO	ALANA	Active	S	C	N	1 2 3
34840032	FRANK	JAMIE	Resumed	S	N	N	1 2 3
24388888	FREEDMAN	BECKY	Resumed Upload	N	S	N	1 2 3
26339999	HAMMER	BRIAN	Exited	N	N	N	1 2 3

Click **Refresh** for the most current data.

MANAGE SECTIONS

Save

Reset

Session:

SESSION 2 -

SESSION 2 (4 Student Tests)

Refresh

	Not Started	Started	Completed	Current	
Section 1	2	1	1	1	Set Current Section for All
Section 2	2	2	0	2	Set Current Section for All
Section 3	4	0	0	0	Set Current Section for All

4 Results

Clear Filters

Displaying 25

Control Section Start

To manage sections:

- Select a section to make it a student's **Current Section**, and click **Save**, OR

Session:

SESSION 2 -

SESSION 2 (4 Student Tests)

Refresh

	Not Started	Started	Completed	Current	
Section 1	2	1	1	1	Set Current Section for All
Section 2	2	2	0	2	Set Current Section for All
Section 3	4	0	0	0	Set Current Section for All

4 Results

Clear Filters

Displaying 25

Students

Student Number	Last Name	First Name	Student Test Status	1	2	3	Current Section
0088665533	ARGO	ALANA	Exited	S	C	N	1 2 3
2384840032	FRANK	JAMIE	Active	S	N	N	1 2 3
1324388888	FREEDMAN	BECKY	Resumed	N	S	N	1 2 3
2726339999	HAMMER	BRIAN	Ready	N	N	N	1 2 3

- Set the **Current Section for All**, and click **Save**.

Session:		● SESSION 2 (4 Student Tests)				Refresh
SESSION 2 ▾						
		Not Started	Started	Completed	Current	
Section 1		2	1	1	1	Set Current Section for All
Section 2		2	2	0	2	Set Current Section for All
Section 3		4	0	0	0	Set Current Section for All
4 Results						
Clear Filters Displaying 25 ▾						
Students						
Student Number	Last Name	First Name	Student Test Status	Section Status		
				1	2	3
0088665533	ARGO	ALANA	Exited	☒	☒	☐
2384840032	FRANK	JAMIE	Active	☒	☐	☐
1324388888	FREEDMAN	BECKY	Resumed	☐	☒	☐
2726339999	HAMMER	BRIAN	Ready	☐	☐	☐

Video