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.

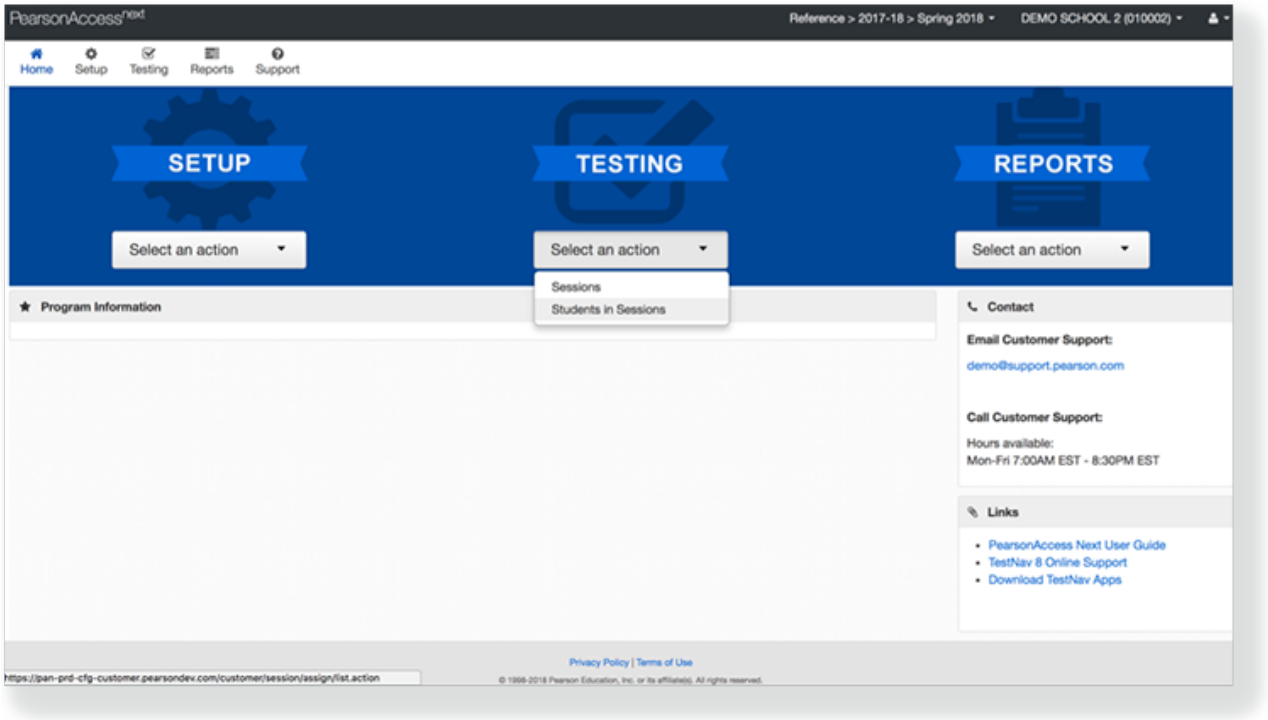
Pearson recommends that you do not set sections for students in **Active** Status. To assign a section to a student with the **Active** status, see how to **Resume a Test**.

Prerequisites

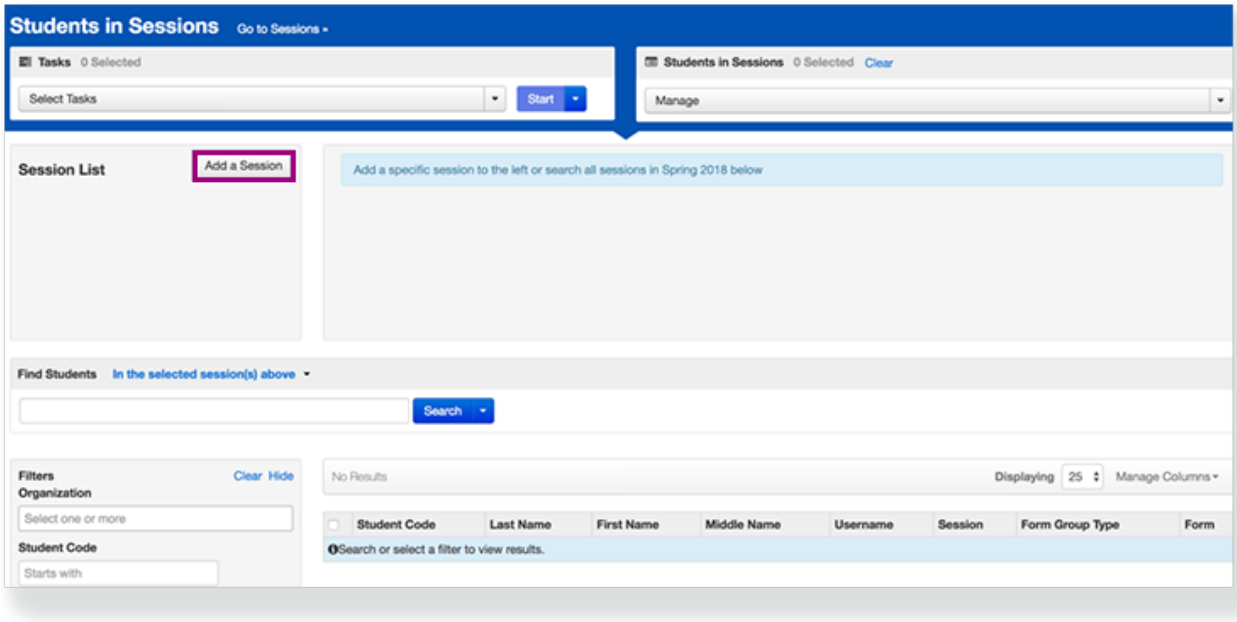
You cannot set sections for students with the **Completed** status. When assigning sections to students, check their **test statuses**.

Step-by-Step

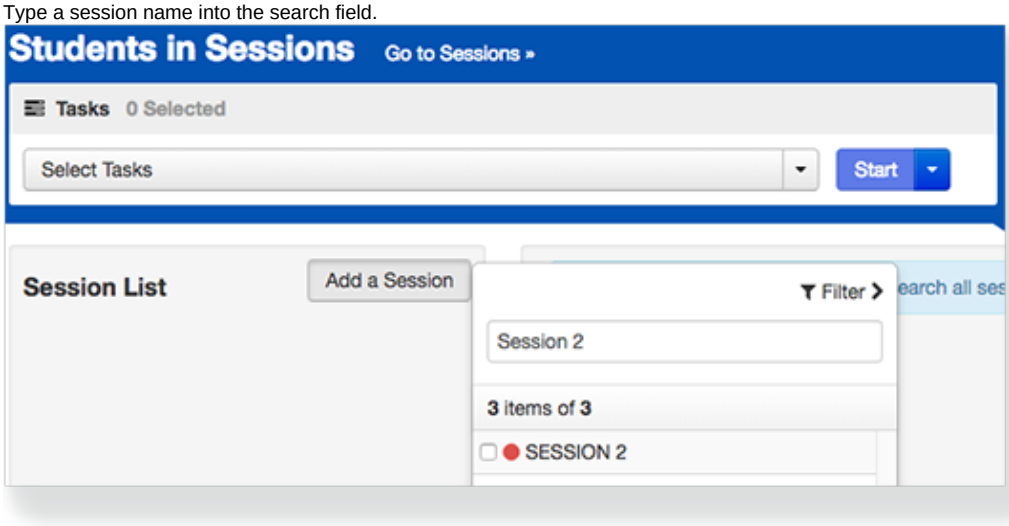
1. From **Testing**, select **Students in Sessions.**



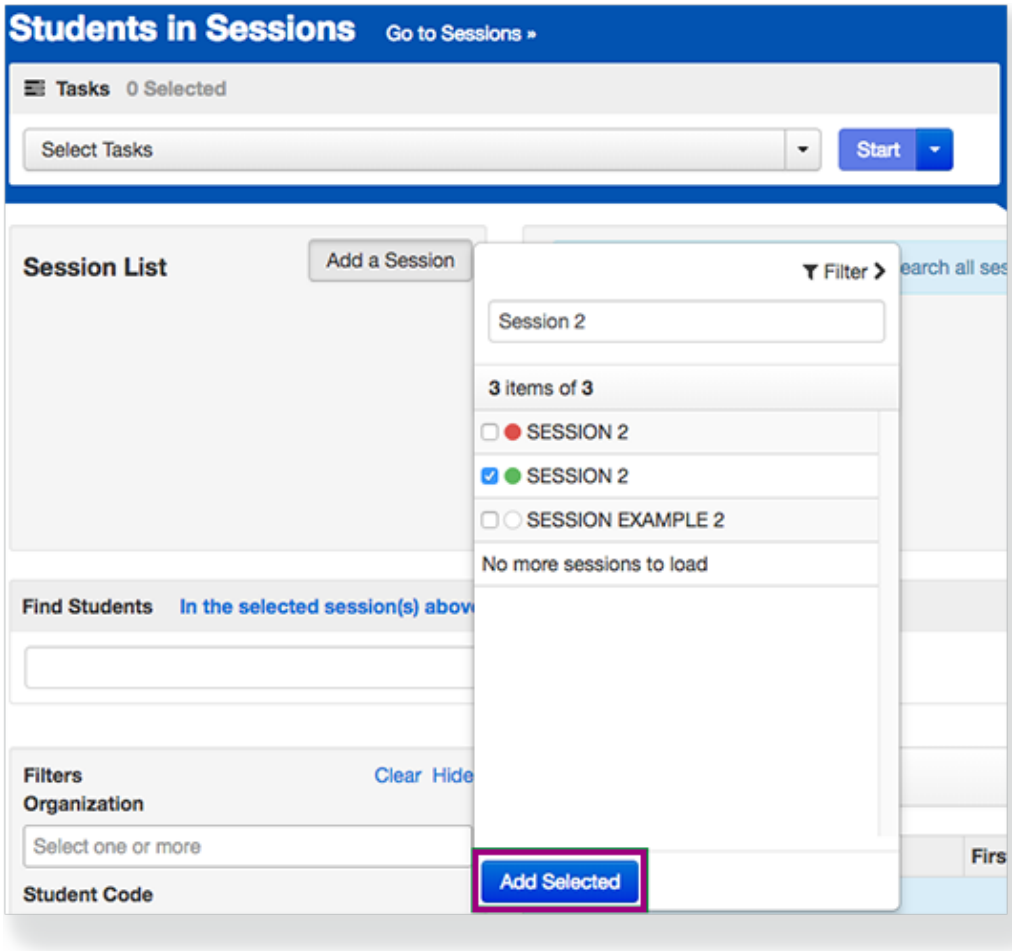
2. Click **Add a Session.**



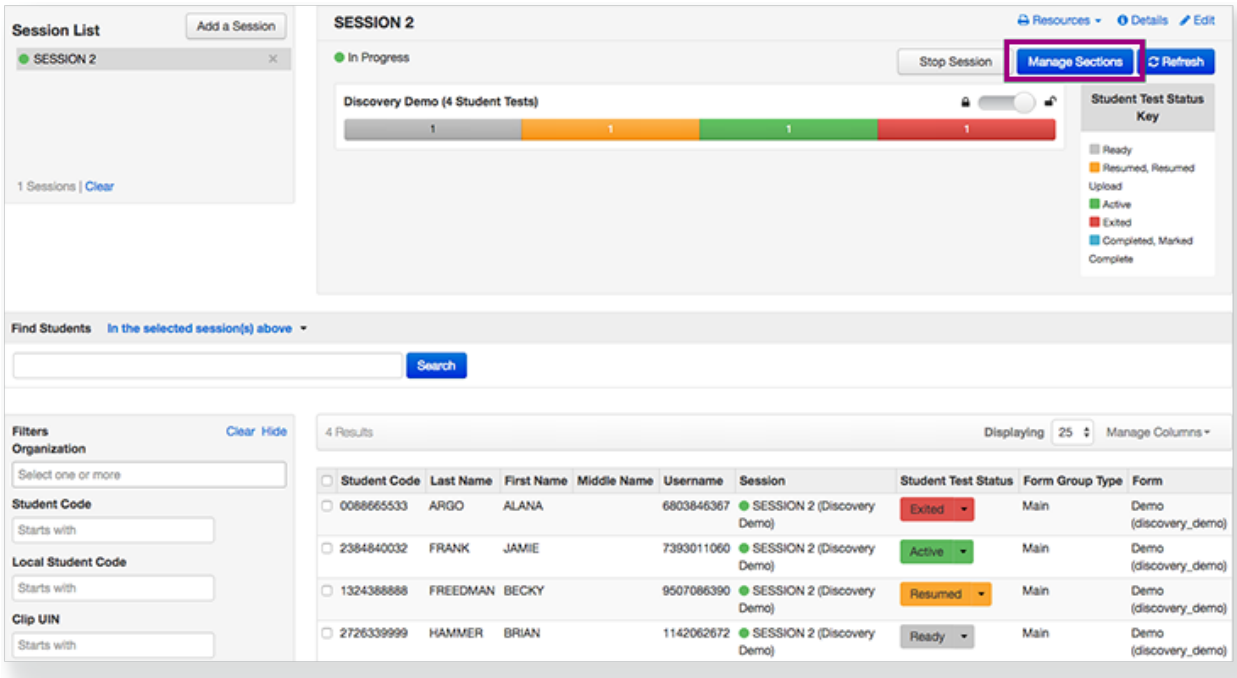
3. Type a session name into the search field.



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

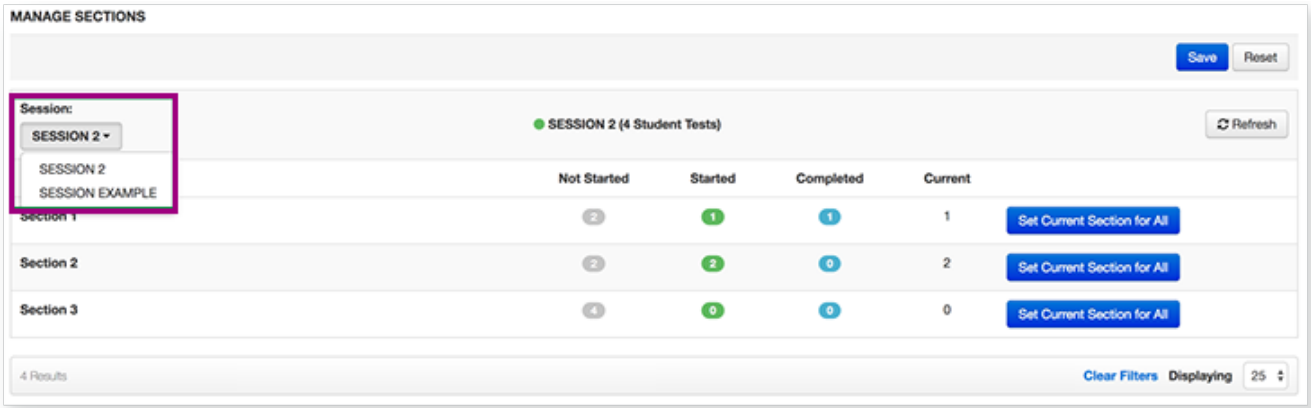


5. Click **Manage Sections**.

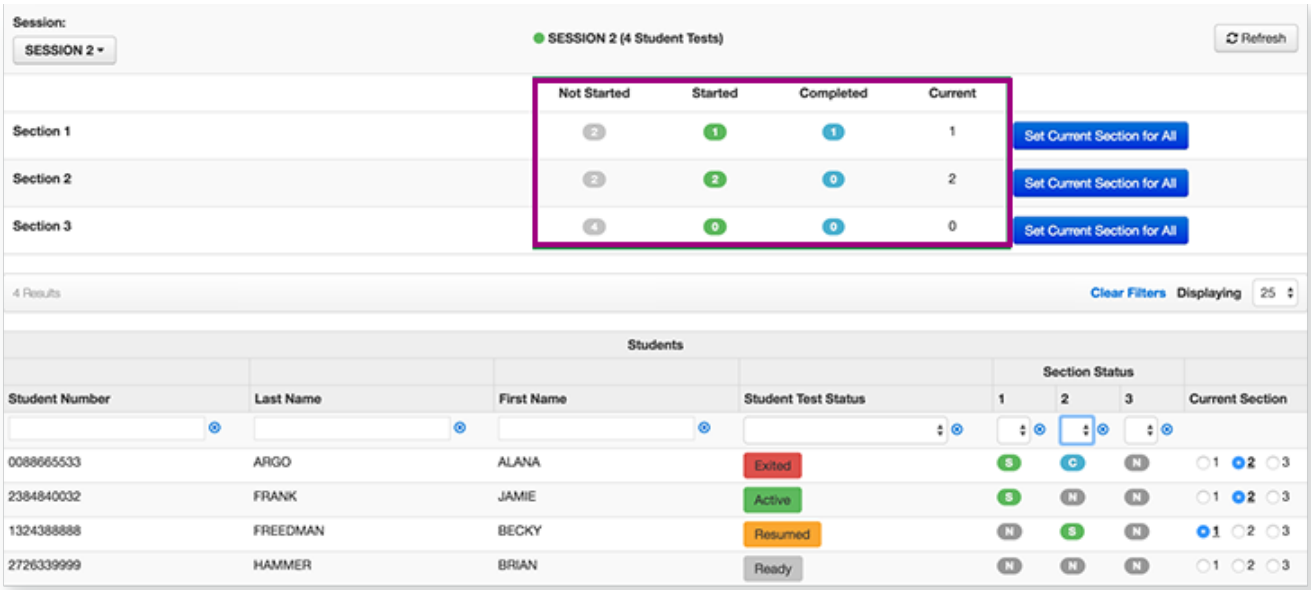


Monitor Statuses

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



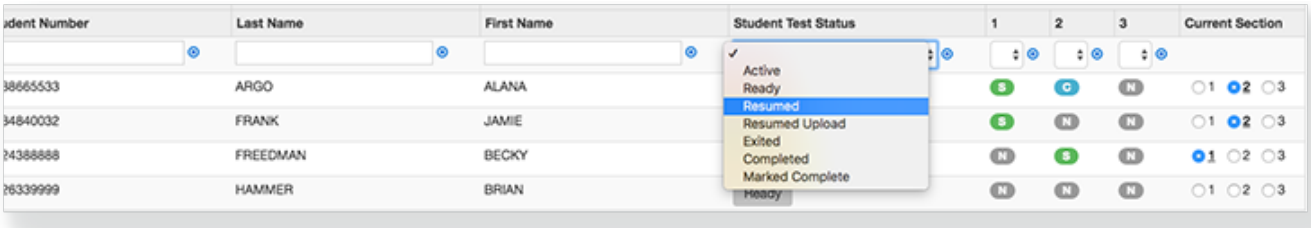
View the section assignments for the selected session.



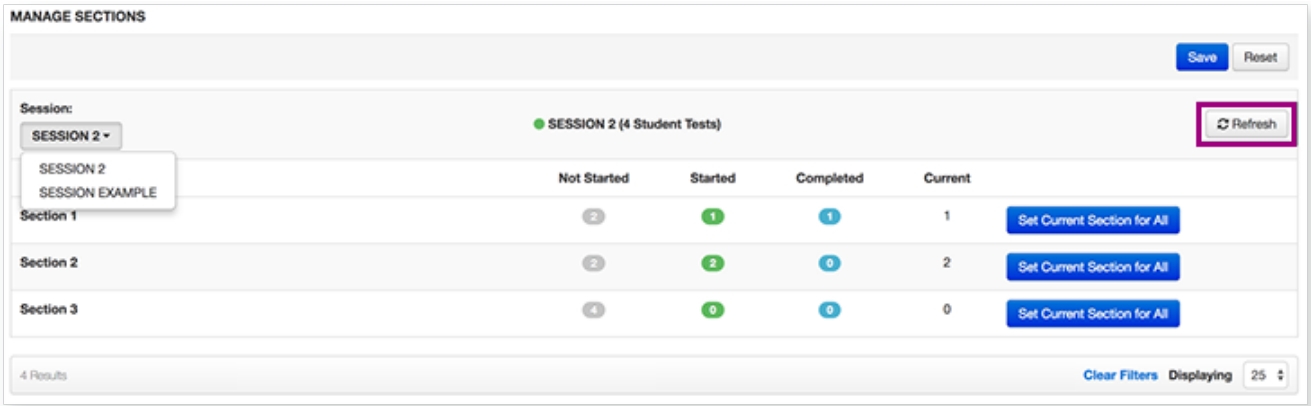
There are three student section statuses:

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.



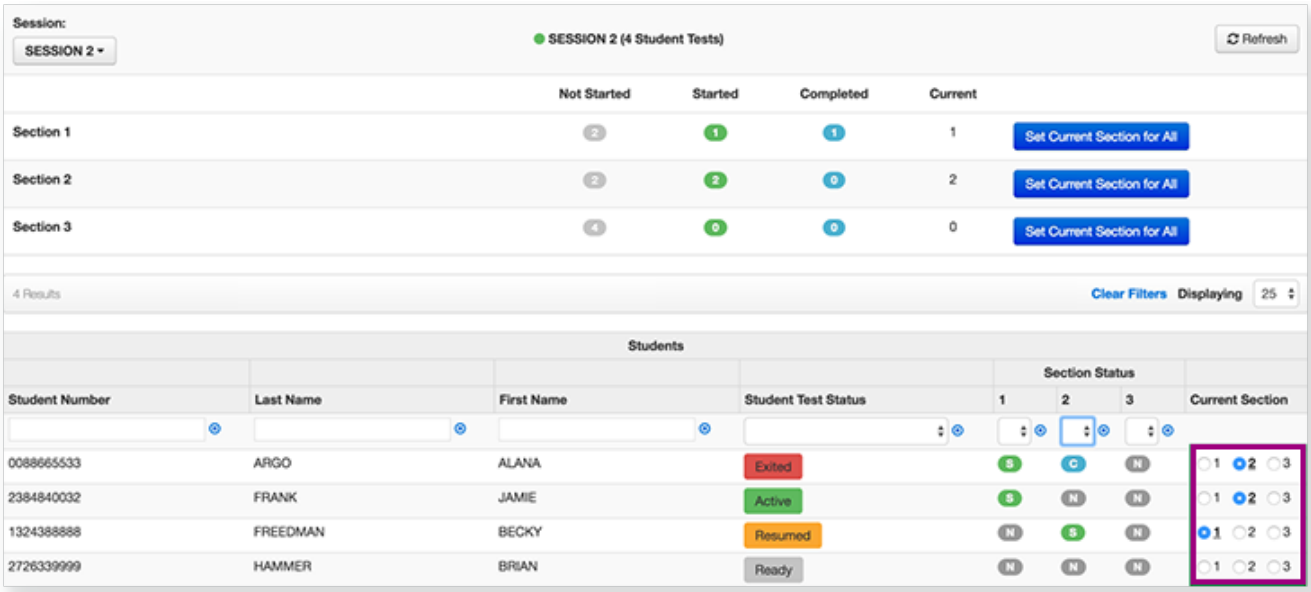
Click **Refresh** for the most current data.



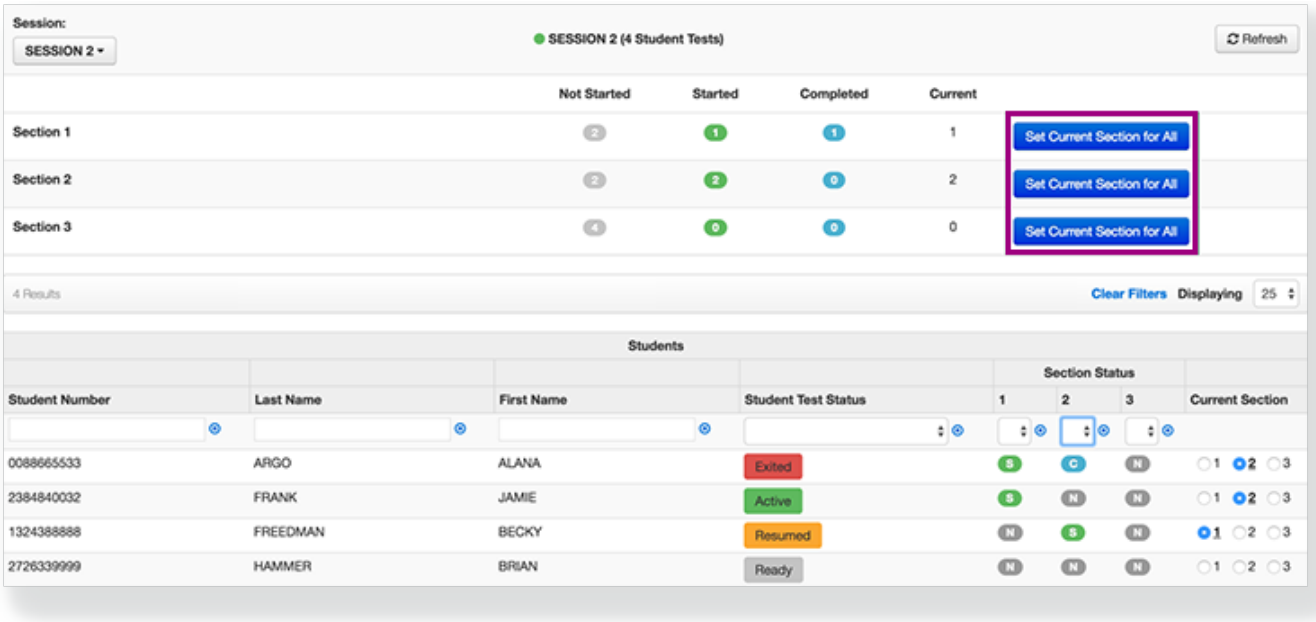
Control Section Start

To manage sections:

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



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


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
Section Status
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

Video