

Move a Student Test Between Sessions

You can move student tests *that are in **Ready** or **Exited** status* from one session to another session.

- A sick student cannot continue to test in his or her originally scheduled test session.
- You want to balance the number of students in one session with that of another session.

Session information and move requirements:

- A session can contain only one test form.
- You can move a student in a read-aloud test session *only* to another read-aloud session.

Move Students between Sessions

Error

BAKER, DENISE (2234567894). Unable to move Student Test. Cannot move from non Read Aloud to Read Aloud Session

CHURCHILL, TOM (8999998880). Unable to move Student Test. Cannot move from non Read Aloud to Read Aloud Session

Move Students between Sessions

MoveReset

Tests

Math

Sessions

MOVE STUDENT SESSION1

MOVE STUDENT SESSION2

Create Session

Student

DEMO SCHOOL 2 (010002)

MOVE STUDENT SESSION2

MOVE STUDENT SESSION1

BAKER, DENISE (2234567894)

MOVE STUDENT SESSION1, Math

CHURCHILL, TOM (8999998880)

MOVE STUDENT SESSION1, Math

* Required

MoveReset

The system assigns a new test form, unless it is configured to retain the form assignment.
You can move a student test *only* to a session that contains the same test form as the original session. For example:

- Session 1 contains Test A.
- Session 2 contains Test B.
- Session 3 contains Test A.

Therefore, you can move a student from Session 1 *only* to Session 3.

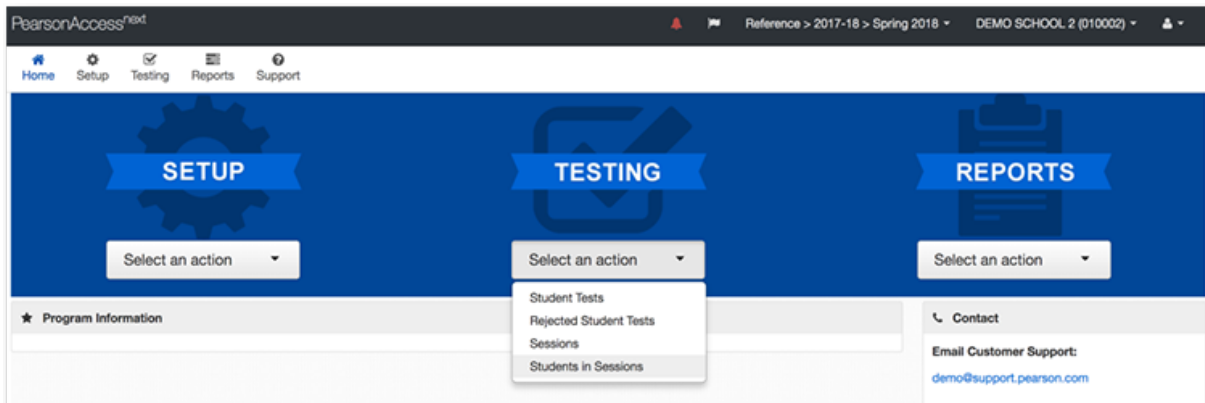
Prerequisites

Before you move students between online test sessions, check each student's status, as described in [Monitor or Change Student Test Status](#). You cannot move students:

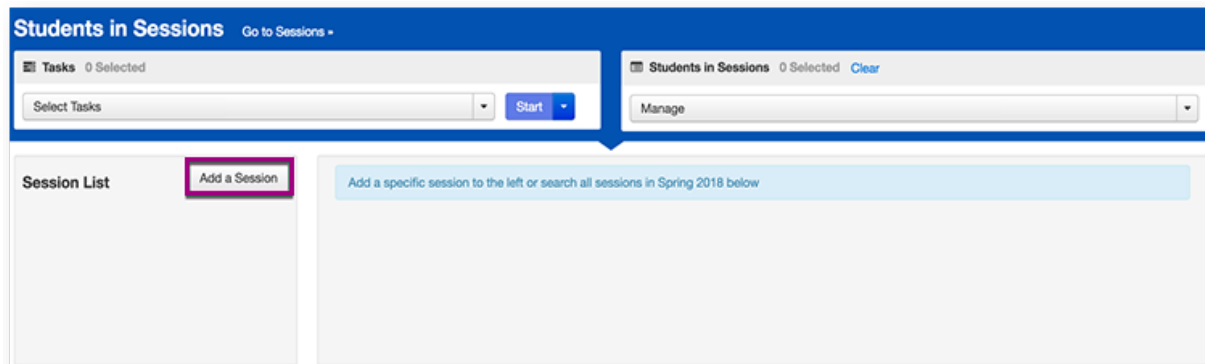
- If the student is in **Active** status.
- If the status of the session is **stopped**.

Step-by-Step

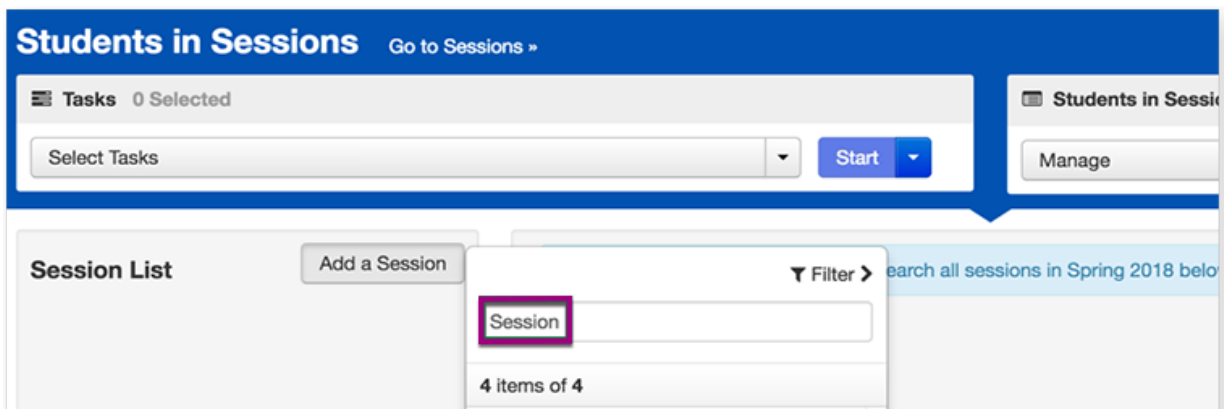
1. From **Testing**, select **Students in Sessions**.



2. Click **Add a Session**.



3. Type a session name into the search field.



4. Click the checkbox next to the session.

Students in Sessions [Go to Sessions](#)

Tasks 0 Selected [Start](#)

Select Tasks [Manage](#)

Session List [Add a Session](#) [Filter](#) Search all sessions in Spring 2018 below

4 items of 4

- ☐ DIANNE TEST SESSION
- ☒ SESSION EXAMPLE
- ☐ SESSION EXAMPLE 2
- ☐ TESTSESSION

No more sessions to load

[Add Selected](#)

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

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

Organization
Select one or more

Student Code

Displaying 25 Manage Columns

First Name	Middle Name	Username	Session	Form Group Type	Form
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5. Click **Add Selected**.

Students in Sessions [Go to Sessions](#)

Tasks 0 Selected [Start](#)

Select Tasks [Manage](#)

Session List [Add a Session](#) [Filter](#) Search all sessions in Spring 2018 below

4 items of 4

- ☐ DIANNE TEST SESSION
- ☒ SESSION EXAMPLE
- ☐ SESSION EXAMPLE 2
- ☐ TESTSESSION

No more sessions to load

[Add Selected](#)

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

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

Organization
Select one or more

Student Code

First

6. Click the checkbox next to the student(s) to move.

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

2 Results Displaying 25 Manage Columns

<input type="checkbox"/>	Student Code	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
<input checked="" type="checkbox"/>	1209846777	NOAH	SANDRA		4138351153	SESSION EXAMPLE (Discovery Demo)	Ready	Main	
<input checked="" type="checkbox"/>	2324888885	TOMMY	NOAH		8581462050	SESSION EXAMPLE (Discovery Demo)	Ready	Main	

7. Click **Select Tasks**, select **Move Students between Sessions**, and click **Start**.

Students in Sessions Go to Sessions

Tasks 1 Selected Start

Students in Sessions 2 Selected Clear

Select Tasks

- ☐ Student Test Statuses
 - ☐ Mark Student Tests Complete
 - ☐ Resume Student Tests
 - ☐ Undo Student Test Submissions
 - ☐ Retake Student Tests
- ☐ Students
 - ☐ Add Students to Sessions
 - ☐ Remove Students from Sessions
 - ☒ Move Students between Sessions
- ☐ Student Tests
 - ☐ Manage Student Tests
 - ☐ Form Override
 - ☐ Unlock Sections
 - ☐ Set Section Start / Resume
 - ☐ Manage Sections
 - ☐ Override Resume Restriction

SESSION EXAMPLE Resources Details Edit

☐ Not Prepared Prepare Session Manage Sections Refresh

Search

2 Results Displaying 25 Manage Columns

<input type="checkbox"/>	Student Code	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
<input checked="" type="checkbox"/>	1209846777	NOAH	SANDRA		4138351153	SESSION EXAMPLE (Discovery Demo)	Ready	Main	
<input checked="" type="checkbox"/>	2324888885	TOMMY	NOAH		8581462050	SESSION EXAMPLE (Discovery Demo)	Ready	Main	

8. Click in the **Sessions** search box, and select the session to move student(s) to.

Tasks for Students in Sessions Add Task Previous Task Next Task Exit Tasks

Move Students between Sessions

Move Students between Sessions Move Reset

Tests Discovery Demo

Sessions SESSION EXAMPLE Create Session

Student

NOAH, SANDRA (1209846777) SESSION EXAMPLE, Discovery Demo

TOMMY, NOAH (2324888885) SESSION EXAMPLE, Discovery Demo

*** Required**

Move Reset

Tasks for Students in Sessions Add Task Previous Task Next Task Exit Tasks

Move Students between Sessions Move Reset

Tests Discovery Demo **Sessions** SESSION EXAMPLE Create Session

Student	DEMO SCHOOL 2 (010002)
NOAH, SANDRA (1209846777) ⓘ	<input type="checkbox"/> SESSION EXAMPLE
SESSION EXAMPLE, Discovery Demo	<input checked="" type="checkbox"/>
TOMMY, NOAH (2324888885) ⓘ	<input checked="" type="checkbox"/>
SESSION EXAMPLE, Discovery Demo	

* Required Move Reset

9. Click the checkbox under the session you want to move the student to.

Move Students between Sessions Move Reset

Tests Discovery Demo **Sessions** SESSION EXAMPLE SESSION EXAMPLE 3 Create Session

Student	DEMO SCHOOL 2 (010002)	SESSION EXAMPLE 3
NOAH, SANDRA (1209846777) ⓘ	<input type="checkbox"/> SESSION EXAMPLE	<input checked="" type="checkbox"/> SESSION EXAMPLE 3
SESSION EXAMPLE, Discovery Demo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TOMMY, NOAH (2324888885) ⓘ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SESSION EXAMPLE, Discovery Demo		<input checked="" type="checkbox"/>

* Required Move Reset

10. Click **Move**.

Move Students between Sessions Move Reset

Tests Discovery Demo **Sessions** SESSION EXAMPLE SESSION EXAMPLE 3 Create Session

Student	DEMO SCHOOL 2 (010002)	SESSION EXAMPLE 3
NOAH, SANDRA (1209846777) ⓘ	<input type="checkbox"/> SESSION EXAMPLE	<input checked="" type="checkbox"/> SESSION EXAMPLE 3
SESSION EXAMPLE, Discovery Demo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TOMMY, NOAH (2324888885) ⓘ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SESSION EXAMPLE, Discovery Demo		<input checked="" type="checkbox"/>

* Required Move Reset

You can also create a session to move the student(s) to.

1. Click **Create Session**.

Move Students between Sessions Move Reset

Tests **Sessions**

Discovery Demo x SESSION EXAMPLE Create Session

Student	DEMO SCHOOL 2 (010002)	SESSION EXAMPLE	SESSION EXAMPLE 3
NOAH, SANDRA (1209846777) ⓘ	SESSION EXAMPLE 3, Discovery Demo	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TOMMY, NOAH (2324888885) ⓘ	SESSION EXAMPLE 3, Discovery Demo	<input type="checkbox"/>	<input checked="" type="checkbox"/>

* Required

Move Reset

2. Type or select required details.

Create Session x

Session Name* **Organization***

SESSION EXAMPLE 4 DEMO SCHOOL 2 (0100... x v

Test & Form **Scheduling**

Test* **Scheduled Start Date***

Discovery Demo x v 03/12/2018 📅

☐ Proctor Reads Aloud*

Form Group Type* **Scheduled Start Time**

Main x v 01:00 AM CDT 🕒

Precaching Computer* **Lab Location**

Add v

Create Cancel

3. Click the checkbox under the new session.

Move Students between Sessions Move Reset

Tests **Sessions**

Discovery Demo x SESSION EXAMPLE x SESSION EXAMPLE 3 Create Session

x SESSION EXAMPLE 4

Student	DEMO SCHOOL 2 (010002)	SESSION EXAMPLE	SESSION EXAMPLE 3	SESSION EXAMPLE 4
NOAH, SANDRA (1209846777) ⓘ	SESSION EXAMPLE, Discovery Demo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TOMMY, NOAH (2324888885) ⓘ	SESSION EXAMPLE, Discovery Demo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

* Required

Move Reset

4. Click **Move**.

Move Students between Sessions

MoveReset

Tests

Discovery Demo

Sessions

×

SESSION EXAMPLE

×

SESSION EXAMPLE 3

×

SESSION EXAMPLE 4

Create Session

	DEMO SCHOOL 2 (010002)		
Student	<input type="radio"/> SESSION EXAMPLE	<input type="radio"/> SESSION EXAMPLE 3	<input checked="" type="radio"/> SESSION EXAMPLE 4
NOAH, SANDRA (1209846777) ⓘ SESSION EXAMPLE, Discovery Demo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TOMMY, NOAH (2324888885) ⓘ SESSION EXAMPLE, Discovery Demo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

* Required

MoveReset

Video

Effects

- Saves previous responses.
- Resumes the test at the last viewed question.
- Retains the exited status (until you resume the test).
- Assigns new session resources for you to download and print again. ⓘ *Required resources vary by program.*

What's Next? (Optional)

When you move a student test to another session, the test adopts that session's locked or unlocked state. As a result, you may need to click the lock icon to unlock a test or the session.