

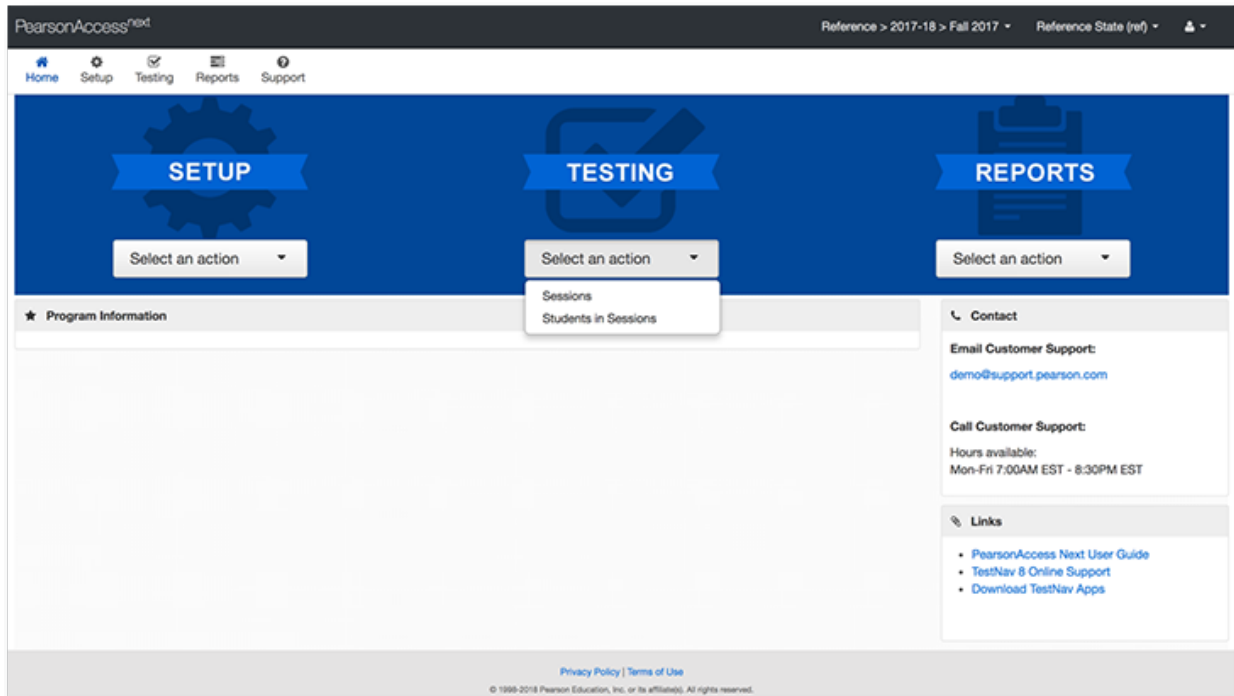
Generate Test Tickets for Sessions

You can generate test tickets for multiple test sessions. *Test tickets contain student sign-in credentials for TestNav. Seal codes control student access to each test section.*

 Availability of this feature varies by program and role permissions.

Step-by-Step

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



2. Type session names into the search field, and click **Search**. Or, from the **Search** dropdown, select **Show all results**.

Sessions

[Go to Students in Sessions »](#)

Tasks
1 Selected

Find Sessions

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

Session Status

Organization

Test

Form Group Type

No Results

<input type="checkbox"/>	Session	Session Status	Schedu
Search or select a filter to view results.			

3. Click the checkbox next to the session(s).

Find Sessions

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

Session Status

Organization

Test

Form Group Type

Scheduled Start Date Range

to

4 Results

[🔄](#)
Displaying 25
[Manage Columns](#)

<input type="checkbox"/>	Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Organization
<input checked="" type="checkbox"/>	ENGLISH SESSION NAME	<input type="radio"/> Not Prepared	07/21/2020	Grade 3 English Interim I	2		ALABAMA SCHOOLS, JPM - 123456789
<input checked="" type="checkbox"/>	ENGLISH SESSION NAME	<input type="radio"/> Not Prepared	07/21/2020	Grade 3 English Interim IV	1		ALABAMA SCHOOLS, JPM - 123456789
<input checked="" type="checkbox"/>	ENGLISH SESSION NAME	<input type="radio"/> Not Prepared	07/21/2020	Grade 3 English Interim III	1		ALABAMA SCHOOLS, JPM - 123456789
<input type="checkbox"/>	ENGLISH SESSION NAME	<input checked="" type="radio"/> In Progress	07/21/2020	Grade 3 English Interim II	1	08/23/2020 12:20:54 PM	ALABAMA SCHOOLS, JPM - 123456789

4. Click **Select Tasks**, select **Generate Test Tickets**, and click **Start**.

The screenshot shows the 'Sessions' interface. At the top, there's a blue header with 'Sessions' and a link 'Go to Students in Sessions »'. Below this, a 'Tasks' section shows '1 Selected'. A dropdown menu is open, listing several tasks: 'Create / Edit Sessions', 'Precaching Test Content', 'Delete Sessions', 'Add/Remove Students in Sessions', 'Generate Test Tickets' (which is checked), and 'Create Reporting Groups'. Below the dropdown, there are filters for 'Organization' and 'Test', each with a 'Select one or more' dropdown. A 'Form Group Type' section is also visible. On the right, there's a 'Start' button and a 'Search' button. Below the search bar, it says '4 Results'. A table shows the results of the search, with columns for 'Session', 'Session Status', and 'Sched'. The table lists four sessions, all named 'ENGLISH SESSION NAME', with statuses 'Not Prepared' or 'In Progress'.

Session	Session Status	Sched
<input checked="" type="checkbox"/> ENGLISH SESSION NAME ⓘ	<input type="radio"/> Not Prepared	07/21/2020
<input checked="" type="checkbox"/> ENGLISH SESSION NAME ⓘ	<input type="radio"/> Not Prepared	07/21/2020
<input checked="" type="checkbox"/> ENGLISH SESSION NAME ⓘ	<input type="radio"/> Not Prepared	07/21/2020
<input type="checkbox"/> ENGLISH SESSION NAME ⓘ	<input checked="" type="radio"/> In Progress	07/21/2020

5. Click **Generate Test Tickets** and select the page layout preferences.

The screenshot shows the 'Generate Test Tickets' interface. It features a table with columns: 'Session Name', 'Test', 'Session Status', '# Students', and 'Organization'. The table lists four sessions. The first three are 'ENGLISH SESSION NAME' with 'Not Prepared' status, and the fourth is 'INT-AGPER20-SESS-CLASSROOM' with 'In Progress' status. A dropdown menu is open on the right, showing options for '1 Per Page', 'Grid', and 'List'.

Session Name	Test	Session Status	# Students	Organization
<input checked="" type="checkbox"/> ENGLISH SESSION NAME ⓘ	Grade 3 English Interim I	Not Prepared	2	Austin ISD, JPS, JPS, JPS
<input checked="" type="checkbox"/> ENGLISH SESSION NAME ⓘ	Grade 3 English Interim III	Not Prepared	1	Austin ISD, JPS, JPS, JPS
<input checked="" type="checkbox"/> ENGLISH SESSION NAME ⓘ	Grade 3 English Interim IV	Not Prepared	1	Austin ISD, JPS, JPS, JPS
<input checked="" type="checkbox"/> INT-AGPER20-SESS-CLASSROOM ⓘ	Grade 3 Science Classroom 10	In Progress	1	Austin ISD, JPS, JPS, JPS

6. Navigate to your device's downloads location to view the downloaded PDF.

What's Next? (Optional)

Depending on your program's requirements, you can:

- Distribute the downloaded test tickets before test sessions begin.
- Control and manage the online testing process.