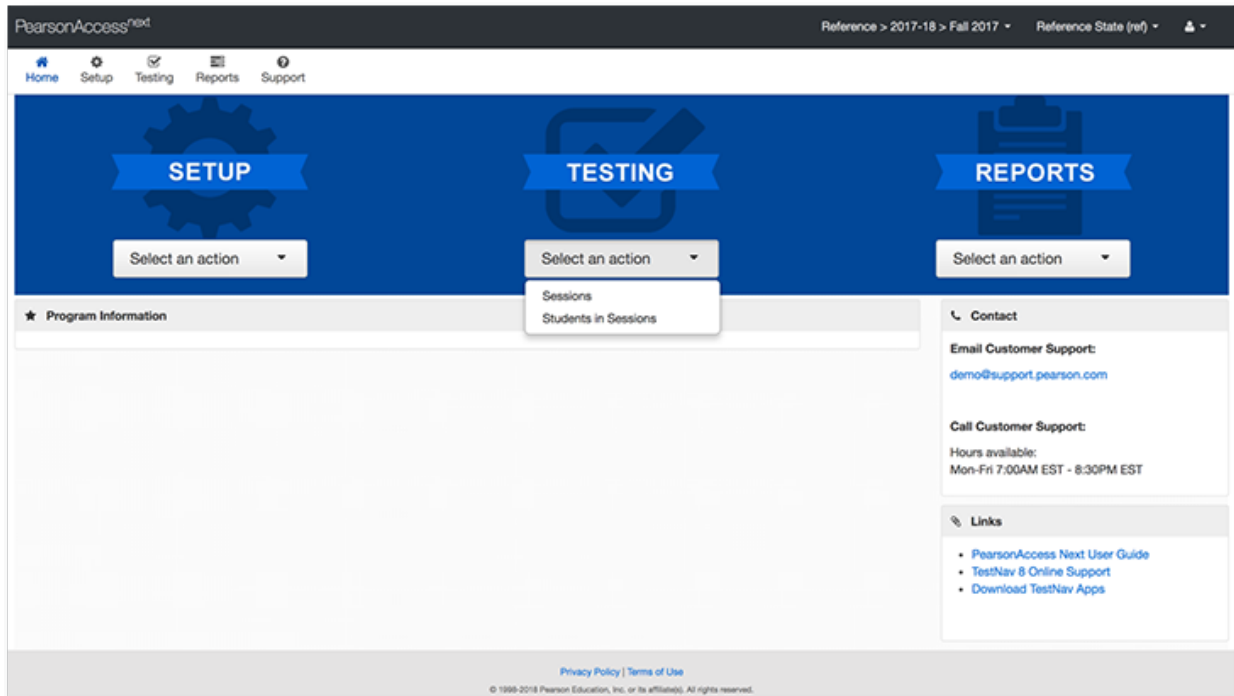# Generate Test Tickets for Sessions

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.*

ℹ️ *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

Select Tasks

Start

Find Sessions

Session 3

Q Search

Filters Clear Hide

Session Status

Select one or more

Organization

Select one or more

Test

Select one or more

Form Group Type

Select one or more

No Results

☐	Session	Session Status	Schedu

ⓘSearch or select a filter to view results.

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

Find Sessions

English Session Name

Q Search

Filters Clear Hide
Session Status

Select one or more

Organization

Select one or more

Test

Select one or more

Form Group Type

Select one or more

Scheduled Start Date Range

Select one

to

Select one

4 Results

Displaying 25 ⌄ Manage Columns ▾

☐	Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Organization
☑	ENGLISH SESSION NAME ⓘ	○ Not Prepared	07/21/2020	Grade 3 English Interim I	2		
☑	ENGLISH SESSION NAME ⓘ	○ Not Prepared	07/21/2020	Grade 3 English Interim IV	1		
☑	ENGLISH SESSION NAME ⓘ	○ Not Prepared	07/21/2020	Grade 3 English Interim III	1		
☐	ENGLISH SESSION NAME ⓘ	● In Progress	07/21/2020	Grade 3 English Interim II	1	08/23/2020 12:20:54 PM	

« 1 »

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

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

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.