

Session Resources 15 steps ➔

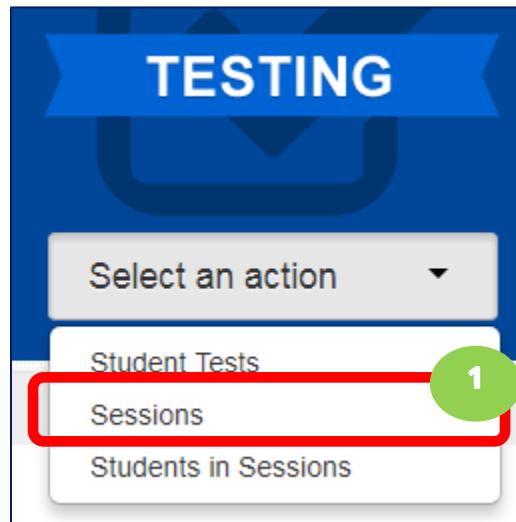
Once all students have been added and assigned to a session, but no earlier than a couple of days before the scheduled testing day, the AZELLA District Test Coordinator, School Test Coordinator, or AZELLA Test Administrator may begin the preparations for testing day.

For online Placement Tests Stages III – V there are several session resources:

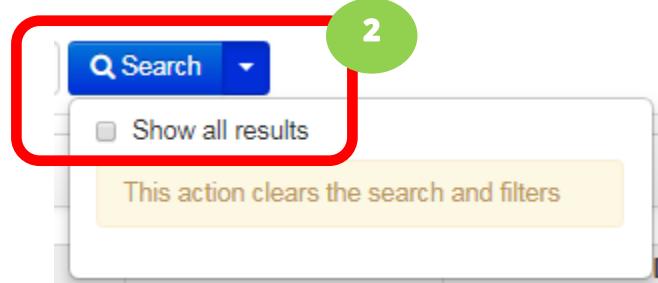
- **Scheduled Sessions** report provides a list of all sessions created for an organization and the status of the session.
- **Session Student Roster** is a list of all students assigned to a session.
- **Testing Tickets** are printed for each student and provide the student's user name and password for signing in to TestNav 8, Pearson's online testing platform.

To access the various session resources in PearsonAccess^{next}:

1. Go to the **TESTING** section, from the **Select an action** drop-down menu, select **Sessions**.



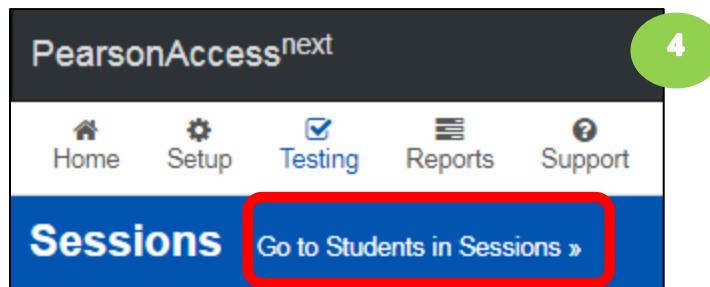
2. On the Sessions screen, select the **Search** drop-down menu and **check** the Show All Results check box.



3. On the Sessions screen place a **check** in the box in the header row to select all sessions.

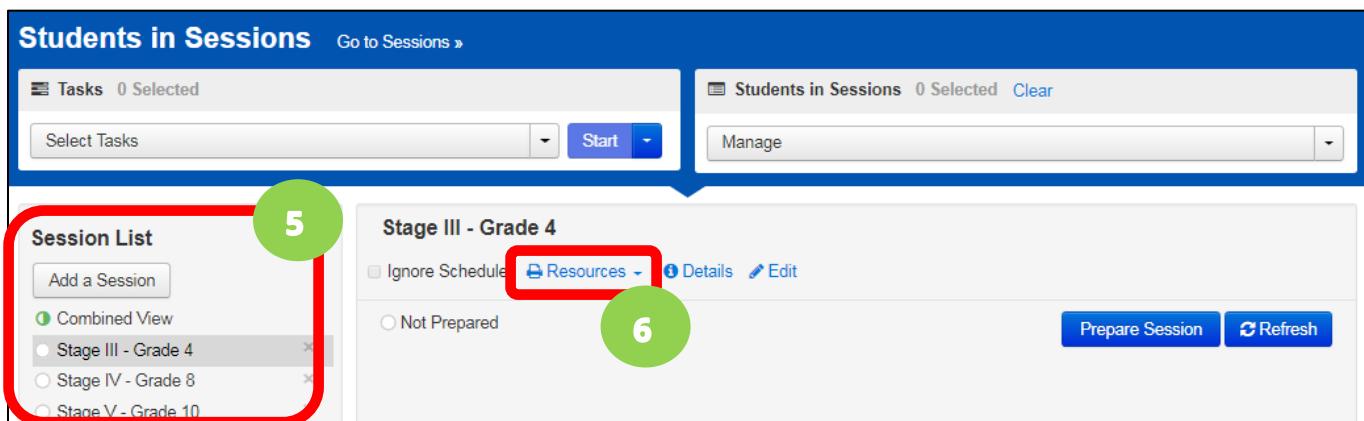
Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Organization
<input type="checkbox"/> Stage III - Grade 4 ⓘ	<input type="radio"/> Not Prepared	06/15/2018	AZELLA Stage III Placement Test	1		Erica Elementary School (987000)
<input type="checkbox"/> Stage IV - Grade 8 ⓘ	<input type="radio"/> Not Prepared	06/15/2018	AZELLA Stage IV Placement Test	2		Erica Elementary School (987000)
<input type="checkbox"/> Stage V - Grade 10 ⓘ	<input type="radio"/> Not Prepared	06/15/2018	AZELLA Stage V Placement Test	2		Erica Elementary School (987000)

4. On the top left side of the screen, select the **Go to Students in Sessions** link.



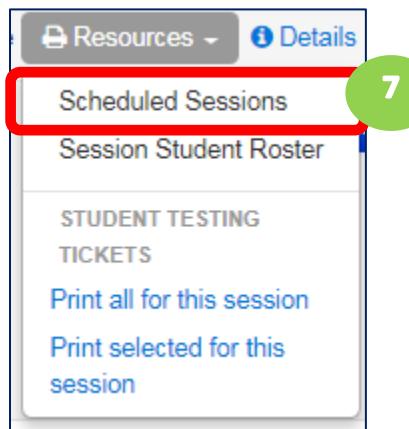
5. On the Students in Sessions screen, on the left side of the screen, select a session name from the **Session List**.

6. Click the **Resources** link



Scheduled Sessions

7. Select Scheduled Sessions from the Resources dropdown menu.

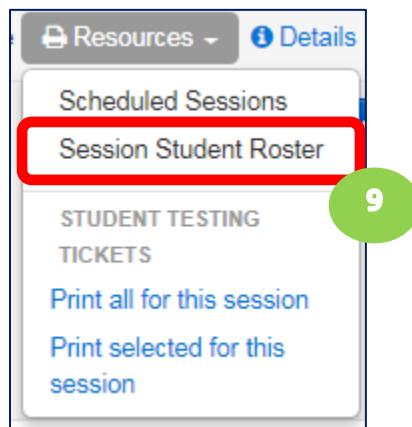


8. The Scheduled Sessions report will open in a new tab in your internet browser.

Session Name	Status	Start Date	Test	Students	Organization	Location
Stage III - Grade 3 SPV	Ready		AZELLA Stage III Placement Test	1	Erica Elementary School (987000)	
Stage III - Grade 3	In Progress	06/12/2018	AZELLA Stage III Placement Test	2	Erica Elementary School (987000)	
Stage III - Grade 4	Not Prepared		AZELLA Stage III Placement Test	1	Erica Elementary School (987000)	
Stage IV - Grade 8	Not Prepared		AZELLA Stage IV Placement Test	2	Erica Elementary School (987000)	
Stage V - Grade 10	Not Prepared		AZELLA Stage V Placement Test	2	Erica Elementary School (987000)	

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9. Go back to the PearsonAccess^{next} **Students in Sessions** tab on your internet browser. On the **Resources** drop-down menu, select **Session Student Roster**.



Session Student Roster

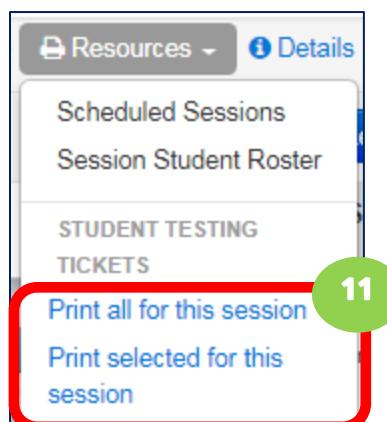
10. The Session Student Roster report will open in a new tab on your internet browser.



Session Student Roster						
Test Administration	AZELLA Placement 2018-2019	Precaching Computer				
Session Status	In Progress	Scheduled Start Date	06/12/2018			
Session Name	Stage III - Grade 3	Scheduled Start Time	01:00 AM			
Organization	Erica Elementary School (987000)	Actual Start Date	06/12/2018			
Test	AZELLA Stage III Placement Test	Actual Start Time	01:00 PM			
Proctor Reads Aloud	No	Lab Location				
Form Group Type	Main					
2 Results						
Student Name	Student Code	Date of Birth	Status	Form/Form Group	Username	Signature
OnlineForm, StudentA	993012427	2009-06-12	Battery	Stage III - Main	5829498642	
Sample, Sample D	706768944	2007-03-07	Battery	Stage III - Main	5356589339	

11. Go back to the PearsonAccess^{next} **Students in Sessions** tab on your internet browser.

From the **Resources** drop-down menu, you can select whether to print testing tickets for all students in a session (**Print all for this session**) or just for select students (**Print selected for this session**).



Testing Tickets

12. Enter information into Filters section on the bottom left section.

Note: If you created Testing Groups select the Testing Group Field and a menu of available testing groups will populate.

13. Place a **check** in the check box by each student you want to print a testing ticket for.

14. To print testing tickets for select students, from the **Resources** drop-down menu, select **Print selected for this student**.

Session List

- Combined View
- Stage III - Grade 3 SPV
- Stage III - Grade 3
- Stage III - Grade 4**
- Stage IV - Grade 8

5 Sessions | Clear

Find Students In the selected session(s) or grade

Search

Filters Organization

Pearson Student Code Starts with

SSID Number Starts with

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13

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Ignore Schedule Resources Details Edit

Scheduled Sessions Session Student Roster

STUDENT TESTING TICKETS

Print all for this session

Print selected for this session

1 Results

Pearson Student Code	Last Name	First Name	Middle Name	Username	Session	S III Listening	S III Reading	S III Writing Part 1	S III Writing Part 2
006250278	Gradefour	Stagell		9889495267	<input type="radio"/> Stage III - Grade 4 (AZELLA Stage III Placement Test)	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready

Displaying 25 Manage Columns

15. The Testing Tickets will open in a new tab on your browser. From this screen, you may select an option to print one testing ticket per page, or multiple tickets per page.

Note: Testing Tickets should be treated as **secure** test material.

Select a print format Grid

STUDENT TESTING TICKET

Student: OnlineForm, StudentA	Student: Sample, Sample D
SSID: 993012427	SSID: 706768944
Session: Stage III - Grade 3	Session: Stage III - Grade 3
Date of Birth: 06/12/2009	Date of Birth: 03/07/2007
Test: AZELLA Stage III Placement Test	Test: AZELLA Stage III Placement Test

Select Arizona in the application.

Username: 5829498642 **Password:** d46ea9

STUDENT TESTING TICKET

Student: OnlineForm, StudentA	Student: Sample, Sample D
SSID: 993012427	SSID: 706768944
Session: Stage III - Grade 3	Session: Stage III - Grade 3
Date of Birth: 06/12/2009	Date of Birth: 03/07/2007
Test: AZELLA Stage III Placement Test	Test: AZELLA Stage III Placement Test

Select Arizona in the application.

Username: 5356589339 **Password:** 28c155

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