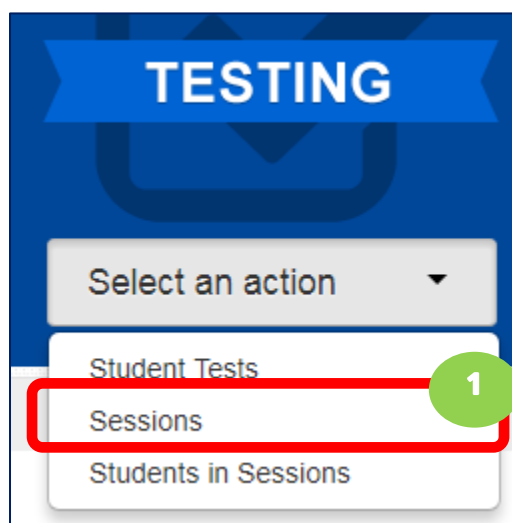# Session Resources `15 steps`

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.

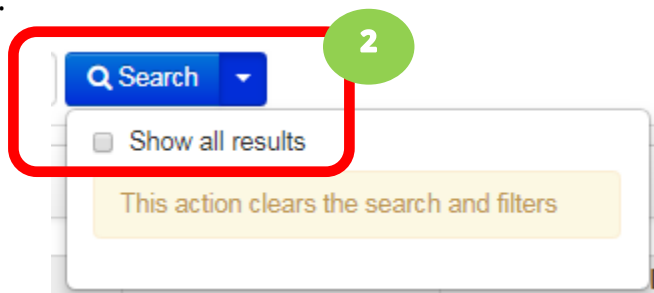For online Placement Tests Stages III – V there are several session resources:

- **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**.
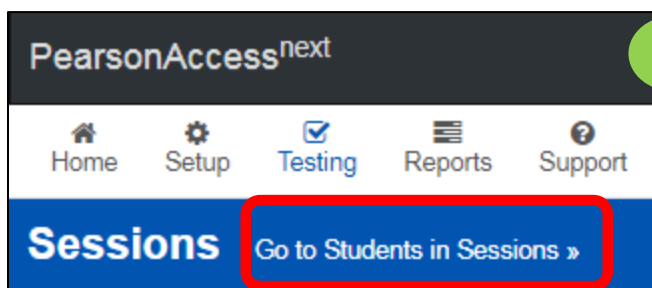
PearsonAccess[next]

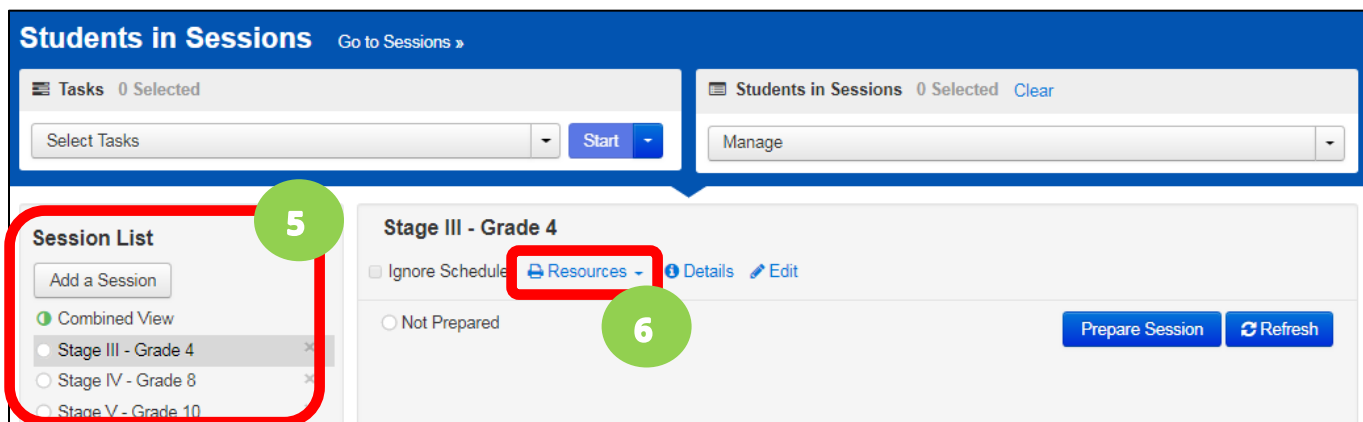2. On the Sessions screen, select the **Search** drop-down menu and **check** the Show All Results check box.



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



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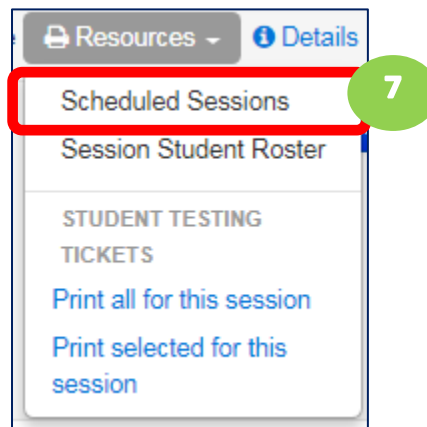


5. On the Students in Sessions screen, on the left side of the screen, select a session name from the **Session List**.
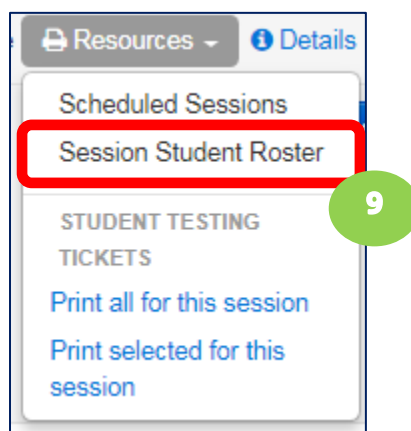6. Click the **Resources** link

PearsonAccess.next

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) | |

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**.



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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**).

🖨 Resources ▾   ❶ Details

Scheduled Sessions
Session Student Roster

STUDENT TESTING TICKETS

Print all for this session
Print selected for this session

PearsonAccess next

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**.



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.

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