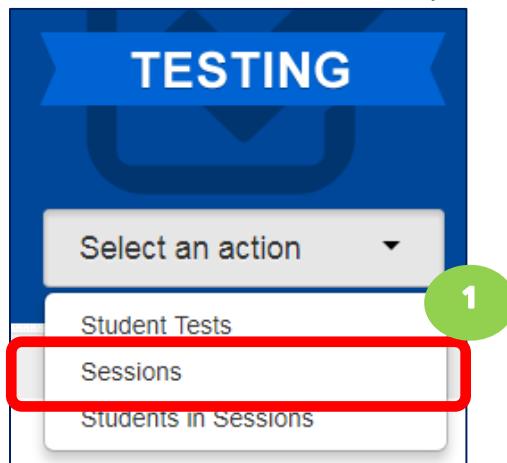


## Preparing a Session 7 steps

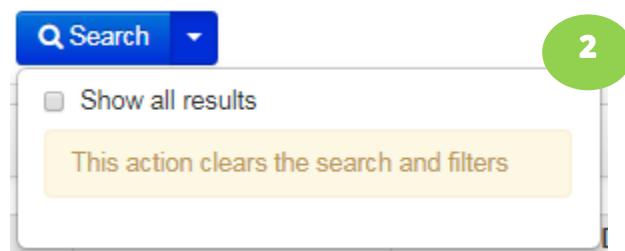
Preparing a Session is the action that links the students in the Session with their assigned form in TestNav 8, Pearson's online testing platform. This step must be done prior to the first day of testing and can take time to complete this task, depending on how many students are in a Session.

To prepare for a test session in PearsonAccess<sup>next</sup>:

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

Find Sessions

Name starts with  Search

Displaying 25 Manage Columns

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

5. On the Students in Sessions screen, there are two ways to look at the sessions:

- a. select a session name from the **Session List**, or
- b. select the combined view to manage all the sessions at the same time.

*Note:* This task should be completed a day or two in advance of the scheduled testing day. Depending on the number of students assigned to the session, this could take several minutes.

6. Click the **Prepare Session/ Prepare All Sessions** button.

Students in Sessions Go to Sessions

Tasks 0 Selected Select Tasks Start

Students in Sessions 0 Selected Clear

Manage

Session List

Combined View

Not Prepared (3)

Prepare All Sessions Refresh

7. When all test forms are assigned, the Session will show as Ready and the green Start Session button will appear.

The screenshot shows the 'Session List' interface. On the left, there is a sidebar with a 'Session List' title and a 'Add a Session' button. Below it are four session entries: 'Combined View' (Combined View), 'Stage III - Grade 4' (Stage III - Grade 4), 'Stage IV - Grade 8' (Stage IV - Grade 8, which is selected and highlighted in grey), and 'Stage V - Grade 10' (Stage V - Grade 10). On the right, the main content area is titled 'Stage IV - Grade 8'. It includes buttons for 'Ignore Schedule', 'Resources', 'Details', and 'Edit'. The status 'Ready' is displayed, with a red box highlighting the 'Ready' text. Below the status are 'Start Session' and 'Refresh' buttons. A green circular badge with the number '7' is positioned in the bottom right corner of the main content area.