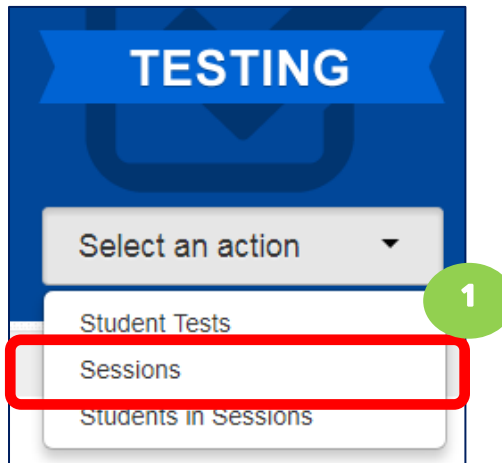


Preparing a Session 7 steps

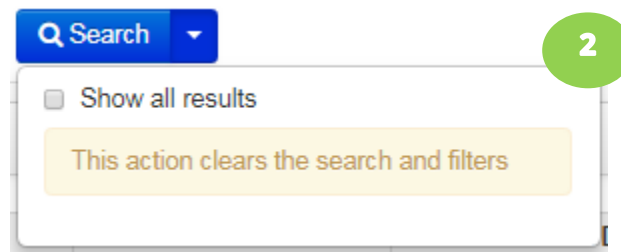
Preparing a Session is the action that links the students in the Session with their assigned form in TestNav 8, Pearson's online testing platform. This step must be done prior to the first day of testing and can take time to complete this task, depending on how many students are in a Session.

To prepare for a test session in PearsonAccess^{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.
4. On the top left side of the screen, select the **Go to Students in Sessions** link.

Sessions [Go to Students in Sessions](#)

Tasks 0 Selected **4** Sessions 5 Selected [Clear](#)

Select Tasks [Start](#) Manage

Find Sessions

Name starts with [Search](#)

Show Filters [Refresh](#) Displaying 25 [Manage Columns](#)

| <input checked="" type="checkbox"/> | Session | Session Status | Scheduled Start Date | Test | # Students | Actual Start Date | Organization |
|-------------------------------------|---------------------------------------|------------------------------------|----------------------|---------------------------------|------------|-------------------|----------------------------------|
| <input checked="" type="checkbox"/> | Stage III - Grade 4 i | <input type="radio"/> Not Prepared | 06/15/2018 | AZELLA Stage III Placement Test | 1 | | Erica Elementary School (987000) |
| <input checked="" type="checkbox"/> | Stage IV - Grade 8 i | <input type="radio"/> Not Prepared | 06/15/2018 | AZELLA Stage IV Placement Test | 1 | | Erica Elementary School (987000) |
| <input checked="" type="checkbox"/> | Stage V - Grade 10 i | <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 Students in Sessions 0 Selected [Clear](#)

Select Tasks [Start](#) Manage

Session List **5**

[Add a Session](#)

- ☒ Combined View
- ☐ Stage III - Grade 4 [x](#)
- ☐ Stage IV - Grade 8 [x](#)
- ☐ Stage V - Grade 10 [x](#)

Combined View

☐ Not Prepared (3)

6 [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 displays the PearsonAccess interface. On the left, a 'Session List' sidebar contains an 'Add a Session' button and a list of session types: 'Combined View', 'Stage III - Grade 4', 'Stage IV - Grade 8' (which is selected and highlighted), and 'Stage V - Grade 10'. The main panel is titled 'Stage IV - Grade 8' and includes links for 'Ignore Schedule', 'Resources', 'Details', and 'Edit'. A red rectangular box highlights a session entry that is in the 'Ready' state. To the right of the 'Ready' status are two buttons: a green 'Start Session' button and a blue 'Refresh' button. A green circular callout with the number '7' is positioned next to the 'Start Session' button.