Scheduling Online Assessment Sessions

Once an assessment form has been published, sessions may be created to provide students access. A session is a group of students who are assigned to take a test in a specific test window. Although a session can have up to 250 students, you can break into multiple sessions if you want to group students who will test at different times, for example. Student do **not** use testing tickets for district and local assessments. As a best practice to support reporting capabilities, put all students in a single class in the same session rather than breaking out into smaller groups. **For make-up students, extend the original session** rather than creating a separate one.

Local ESOL assessments have two parts, speaking and writing, which must be scheduled separately.

New: Users can move students between sessions in the same administration/test regardless of the test attempt status. Previously, a student could only be moved between sessions with a **Ready** or **Pending** status. Updates are reflected in the Dashboard after the move is complete.
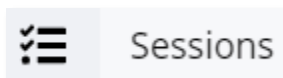
Create a Session
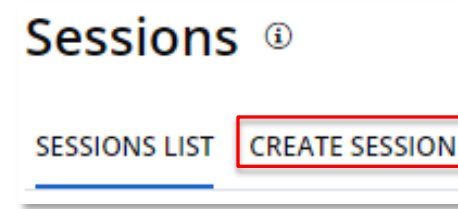
To create a new session:

1. If you have access to multiple organizations, make sure you have the desired school selected in the top right corner
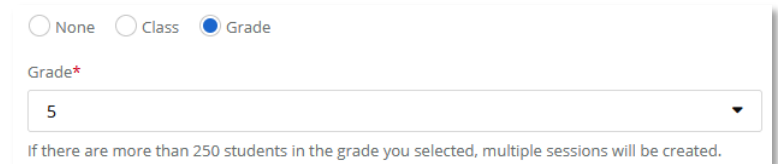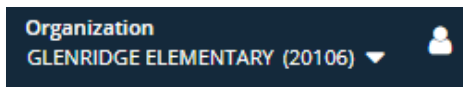

2. In the left navigation column, click **Sessions**

3. Click **Create Session**

4. Enter a Session Name and select the Administration

5. For **Testing Mode**, choose 'Online'

6. Select the test, optionally using the provided search box in the menu if the list is long

7. Under **Add Students to Session**, choose how to add students:

   - **Grade** - Select a grade from the **Grade** menu. Multiple sessions are created if there are more than 250 students in the selected grade.
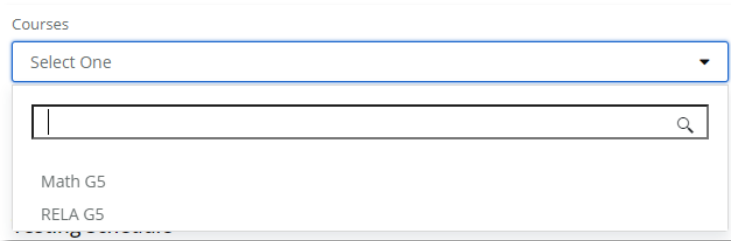

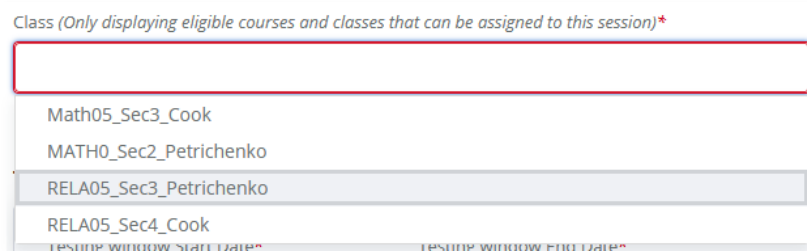   - **None** – Allows you to set up session with no students and then edit the session later to manually add individual students by name or Student ID
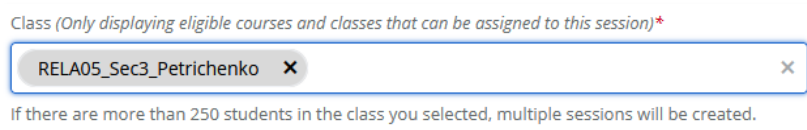
- **Class** - Enter one or more classes in the **Class** menu, optionally entering a **Course** as a filter.

To filter the class list by a course, either select from the list or start typing in the search field to narrow the list to aide selection.

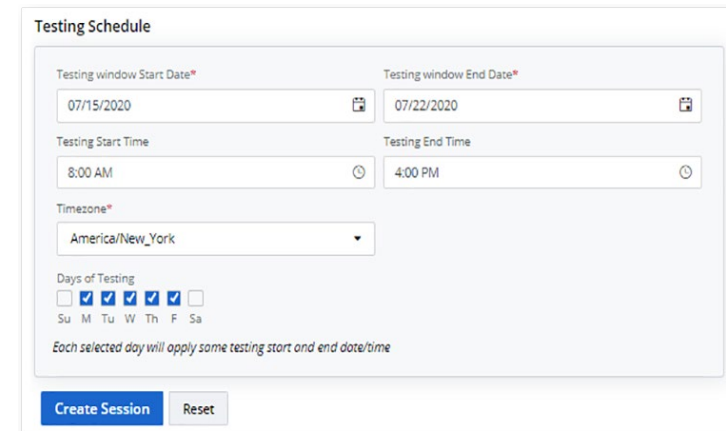*With or without a course filter, place your cursor in the Class field and select the desired class from the menu.*

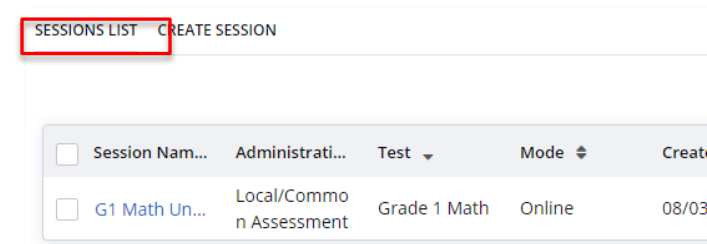*The selected class appears in the field. You can add additional classes as needed.*

8. Create the **Testing Schedule** and select the **Time zone**

   Review the **Testing Start/End Time** and adjust as needed. The session cannot be scheduled on a weekend, or before or after the school day.

9. Click **Create Session**

   Within a few minutes you can see the new session in the **Session List**
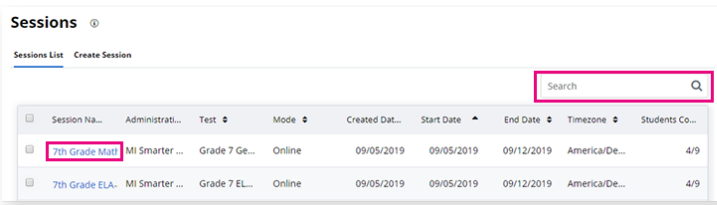

Modify the Testing Schedule for a Test Session
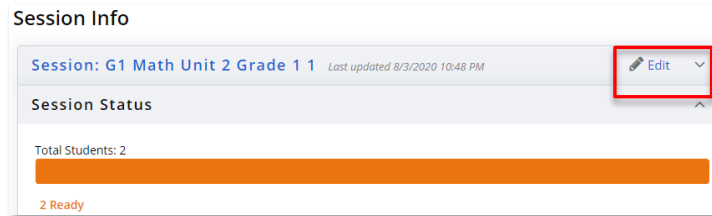
To modify an existing session:

1. In the left navigation column, click **Sessions**

2. Click a session name, or first, enter search criteria to locate

3. Click **Edit**

4. Adjust the testing schedule as needed and click **Save**

Modify the List of Students in a Session

Note that you can add students to a test only when their grade-level, or any specified off-grades, matches that of the test. The session must be open in order to add students.
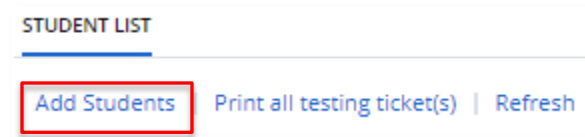
To modify the student list:

1. Locate a session as described in steps 1-2 of the previous section; the Student List of students currently assigned to the session is below the Status area
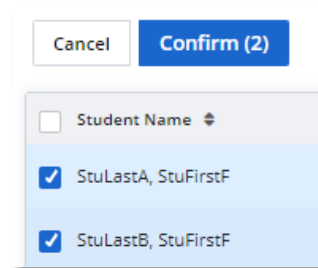

2. To remove a student(s), select the box(es) next to their name and then click **Remove**

3. To add a student, click **Add Students**

4. Select students to add and then click **Confirm**

New: View Tests Associated to a Course

Users can see tests associated to a course on the Course Details page. To access, click **Courses** in the left navigation column and then click a course name. Scroll down and click the **Test List** tab.