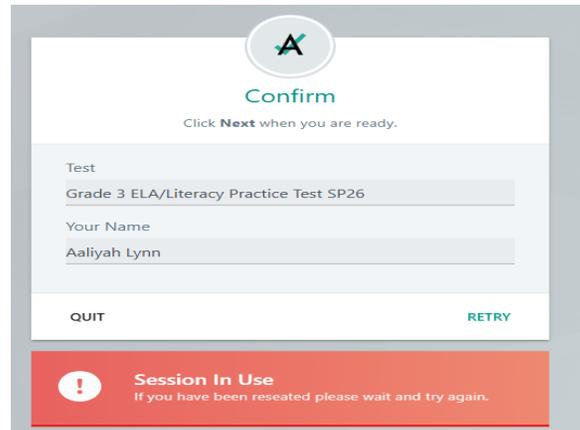
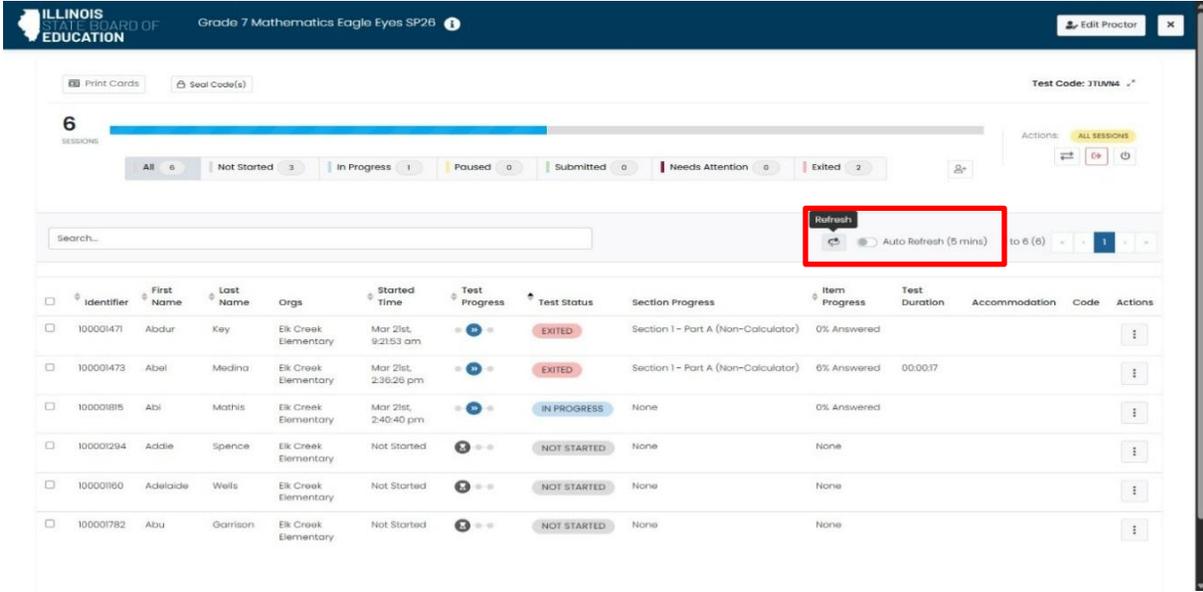


Guidance on how to reseat students in cases where they are moving to the next session, have accidentally exited TestNav, or encounter a "Session in Use" message in TestNav.



Please follow the instructions below:

Step/Directions	Screenshot																																																																																											
<p>Step 1: Please let the students know to stop their activities and wait. The proctor should begin by refreshing the Proctor Dashboard using the Refresh Icon. </p> <p>This will ensure that all student Test Status updates are current.</p> <p>(Note: Be sure to enable Auto Refresh (5 mins) to keep the Proctor Dashboard updated.)</p>	 <table border="1" data-bbox="716 1127 1843 1386"> <thead> <tr> <th>Identifier</th> <th>First Name</th> <th>Last Name</th> <th>Orgs</th> <th>Started Time</th> <th>Test Progress</th> <th>Test Status</th> <th>Section Progress</th> <th>Item Progress</th> <th>Test Duration</th> <th>Accommodation</th> <th>Code</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>100001471</td> <td>Abdur</td> <td>Key</td> <td>Elk Creek Elementary</td> <td>Mar 21st, 9:21:53 am</td> <td>0%</td> <td>EXITED</td> <td>Section 1 - Part A (Non-Calculator)</td> <td>0% Answered</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>100001473</td> <td>Abel</td> <td>Medina</td> <td>Elk Creek Elementary</td> <td>Mar 21st, 2:36:26 pm</td> <td>0%</td> <td>EXITED</td> <td>Section 1 - Part A (Non-Calculator)</td> <td>0% Answered</td> <td>00:00:17</td> <td></td> <td></td> <td></td> </tr> <tr> <td>100001815</td> <td>Abi</td> <td>Mathis</td> <td>Elk Creek Elementary</td> <td>Mar 21st, 2:40:40 pm</td> <td>0%</td> <td>IN PROGRESS</td> <td>None</td> <td>0% Answered</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>100001294</td> <td>Addie</td> <td>Spence</td> <td>Elk Creek Elementary</td> <td>Not Started</td> <td>0%</td> <td>NOT STARTED</td> <td>None</td> <td>None</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>100001960</td> <td>Adelaide</td> <td>Wells</td> <td>Elk Creek Elementary</td> <td>Not Started</td> <td>0%</td> <td>NOT STARTED</td> <td>None</td> <td>None</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>100001782</td> <td>Abu</td> <td>Garrison</td> <td>Elk Creek Elementary</td> <td>Not Started</td> <td>0%</td> <td>NOT STARTED</td> <td>None</td> <td>None</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions	100001471	Abdur	Key	Elk Creek Elementary	Mar 21st, 9:21:53 am	0%	EXITED	Section 1 - Part A (Non-Calculator)	0% Answered					100001473	Abel	Medina	Elk Creek Elementary	Mar 21st, 2:36:26 pm	0%	EXITED	Section 1 - Part A (Non-Calculator)	0% Answered	00:00:17				100001815	Abi	Mathis	Elk Creek Elementary	Mar 21st, 2:40:40 pm	0%	IN PROGRESS	None	0% Answered					100001294	Addie	Spence	Elk Creek Elementary	Not Started	0%	NOT STARTED	None	None					100001960	Adelaide	Wells	Elk Creek Elementary	Not Started	0%	NOT STARTED	None	None					100001782	Abu	Garrison	Elk Creek Elementary	Not Started	0%	NOT STARTED	None	None				
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Step 2: Click on the three dots next to the student's name to access the Actions menu, then select "Reset Session".

A confirmation pop-up will appear. Please confirm by clicking on Reset.

ILLINOIS STATE BOARD OF EDUCATION Grade 7 Mathematics Eagle Eyes SP26

Print Cards Search Code(s) Test Code: 3TUVW4

6 SESSIONS All 5 Not Started 3 In Progress 1 Paused 0 Submitted 0 Needs Attention 0 Exited 2

Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
100001471	Alexis	Key	Elk Creek Elementary	Mar 21st, 9:21:53 am	100%	EXITED	Section 1 - Part A (Non-Calculator)	0% Answered	00:00:17			⋮
100001473	Abel	Medina	Elk Creek Elementary	Mar 21st, 2:36:26 pm	100%	EXITED	Section 1 - Part A (Non-Calculator)	0% Answered	00:00:17			⋮
100001815	Abi	Mathis	Elk Creek Elementary	Mar 21st, 2:40:40 pm	50%	IN PROGRESS	None	0% Answered				⋮
100001294	Addie	Spence	Elk Creek Elementary	Not Started	0%	NOT STARTED	None	None				⋮
100001950	Adelaide	Wells	Elk Creek Elementary	Not Started	0%	NOT STARTED	None	None				⋮
100001782	Abu	Garrison	Elk Creek Elementary	Not Started	0%	NOT STARTED	None	None				⋮

Abdur Key
Are you sure you want to reset this student's session?
Cancel Reset

Step 3: You will see the Student "Reset Status" displayed on the dashboard. If it has been less than 5 minutes, please refresh the dashboard to confirm any changes to the Test Status.

(Note: You can hover over each student's status to view any changes in TestNav Status. This will let you know if the system received your initial command and that the status will update momentarily)

ILLINOIS STATE BOARD OF EDUCATION Grade 7 Mathematics Eagle Eyes SP26

Print Cards Search Code(s) Test Code: 3TUVW4

6 SESSIONS All 5 Not Started 3 In Progress 2 Paused 0 Submitted 0 Needs Attention 0 Exited 1

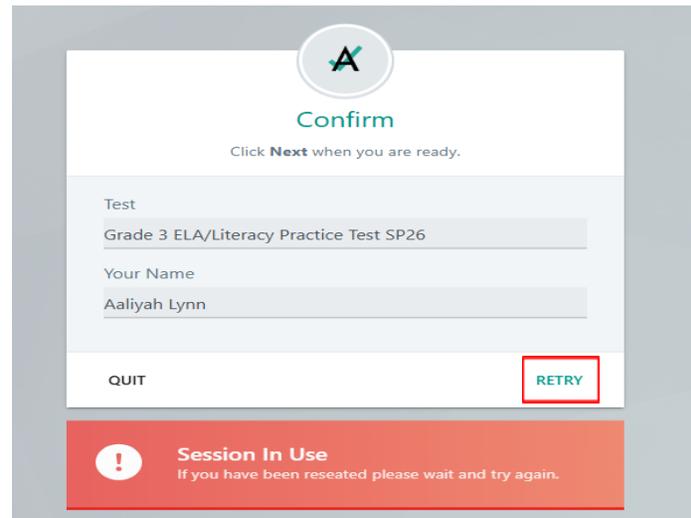
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100001950	Adelaide	Wells	Elk Creek Elementary	Not Started	0%	NOT STARTED	None	None				⋮
100001782	Abu	Garrison	Elk Creek Elementary	Not Started	0%	NOT STARTED	None	None				⋮
100001471	Abdur	Key	Elk Creek Elementary	Mar 21st, 9:21:53 am	0%	RESET	Section 1 - Part A (Non-Calculator)	0% Answered				⋮

The session has been marked to begin again.
TestNav Status: [Reset](#)

The session has been marked to begin again.
TestNav Status: [Reset](#)

Step 4: Once you have confirmed the student's status is now "Reseat," please instruct the student to log back into TestNav.

If they see the "Session in Use" message, ask them to click "Retry" to continue testing.



Tips and Tricks Notes: Be sure to refresh the Proctor Dashboard regularly to view the accurate Test Status for all students.

