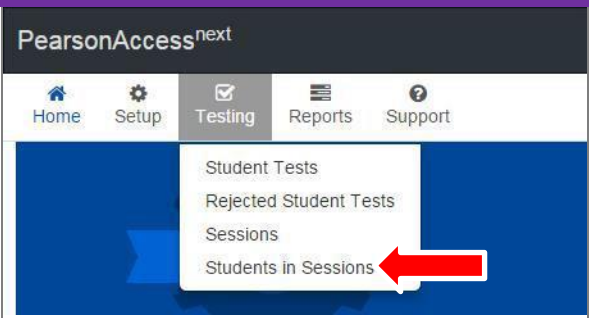
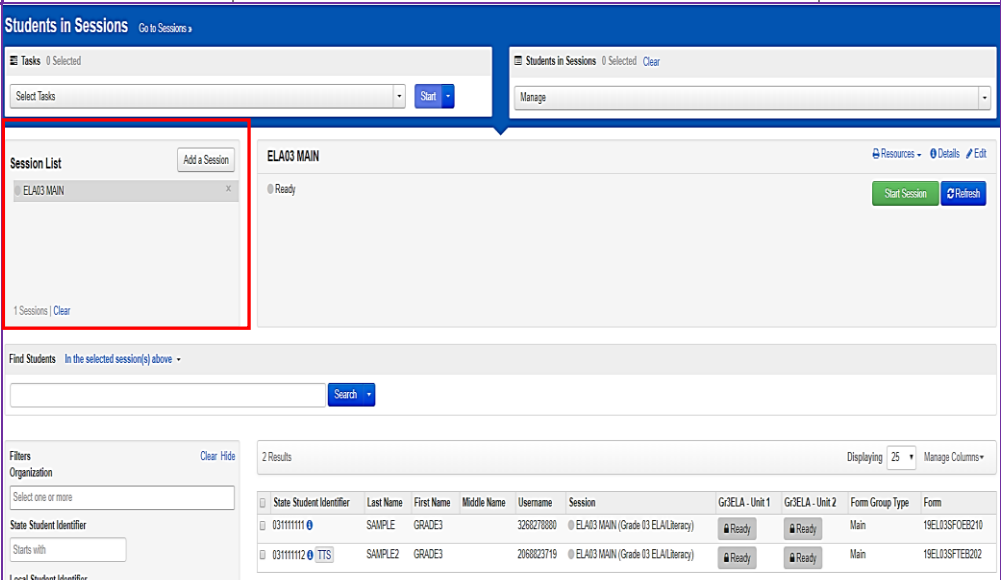
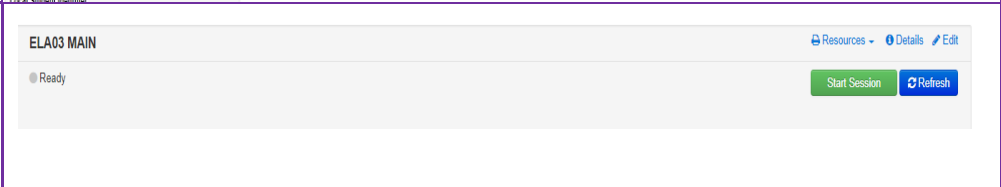


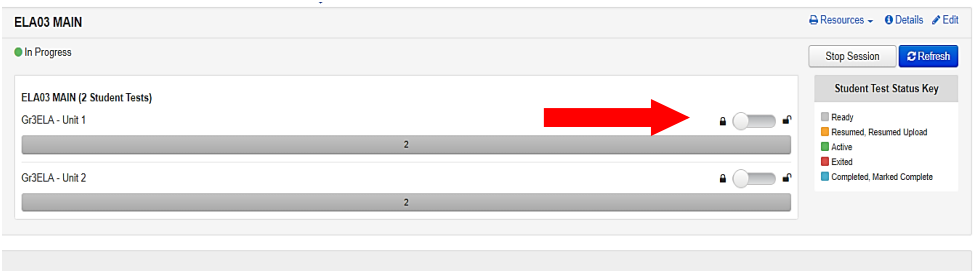
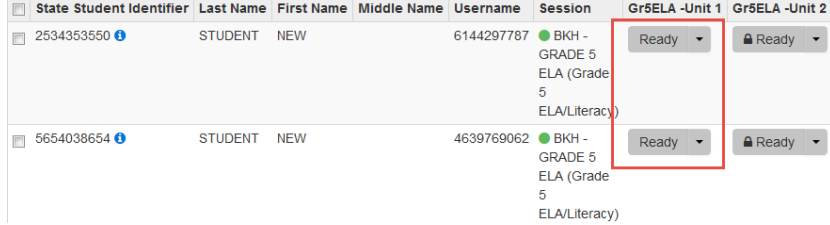
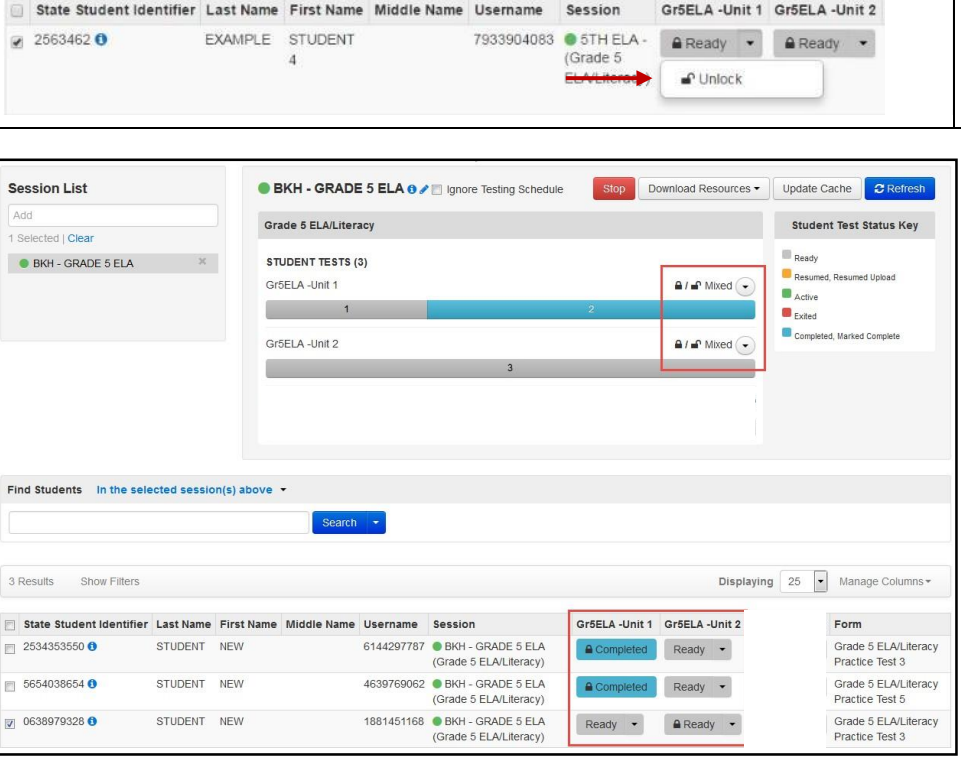
The purpose of this document is to provide information on how to start test sessions which have already had the Prepare step performed by a Test Coordinator and use the lock and unlock functionality in PearsonAccess^{next}.

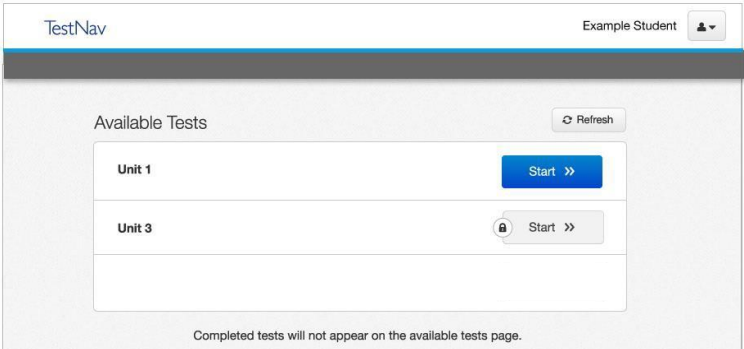
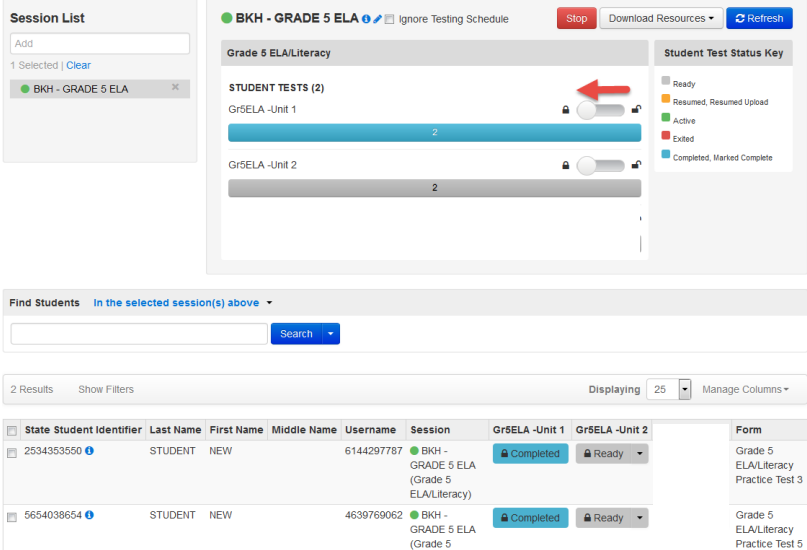
Note: These directions are to be followed on test sessions which have already had the Prepare step performed by a Test Coordinator.

Starting a Test Session

Before students can begin testing, Test Coordinators or Test Administrators will need to log in to PearsonAccess^{next}, start each session which has already had the Prepare step performed, and unlock the appropriate unit for students. Only the unit being tested should be unlocked for students (only one unit unlocked for each student at a time). After testing is complete the unit should be locked.

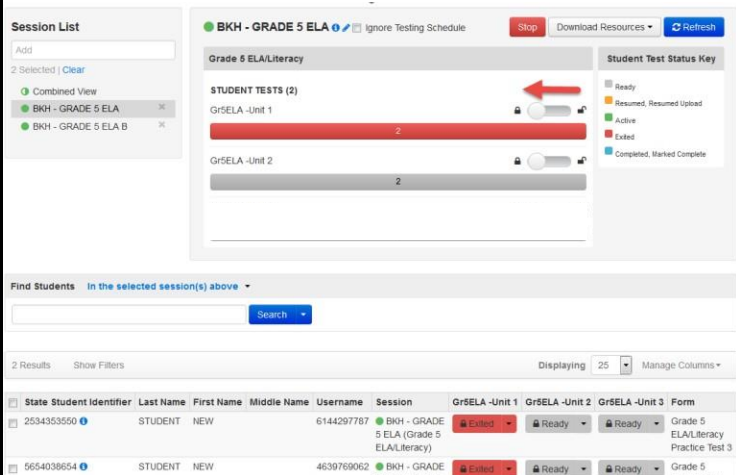
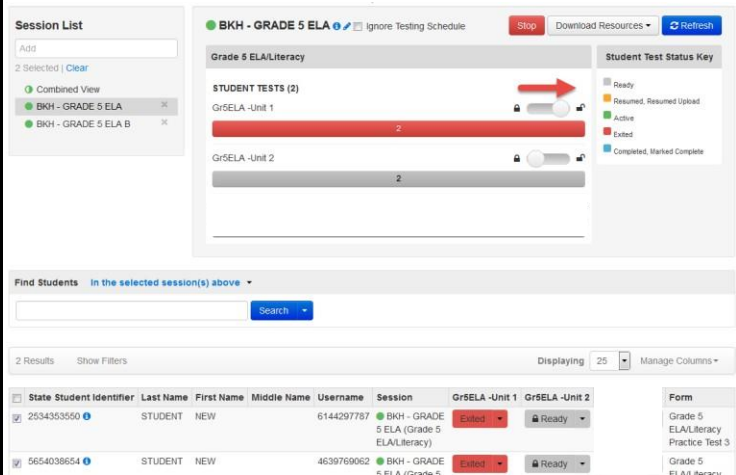
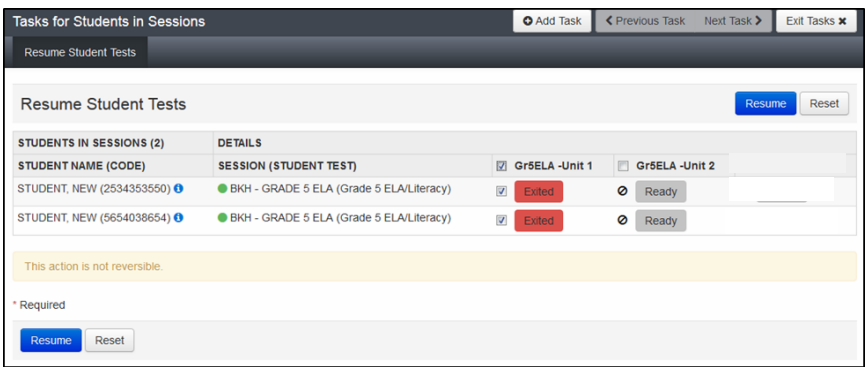
Step	Directions
<p>In PearsonAccess^{next}, click the Testing button and choose Students in Sessions from the drop down.</p>	
<p>Choose your test session(s) from the Session List. If your session is not listed in the Session List, use the text box to search for your session(s).</p>	
<p>Click the Start or Start All (for multiple sessions) button.</p>	

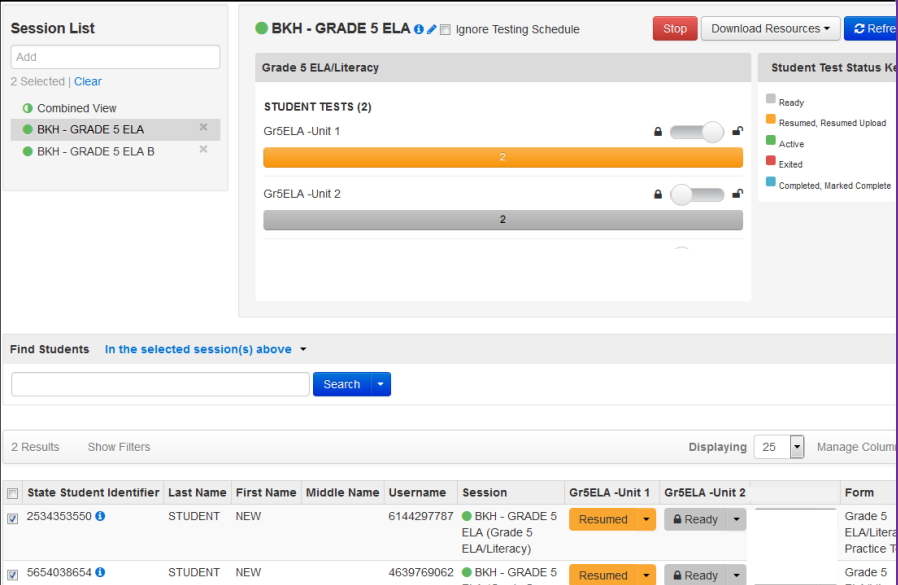
Step	Directions
<p>Unlock the unit being tested.</p> <p>Note: Combined view does not allow users to unlock units from multiple sessions.</p>	
<p>The lock icon on the student status will disappear.</p>	
<p>Make-up Testing: In some instances, only one unit will need to be unlocked or an individual student will need a separate unit unlocked within a test session.</p> <ul style="list-style-type: none"> In these cases, use the drop-down next to the test status for the appropriate unit and student. The unit will then show “Mixed” in place of the unit slider. Make sure only one unit is unlocked per student. 	

Step	Directions																											
<p>Students should now have an unlocked unit in TestNav. If a unit does not appear as unlocked select the Refresh button.</p>																												
<p>After testing is complete, lock the unit.</p>	 <p>Session List</p> <p>Add</p> <p>1 Selected Clear</p> <p>BKH - GRADE 5 ELA</p> <p>BKH - GRADE 5 ELA Ignore Testing Schedule Stop Download Resources Refresh</p> <p>Grade 5 ELA/Literacy Student Test Status Key</p> <p>STUDENT TESTS (2)</p> <p>Gr5ELA -Unit 1 </p> <p>Gr5ELA -Unit 2 </p> <p>Ready Resumed, Resumed Upload Active Exited Completed, Marked Complete</p> <p>Find Students In the selected session(s) above</p> <p>Search</p> <p>2 Results Show Filters Displaying 25 Manage Columns</p> <table border="1"> <thead> <tr> <th>State Student Identifier</th> <th>Last Name</th> <th>First Name</th> <th>Middle Name</th> <th>Username</th> <th>Session</th> <th>Gr5ELA -Unit 1</th> <th>Gr5ELA -Unit 2</th> <th>Form</th> </tr> </thead> <tbody> <tr> <td>2534353550</td> <td>STUDENT</td> <td>NEW</td> <td></td> <td>6144297787</td> <td>BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)</td> <td>Completed</td> <td>Ready</td> <td>Grade 5 ELA/Literacy Practice Test 3</td> </tr> <tr> <td>5654038654</td> <td>STUDENT</td> <td>NEW</td> <td></td> <td>4639769062</td> <td>BKH - GRADE 5 ELA (Grade 5)</td> <td>Completed</td> <td>Ready</td> <td>Grade 5 ELA/Literacy Practice Test 5</td> </tr> </tbody> </table>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr5ELA -Unit 1	Gr5ELA -Unit 2	Form	2534353550	STUDENT	NEW		6144297787	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Completed	Ready	Grade 5 ELA/Literacy Practice Test 3	5654038654	STUDENT	NEW		4639769062	BKH - GRADE 5 ELA (Grade 5)	Completed	Ready	Grade 5 ELA/Literacy Practice Test 5
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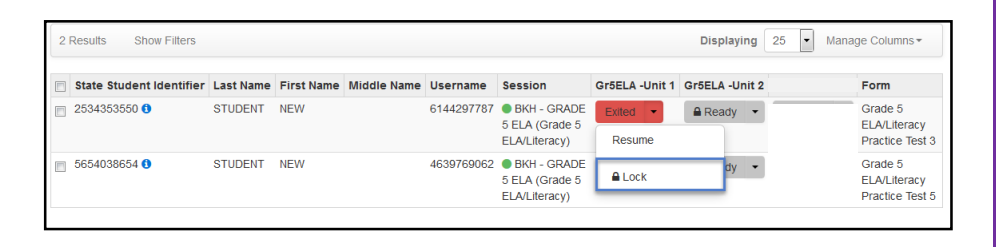
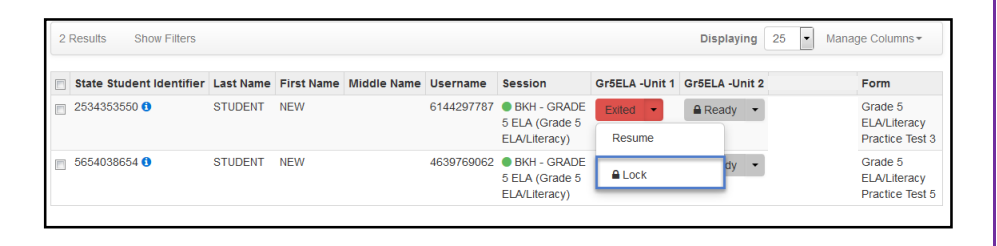
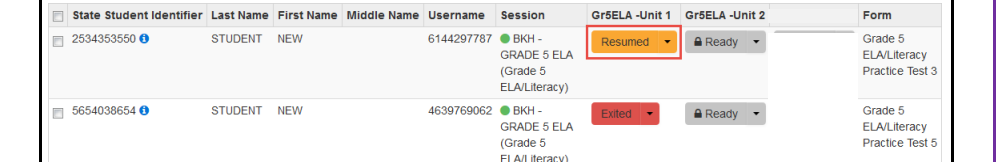
Resuming Multiple Students

Student tests will not need to be resumed on a regular basis. Students will only appear in an exited status and need to be resumed if they accidentally logged out of TestNav or needed to be logged out due to an emergency (e.g., illness).

Step	Directions
<p>If all students are in exited status and will not be returning for the day, you can lock them all by sliding the unit to the locked position. This will put all students in a Locked Exited status.</p>	
<p>When students are ready to log back in to the test, the Test Administrator will need to unlock the unit using the slider. Students will be displayed at in an unlocked Exited status.</p> <p>Select Resume Student Tests from the Select Tasks drop-down menu. Click Start.</p>	
<p>On the Resume Student Tests screen:</p> <ul style="list-style-type: none"> • Check the boxes next to the students' names on the Students in Session screen. • From the Tasks drop-down menu, select Resume Student Tests and click Start. • Select the units that need to be resumed, and click Resume. 	

Step	Directions																														
<p>Students are now in an unlocked Resumed status and can now log in to TestNav and resume testing.</p>	 <p>Session List</p> <p>Add</p> <p>2 Selected Clear</p> <ul style="list-style-type: none"> Combined View BKH - GRADE 5 ELA BKH - GRADE 5 ELA B <p>STUDENT TESTS (2)</p> <p>Gr5ELA -Unit 1</p> <p>Gr5ELA -Unit 2</p> <p>Find Students In the selected session(s) above</p> <p>2 Results Show Filters</p> <table border="1"> <thead> <tr> <th>State</th> <th>Student Identifier</th> <th>Last Name</th> <th>First Name</th> <th>Middle Name</th> <th>Username</th> <th>Session</th> <th>Gr5ELA -Unit 1</th> <th>Gr5ELA -Unit 2</th> <th>Form</th> </tr> </thead> <tbody> <tr> <td></td> <td>2534353550</td> <td>STUDENT</td> <td>NEW</td> <td></td> <td>6144297787</td> <td>BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)</td> <td>Resumed</td> <td>Ready</td> <td>Grade 5 ELA/Literacy Practice Test 3</td> </tr> <tr> <td></td> <td>5654038654</td> <td>STUDENT</td> <td>NEW</td> <td></td> <td>4639769062</td> <td>BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)</td> <td>Resumed</td> <td>Ready</td> <td>Grade 5 ELA/Literacy Practice Test 5</td> </tr> </tbody> </table>	State	Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr5ELA -Unit 1	Gr5ELA -Unit 2	Form		2534353550	STUDENT	NEW		6144297787	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Resumed	Ready	Grade 5 ELA/Literacy Practice Test 3		5654038654	STUDENT	NEW		4639769062	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Resumed	Ready	Grade 5 ELA/Literacy Practice Test 5
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<p>To resume and unlock the student, click the drop-down under the Exited Unit and select Resume. Then, click the drop-down and select Unlock.</p>	 <p>2 Results Show Filters</p> <table border="1"> <thead> <tr> <th>State</th> <th>Student Identifier</th> <th>Last Name</th> <th>First Name</th> <th>Middle Name</th> <th>Username</th> <th>Session</th> <th>Gr5ELA -Unit 1</th> <th>Gr5ELA -Unit 2</th> <th>Form</th> </tr> </thead> <tbody> <tr> <td></td> <td>2534353550</td> <td>STUDENT</td> <td>NEW</td> <td></td> <td>6144297787</td> <td>BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)</td> <td>Exited</td> <td>Ready</td> <td>Grade 5 ELA/Literacy Practice Test 3</td> </tr> <tr> <td></td> <td>5654038654</td> <td>STUDENT</td> <td>NEW</td> <td></td> <td>4639769062</td> <td>BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)</td> <td>Ready</td> <td>Ready</td> <td>Grade 5 ELA/Literacy Practice Test 5</td> </tr> </tbody> </table>	State	Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr5ELA -Unit 1	Gr5ELA -Unit 2	Form		2534353550	STUDENT	NEW		6144297787	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Exited	Ready	Grade 5 ELA/Literacy Practice Test 3		5654038654	STUDENT	NEW		4639769062	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Ready	Ready	Grade 5 ELA/Literacy Practice Test 5
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