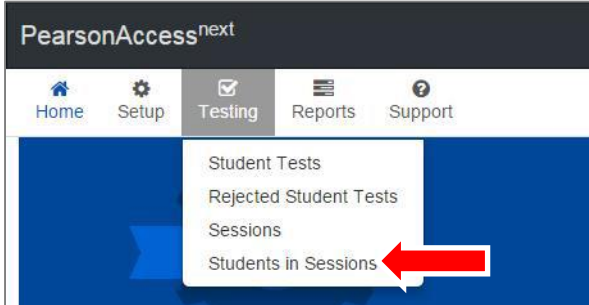
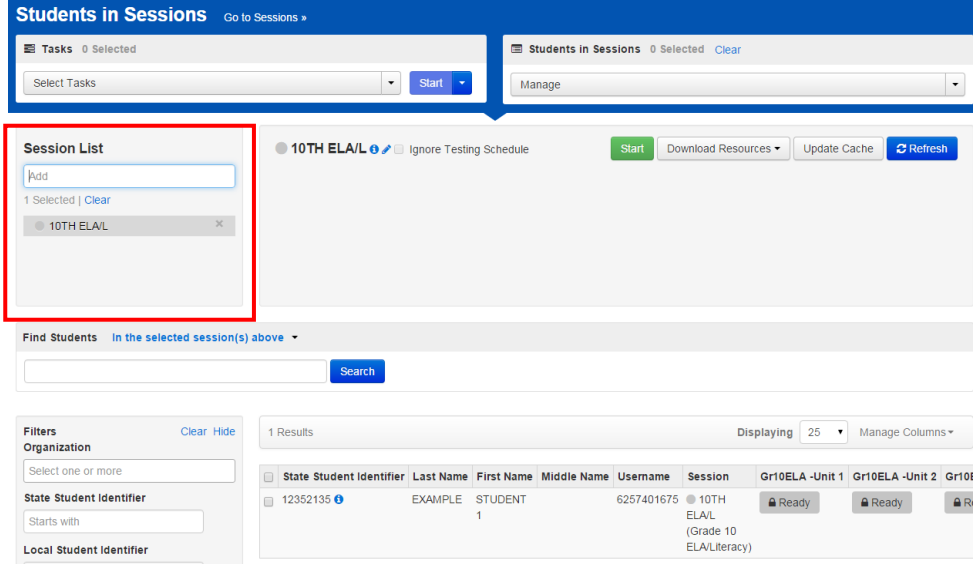
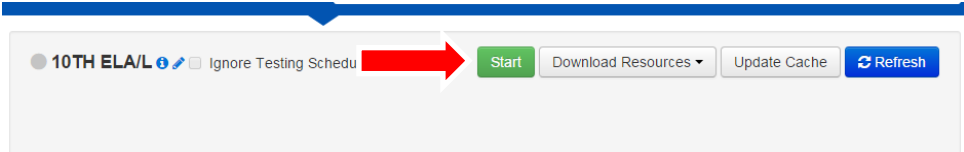
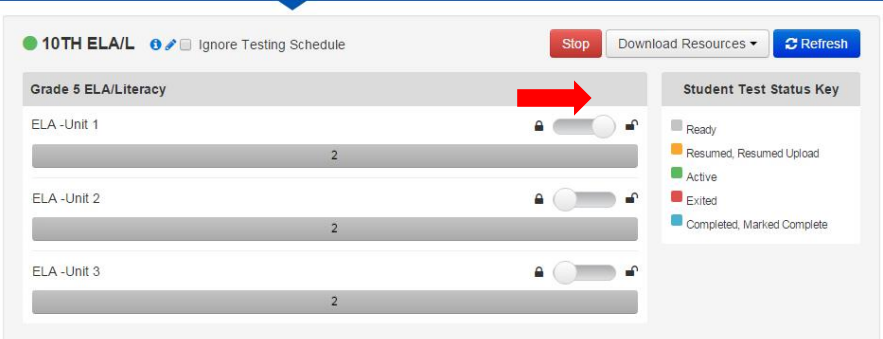
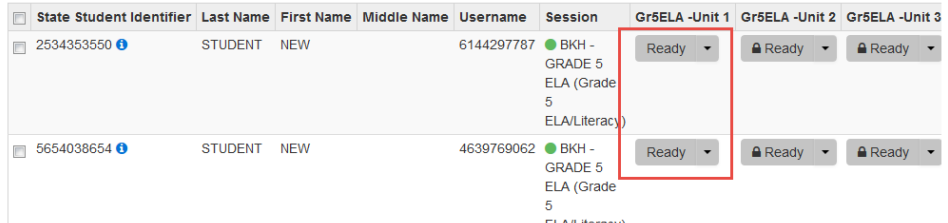
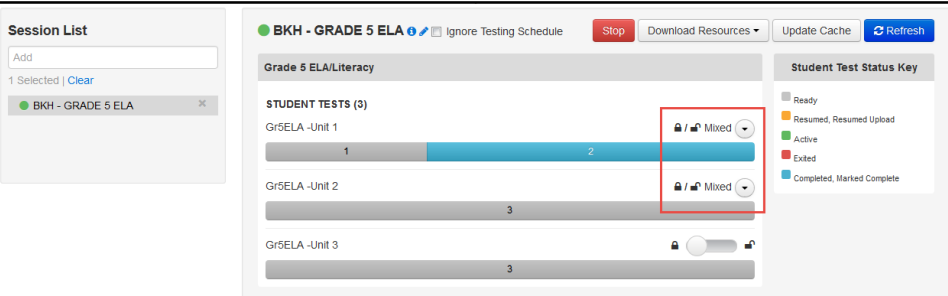


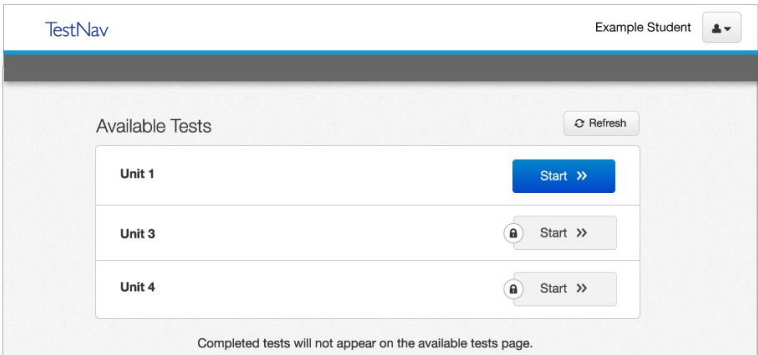
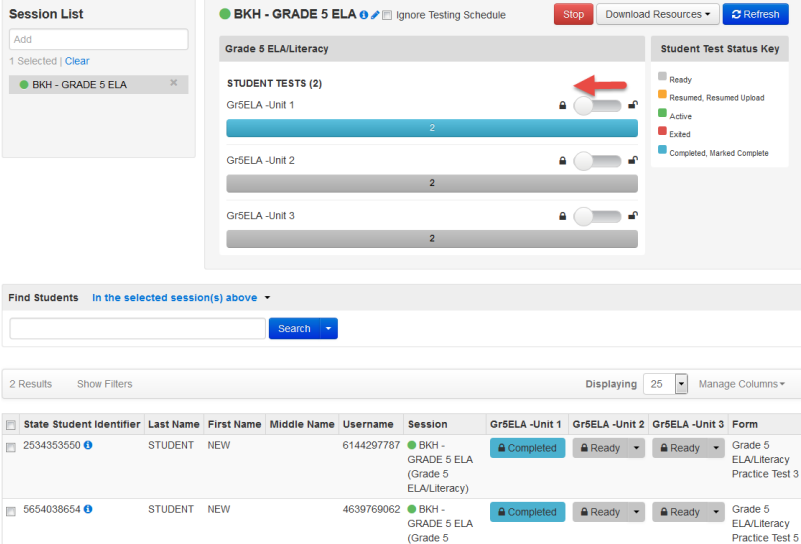
The purpose of this document is to provide information on how to start test sessions in PearsonAccess<sup>next</sup> and use the lock and unlock functionality.

## Starting a Test Session

Before students can begin testing, Test Coordinators or Test Administrators will need to log in to PearsonAccess<sup>next</sup>, start each session, 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.

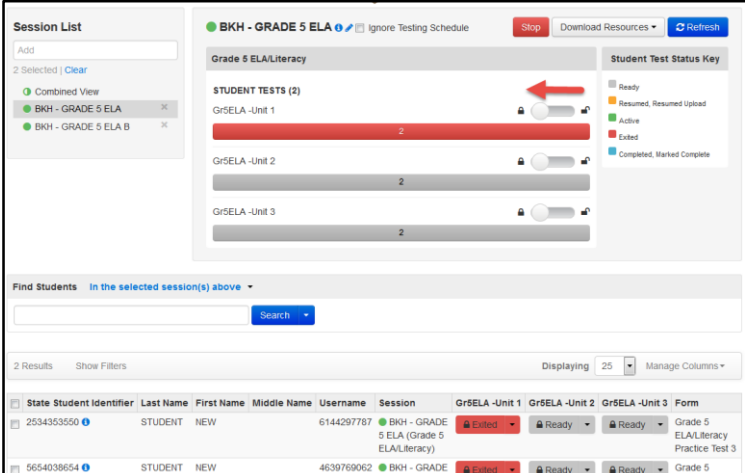
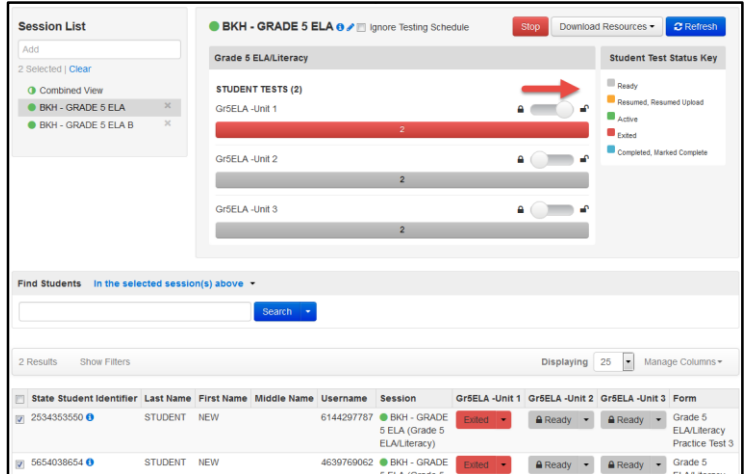
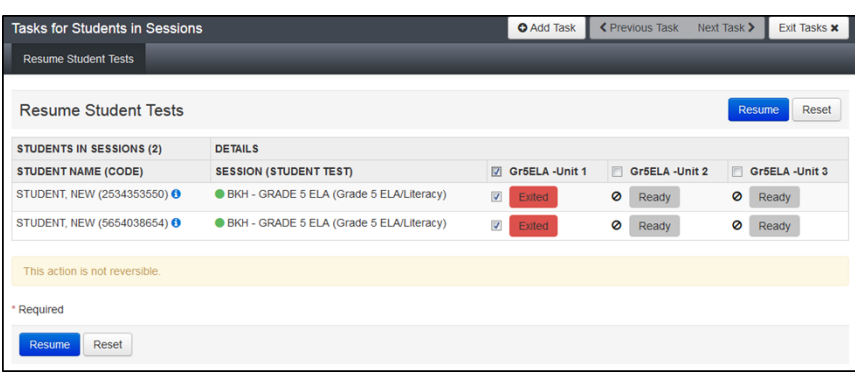
Step	Directions
<p>In PearsonAccess<sup>next</sup>, click the <b>Testing</b> button and choose Students in Sessions from the drop down.</p>	
<p>Choose your test session from the Session List. If your session is not listed in the Session List, use the text box to search for your sessions.</p>	
<p>Click the Start button.</p>	

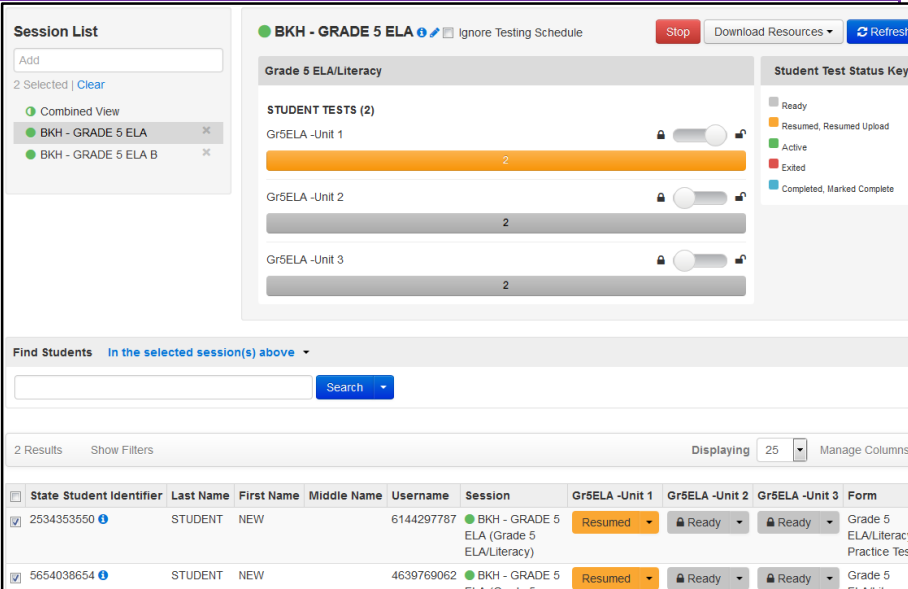
Step	Directions																																								
<p>Unlock the unit being tested.</p> <p><b>Note:</b> Combined view does not allow users to unlock units from multiple sessions.</p>																																									
<p>The lock icon on the student status will disappear.</p>	 <table border="1"> <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>Gr5ELA -Unit 3</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>Ready</td> <td>Ready</td> <td>Ready</td> </tr> <tr> <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>Ready</td> </tr> </tbody> </table>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr5ELA -Unit 1	Gr5ELA -Unit 2	Gr5ELA -Unit 3	2534353550	STUDENT	NEW		6144297787	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Ready	Ready	Ready	5654038654	STUDENT	NEW		4639769062	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Ready	Ready	Ready													
State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr5ELA -Unit 1	Gr5ELA -Unit 2	Gr5ELA -Unit 3																																	
2534353550	STUDENT	NEW		6144297787	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Ready	Ready	Ready																																	
5654038654	STUDENT	NEW		4639769062	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Ready	Ready	Ready																																	
<p><b>Make-up Testing:</b> 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"> <li>In these cases, use the drop-down next to the test status for the appropriate unit and student.</li> <li>The unit will then show “Mixed” in place of the unit slider.</li> <li>Make sure only one unit is unlocked per student.</li> </ul>	 <p>Session List</p> <ul style="list-style-type: none"> <li>BKH - GRADE 5 ELA</li> </ul> <p>STUDENT TESTS (3)</p> <ul style="list-style-type: none"> <li>Gr5ELA -Unit 1: Mixed</li> <li>Gr5ELA -Unit 2: Mixed</li> <li>Gr5ELA -Unit 3: 3</li> </ul> <p>Find Students: In the selected session(s) above</p> <p>3 Results</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>Gr5ELA -Unit 3</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>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 ELA/Literacy)</td> <td>Completed</td> <td>Ready</td> <td>Ready</td> <td>Grade 5 ELA/Literacy Practice Test 5</td> </tr> <tr> <td>0638979328</td> <td>STUDENT</td> <td>NEW</td> <td></td> <td>1881451168</td> <td>BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)</td> <td>Ready</td> <td>Ready</td> <td>Ready</td> <td>Grade 5 ELA/Literacy Practice Test 3</td> </tr> </tbody> </table>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr5ELA -Unit 1	Gr5ELA -Unit 2	Gr5ELA -Unit 3	Form	2534353550	STUDENT	NEW		6144297787	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Completed	Ready	Ready	Grade 5 ELA/Literacy Practice Test 3	5654038654	STUDENT	NEW		4639769062	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Completed	Ready	Ready	Grade 5 ELA/Literacy Practice Test 5	0638979328	STUDENT	NEW		1881451168	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Ready	Ready	Ready	Grade 5 ELA/Literacy Practice Test 3
State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr5ELA -Unit 1	Gr5ELA -Unit 2	Gr5ELA -Unit 3	Form																																
2534353550	STUDENT	NEW		6144297787	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Completed	Ready	Ready	Grade 5 ELA/Literacy Practice Test 3																																
5654038654	STUDENT	NEW		4639769062	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Completed	Ready	Ready	Grade 5 ELA/Literacy Practice Test 5																																
0638979328	STUDENT	NEW		1881451168	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Ready	Ready	Ready	Grade 5 ELA/Literacy Practice Test 3																																

Step	Directions
<p>Students should now have an unlocked unit in TestNav. If a unit does not appear as unlocked select the <b>Refresh</b> button.</p>	
<p>After testing is complete, lock the unit.</p>	

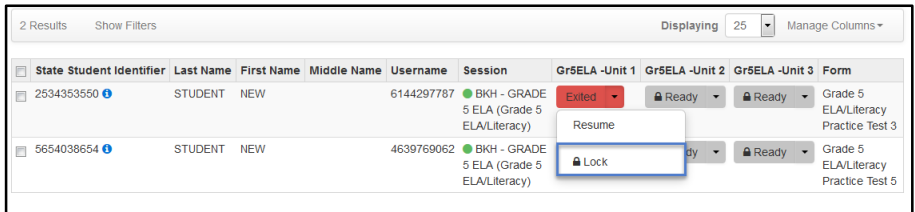
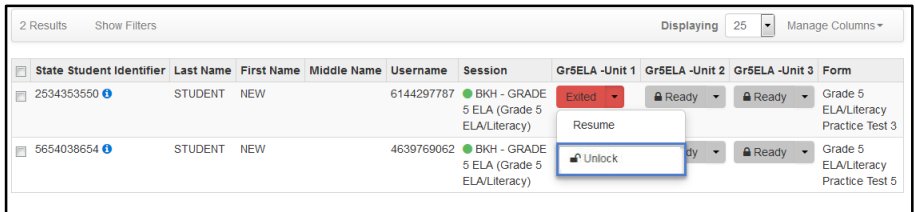
## Resuming Multiple Students

Beginning in Spring 2016 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). These directions should also be followed for schools participating in the ELA/L field test between Unit 3a and Unit 3b.

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>The screenshot shows the 'Session List' for 'BKH - GRADE 5 ELA'. Under 'STUDENT TESTS (2)', 'Gr5ELA -Unit 1' has a slider moved to the 'locked' position. A red arrow points to this slider. Below the session list, a table shows two students in 'Exited' status.</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>Gr5ELA -Unit 3</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>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>Exited</td> <td>Ready</td> <td>Ready</td> <td>Grade 5 ELA/Literacy Practice Test 3</td> </tr> </tbody> </table>	State	Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr5ELA -Unit 1	Gr5ELA -Unit 2	Gr5ELA -Unit 3	Form		2534353550	STUDENT	NEW		6144297787	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Exited	Ready	Ready	Grade 5 ELA/Literacy Practice Test 3		5654038654	STUDENT	NEW		4639769062	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Exited	Ready	Ready	Grade 5 ELA/Literacy Practice Test 3
State	Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr5ELA -Unit 1	Gr5ELA -Unit 2	Gr5ELA -Unit 3	Form																								
	2534353550	STUDENT	NEW		6144297787	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Exited	Ready	Ready	Grade 5 ELA/Literacy Practice Test 3																								
	5654038654	STUDENT	NEW		4639769062	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Exited	Ready	Ready	Grade 5 ELA/Literacy Practice Test 3																								
<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 <b>Resume Student Tests</b> from the <b>Select Tasks</b> drop-down menu. Click <b>Start</b>.</p>	 <p>The screenshot shows the 'Session List' for 'BKH - GRADE 5 ELA'. Under 'STUDENT TESTS (2)', 'Gr5ELA -Unit 1' has a slider moved to the 'unlocked' position. A red arrow points to this slider. Below the session list, a table shows two students in 'Exited' status.</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>Gr5ELA -Unit 3</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>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>Exited</td> <td>Ready</td> <td>Ready</td> <td>Grade 5 ELA/Literacy Practice Test 3</td> </tr> </tbody> </table>	State	Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr5ELA -Unit 1	Gr5ELA -Unit 2	Gr5ELA -Unit 3	Form		2534353550	STUDENT	NEW		6144297787	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Exited	Ready	Ready	Grade 5 ELA/Literacy Practice Test 3		5654038654	STUDENT	NEW		4639769062	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Exited	Ready	Ready	Grade 5 ELA/Literacy Practice Test 3
State	Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr5ELA -Unit 1	Gr5ELA -Unit 2	Gr5ELA -Unit 3	Form																								
	2534353550	STUDENT	NEW		6144297787	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Exited	Ready	Ready	Grade 5 ELA/Literacy Practice Test 3																								
	5654038654	STUDENT	NEW		4639769062	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Exited	Ready	Ready	Grade 5 ELA/Literacy Practice Test 3																								
<p>On the Resume Student Tests screen:</p> <ul style="list-style-type: none"> <li>• Check the boxes next to the students' names on the <b>Students in Session</b> screen.</li> <li>• From the Tasks drop-down menu, select <b>Resume Student Tests</b> and click <b>Start</b>.</li> <li>• Select the units that need to be resumed, and click <b>Resume</b>.</li> </ul>	 <p>The screenshot shows the 'Resume Student Tests' screen. It features a table with columns for 'STUDENT NAME (CODE)', 'SESSION (STUDENT TEST)', and checkboxes for 'Gr5ELA -Unit 1', 'Gr5ELA -Unit 2', and 'Gr5ELA -Unit 3'. Two students are listed, both with 'Exited' status and 'Gr5ELA -Unit 1' checked.</p> <table border="1"> <thead> <tr> <th>STUDENT NAME (CODE)</th> <th>SESSION (STUDENT TEST)</th> <th>Gr5ELA -Unit 1</th> <th>Gr5ELA -Unit 2</th> <th>Gr5ELA -Unit 3</th> </tr> </thead> <tbody> <tr> <td>STUDENT, NEW (2534353550)</td> <td>BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)</td> <td>Exited</td> <td>Ready</td> <td>Ready</td> </tr> <tr> <td>STUDENT, NEW (5654038654)</td> <td>BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)</td> <td>Exited</td> <td>Ready</td> <td>Ready</td> </tr> </tbody> </table> <p>Buttons: Resume, Reset</p> <p>* Required</p> <p>Buttons: Resume, Reset</p>	STUDENT NAME (CODE)	SESSION (STUDENT TEST)	Gr5ELA -Unit 1	Gr5ELA -Unit 2	Gr5ELA -Unit 3	STUDENT, NEW (2534353550)	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Exited	Ready	Ready	STUDENT, NEW (5654038654)	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Exited	Ready	Ready																		
STUDENT NAME (CODE)	SESSION (STUDENT TEST)	Gr5ELA -Unit 1	Gr5ELA -Unit 2	Gr5ELA -Unit 3																														
STUDENT, NEW (2534353550)	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Exited	Ready	Ready																														
STUDENT, NEW (5654038654)	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Exited	Ready	Ready																														

Step	Directions
<p>Students are now in an unlocked Resumed status and can now log in to TestNav and resume testing.</p>	

## Resuming One Student

Step	Directions
<p>If the student is in exited status and will not be returning for the day, lock the unit using the drop-down next to the test status. This will put all students in a Locked Exited status.</p>	
<p>To resume and unlock the student, click the drop-down under the Exited Unit and select <b>Resume</b>. Then, click the drop-down and select <b>Unlock</b>.</p>	
<p>The student is now in an Unlocked Resumed status and can log in to TestNav and resume testing.</p>	