## Steps to Add Stations to Sessions

**Coordinators** may elect to allow proctors to **ADD** testing stations to sessions as needed for testing if they choose not to pre-assign testing stations to testing sessions.

**Proctors** then filter on the **Site** where they are assigned to administer tests to display the sets of testing sessions for all labs at the site. Proctors may further filter the list of sessions by the **Instructional Program**.

Step	Screen	Description
1.	Cited Control Contro Contro Control Control Control Control Control Control Control C	<ul> <li>From the Session Activity window,</li> <li>Click Add Stations.</li> </ul>
2.	Select stations	<ul> <li>From the pop-up, <ul> <li>Check to Select Stations.</li> </ul> </li> <li>After selecting all stations, <ul> <li>Click Select.</li> </ul> </li> </ul>
3.	Session full name: ABE/ASE (LAB:101 - Registration w/Practice) Site: RHAS: North Campus Supervisor: Proctor 28 Status: Active Session Type: On-site Session Show configuration	• The <b>Session Activity</b> window will now display the added station(s).
	Station Full Name     Student       filter     filter       Remove     101-01 (Lab: 101)	<ul> <li>Any station <i>not in use</i> may be removed from any active session and added to another active session.</li> <li>Click <b>Remove</b>.</li> </ul>
4.	I Are you sure you want to remove this station?	<ul> <li>Click Yes to confirm removing a station that is <i>not in use</i>.</li> <li>Repeat steps to add the station to another active session.</li> </ul>