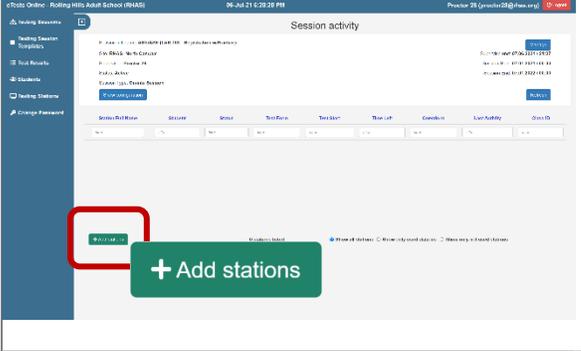
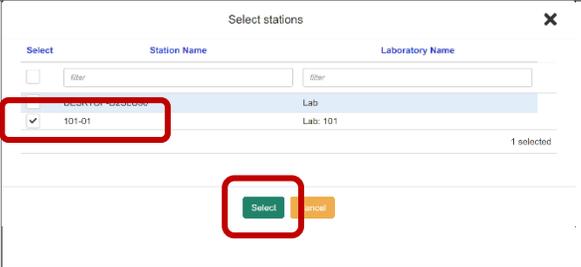
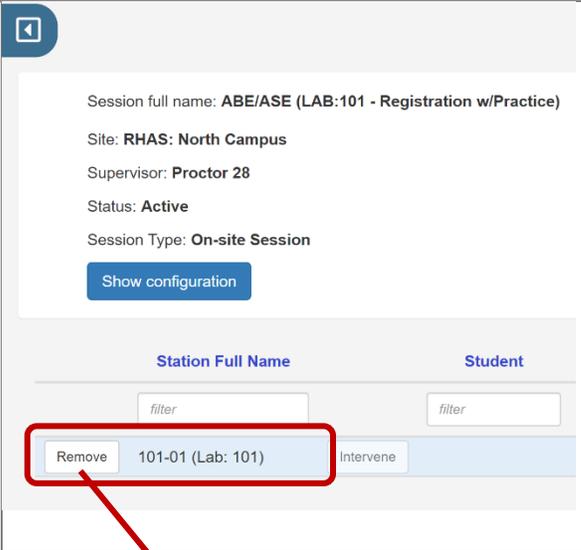


Steps to Add Stations to Sessions

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.		<ul style="list-style-type: none"> From the Session Activity window, <ul style="list-style-type: none"> Click Add Stations.
2.		<ul style="list-style-type: none"> From the pop-up, <ul style="list-style-type: none"> Check to Select Stations. After selecting all stations, <ul style="list-style-type: none"> Click Select.
3.		<ul style="list-style-type: none"> The Session Activity window will now display the added station(s). Any station <i>not in use</i> may be removed from any active session and added to another active session. <ul style="list-style-type: none"> Click Remove.
4.		<ul style="list-style-type: none"> Click Yes to confirm removing a station that is <i>not in use</i>. Repeat steps to add the station to another active session.