

## Steps to Assign Sessions to Labs

Step	Screen	Description
1.	Image: Contract of the contract	<ul> <li>From the Menu Bar at the left,</li> <li>Click Testing Sessions.</li> </ul>
2.	Plants Souline - Rolling Hills Adult School (RHAS)     28-May-18 10:54:37 FM     Testing Sessions     Filter fry: State     Testing Sessions     Filter fry: State     Testing Sessions     Filter fry: State     Testing Sessions     Session Name     Session	<ul> <li>Click the Site field down-arrow.         <ul> <li>Select the Site from the drop-down menu.</li> </ul> </li> <li>Click the Template name field down-arrow.         <ul> <li>Select the Instructional Program acronym from the drop-down menu.</li> </ul> </li> <li>To save and retain the filtered display,         <ul> <li>Check Save Table Filters at the top right.</li> </ul> </li> </ul>
3.	Ersts Online - Rolling Hills Adult School (RHAS)     28 May-18 12:54:37 PM       Image: State St	<ul> <li>For the first session listed in the filtered display,</li> <li>Click Edit.</li> </ul>
4.	M     coordinator43@rhas.org     O Logod       sion details     Session description:     LAB CC - Intale: Appraisal       Validity period - From: 0701/2017     0000     Te: 0701/2018     0000       Session configuration     Session configuration     Example: LAB:CC for Career Center.	<ul> <li>To add the Lab Name or acronym to the Session Description.</li> <li>o Replace ??? with the name or acronym of the Lab.</li> </ul>

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## **Testing Sessions**

	9	Screen		Description
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Posts Online - Raing Hills Aduit School (P     Perr by: Stats     Tore take there     Control of the state of the state     Control of t	FMAS         Tendas Regr           Tendas Regr         Regr	See L Campo & Career G Carero Career G Carero Career G Career G Career G Career G Career G Career G Career G Career G	United State         State           S	• A set of <b>Sessions</b> for the <b>Instructional</b> <b>Program</b> is now available for proctors to use in the <b>Lab</b> at the <b>Site</b> where they will administer tests.
Testing Sessions			ssions	<ul> <li>Repeat steps 1 – 9 until you have sets of</li> </ul>
Site Site RHAS: North Campus RHA	Lab Name Infler	Template Name           fifter           ABE           ABE           ABE           ABE           SUFELL           ESUFELL	Session Name Infler LAB:CC - Intake: Appraisal LAB:CC - Intake: Appraisal LAB:CC - Intake: Locator + Pretest LAB:CC - Intake: Locator + Pretest LAB:CC - Progress: Post-test LAB:CC - Returning: After 120+ days absence LAB:ML - Intake: Appraisal LAB:ML - Intake: Beg. LIL LAB:ML - Intake: Locator + Pretest LAB:ML - Returning: After 120+ days absence	<ul> <li>Sessions for proctors to use with each Instructional Program in each Lab per Site.</li> <li>For Other Sites:</li> <li>Use the Replication Wizard in TE and batch replicate sessions – <ul> <li>To other Sites.</li> </ul> </li> <li>Repeat steps 1 – 9.</li> </ul>
		Control caling and a local good of the source of the s	Stee       Lab Name       Terpite Name         File       Lab Name       Terpite Name         RHAS: North Campus       Career Center       ABE         RHAS: North Campus       Mobile Lab       ESLELL	<complex-block></complex-block>