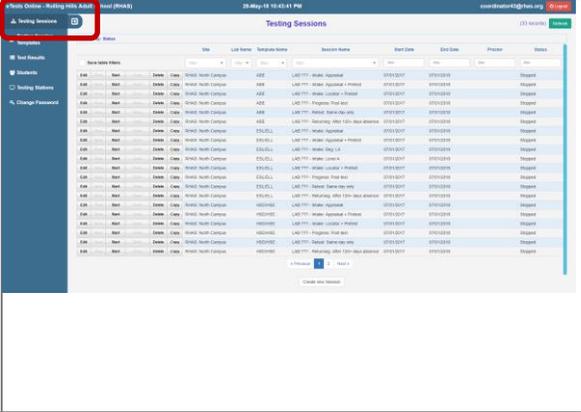
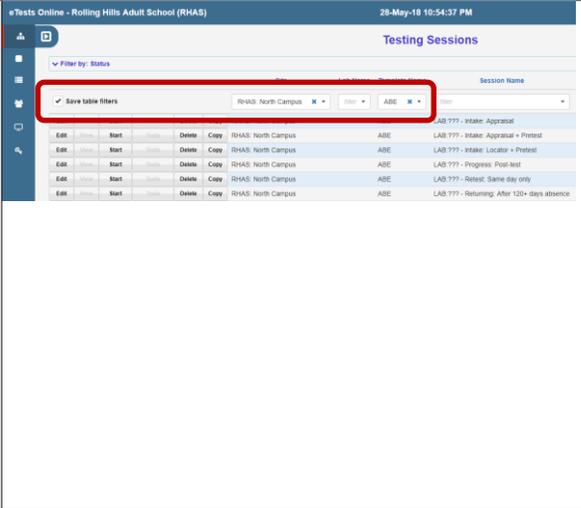
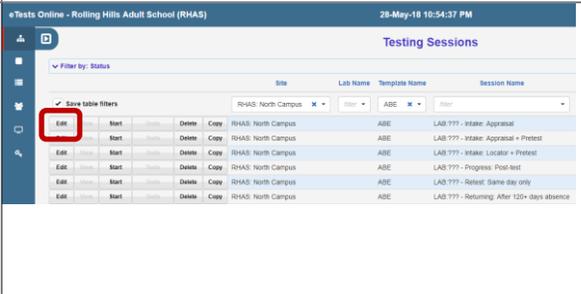
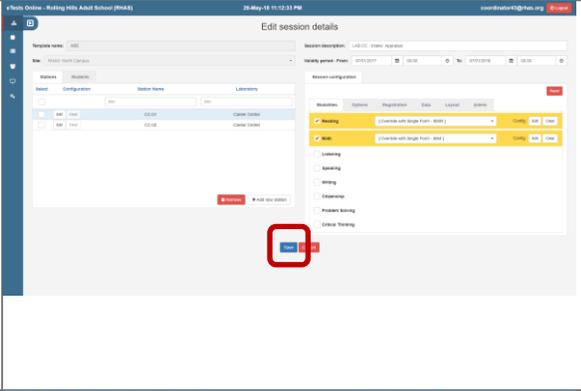
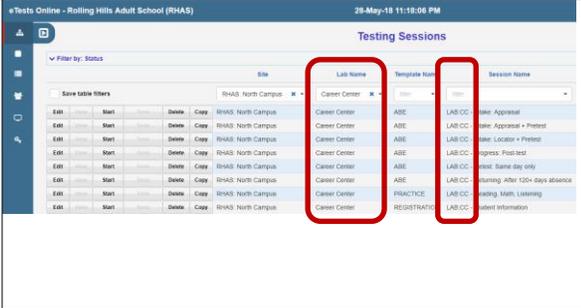


## Steps to Assign Sessions to Labs

Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>From the <b>Menu Bar</b> at the left,                             <ul style="list-style-type: none"> <li>Click <b>Testing Sessions</b>.</li> </ul> </li> </ul>
2.		<ul style="list-style-type: none"> <li>Click the <b>Site</b> field down-arrow.                             <ul style="list-style-type: none"> <li>Select the <b>Site</b> from the drop-down menu.</li> </ul> </li> <li>Click the <b>Template name</b> field down-arrow.                             <ul style="list-style-type: none"> <li>Select the <b>Instructional Program</b> acronym from the drop-down menu.</li> </ul> </li> <li>To save and retain the filtered display,                             <ul style="list-style-type: none"> <li>Check <b>Save Table Filters</b> at the top right.</li> </ul> </li> </ul>
3.		<ul style="list-style-type: none"> <li>For the first session listed in the filtered display,                             <ul style="list-style-type: none"> <li>Click <b>Edit</b>.</li> </ul> </li> </ul>
4.	 <p><b>Example: LAB:CC for Career Center.</b></p>	<ul style="list-style-type: none"> <li>To add the <b>Lab Name</b> or acronym to the <b>Session Description</b>.                             <ul style="list-style-type: none"> <li>Replace <b>???</b> with the name or acronym of the <b>Lab</b>.</li> </ul> </li> </ul>

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5.		<ul style="list-style-type: none"> <li>At the bottom of the <b>Edit Session Details</b> screen,             <ul style="list-style-type: none"> <li>Click <b>Save</b>.</li> </ul> </li> </ul>																																																												
6.		<ul style="list-style-type: none"> <li>A set of <b>Sessions</b> for the <b>Instructional Program</b> is now available for proctors to use in the <b>Lab</b> at the <b>Site</b> where they will administer tests.</li> </ul>																																																												
7.	<p style="text-align: center;"><b>Testing Sessions</b></p> <table border="1" data-bbox="170 1050 751 1545"> <thead> <tr> <th>Site</th> <th>Lab Name</th> <th>Template Name</th> <th>Session Name</th> </tr> </thead> <tbody> <tr><td>RHAS: North Campus</td><td>Career Center</td><td>ABE</td><td>LAB/CC - Intake: Appraisal</td></tr> <tr><td>RHAS: North Campus</td><td>Career Center</td><td>ABE</td><td>LAB/CC - Intake: Appraisal + Pretest</td></tr> <tr><td>RHAS: North Campus</td><td>Career Center</td><td>ABE</td><td>LAB/CC - Intake: Locator + Pretest</td></tr> <tr><td>RHAS: North Campus</td><td>Career Center</td><td>ABE</td><td>LAB/CC - Progress: Post-test</td></tr> <tr><td>RHAS: North Campus</td><td>Career Center</td><td>ABE</td><td>LAB/CC - Retest: Same day only</td></tr> <tr><td>RHAS: North Campus</td><td>Career Center</td><td>ABE</td><td>LAB/CC - Returning: After 120+ days absence</td></tr> <tr><td>RHAS: North Campus</td><td>Mobile Lab</td><td>ESU/ELL</td><td>LAB/ML - Intake: Appraisal</td></tr> <tr><td>RHAS: North Campus</td><td>Mobile Lab</td><td>ESU/ELL</td><td>LAB/ML - Intake: Appraisal + Pretest</td></tr> <tr><td>RHAS: North Campus</td><td>Mobile Lab</td><td>ESU/ELL</td><td>LAB/ML - Intake: Beg. Lit.</td></tr> <tr><td>RHAS: North Campus</td><td>Mobile Lab</td><td>ESU/ELL</td><td>LAB/ML - Intake: Level A</td></tr> <tr><td>RHAS: North Campus</td><td>Mobile Lab</td><td>ESU/ELL</td><td>LAB/ML - Intake: Locator + Pretest</td></tr> <tr><td>RHAS: North Campus</td><td>Mobile Lab</td><td>ESU/ELL</td><td>LAB/ML - Progress: Post-test</td></tr> <tr><td>RHAS: North Campus</td><td>Mobile Lab</td><td>ESU/ELL</td><td>LAB/ML - Retest: Same day only</td></tr> <tr><td>RHAS: North Campus</td><td>Mobile Lab</td><td>ESU/ELL</td><td>LAB/ML - Returning: After 120+ days absence</td></tr> </tbody> </table>	Site	Lab Name	Template Name	Session Name	RHAS: North Campus	Career Center	ABE	LAB/CC - Intake: Appraisal	RHAS: North Campus	Career Center	ABE	LAB/CC - Intake: Appraisal + Pretest	RHAS: North Campus	Career Center	ABE	LAB/CC - Intake: Locator + Pretest	RHAS: North Campus	Career Center	ABE	LAB/CC - Progress: Post-test	RHAS: North Campus	Career Center	ABE	LAB/CC - Retest: Same day only	RHAS: North Campus	Career Center	ABE	LAB/CC - Returning: After 120+ days absence	RHAS: North Campus	Mobile Lab	ESU/ELL	LAB/ML - Intake: Appraisal	RHAS: North Campus	Mobile Lab	ESU/ELL	LAB/ML - Intake: Appraisal + Pretest	RHAS: North Campus	Mobile Lab	ESU/ELL	LAB/ML - Intake: Beg. Lit.	RHAS: North Campus	Mobile Lab	ESU/ELL	LAB/ML - Intake: Level A	RHAS: North Campus	Mobile Lab	ESU/ELL	LAB/ML - Intake: Locator + Pretest	RHAS: North Campus	Mobile Lab	ESU/ELL	LAB/ML - Progress: Post-test	RHAS: North Campus	Mobile Lab	ESU/ELL	LAB/ML - Retest: Same day only	RHAS: North Campus	Mobile Lab	ESU/ELL	LAB/ML - Returning: After 120+ days absence	<ul style="list-style-type: none"> <li>Repeat steps 1 – 9 until you have sets of <b>Sessions</b> for proctors to use with each <b>Instructional Program</b> in each <b>Lab</b> per <b>Site</b>.</li> </ul> <p><b>For Other Sites:</b></p> <ul style="list-style-type: none"> <li>Use the <b>Replication Wizard</b> in TE and batch replicate sessions –             <ul style="list-style-type: none"> <li>To other <b>Sites</b>.</li> </ul> </li> <li>Repeat steps 1 – 9.</li> </ul>
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