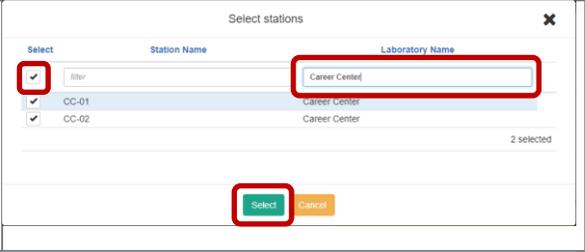
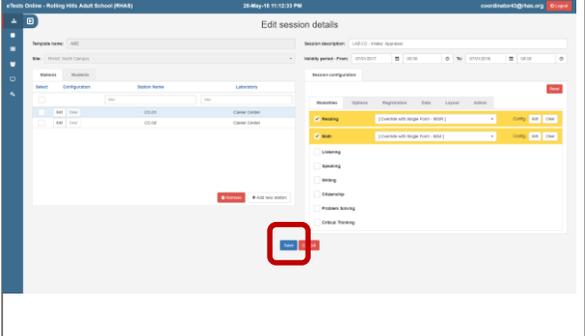
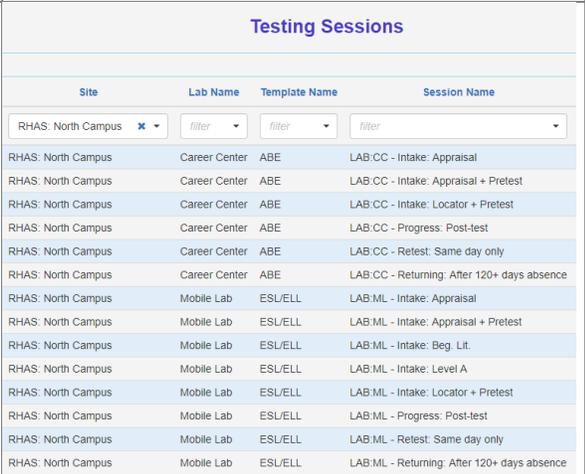


Steps to Assign Stations to Sessions

Coordinators may opt to **ASSIGN** testing stations to the sets of sessions for each lab so that proctors *only* use the stations registered in the testing room.

Proctors then filter on the **Site + Lab** where they are assigned to administer tests to display the sets of testing sessions for the lab 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 Menu Bar at the left, <ul style="list-style-type: none"> Click Testing Sessions. |
| 2. | | <ul style="list-style-type: none"> Click the Site field down-arrow. <ul style="list-style-type: none"> Select the Site from the drop-down menu. Click the Template name field down-arrow. <ul style="list-style-type: none"> Select the Instructional Program acronym from the drop-down menu. To save and retain the filtered display, <ul style="list-style-type: none"> Check Save Table Filters at the top right. |
| 3. | | <ul style="list-style-type: none"> For the first session listed in the filtered display, <ul style="list-style-type: none"> Click Edit. |
| 4. | | <ul style="list-style-type: none"> From the bottom of the Stations tab at the left, <ul style="list-style-type: none"> Click Add New Station. |

| Step | Screen | Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------|---|--|---|---------------|--------------|--------------------|---------------|-----|----------------------------|--------------------|---------------|-----|--------------------------------------|--------------------|---------------|-----|------------------------------------|--------------------|---------------|-----|------------------------------|--------------------|---------------|-----|--------------------------------|--------------------|---------------|-----|---|--------------------|------------|---------|----------------------------|--------------------|------------|---------|--------------------------------------|--------------------|------------|---------|----------------------------|--------------------|------------|---------|--------------------------|--------------------|------------|---------|------------------------------------|--------------------|------------|---------|------------------------------|--------------------|------------|---------|--------------------------------|--------------------|------------|---------|---|---|
| 5. |  | <ul style="list-style-type: none"> To locate all Stations registered in a Lab, <ul style="list-style-type: none"> Type to search in the Lab Name field To select all Stations registered in the Lab, <ul style="list-style-type: none"> Check the Top Box on the left. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. |  <p>Example: LAB:CC for Career Center.</p> | <ul style="list-style-type: none"> To add the Lab Name or acronym to the Session Description. <ul style="list-style-type: none"> Replace ??? with the name or acronym of the Lab. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. |  | <ul style="list-style-type: none"> At the bottom of the Edit Session Details screen, <ul style="list-style-type: none"> Click Save. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. |  | <ul style="list-style-type: none"> A set of Sessions for the Instructional Program is now available for proctors to use in the Lab at the Site where they will administer tests. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. |  <table border="1"> <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"> Repeat steps 1 – 9 until you have sets of Sessions available for proctors to use per Instructional Program in each Lab per Site. <p>For Other Sites:</p> <ul style="list-style-type: none"> Use the Replication Wizard in TE and batch replicate sessions – <ul style="list-style-type: none"> To other Sites. Repeat steps 1 – 9. |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| RHAS: North Campus | Career Center | ABE | LAB:CC - Progress: Post-test | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RHAS: North Campus | Career Center | ABE | LAB:CC - Retest: Same day only | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| RHAS: North Campus | Mobile Lab | ESU/ELL | LAB:ML - Intake: Appraisal | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RHAS: North Campus | Mobile Lab | ESU/ELL | LAB:ML - Intake: Appraisal + Pretest | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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