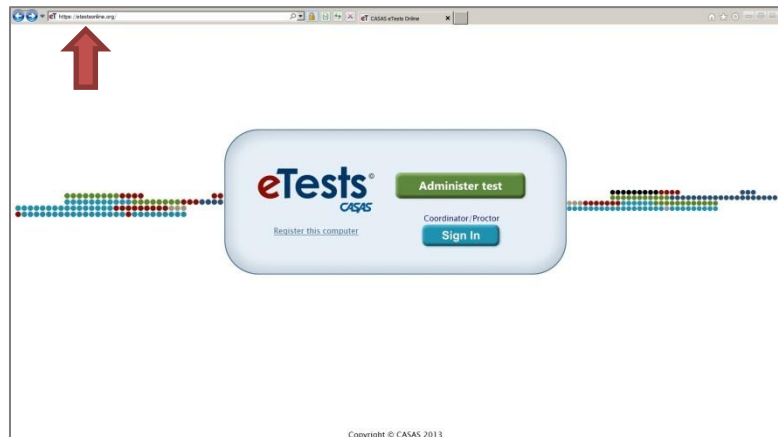## Managing Sessions

*This document provides a step-by-step tutorial on how to **manage a session** for testing. A certified proctor performs these steps in conjunction with steps to **administer a test**.*

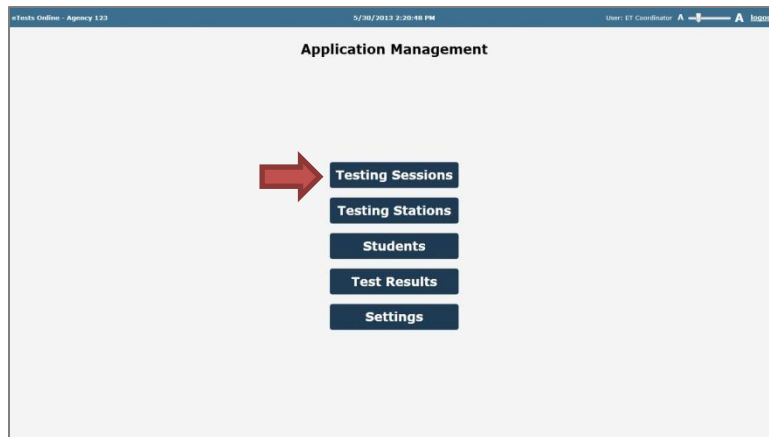1) Go to: https://etestsonline.org/

2) Click **Sign In**.
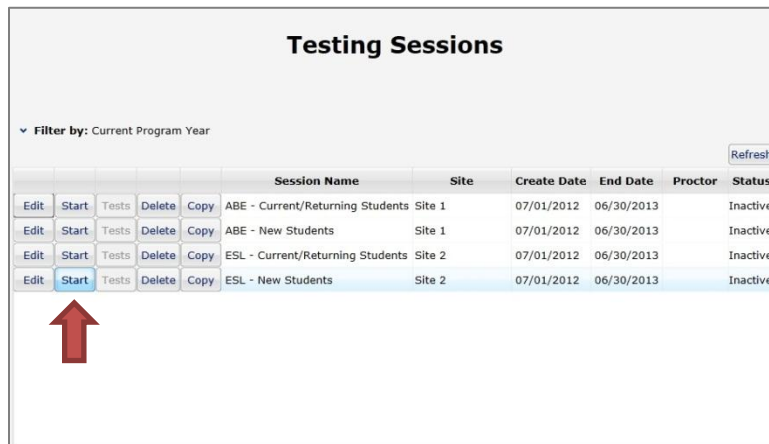
APPLICATION MANAGEMENT LOGIN

3) **Proctor** enters user credentials.

    a. **Agency ID**
      i. Provided by CASAS.
    b. **User**
      i. Use e-mail address.
    c. **Password**
      i. Typically set with 10-digit passcode from certificate.
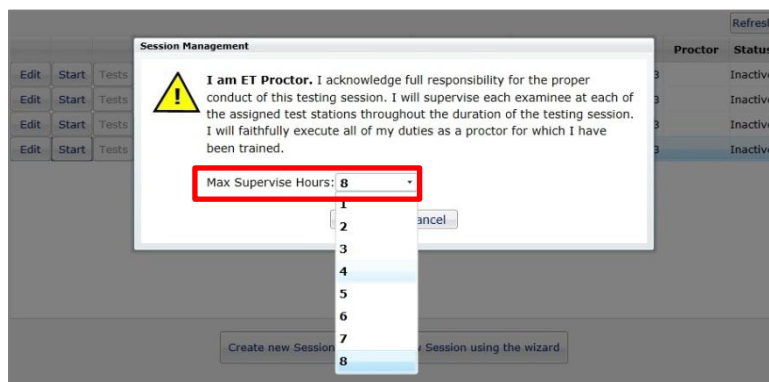
4) Click **Login**

5) Click **Testing Sessions**

6) From the **Testing Sessions Lister**, scroll or filter for your session.

7) Click **Start** for the session you are assigned to proctor.

SESSION MANAGEMENT

8) Select **Max Supervise Hours** you are assigned to proctor.

9) Click **Start** again to acknowledge responsibility for proctoring the session.

eTests CASAS | **TOPSpro** enterprise

10) Monitor **Session Activity**

❖ *Note!* Track test-takers throughout the test administration process.

a. Click **Remove** to move an unused station and add to another active session.

b. Click **Move** to transfer a test-in-progress to another station available within the same active session.

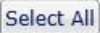c. Click **Abort** to cancel a test-in-progress without scoring.

❖ *Note!* You can also click [View] from the **Testing Sessions Lister** to access the **Session Activity** window for any active session.

ADMINISTER TESTS

➤ *Follow instructions to Administer Tests.*

11) Click [Add Stations] at the bottom of the **Session Activity** window to find an unused station and add it to the active session if additional machines are needed.

a. From the pop-up, check box(es) to pick station(s), or expand the filter to search for stations.

b. Click [Add] or [Select All] at the bottom of the pop-up to add stations to the active session**.**

Session Activity

Session Name: **ESL - New Students**
Site: **Site 2**
Supervisor: **ET Proctor**
Status: **Active**

Session Start: **8:00 AM**
Supervise End: **10:00 PM**
Session End: **10:00 PM**

[Show Configuration] [Manage] [Refresh]

	Station	Laboratory			Student	Form	Test Start	Last Update	Class	Answers
Remove	AC-01	Assessment Center	Move	Abort	06012013 - June Bug	READ	6:04 PM	6:08 PM		4
Remove	AC-02	Assessment Center	Move	Abort						
Remove	AC-03	Assessment Center	Move	Abort						
Remove	AC-04	Assessment Center	Move	Abort						
Remove	AC-05	Assessment Center	Move	Abort						
Remove	AC-06	Assessment Center	Move	Abort						
Remove	AC-07	Assessment Center	Move	Abort						
Remove	AC-08	Assessment Center	Move	Abort						
Remove	AC-09	Assessment Center	Move	Abort						
Remove	AC-10	Assessment Center	Move	Abort						

[Add Stations]   ◉ Show all stations ○ Show only active stations ○ Show only inactive stations

Testing Sessions

˅ Filter by: Current Program Year

[Refresh]

					Session Name	Site	Create Date	End Date	Proctor	Status
Edit	Start	Tests	Delete	Copy	ABE - Current/Returning Students	Site 1	07/01/2012	06/30/2013		Inactive
Edit	Start	Tests	Delete	Copy	ABE - New Students	Site 1	07/01/2012	06/30/2013		Inactive
Edit	Start	Tests	Delete	Copy	ESL - Current/Returning Students	Site 2	07/01/2012	06/30/2013		Inactive
View	Manage	Tests	Delete	Copy	ESL - New Students	Site 2	07/01/2012	06/30/2013	proctor	Active(1)

Session Activity

Session Name: **ESL - New Students**
Site: **Site 2**
Supervisor: **ET Proctor**
Status: **Active**

Session Start: **8:00 AM**
Supervise End: **10:00 PM**
Session End: **10:00 PM**

[Show Configuration] [Manage] [Refresh]

Select Stations

˅ Filter by: Site

[Refresh]

Select	Station Name	Laboratory
☑	AC-02	Assessment Center
☐	AC-04	Assessment Center
☐	AC-06	Assessment Center
☐	AC-08	Assessment Center
☐	AC-10	Assessment Center

[Select All] [Unselect All] [Invert]   1 selected [Reset]

[Add] [Cancel]

	Station	Labor	...	Last Update	Class	Answers
Remove	AC-01	Assessm		6:08 PM		4
Remove	AC-03	Assessm				
Remove	AC-05	Assessm				
Remove	AC-07	Assessm				
Remove	AC-09	Assessm				

[Add Stations]   ◉ Show all stations ○ Show only active stations ○ Show only inactive stations

❖ *Note!* Only non-active, registered stations at the corresponding **Site** will appear on this list.

12) Click **Manage** to interrupt an active session. From the pop-up:

a. Click **Stop** to end the testing session.

b. Click **Suspend** to suspend your testing session and resume later.

c. Click **Continue** to continue your testing session if the session is not expired (e.g. session's end date or time < current date or time).

d. Click **Cancel** to leave the active session in its current state and return to managing session activity.

❖ *Note!* You can also click **Manage** from the **Testing Sessions Lister** to access the **Session Management** pop-up for any active session.

13. Click **Back** to return to the main menu.

14. Click **Logout t**o exit the application.

❖ *Note!* Don't forget to **STOP** a session when students are no longer testing. This is **very important** to ensure test security.

15. Close your **web browser.**