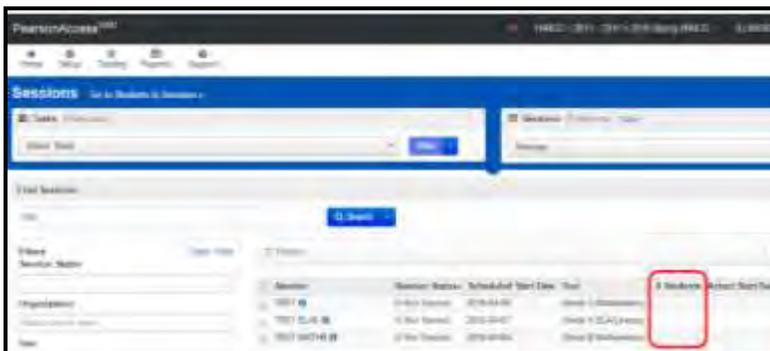


PARCC: **Stopping** Online Test Sessions (Three Steps A, B, C)

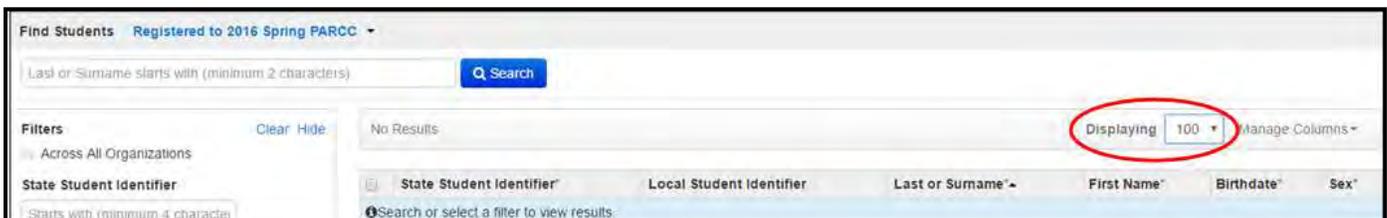
- A) Remove students for whom all units are in "Ready" status.
- B) "Mark Complete" units for students who logged in but did not complete all units.
- C) **Stop** all Test Sessions (one at a time).

(Optional Step) If your school has any Test Sessions with no students in them, you may "Delete" those Test Sessions. To do this, select the Test Sessions with no students, then go to "Select Tasks" and choose "Delete Sessions."



Notes:

- Details and screen shots for Steps A, B, and C are on pages 2 and 3.
- Always set your display to "100" before you begin to capture as many Test Sessions and Students at once.

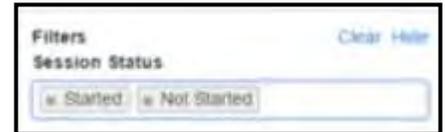


A) Remove students for whom all units are in "Ready" status

1) Choose Testing/Sessions/Search (Show all results).

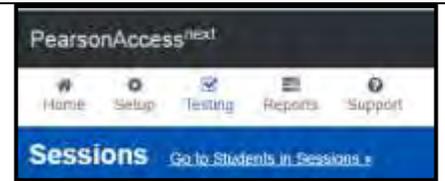


2) Filter "Session Status" by "Started" and "Not Started" (everything except "Stopped").
Check the boxes next to each Test Session to select all Test Sessions.

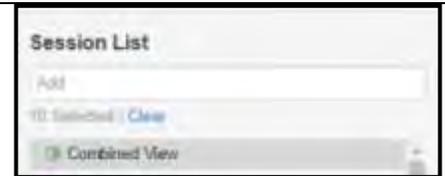


Note: Checking the top-most box on the left will select all test sessions on the page being displayed. There may be several pages. Scroll to the bottom of the page to go to the next page.

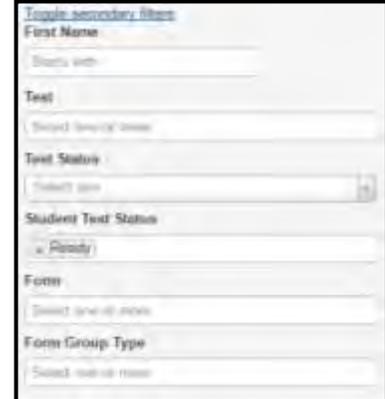
3) Select "Go to Students in Sessions" (top left, next to "Sessions").



4) From Session list, click on "Combined View" or, if you have only one Test Session, click on the Test Session name.

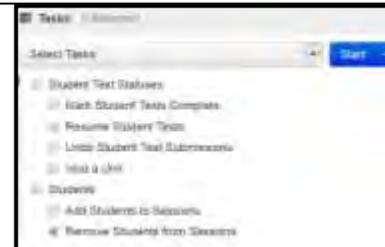


5) From Filters area on left, choose "Toggle secondary filters."
Then choose "Ready" under "Student Test Status."
Check the boxes next to each student name to select all students.



Note: Checking the top-most box on the left will select all students on the page being displayed. There may be several pages. Scroll to the bottom of the page to go to the next page.

6) From "Select Tasks" (top left) choose "Remove Students from Sessions" and "Start."



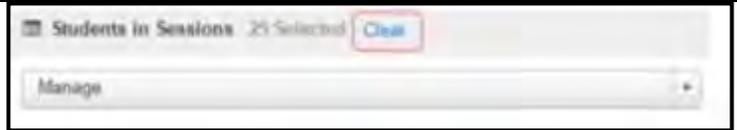
Select ALL students and click "Remove" (*Note: Only those with ALL units in "Ready" status will be removed.*)

7) Repeat Step 6 for all other grades and tests if there are any (toggle as shown), then choose "Exit Tasks" (top right corner).



B) "Mark Complete" units for students who have logged in but did not complete all units

- 1) Before starting Step B, clear out all selected students from Step A.
In the top right corner, click "Clear"

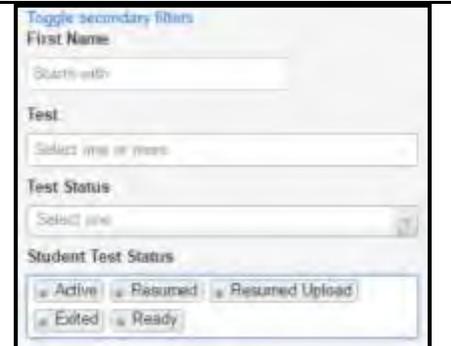


- 2) From Session list, click on "Combined View" or, if you have only one Test Session, click on the Test Session name.



- 3) Toggle Secondary filters; Filter Student Test Status by "Active," "Resumed," "Resumed Upload," "Exited," and "Ready"

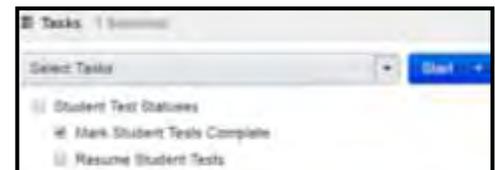
Note: You are selecting everything except "Complete" or "Marked Complete."



- 4) Check the boxes next to each student name to select all students.

Note: Checking the top-most box on the left will select all students on the page being displayed. There may be several pages. Scroll to the bottom of the page to go to the next page.

- 5) Select Tasks; choose "Mark Student Tests Complete" and Start.



- 6) Select ALL units for all students (top gray row) and type in the reason "Marking Complete to Stop Test Session" and click "Mark Complete" box to select all students

Note: It will only "Mark Complete" those with units that need to be marked complete.

- 7) Repeat step 4 for all other content grades and tests (if there are any-top left corner), then click "Exit Tasks" (top right corner).Tasks; choose "Mark Student Tests Complete" and Start.

- 8) Then, one at a time, click on each session name from the session list and Stop the session.

C) Stop all Test Sessions (one at a time).

- 1) Click on the session name from the session list.

- 2) Click on "Stop"

- 3) Repeat until all sessions are stopped.