How to Create TELPAS Sessions

Log in to the Pearson site.

Texas > 2016 - 2017 > 2017 Spring TELPAS Grades K-12 ▼	BARWISE MIDDLE (243905046) ▼	≛ -
Make sure this is the correct		
year and test.		

Click on Testing drop down box and choose 'sessions'.

TESTING	
Select an action 👻	
Student Tests Sessions	
 Students in Sessions	

Click the drop down box next to Start. Then choose "create/edit sessions'.

PearsonAccess ^{next}					Texas > 2016	- 2017 > 2017 Sp	ring TE	
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Se	ssio	ons	Go to Stude	ents in Sessi	ons »			
	Tasks	0 Sele	cted				Sessions	0 Sel
S	Select 1	asks 🛛				✓ Start	Manage	
	Cre	ate / Edit	Sessions					
	Dele	ete Sessi	ons			1	-	
1	Add	/Remove	Students ir	1 Sessions				
	Show S	Students	in Sessions	& Control S	essions	Q Search -		

Create your session name as shown – "campus – GR# - RDG or HR". (RDG = Reading, HR = Holistic Rating) Choose the test that coincides with the session name. Choose 'online' for reading 'holistic rating' for holistic. Choose 'TESTNAV' for precaching computer. Choose the date you plan to test. Time and location are optional. For your students to pop in, change blue print to 'find by group', then click in box. Choose the group/grade level you plan to test then click 'create'.

DETAILS		
New Session		Create
Session Name*	Organization*	. ↓
CAMPUS-GR#-RDG	BARWISE MIDDLE (243 * *	
Test & Form	Scheduling	
Test Assigned*	Scheduled Start Date*	
TELPAS Reading Grade 6-7 Sp 17 × ×	03/08/2017	*
Proctor Reads Aloud	Scheduled Start Time	
Form Group Type*	01:00 AM	CST 🕑
Online x v	Lab Location	
Use Custom TestNav Settings		
Precaching Computer*		
A pre-caching computer is required when there is one or more available.		
Find by Group 👻		
Add students by group		

Reset

Create