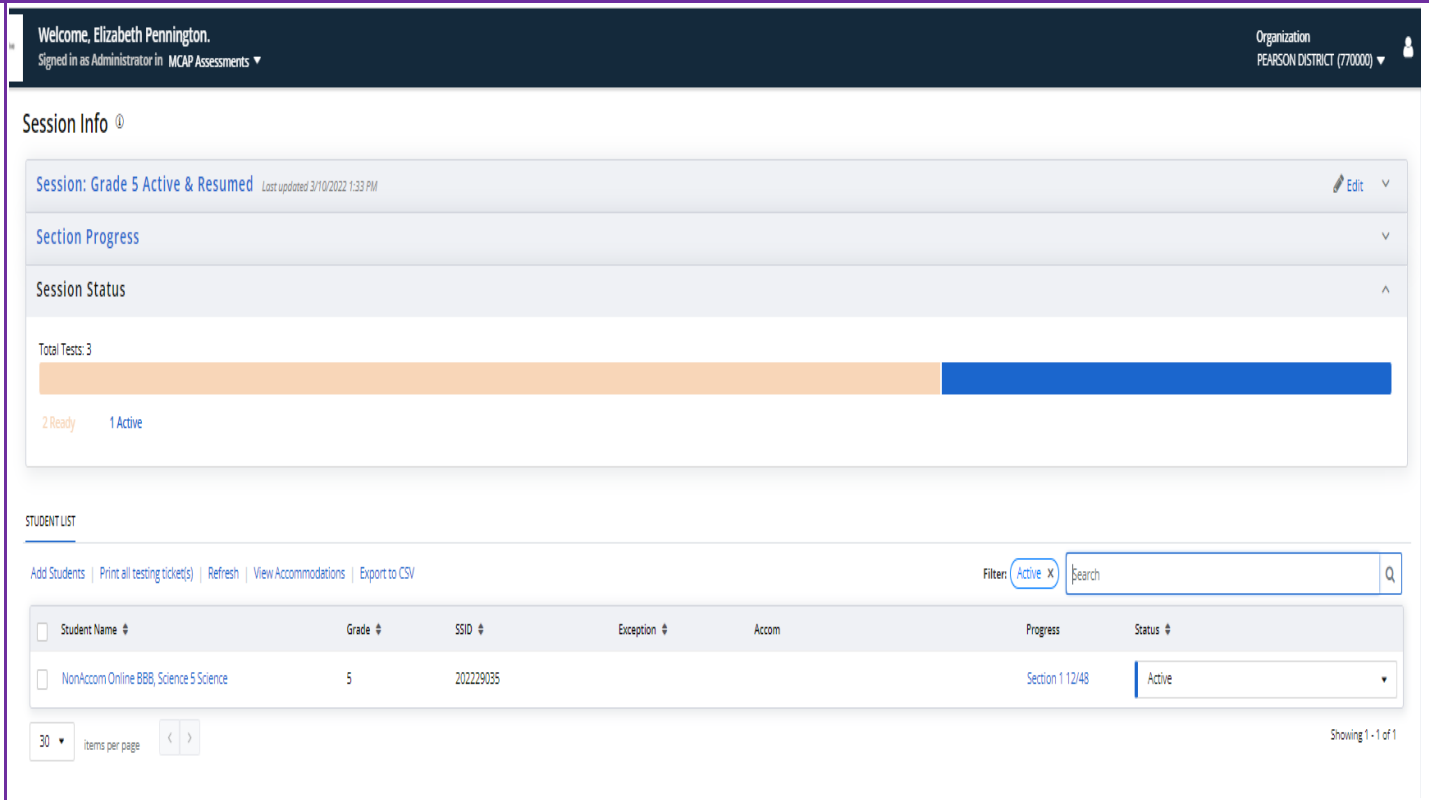
Students in Active Status (Active status is still logged into TestNav)

Details	Screen Shot
Description: A student may show in Active status if they have closed their device without submitting their test. • If the student will be testing the same day the student should be asked to submit their responses.	

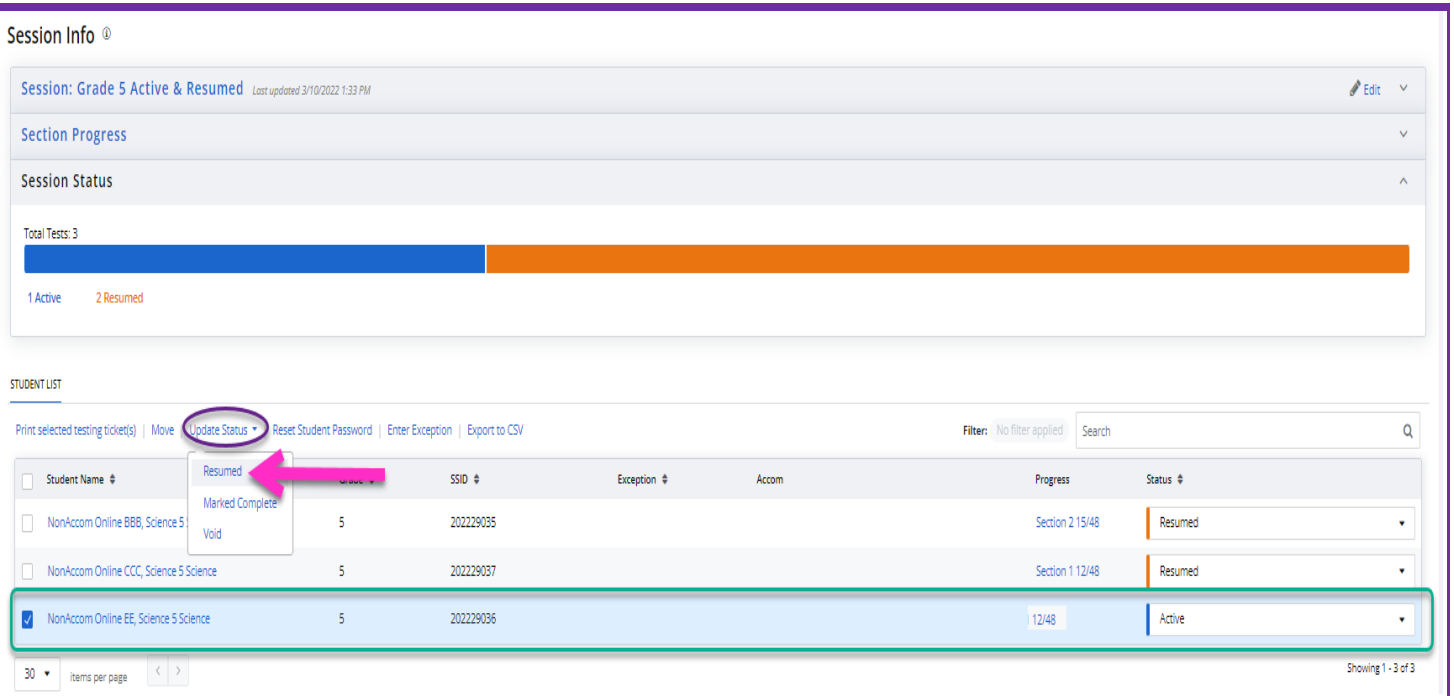
- If the student has already left the testing room TestNav will take 20 minutes to timeout.

- The student will need to be moved to “Resumed” status

NOTE: Do not attempt to move the student to the next section until after 20 minutes.

NOTE: Students taking the Regular Online ELA (grades 5-8, & 10) or Math (grades 3-8, & Alg 1) **test should NOT be moved to the next section. They should continue testing in the current section until they submit their section.**

This is due to the adaptive test.



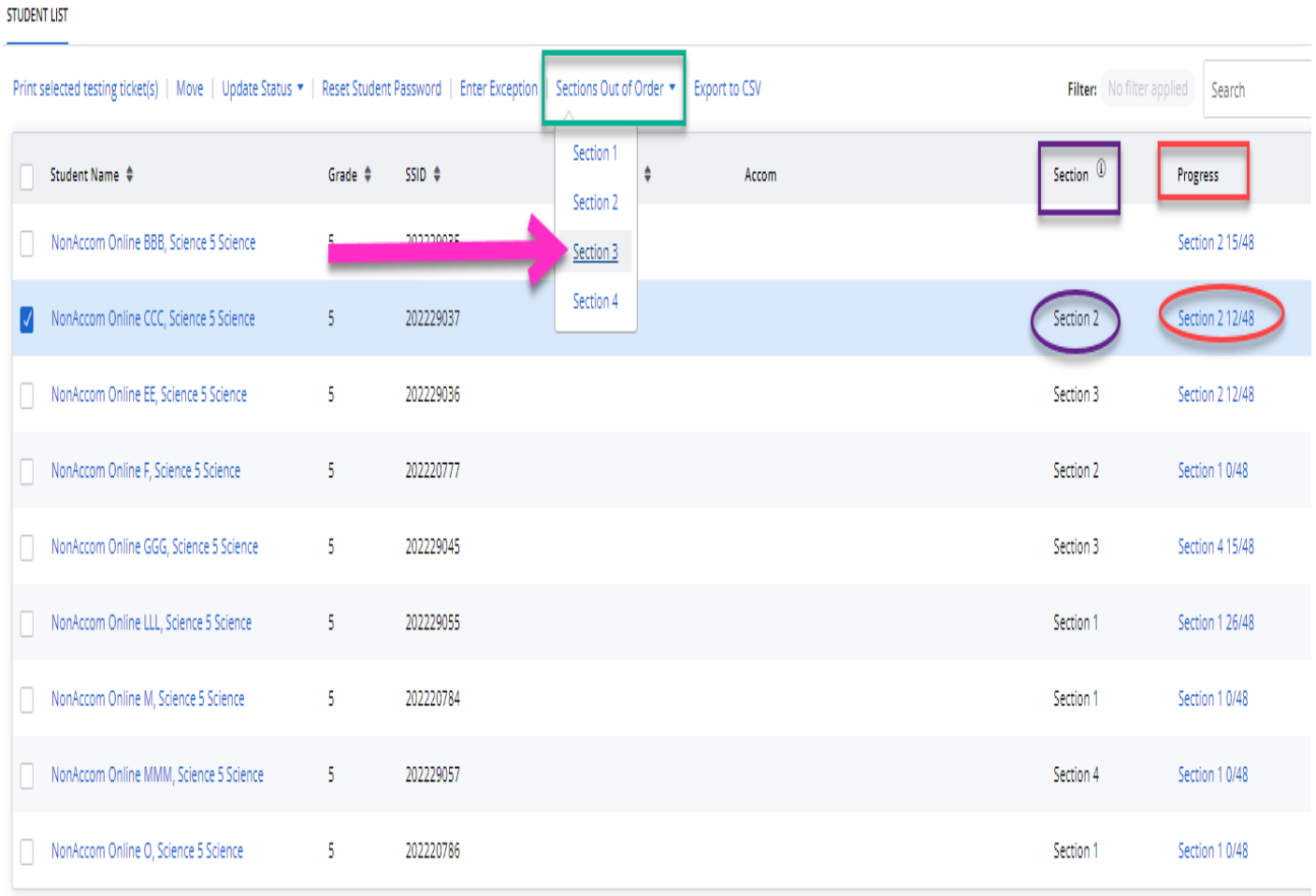
- The STC will then need to use the “Sections Out of Order” option to manually move the student to their next section.

The Section detail will show which section the student will log into when they sign into TestNav.

The Progress tool will show where the student was when they logged out of TestNav.

If the STC uses “Sections Out of Order” to move the student once it must be used to manually move the student to each of the sections, they have left to test. Otherwise, the system will pull the student back into the manually set section if they get logged out of TestNav.

NOTE: Students taking the Regular Online ELA (grades 5-8, & 10) or Math (grades 3-8 , & Alg 1) test **should NOT be tested out of order.**

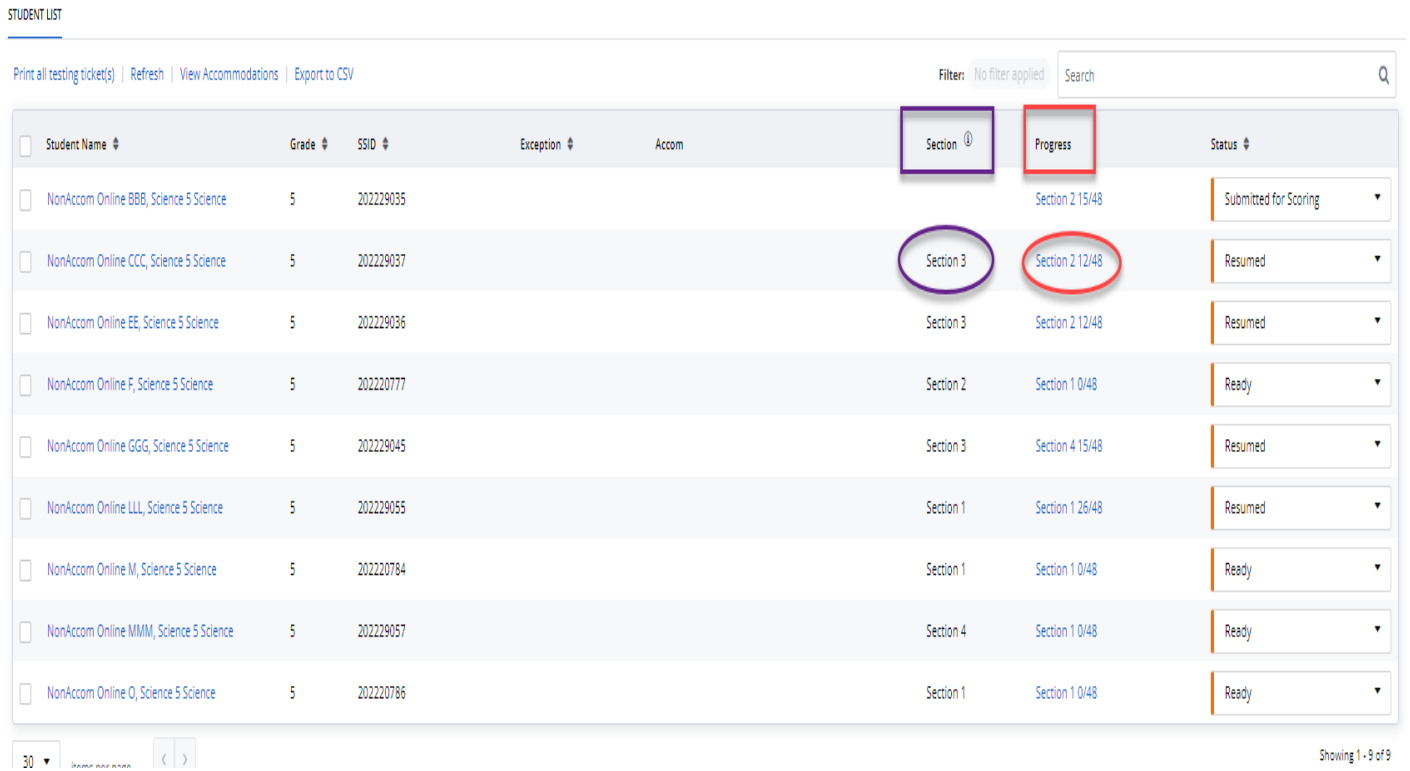


- The STC or TA will need to refresh their screen to see the most updated information under the Section detail.

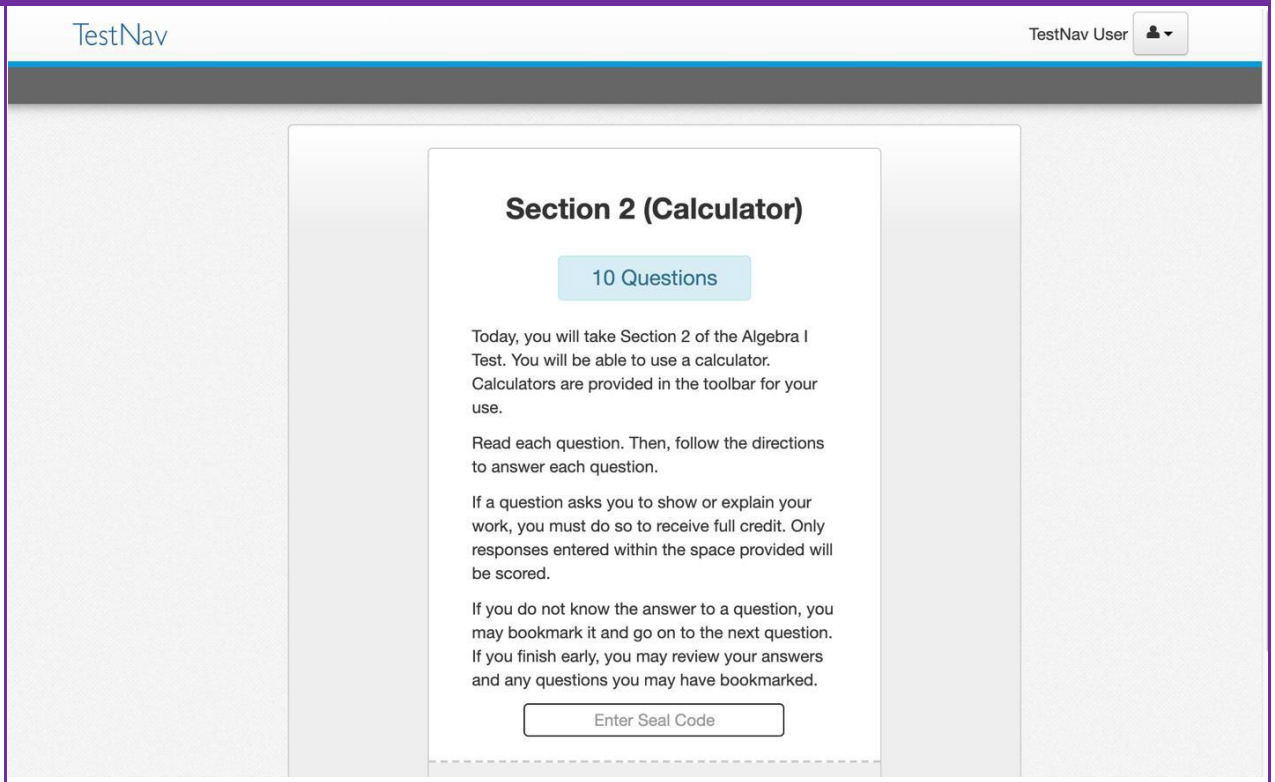
- This will show which section the student will log into when the sign into TestNav.

NOTE: If a student is in “Active” status the Section detail will be blank.

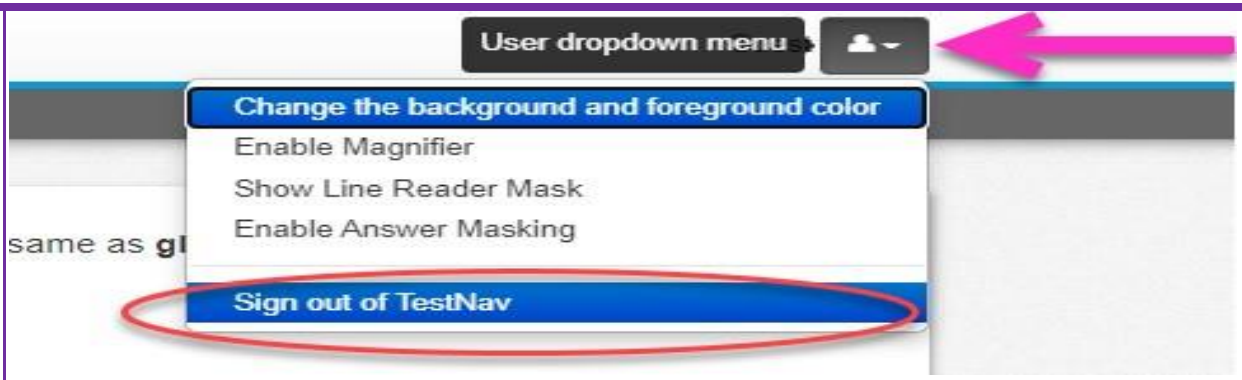
- The Progress detail will still show the section the student was in when they logged out of TestNav.



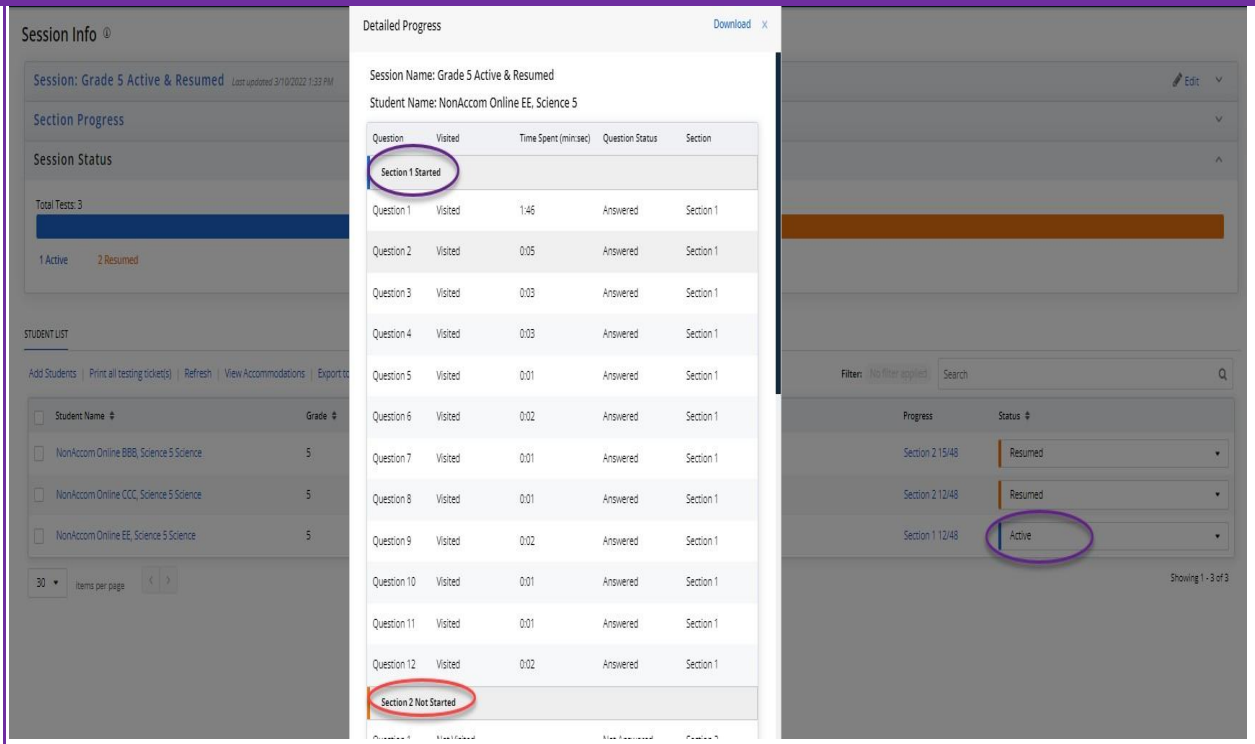
Students in Active Status (Active status is still logged into TestNav)

Steps	Screen Shot
Description: A student may show in Active status if they did submit their test but have not exited out of TestNav or not yet started their next section. • If the student is taking the next Section, they will need to enter a Seal Code for Sections 2-4 to access the test content.	

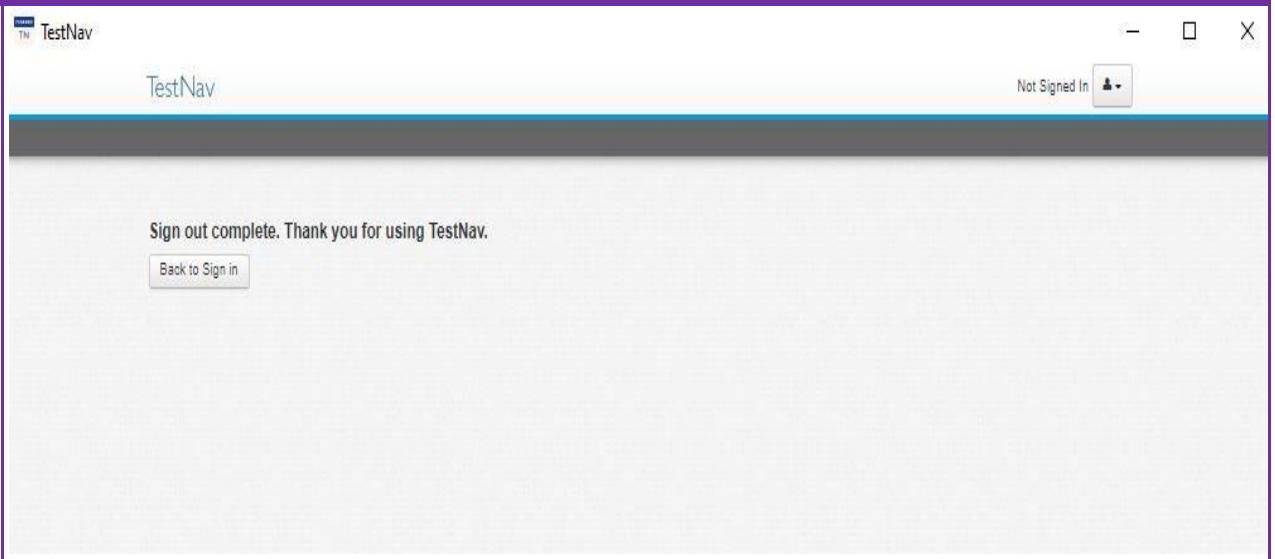
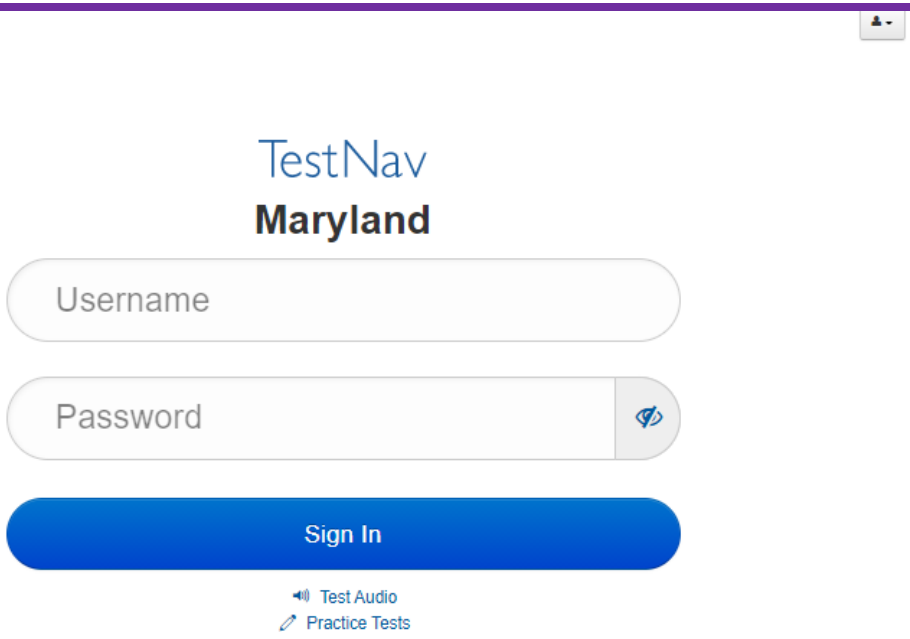
- If the student is not taking the next Section on the same day, ask the student to sign out of TestNav.



- The Detailed Progress will show as Started for the Section the student submitted until they enter the next section or exit from TestNav.

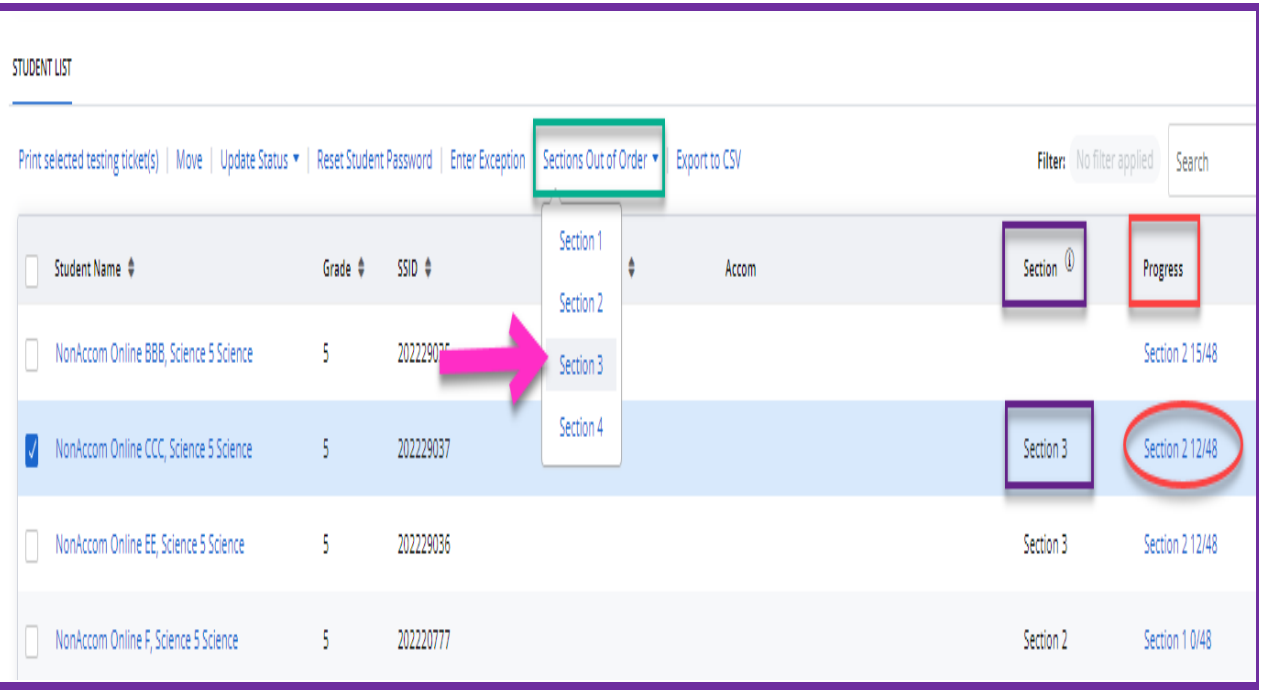


Resumed Students (Able to login during the session window)

Steps	Screen Shot
Description: A student may show in Resumed status if the student submitted their section and exited out of TestNav. The student would need to navigate to the Sign In page of TestNav by selecting Back to Sign in.	
Description: A student may show in Resumed status if they were kicked out or exited TestNav while in their testing section. To sign back in the student would need to navigate to the Sign In page of TestNav.	

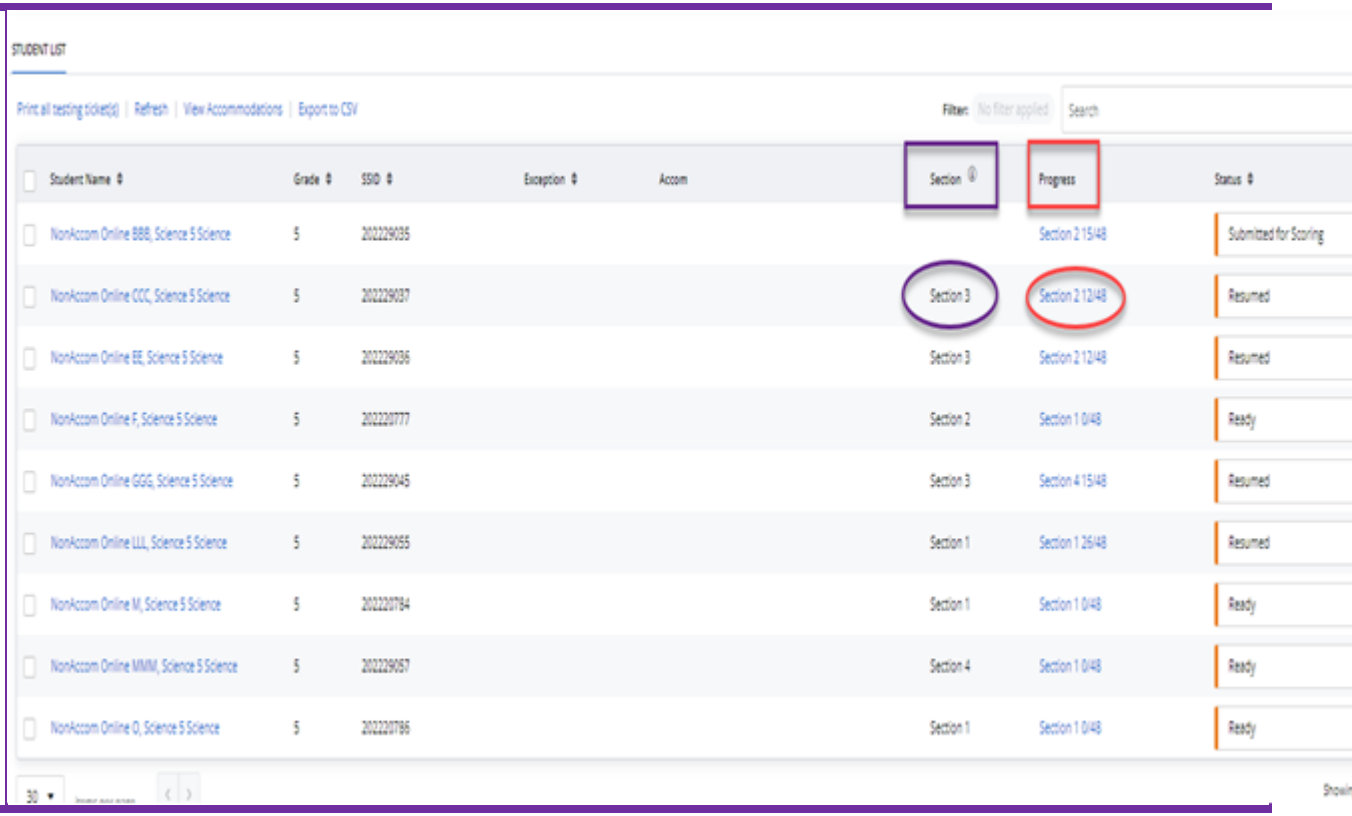
If the student needs to be moved into a new section manually the STC will need to use the “Sections Out of Order” option to manually move the student into their next section.

If the STC uses “Sections Out of Order” to move the student once it must be used to manually move the student to each of the sections, they have left to test. Otherwise, the system will pull the student back into the manually set section if they get logged out of TestNav.



- The STC or TA will need to refresh their screen to see the most updated information under the Section detail.

- This will show which section the student will log into when the sign into TestNav.

NOTE: If a student is in “Active” status the Section detail will be blank.

- The Progress detail will still show the section the student was in when they logged out of TestNav.