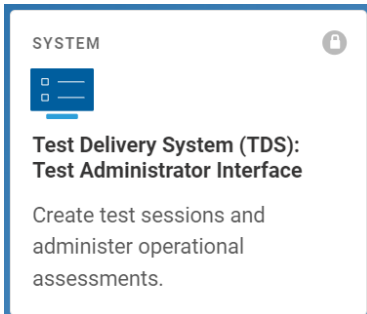



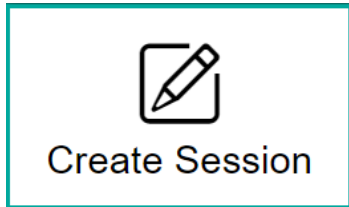
# INSTRUCTIONS ON HOW TO CREATE UNPROCTORED TEST SESSIONS

1. Log in to [www.texasassessment.gov](http://www.texasassessment.gov)
2. Select TESTING PERSONNEL Tab
3. Click on the card labeled TEST DELIVERY SYSTEM (TDS): TEST ADMINISTRATOR INTERFACE

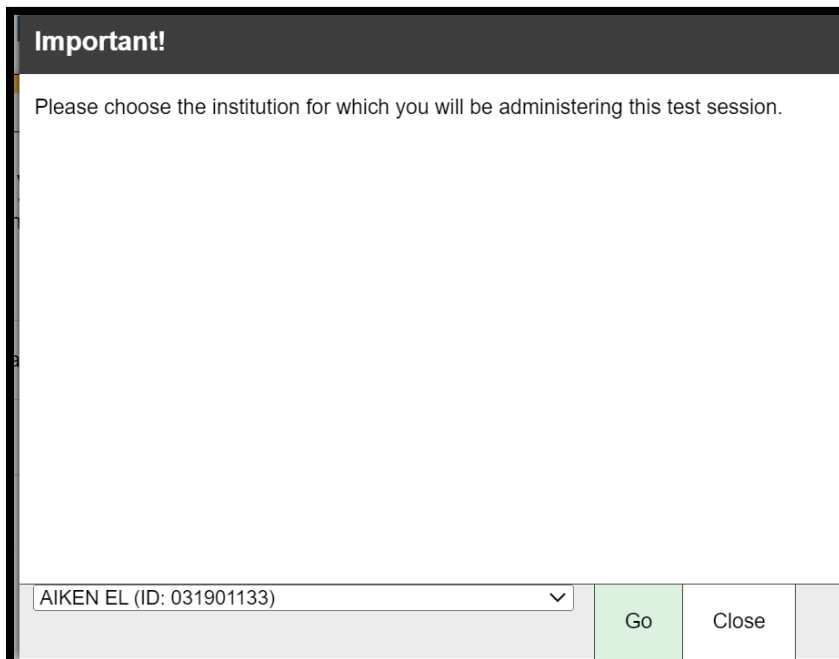


 Schedule Unproctored Sessions

4. Click on the



5. Now select
6. If you have access to different campuses the system will ask you to select the one for which you are creating the test session, and click GO.




7. Enter the date and time for the START and END of the session, and click NEXT.

Choose the dates for which the session can be accessed.

Start:  CST

End:  CST



8. On the next screen you will select the Test for which you are creating the session (at this time the TELPAS option is not available-showing this screen just for reference).

**Schedule Unproctored Sessions** Test Selection

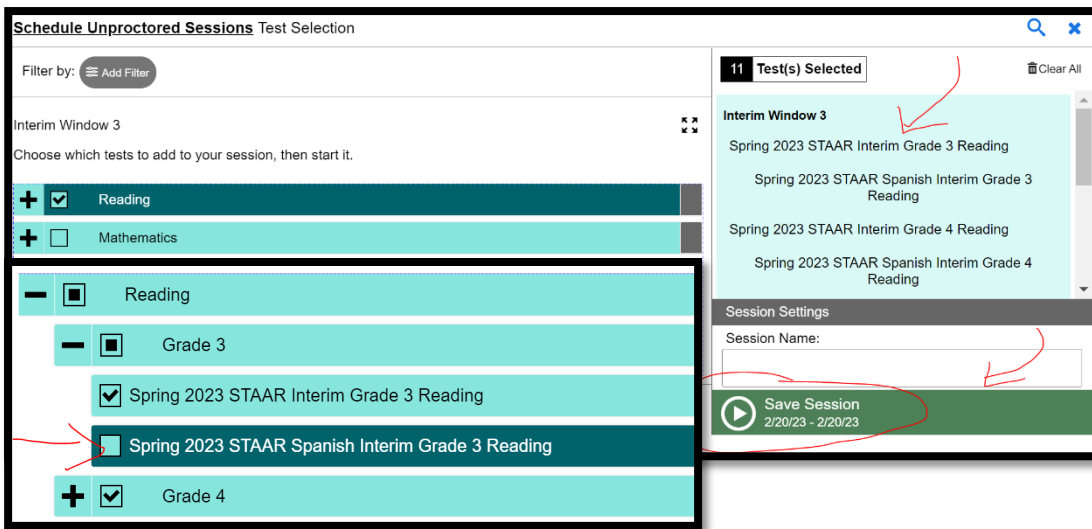
Choose a Testing Category

Then select one or more tests. You can switch categories by using the button in the modal header.

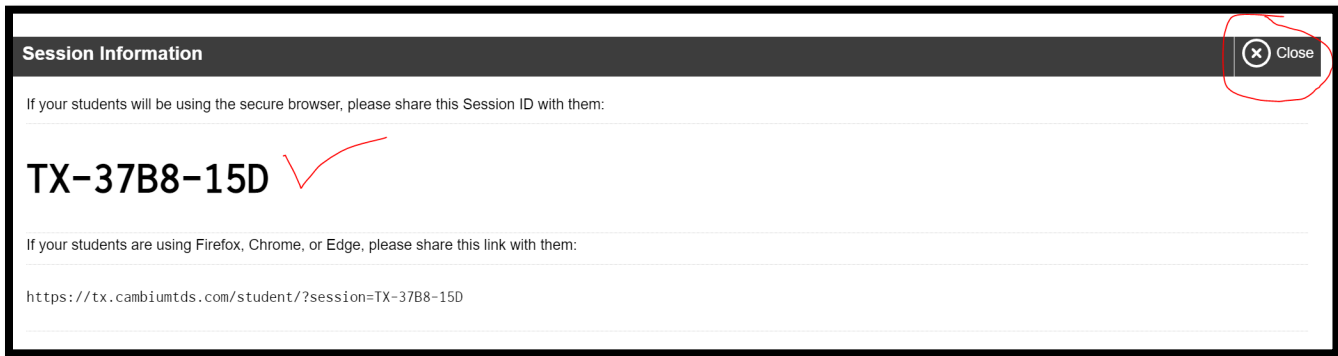
→	My Tests
→	Amplify RLA TEKS Edition
→	Eureka Math TEKS Edition
→	Interim Window 2
→	Interim Window 3

9. Within the TELPAS option, you will have to select the specific test (Listening & Speaking) or (Reading & Writing) and the grade cluster for which you are creating the testing session. We recommend you create the test sessions specific to the subject and grade label, so that students can only “see” in the online platform the one test they will have to take on that designated day.

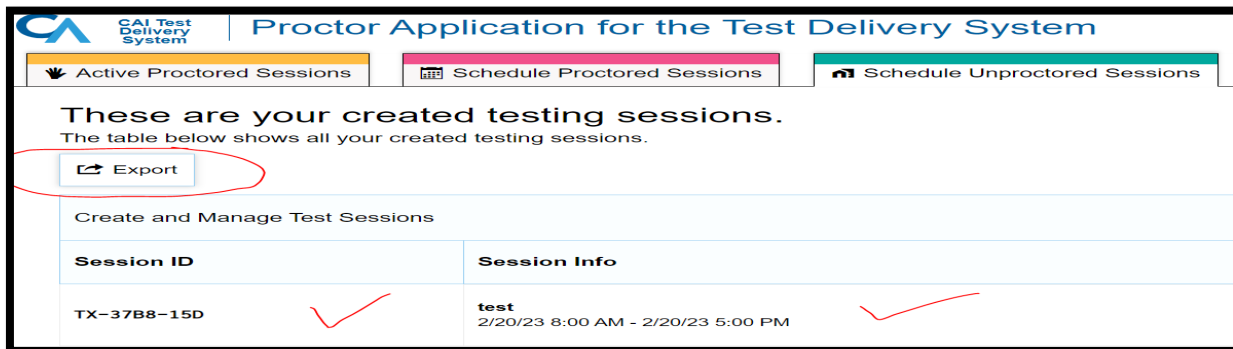
As shown below, by selecting the READING option, 11 tests will pop out. IN order to delete the ones that are not applicable to the session you are creating, simply click on the one(s) you want to eliminate and uncheck them.



10. Type a Session Name such as **3<sup>rd</sup> Grade Listening & Speaking** and click SAVE.
11. The session ID will display as shown below. You don't have to pencil in session by session. Just hit CLOSE and you will be able to continue making the rest of the sessions.



12. Once you finish creating your sessions, just click CLOSE for the last time. You will then be taken to this next screen where you will be able to see all the sessions that you created.



13. You may then hit the EXPORT option to obtain an EXCEL File with all session ID's.

A	B	C	D	E
Session ID	Name	Start	End	Type
TX-37B8-15D	test	2/20/2023 8:00	2/20/2023 17:00	Schedule Unproctored Sessions