Training Exercise: Local Infrastructure Trial

Objective: Setup an Infrastructure Trial & Run TestNav.

Major Steps:

A. Install TestNav.
B. Create TestNav Configuration.
C. Generate Sample Students.
D. Create a Test Session.
E. Assign Sample Students to Test Session.
F. Prepare and Start the Test Session.
G. Print TestNav testing tickets.
H. Run App Check.
I. Sign in to TestNav to verify successful testing operation.

A. Install TestNav. Mac & Windows

1. To download TestNav, go to https://download.testnav.com/.
2. Download TestNav. (*If your OS platform isn't presented, select* "[Download TestNav for another platform](#)" *to see additional options.*)
3. Once TestNav has been successfully downloaded, simply run the application to complete the installation process.

B. Create TestNav Configuration

1. Today you should have received an invite to the PearsonAccess^next Training site, check your email, create your account and login to the Training site.
2. Select Setup>TestNav Configurations. Open the task list, select Create/Edit TestNav Configurations and select Start.
3. Fill in the required fields and select Create

C. Generate Sample Students.

1. From **Setup > Students**, open the task list and select **Generate Sample Students**. Select **Start**.
2. Fill in the required details (select your organization, assign any grade, for **Test** select **Infrastructure Trial**, for **Type** select **Online,** enter the desired **Number of Students,** then select **Generate** to finalize.
3. Select **Exit Tasks** after the success message.

D. Create a Test Session

1. From **Testing > Sessions,** open the task list and select **Create / Edit Sessions**. Select **Start.**
2. Fill in the required details (name your session, select your organization, select **Infrastructure Trial** from the **Test Assigned** drop-down, select today's date as the Scheduled Start Date, and select the name of your **Default Precaching Computer** from your **TestNav Configuration** created in **Part B**). Finalize your selection with the **Create** button**. Select **Exit Tasks** after successfully creating the Test Session.

E. Assign Sample Students to Test Session.

1. After creating your session it will be selected for the next step, assigning Sample Students to the Test Session.
2. Open the task list and select **Add Students to Sessions.** Select **Start.**
3. Select your Session, Search to find the student(s) you want to add, or select the down arrow next to the **Search** button, and select **Show all results**. Select students (up to 50) you want to add. Select **Add** and **Exit Tasks** after the Success message.

F. Prepare and Start Test Session

1. Your Test Session will automatically be selected for the next steps, preparation, and starting.
2. From **Testing > Students in Sessions,** select your created session from the list on the left.
3. Select **Prepare Session.** Wait a few moments for the status to change to **Ready**.
4. Select **Start Session.**

G. Print TestNav testing tickets.

1. Your Test Session will automatically be selected for the next steps, **printing TestNav testing tickets.**
2. There are two options for printing testing tickets: print all tickets for the session or selected student tickets.
   a. To print testing tickets for all students in the session, select the **Resources** dropdown menu (under the session name) and select **Print all for this session**.
   b. To print individual testing tickets, select the checkbox next to the student(s), select the **Resources** dropdown menu (under the session name) and select **Print selected for this session**.
3. Select a print format and then print the testing ticket(s). You can select one of the following:
   a. 1 Per Page: One student test ticket per page *default print format
   b. Multiple Per Page: Multiple students testing tickets per page
   c. Grid: All testing tickets print in a grid
   d. List: All testing tickets print in a list
4. Print testing ticket using your browser's print function.

H. Run App Check.

1. Launch TestNav and select Iowa.
2. Select the user dropdown menu in the top right.
3. Select **App Check** and Select **Run App Check**
4. **Kiosk Mode** and **Connectivity to TestNav** should have passed.
5. Select **Back to Sign in** when complete.

I. Sign in to TestNav to verify successful testing operation.

1. Select a sample student from the printed testing tickets.
2. Sign in to TestNav with the username and password provided on the testing ticket to verify successful testing operation.