eDIRECT: Monitor Student Progress
Quick Start Guide

Finding Sessions “In Progress”
- [https://ga.drcedirect.com/](https://ga.drcedirect.com/)
- Log on to the eDIRECT website.
- Choose **Test Management** then click on **Manage Test Sessions**.

**Test Management**
- Choose the correct **Administration**
- Choose the **school** if required
- Click the **Status Summary Tab**
- Click **Show Sessions**
  - This shows all students who are in the system.

**Test Sessions**

- The **Session Summary** will show the total number of Sessions in Progress

<table>
<thead>
<tr>
<th>Status</th>
<th>Session Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td>12</td>
</tr>
<tr>
<td>In Progress</td>
<td>32</td>
</tr>
</tbody>
</table>

- The **Student Summary** will show the number of Students in Progress for each course.

The Student Summary by Test Session will show the number of students in progress with School, Session and Assessment listed.

Unlocking Test Sessions
- In **Test Sessions**, click on the **Sessions** tab.
- Choose your **School**, **Subject** and **Assessment**.
- Click **Show Sessions**.
- Choose **Edit/Print Ticket Status** for the correct Session.
- Search for students by the Status of **In Progress** or **Locked**. The status of a section that is **In Progress** will change to **Locked** overnight.
- Choose the **Status By Module** to filter for **Section**.

- Click the **Unlock** icon to Unlock the student’s test.