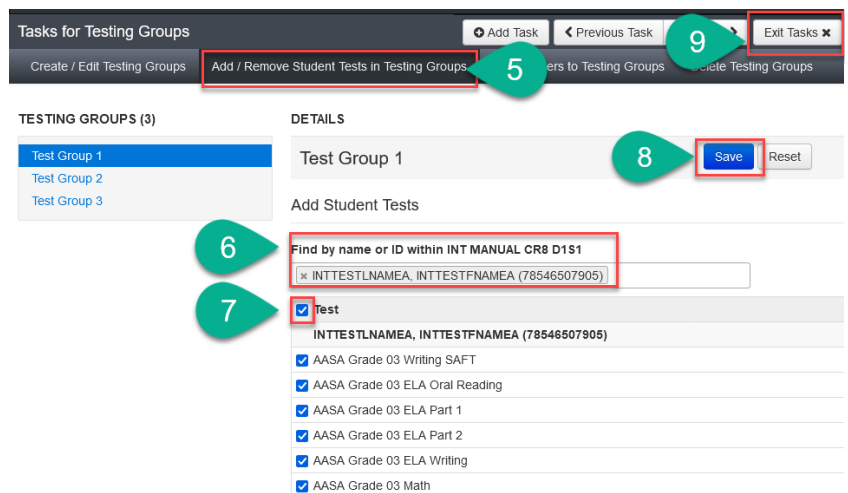
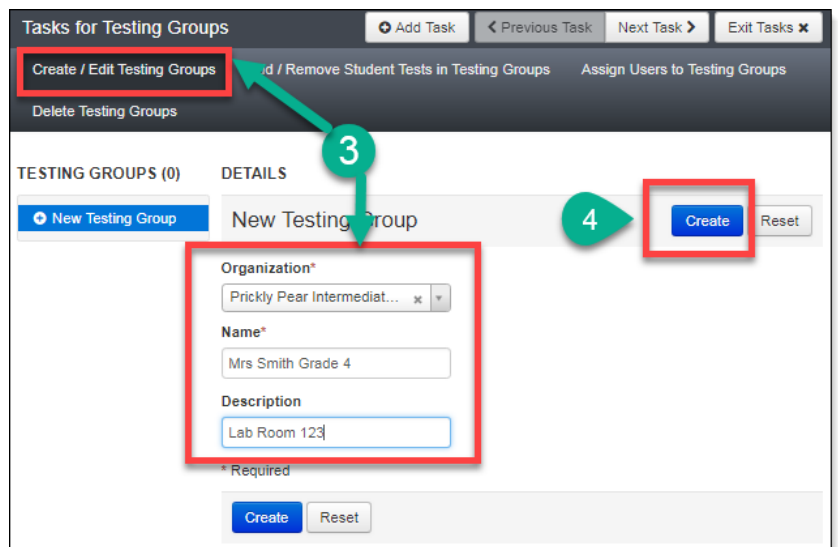
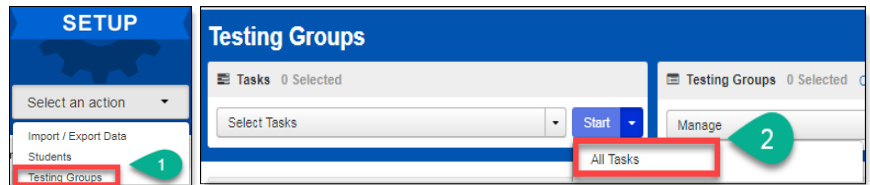


Creating Testing Groups Using the Student Test Update File

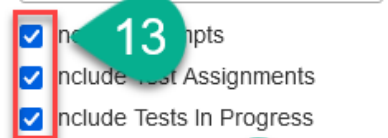
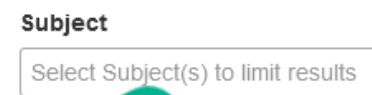
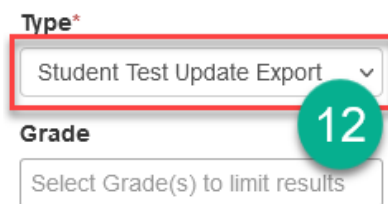
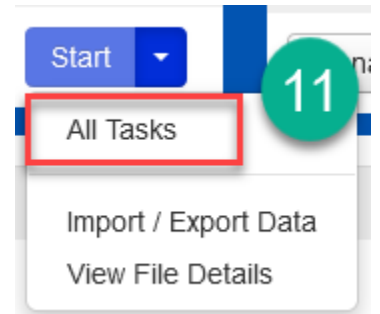
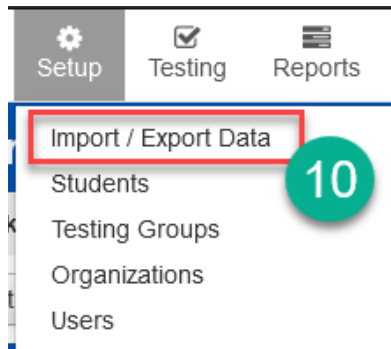
Testing Groups are optional for PearsonAccess^{next}. For those wanting to group students by classroom or testing days, this may be completed using the Testing Group function and uploading the STU.

To create and populate testing groups with students in PearsonAccess^{next}:

1. Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Testing Groups**.
2. Select **All Tasks** from the **Start** drop-down menu.
3. Select the **Create/Edit Testing Groups** tab. Select the **Organization**, fill in the **Name** field and, if desired, a **Description**.
4. Select **Create**. The form will reset after creating each group. Repeat this process until all groups are created.
5. You **must** add one student to each of your testing groups in PAN. Click on **Add/Remove Student Tests in Testing Groups**.
6. Search for a student in the **Find by Name or ID** search bar.
7. Select each of the student's tests by selecting the box next to **Test**.
8. Click **Save**.
9. Select the **Exit Tasks** button.



10. Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Import/Export Data**.
11. Select **All Tasks** from the **Start** drop-down menu.
12. Select **Student Test Update Export** from the **Type*** drop-down menu.
13. Check each box to include Attempts, Test Assignments, and Tests in Progress to be sure all students are included in the export.
14. Click **Process**.
15. The file may take a few moments to process. You may refresh the page by clicking the arrows in a circle icon.
16. Once the export is completed, download the file by clicking **Download File**.



Complete
File is ready for download

File Information

Type
Student Test Update Export

Request Date
12/30/2021 10:48:44 AM

Total Records
253

Organization
[Redacted]

User
[Redacted]



17. Once the file is open, you will see that columns AF (Testing Group) and AG (Testing Group ID) are populated for the students that were placed into Testing Groups in step 5. For each of the other students, you must enter the Testing Group name in Column AF and copy and paste the Testing Group ID in column AG.

| AD | AE | AF | AG | AH |
|--------------|------------|---------------|------------------|--------|
| Administrati | Litho Code | Testing Group | Testing Group ID | Status |
| 2 | 17 | Test Group 1 | 3658 | assign |
| 2 | | Test Group 2 | 3659 | assign |
| 2 | | Test Group 3 | 3660 | assign |

Note: The Testing Group ID will only be available on the Student Test Update Export file if a student has already been added to the Testing Group in PAN.

18. Be sure column A, Organization Code, has seven digits, and column C, SSID Number, has eleven digits.

| A | B | C |
|-------------------|----------------------|--------------|
| Organization Code | Organization Name | SSID Number |
| 0000004 | 1 George Hunt School | 000000000001 |
| 0000004 | 1 George Hunt School | 000000000001 |
| 0000004 | 1 George Hunt School | 000000000002 |
| 0000004 | 1 George Hunt School | 000000000002 |

19. Save the file as a .csv.

20. In PAN, go to the **SETUP**, then select **Import/Export Data**.

21. Select **All Tasks** from the **Start** drop-down menu.

22. Select **Student Test Update Import** from the **Type*** drop-down menu.

23. Click the **Browse** button under **Source File** and select your Student Test Update file.

24. Click **Process**.

The screenshots illustrate the following steps in the PAN interface:

- Step 20:** The 'Setup' menu is open, and 'Import / Export Data' is highlighted.
- Step 21:** The 'Start' dropdown menu is open, and 'All Tasks' is selected.
- Step 22:** The 'Type*' dropdown menu is open, and 'Student Test Update Import' is selected.
- Step 23:** The 'Source File' section shows the 'Browse...' button and the file 'Student Test Update.csv' selected.
- Step 24:** The 'Process' button is highlighted.