

Assigning Student Accommodations Using the PNP Import File

Using the Personal Needs Profile (PNP) Import file to assign accommodations to students will allow the user to assign accommodations to multiple students at the same time. Additionally, when uploaded to PAN via the PNP Import file, accommodations will automatically be active in TestNav when the student logs in to test.

To update student accommodations using the PNP Import file, first extract the existing basic PNP information from PearsonAccess^{next}:

1. Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Import/Export Data**.
2. Select **All Tasks** from the **Start** drop-down menu.
3. Select **Personal Needs Profile Export** from the **Type*** drop-down menu.

Note: You do not need to change anything in the **Test Status Filter** box.

4. Click **Process**.
5. The file may take a few moments to process. You may refresh the page by clicking the arrows in a circle icon.
6. Once the export is completed, download the file by clicking **Download File**.

The screenshot shows the PearsonAccess next interface with several steps highlighted by red boxes and numbered green circles:

- Step 1:** The 'Setup' menu is open, and 'Import / Export Data' is selected.
- Step 2:** The 'Start' dropdown menu is open, and 'All Tasks' is selected.
- Step 3:** The 'Type*' dropdown menu is open, and 'Personal Needs Profile Export' is selected.
- Step 4:** The 'Process' button is highlighted.
- Step 5:** The 'DETAILS' refresh icon is highlighted.
- Step 6:** The 'Download File' button in the 'File Information' section is highlighted.

The interface also shows a 'Test Status Filter' box with 'assign' and 'testing' filters, and a 'Grade' and 'Subject' selection area. A green banner at the bottom indicates 'Complete' and 'File is ready for download'.

File Information

Type
Personal Needs Profile Export

Request Date
01/11/2022 02:42:56 PM

Total Records
4

Successful Records

Organization

User

6

Download File ⓘ

- Once the file is open, you will see that columns J through O may already have data populated. These are the columns that you will update for the students' accommodations.

J	K	L	M	N	O
PNP Color	PNP Answ	PNP Line	PNP Magn	PNP Alter	PNP Magnification Percentage
black-lma	TRUE	TRUE	TRUE	TRUE	200
	FALSE	FALSE	FALSE		
	FALSE	FALSE	FALSE		

Note: Please see the last page of this quick guide for the PNP Import file layout which contains information on what data will be accepted in each of these columns.

- 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	00000000001
0000004	1 George Hunt School	00000000001
0000004	1 George Hunt School	00000000002
0000004	1 George Hunt School	00000000002

- Save the file as a .csv.
- In PAN, go to the **SETUP**, then select **Import/Export Data**.

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

- Select **Personal Needs Profile Import** from the **Type*** drop-down menu.

- Click the **Browse** button under **Source File** and select your PNP Import file.

Type* 12

Personal Needs Profile Import

Source File 13

Browse... PNP Import.csv

Ignore Error Threshold

Process 14

- Click **Process**.

Personal Needs Profile Import File Layout

Column	Header Name	Min Length	Max Length	Required	Valid Values
A	Organization Code	7	7	Y	0-9
B	Organization Name	1	35	Y	A-Z, a-z, 0-9 - ' , . : () & # / + embedded spaces
C	SSID Number	11	11	Y	0-9
D	Student Last Name	1	75	Y	A-Z, a-z, 0-9
E	Student First Name	1	75	Y	A-Z, a-z, 0-9
F	Student Middle Initial	1	1	N	A-Z, a-z Blank
G	Test Code	8	8	Y	Do Not Change
H	PNP Color Contrast		255	N	black-cream black-lblue black-lmagenta white-black yellow-blue dgray-pgreen Blank
I	PNP Answer Masking		1	N	TRUE, FALSE Blank
J	PNP Line Reader		1	N	TRUE, FALSE Blank
K	PNP Magnifier Tool		1	N	TRUE, FALSE Blank
L	PNP Alternate Mouse Pointer		18	N	medium large extra-large extra-large-black extra-large-green extra-large-yellow Blank
M	PNP Magnification Percentage		3	N	100 110 120 150 175 200 Blank