

Quick Guide for Creating Students in PAN Using the Student Registration Import Option (All Grades)

Creating Students Using the Student Registration Import

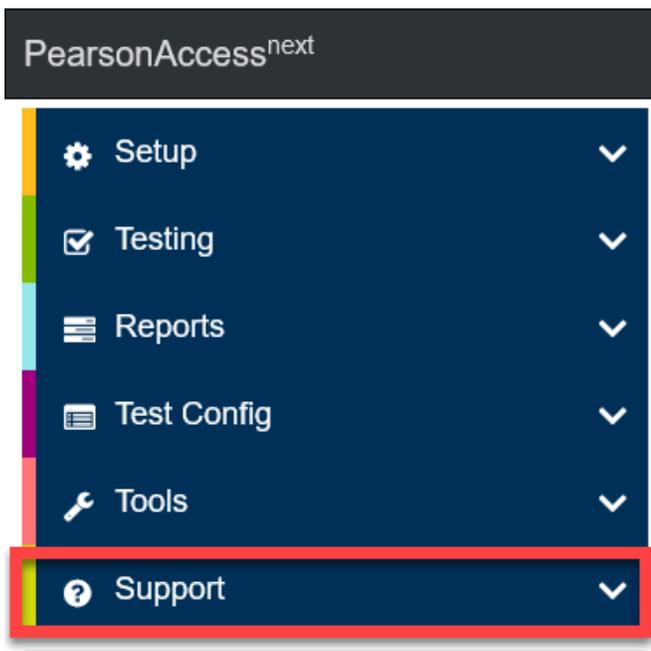
12 steps

Another option to edit or create students in PearsonAccess^{next} is to complete and upload a Student Registration Import file. This method allows AZELLA District Test Coordinators to create and edit student registrations in PearsonAccess^{next} for one or more students at the same time. When using this method, the student demographics **MUST MATCH EXACTLY** as to what is shown on the student's **EL70 Report**.

To create or edit students via file upload in PearsonAccess^{next}:

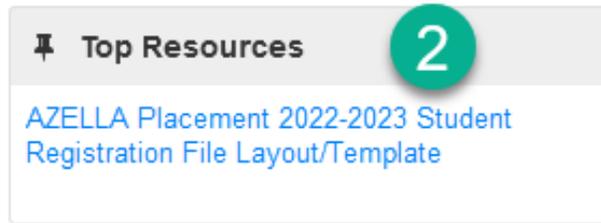
1. Download the **AZELLA Placement 2022-2023 Test Student Registration File Layout/Template** from the **Support** section of PearsonAccess^{next} at the link below:

<https://az.pearsonaccessnext.com/customer/landing/search.action>

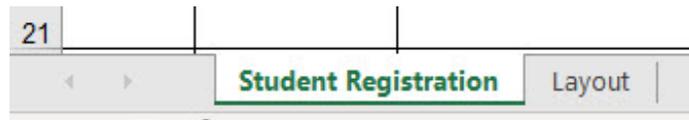


You can also access the layout/template from ADE's Assessment AZELLA DTCs web page > Information > PearsonAccess^{next} (PAN)

2. On the Support screen, find the **AZELLA Placement 2022-2023 Student Registration File Layout/Template** in the **Top Resources** box.

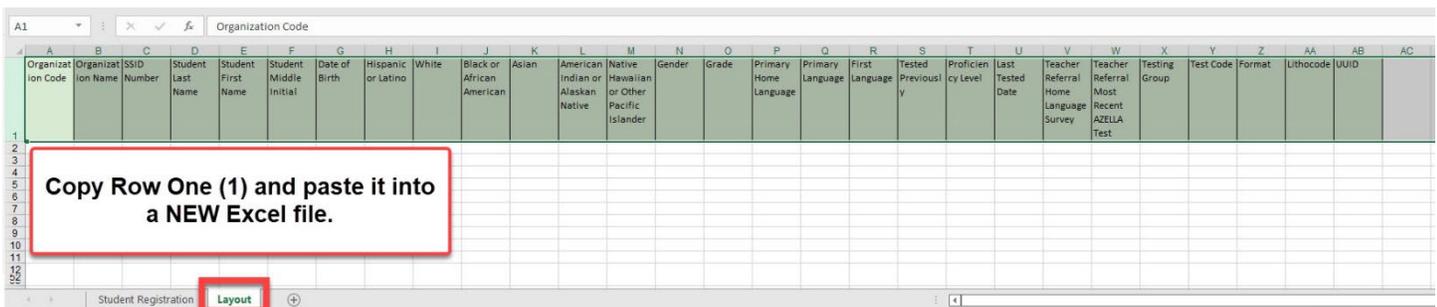


Note: After you open the file, notice the **two tabs** at the bottom of the spreadsheet. One tab is labeled “*Student Registration*” and the other tab is labeled “*Layout*.” The *Student Registration* tab explains what information needs to go in each cell. The second tab, *Layout*, contains the template you will need to copy and paste into a new Excel file when you create **your** Student Registration Import File.



Open a **new** Excel file, not another tab on the Layout/Template.

The “template” is only row one (1). You will need to **copy row one (1)** from the template and paste it into a **new Excel file**. Do not use the template file. If you do not copy the information from row one (1) exactly as it is and paste it into a new Excel file, **your** newly created Student Registration File will not save properly as a .csv and it will not load into PAN.



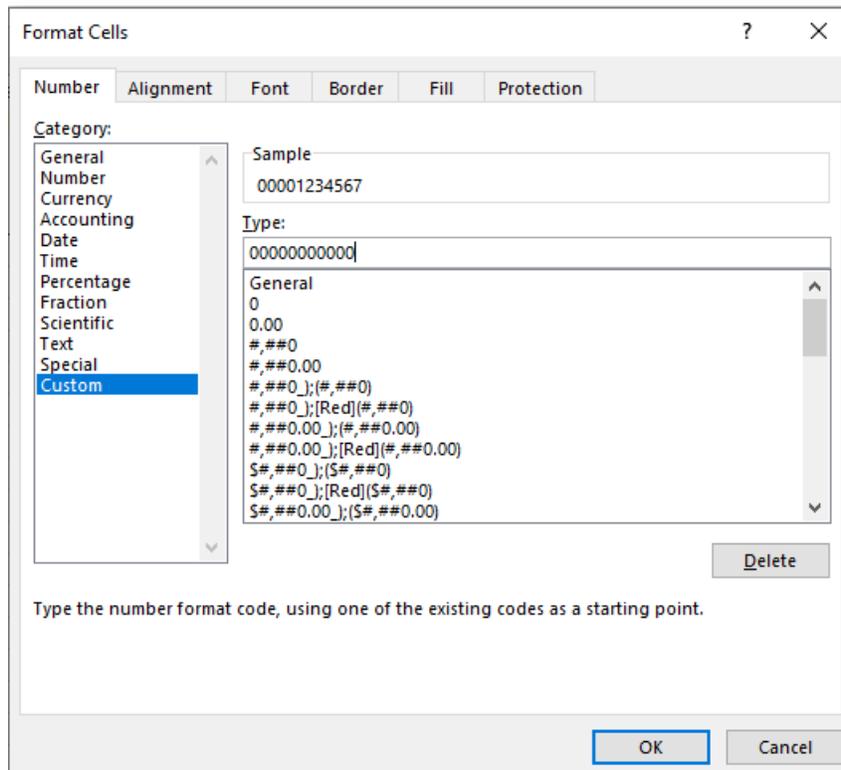
All students, including the Stage II students, only need to be added to the Student Registration file **once**. Based on the student’s grade, PAN will automatically assign all applicable units to the student.

AZELLA Placement 2022-2023 Student Registration Import File Layout

Field Name	Editable	Required	Valid Values
Organization Code	Y	Y	SCHOOL Entity Code - Numeric (0-9), Blank not allowed. Organization code must be 7 digits . Leading zeros must be added when necessary.
Organization Name	Y	N	Entire Name of SCHOOL - A-Z, a-z, 0-9, - [dash], ' [apostrophe], . [period], () [left and right parentheses], & [ampersand], # [pound sign], / [forward slash], + [plus sign], or space Or leave it blank provided the School Entity Code has been entered
SSID Number	Y	N	Numeric (0-9) note: leading zeros must be included** SSIDs must be 11 digits.
Student Last Name	Y	Y	A-Z, a-z, 0-9, dash (-), apostrophe ('), embedded spaces
Student First Name	Y	Y	A-Z, a-z, 0-9, dash (-), apostrophe ('), embedded spaces
Student Middle Initial	Y	N	A-Z, a-z, or blank
Date of Birth	Y	Y	Date (M=Month, D=Day, Y=Year), MM/DD/YYYY
Hispanic or Latino	Y	Y	Y=Yes, N=No
White	Y	N	Y=Yes, N=No, or blank
Black or African American	Y	N	Y=Yes, N=No, or blank
Asian	Y	N	Y=Yes, N=No, or blank
American Indian or Alaskan Native	Y	N	Y=Yes, N=No, or blank
Native Hawaiian or Other Pacific Islander	Y	N	Y=Yes, N=No, or blank
Gender	Y	Y	M = Male, F = Female
Grade	Y	Y	Numeric, 00 = K for display, 01-12 (must be 2 digits)
Primary Home Language	Y	Y	Numeric, 1 = English, 2 = Spanish, 3 = Other
Primary Language	Y	Y	Numeric, 1 = English, 2 = Spanish, 3 = Other
First Language	Y	Y	Numeric, 1 = English, 2 = Spanish, 3 = Other
Tested Previously	Y	Y	Y=Yes, N=No
Proficiency Level	Y	Y	5 = Proficient 4 = Intermediate 3 = Basic/Intermediate 2 = Basic E = Emergent 1 = Pre-Emergent/Emergent P = Pre-Emergent U = Undetermined or blank (when they have never been tested)
Last Tested Date	Y	Y	Date (M=Month, D=Day, Y=Year), MM/DD/YYYY, or blank
Teacher Referral Home Language Survey	Y	Y	1= True (checked), blank = False
Teacher Referral Most Recent AZELLA Test	Y	Y	1= True (checked), blank = False
Testing Group	Y	N	Alphanumeric, or blank
Test Code	Y	N	Leave blank
Format	Y	N	Leave blank
Lithocode	N	N	Leave blank

****Excel tip:** Microsoft Excel automatically removes leading zeros from number values entered. The leading zeroes are required for the SRI to work properly. To change the number format, follow the steps below:

- A. Select the cell(s) that requires leading zeros, and press Ctrl+1 to open the Format Cells dialog box.
- B. On the Number tab, select Custom from the Category Menu.
- C. On the Type menu, select "0", then click in the Type box and type zeroes until the number format matches the minimum length. For example, to make the Organization Code a 7-digit number with leading zeroes, you will type 7 zeros in the "Type" box. To make the SSID number an 11-digit number with leading zeros, you will type 11 zeros in the "Type" box.
- D. Click OK to save the changes.

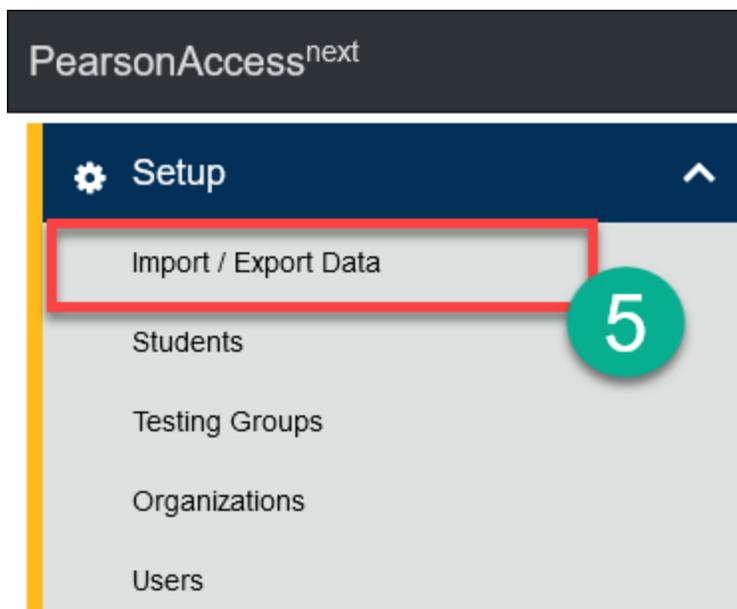


3. Fill-in the AZELLA Student Registration Import file according to the Data File Layout. (Refer to the AZELLA Placement 2022-2023 Student Registration Import File Layout shown on page 28.)

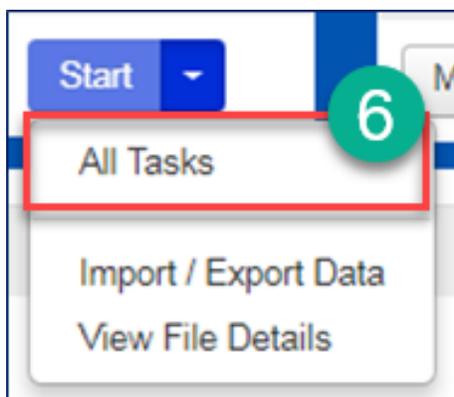
Organization	Organization Name	SSID Number	Student Last Name	Student First Name	Student ID	Date
0000004	1 George Hunt School	00000000001	01 Student	01 Test		6/1
0000004	1 George Hunt School	00000000002	02 Student	02 Test		
0000004	1 George Hunt School	00000000003	03 Student	03 Test		6/1
0000004	1 George Hunt School	00000000004	04 Student	04 Test		
0000004	1 George Hunt School	00000000005	05 Student	05 Test		

3

4. Save the AZELLA Student Registration Import File as a **.csv file**. If you attempt to upload an .xl or .xls file, it will **not** work. **The file must be a .csv file.**
5. To import the AZELLA Student Registration Import file, you will need to use the **SETUP** section from the AZELLA Reassessment home page and select **Import / Export Data** from the **Select an action** drop-down menu.



6. On the Import / Export Data screen, select **All Tasks** from the **Start** drop-down menu.



7. On the Tasks for Importing and Exporting screen and in the Import / Export Data tab, select **Student Registration Import** from the **Type*** drop-down menu.
8. Select **Choose File** and select the AZELLA Student Registration Import file you created earlier.
9. Click the **Process** button.

Tasks for Importing and Exporting

Import / Export Data View File Details

Type*
Student Registration Import

Don't modify student tests

Note: This import modifies student registrations and student tests. If you don't want student tests modified, check the box above.

Source File
Choose File AZELLA Stud...leweed.csv

Additional e-mails
Enter a valid e-mail address

Process Reset

10. Click the Details refresh button to update the status of the file. Depending on the size of the upload, it may take a few minutes to process. You may need to refresh (click on the blue arrows next to DETAILS) periodically for large files.

DETAILS

Pending

File is queued for processing.

11. When the Student Registration File is processed, you will see a confirmation screen.

Complete
Saved information for all records in the file.

or

11

Complete with issues
Some records were not saved, see the error list for details

12. If there are errors processing the file, scroll to the bottom of the page to view the error details. The Download Records in Error link will provide a new .csv file that may be edited/corrected and re-imported.

Errors

12

[Download Records in Error](#) ⓘ

[Download Error Messages](#) ⓘ

137 Results

Record Number	Error Record Number	Message
2	2	No matching organization could be found with code: 000087883
3	3	No matching organization could be found with code: 000087883