

Spring 2024
AASA & AzSCI
Quick Guide:
Getting Started
in PAN

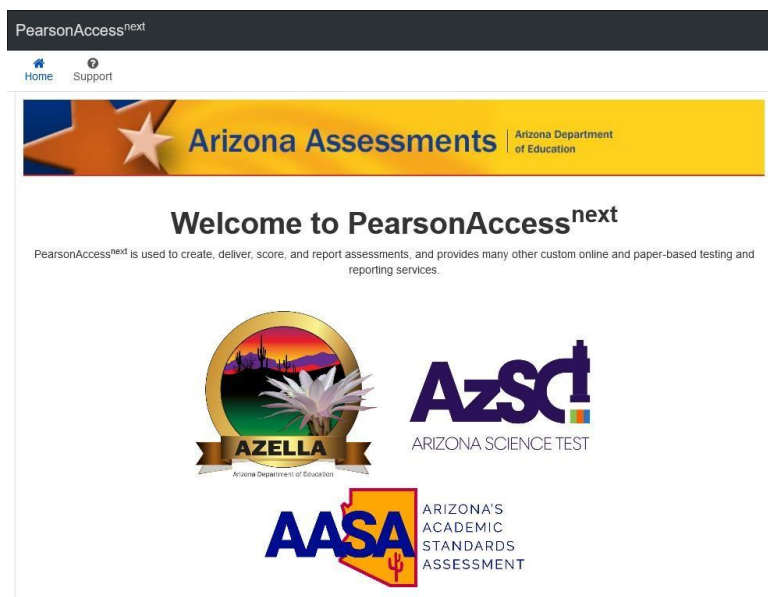


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Welcome to PearsonAccess^{next}

The Arizona PearsonAccess^{next} website provides access to AASA, AzSCI, and AZELLA testing programs. This *PearsonAccess^{next} User's Guide* will focus on tasks related to the AASA test administration and the AzSCI test administration.



PearsonAccess^{next} (PAN) is the website to access the AASA and AzSCI test administrations. Your Username and Password give you access to all test administration functions in the testing program(s) for which you have been assigned. The **Sign In** button is located on the right side of the [Home Page](#). Your Username will be your email address. Passwords must be reset each year. If you forgot your password, use the **Forgot Password** link to have the password reset.

Support

If you have questions about PearsonAccess^{next}, or for trouble logging in, contact **1-888-705-9421** (option 1 for AzSCI; option 3 for AASA), Monday through Friday, 7:00 a.m. to 7:00 p.m. CST, except holidays.

For email support, please use the **Contact Arizona Support** link under the **Contact Us** section of the Home Page.

To make changes to contact or shipping information in PearsonAccess^{next}, please send an email to AASA@azed.gov or AzSCI@azed.gov.

Sign In

[Sign In](#)

[Forgot Username](#) | [Forgot Password](#)

Contact Us

Email Pearson Customer Support:

[Contact Arizona Support](#)

To Contact ADE:

AZELLA@azed.gov

AzSCI@azed.gov

AASA@azed.gov

Pearson Client Services Center:

1.888.705.9421 Option 1 (AzSCI)

1.888.705.9421 Option 2 (AZELLA)

1.888.705.9421 Option 3 (AASA)

Hours available:

Mon-Fri 7:00 am - 7:00 pm (CST)

Accessing Support Documentation

Resources are available in PearsonAccess^{next} (PAN) under Support > Documentation. There, you can download the *PearsonAccess^{next} Users Guide*, file layouts, and other ancillary materials.

1. From the PAN homepage, select **Documentation** from the **Support** drop-down menu.
2. Under **Categories** and **File Type**, you can use the check boxes to filter down the resource list.
3. Click on resource title to download the document.

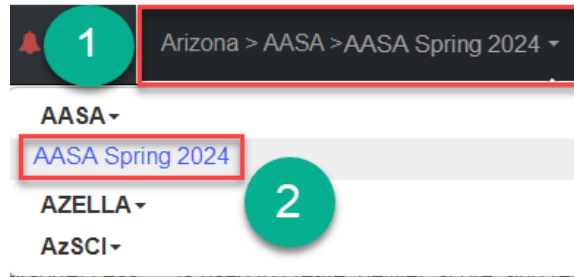
The screenshot displays the PearsonAccess^{next} interface. At the top, a dark blue navigation bar contains the PearsonAccess^{next} logo and a list of menu items: Dashboard, Setup, Testing, Reports, Test Config, Support, Support Requests, and Documentation. The 'Support' item is highlighted with a red box and a green circle labeled '1'. Below the navigation bar, the 'Support' section is active, showing a list of resources. On the left, there are two filter sections: 'Categories' and 'File Type'. The 'Categories' section has checkboxes for 'Layouts' and 'Training', with a green circle labeled '2' pointing to them. The 'File Type' section has checkboxes for 'Archive', 'Excel', 'Web Page', 'Other', 'PDF', 'PowerPoint', and 'Word', also with a green circle labeled '2' pointing to them. On the right, a search bar is visible. Below it, a list of resources is displayed. The first resource, 'AASA and AzSCI PAN User's Guide', is highlighted with a red box and a green circle labeled '3'. Below this, other resources are listed, including 'AASA Spring Test Coordinator Manual (TCM)', 'Spring AASA Grades 3-8 District Test Coordinator Important Tasks Checklist', and 'Spring AASA District Student File Layout'.

Changing Test Administration

If you have access to multiple assessment programs or have used PearsonAccess^{next} (PAN) in prior years, you may need to change the test administration for the correct program.

To change the test administration:

1. Select the **Test Administration** in the black task bar across the top of the screen. This will open the **Test Administration** drop-down menu.
2. From the **Test Administration** drop-down menu, select **AASA Spring 2024** or **Spring 2024 AzSCI**.



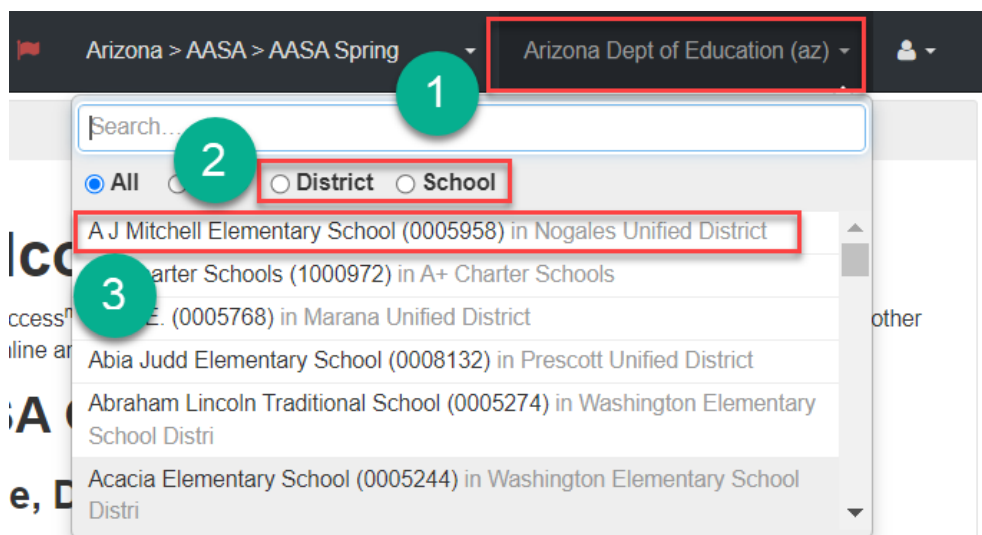
Change District or School View

To change district view:

1. On the black task bar across the top of the screen, select the **Organization Name**. This will open the Organization drop-down menu.
2. On the Organization drop-down menu, select the **District** radio button.
3. Select the district to view information.

To change school view:

1. On the black task bar across the top of the screen, select the **Organization Name**. This will open the Organization drop-down menu.
2. On the Organization drop-down menu, select the **School** radio button.
3. Select the school to view information.



Verifying Contact Information and Shipping Address

Achievement District Test Coordinators need to verify their contact information and district shipping address. Achievement District Test Coordinators **with more than one district must verify** the contact information and shipping address for each of their districts separately. Separate verification of contact information and shipping address is also required for the different test administrations for each district.

To verify your contact information and the district's shipping address for Spring 2024 AASA and/or Spring 2024 AzSCI, go to [PearsonAccess^{next}](#).

The district name displayed on the black task bar across the top of the screen is the district contact and shipping information that is being verified.

1. Go to the **Setup** section, and from the drop-down menu, select **Organizations**.
2. Click on the **Parent Organization** text field. Select the district name from the drop-down menu. The district and schools will populate under the **Organization Name*** column.
3. In the **Organization Name*** column, place a **check mark** in the box next to the district name.
4. Go to the **Start** drop-down menu, and select **Manage Contacts**.
5. Under the district name on the left side, select **Achievement District Test Coordinator** for AASA or **AZ Science District Test Coordinator** for AzSCI to view **CONTACT DETAILS**.
6. The Achievement District Test Coordinator's contact information is displayed. Verify the **CONTACT DETAILS**. If the Achievement District Test Coordinator's name, phone number (main), email, or address (including city, state, and zip code) are incorrect, email ADE at AASA@azed.gov or AzSCI@azed.gov.
7. Select the **Exit Tasks** button.
8. Achievement District Test Coordinators with more than one district must change the district name in the black task bar across the top of the screen. Repeat steps 1-7.

The screenshot displays the PearsonAccessNext interface for managing organizations and contacts. The top navigation bar shows the 'Setup' menu with options like 'Import / Export Data', 'Students', 'Testing Groups', and 'Organizations'. The 'Organizations' option is highlighted. Below this, the 'Filters' section shows 'Parent Organization' with a dropdown menu. The 'Start' dropdown menu is open, showing options like 'All Tasks', 'Create / Edit Organizations', 'Edit Enrollment Counts', 'Manage Contacts', and 'Delete Organizations'. The 'Manage Contacts' option is highlighted. Below this, a table lists organizations with columns for 'Organization Name*', 'Organization Code*', 'Type', and 'Parent Organization'. The 'Organization Name*' column has a checkbox next to 'AZ Science District Test Coordinator'. The 'CONTACT DETAILS' form for 'AZ Science District Test Coordinator' is shown, with fields for 'Contact Name*', 'Contact Title', 'Contact Phone (main)', 'Contact Phone (extension)', 'Contact Email', 'Contact Address Line 1', 'Contact Address Line 2', 'Contact City', 'Contact State', and 'Contact Zip Code'. The 'CONTACT DETAILS' form is highlighted. The 'Exit Tasks' button is visible in the top right corner.

Reviewing and Entering Participation Counts – AASA only

Participation counts must be confirmed and/or entered for AASA in PearsonAccess^{next} by Achievement District Test Coordinators of both Computer-Based Testing and Paper-Based Testing schools during the following window.

Participation Count Window: January 8, 2024 – January 19, 2024 - AASA Grades 3-8 ELA and Math

“Participation Counts” is a head-count process for determining how many students, by school and grade level, are required to participate in the AASA Spring ELA and Math assessment. Districts are responsible for confirming, editing (when needed), and submitting these head counts to Pearson.

Pearson will use these counts to print the paper testing materials for your students, including paper test booklets and return shipment materials for Paper-Based Testing schools, as well as Test Coordinator’s Manuals and Test Administration Directions for both Computer-Based Testing and Paper-Based Testing schools.

Pearson has pre-populated some of the head counts for your students based on student data that ADE extracted from AzEDS. The extracted data may not include all of your students. The Achievement District Test Coordinator must review and confirm and/or edit the pre-populated participation counts for each school. All students in Grades 3-8 are required to participate in the AASA Spring 2024 assessment and should be included in participation counts, with the exception of students who take the Alternate Assessment.

Only the assigned Achievement District Test Coordinator for the AASA Test Administration in PearsonAccess^{next} has permissions to enter and submit participation counts.

Achievement District Test Coordinators with more than one district must review and confirm, edit (when needed), and submit participation counts for each of their districts.

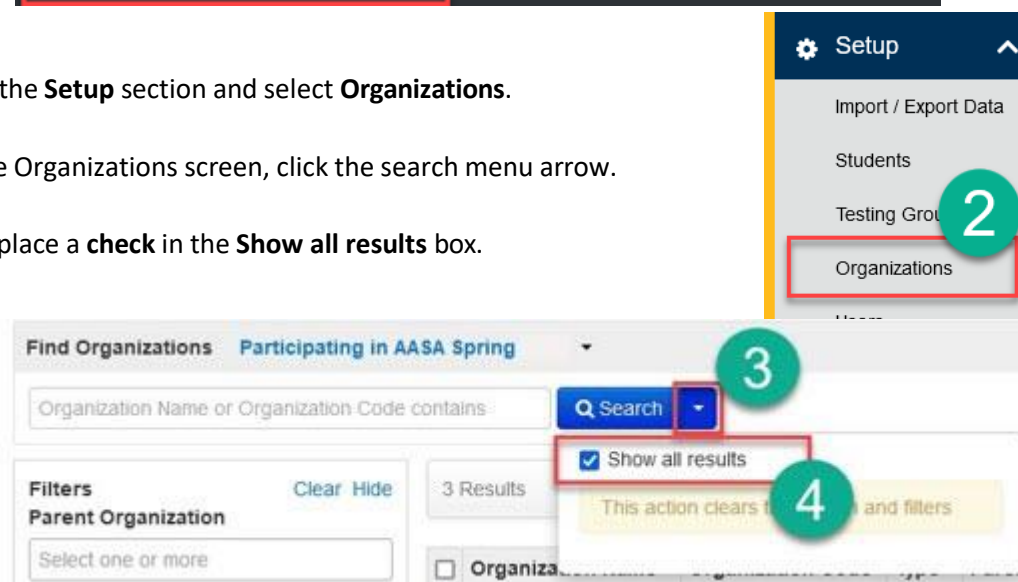
Reviewing and Entering AASA Participation Counts in PearsonAccess^{next}

To review Participation Counts:

1. Verify the test administration is set to AASA Spring 2024.



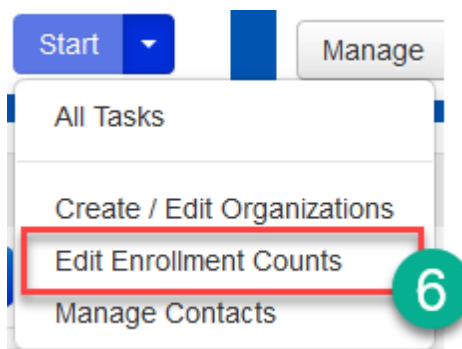
2. Go to the **Setup** section and select **Organizations**.
3. On the Organizations screen, click the search menu arrow.
4. Next, place a **check** in the **Show all results** box.



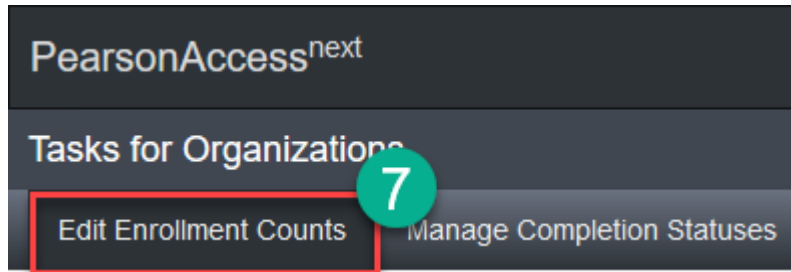
5. On the Organizations screen, place a **check** in the box next to each participating school that will administer the AASA tests, or select the check box next to Organization Name to select all.

<input type="checkbox"/> Organization Name*	Organization Code*	Type	Parent Organization	County Code*	Non-State Funded Indicator
<input type="checkbox"/> Test Transfer District	2023000	District	Arizona Dept of Education(az)	02	
<input checked="" type="checkbox"/> Test Transfer School	2023001	School	Test Transfer District(2023000)	02	
<input checked="" type="checkbox"/> Test Transfer School2	2023002	School	Test Transfer District(2023000)	02	

6. Click the **Start** drop-down menu and select **Edit Enrollment Counts**.



- On the Tasks for Organizations screen, click on the **Edit Enrollment Counts** tab.



- On the Tasks for Organizations **Details** screen, click the **plus sign (+)** to expand the Participation Count information for the highlighted school.

The screenshot shows the 'Tasks for Organizations Details' screen. At the top, there's a navigation bar with 'Tasks for Organizations' and buttons for 'Add Task', 'Previous Task', 'Next Task', and 'Exit Tasks'. Below this is a tab bar with 'Manage Participation', 'Edit Enrollment Counts', and 'Manage Completion Statuses'. The 'Edit Enrollment Counts' tab is active. On the left, under 'ORGANIZATIONS (6)', a list of schools is shown. 'George Hunt School (0000004)' is selected and highlighted in blue. On the right, under 'DETAILS', the details for 'George Hunt School (0000004)' are displayed. It includes a 'Save' and 'Reset' button, a checkbox for 'Enrollment Counts Entry Complete' which is checked, and a 'Show Organization Details' link. Below this, there's a section for 'AZ Spring' and 'AASA Gr 3-8' with a 'Required' label and 'Save'/'Reset' buttons. A green circle with the number '8' is placed over a plus sign (+) icon in the top right corner of the details section.

9. Preloaded Participation Counts are displayed by grade. Review the counts and edit, if needed, based on each school's current enrollment.
 10. When participation counts are accurate for each grade, place a **check** in the **Enrollment Counts Entry Complete** checkbox.
 - This includes schools with zero students at any of the grade levels (3-8).
 11. Click the **Save** button.
 12. If there are multiple schools, select the next school by clicking on the school's name in the Organizations list and repeat steps 9-11 for **each school**.
- Note:** For Paper-Based Tests, you MUST have had approval from ADE for Paper-Based Testing prior to this Participation Count Window. The window to request Paper-Based Testing was open in ADEConnect September 18 - October 13, 2023.

Tasks for Organizations

Create / Edit Organizations Manage Participation **Edit Enrollment Counts** Manage Completion Statuses Manage Contacts Delete Organizations

ORGANIZATIONS (2)

- Test Transfer School (2023001)
- Test Transfer School2 (2023002)

DETAILS

Test Transfer School (2023001)

☒ Enrollment Counts Entry Complete

Spring AASA Gr 3-8

	Computer Based Tests		Paper Based Tests	
	ELA	Math	ELA	Math
Grade 3	1	1		
Grade 4	2	2		
Grade 5	1	1		
Grade 6	0	0		
Grade 7	3	3		
Grade 8	1	1		

11 Save Reset

12 **10** **9**

Selecting Materials Due-in-District Window – AASA Only

The materials due-in-district window must be selected by Achievement District Test Coordinators of both Computer-Based Testing and Paper-Based Testing schools during the following window.

Materials Due-in-District Selection Window: January 8, 2024 – January 19, 2024

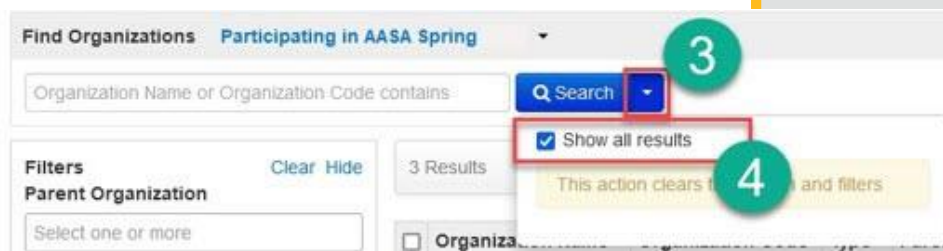
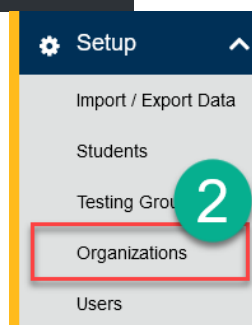
- Materials due-in-district window 1: March 18 – March 21, 2024
- Materials due-in-district window 2: March 25 – March 28, 2024

To select the preferred materials due-in-district window:

1. Verify the test administration is set to AASA Spring 2024.



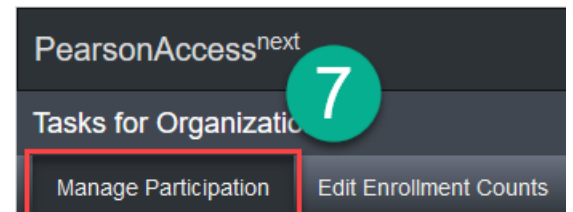
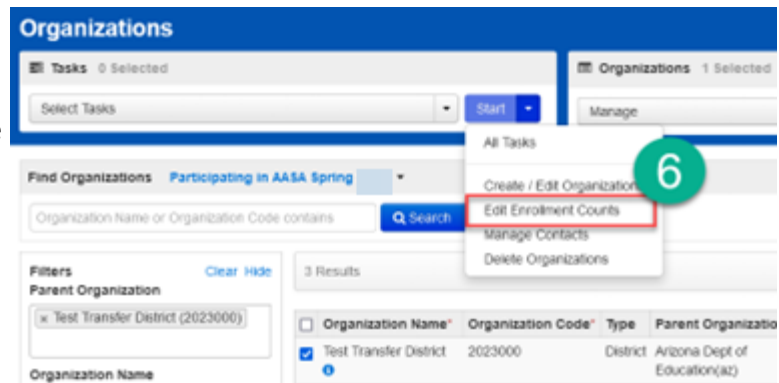
2. Go to the **Setup** section and select **Organizations**.
3. On the Organizations screen, click the search menu arrow.
4. Next, place a **check** in the **Show all results** box.



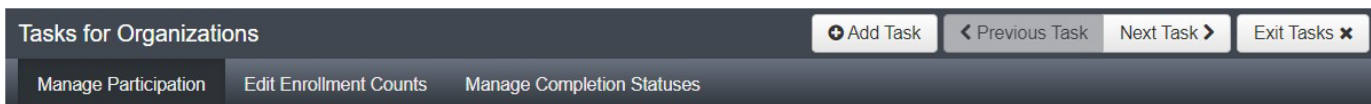
5. On the Organizations screen, place a **check** in the box next to the participating **district** that will administer the AASA tests.

<input type="checkbox"/>	Organization Name*	Organization Code*	Type	Parent Organization	County Code*	Non-State Funded Indicator
<input checked="" type="checkbox"/>	Test Transfer District	2023000	District	Arizona Dept of Education(az)	02	
<input type="checkbox"/>	Test Transfer School	2023001	School	Test Transfer District(2023000)	02	
<input type="checkbox"/>	Test Transfer School2	2023002	School	Test Transfer District(2023000)	02	

6. Click the **Start** drop-down menu and select **Edit Enrollment Counts**.
7. On the Tasks for Organizations screen, click on the **Manage Participation** tab.
8. On the Tasks for Organizations **AASA Spring 2024** screen, click the **Delivery Window** drop-down to select the delivery window for the highlighted district.



9. Once the desired delivery window has been selected, place a check in the Participation Entry Complete box.
10. Click the **Save** button.



ORGANIZATIONS (6)

- George Hunt School (0000004)**
- Prickly Pear Elementary School (0000003)
- Prickly Pear High School (0000001)
- Prickly Pear Intermediate School (0000005)
- Prickly Pear Middle School (0000002)
- Tumbleweed Unified District (9999999)

AASA SPRING 2024

George Hunt School (0000004)

☒ Participating
 ☐ Participation Entry Complete

Week 1 = 3/18/2024-3/21/2024
 Week 2 = 3/25/24-3/28/2024

Delivery Window

Week 1

Week 1
 Week 2

10

Save

Reset

[Show Organization Details](#)
[Show Audit Trail](#)

Participation and Contact Information are complete and accurate.

9

8

* Required

Save

Reset

Managing Users

Achievement District Test Coordinators and School Test Coordinators have permission in PearsonAccess^{next} to create User Accounts. Below are the various PearsonAccess^{next} User Roles and permission levels:

AASA / AzSCI		AASA and AzSCI PearsonAccess ^{next} User Roles					
		AASA/AzSCI District Test Coordinator	AASA/AzSCI School Test Coordinator	AASA/AzSCI School Test Administrator	AASA/AzSCI Technology Coordinator	AASA/AzSCI District Report Only Access	AASA/AzSCI School Report Only Access
Tasks	View Contact and Shipping information	View only	View only	View only	View only	View only	View only
	Create New User Accounts	Yes All Roles Beneath DTC	Yes All Roles Beneath STC	No	Yes May Create STCs and TAs	No	No
	Place Additional Orders	Yes	No	No	No	No	No
	Students	Import/Export Create/Edit Students	Create/ Edit Students	View Only	Import/Export Create/Edit Students	No	No
	Personal Needs Profile	Yes	Yes	No	No	No	No
	Student Test Update	Yes	No	No	Yes	No	No
	User Files	Import/Export Create/Edit Users	Import/Export Create/Edit Users	No	Import/Export Create/Edit Users	No	No
	Student Registrations and Tests	Import/Export Create/Edit Student Registrations	Export, Create/Edit Student Registrations	Create/Edit Student Registrations	Create/Edit Student Registrations	No	No
	Testing Groups	Create/Edit Student Testing Groups	Create/Edit Student Testing Groups	Create/Edit Student Testing Groups	Create/Edit Student Testing Groups	No	No
	Online Test Sessions	Create/Edit Test Sessions, Add Students to Test Sessions, Move Students between Test Sessions, Print Testing Tickets, Prepare Sessions, Lock/Unlock Test Units	Edit Test Sessions, Add Students to Test Sessions, Move Students between Test Sessions, Print Testing Tickets, Prepare Sessions, Lock/Unlock Test Units	Add Students to Test Sessions, Print Testing Tickets, Prepare Sessions, Lock/Unlock Test Units	View/Edit Test Sessions, Edit Custom Settings	No	No
	Student Transfers	Request and Approve Student Transfer	No	No	No	No	No
	Testing Irregularities	Create/Edit Test Irregularities	No	No	Create/Edit Test Irregularities	No	No
	Operational Reports	View District	View School	View School	View District	View District	View School
	Published Reports	View District	View School	No	No	View District	View School
	Reporting Groups	Create/Edit/Delete/ Assign Reporting Groups	Create/Edit/Delete/ Assign Reporting Groups	No	No	No	No

Creating New Users

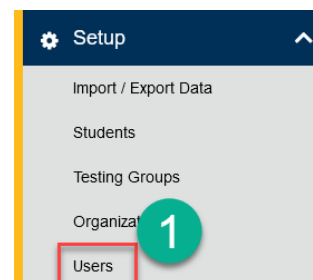
Each test administration has its own set of users. You may only create user accounts as described in the User Role Matrix table on page 14.

Users can be added manually or through a file import. New users will receive a **Welcome** email from noreply@mail.pearsonaccessnext.com with instructions on next steps to access their PearsonAccess^{next} account. Updated users will not receive an email but will have their access updated immediately in PearsonAccess^{next}.

Upon creation, the user's account is set to Enabled status by default. At any point after creation, the user's account may be set to Disabled status to remove the user's access. The **Active Begin Date** may be used to enable the user's access on a specific, future date. The **Active End Date** may be used to remove the user's access on a specific, future date. The **Active Begin Date** and **Active End Date** fields are not required. The **Username** will be auto-filled after you enter the user's email address.

Manually Creating New Users

1. To add new users, go to the **Setup** section and select **Users**.
2. On the Users screen, from the **Start** drop-down menu, select **Create/Edit Users**.
3. Click on the **Selected Organizations*** field. Select your organization (district or school) from the drop-down menu.
4. Click on the **Selected Roles*** field. Select the appropriate User Role(s) from the drop-down menu.
5. Fill in the **First Name***, **Last Name***, and **Email*** address of the user you are creating.
6. The **Username*** field will auto-populate once you enter the user's email address. Do not edit the **Username*** field once the email address is filled in completely.
7. When you have filled in and verified the information on the entire form, select the **Create** button and **Exit Tasks**.



Manually Editing Users

1. To edit users, go to the **Setup** section and select **Users**.
2. To search for all users, select the **Search** button and select **Show all Results**.
3. To search for individual users, in the **Find Users** field, enter either last name or email. Select **Search**. Other options for filtering can be found under **Filters**: search by **First Name**, **Username**, **Roles**, or **Organizations**.

Note: When reinstating users, under the filters, be sure to check the **disabled** or **deleted** users.

4. Place a **check mark** next to the user(s) that need(s) to be updated. Select the **Start** button and select **All Tasks**.

5. The **Tasks for Users** screen will open. The list of users is on the left side.

6. Select a user to be updated, and user information will be listed under **DETAILS**.

Note: **Username*** cannot be changed. If **Username*** needs to be changed, the previous account must be deleted, and a new account must be created.

7. Update the user information and select **Save**.

8. A green **Success** message will appear.

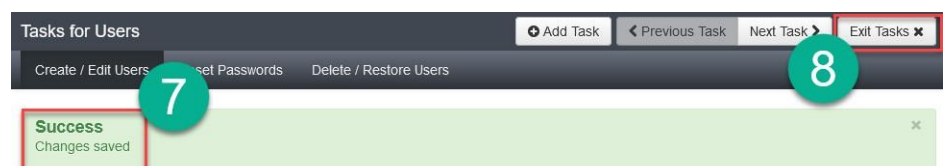
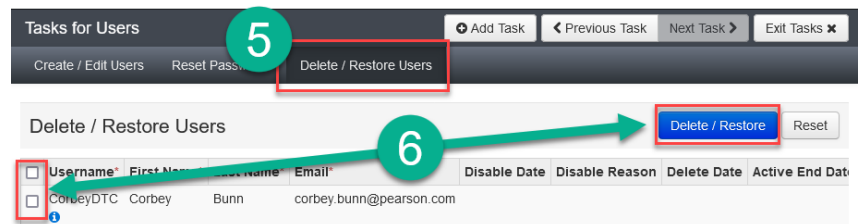
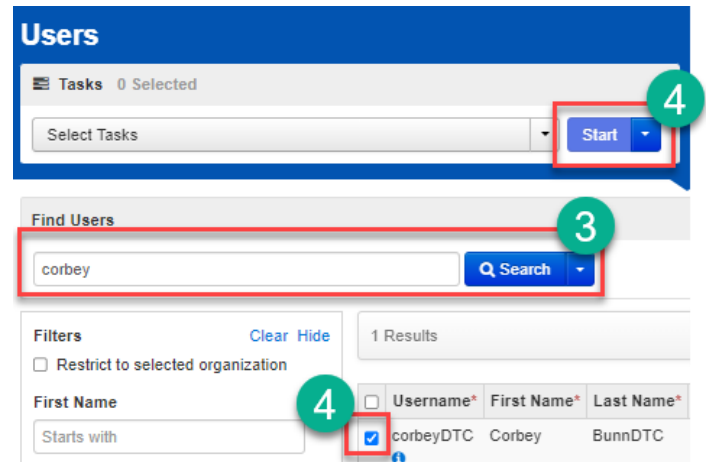
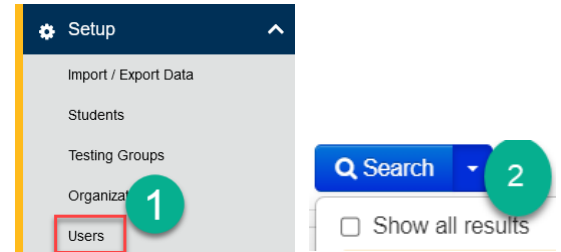
9. Once all updates have been saved, click **Exit Tasks**.

The screenshot illustrates the steps for manually editing a user in the PearsonAccess next system. The interface is divided into several sections:

- Setup Menu:** Located at the top left, it includes options like 'Import / Export Data', 'Students', 'Testing Groups', 'Organizations', and 'Users' (highlighted with a red box and a green circle 1).
- Search Bar:** Located at the top right, it includes a 'Search' button (highlighted with a green circle 2) and a 'Show all results' checkbox.
- Find Users Section:** This section includes a 'Find Users' field (highlighted with a red box and a green circle 3) and a 'Search' button. Below it are filters for 'First Name' and 'Username'.
- Users List:** A table showing a list of users. The first user, 'corbey.bunn@pearson.com', is selected with a checkmark (highlighted with a red box and a green circle 4).
- Tasks for Users Section:** This section includes a 'Start' button (highlighted with a red box and a green circle 5) and a dropdown menu for 'All Tasks' (highlighted with a red box and a green circle 6).
- DETAILS Section:** This section shows the details for the selected user, including 'Selected Organizations', 'Selected Roles', 'Account', 'First Name', 'Last Name', 'Email', 'Username', 'Active Begin Date', 'Active End Date', and 'Delete Date'.
- Success Message:** A green message box at the bottom left says 'Success Changes saved' (highlighted with a red box and a green circle 8).
- Exit Tasks Button:** A button at the bottom right says 'Exit Tasks' (highlighted with a red box and a green circle 9).

Manually Deleting Users

1. To edit users, go to the **Setup** section and select **Users**.
2. To search for all users, select the **Search** button and select **Show all Results**.
3. To search for individual users, at the **Find Users** field, enter either last name or email. Select **Search**. Other options for filtering can be found under **Filters**: search by **First Name**, **Username**, **Roles**, or **Organizations**.
4. Place a **check mark** next to the user(s) that need(s) to be updated. Select the down arrow next to the **Start** button and select **All Tasks**.
5. The **Tasks for Users** screen will open. Select the **Delete/Restore Users** tab.
6. Place a **check mark** next to the user(s) to be deleted. Click on the **Delete/Restore** button.
7. A green **Success** screen will appear.
8. When all updates have been saved, click **Exit Tasks**.



Sample AzSCI User File Layout

To find the most up to date AASA and AzSCI User File Layout, go to Support > Documentation in PearsonAccess^{next}.

FIELD #	NAME (Display Name in UI)	FIELD NAME (FILE HEADER TITLE)	READ ONLY (Y/N)	REQUIRED (Y/N)	MIN LENGTH	MAX LENGTH	VALID VALUES	Additional Notes
1	Action	Action	N	Y	1	1	C = Create U = Update	Fill-in a C to create a new record Fill-in a U to update an existing record
2	Username	Username	N	Y	8	100	No validations on data Blank not allowed	Type User's Email Address
3	First Name	First Name	N	Y	1	50	No validations on data Blank not allowed	Type User's First Name
4	Last Name	Last Name	N	Y	1	50	No validations on data Blank not allowed	Type User's Last Name
5	Email	Email	N	Y	1	100	Must be valid email address	Type User's Email Address
6	Authorized Organizations	Authorized Organizations	N	Y	7	Variable		<ul style="list-style-type: none"> Type any or all Organization(s) Code(s) that the user's account is authorized to access. Use only the school codes that are associated with the parent district. Do not mix schools with other districts. Do not include different organizations (districts) in the same file. Each district needs to be uploaded in a separate individual file. Delimited field - A sequence of one or more characters used to specify the boundary between separate, independent regions in plain text or other data streams. Multiple organization codes must be separated with a colon (:) (e.g., 1234567:3456789). Do Not place a space in between colon and organization codes. Make sure to include any leading zeros. (If you want the user to see the district and all its schools, you must list the district entity code. If you want the user to only see school level, use the school entity code (e.g., 0001234).
7	Roles	Roles	N	Y		Variable		<ul style="list-style-type: none"> Designated responsibilities in the system and designated data and system functions determines what the user's account can access and use. List all roles that user has which control abilities to access and act upon data in the system. Delimited field - A sequence of one or more characters used to specify the boundary between separate, independent regions in plain text or other data streams.

							<ul style="list-style-type: none"> Multiple roles must be separated with a colon (:) (e.g., dataEntry:schoolReport). Do Not place a space in between colon and organization codes. Type the Coding for Roles Column: <ul style="list-style-type: none"> schoolCoord = AZ Science School Test Coordinator schoolAdmin = AZ Science School test Administrator techCoord = AZ Science Technology Coordinator districtReport = AZ Science District Report Only Access schoolReport = AZ Science School Report Only
8	Active Begin Date	Active Begin Date	N	N		10	<p>Format as: MM/DD/CCYY MM is the 2-digit month DD is the 2-digit day CC is the century YY is the 2-digit year</p> <p>Enter the date the user profile should become active in PAN.</p> <p>Do NOT delete the column heading (Row 1). It needs to be left on the layout to be uploaded successfully.</p>
9	Active End Date	Active End Date	N	N		10	<p>Format as: MM/DD/CCYY MM is the 2-digit month DD is the 2-digit day CC is the century YY is the 2-digit year</p> <p>Leave column blank - this column does not need to be filled in with data.</p> <p>Do NOT delete the column heading (Row 1). It needs to be left on the layout to be uploaded successfully.</p>
10	Disabled	Disabled	N	N		3	<p>Yes = Account is disabled No = Account is not disabled or Blank</p> <p>Leave column blank - this column does not need to be filled in with data.</p> <p>Do NOT delete the column heading (Row 1). It needs to be left on the layout to be uploaded successfully.</p>
11	Disabled Reason	Disabled Reason	Y*	N		1000	<p>No validations on data</p> <p>Leave column blank - this column does not need to be filled in with data.</p> <p>Do NOT delete the column heading (Row 1). It needs to be left on the layout to be uploaded successfully.</p>
12	Is Deleted	Is Deleted	N	N		3	<p>Yes = Account is deleted No = Account is not deleted or Blank</p> <p>Leave column blank - this column does not need to be filled in with data.</p> <p>Do NOT delete the column heading (Row 1). It needs to be left on the layout to be uploaded successfully.</p>

Sample AASA User File Layout

To find the most up to date AASA and AzSCI User File Layout, go to Support > Documentation in PearsonAccess^{next}.

FIELD #	NAME (Display Name in UI)	FIELD NAME (FILE HEADER TITLE)	READ ONLY (Y/N)	REQUIRED (Y/N)	MIN LENGTH	MAX LENGTH	VALID VALUES	Additional Notes
1	Action	Action	N	Y	1	1	C = Create U = Update	Fill-in a C to create a new record Fill-in a U to update an existing record
2	Username	Username	N	Y	8	100	No validations on data Blank not allowed	Type User's Email Address
3	First Name	First Name	N	Y	1	50	No validations on data Blank not allowed	Type User's First Name
4	Last Name	Last Name	N	Y	1	50	No validations on data Blank not allowed	Type User's Last Name
5	Email	Email	N	Y	1	100	Must be valid email address	Type User's Email Address
6	Authorized Organizations	Authorized Organizations	N	Y	7	Variable		<ul style="list-style-type: none"> • Type any or all Organization(s) Code(s) that the user's account is authorized to access. • Use only the school codes that are associated with the parent district. Do not mix schools with other districts. • Do not include different organizations (districts) in the same file. Each district needs to be uploaded in a separate individual file. • Delimited field - A sequence of one or more characters used to specify the boundary between separate, independent regions in plain text or other data streams. • Multiple organization codes must be separated with a colon (:) (e.g.,1234567:3456789). Do Not place a space in between colon and organization codes. • Make sure to include any leading zeros. (If you want the user to see the district and all its schools, you must list the district entity code. If you want the user to only see school level, use the school entity code (e.g., 0001234).

7	Roles	Roles	N	Y		Variable		<ul style="list-style-type: none"> Designated responsibilities in the system and designated data and system functions determines what the user's account can access and use. List all roles that user has which control abilities to access and act upon data in the system. Delimited field - A sequence of one or more characters used to specify the boundary between separate, independent regions in plain text or other data streams. Multiple roles must be separated with a colon (:) (e.g., dataEntry:schoolReport). Do Not place a space in between colon and organization codes. Type the Coding for Roles Column: <ul style="list-style-type: none"> schoolCoord = AASA School Test Coordinator testAdmin = AASA School test Administrator techCoord = AASA Technology Coordinator districtReport = AASA District Report Only Access schoolReport = AASA School Report Only histReportViewer = Historical Report Viewer TeacherReportViewer = Teacher Report Viewer
8	Active Begin Date	Active Begin Date	N	N		10	Format as: MM/DD/CCYY MM is the 2-digit month DD is the 2-digit day CC is the century YY is the 2-digit year	Enter the date the user profile should become active in PAN. Do NOT delete the column heading (Row 1). It needs to be left on the layout to be uploaded successfully.
9	Active End Date	Active End Date	N	N		10	Format as: MM/DD/CCYY MM is the 2-digit month DD is the 2-digit day CC is the century YY is the 2-digit year	Leave column blank - this column does not need to be filled in with data. Do NOT delete the column heading (Row 1). It needs to be left on the layout to be uploaded successfully.
10	Disabled	Disabled	N	N		3	Yes = Account is disabled No = Account is not disabled or Blank	Leave column blank - this column does not need to be filled in with data. Do NOT delete the column heading (Row 1). It needs to be left on the layout to be uploaded successfully.
11	Disabled Reason	Disabled Reason	Y*	N		1000	No validations on data	Leave column blank - this column does not need to be filled in with data. Do NOT delete the column heading (Row 1). It needs to be left on the layout to be uploaded successfully.
12	Is Deleted	Is Deleted	N	N		3	Yes = Account is deleted No = Account is not deleted or Blank	Leave column blank - this column does not need to be filled in with data. Do NOT delete the column heading (Row 1). It needs to be left on the layout to be uploaded successfully.

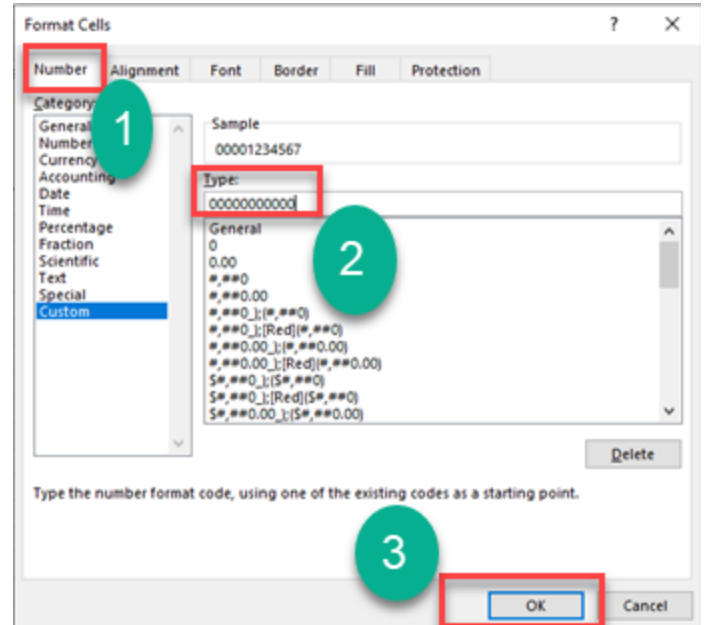
Uploading Users - Using a User Import File

Achievement District Test Coordinators and School Test Coordinators may use Import/Export Data for mass uploads or edits to PearsonAccess^{next} users.

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

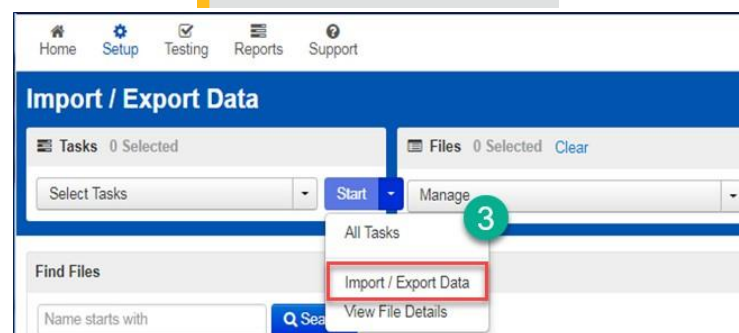
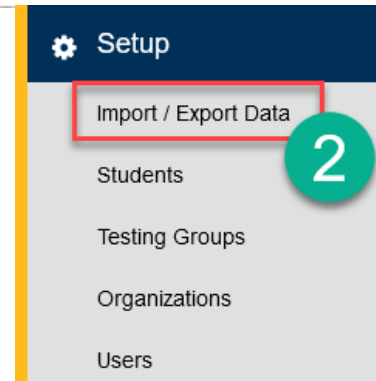
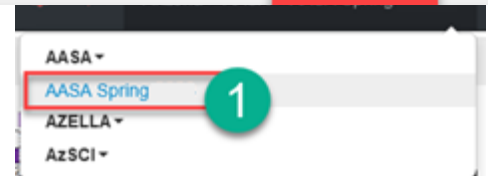
Select the cell(s) that requires leading zeros, and press Ctrl+1 to open the Format Cells dialog box.

1. On the Number tab, select Custom from the Category Menu.
2. On the Type menu, select the "0", then click in the Type box and type zeros until the number format matches the minimum length. For example, to make the SSID an 11-digit number with leading zeros, you will type 11 zeros in the "Type" box.
3. Click OK to save the changes.



To create or update PearsonAccess^{next} users from a file import:

1. Select the Test Administration to export the User Data. You may select a previous administration to export a list of all users from the previous administration. To change the Test Administration, click on the Test Administration name in the black strip across the top of the page. This will activate the Test Administration drop-down menu. Select the desired test administration.
2. Go to the **Setup** section and select **Import/Export Data**.
3. On the Import/Export Data screen, use the **Start** drop-down menu to select **Import/Export Data**.



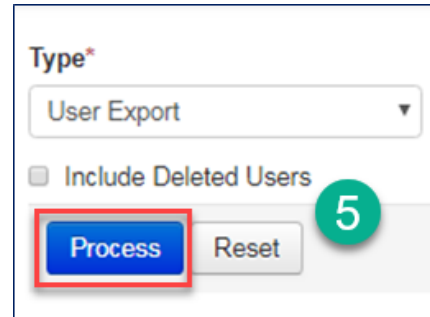
4. On the Tasks for Importing and Exporting screen, use the **Type*** drop-down menu to select **User Export**.

Type*

- Registration Reporting Group Export
- Registration Reporting Group Import
- Student Registration Export
- Student Registration Import
- Student Test Update Export
- User Export**
- User Import

5. Click the **Process** button.
6. The next screen is the **View File Details** tab. Here you will see that the report is pending. The report will take a few moments to process.

Optional: Select the **DETAILS refresh** button to update the status of the report.




7. When the file has processed, the **Download File** link will appear. Select the link to download the file.



8. The User Export file is a .csv file that can be opened with Excel.

Note: If a previous administration export was used, review all users listed in the file. You may add and delete users as needed. If there were no applicable users, the file will only have column headers in Row 1.

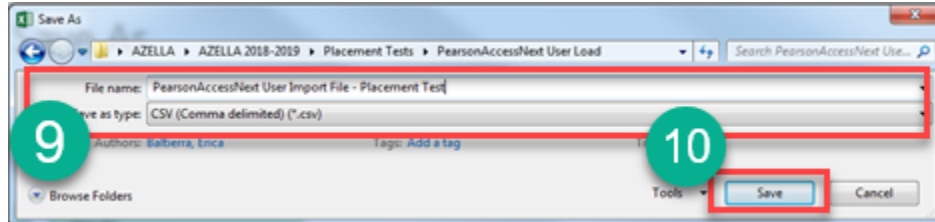
	A	B	C	D	E	F	G	H	I	J	K
1	Action	Username	First Name	Last Name	Email	Authorized Organizations	Roles	Active Begin Date	Active End Date	Disabled	Reason
2	u	erica.baltierra@tud.edu	Erica	Baltierra	erica.baltierra@tud.edu	000004	testAdmin			No	
3	u	Lisa.Carter@tud.edu	Lisa	Carter	Lisa.Carter@tud.edu	000004	schoolCoord			No	

8

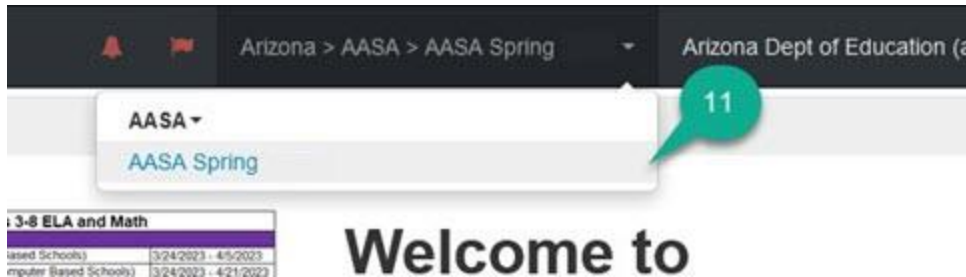
Using the downloaded file as a template, the District or School Test Coordinator can update or fill in rows to edit or create users using the **User File** layout below.

Column:	Row 1:	Row 2:
A	Type Action	<ul style="list-style-type: none"> Fill in a C to create a new record Fill in a U to update an existing record
B	Type Email Address	<ul style="list-style-type: none"> Type User's Email Address
C	Type First Name	<ul style="list-style-type: none"> Type User's First Name
D	Type Last Name	<ul style="list-style-type: none"> Type User's Last Name
E	Type Email Address	<ul style="list-style-type: none"> Type User's Email Address
F	Type Authorized Organizations	<ul style="list-style-type: none"> Type any or all Organization(s) Code(s) that the user's account is authorized to access. Delimited field - A sequence of one or more characters used to specify the boundary between separate, independent regions in plain text or other data streams. Multiple organization codes must be separated with a colon (:) (e.g., 1234567:3456789). Make sure to include any leading zeros. (If you want the user to see the district and all its schools, you must list the district entity code. If you want the user to only see school level information, use the school entity code (e.g., 0001234). Please note that all entity numbers are 7 digits long.
G	Type Roles	<ul style="list-style-type: none"> Designated responsibilities in the system and designated data and system functions determines what the user's account can access and use. List of all roles that user has which control abilities to access and act upon data in the system. Delimited field - A sequence of one or more characters used to specify the boundary between separate, independent regions in plain text or other data streams. Multiple roles must be separated with a colon (:) (e.g., dataEntry:schoolReport) Type the Coding for Roles Column: <ul style="list-style-type: none"> schoolCoord = Achievement School Test Coordinator techCoord = Achievement Technology Coordinator testAdmin = AASA School Test Administrator OR schoolAdmin = AzSCI School Test Administrator districtReport = District Report Only Access schoolReport = School Report Only
H, I, J, K, L	Leave Blank	Leave the columns H - L on blank

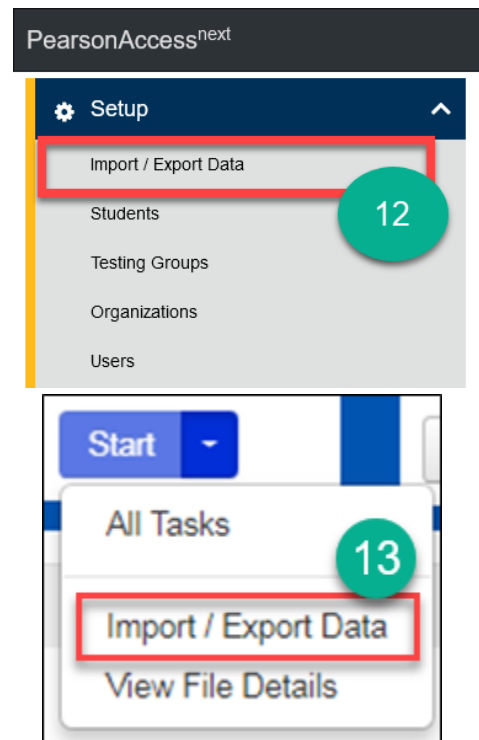
9. When all users are added or updated, save the file as a **.csv** using the **Save as type** menu so that the file can be uploaded back into PearsonAccess^{next}.
10. Click the **Save** button.



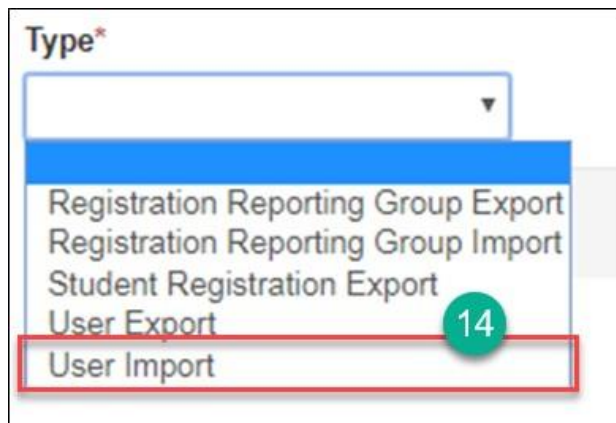
11. To begin the Import User process, first check the **Test Administration** in the upper right corner of the screen to be sure you are in the correct test administration for the users you wish to enable.



12. Go to the **Setup** section and select **Import/Export Data**.
13. On the **Import/Export Data** screen, use the **Start** drop-down menu to select **Import/Export Data**.

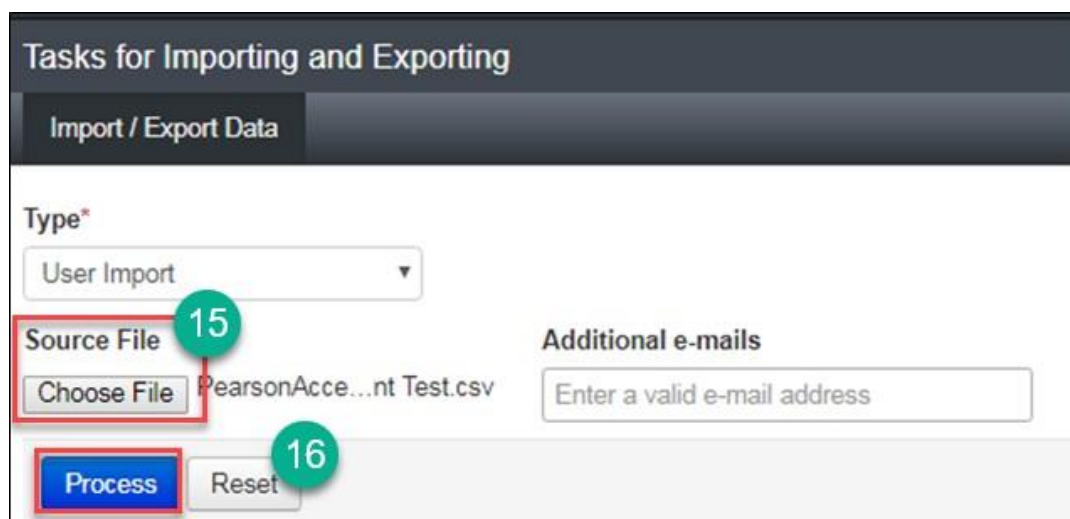


14. In the **Type*** drop-down menu, select **User Import**.



15. Under **Source File**, select **Choose File** to find and select the user import file you updated.

16. Click the **Process** button.

A screenshot of a web application titled 'Tasks for Importing and Exporting'. The page has a dark header with the title and a sub-header 'Import / Export Data'. Below the header, there is a 'Type*' drop-down menu with 'User Import' selected. To the right of the drop-down menu is a text input field labeled 'Additional e-mails' with the placeholder text 'Enter a valid e-mail address'. Below the 'Type*' menu is a 'Source File' section. It contains a 'Choose File' button, which is highlighted with a red rectangular box and a green circular callout with the number '15'. To the right of the 'Choose File' button is a text input field containing the file name 'PearsonAcce...nt Test.csv'. At the bottom of the form, there is a 'Process' button, which is highlighted with a red rectangular box and a green circular callout with the number '16', and a 'Reset' button next to it.

17. When the import is complete, you will see the **Complete** confirmation message below.

Complete

Saved information for all records in the file.

17

File Information

<p>Type User Import</p> <p>Name PearsonAccessNext User Import File - Placement Test.csv</p> <p>Request Date 06/11/2018 10:45:34 AM</p> <p>Total Records 1</p> <p>Successful Records 1</p> <p>Error Records 0</p>	<p>Organization Tumbleweed Unified District (999999)</p> <p>User ericadct</p> <p style="margin-top: 10px;">Download File ⓘ</p>
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Note: If the records were unable to be imported or if only some records were imported, you will receive a **Complete with Issues** error message. You will also be given a list of errors and the option to download only the records in error so you may make correction