

Spring 2024
AASA & AzSCI
PearsonAccess^{next}
User's Guide



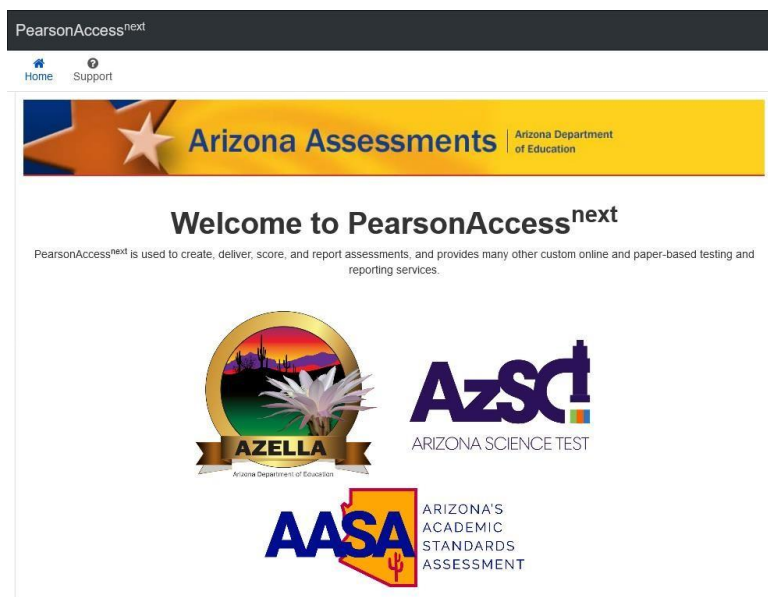
Table of Contents

Welcome to PearsonAccess ^{next}	4
Support	4
Accessing Support Documentation	5
Changing Test Administration	6
Verifying Contact Information and Shipping Address	7
Reviewing and Entering Participation Counts – AASA only	8
Reviewing and Entering AASA Participation Counts in PearsonAccess ^{next}	9
Selecting Materials Due-in-District Window – AASA Only	12
Managing Users	14
Creating New Users	15
Manually Creating New Users	15
Manually Editing Users	16
Manually Deleting Users	17
Sample AzSCI User File Layout	18
Sample AASA User File Layout	20
Uploading Users - Using a User Import File	22
Managing Students	29
View Student Registration Report	29
Manually Creating New Students	31
Adding Students to a Test Session	34
Removing Students from a Test Session	35
Editing a Student Test Assignment	36
Editing Student Demographic Information	39
Creating/Editing Students from a File Import	40
Creating Testing Groups Using the Student Test Update File	46
Indicating Accommodations and Tools	49

Assigning Student Accommodations Using the Personal Needs Profile Import File	51
Personal Needs Profile Import File Layout	53
Managing Work Requests.....	55
Approving or Rejecting Work Requests.....	56
Requesting Student Transfers with an Enrollment Transfer Import File	57
Moving a Student into an Active Session from a Transfer Session	58
AASA Work Requests - Transferring a Student from a Computer-Based School to a Paper-Based School.....	60
AASA Work Requests - Transferring a Student from a Paper-Based School to a Computer-Based School.....	61
Managing Additional Orders	63
Tracking Additional Orders in PearsonAccess ^{next}	65
Preparing for Testing	67
Session Resources	67
Scheduled Sessions	68
Session Student Roster	69
Secure Testing Tickets	70
Preparing a Session	73
Testing Day Activities	74
Locating a Student's Test Session.....	74
Starting a Session	75
Unlocking Student Tests.....	77
Resuming a Student Test.....	78
Reporting Test Irregularities.....	81
Accessing Dashboards.....	84
Operational Reports in PearsonAccess ^{next}	85
Published Reports in PearsonAccess ^{next}	86
Creating Reporting Groups in PearsonAccess ^{next} – AASA Only	87
Assigning Users To Reporting Groups in PearsonAccess ^{next} – AASA Only.....	88
Accessing Performance Level Dashboards in PearsonAccess ^{next} – AASA Only.....	89

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.

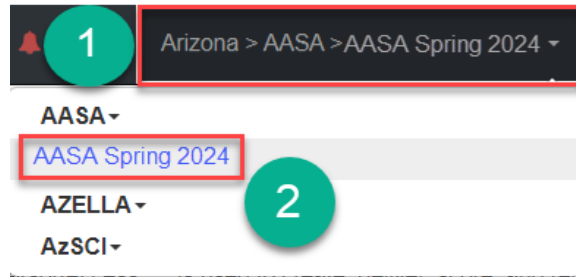
The screenshot displays the PearsonAccess^{next} interface. At the top, a dark blue navigation bar contains the PearsonAccess^{next} logo and a list of menu items: Dashboard, Setup, Testing, Reports, Test Config, Support, Support Requests, and Documentation. The 'Support' item is highlighted with a red 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', both of which are checked. The 'File Type' section has checkboxes for 'Archive', 'Excel', 'Web Page', 'Other', 'PDF', 'PowerPoint', and 'Word', all of which are checked. A green circle labeled '2' points to the 'Categories' section. The main content area on the right shows a list of resources. The first resource, 'AASA and AzSCI PAN User's Guide', is highlighted with a red box and a green circle labeled '3'. Below it are other resources like 'AASA Spring Test Coordinator Manual (TCM)' and 'AASA Grades 3-8 District Test Coordinator Important Tasks Checklist'.

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**.



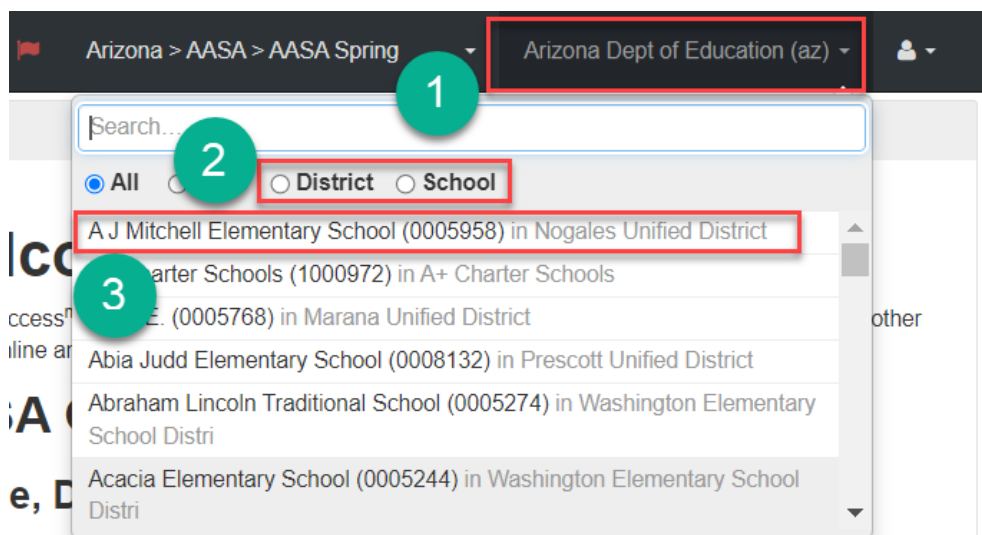
Change District or School View

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 with several steps highlighted by numbered callouts (1-7):

- Step 1:** The **Setup** menu is open, and **Organizations** is selected.
- Step 2:** The **Parent Organization** filter is active, showing a dropdown menu to select one or more organizations.
- Step 3:** The **Organization Name*** column is checked, indicating the selected organization.
- Step 4:** The **Start** dropdown menu is open, and **Manage Contacts** is selected.
- Step 5:** The **CONTACT DETAILS** for the selected organization are displayed, including fields for Contact Name, Title, Phone, Email, and Address.
- Step 6:** The **CONTACT DETAILS** form is shown, with fields for Contact Name, Title, Phone, Email, and Address.
- Step 7:** The **Exit Tasks** button is highlighted 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.

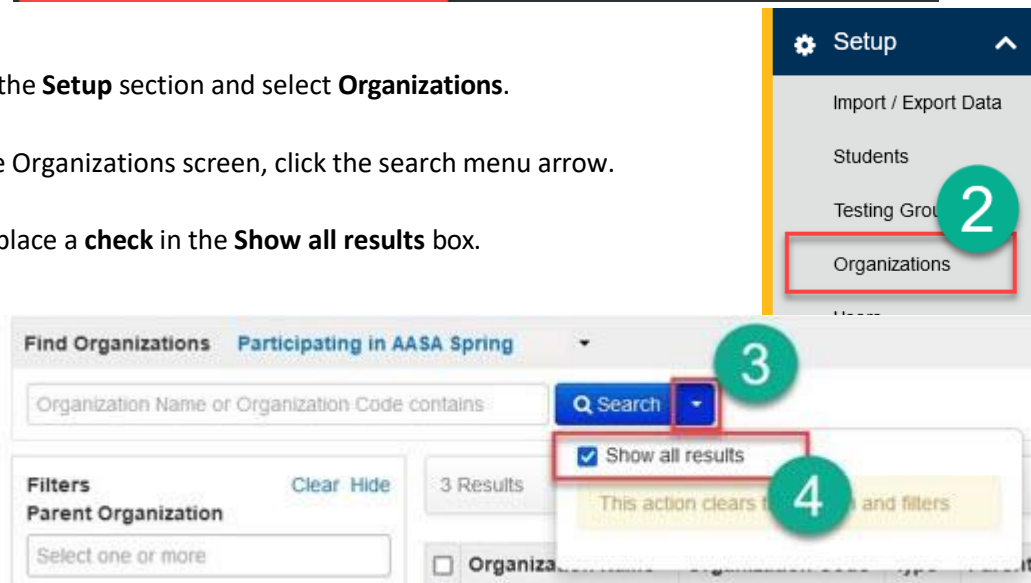
Reviewing and Entering AASA Participation Counts in PearsonAccess^{next}

To review Participation Counts:

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



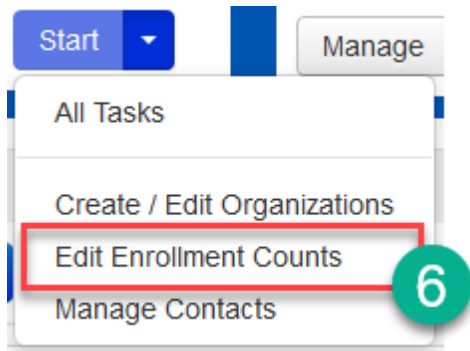
2. Go to the **Setup** section and select **Organizations**.
3. On the Organizations screen, click the search menu arrow.
4. Next, place a **check** in the **Show all results** box.



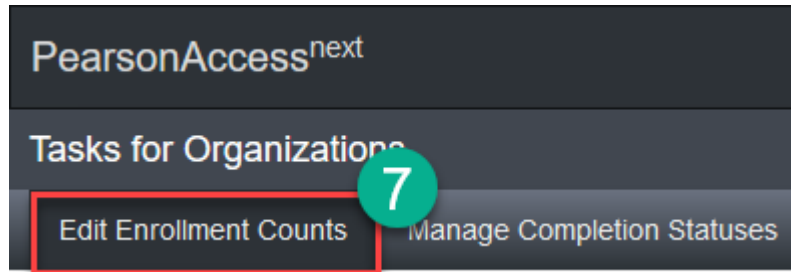
5. On the Organizations screen, place a **check** in the box next to each participating school that will administer the AASA tests, or select the check box next to Organization Name to select all.

<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' interface. 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, there are three tabs: '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. On the right, under 'DETAILS', the details for 'George Hunt School (0000004)' are displayed. It includes a 'Save' button, a 'Reset' button, and a checkbox for 'Enrollment Counts Entry Complete'. Below this, there's a section for 'AZ Spring' and 'AASA Gr 3-8'. A red box highlights a plus sign (+) icon next to the 'Show Organization Details' link. A green circle with the number '8' is placed over this plus sign.

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

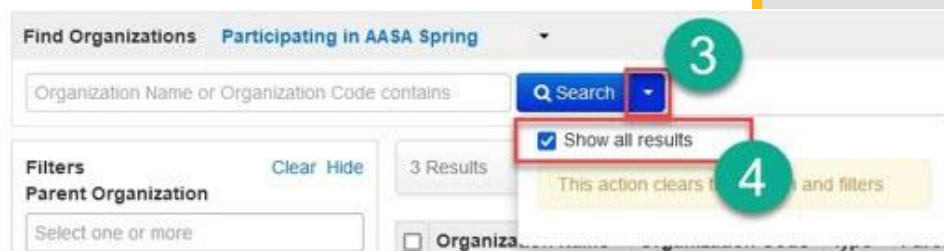
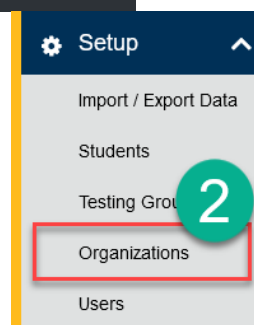
- Materials due-in-district window 1: March 18 – March 21, 2024
- Materials due-in-district window 2: March 25 – March 28, 2024

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

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



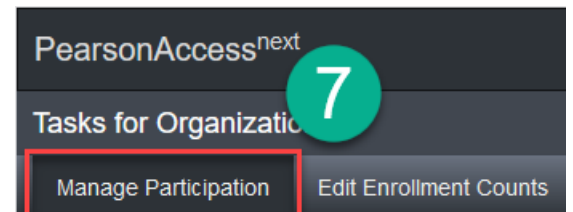
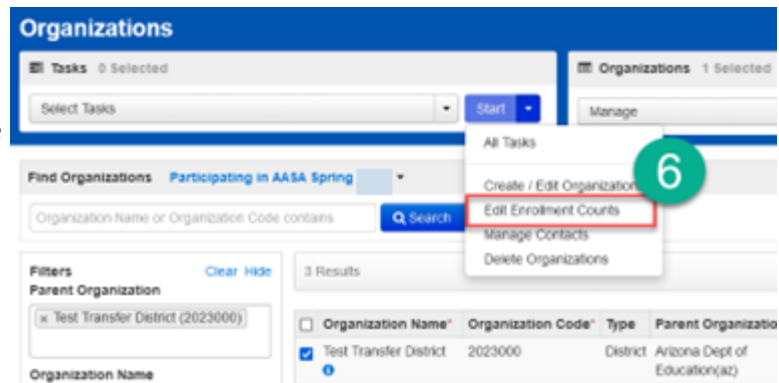
2. Go to the **Setup** section and select **Organizations**.
3. On the Organizations screen, click the search menu arrow.
4. Next, place a **check** in the **Show all results** box.



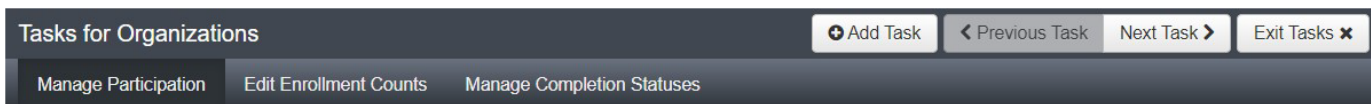
5. On the Organizations screen, place a **check** in the box next to the participating **district** that will administer the AASA tests.

<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](#)

9

Participation Entry Complete

8

Week 2

Participation and Contact Information are complete and accurate.

* Required

Save

Reset

Managing Users

Achievement District Test Coordinators (DTCs) and School Test Coordinators (STCs) 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

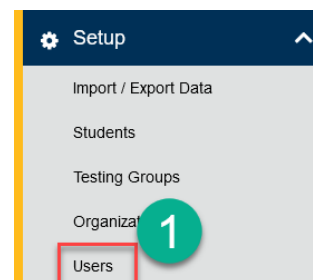
Each test administration has its own set of users. You may only create user accounts as described in the User Role Matrix table on page 14.

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.

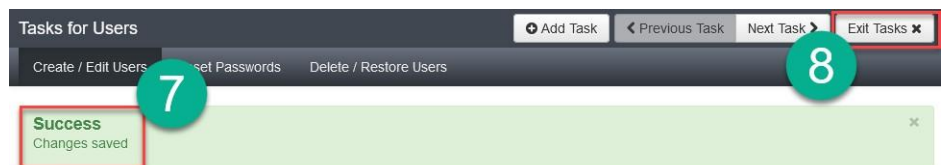
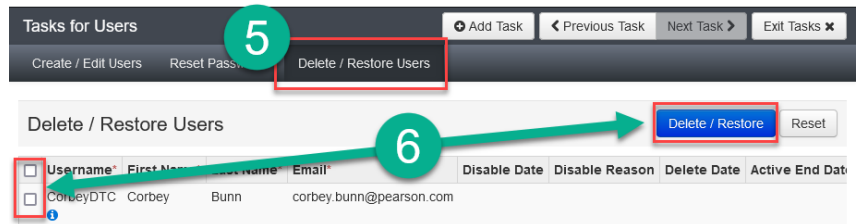
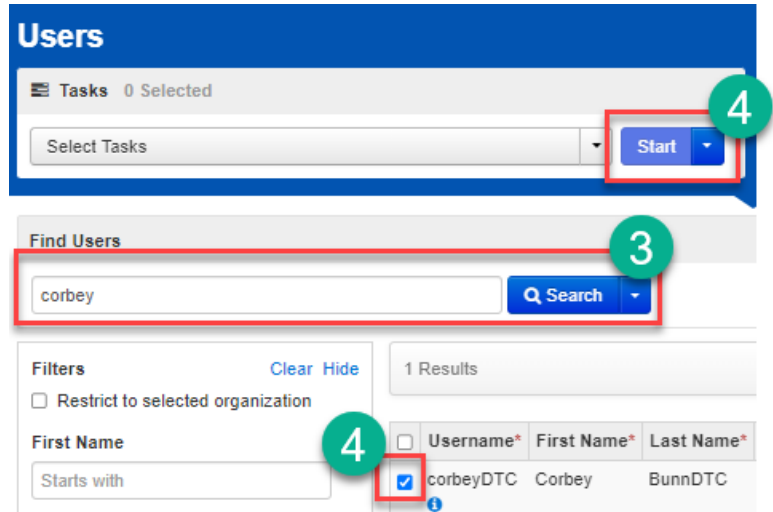
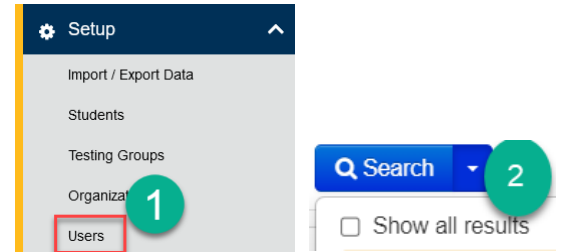
9. Once all updates have been saved, click **Exit Tasks**.

The screenshot illustrates the PearsonAccess next interface for manually editing users. 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:** A section with a **Find Users** field (highlighted with a green circle 3) and a **Search** button. Below it are **Filters** (highlighted with a green circle 4) and a list of users.
- Users List:** A table with columns: Username*, First Name*, Last Name*, Email*, Disable Date, and Disable Reason. The user **corbey.bunn@pearson.com** is selected (highlighted with a green circle 5).
- Details:** A section for the selected user, showing **Selected Organizations*** (Arizona Dept of Education (az)), **Selected Roles*** (AASA District Test Coordinator), **Account** (Enable), **First Name*** (Corbey), **Last Name*** (Bunn), **Email*** (corbey.bunn@pearson.com), **Username*** (corbey.bunn@pearson.com), **Active Begin Date** (11/26/2018), **Active End Date**, and **Delete Date**. The **Save** button is highlighted with a green circle 7.
- Tasks for Users:** A section at the bottom with buttons: **Create / Edit Users** (highlighted with a green circle 8), **Reset Passwords**, **Delete / Restore Users**, **Add Task**, **Previous Task**, **Next Task**, and **Exit Tasks** (highlighted with a green circle 9).
- Success Message:** A green banner at the bottom stating **Success** and **Changes saved** (highlighted with a green circle 8).

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	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.

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.

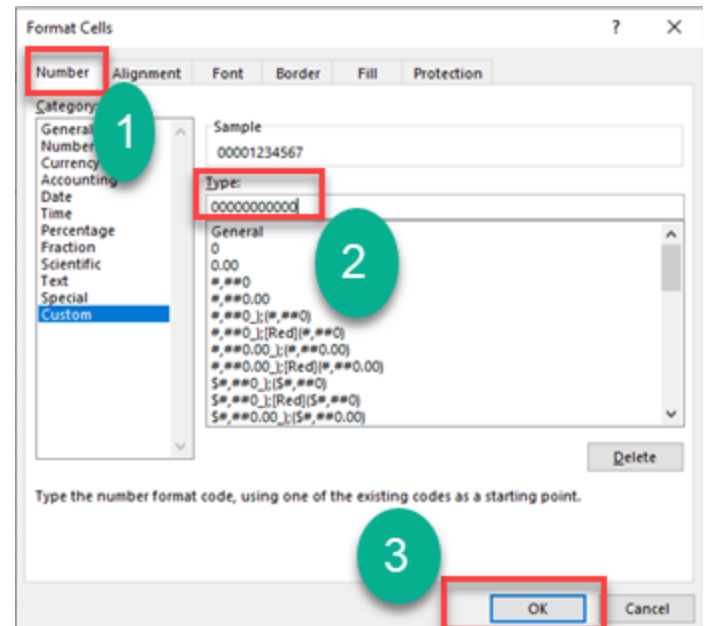
Uploading Users - Using a User Import File

Achievement District Test Coordinators (DTCs) and School Test Coordinators (STCs) 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:

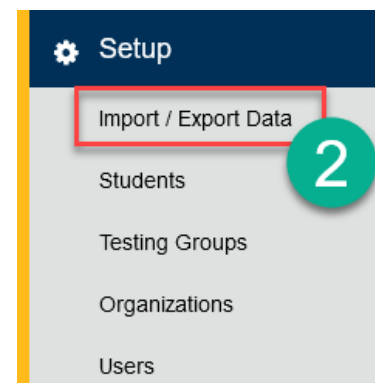
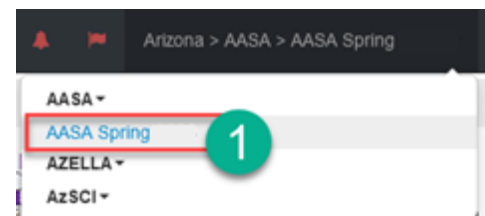
Select the cell(s) that requires leading zeros, and press Ctrl+1 to open the Format Cells dialog box.

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.

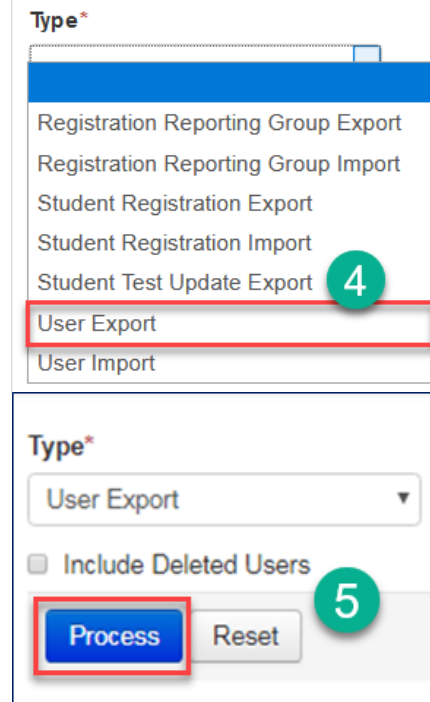
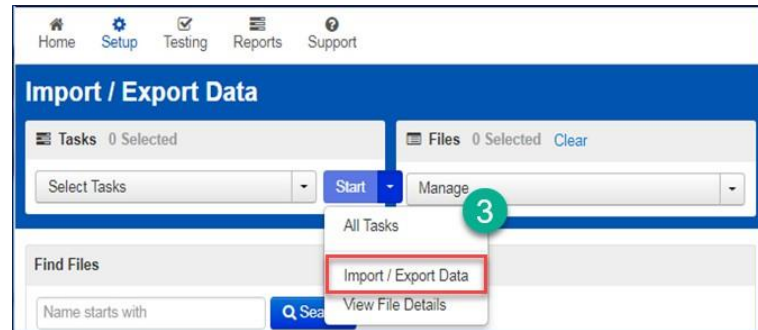


To create or update PearsonAccess^{next} users from a file import:

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**.
5. Click the **Process** button.



- 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.



- 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.

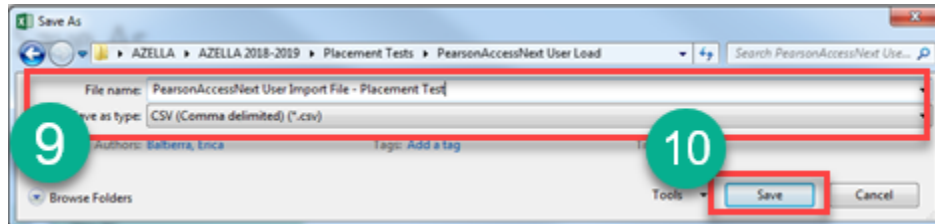
	A	B	C	D	E	F	G	H	I	J	K
1	Action	Username	First Name	Last Name	Email	Authorized Organizations	Roles	Active Begin Date	Active End Date	Disabled	Reason
2	u	erica.baltierra@tud.edu	Erica	Baltierra	erica.baltierra@tud.edu	000004	testAdmin			No	
3	u	Lisa.Carter@tud.edu	Lisa	Carter	Lisa.Carter@tud.edu	000004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

8

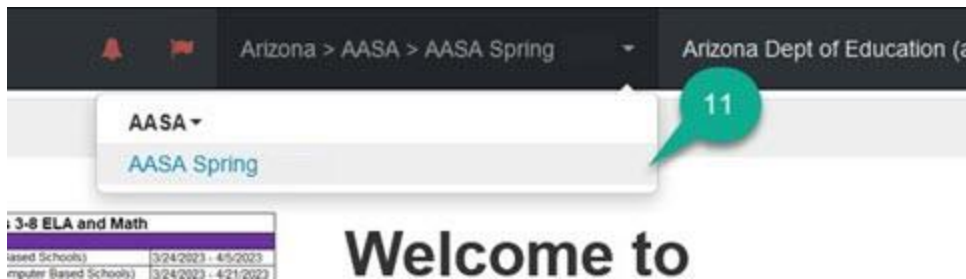
Using the downloaded file as a template, the District or School Test Coordinator can update or fill in rows to edit or create users using the **User File** layout below.

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

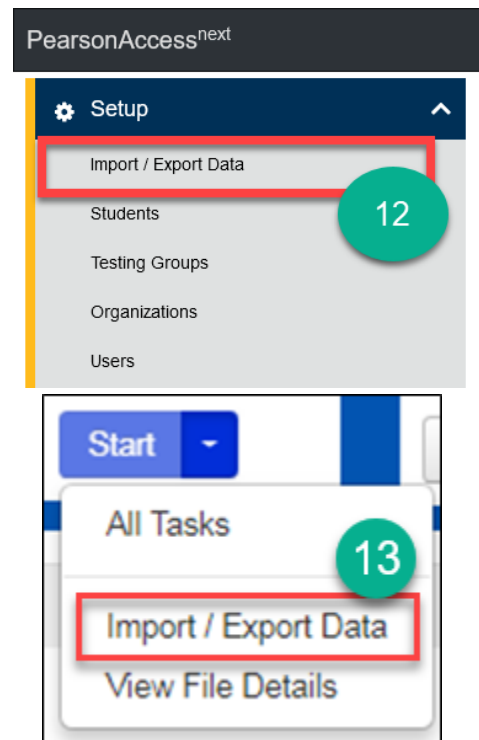
9. When all users are added or updated, save the file as a **.csv** using the **Save as type** menu so that the file can be uploaded back into PearsonAccess^{next}.
10. Click the **Save** button.



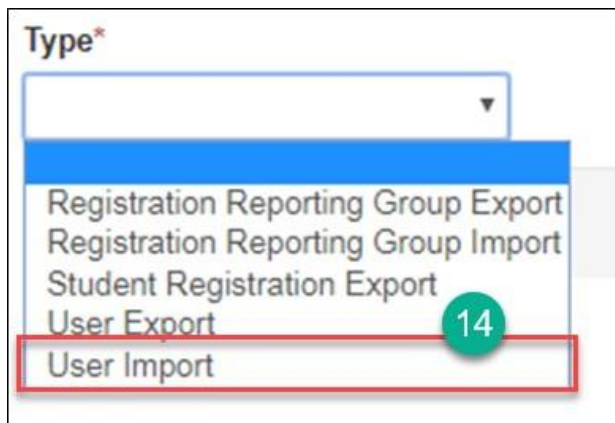
11. To begin the Import User process, first check the **Test Administration** in the upper right corner of the screen to be sure you are in the correct test administration for the users you wish to enable.



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**.



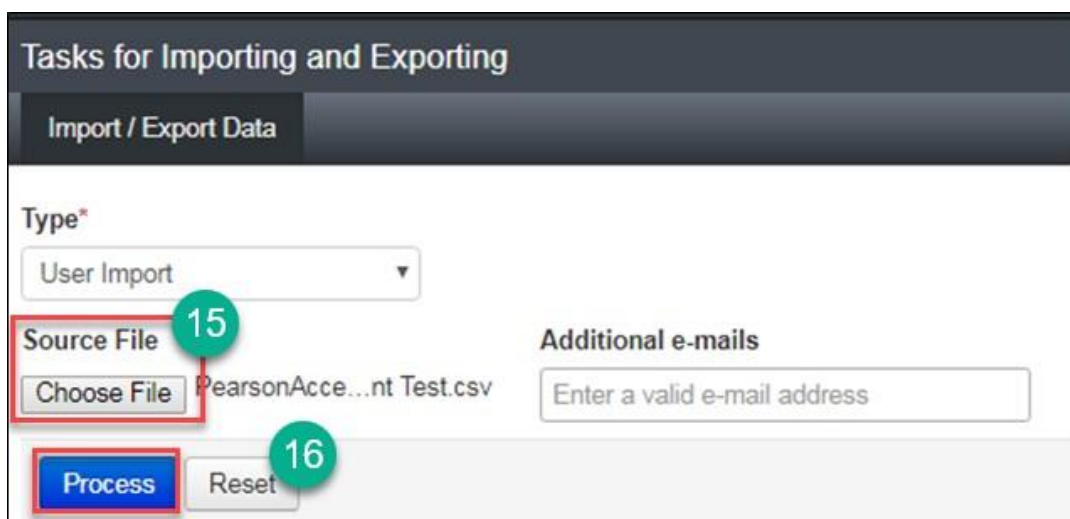
14. In the **Type*** drop-down menu, select **User Import**.



A screenshot of a web form's 'Type*' drop-down menu. The menu is open, showing a list of options: 'Registration Reporting Group Export', 'Registration Reporting Group Import', 'Student Registration Export', 'User Export', and 'User Import'. The 'User Import' option is highlighted with a red rectangular box. A green circle with the number '14' is placed next to the 'User Import' option.

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 the 'Tasks for Importing and Exporting' web form. The 'Import / Export Data' tab is selected. The 'Type*' drop-down menu is set to 'User Import'. The 'Source File' section has a 'Choose File' button highlighted with a red box and a green circle with the number '15'. Next to it, the file 'PearsonAcce...nt Test.csv' is listed. The 'Additional e-mails' section has a text input field with the placeholder 'Enter a valid e-mail address'. At the bottom, the 'Process' button is highlighted with a red box and a green circle with the number '16', and a 'Reset' button is also visible.

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="text-align: right;">Download File ⓘ</p>
--	--

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 corrections.

Managing Students

ADE will provide Pearson with an initial Student Registration Information (SRI) file to upload into PearsonAccess^{next} for each test administration.

- For AASA, the ADE upload of students will be visible in PearsonAccess^{next} on **February 5, 2024**.
- For AzSCI, the ADE upload of students will be visible in PearsonAccess^{next} on **February 19, 2024**.

The initial SRI file will include student demographic information extracted from AzEDS based on district and school enrollments. Initial uploads for AzSCI and for AASA Computer-Based Testing schools will automatically register students for online testing, including placing students in online test sessions by grade level. For AASA Paper-Based Testing schools, the initial student upload will automatically register and place Grade 3 students in an online test session for the Grade 3 Oral Reading Fluency test unit.

Districts may begin reviewing students in PearsonAccess^{next} any time after the initial SRI file upload. The initial SRI file will not include information regarding student IEP requirements or accommodations.

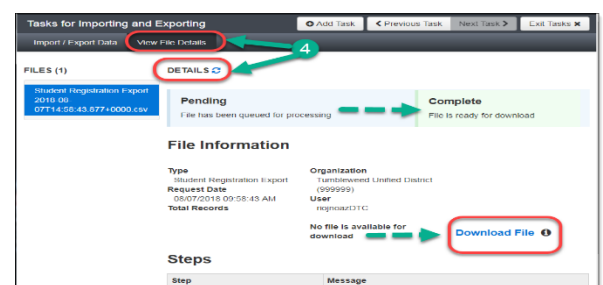
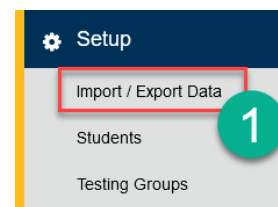
After adding students, District and School Test Coordinators can run a report in PearsonAccess^{next} to view the students that have been registered for testing for the AASA or AzSCI test using the Student Registration Export.

The following tasks are available for managing students in PearsonAccess^{next}.

- Manage Student Registration – District and School Test Coordinators can view students that are currently registered in PearsonAccess^{next}.
- Add New Students – Any student enrolled in the school after ADE's initial Student Registration must be added.
- Edit Student Demographic Information.
- Edit a Student Test Assignment.
- Create/Edit Students using the Student Registration Import file upload.

View Student Registration Report

1. To view the Student Registration Report, go to **Setup** and select **Import/Export Data**.
2. On the **Import/Export Data** screen, from the **Start** drop-down menu, select **All Tasks**.
3. On the **Tasks for Importing and Exporting** screen and at the **Import/Export Data** tab, select the **Type*** drop-down menu, select **Student Registration Export** and click **Process**.
4. The next screen is at the **View File Details** tab. The report will take a few minutes to process. Select the **DETAILS** refresh button to update the status. When the file has completed processing, the green **Complete** confirmation message and **Download File** link will appear. Select **Download File** to download the file.



- The **Student Registration Export** file is a .csv file. The file will contain all the students who are registered to take the AASA or AzSCI test.

Note: This file is secure. All student level information must be used confidentially in accordance with state and federal privacy laws.

- Optional: You can log out of the **View File Details** screen while the file is being generated. PearsonAccess^{next} will send you an email stating that the export file is complete.

When the export file is complete:

- Login to PearsonAccess^{next}.
- Go to the **Setup** section, and from the drop-down menu, select **Import/Export Data**.
- On the **Import/Export Data** screen, place a **check mark** in the box next to the file name.
- From the **Start** drop-down menu, select **View File Details**.
- Select the **Download File** link.

Organization Code	Organization Name	SSID Number	Student Last Name	Student First Name	Student Middle Initial	Date of Birth	Hispanic or Latino	White	Black or African American	Asian American
000001	Prickly Pear Elementary School	11111111	Lastname1	Firstname1		10/20/2006	Y			Y
000001	Prickly Pear Elementary School	22222222	Lastname2	Firstname2	E	10/20/2007	N	Y		
000001	Prickly Pear Elementary School	33333333	Lastname3	Firstname3	E	6/2/2007	N	Y		
000001	Prickly Pear Elementary School	55555555	Lastname4	Firstname4	G	1/2/2007	N	Y		
000001	Prickly Pear Elementary School	66666666	Lastname5	Firstname5	M	11/7/2007	Y			
000002	Prickly Pear Middle School	77777777	Lastname6	Firstname6	P	6/29/2002	N	Y		Y
000002	Prickly Pear Middle School	88888888	Lastname7	Firstname7		6/29/2002	N	Y		
000002	Prickly Pear Middle School	99999999	Lastname8	Firstname8	A	6/29/2003	N	Y		
000001	Prickly Pear Middle School	10101010	Lastname9	Firstname9	J	10/1/2002	N	Y		
000001	Prickly Pear High School	12121212	Lastname10	Firstname10	C	12/19/1997	N	Y		
000001	Prickly Pear High School	13131313	Lastname11	Firstname11	C	1/11/2001	Y			Y
000001	Prickly Pear High School	14141414	Lastname12	Firstname12		12/19/2000	Y			
000001	Prickly Pear High School	15151515	Lastname13	Firstname13	R	1/12/2001	Y	Y		

PearsonAccess^{next}

Username

Password

Login

Setup

Import / Export Data

Import / Export Data

Tasks 0 Selected

Select Tasks

Start

Manage

Find Files

Name starts with

Search

Filters

Status

Select one or more

Type

Select one or more

14 Results

Request Date	Name	Type	Status	Total Records
10/17/2023	Student	Student	Complete	149
12:17:15 PM	Test Update	Test Update		
	Export	Export		
	Import	Import		

Download File

Manually Creating New Students

When manually creating a new student, the following three tasks (tabs) must be completed for each student.

- Task 1– Create Student
- Task 2– Register Student
- Task 3– Test Assignment

Task 1 – Create Student

1. Go to the **Setup** section and select **Students**.
2. From the **Start** drop-down menu, select **All Tasks**.
3. On the **Tasks for Students** screen and at the **Create/Edit Students** tab, fill in the **New Student** details. Select **Create**. You will receive a green **Success Changes saved** screen.

Note: Check the **Not Enrolled** box only if the student is not currently enrolled at the school where the test is administered. An example of this is when the test is administered to a homeschooled student. This box should **not** be checked for students who have withdrawn from the school. Check with your Achievement District Test Coordinator before selecting the **Not Enrolled** check box. Achievement District Test Coordinators should contact ADE for questions about selecting the **Not Enrolled** check box.

Setup

- Import / Export
- Students**
- Testing Groups
- Organizations
- Users

Students

Tasks: 0 Selected

Select Tasks

Start

All Tasks

Find Students: Registered to AASA Spring 2023

Student Last Name or SSID Number starts with

Search

Create / Edit Students

Registration

Tasks for Students

- Create / Edit Students
- Register Students
- Manage Student Tests
- Manage Testing Groups
- Manage Enrollments

STUDENTS (0)

Create Students

DETAILS

New Student

Organization*

Prichard Elementary School (000003)

Student First Name*

First Name40

71717171

Student Last Name*

Last Name40

Date of Birth*

06/30/2007

Student Middle Initial

Gender*

Female

Ethnicity (Hispanic/Latino)*

No

Asian

White

Yes

American Indian or Alaskan Native

Black or African American

Native Hawaiian or Other Pacific Islander

☐ Not Enrolled (check the user guide before checking the box)

Note: Creating student does not register student for an ADE test.

* Required

Create / Reset

Success

Changes saved

Task 2 – Register Student

4. Select the **Register Students** tab on the task bar. Under **STUDENTS**, select the student's name.
5. Under the details, place a **check mark** in the box next to **Registered** to activate the form.
6. Complete the form with the student's **Grade** or **Cohort**. Select **Save**. You will receive a green **Success Changes saved** screen.

The screenshot displays the 'Tasks for Students' interface. At the top, there is a task bar with tabs: 'Create / Edit Students', 'Register Students' (highlighted with a green circle 4), 'Manage Testing Groups', and 'Manage Examinations'. Below the task bar, there is a section titled 'STUDENTS (1)' with a list of students. The first student, 'Lastname40, Firstname40 (71717171)', is selected (highlighted with a green circle 5). To the right of the student list, there is a form for the selected student. The form includes a checkbox labeled 'Registered' (highlighted with a green circle 5), a dropdown menu for 'Grade', a dropdown menu for 'Cohort', and a 'Save' button (highlighted with a green circle 6). A message below the form states: 'In order to register the student you must check the 'Registered' checkbox above and then select either a grade or a cohort.'

Task 3 – Test Assignment

7. Select the **Manage Student Tests** tab on the task bar.
8. In the **TEST DETAILS** section, under **Student***, select the student's name from the drop-down menu.
9. Under **Test***, select the appropriate test from the drop-down menu.
10. Under **Organization***, select the appropriate school for the student.
11. Optional: **Testing Group** field. This field may be left blank. If you have not created testing groups, this will not be an option available in the drop-down menu.
12. Under **Format***, select **Online** for either the regular tests or the SPV tests. For AASA paper-based testing only, select **Paper**.
13. For an online test or a Special Paper Version test, under **Non-Embedded Accommodations**, place a **check mark** in the box for any accommodations required by the student's IEP/504 Plan. Click **Create**.
14. When finished selecting accommodations, go to the **Student Tests** to select the student's test.
15. For **Visual Assistance Tools**, place a **check mark** in the box for any accommodations required by the student's IEP/504 Plan. Click **Save**.

The screenshot shows the 'Manage Student Tests' tab in the PearsonAccess next system. The interface includes a top navigation bar with tabs: 'Create / Edit Students', 'Register Student', 'Manage Student Tests' (highlighted with a red circle and callout 7), and 'Manage Tests'. Below the navigation bar is a 'Test Filter' section with a search box and buttons for 'Complete', 'Assigned', and 'Apply'. The main content area is divided into two sections: 'STUDENT TESTS (0)' with a 'Create Student Tests' button, and 'TEST DETAILS' with a 'New Student Test' button (highlighted with a green arrow and callout 8).

The 'TEST DETAILS' section contains the following fields and options:

- Student***: A dropdown menu (callout 9).
- Test***: A dropdown menu showing 'AzSCI GRADE 11' (callout 10).
- Organization***: A dropdown menu showing 'Prickly Pear Elementary School (0000003)' (callout 11).
- Testing Group**: A dropdown menu showing 'Select' (callout 12).
- Format***: A dropdown menu showing 'Online' (callout 13).
- Form Group Type**: A dropdown menu.
- Text-to-Speech**: A checked checkbox.
- Unsubmitted**: An unchecked checkbox.
- Non-Embedded Accommodations**: A section with checkboxes for 'Adult Transcription', 'Assistive Technology - ADE Approval Required', 'Sign Test Content', and 'Simplified Directions'.
- Visual Assistance Tools**: A section with checkboxes for 'PNP Answer M', 'PNP Line Reader', and 'PNP Magnifier Tool'.

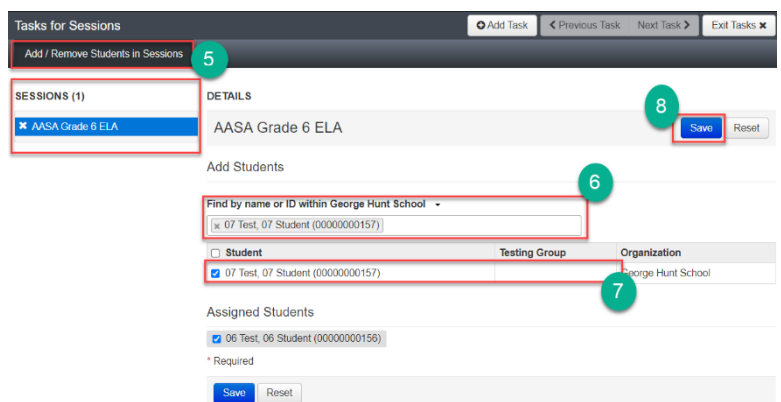
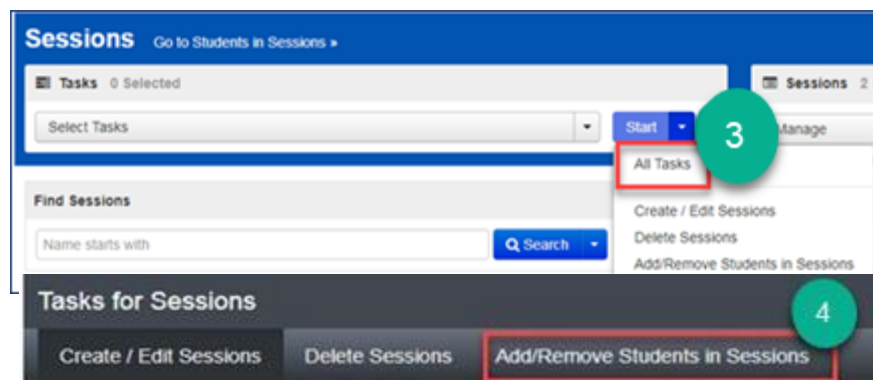
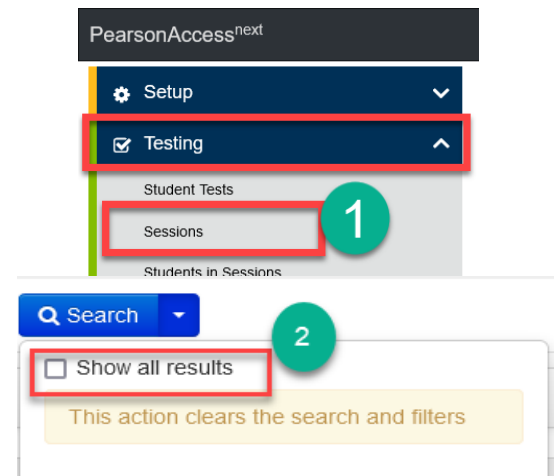
At the bottom right, there is a 'Create' button (callout 14) and a 'Save' button (callout 15). The 'STUDENT TESTS (3)' section shows a list of tests with columns for 'LAST NAME 230, FIRST NAME (222222222230)' and 'AzSCI GRADE 11'.

Adding Students to a Test Session

This section is for students who are newly enrolled in a school and are not currently in a test session. This task may be completed by Achievement District Test Coordinators, School Test Coordinators, and School Test Administrators. Achievement District Test Coordinators, School Test Coordinators, and Test Administrators will **not** create their own test sessions and will only use the sessions that have been created by Pearson.

To add students to an existing test session in PearsonAccess^{next}:

1. Go to the **Testing** section and select **Sessions** from the drop-down menu.
2. If you click the down arrow next to the search button and Select **Show All Results**, it will bring up all sessions for this organization. Place a **check mark** next to the test session for the correct school.
3. On the **Sessions** screen, select **All Tasks** from the **Start** drop-down menu.
4. On the **Tasks for Sessions** screen, select the **Add/Remove Students in Sessions** Tab.
5. At the **Add/Remove Students in Sessions** tab, on the left side of the screen, select the Session name from the **SESSIONS** list.
6. Under the **DETAILS** section, select the **Find By Name** field to select students to add to the session.
7. Place a **Check** in the box next to each selected student.
8. Select **Save**.



Note: If a student has not been assigned a test, they will not be able to be placed into a session. If a student still needs a test assignment, refer to page 32 and complete Task 2, Register Student.

Removing Students from a Test Session

1. Go to the **Testing** section and select **Sessions**.

2. On the **Sessions** screen, click the arrow on the **Search** button, then check the **Show all results** check box.

3. On the **Sessions** screen, select the session(s) that contain(s) students to be removed by placing a **check** in the checkbox for each session.

4. Select **Add/Remove Students in Sessions** from the **Start** drop-down menu.

5. On the **Add/Remove Students in Sessions** Screen, you can move between selected sessions by clicking on the session names on the **SESSIONS** menu.

6. For each session, Assigned Students will be listed with a checkmark by each name. Names with a blue check box are eligible to be removed from the test session. Uncheck the box for each student to be moved out of the session.

7. Click the **Save** button. Then repeat for each session with students to be removed.

The screenshots illustrate the following steps:

- Step 1:** The 'Testing' tab is selected, and 'Sessions' is highlighted in the 'Student Tests' dropdown.
- Step 2:** The 'Search' button is clicked, and the 'Show all results' checkbox is checked.
- Step 3:** A list of sessions is shown, with 'Grade 3 ELA' and 'Grade 3 ELA p2' selected.
- Step 4:** The 'Start' dropdown menu is open, and 'Add/Remove Students in Sessions' is selected.
- Step 5:** The 'Tasks for Sessions' screen shows 'Add/Remove Students in Sessions' as the selected task.
- Step 6:** The 'Assigned Students' list shows a student 'Grade3 Online (00087654321)' with a blue checkmark.
- Step 7:** The 'Save' button is highlighted.

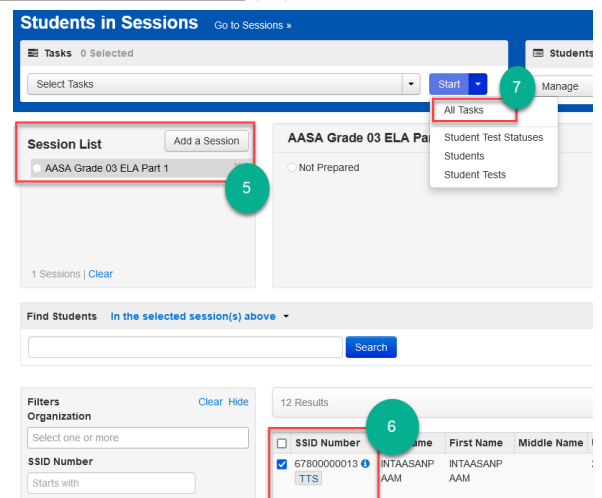
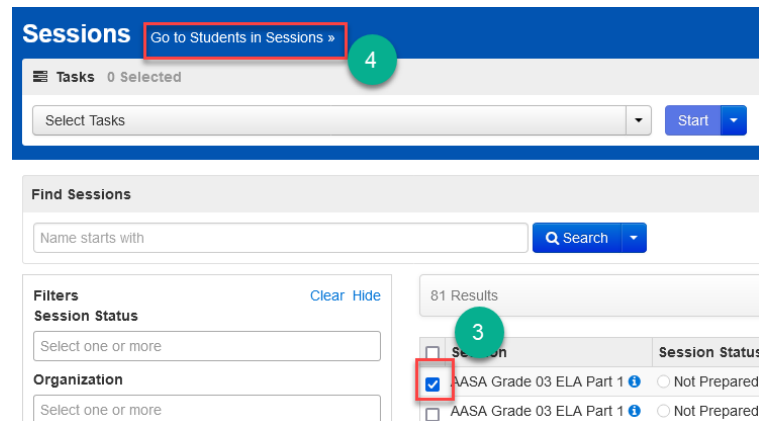
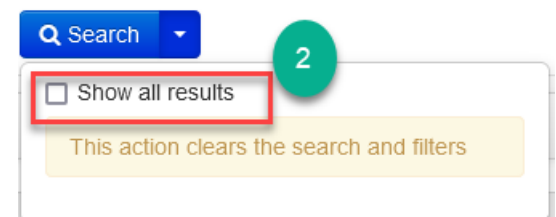
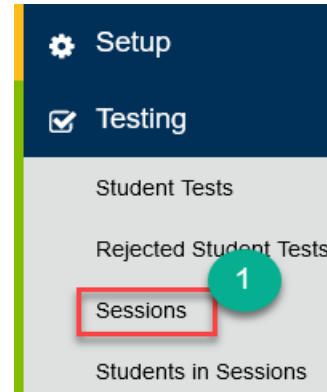
Editing a Student Test Assignment

Adding students through a file import (see page 40) will register the students to an online test. If you identify a student that is in the wrong grade or cohort, you must change their Test Assignment.

If a student is currently in a session, they must be removed from the session before their test assignment can be removed or changed. If your student is not a session, skip to the next section.

To remove a student from a session in PearsonAccess^{next}:

1. Go to **Testing**, select **Sessions**.
2. On the **Sessions** screen, select the search drop-down menu and check the **Show All Results** check box.
3. On the **Sessions** screen, place a **check** in the box next to the session to which the student is assigned.
4. On the top left side of the screen, select the Go to Students in Sessions link.
5. On the **Student in Sessions** screen, on the left side of the screen select a session name from the **Session List**.
6. Select the student that should be removed from the session.
7. Select **All Tasks** from the start drop-down menu.
8. At the top of the **Tasks for Students in Sessions** page, select **Remove Students From Sessions**.
9. Place a **check** in the box next to the student who should be removed and click **Remove**.



Tasks for Students in Sessions

[Add Task](#)
[Previous](#)

[Mark Student Tests Complete](#)
[Resume Student Tests](#)
[Undo Student Test Submissions](#)
[Add Students to Sessions](#)
[Remove Students from Sessions](#)

[Manage Student Tests](#)
[Form Override](#)
[Unlock Sections](#)
[Set Section Start / Resume](#)
[Manage Sections](#)

Remove Students from Sessions

STUDENT NAME (CODE)	SESSION	STUDENT TEST
<input type="checkbox"/> INTAASANP AAM, INTAASANP AAM (678000000013)	<input type="radio"/> AASA Grade 03 ELA Part 1	AASA Grade 03 ELA Part 1

* Required

[Remove](#)
[Reset](#)

To update a student's test assignment in PearsonAccess^{next}:

1. Go to **Setup**, select **Students**.
2. Search for an individual student by entering either their name or SSID and select **Search** or select **Show All Results**.

Note: All SSIDs must be 11 digits in length. Leading zeros should be added if necessary.

3. Place a **check** in the box next to the student's name(s) that need(s) to be updated.
4. From the **Start** drop-down menu, select **All Tasks**.
5. Select the **Manage Student Tests** tab on the black task bar across the top.
6. On the left side under **STUDENT TESTS**, select the assigned test that is identified under the student's name.
7. Test Details will auto-populate for the student. Uncheck the **Assigned** box. Select **Save**.
8. The student's test assignment has been removed.

Setup

[Import / Export Data](#)
[Students](#)
[Testing Groups](#)
[Organizations](#)
[Users](#)

Students

Tasks 0 Selected

Select Tasks

Start

All Tasks

Create / Edit Students

Registration

Move Student Tests (select exactly 2 students)

Unenroll Students

Delete Students

Find Students Registered to AASA Spring 2023

Student Last Name or SSID number starts with

Search

Filters

☐ Across All Organizations

SSID Number

00000000001

1 Result

SSID Number	Student Last Name	Student First Name
<input type="checkbox"/> 00000000001	01 Student	01 Test

Create / Edit Students

Register Students

Manage Student Tests

Testing Groups

Manage Enrollments

Move Student Tests (select exactly 2 students)

Delete Students

Test Filter

Add

Filter by Test Status

☐ Complete
 ☐ Assigned
 Apply

STUDENT TESTS (1)

Create Student Tests

STUDENT01, TEST01 (32132132132)

AZSCI GRADE 11 Assigned

TEST DETAILS

Student01, Test01 (32132132132)

AZSCI GRADE 11

Assigned

Organization

Prickly Pear Elementary School (0000003)

Testing Group

Select

Save

Reset

Show Student Details

Show Audit Trail

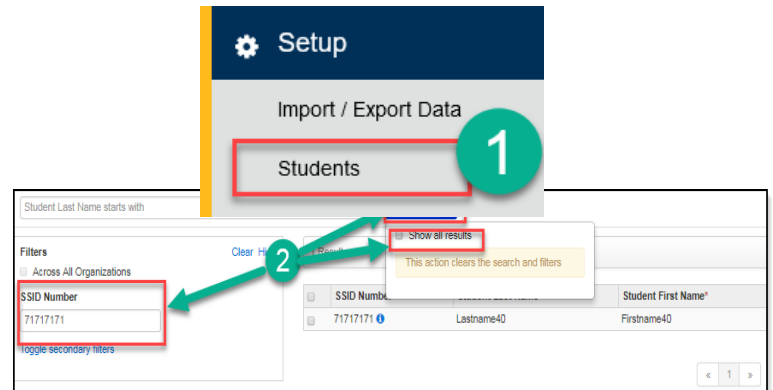
9. To add a new test assignment, remain on the **Manage Student Tests** tab. Under **Student***, select the student's name.
10. Select **Organization***. Select the correct school.
11. Select **Test***. Select the appropriate test.
12. **Testing Group** is an optional field and can be left blank.
13. Select **Format***. Select **Online**.
14. Click **Text-To-Speech**.
This box will NOT be checked by default.
15. Select **Create**.

The screenshot shows the 'Manage Student Tests' tab in the PearsonAccess next system. A green success banner at the top indicates 'Changes saved'. The interface includes a 'Test Filter' section with an 'Add' button and a 'Filter by Test Status' section with checkboxes for 'Complete' and 'Assigned', and an 'Apply' button. Below this is a 'STUDENT TESTS (0)' section with a 'Create Student Tests' button. The main area is titled 'TEST DETAILS' and 'New Student Test'. It contains several dropdown menus: 'Student*' (selected: Student01_Test01 (32132132)), 'Organization*' (selected: Prickly Pear Elementary School (0000003)), 'Test*' (selected: AzSCI GRADE 11), 'Testing Group' (selected: Select), and 'Format*' (selected: Online). There is also a checkbox for 'Text-to-Speech' which is currently unchecked. A 'Create' button and a 'Reset' button are located at the bottom right. Numbered callouts (9-15) point to specific elements: 9 points to the 'Manage Student Tests' tab; 10 points to the 'Organization*' dropdown; 11 points to the 'Test*' dropdown; 12 points to the 'Testing Group' dropdown; 13 points to the 'Format*' dropdown; 14 points to the 'Text-to-Speech' checkbox; and 15 points to the 'Create' button.

Editing Student Demographic Information

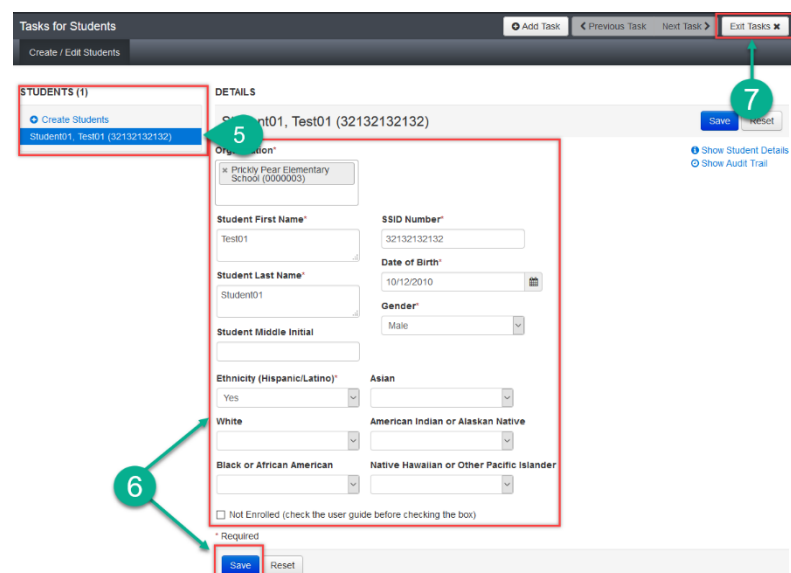
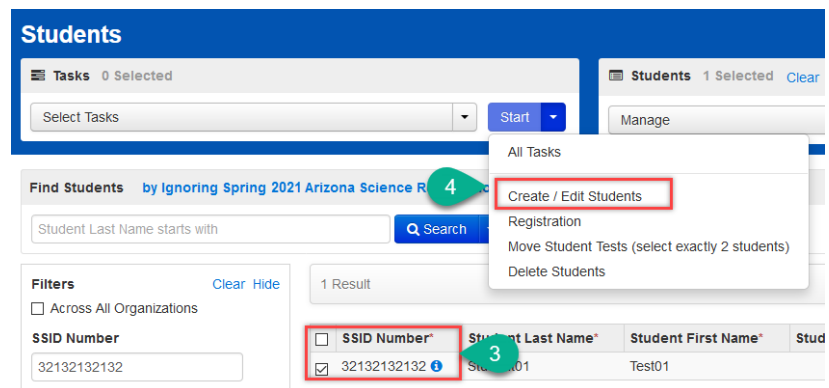
Demographic information in PearsonAccess^{next} includes the student's name, SSID number, date of birth, gender, and ethnicity.

1. To edit student demographic information, go to **Setup** and select **Students**.
2. On the **Students** screen, search by either **Last Name** or **SSID Number**, and click **Search**. An additional option would be to click **Search** and place a **check** next to **Show all Results**. **Note:** SSID Numbers are 11 digits. Leading zeros are to be added when necessary.



Note: The “by ignoring” filter is necessary to find students who have not been assigned a test.

3. Place a **check** in the box(es) next to the student's name(s) that need to be updated.
4. On the **Students** screen, from the **Start** drop-down menu, select **Create/Edit Students**.
5. On the **Tasks for Students** screen and under the **STUDENTS** list, select the student to be edited.
6. Edit all demographic information for the student and select **Save**.
7. Continue editing any additional students, if necessary. Click **Exit Tasks** when all students have been edited.



Note: Check the **Not Enrolled** box only if the student is not currently enrolled at the school where the test is administered. An example of this is when the test is administered to a homeschooled student. Check with your Achievement District Test Coordinator before selecting the **Not Enrolled** check box.

Success
Changes saved

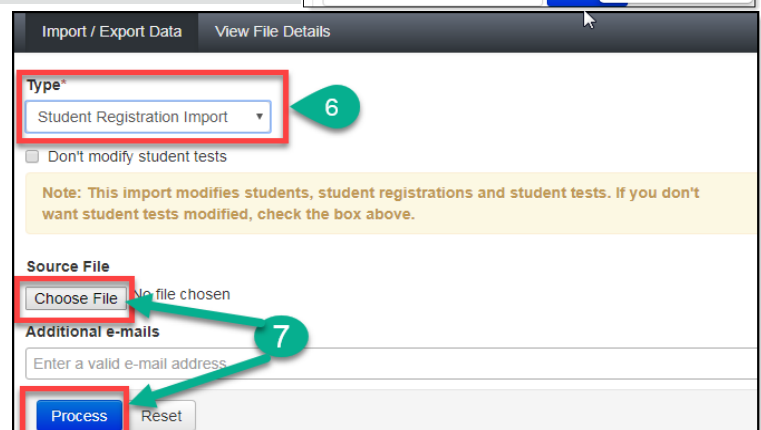
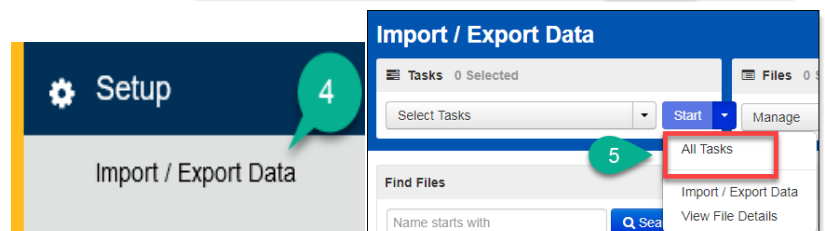
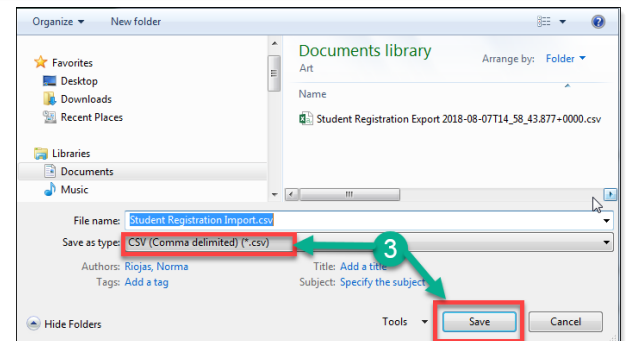
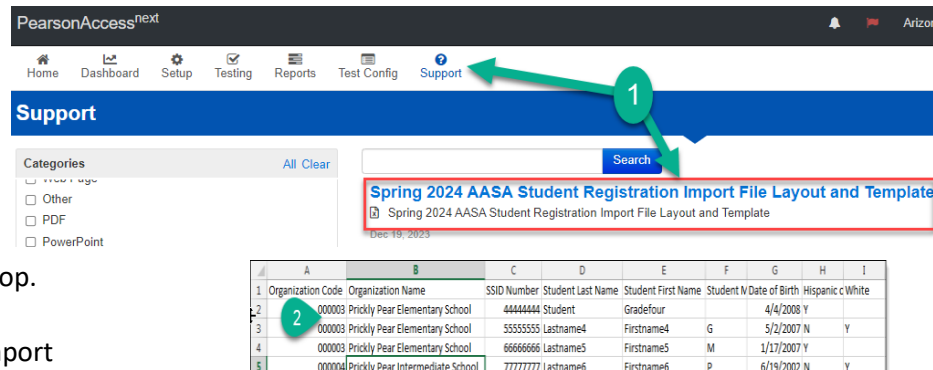
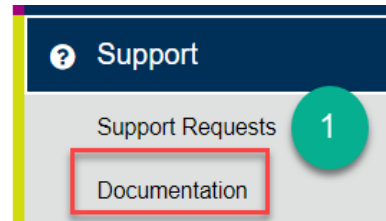
Creating/Editing Students from a File Import

The Student Registration Import (SRI) is an option that can be used to create or edit students, create or edit student registrations, or change a test assignment at the same time.

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

1. Go to **Support** and select **Documentation**. Download the blank **AASA/AzSCI Student Registration Import File Layout/Template** from the **Support** section.
2. Fill in the Student Registration Import file according to the Data File Layout tab. See next page for file layout.
3. **Save** the Student Registration Import File as a **.csv** file to your desktop.
4. To import the Student Registration Import file, go to the **Setup** section and select **Import/Export Data**.
5. On the **Import/Export Data** screen, from the **Start** drop-down menu, select **All Tasks**.
6. On the **Tasks for Importing and Exporting** screen, from the **Type*** drop-down menu, select **Student Registration Import**.
7. Select **Choose File** to find and select the AASA/AzSCI Student Registration Import file you created earlier. Select **Process**.

Note: Do not select the **Don't modify student tests** box.



Student Registration File Layout: AASA Spring 2024

FIELD #	NAME (Display Name in UI)	FIELD NAME (FILE HEADER TITLE)	READ ONLY (Y/N)	REQUIRED (Y/N)	MIN LENGTH	MAX LENGTH	VALID VALUES
1	Organization Code	Organization Code	N	Y	7	7	Numeric (0-9) Blank not allowed Records with blanks and invalid values in this field will be rejected.
2	Organization Name	Organization Name	N	N	1	35	A-Z, a-z, 0-9, dash (-), apostrophe ('), embedded spaces Records with blanks and invalid values in this field will be rejected.
3	SSID Number	SSID Number	Y	Y	11	11	Numeric, 0-9 *Must be unique
4	Student Last Name	Student Last Name	N	Y	1	75	A-Z, a-z, 0-9, dash (-), apostrophe ('), embedded spaces Records with blanks and invalid values in this field will be rejected.
5	Student First Name	Student First Name	N	Y	1	75	A-Z, a-z, 0-9, dash (-), apostrophe ('), embedded spaces Records with blanks and invalid values in this field will be rejected.
6	Student Middle Initial	Student Middle Initial	N	N		1	A-Z, a-z or blank
7	Date of Birth	Date of Birth	N	Y		10	Date (M=Month, D=Day, Y=Year) MM/DD/YYYY
8	Ethnicity (Hispanic/Latino)	Hispanic or Latino	N	Y	1	1	Y=Yes N=No
9	White	White	N	N		1	Y=Yes N=No or blank
10	Black or African American	Black or African American	N	N		1	Y=Yes N=No or blank
11	Asian	Asian	N	N		1	Y=Yes N=No or blank
12	American Indian or Alaskan Native	American Indian or Alaskan Native	N	N		1	Y=Yes N=No or blank

13	Native Hawaiian or Other Pacific Islander	Native Hawaiian or Other Pacific Islander	N	N		1	Y=Yes N=No or blank
14	Gender	Gender	N	Y		1	M = Male F = Female <i>Records with blanks and invalid values in this field will be rejected.</i>
15	Grade	Grade	N	Y*	2	2	Numeric 03, 04, 05, 06, 07, or 08
16		Filler	N	N			Leave Blank
17	Special Education	Special Education	N	N		1	1 = Participating Blank = Not Participating
18	EL Classification	EL Classification	N	N		1	1 = Participating Blank = Not Participating
19	Migrant	Migrant	N	N		1	1 = Participating Blank = Not Participating
20	SES	SES	N	N		1	1 = Participating Blank = Not Participating
21		Filler	N	N		1	Blank
22	Test Code	Test Code	N	N	6	8	<i>If blank, set automatically based on Grade fields</i>
23	Format	Format	N	N		10	online = Online paper = Paper <i>If blank on load set to online=online, set automatically in load</i>
24		FillerX	N	Y		8	Blank
25		FillerY	N	N		1	Blank
26		FillerZ	N	N		1	Blank
27	Special Paper Version	Special Paper Version	N	N		1	Blank 1 = Paper 2 = Braille 3 = Large Print
28	Special Paper Version Approved	Special Paper Version Approved	N	N		5	TRUE, FALSE, or Blank
29	Form Group Type	Form Group Type	N	N		1	1 = SPV Form 2 = ASL Form 3 = Braille Blank = Computer Based Test

Student Registration File Layout: AzSCI Spring 2024

FIELD #	NAME (Display Name in UI)	FIELD NAME (FILE HEADER TITLE)	READ ONLY (Y/N)	REQUIRED (Y/N)	MIN LENGTH	MAX LENGTH	VALID VALUES
1	Organization Code	Organization Code	N	Y	7	7	Numeric (0-9) Blank not allowed Records with blanks and invalid values in this field will be rejected.
2	Organization Name	Organization Name	N	N	1	35	A-Z, a-z, 0-9, dash (-), apostrophe ('), embedded spaces Records with blanks and invalid values in this field will be rejected.
3	SSID Number	SSID Number	Y	Y	11	11	Numeric, 0-9 *Must be unique
4	Student Last Name	Student Last Name	N	Y	1	75	A-Z, a-z, 0-9, dash (-), apostrophe ('), embedded spaces Records with blanks and invalid values in this field will be rejected.
5	Student First Name	Student First Name	N	Y	1	75	A-Z, a-z, 0-9, dash (-), apostrophe ('), embedded spaces Records with blanks and invalid values in this field will be rejected.
6	Student Middle Initial	Student Middle Initial	N	N		1	A-Z, a-z or blank
7	Date of Birth	Date of Birth	N	Y		10	Date (M=Month, D=Day, Y=Year) MM/DD/YYYY
8	Ethnicity (Hispanic/Latino)	Hispanic or Latino	N	Y	1	1	Y=Yes N=No
9	White	White	N	N		1	Y=Yes N=No or blank
10	Black or African American	Black or African American	N	N		1	Y=Yes N=No or blank
11	Asian	Asian	N	N		1	Y=Yes N=No or blank
12	American Indian or Alaskan Native	American Indian or Alaskan Native	N	N		1	Y=Yes N=No or blank
13	Native Hawaiian or Other Pacific Islander	Native Hawaiian or Other Pacific Islander	N	N		1	Y=Yes N=No or blank

14	Gender	Gender	N	Y		1	M = Male F = Female Records with blanks and invalid values in this field will be rejected.
15	Grade	Grade	N	Y*	2	2	Numeric 05, 08, or Blank for HS
16	Cohort	Cohort	N	Y*	2	2	25 = 2025 or Blank
17	Special Education	Special Education	N	N		1	1 = Participating Blank = Not Participating
18	EL Classification	EL Classification	N	N		1	1 = Participating Blank = Not Participating
19	Migrant	Migrant	N	N		1	1 = Participating Blank = Not Participating
20	SES	SES	N	N		1	1 = Participating Blank = Not Participating
21		FillerU	N	N		1	Blank
22	Test Code	Test Code	N	N	6	8	Blank
23	Format	Format	N	N		10	online = Online If not = online, set automatically in load
24		FillerX	N	N		1	Blank
25		FillerY	N	N		1	Blank
26		FillerZ	N	N		1	Blank
27	Special Paper Version	Special Paper Version	N	N		1	Blank 1 = Paper 2 = Braille 3 = Large Print
28	Special Paper Version Approved	Special Paper Version Approved	N	N		5	TRUE, FALSE, or Blank
29	Form Group Type	Form Group Type	N	N		1	1 = SPV Form 2 = ASL Form 3 = Braille Blank = Computer Based Test

At times, when the SRI file has completed processing in PearsonAccess^{next} and issues/errors are encountered, the message **Complete with Issues** will display on the screen. This issue may be due to a student who was in the SRI file but already exists in PearsonAccess^{next} with another school or district. Refer to the image for a sample of this error message.

When this occurs, the Achievement District Test Coordinator needs to submit a **Work Request** in PearsonAccess^{next}. This will request for the student to be transferred from one school/district to another school/district. If the **Work Request** has not been processed within 3-4 days, contact ADE at AASA@azed.gov or AzSCI@azed.gov.

Refer to directions for Work Requests beginning on page 55.

Note: Students cannot be deleted from PearsonAccess^{next}. A student will be removed when another district/charter adds the student to their registration.

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

File Information

Type Student Registration Import Name Sample SD.csv Request Date 01/24/2019 11:16:11 AM Total Records 255 Successful Records 12 Error Records 243	Organization Sample School District (000000) User abcd.efghij@klmnop.org Download File ⓘ Download Students Created ⓘ
--	---

Steps

Step	Message
Format Verification	Complete
Import	Encountered 243 records with issues, data for these records was not saved
Generate Error Files	Complete

Errors

[Download Records in Error](#) ⓘ

[Download Error Messages](#) ⓘ

Record Number	Message
2	The Test AZP04 is already assigned to this student in organization Prickly Pear School.
12	The Test AZP04 is already assigned to this student in organization Prickly Pear School.
15	The Test AZP04 is already assigned to this student in organization Prickly Pear School.

Creating Testing Groups Using the Student Test Update File

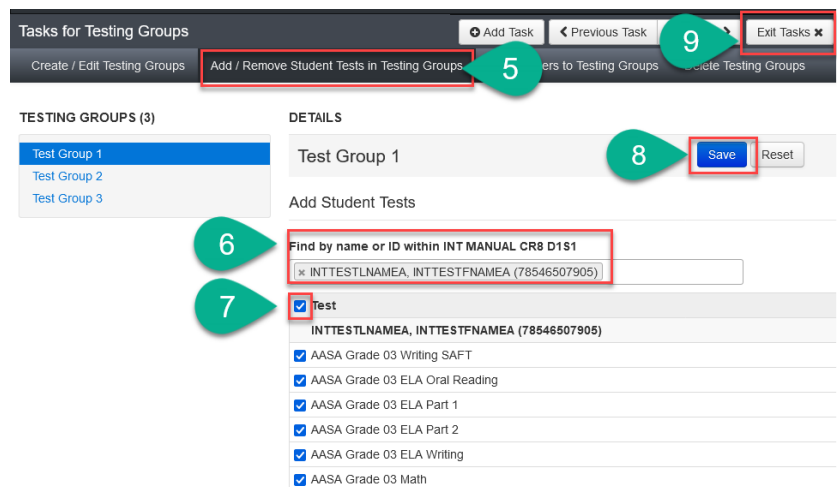
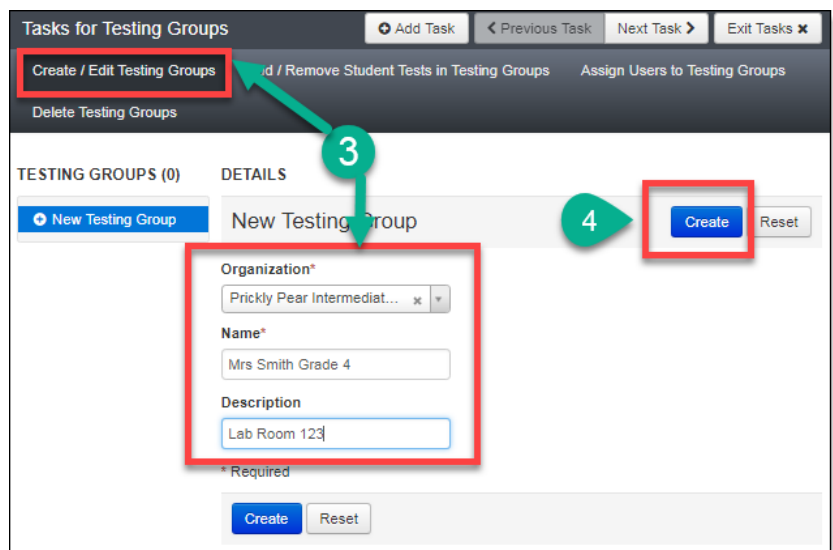
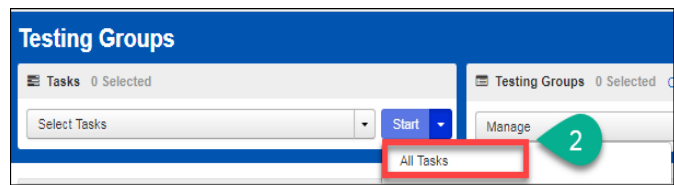
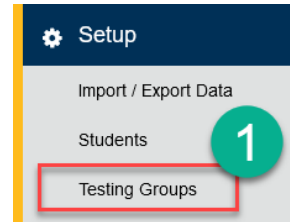
Testing Groups are optional for AASA and AzSCI. For those wanting to group students by classroom or testing days, this may be completed using the Testing Group function or by uploading the Student Test Update (STU) file.

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

1. Go to the **Setup** section and 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** manually add one student to each of your testing groups in PearsonAccess^{next}. 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**.

Note: If you prefer to add students to a testing group without using the Student Test Update file, follow steps 6 and 7 until all students have been added to the testing group.

8. Click **Save**.
9. Select the **Exit Tasks** button.



10. Go to the **Setup** section and select **Import/Export Data**.

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

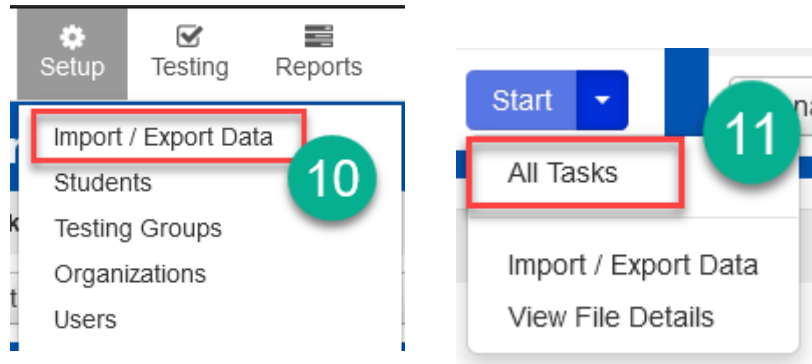
12. Select **Student Test Update Export** from the **Type*** drop-down menu.

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**.



Type*

Student Test Update Export

Grade

Select Grade(s) to limit results

Subject

Select Subject(s) to limit results

☒ Include Attempts

☒ Include Test Assignments

☒ Include Tests In Progress

Process

DETAILS  15

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

User

16 **Download File** ⓘ

- 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
Administrative	Litho Code	Testing Group	Testing Group ID	Status
2		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 PearsonAccess^{next}.

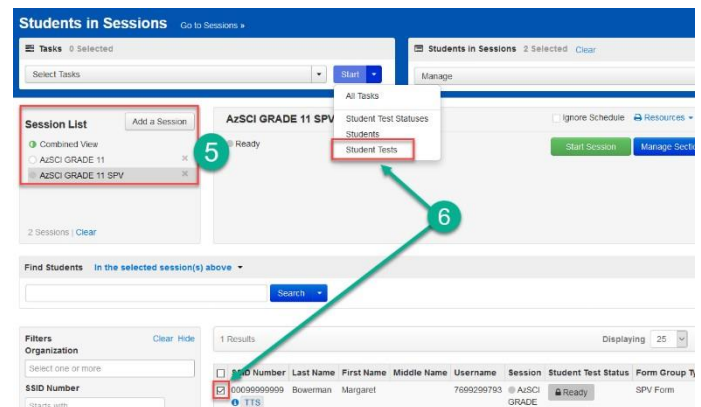
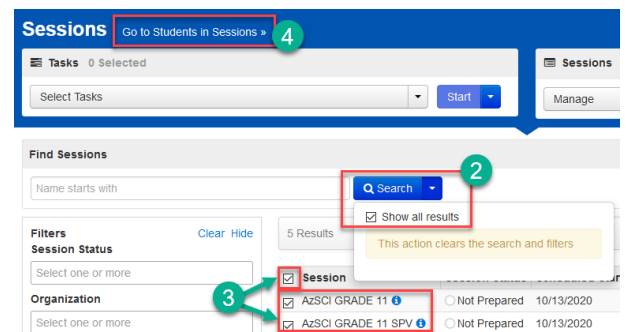
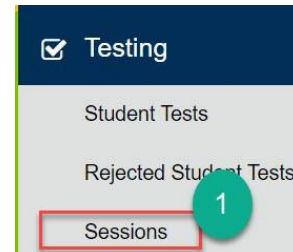
- Be sure column A, Organization Code, has seven digits, and column C, SSID Number, has eleven digits.
- Save the file as a **.csv**.
- In PearsonAccess^{next}, go to the **Setup**, then select **Import/Export Data**.
- Select **All Tasks** from the **Start** drop-down menu.
- Select **Student Test Update Import** from the **Type*** drop-down menu.
- Click the **Browse** button under **Source File** and select your Student Test Update file.
- Click **Process**.

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

Indicating Accommodations and Tools

Students who require specific embedded online testing accommodations must have those set before the student signs into TestNav to begin testing. The selections made in PearsonAccess^{next} will turn on the tools, such as Color Contrast, Answer Masking, Line Reader, and Magnification as soon as the student signs into TestNav. If a student's accommodations are not set prior to sign in, the student needs to sign out of the test. Follow the directions below to set the accommodations.

1. Go to **Testing**, select **Sessions**.
2. On the **Sessions** screen, select **Search** and check the **Show All Results** box.
3. On the **Sessions** screen, there are two ways to look at the sessions:
 - a. Place a **check** in the box next to each session name you want to work with, or
 - b. Place a **check** in the box in the header row to select all sessions.
4. Select **Go to Students in Sessions** link.
5. On the **Students in Sessions** screen, select a session name from the **Session List**.
6. Place a **check mark** in the box by the desired student test. Select **Student Tests** from the **Start** drop-down menu.
7. On the **Tasks for Students in Session** screen, select the **Manage Student Test** tab.



8. Find the **Visual Assistance Tools** section. Use the **PNP Color Contrast** drop-down menu to select specific color contrast settings, use the **PNP Alternate Mouse Pointer** drop-down to select a specific mouse pointer size or color, use the **PNP Magnification Percentage** drop-down to select a specific magnification percentage, or place a **check mark** in the boxes for each of the desired tools.

Note: Students who use non-embedded accommodations during testing must have those indicated in PearsonAccess^{next} after testing.

Visual Assistance Tools for Grades 3-8 Computer-Based Testing

PNP Color Contrast

PNP Answer Masking

PNP Line Reader

PNP Magnifier Tool

PNP Alternate Mouse Pointer

PNP Magnification Percentage

8

Assigning Student Accommodations Using the Personal Needs Profile 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 and 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.
6. Once the export is completed, download the file by clicking **Download File**.

The screenshot shows the PearsonAccess next interface with the following elements:

- Setup** tab selected, showing **Import / Export Data** (Step 1).
- Start** dropdown menu open, showing **All Tasks** (Step 2).
- Type*** dropdown menu open, showing **Personal Needs Profile Export** (Step 3).
- Test Status Filter** box with **assign** and **testing** buttons.
- Grade** box with **Select Grade(s) to limit results**.
- Subject** box with **Select Subject(s) to limit results**.
- Include test results** checkbox and **Do Not Report** checkbox.
- Process** button (Step 4) and **Reset** button.
- DETAILS** button with a refresh icon (Step 5).
- Complete** status message: **File is ready for download**.
- Download File** button with an information icon (Step 6).

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		
	FALSE	FALSE	FALSE		

Note: Please see page 53 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. Use leading zeros if needed in these columns.

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

- Save the file as a **.csv**.

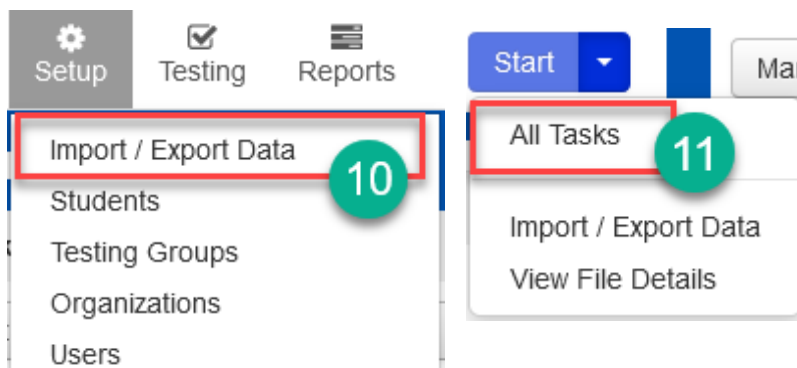
- In PAN, go to **Setup**, then select **Import/Export Data**.

- 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.

- Click **Process**.



Type* 12

Personal Needs Profile Import

Source File 13

Browse... PNP Import.csv

☐ Ignore Error Threshold

Process 14 Reset

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	Date of Birth	1	10	Y*	0-9 Date (M=Month, D=Day, Y=Year) MM/DD/YYYY
H	Gender	1	1	Y*	Blank M = Male F = Female
I	Test Code	8	8	Y	Do Not Change
J	Format	5	10	Y	paper online
K	PNP Color Contrast		255	N	black-cream black-lblue black-lmagenta white-black yellow-blue dgray-pgreen Blank
L	PNP Answer Masking		1	N	TRUE, FALSE Blank
M	PNP Line Reader		1	N	TRUE, FALSE Blank
N	PNP Magnifier Tool		1	N	TRUE, FALSE Blank
O	PNP Alternate Mouse Pointer		18	N	medium large extra-large extra-large-black extra-large-green extra-large-yellow Blank

P	PNP Magnification Percentage		3	N	100 110 120 150 175 200 Blank
---	---------------------------------	--	---	---	---

Managing Work Requests

When a student transfers into your district or within schools in your district and the student requires an AASA and/or AzSCI test, the Achievement District Test Coordinator will need to submit a **Work Request** in PearsonAccess^{next} to have the student transferred from the releasing school to the new school. This work request will be sent to the releasing school for approval. If the work request is for transfers within your own district, the Achievement District Test Coordinator will create the work request and then approve the work request.

The following is the information you will need to submit a student transfer **Work Request**:

- SSID
- Last name
- First name
- Middle initial - optional
- Date of birth

To submit a work request for a new student who transferred into the district:

1. Go to **Setup**, select **Work Requests**.
2. Go to **Start**, select **All Tasks**.
3. From the **Tasks for Work Requests** screen, select the **Request/Delete Enrollment Transfer** tab.
4. Complete the information on the **New Enrollment Transfer**.
5. Select **Search**.
6. You should receive a green message bar showing Student Found. Enter the new organization below.
7. **Change Enrollment From** – will indicate the school that the student is currently enrolled to in PearsonAccess^{next}.
8. Complete **Change Enrollment To** – select the school name (not district) where the student needs to be transferred to.
9. Click **Send Request**.

The screenshot illustrates the PearsonAccess^{next} interface for submitting a work request. It shows the navigation path from the Setup menu to the Start menu, and then to the Tasks for Work Requests screen. The New Enrollment Transfer form is displayed with the following fields:

- SSID Number*
- Student Last Name*
- Student First Name*
- Student Middle Initial
- Date of Birth*

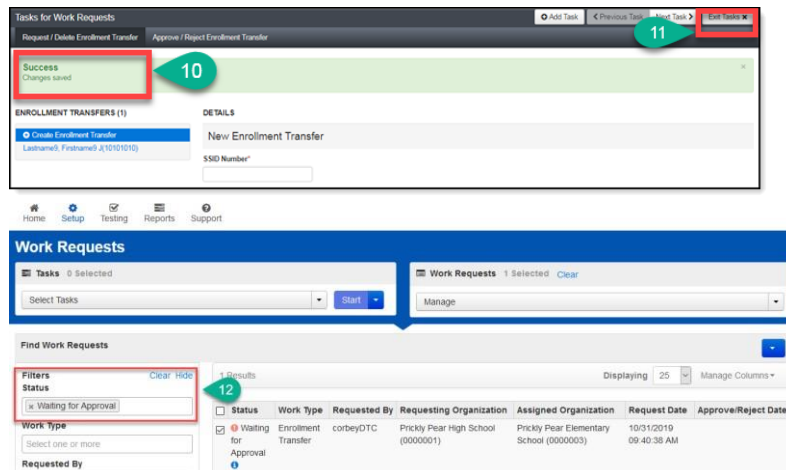
A green message bar indicates "Student found. Enter the new organization below." The form also includes fields for "Change Enrollment From" (George Hunt School (00000004)) and "Change Enrollment To" (Prickly Pear Elementary School (00000003)). The "Send Request" button is highlighted.

10. A green **Success Changes saved** confirmation message will appear. An email will be sent to the releasing district.

11. Select the **Exit Tasks** button.

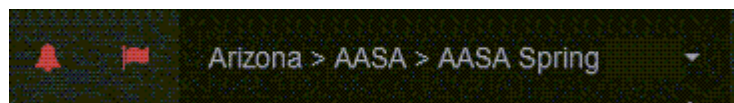
12. To confirm or view requests that are pending approval, use the filter status **Waiting for Approval**.

13. If the student is transferring schools within the same district, the Achievement District Test Coordinator must create a New Enrollment Transfer and must also approve the transfer from the releasing school.



Approving or Rejecting Work Requests

After students have been uploaded to PearsonAccess^{next} by ADE, Achievement District Test Coordinators should check regularly for work requests that are pending their review. The Achievement District Test Coordinator will receive an email notifying them of a pending work request and will also have a red bell on the black task bar indicating that a transfer request requires action.



Once testing has begun, check if a student has already completed testing prior to approving a transfer request. Please use the following guidelines for approving or rejecting transfer requests.

- If a student has not started testing, APPROVE the transfer request.
- If a student has completed one or more test units, but has not completed the entire test, APPROVE the transfer request.
- If a student has completed all test units of the assessment, REJECT the transfer request and indicate in the comments field, "Student has already completed testing."

Requesting Student Transfers with an Enrollment Transfer Import File

When several students transfer into your district and the students require an AASA and/or AzSCI test, the Achievement District Test Coordinator may use an Enrollment Transfer Import file to request to have the students transferred from the releasing school(s) to the new school(s). These work requests will be sent to the releasing school for approval.

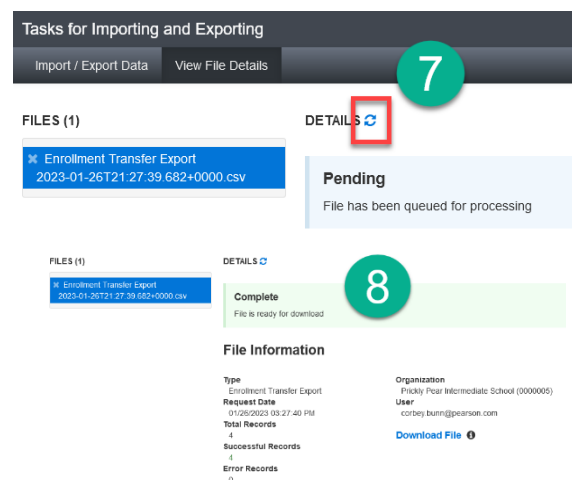
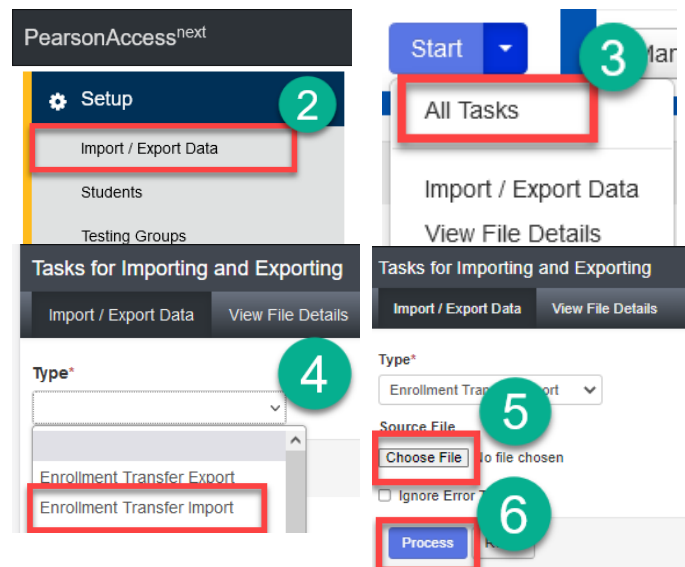
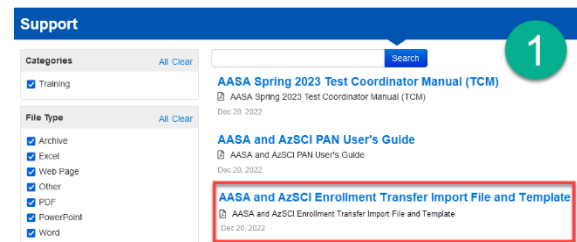
To submit an Enrollment Transfer Import File for new students who transferred into the district:

1. Download the **Enrollment Transfer Import File Layout** from the **Support > Documentation** page in PearsonAccess^{next} and enter your students' information into the file.

Note: The import file must be saved as a **.csv**. Please see page 22 for tips on how to format your .csv file in Excel.

2. Go to **Setup**, select **Import/Export Data**.
3. Go to **Start**, select **All Tasks**.
4. On the **Tasks for Importing and Exporting** screen, select **Enrollment Transfer Import** on the **Type*** drop-down menu.
5. Click **Choose File** under **Source File** and select your saved .csv file that you completed in step 1.
6. Click **Process**.

7. You should receive a blue message bar indicating that the file is processing. You can click the refresh button next to **DETAILS** to refresh this page.
8. When complete, you will receive a green message bar indicating that the import is complete.



Moving a Student into an Active Session from a Transfer Session

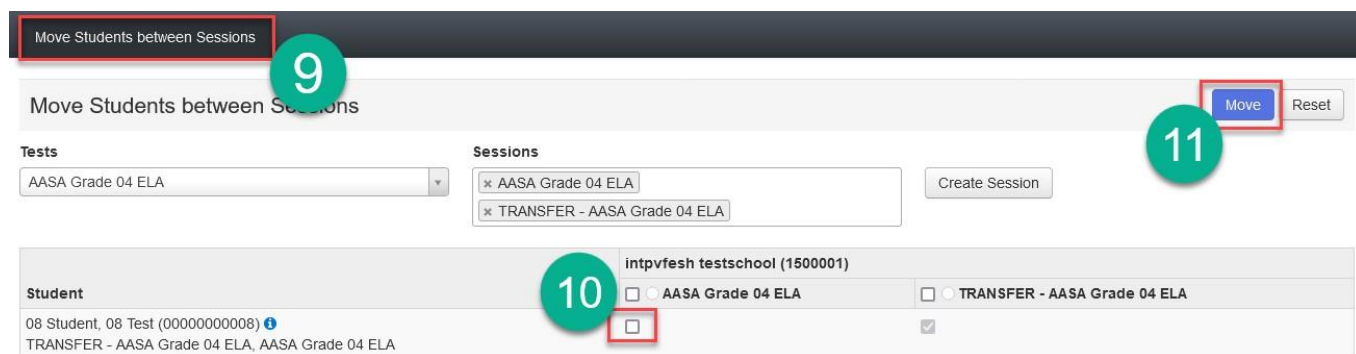
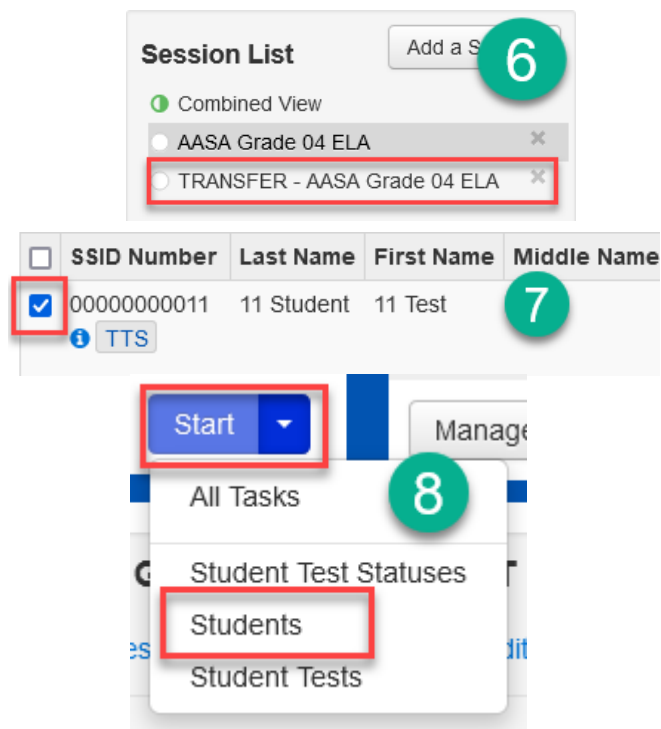
If an examinee was in a test session prior to the examinee's transfer, the examinee's test assignments are moved to the **Sessions** screen and placed in a session with "TRANSFER" listed in the title. This is a temporary session, and the examinee needs to be moved to actual sessions at your school prior to testing. A TRANSFER session cannot be prepared, started, or stopped. Examinees cannot test in a TRANSFER session. The student from the TRANSFER session must be moved into an active session.

1. Go to the **Testing** section and select **Sessions**.
2. Click on the **Find Sessions Search** button and check the **Show all results** box.
3. Check the box next to the **TRANSFER** session **and** the session the student is moving into.
4. Click on the **Go to Students in Session** link near the top of the page.

The screenshot illustrates the steps to move a student from a transfer session to an active session. The interface is divided into several sections:

- Top Navigation:** Includes 'Testing', 'Reports', and 'Test' tabs. The 'Testing' tab is selected, and a dropdown menu shows 'Student Tests', 'Rejected Student Tests', 'Sessions', and 'Students in Sessions'.
- Find Sessions:** A section with a search bar labeled 'Name starts with', a 'Search' button, and a 'Show all results' checkbox. A yellow tooltip indicates 'This action ignores search'.
- Session List:** A table with columns 'Session' and 'Session Status'. It lists two sessions: 'Grade 3 ELA' and 'TRANSFER - AASA Grade 3 ELA Oral Reading'. Both have checkboxes for selection.
- Bottom Navigation:** Includes 'Home', 'Dashboard', 'Setup', 'Testing', and 'Reports' tabs. The 'Testing' tab is selected.
- Sessions Section:** A blue bar with the text 'Sessions' and a link 'Go to Students in Sessions »'.

5. Click on the **TRANSFER** session in the **Session List**.
6. Check the box next to the student's name in the lower center of the screen.
7. Select **Students** from the **Start** drop-down menu.
8. Select the **Move Students Between Sessions** tab on the black bar.
9. Place a **check** in the box for the Session that you are moving the student into.
10. Click on the **Move** button.
11. When all steps are complete, the transfer student is ready for testing.



AASA Work Requests - Transferring a Student from a Computer-Based School to a Paper-Based School

Once the Work Request has been approved to transfer a student to your paper-based school from a computer-based school, you will need to assign a new, paper-based test to the student.

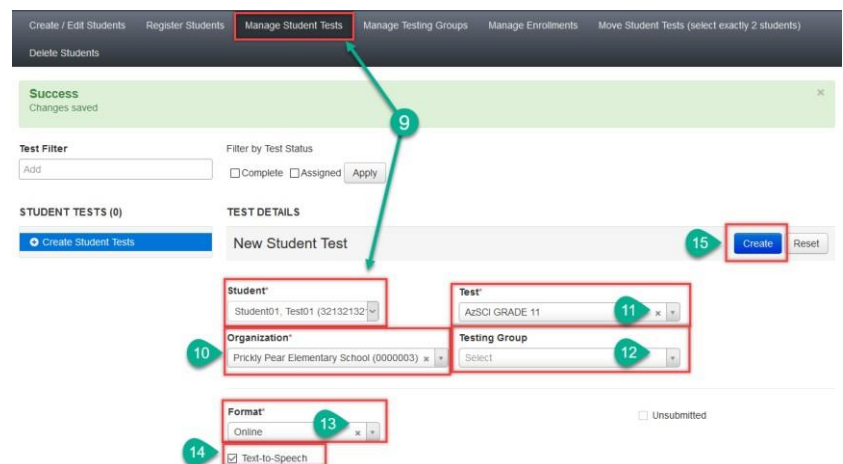
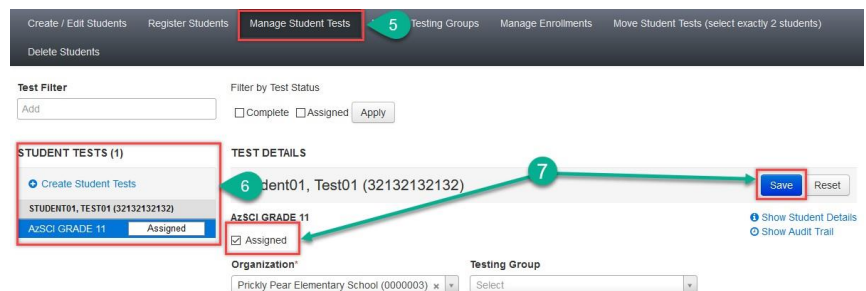
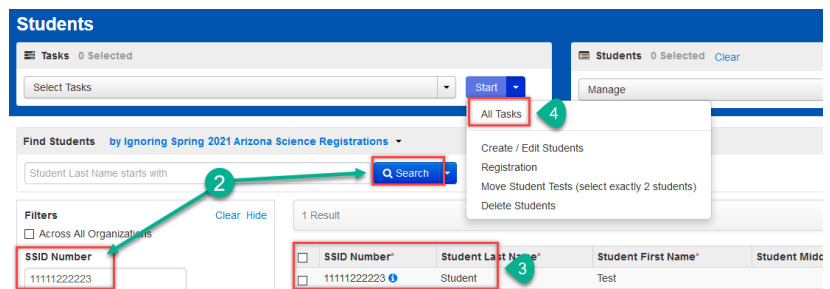
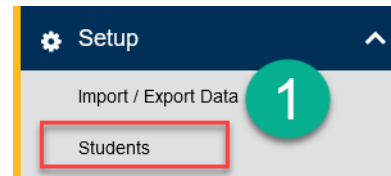
1. Go to **Setup**, select **Students**.
2. Search for an individual student by entering either their name or SSID and select **Search** or select **Show All Results**.
3. Place a **check** in the box next to the student's name(s) whose test(s) need(s) to be reassigned.
4. From the **Start** drop-down menu, select **All Tasks**.
5. Select the **Manage Student Tests** tab on the black task bar across the top.
6. On the left side under **STUDENT TESTS**, select the assigned test that is identified under the student's name.
7. Test Details will auto-populate for the student, uncheck the **Assigned** box. Select **Save**.
8. The student's test assignment has been removed.
9. To add a new test assignment, remain on the **Manage Student Tests** tab, and under **Student***, select the student's name.
10. Select **Organization***. Select the correct school.
11. Select **Test***. Select the appropriate test.
12. **Testing Group** is an optional field and can be left blank.
13. Select **Format***. Select **Paper**.
14. Check **Text-To-Speech**.
This box will NOT be checked by default.
15. Select **Create**.

The screenshot illustrates the PearsonAccess next interface for managing student tests. It shows the 'Setup' menu with 'Students' selected. A search bar for 'Find Students' is present, along with a 'Start' dropdown menu. The 'Manage Student Tests' tab is active, displaying a table of student tests and a 'TEST DETAILS' section. The 'Assigned' checkbox is unchecked, and the 'Save' button is highlighted. Below, the 'New Student Test' form is shown with fields for Student, Organization, Test, Testing Group, Format, and Form Group Type. The 'Text-To-Speech' checkbox is checked, and the 'Create' button is highlighted.

AASA Work Requests - Transferring a Student from a Paper-Based School to a Computer-Based School

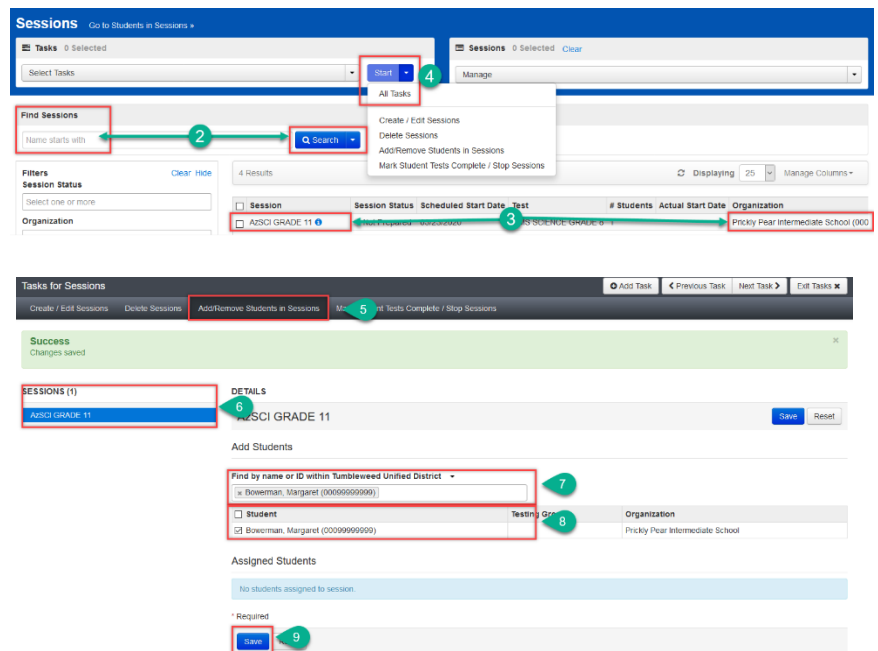
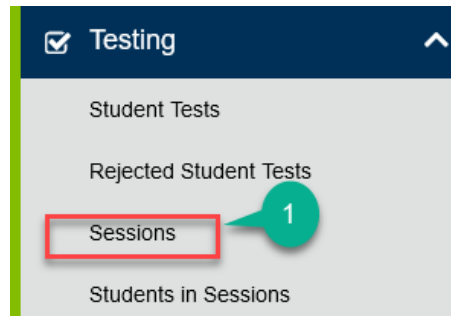
Once the Work Request has been approved to transfer a student to your computer-based school from a paper-based school, you will need to assign a new, online, test to the student.

1. Go to **Setup**, select **Students**.
2. Search for an individual student by entering either their name or SSID and select **Search** or select **Show All Results**.
3. Place a **check** in the box next to the student's name(s) whose test(s) need(s) to be reassigned.
4. From the **Start** drop-down menu, select **All Tasks**.
5. Select the **Manage Student Tests** tab on the black task bar across the top.
6. On the left side under **STUDENT TESTS**, select the assigned test that is identified under the student's name.
7. Test Details will auto-populate for the student, uncheck the **Assigned** box. Select **Save**.
8. The student's test assignment has been removed.
9. To add a new test assignment, remain on the **Manage Student Tests** tab, under **Student***, select the student's name.
10. Select **Organization***. Select the correct school.
11. Select **Test***. Select the appropriate test.
12. **Testing Group** is an optional field and can be left blank.
13. Select **Format***. Select **Online**.
14. Check **Text-To-Speech**.
This box will NOT be checked by default.
15. Select **Create**.



Next, you will need to add the student's test to the proper test session.

1. Go to **Testing**, select **Sessions**.
2. Search for the test session that was created under **Find Sessions**. Click **Search**.
3. Place a **check mark** next to the test session for the correct school.
4. Go to **Start**, select **All Tasks**.
5. On the **Tasks for Sessions** screen, select the **Add/Remove Students in Sessions** tab.
6. On the left side of the screen, select the session name from the **SESSIONS** list.
7. Under the **DETAILS** section, select the **Find by name or ID within Tumbleweed Unified District** to select students to add to the session.
8. Place a **check** in the box next to each selected student.
9. Select **Save**.



Managing Additional Orders

There will be a separate Additional Order window for each test administration: AASA and AzSCI. If an additional order is needed, the Achievement District Test Coordinator is to place **one** consolidated additional order per test administration for the entire district. All additional orders are reviewed for approval by ADE prior to being shipped.

ADE will place an order for any approved Special Paper Version (SPV) tests (Braille, large print, or regular print SPV). Achievement District Test Coordinators will not need to place these orders but may check in PearsonAccess^{next} to track the shipment of these tests.

Schools approved for AzSCI paper-based testing will need to place an additional order for test booklets as there are no initial orders shipped for AzSCI.

1. Go to the **Setup** section, select **Orders & Shipment Tracking**.
2. On the **Orders & Shipment Tracking** screen, click the **Start** drop-down menu, and select **All Tasks**.
3. The **Organization (Code)** auto-fills with the organization name. Verify that the Organization (Code) is for the correct district.
4. In the **Date Needed*** field, enter today's date. **Note:** The **Reason** and **Special Instruction** fields are not required and may be left blank.
5. Verify the **Ship To** information is correct. If there is an error in the address, do not continue with this order. Immediately contact AASA@azed.gov or AzSCI@azed.gov to update the contact information.
6. Select **Add Items** to open the **Edit Materials Order** screen.
7. On the **Edit Materials Order** screen, enter the quantity of each item needed.
8. Select **Save**.

Amount	Description	Item #	Subject	Type	Grade
5	01. AASA Grade 3 Math Test Book	AZ00003855	AASA Math	Student Test Books	Grade 3
2	02. AASA Grade 4 Math Test Book	AZ00003857	AASA Math	Student Test Books	Grade 4
1	03. AASA Grade 5 Math Test Book	AZ00003859	AASA Math	Student Test Books	Grade 5
0	04. AASA Grade 6 Math Test Book	AZ00003861	AASA Math	Student Test Books	Grade 6

9. The **Edit Materials Order** screen will close and take you back to the **Materials Order** screen. The **Materials Order** section will update and show your selections and quantities. Verify that the information entered is correct.
10. If the order is complete for the entire district, select **Create**.
11. A green **Success Changes saved** confirmation message will show once the order has been created.
12. On the left of the screen, select the **Additional Order** hyperlink to review the order.
13. Select **Exit Tasks**.

Materials Order

3 Items * Add/Edit Items...

Amount	Description	Item #
2	01. TEST COORDINATOR MANUAL	AZ00002868
3	02. TEST ADMINISTRATION DIRECTIONS	AZ00002867
1	03. SPV TEST BOOK KIT GRADE 4 AIMS SCIENCE	AZ00002881

* District

Create

Tasks for Orders

Create / Edit Orders Approve Orders Reject Orders Cancel Orders Report / Resolve Issues

Success Changes saved

ADDITIONAL ORDERS DETAILS

Create Additional Order

Order # 8 (Submitted)

New Order

Organization (Code)

Tumbleweed Unified District (999999)

Date Needed

Create Reset

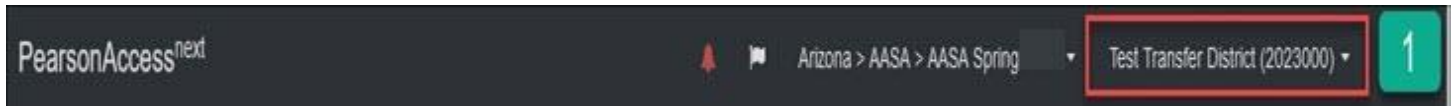
Exit Tasks


Note: After 24-48 hours, log back into PearsonAccess^{next} to confirm that the Additional Order has been approved by ADE.

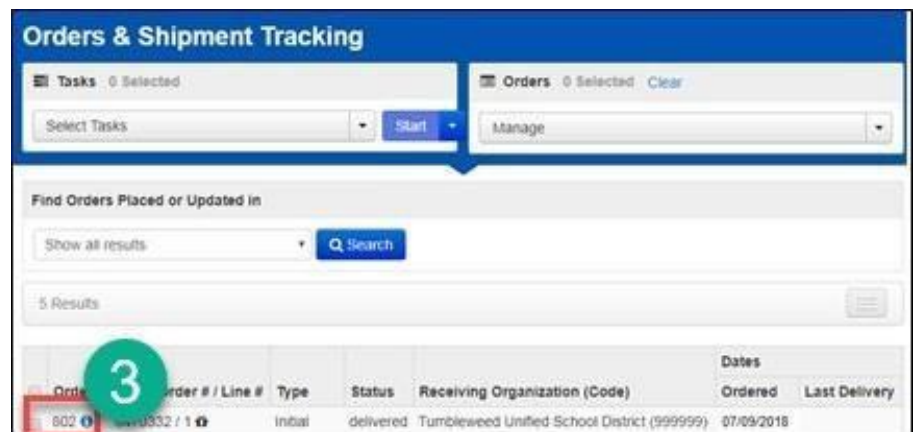
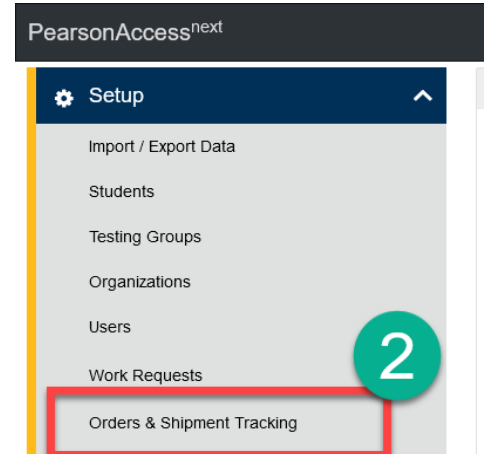
Tracking Additional Orders in PearsonAccess^{next}

To track an order in PearsonAccess^{next}:

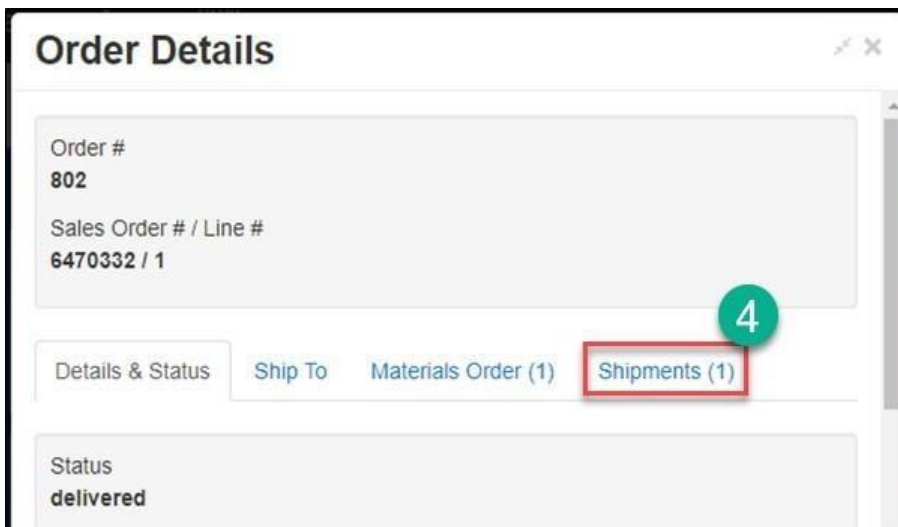
1. Verify you are on the **District Entity** organization or change to the District Entity for the order to be tracked.



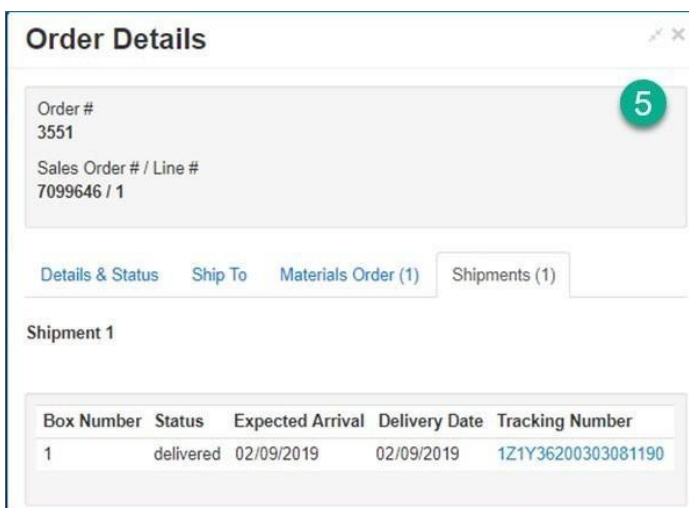
2. Go to the **Setup** section and from the drop-down menu, select **Orders & Shipment Tracking**.
3. On the **Orders & Shipment Tracking** page, click on the blue information circle  for the **Order #** you want to track.



- The **Order Details** screen will pop up in a separate window. Click on the **Shipments** tab to track the order.



- On the **Shipments** tab, available details about the order will be displayed. The Tracking Number is a live link for tracking the package(s) with UPS.



Preparing for Testing

Several days prior to testing, the Achievement District Test Coordinator, School Test Coordinator, or Test Administrator may begin the preparations for testing day.

Session Resources

Session resources can be accessed on March 11, 2024 for AzSCI and March 25, 2024 for AASA.

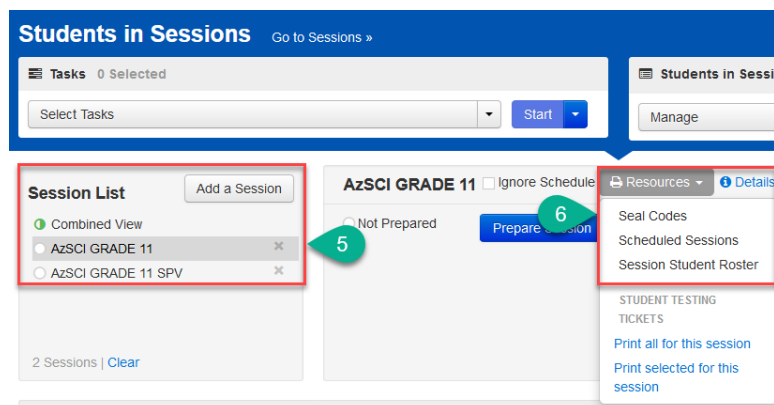
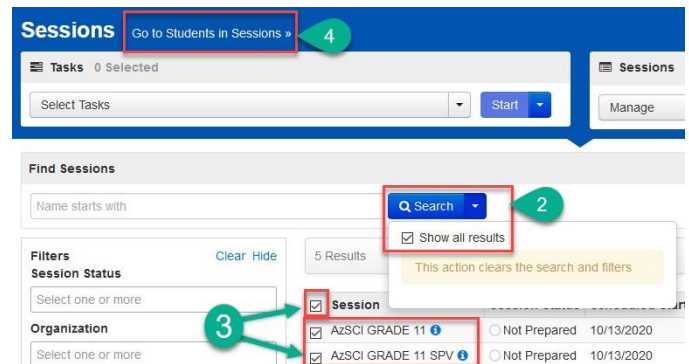
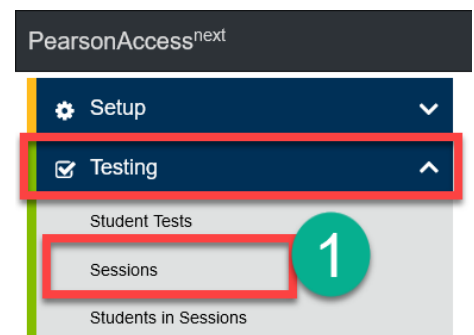
Below are descriptions of the session resources that will be used:

- **Scheduled Sessions** provides a list of all the sessions created and session status for an organization.
- **Session Student Roster** is a list of all students assigned to a session.
- **Secure Testing Tickets** are printed for each student and provide the student's username and password for logging into TestNav, Pearson's online testing platform.

Note: Seal codes are **not** used for AASA or AzSCI.

To access the various session resources in PearsonAccess^{next}:

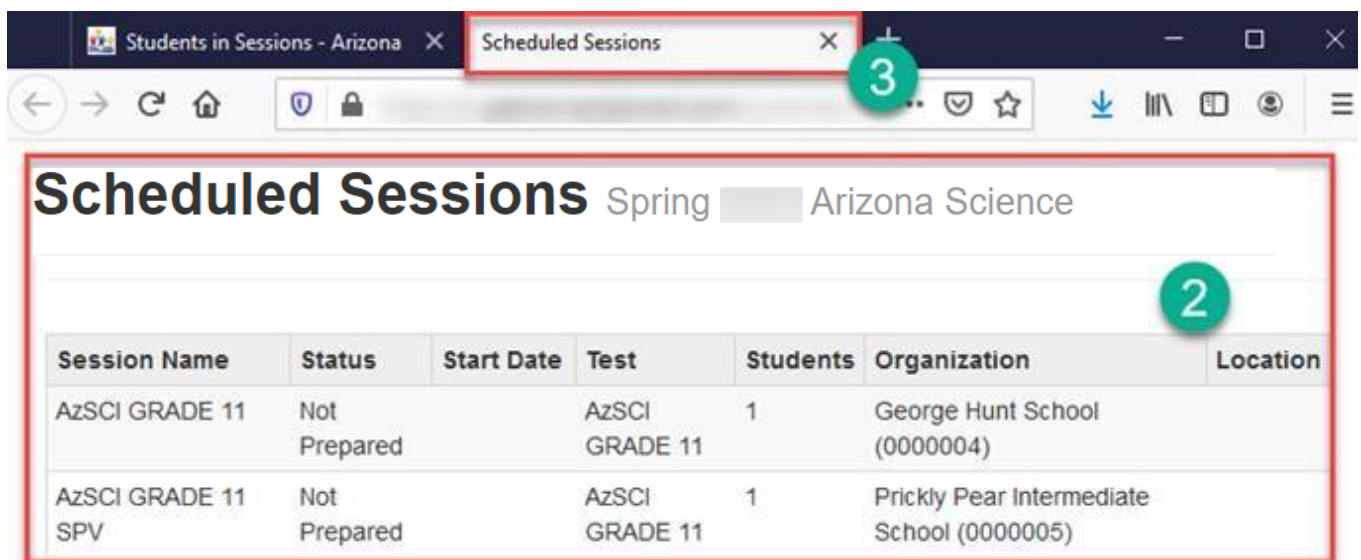
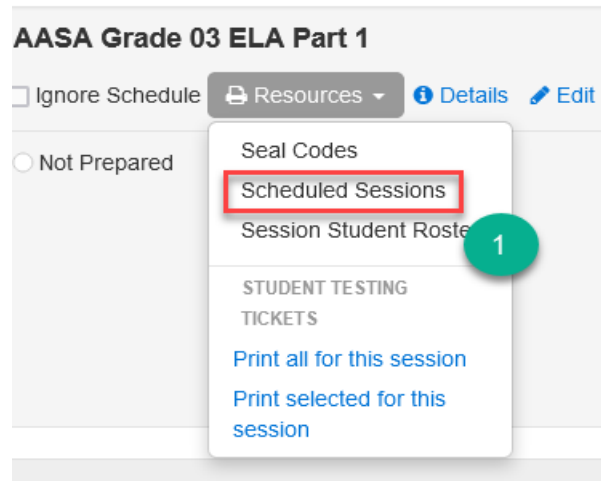
1. Go to **Testing**, and select **Sessions** from the drop-down menu.
2. On the **Sessions** screen, select **Search** and check the **Show All Results** box.
3. On the **Sessions** screen, place a **check** in the box from the header row to select all sessions.
4. On the top left side of the screen, select the **Go to Students in Sessions** link.
5. On the **Students in Sessions** screen, select a session name from the **Session List**.
6. Select the **Resources** drop-down menu to see the list of session resources.
7. Select the **Resources** needed. Each of the session resources will open in a new tab.



Scheduled Sessions

Scheduled Sessions provides a list of all sessions created and session status for an organization.

1. On the **Resources** drop-down menu, select **Scheduled Sessions**.
2. The **Scheduled Sessions** report will open in a new tab in your internet browser.
3. Close the tab on your internet browser that displays the **Scheduled Sessions** report when finished.



Session Student Roster

The Session Student Roster is a list of all students assigned to a session.

1. On the **Resources** drop-down menu, select **Session Student Roster**.
2. The **Session Student Roster** report will open in a new tab in your internet browser for the selected session.
3. Close the tab on your internet browser that displays the **Session Student Roster** when finished.

Students in Sessions Go to Sessions »

Tasks 0 Selected

Select Tasks Start

Students in Session Manage

Session List Add a Session

Combined View

- AzSCI GRADE 11
- AzSCI GRADE 11 SPV

2 Sessions | Clear

AzSCI GRADE 11 Ignore Schedule

Not Prepared Prepare Session

Resources

- Seal Codes
- Scheduled Sessions
- Session Student Roster**
- STUDENT TESTING TICKETS
- Print all for this session
- Print selected for this session

Session Student Roster

Test Administration	AASA Spring 2023	Precaching Computer	
Session Status	Not Prepared	Scheduled Start Date	11/09/2022
Session Name	AASA Grade 05 Math	Scheduled Start Time	01:57 PM
Organization	intpvfesh testschool (1500001)	Actual Start Date	
Test	AASA Grade 05 Math	Actual Start Time	
Proctor Reads Aloud	No	Lab Location	
Form Group Type	Computer Based Test		

4 Results

Student Name	Preferred First Name	Student Code	Date of Birth	Status	Form/Form Group	Username	Signature
intpvfedsh testel, intpvfedsh testef (TTS)	n/a	90000000004	2013-01-01	Battery		1708765901	
intpvfesh dl, intpvfesh df (TTS)	n/a	10000000003	2014-01-03	Battery		5856769026	
intpvfesh testbal, intpvfesh testbaf (TTS)	n/a	90000000038	2013-01-01	Battery		0368848608	
intpvfesh testbml, intpvfesh testbmf (TTS)	n/a	90000000050	2013-01-01	Battery		2442632669	

Secure Testing Tickets

Secure testing tickets are printed for each student. A secure testing ticket provides the student's username and password for logging into TestNav, Pearson's online testing platform.

There are two methods you can use to print secure testing tickets.

Method 1

1. While on the **Students in Sessions** page, on the **Resources** drop-down menu, you can select whether to print secure testing tickets for all students in a session (**Print all for this session**) or just for selected students (**Print selected for this session**).
2. To print secure testing tickets for select students:
 - a. You can search for students by entering information into Filters.
 - b. Place a **check** in the box by each student you want to print a testing ticket for.
 - c. From the **Resources** drop-down menu, select **Print selected for this session**.
3. The **Testing Tickets** will open in a new tab on your browser.
4. You may select to print one secure testing ticket per page, or multiple tickets per page.
5. Close the tab on your internet browser that displays the **Testing Tickets** when finished.

Note: Testing Tickets should be treated as **secure** test material.

The screenshot illustrates the steps to print secure testing tickets. It shows the 'Students in Sessions' page with a 'Session List' on the left and a 'Find Students' search bar. A red box highlights the 'Print selected for this session' option in the 'Resources' drop-down menu. A red box highlights the 'Student Testing Tickets' tab in the browser. A red box highlights the 'STUDENT TESTING TICKET' form, which contains student information and login credentials.

STUDENT TESTING TICKET

Student: Student01, Test01
 SSID: 32132132132
 Session: AzSCI GRADE 11
 Date of Birth: 10/12/2010
 Test: AzSCI GRADE 11
 Select **Arizona** in the application.
 Username: _____ Password: _____

Method 2

1. On the **Sessions** page, select the session or sessions for which you would like to print testing tickets.
2. Click **Start**, then select **Generate Testing Tickets**.
3. Confirm the selection on the **Generate Test Tickets** page, then click **Generate Test Tickets**.
4. A PDF file including all testing tickets for this session/sessions will be downloaded, and you may print from this file.

Sessions Go to Students in Sessions »

Tasks 0 Selected

Select Tasks

Start

Find Sessions

Name starts with Search

Filters

Session Status

Select one or more

Organization

1 Results

Session	Session Status	Scheduled Start Date	Test
<input checked="" type="checkbox"/> Test Session	Not Prepared	11/05/2020	

Generate Test Tickets

Generate Test Tickets

Current selections include 1 test tickets for 1 sessions.
For performance reasons, this feature is limited to a selection of 4000 or fewer students.

Session Name	Test
<input checked="" type="checkbox"/> Test Session	

* Required

Generate Test Tickets Reset

STUDENT TESTING TICKET

Student: Student 02, Test 02
SSID: 12345678910
Session: Test Session
Date of Birth: 11/05/2004
Test: AzSCI GRADE 11

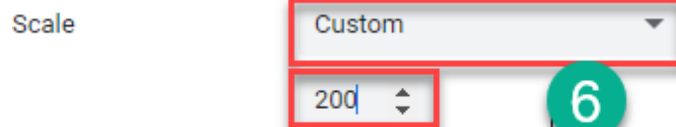
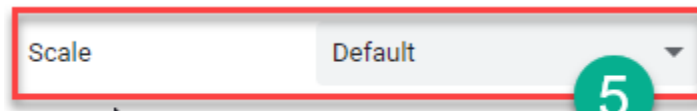
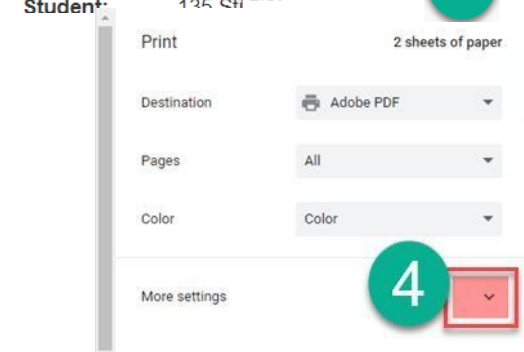
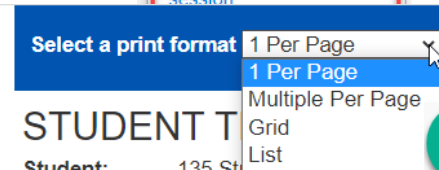
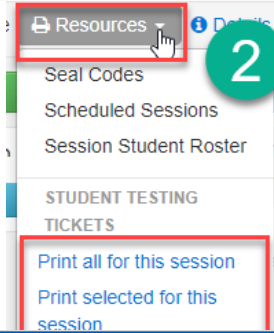
Select **Arizona** in the application.

Username: **Password:**

Increasing the Font Size of a Testing Ticket:

1. While on the **Students in Sessions** page, select the testing session that you would like to print testing tickets for.
2. Go to the Resources link and select either **Print all for this session** or **Print selected for this session**.
3. On the Test Ticket page, select the **1 Per Page** print format.
4. Use Ctrl+P on your keyboard to bring up the **Print Dialogue Box**. Then scroll down and click on the arrow to show **More settings**.
5. Under **More settings**, scroll down to select the scale menu.
6. Select **Custom** from the Scale drop-down menu, then enter 200 in the scale field. This will double the font size of the testing ticket.
7. Click **Print** on the bottom of the Print Dialog Box.

<input checked="" type="checkbox"/>	SSID Number	Last Name	First Name	Middle Name	Username	Session
<input checked="" type="checkbox"/>	00000000156	06 Test	06 Student		5267761354	<input type="radio"/> AASA Grade 6 ELA (AASA Grade 6 ELA)



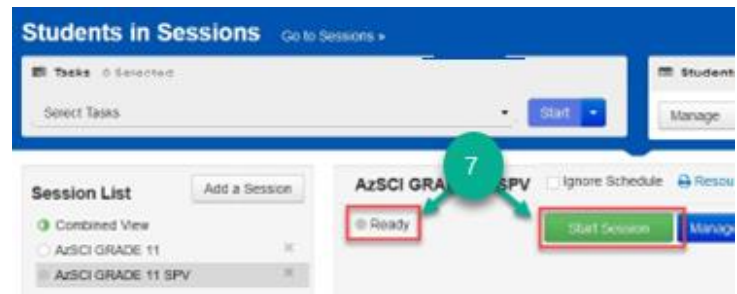
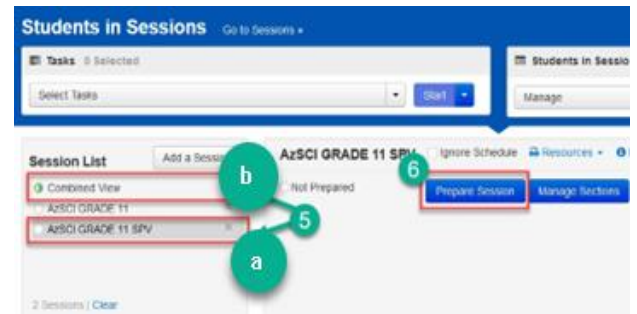
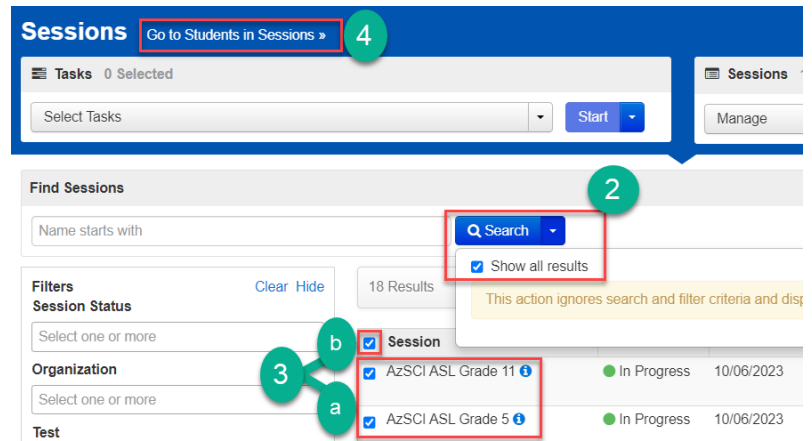
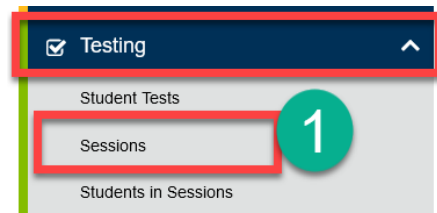
Preparing a Session

Preparing a Session assigns students their testing form in TestNav. This step must be done prior to testing.

To prepare for a test session in PearsonAccess^{next}:

1. Go to **Testing**, select **Sessions**.
2. On the **Sessions** screen, select **Search** and check the **Show All Results** box.
3. On the **Sessions** screen, there are two ways to look at the sessions:
 - a. Place a **check** in the box next to each session name you want to work with, or
 - b. Place a **check** in the box in the header row to select all sessions.
4. Select **Go to Students in Sessions** link.
5. On the **Students in Sessions** screen, there are two ways to view the sessions:
 - a. Select a session name from the Session List, or
 - b. Select the Combined View to manage all the sessions at the same time.
6. Click the **Prepare Session** button.

Note: This task should be completed in advance of the scheduled testing day. Depending on the number of students assigned to the session, this could take several minutes.
7. When the session has been prepared, the Session will show as **Ready**, and the green **Start Session** button will appear.



Testing Day Activities

Locating a Student's Test Session

To easily locate a student's test session in PearsonAccess^{next}:

1. Go to **Setup**, select **Students**.
2. On the **Students** screen, either search for the student using the filters or select the down arrow next to the Search button and **select Show all results**.
3. Click the blue "i" icon to the right of the student's name to open the student information box.
4. Click the **Sessions** tab, then click the session you wish to view.
5. Click the **Go to Students in Sessions** link. You will be taken to this session on the Students in Sessions page.

The screenshot shows the PearsonAccess next interface with the following steps highlighted:

- Step 1:** In the **Setup** menu, the **Students** option is selected.
- Step 2:** On the **Students** screen, the **Search** button is clicked, and **Show all results** is selected from the dropdown.
- Step 3:** A list of students is shown. The blue "i" icon next to the student's name is clicked.
- Step 4:** The **Sessions** tab is selected, and a session is chosen from the list.
- Step 5:** The **Go to Students in Sessions** link is clicked.

The screenshot shows the details of a student's test session. The **Go to Students in Sessions** link is highlighted.

Int A-Z 0-9 a-z - ' Int A-Z 0-9 a-z - ' (900000000008)

AASA Spring 2023

Details **Organization Enrollments** **Test Administration Registration** **Student Tests** **Sessions**

AASA Grade 08 Math - intpvfesh testschool (1500001)

Test Assigned
AASA Grade 08 Math
Proctor Reads Aloud
false
Form Group Type
Computer Based Test

AASA Grade 08 ELA - intpvfesh testschool (1500001)

Go to Students in Sessions »

Close

Starting a Session

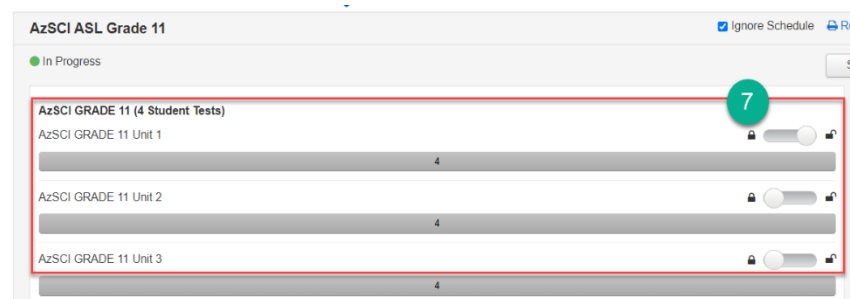
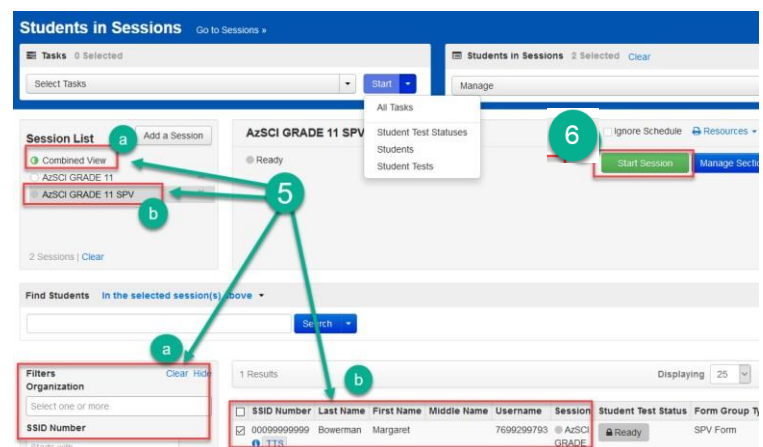
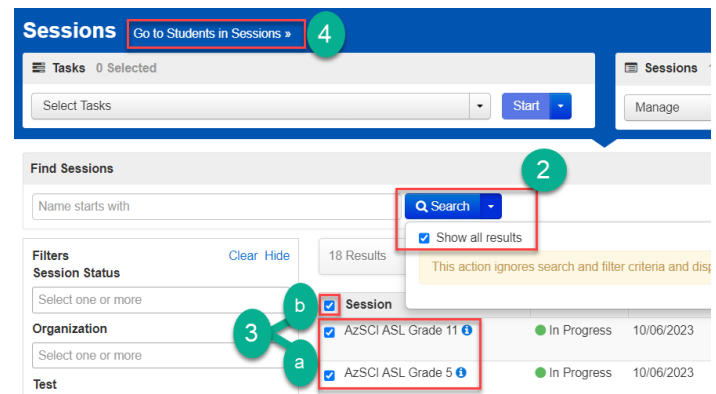
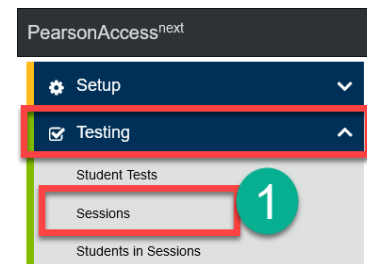
On testing day, a test session must be started. Students present for testing must be unlocked before the students can log into TestNav.

To start a session on the day of testing in PearsonAccess^{next}:

1. Go to **Testing**, select **Sessions**.
2. On the **Sessions** screen, select **Search** and check the **Show All Results** box.
3. On the **Sessions** screen, there are two ways to select sessions:
 - a. Place a **check** in the box next to each session name you want to work with, or
 - b. Place a **check** in the box in the header row to select all sessions.
4. Select **Go to Students in Sessions** link.
5. There are two ways to find the student:
 - a. Select **Combined View** in the **Session List** and enter information into the **Filters** section, or
 - b. Select a session name from the **Session List** and scroll through the list of students assigned to each of the sessions.

Note: Test Administrators can start each session individually by clicking on each session in the **Session List** or starting multiple sessions by using the **Combined View** in the **Session List**.

6. Click the **Start Session** button for individual sessions, or the **Start All Sessions** button if you are using the combined view.
7. When a test session is started in PearsonAccess^{next}, all tests are locked. Test Administrators must unlock a student's test before the student is able to login to TestNav to begin testing.



To use the Student in Sessions Filter in PearsonAccess^{next}:

- 8. On the **Students in Sessions** page, under **Student Test Status**, select **Ready**.
- 9. Under **Form**, select the correct **Unit**.
- 10. After selecting the **Unit**, a list will show all the students in **Ready** status.

Student Test Status

✕ Ready

Form

✕ AzSCI Grade 11 Unit 2 - 23SC11SPONEN00010210

2 Results

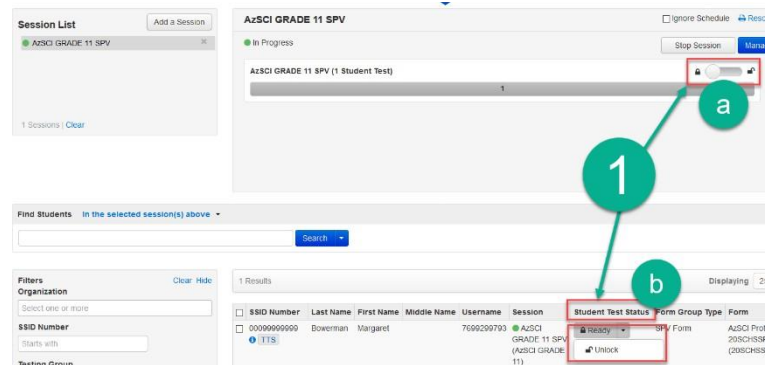
<input type="checkbox"/>	SSID Number	Last Name	First Name	Middle Name	Username	Session	AzSCI GRADE 11 Unit 1
<input type="checkbox"/>	22222222241	Last Name 241	First Name 241		22222222241	<div><div></div><div>AzSCI GRADE 11 (AzSCI GRADE 11)</div></div>	<div><div></div><div>Ready</div></div>
<input type="checkbox"/>	22222222311	Last Name 311	First Name 311		22222222311	<div><div></div><div>AzSCI GRADE 11 (AzSCI GRADE 11)</div></div>	<div><div></div><div>Ready</div></div>

Unlocking Student Tests

To unlock a session on the day of testing in PearsonAccess^{next}:

Method 1

1. There are two ways to unlock tests for students:
 - a. To unlock **all** tests in a session, click and drag the lock/unlock switch. This method may be used for a single session, or with multiple sessions using the Combined View,
 - or
 - b. For individual students, go to **Student Test Status**. Select **Unlock** for each student present for testing.
2. The student should be in **Ready** status and the lock icon should not be visible in the **Student Test Status** box.



<input type="checkbox"/>	SSID Number	Last Name	First Name	Middle Name	Username	Session	Student Test Status
<input type="checkbox"/>	32132132132 TTS	Student01	Test01		5451167258	AzSCI GRADE 11 (AzSCI GRADE 11)	Ready
<input type="checkbox"/>	99887766554 TTS	Test3	Student3		2255215	AzSCI GRADE 11	Ready

Locked

Unlocked

Method 2

Users may also use the filters on the **Students in Sessions** page to filter on Testing Group, Test Status, or student information, then click the lock/unlock icon to lock or unlock a test. Only one test unit may be unlocked for a student at one time. If you unlock a test unit, all other units for the student will automatically lock.

Filters	SSID Number	Last Name	First Name	Middle Name	Username	Session	AASA Grade 04 ELA Unit 1	AASA Grade 04 ELA Unit 2	AASA Grade 04 ELA
Organization Select one or more	25541507906 TTS	YFTTESTLNAM	YFTTESTFNAM		4150133718	AASA Grade 04 ELA (AASA Grade 04 ELA)	Ready	Ready	Ready
SSID Number Starts with	94541567906 TTS	PJTTESTLNAM	PJTTESTFNAM		579557954	AASA Grade 04 ELA (AASA Grade 04 ELA)	Ready	Ready	Ready
Clip UIN Starts with	42548531902 TTS	VRTTSTLNAM	VRTTESTFNAM		0080363561	AASA Grade 04 ELA (AASA Grade 04 ELA)	Ready	Ready	Ready
Testing Group Select one or more									
Toggle secondary filters									
Student First Name Starts with									
Test Select one or more									
Test Status Select one									
Student Test Status Select one or more									

Resuming a Student Test

When a student signs out of TestNav or if a test times out, the student's test status changes to **Exited**. The student's test must be resumed to complete testing in TestNav. This task can be completed by the Achievement District Test Coordinator, the School Test Coordinator, and the Test Administrator.

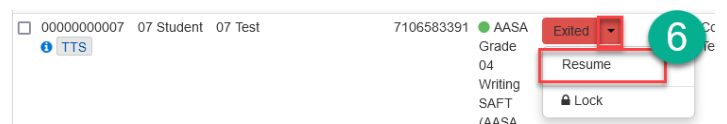
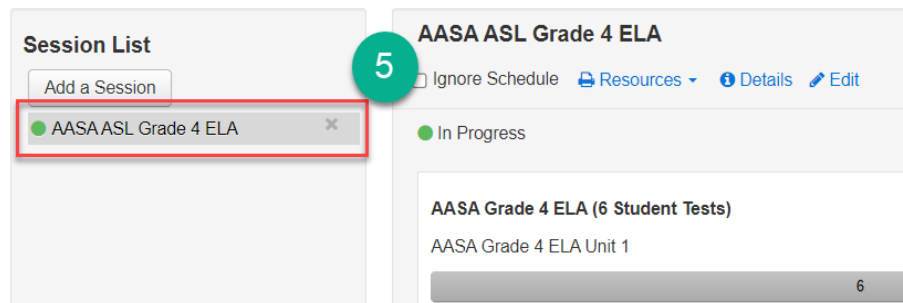
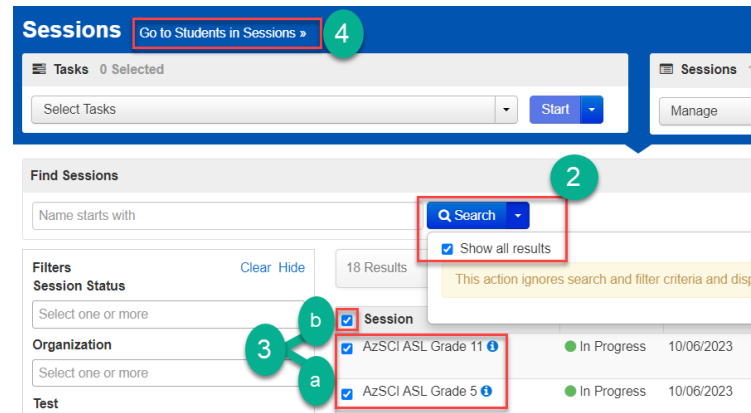
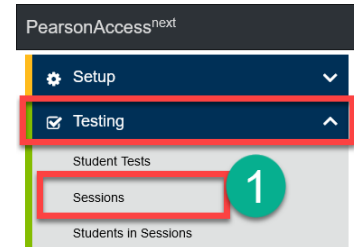
Method 1

1. Go to **Testing**, select **Sessions**.
2. On the **Sessions** screen, select **Search** and check the **Show All Results** box.
3. On the **Sessions** screen, there are two ways to select sessions:
 - a. Place a **check** in the box next to each session name you want to work with, or
 - b. Place a **check** in the box in the header row to select all sessions.
4. Select **Go to Students in Sessions** link.
5. On the **Students in Sessions** screen, select a session from the **Session List**.
6. Place a **check** by the student test that is in **Exited** status.
7. Go to **Start**, select **All Tasks**.
8. On the **Resume Student Tests** tab, place a **check** on the student that needs to be resumed in the **Students in Sessions**. Click **Resume**.
9. A confirmation page will show the **Student Test Status** as **Resumed**. The student may sign into TestNav with the credentials supplied on the test ticket.

The screenshots illustrate the process of resuming a student test in PearsonAccess next. The interface includes a 'Testing' menu, a 'Sessions' screen with search and filter options, a 'Students in Sessions' screen with a session list and student list, and a 'Resume Student Tests' screen with a confirmation message and a success message.

Method 2

1. Go to **Testing**, select **Sessions**.
2. On the **Sessions** screen, select **Search** and check the **Show All Results** box.
3. On the **Sessions** screen, there are two ways to select sessions:
 - a. Place a **check** in the box next to each session name you want to work with, or
 - b. Place a **check** in the box in the header row to select all sessions.
4. Select **Go to Students in Sessions** link.
5. On the **Students in Sessions** screen, select a session from the **Session List**.
6. Click the down arrow next to the red Exited tile and select Resume.
7. The tile will turn yellow and say Resumed.
8. The student may now log into TestNav and continue testing. The student may need to refresh TestNav to see the available test.



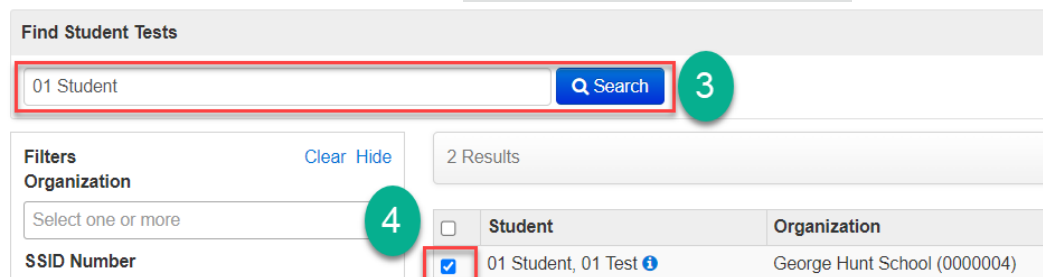
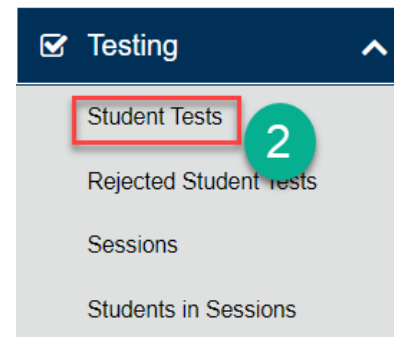
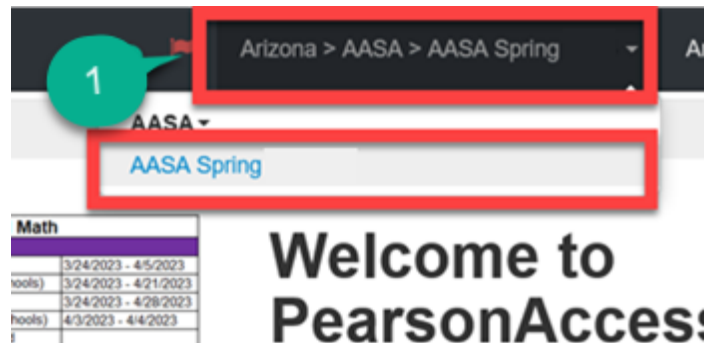
The table below gives a brief description of each testing status.

Status	Description
Ready	The student has not yet started the test.
Active	The student has logged in and started the test.
Exited	The student has exited or signed out of TestNav but has not submitted test responses for the current test. If appropriate, the Test Administrator may “Resume” the student’s test session in PearsonAccess ^{next} .
Completed	The test has been submitted by the student through TestNav. The test unit is not eligible to be reopened.
Marked Complete	The student’s test was launched but not submitted properly. At the end of each day, any test that was not submitted properly is placed in the “Marked Complete” status.

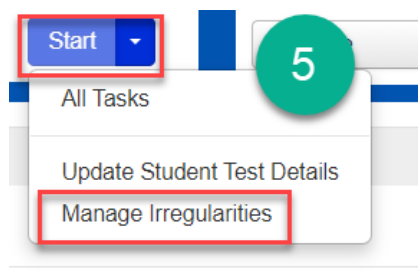
Reporting Test Irregularities

To report a Test Irregularity in PearsonAccess^{next}:

1. Select the Test Administration to report a test irregularity. To change the **Test Administration**, click on the Test Administration name in the black task bar across the top of the page. This will activate the Test Administration drop-down menu. Select the desired test administration.
2. Go to the **Testing** section and select **Student Tests**.
3. At the **Find Student Tests** field, type in the student's last name and click on **Search**.
4. Place a **check** in the box by the **Student** name.



5. From the **Start** drop-down menu, select **Manage Irregularities**.



- At the **Manage Irregularities** tab, check the box next to the **Student Name**.

Manage Irregularities

Irregularity Date/Time

Apply to Selected

1 items selected

<input checked="" type="checkbox"/>	Student Name	Organization
<input checked="" type="checkbox"/>	Student2, Test2 (2222233333)	Prickly Pear H School (0000000000)

- From the calendar icon, select the **Irregularity Date/Time**. From the **Irregularity Type** drop-down menu, select the irregularity type. In the **Comment** field, type in a short sentence of what happened.

- Click on the **Save** button and click on the **Exit Tasks**.

Tasks for Student Tests

Manage Irregularities

Irregularity Date/Time

Irregularity Type

Comment

Apply to Selected

<input type="checkbox"/>	Student Name	Organization	Test	Type	Status	Irregularity Date/Time	Irregularity Type	Comment
<input type="checkbox"/>	Test Grade 5, Yvrek (1000000000)	Prickly Pear Elementary School (00000003)	AzSCI GRADE 5	online	attempt			

Save Reset

After submitting an irregularity, use the **Do Not Report Tests** Operational Report to check if the test unit has been invalidated.

To access the **Do Not Report Tests** Operational Report in PearsonAccess^{next}:

- Go to the **Reports** section and select **Operational Reports**.
- On the **Operational Reports** screen, in the **Report Categories Box** place a check in the **Students & Registrations** box.

Reports

Operational Reports

Reporting Groups

Operational Reports

Report Categories

☐ Organization

☒ Students & Registrations

☐ Online Testing

☐ Orders & Shipment Tracking

☐ Users

3. Select **Do Not Report Tests** from the list of reports.
4. On the **Do Not Report Tests** screen, select the **Test** you want to view.
5. After the **Test** has been selected, click on the **Display Report** or **Download CSV** to view or download the report.

Note: One week after the test window closes, a final **Do Not Report** Operational Report can be run for the selected organization. If a submitted test irregularity **is not on the final report**, then the test unit **was not invalidated**.

Students & Registrations

3

[Do Not Report Tests](#)

Completed student tests which are set to Do Not Report. Do Not Report Reason is included.

Do Not Report Tests

Completed student tests which are set to Do Not Report. Do Not Report Reason is included.

Report Parameters

Test Administration

Arizona > AASA > AASA Spring 2024

Organization

Tumbleweed Unified District (9999999)

Test

AASA Grade 3 ELA Unit 1

Exclude Unsubmitted Tests

4

Display Report

Download CSV

5

Accessing Dashboards

The Dashboard feature in PearsonAccess^{next} allows each user easy access to testing information. During the test window, the Dashboard may be used to quickly view both session and student test statuses. To view the Dashboard:

1. Go to the **Dashboard** drop-down menu, select **Dashboard**.
 2. This screen has multiple graphs depicting student testing data for the organization of the user.
- This page is customizable for each user. To customize your Dashboard page:
3. Click the **Go to Dashboard User Settings** link at the top of the page. (This can also be accessed on the Dashboard drop-down menu depicted in the first image.)

4. On the **Dashboard User Settings** page, you can customize your Dashboard, so you have access to the information you need. You may remove any unnecessary graphs and change the graph type, so the information is easily accessible to you.
5. On the **Dashboard** page, you will see the different information you selected previously in your Dashboard User Settings. You will also see a list that will help you better understand the graph and the information depicted.
6. Once you have made your selection from the list provided, you can then click on any of the colored shading on the graph and it will bring you to the part of PAN depicted in the graph. Results will vary based on what is selected and what information is available in the graph.

Dashboard Dashboard 1

Dashboard User Settings

Dashboard Go to Dashboard User Settings 3

Session Status
No Data Available

Student Test Status by Subject
No Data Available

Test Status - Online
No Data Available

Test Status - Paper
No Data Available

Test Status - Alternate
No Data Available

The data on this page will refresh every 30 minutes.

Dashboard User Settings Go to Your Dashboard

AVAILABLE DASHBOARDS (0)

Your Dashboards 4

Number of Columns
2

Session Status
Graph Type: Bar Graph
Remove

Student Test Status by Subject
Graph Type: Bar Graph
Remove

Test Status - Online
Graph Type: Speedometer Graph
Remove

Test Status - Paper
Graph Type: Speedometer Graph
Remove

Test Status - Alternate
Graph Type:
Remove

Dashboard Go to Dashboard User Settings 5

Tumbleweed Unified Dis... x

Session Status by Subject
All

Legend: Not Prepared (light blue), Preparing (dark blue), Errors - Not Prepared (grey), Ready (green), In Progress (yellow), Stopped (purple)

Refreshed on 04/28/2023 11:50:00 PM

Student Test Status by Subject
All

Legend: Ready (grey), Resumed/Resumed Upload (orange), Active (green), Exited (red), Completed/Marked Complete (blue)

Refreshed on 04/28/2023 11:50:04 PM

Session Status by Grade
All

Legend: Not Prepared (light blue), Preparing (dark blue), Errors - Not Prepared (grey), Ready (green), In Progress (yellow), Stopped (purple)

Refreshed on 04/28/2023 11:50:02 PM

Student Test Status by Grade
All

Legend: Ready (grey), Resumed/Resumed Upload (orange), Active (green), Exited (red), Completed/Marked Complete (blue)

Refreshed on 04/28/2023 11:50:56 PM

Operational Reports in PearsonAccess^{next}

Several Operational Reports are available in PearsonAccess^{next} which may provide the user with helpful information. A few of the commonly used Operational Reports are listed below:

Students Enrolled but not Registered for Test Administration

This report is useful for finding students that have not yet been registered for the AASA/AzSCI test.

Students Registered but not Assigned to a Test

This report is useful for finding students that have been registered for the AASA/AzSCI test but have not been assigned a test.

Students with Online Test but not assigned to Session

This report is useful for finding students who have not yet been assigned to a session.

Student Tests that have been Assigned but have not yet Completed

This report is useful for listing all students that are registered for a test administration and have a student test assigned to them, but the test has not yet been completed.

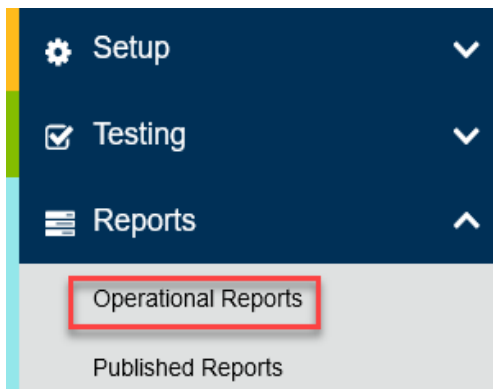
Student Tests that are Ready and Unlocked

This report is useful for showing all Student Tests that are in a Ready state with an unlocked status.

Do Not Report Tests

This report is useful for completed student tests which are set to Do Not Report. Do Not Report Reason is included.

These reports can be found by selecting Operational Reports in the Reports drop-down menu, then checking the box next to Students & Registrations on the Operational Reports page.



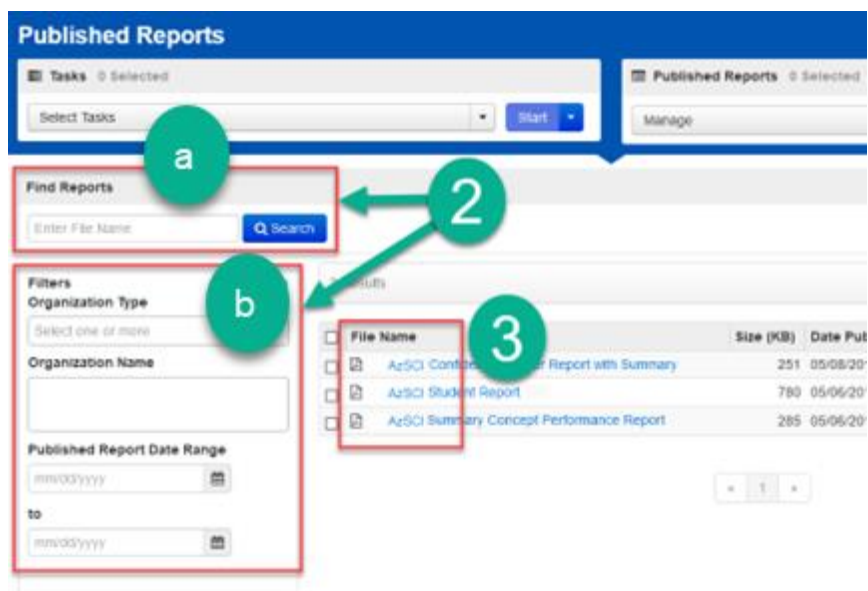
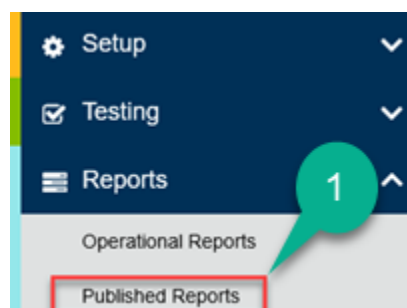
Published Reports in PearsonAccess^{next}

Student level results will be available in PearsonAccess^{next}. Published reports include the District Student Data File and the PDF versions of the Student and Roster Reports.

Note: Please refer to the *AASA Reporting Guide* and the *AzSCI Reporting Guide* for further information regarding student reports, including the Performance Level Dashboards and Historical Student Data, which are additional reporting features available for AASA.

To access the Published Reports in PearsonAccess^{next}:

1. Go to **Reports**, select **Published Reports**.
2. On the **Published Reports** screen, there are two ways to find reports:
 - a. Enter search information into the **Find Reports** filter,
 - or
 - b. Enter search information into the **Filters** section.
3. Select the **File Name** to download and view the report or student data file.



Creating Reporting Groups in PearsonAccess^{next} – AASA Only

Creating Reporting Groups is optional for AASA. This option is available for those wanting to group students by classroom or teacher for reporting purposes.

The data for the Reporting Groups is displayed in the Performance Level Dashboards. The filters on the Performance Level Dashboards can be used to display the comparisons of student preliminary results based on different criteria. District Test Coordinators and School Test Coordinators have access to create Reporting Groups and assign them to other users. Any users that have been assigned to a Reporting Group will be able to access this data on the Performance Level Dashboards.

To Create Reporting Groups in PearsonAccess^{next}:

1. Go to **Reports**, select **Reporting Groups**.
2. On the **Reporting Groups** screen, from the **Start** drop-down menu select **Create/Edit Reporting Groups**.
3. On the **Create/Edit Reporting Groups** screen, select your **Organization** and **Name Your Reporting Group**.
4. Select **Create**.
5. Once you receive the green **Success Changes Saved** notification, select **Exit Tasks**.

The screenshots illustrate the process of creating a reporting group. The first screenshot shows the 'Reports' menu with 'Reporting Groups' highlighted. The second screenshot shows the 'Start' dropdown menu with 'Create / Edit Reporting Groups' selected. The third screenshot shows the 'Create / Edit Reporting Groups' form with 'Organization' set to 'George Hunt School' and 'Name' set to 'ELA Group 1'. The fourth screenshot shows the 'Create' button highlighted. The fifth screenshot shows the 'Exit Tasks' button highlighted after a 'Success Changes saved' notification.

Assigning Users To Reporting Groups in PearsonAccess^{next} – AASA Only

To assign users to Reporting Groups in PearsonAccess^{next}:

1. Go to **Reports**, Select **Reporting Groups**.
2. Under **Find Reporting Groups**, type in your Reporting Group name and select **Search**.
3. **Select** the Reporting Group name.
4. From the **Start** drop-down menu, select **Assign Users to Reporting Groups**.
5. Enter the User's email address under **Authorized Users**.
6. Once you have **selected** the **Reporting Group** listed, select **Assign to selected reporting groups**.
7. Select **Save** and **Exit Tasks**.

Reports

- Operational Reports
- Reporting Groups**
- Published Reports

Find Reporting Groups

ELA Group 1

Search

1 Results

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	ELA Group 1

Start **Manage**

- All Tasks
- Create / Edit Reporting Groups
- Manage Student Tests in Reporting Groups
- Manage Reporting Groups
- Assign Users to Reporting Groups**
- Delete Reporting Groups

Assign Users to Reporting Groups

Authorized Users

✕ corbey.bunn@pearson.com

Assign to selected reporting groups

Assign Users to Reporting Groups

<input checked="" type="checkbox"/>	Reporting Group	Organization	Authorized Users
<input checked="" type="checkbox"/>	ELA Group 1	George Hunt School	✕ corbey.bunn@pearson.com

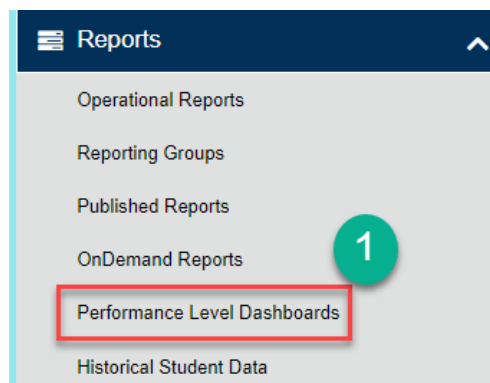
Add Task **Previous Task** **Next Task** **Exit Tasks ✕**

Save **Reset**

Accessing Performance Level Dashboards in PearsonAccess^{next} – AASA Only

Use Performance Level Dashboards to view AASA reporting information for your school or district. Refer to the **AASA Reporting Guide** for details on the reports available in the Performance Level Dashboards.

1. Go to **Reports**, select **Performance Level Dashboards**.
2. Use filters on the **Performance Level Dashboards** screen to display the comparisons of student data.



PearsonAccess^{next} Arizona > AASA > AASA Spring 2023 Arizona Dept of Education (az)

Home Dashboard Setup Testing Reports Test Config Support

Performance Level Dashboards

Create Report

AASA Spring 2023 ARIZONA DEPT OF EDUCATION (az) Apply

ARIZONA DEPT OF EDUCATION

Subject	Level 1-Minimally Proficient	Level 2-Partially Proficient	Level 3-Proficient	Level 4-Highly Proficient
ELA	41%	19%	30%	10%
Math	44%	22%	22%	12%

Grades (6)

Grade	ELA	Math
03	42% 12% 23% 14%	31% 20% 20% 12%
04	41% 14% 30% 14%	30% 22% 20% 12%
05	40% 20% 20% 8%	31% 21% 20% 11%
06	36% 22% 33% 7%	49% 21% 21% 10%
07	39% 20% 33% 8%	54% 16% 15% 15%
08	41% 22% 22% 10%	54% 10% 17% 10%

COMPARE Clear

☒ Parent Organization

☒ Performance Levels by Subject and Grade - Preliminary

☐ Performance Levels by Demographic - Preliminary

☐ Performance Levels by Student Test - Preliminary

☐ Performance Levels by Reporting Category - Preliminary

☐ Performance Levels by Administration - Preliminary

Apply

FILTER Clear

Grade *

☒ Grade 03 ☒ Grade 06

☒ Grade 04 ☒ Grade 07

☒ Grade 05 ☒ Grade 08

Gender

☐ Female

☐ Male

Race/Ethnicity

☐ American Indian or Alaska Native ☐ Hispanic or Latino

☐ Asian ☐ Native Hawaiian or Other Pacific Islander

☐ Black or African American ☐ White

Special Ed

☐ Yes

☐ No

EL Classification

☐ Yes

☐ No

SES

☐ Yes

☐ No

Apply

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