Spring 2027
AASA & AzSCI
PearsonAccess^{next}
User's Guide







PearsonAccess next

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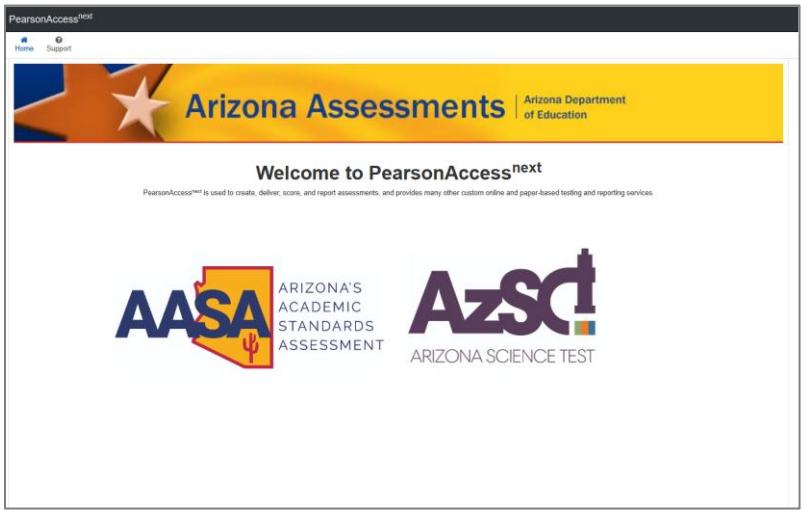
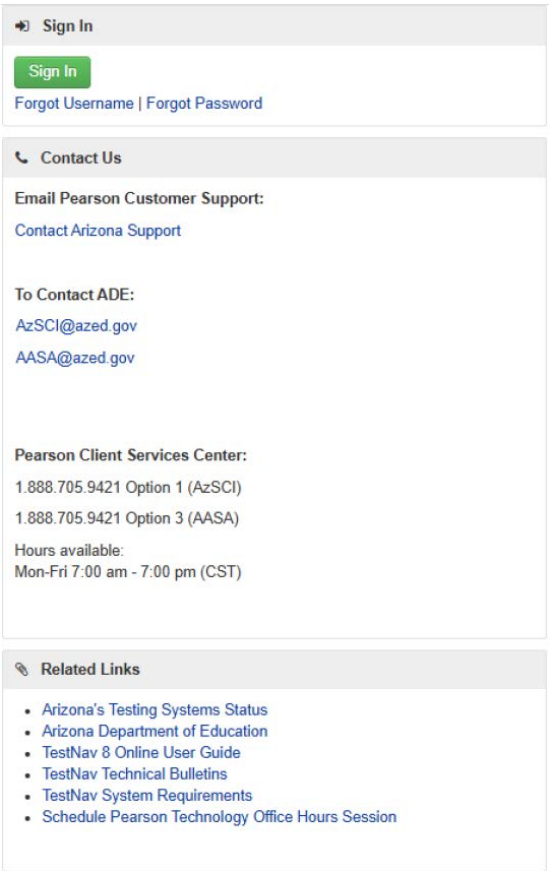
Welcome to PearsonAccess^{next}

The Arizona PearsonAccess^{next} (PAN) website (https://az.pearsonaccessnext.com) provides access to AASA and AzSCI testing programs. This *PearsonAccess^{next} User's Guide* will focus on tasks related to the AASA test administration and the AzSCI test administration.



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) to which you have been assigned.

The **Sign In** button is located on the right side of the PAN **Sign In** screen. 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 PAN, or have 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, use the **Contact Arizona Support** link under the **Contact Us** section of the PAN **Sign In** screen.

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Accessing Support Documentation

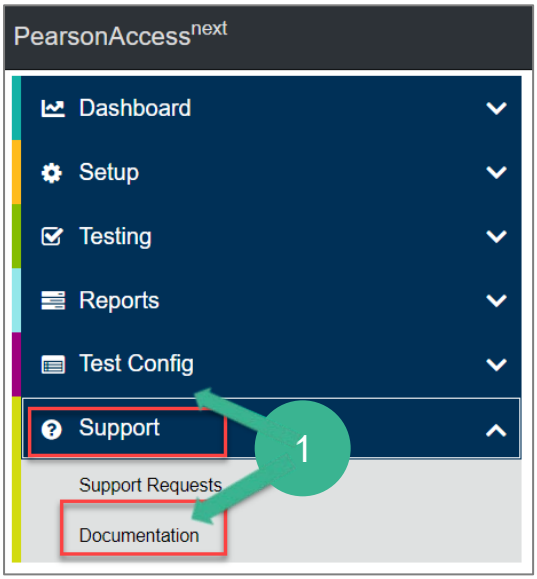
Resources are available in PAN under **Support > Documentation.** There, you can download the *PearsonAccess next Users Guide*, file layouts, and other ancillary materials.

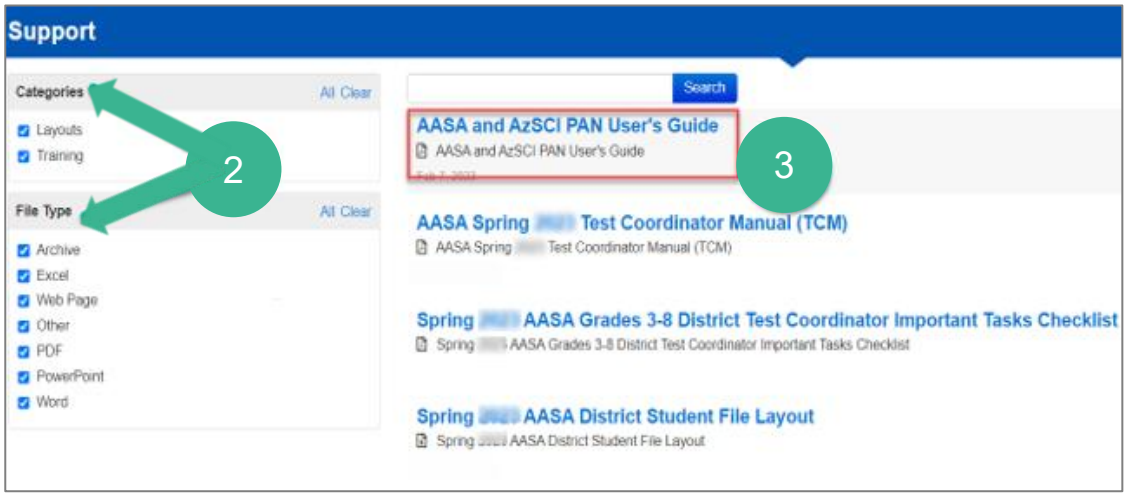
To access support documentation in PAN:

1. Go to **Support** and from the dropdown menu, select **Documentation**.

2. Under **Categories** and **File Type**, you can select the check boxes to filter down the resource list.

3. Click on the resource title to download the document.





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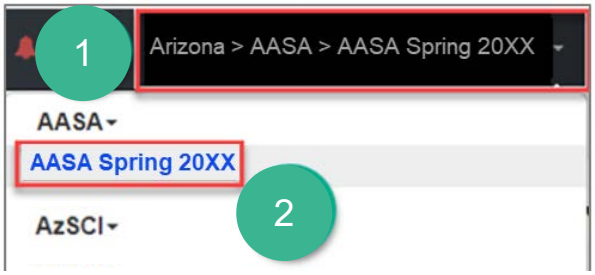
Changing Test Administration

If you have access to multiple assessment programs or have used PAN in prior years, you may need to change the test administration to complete tasks or view information in PAN.

To change the test administration in PAN:

1. Select the **Test Administration** in the black task bar across the top of the screen. This will open the **Test Administration** dropdown menu.
2. From the **Test Administration** dropdown menu, select **AASA Spring 20XX** or **Spring 20XX Arizona Science.**



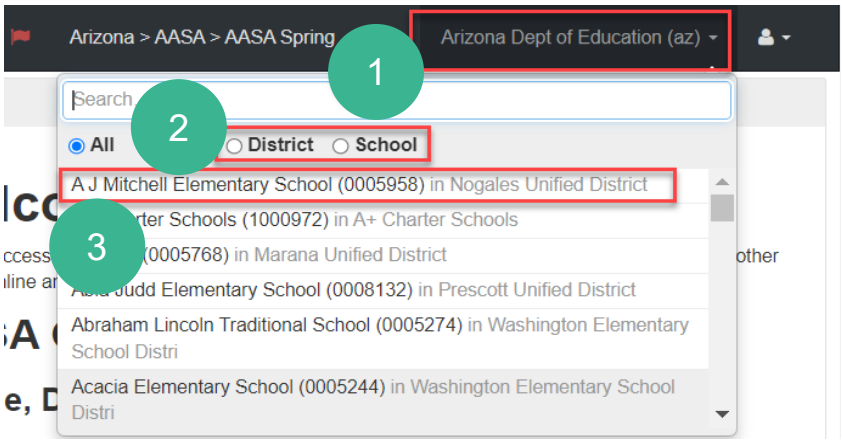
Change District or School View

To change district view in PAN:

1. On the black task bar across the top of the screen, select the **Organization Name.** This will open the **Organization** dropdown menu.
2. On the **Organization** dropdown menu, select the **District** radio button.
3. Select the district organization name to view the district's information.

To change school view in PAN:

1. On the black task bar across the top of the screen, select the **Organization Name.** This will open the **Organization** dropdown menu.
2. On the **Organization** dropdown menu, select the **School** radio button.
3. Select the school organization name to view the school's information.



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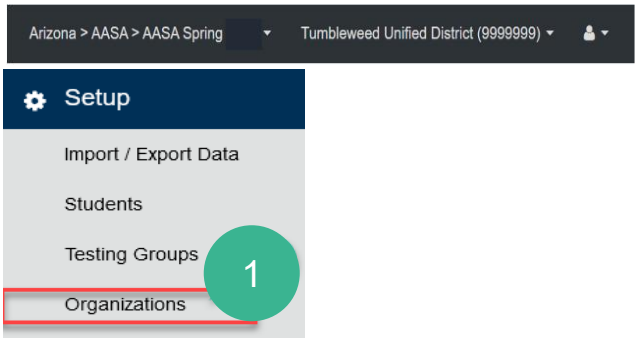
Verifying Contact Information and Shipping Address

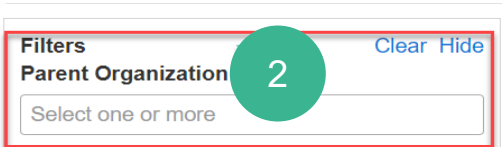
Achievement District Test Coordinators must verify their contact information and district shipping address in PAN separately for both AASA and AzSCI. The district name displayed on the black task bar across the top of the screen is the district contact information and district shipping address that is being verified. Confirm that the correct test administration and district name are shown in the black task bar across the top of the screen. If you need to change the test administration and/or district name, refer to the **Changing Test Administration** section of this guide.

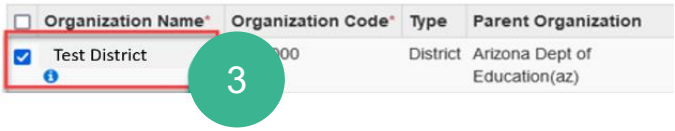
To verify contact information and shipping address in PAN:

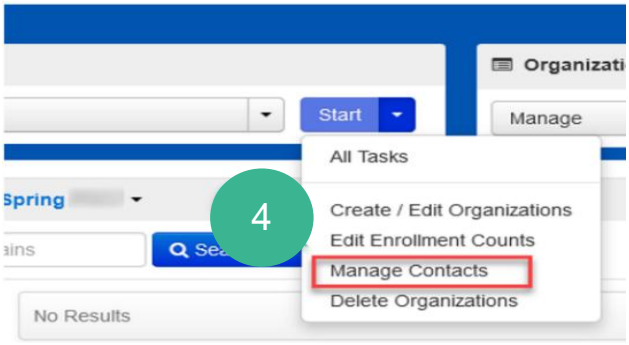
1. Go to **Setup** and from the dropdown menu, select **Organizations.**
2. Under **Filters**, click on the **Parent Organization** text field. Select the district name from the dropdown menu. The district and schools will populate under the **Organization Name** column.
3. In the **Organization Name** column, place a **check mark** in the box next to the district name.
4. Go to the **Start** dropdown menu and select **Manage Contacts.**
5. Under the district name on the left side, select **AZ 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, contact the Arizona Department of Education (ADE) at AASA@azed.gov or AzSCI@azed.gov.
7. Select the **Exit Tasks** button.

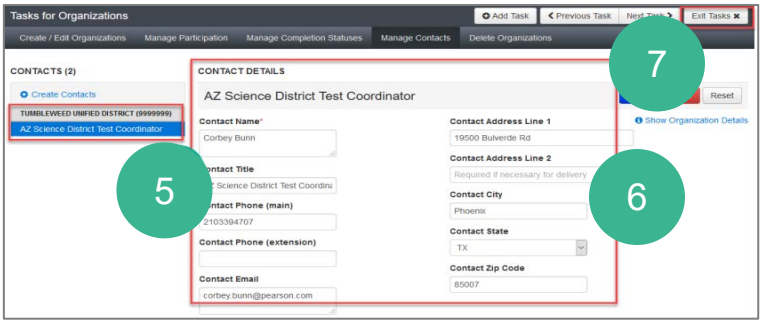
   Note: Achievement District Test Coordinators with more than one district must change the district name in the black task bar across the top of the screen. Repeat steps 1-7.











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Reviewing and Entering Participation Counts – AASA only

Participation counts must be confirmed and/or entered for AASA in PAN by Achievement District Test Coordinators of both Computer-Based Testing (CBT) and Paper-Based Testing (PBT) schools during the Participation Count Window.

Participation Count Window: February 1 – 12, 2027

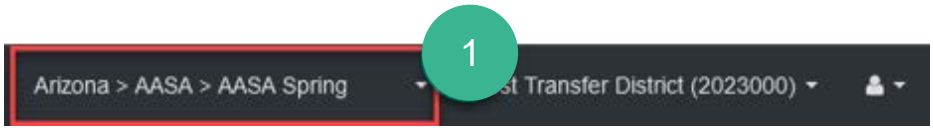
Pearson will use the AASA participation counts to print paper testing materials for the schools, including paper test booklets and return shipment materials for PBT schools, and the *Test Coordinator's Manual* and *Test Administration Directions* for both CBT and PBT schools. **Only the assigned Achievement District Test Coordinator for the AASA test administration has permissions to edit and submit participation counts in PAN.**

Pre-populated participation counts in PAN are based on student data that ADE extracted from AzEDS. The extracted data may not include all eligible students. The Achievement District Test Coordinator must review and confirm the pre-populated participation counts, edit participation counts, if needed, and submit participation counts for each school and district they are responsible for. All eligible Arizona public school students in Grades 3-8 are required to participate in the AASA assessment and should be included in the participation counts, with the exception of students who take the Alternate Assessment.

Reviewing and Entering AASA Participation Counts in PearsonAccess next

To review participation counts in PAN:

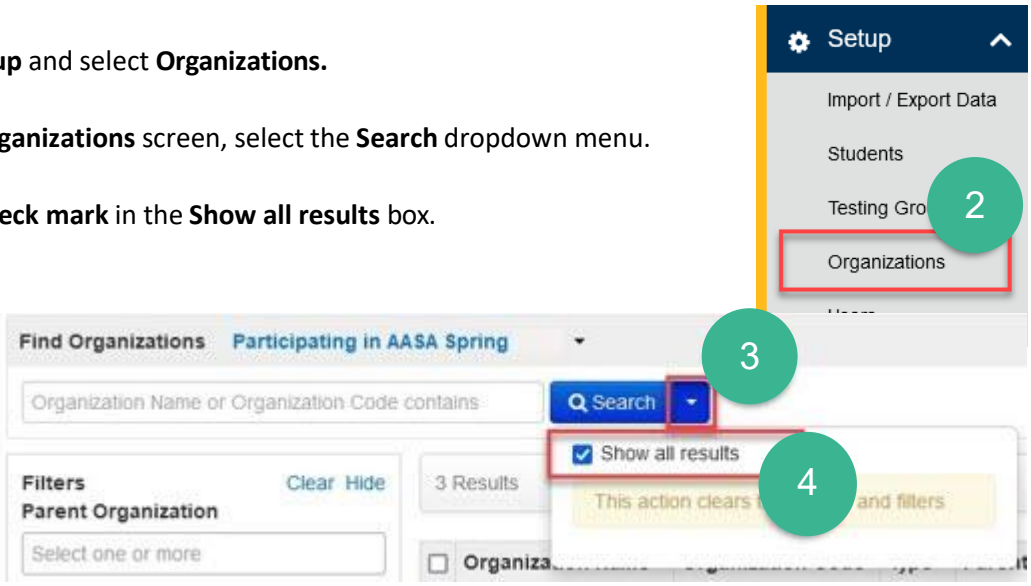
1. In the black task bar at the top of the screen, verify the test administration is set to **AASA Spring 20XX** and that you are on the **District Entity** organization.



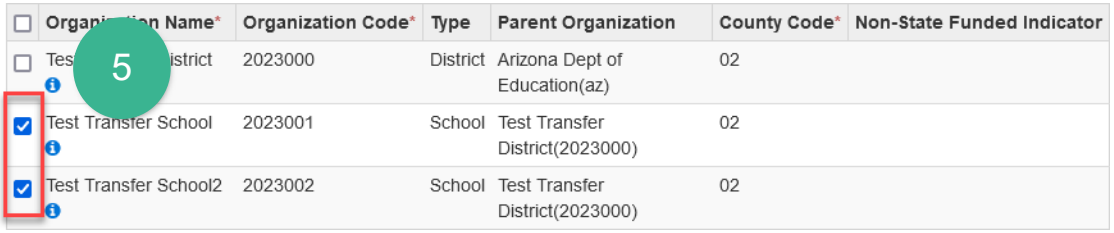
2. Go to **Setup** and select **Organizations.**

3. On the **Organizations** screen, select the **Search** dropdown menu.

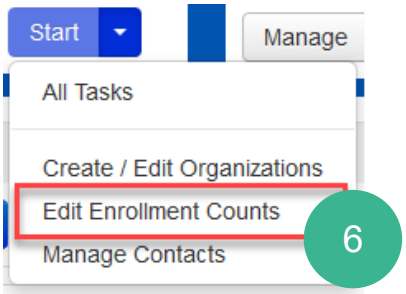
4. Place a **check mark** in the **Show all results** box.



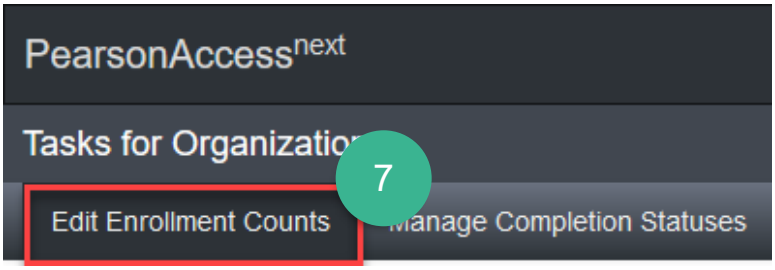
5. On the **Organizations** screen, place a **check mark** in the box next to each participating school that will administer the AASA tests, or select the box next to **Organization Name** to select all.



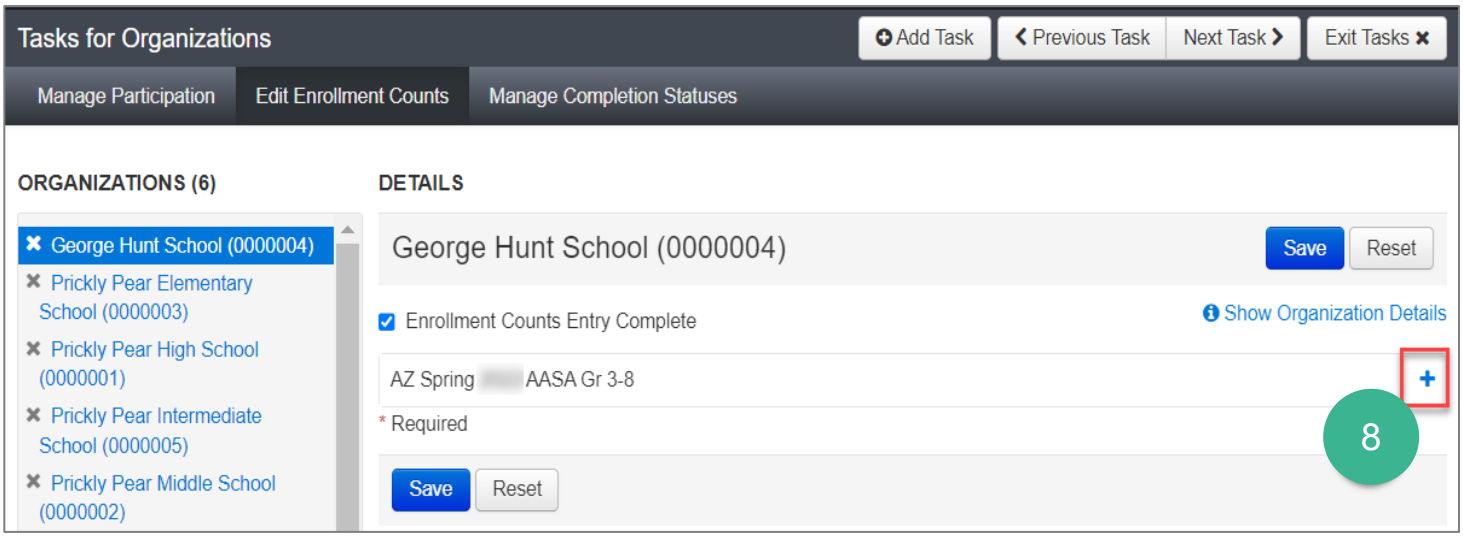
6. Click the **Start** dropdown menu and select **Edit Enrollment Counts.**



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



8. On the **Tasks for Organizations DETAILS** screen, click the **plus sign (+)** to expand the participation count information for the highlighted school.



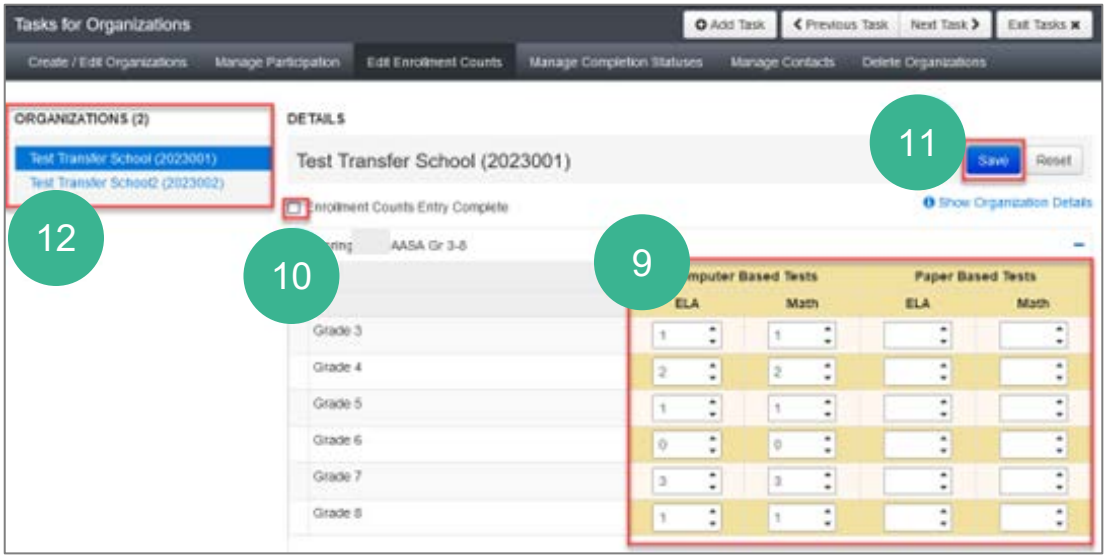
9. Preloaded participation counts are displayed by grade. Review the counts and edit, if needed, based on each school's current enrollment.

10. When participation counts are accurate for each grade, place a **check mark** in the **Enrollment Counts Entry Complete** box.
    - This includes schools with zero students at any of the grade levels (Grades 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 8-11 for **each school.**

    Note: For PBT, you **must** have approval from ADE prior to this Participation Count Window. The window to request PBT was open in ADEConnect from **September 14 – October 9, 2026.**



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Selecting Materials Due-in-District Window – AASA Only

Achievement District Test Coordinators of both CBT and PBT schools must select the preferred AASA materials due-in-district window. Both CBT and PBT schools will receive paper copies of the *AASA Test Coordinator's Manual* and the *AASA Test Administration Directions*. PBT schools will also receive paper test booklets and Pre-ID Labels for student test booklets within the selected window.

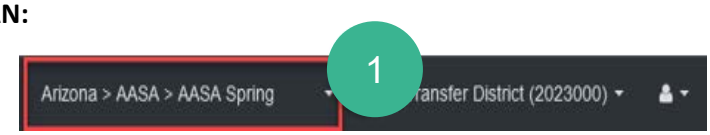
Materials Due-in-District Selection Window: February 1 – 12, 2027

- **Materials due-in-district window 1: March 29 – April 1, 2027**
- **Materials due-in-district window 2: April 5 – 8, 2027**

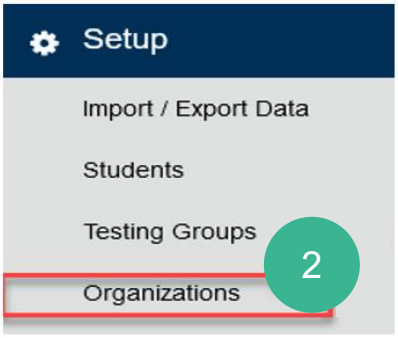
Note: If the preferred materials due-in-district selection is not indicated in PAN within the specified window, then the district or charter's delivery window will default to delivery **window 1.**

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

1. In the black task bar at the top of the screen, verify that the test administration is set to **AASA Spring 20XX** and that you are on the **District Entity** organization.

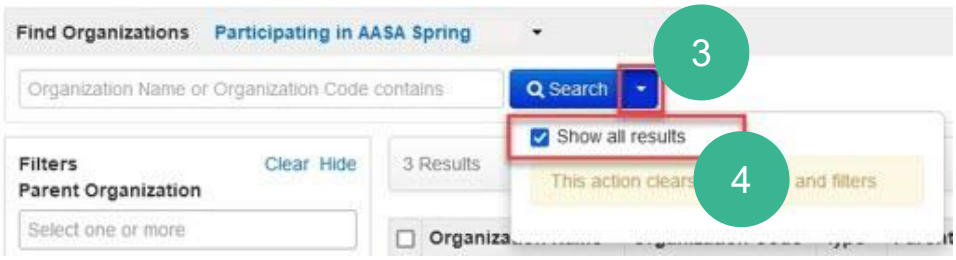


2. Go to **Setup** and select **Organizations.**

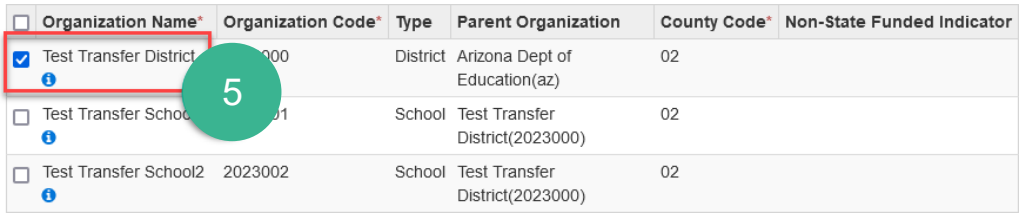


3. On the **Organizations** screen, select the **Search** dropdown menu.

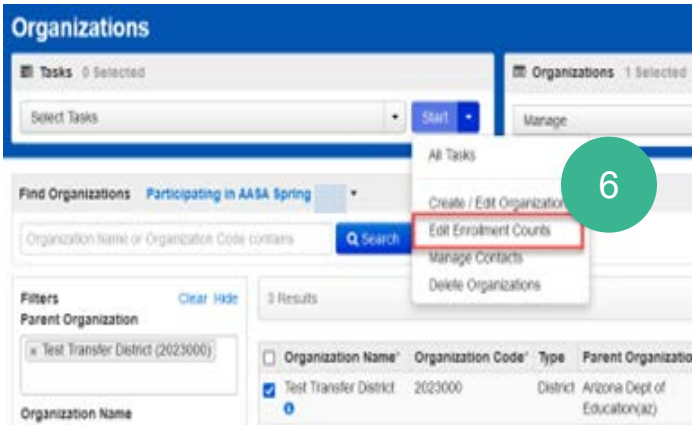
4. Place a **check mark** in the **Show all results** box.



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



6. Click the **Start** dropdown menu and select **Edit Enrollment Counts.**

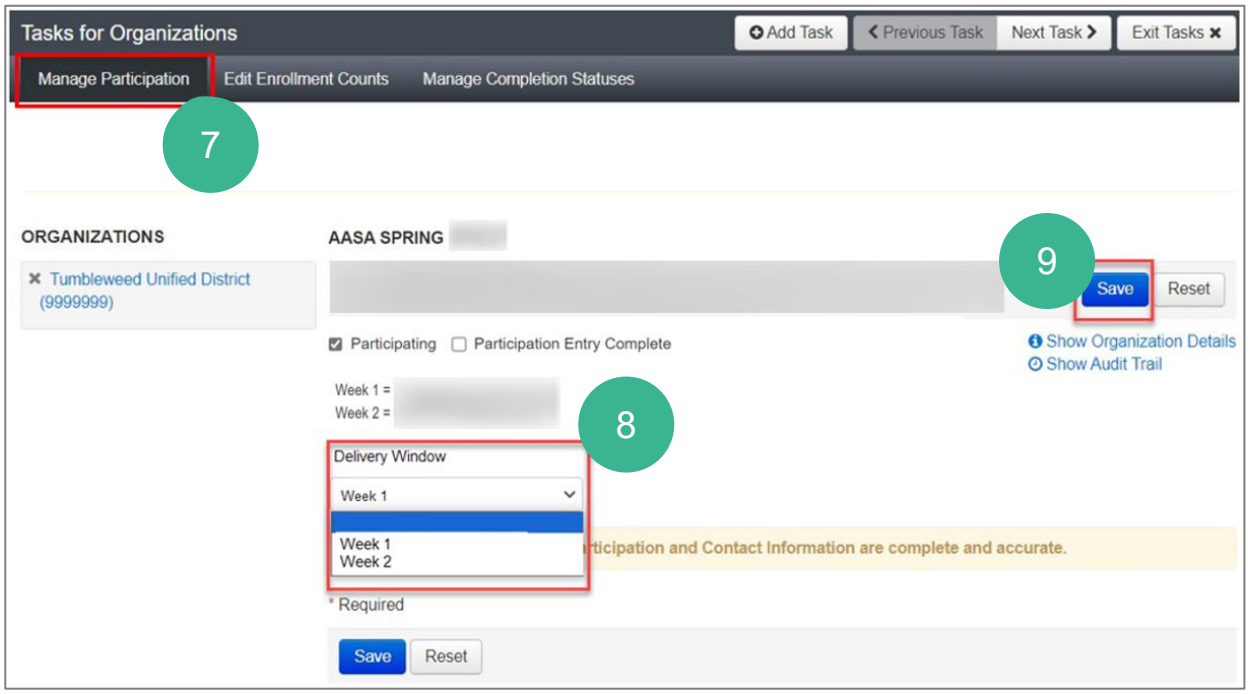


7. On the **Tasks for Organizations** screen, click on the **Manage Participation** tab.

8. On the **Tasks for Organizations** screen, under the test administration **AASA Spring 20XX**, click the **Delivery Window** dropdown to select the preferred delivery window for the highlighted district.

Note: The **Participation Entry Complete** box will appear on this screen. This box **does not** need to be selected in order to complete this task.

9. Click the **Save** button.



Managing Users

Achievement District Test Coordinators (DTCs), School Test Coordinators (STCs), and Technology Coordinators have permission in PAN to create user accounts. Below are the various AASA and AzSCI 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	Submit Test Irregularities	No	No	Submit 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. User accounts may only be created as described in the table on page 11 with the various AASA and AzSCI PearsonAccess^{next} User Roles and permission levels.

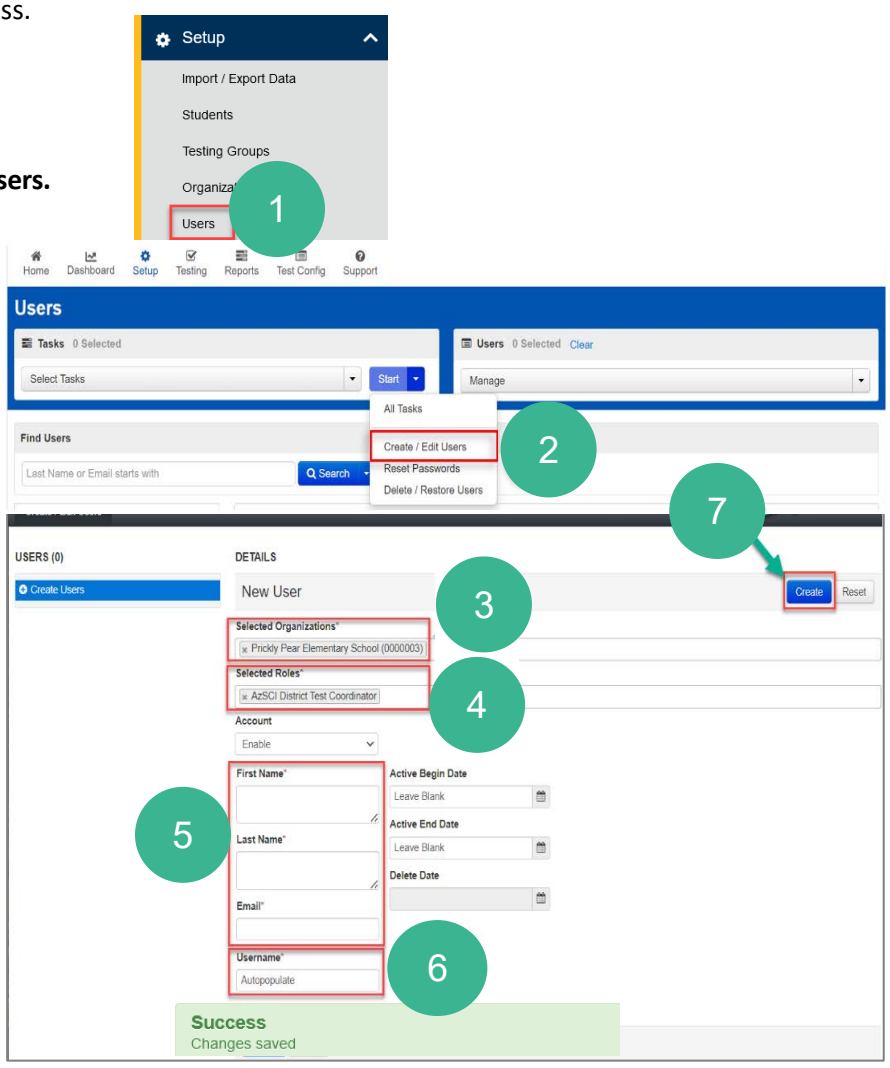
Users can be added in PAN manually or through a file import, depending on the assigned user roles. New users will receive a **Welcome** email from noreply@mail.pearsonaccessnext.com with instructions on next steps to access their PAN account. Updated users will **not** receive an email but will have their access updated immediately in PAN.

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

To manually create a new user in PAN:

1. To add new users, go to **Setup** and select **Users.**
2. On the Users screen, from the **Start** dropdown menu, select **Create/Edit Users.**
3. Click on the **Selected Organizations** field. Select your organization (district or school) from the dropdown menu.
4. Click on the **Selected Roles** field. Select the appropriate User Role(s) from the dropdown menu.
5. Fill in the **First Name**, **Last Name**, and school/district **Email** 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** is filled in completely.
7. When you have filled in and verified the information on the entire form, select the **Create** button. A green **Success Changes saved** confirmation message will appear. Then select **Exit Tasks.**



Manually Editing Users

To manually edit a user in PAN:

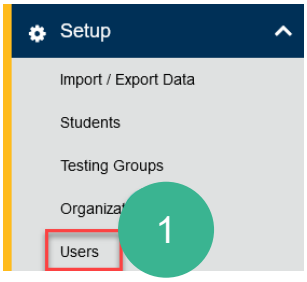
1. To edit users, go to **Setup** and select **Users.**
2. To search for all users, select the **Search** dropdown menu and place a **check mark** in the **Show all results** box.
3. To search for individual users, in the **Find Users** field, enter the user's last name or email. Select **Search.** Other options for filtering can be found under **Filters**: search by **First Name**, **Username**, **Account Status**, **Roles**, or **Organizations.**

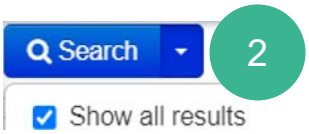
   Note: When reinstating users, check the **Disabled** or **Deleted** users under the Account Status filter.
4. Place a **check mark** next to the user(s) to be updated. From the **Start** dropdown menu, select **All Tasks.**
5. The **Tasks for Users** screen will open with the list of users on the left side.

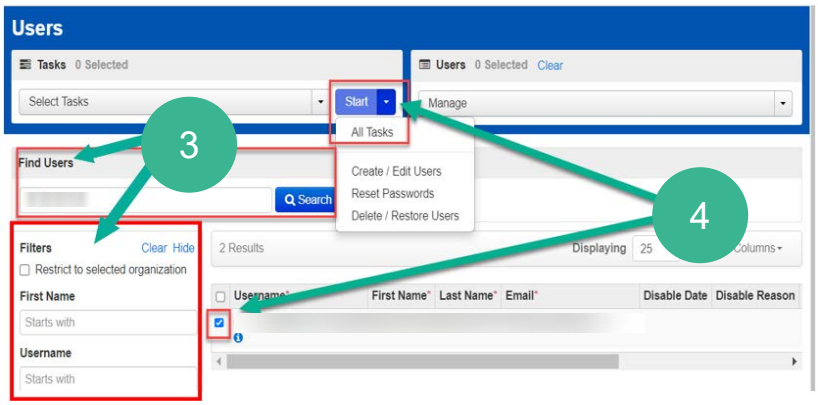
   Select a user to be updated, and user information will be listed under **DETAILS.**

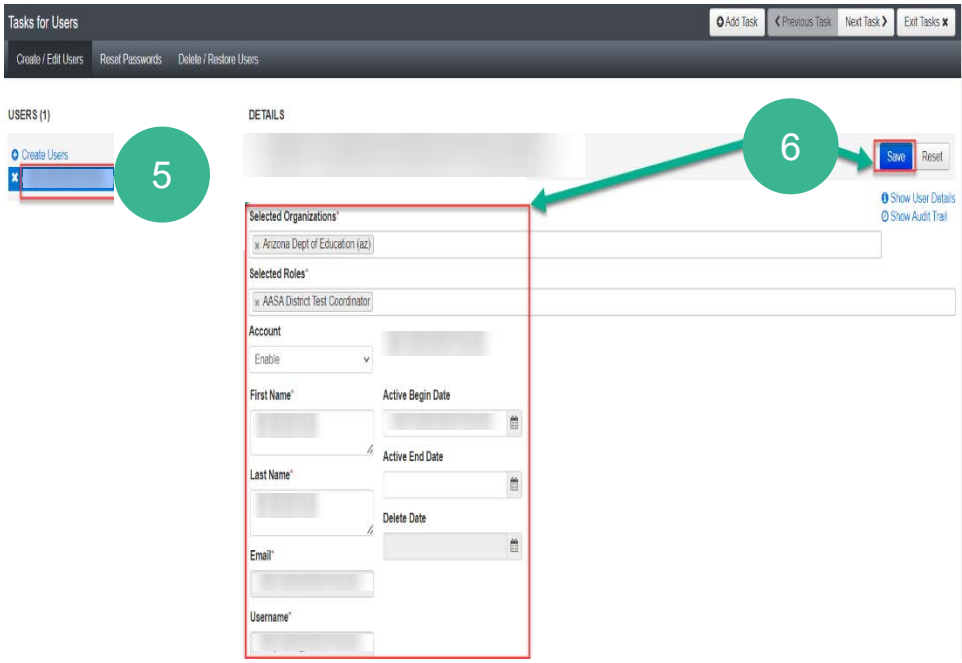
Note: Username and **Email** fields cannot be changed. If the **Username** and **Email** need to be changed, the previous account must be deleted, and a new account must be created.

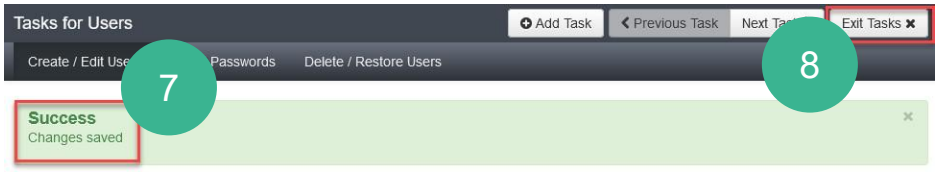
6. Update the user information and select **Save.**
7. A green **Success Changes saved** confirmation message will appear.
8. Once all updates have been saved, click **Exit Tasks.**











PearsonAccess next

Manually Editing Users – Changing User Account from Disabled to Enabled

Upon user account 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. A user's account in **Disabled** status may also be set to **Enabled** status to restore access.

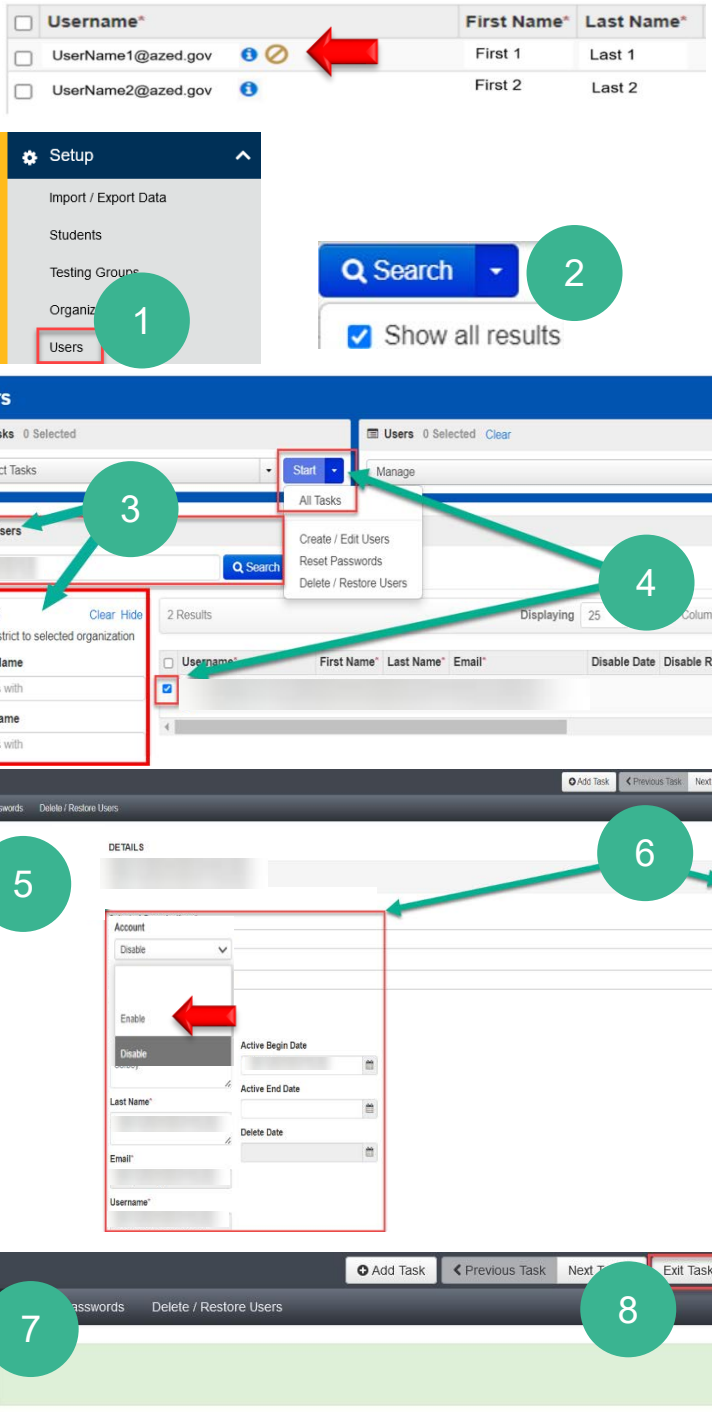
A **Disabled** status icon "⊘" is displayed in the **Username** column next to the user's name if the user's account has been **Disabled**.

Note: When enabling a user account, if an **Active End Date** is displayed, ensure that it is a future date.

To change a user account from Disabled to Enabled in PAN:

1. To edit users, go to **Setup** and select **Users.**
2. To search for all users, select the **Search** dropdown menu and place a **check mark** in the **Show all results** box.
3. To search for individual users, in the **Find Users** field, enter the user's last name or email. Then go to **Filters** and click on the **Account Status** dropdown and select **Disabled**. Then select **Search.** Other options for filtering can be found under **Filters**: search by **First Name**, **Username**, **Account Status**, **Roles**, or **Organizations.**
4. Place a **check mark** next to the user(s) to be updated. Select the **Start** button and select **All Tasks.**
5. The **Tasks for Users** screen will open with the list of users on the left side.

   Select a user to be updated, and user information will be listed under **DETAILS.**
6. Click on the **Account** dropdown and select **Enable** and select **Save.** You may need to remove or alter the **Active End Date** if the field is populated.
7. A green **Success Changes saved** confirmation message will appear.
8. Once all updates have been saved, click **Exit Tasks.**



PearsonAccess next

Manually Deleting or Restoring Users

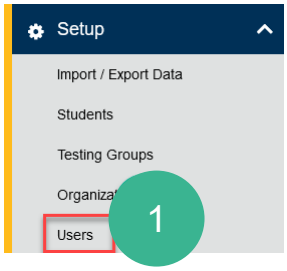
User accounts that have been previously deleted from PAN will show a red "**X**" in the **Users** screen, under the **Username** column.

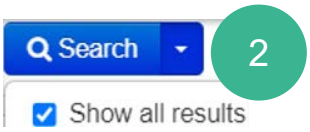


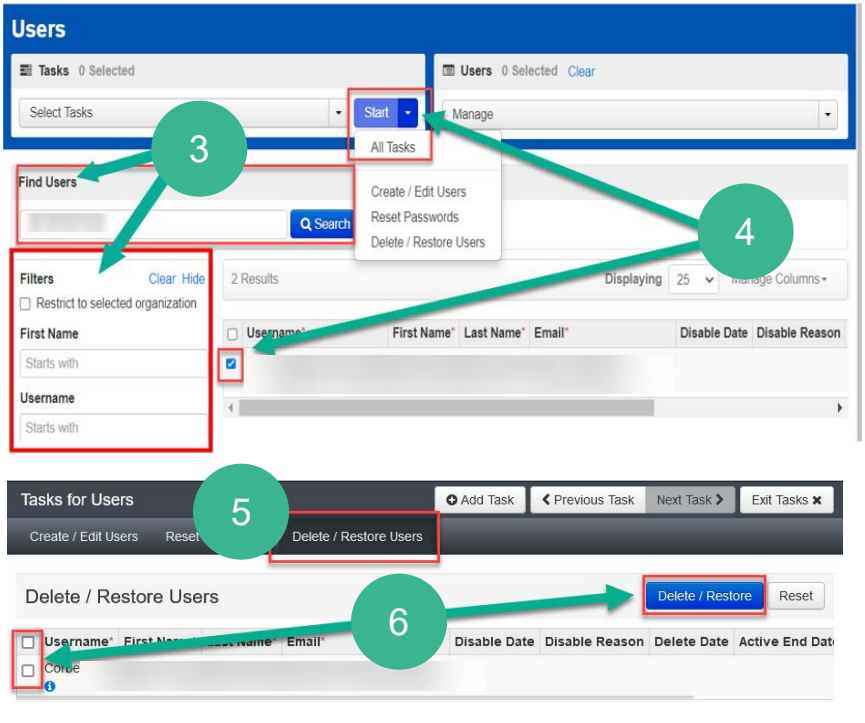
Any deleted user accounts will need to be restored in PAN in order to access the PAN website. Once the deleted user account has been restored, the user account will need to be set to **Enabled** status, following the instructions on page 14.

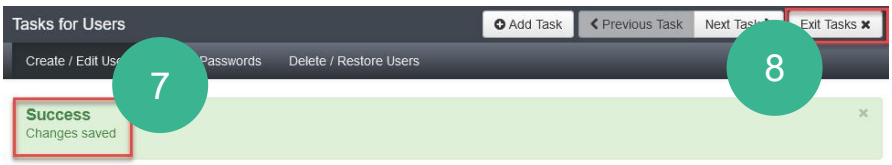
To manually delete or restore a user in PAN:

1. To edit users, go to **Setup** and select **Users.**
2. To search for all users, select the **Search** dropdown menu and place a **check mark** in the **Show all results** box.
3. To search for individual users, in the **Find Users** field, enter the user's last name or email. Then go to **Filters** and click on the **Account Status** dropdown and select **Deleted**. Select **Search.** Other options for filtering can be found under **Filters:** search by **First Name**, **Username**, **Account Status**, **Roles**, or **Organizations.**
4. Place a **check mark** next to the user(s) to be updated. From the **Start** dropdown menu, 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 users(s) to be deleted or restored. Click on the **Delete/Restore** button.
7. A green **Success Changes saved** confirmation message will appear.
8. When all updates have been saved, click **Exit Tasks.**









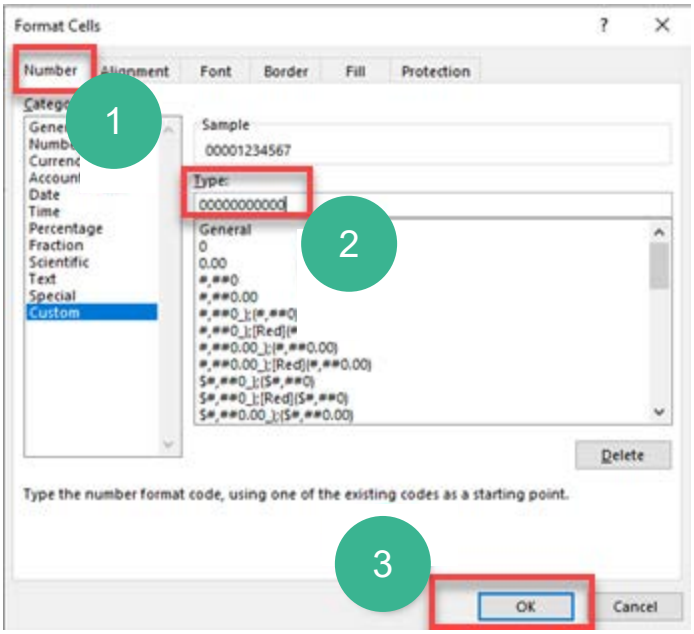
PearsonAccess next

Creating/Editing Users from a File Import

Achievement District Test Coordinators, School Test Coordinators, and Technology Coordinators may use the Import/Export Data function in PAN to create or edit multiple users at one time.

To locate the current AASA and AzSCI User File Layouts, go to **Support > Documentation** in PAN (https://az.pearsonaccessnext.com/customer/index.action).

****Excel tip**: Microsoft Excel automatically removes leading zeros from number values entered. The leading zeros are required for certain fields of the PAN import files 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.**

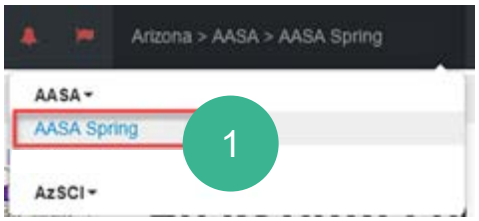
2. On the **Type** menu, select the "0", then click in the **Type** box and type zeros until the number format matches the minimum length. For example, to make an SSID Number on the Student Registration Import file an 11-digit number with leading zeros, you will type 11 zeros in the **Type** box. Similarly, to make a school or district entity number a 7-digit number on the User Import File, you will type 7 zeros in the **Type** box.

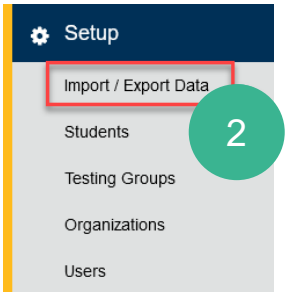
3. Click **OK** to save the changes.

To create or update PAN users from a file import:

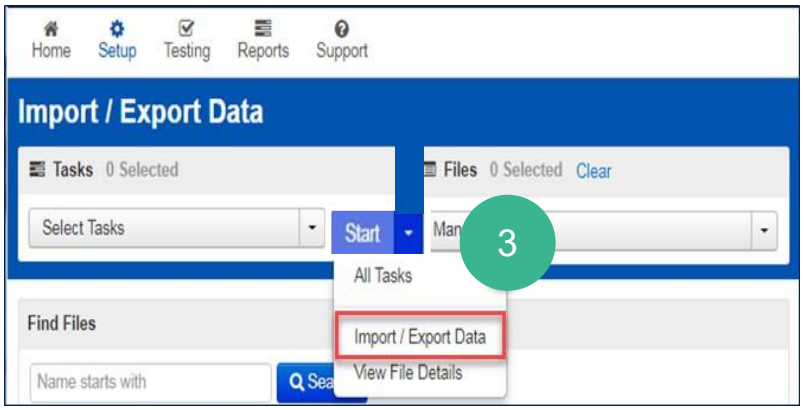
1. Select the test administration to export the User Data. You may select a previous test administration to export a list of all users from the previous test administration. To change the test administration, follow the instructions for **Changing Test Administration** on page 3 of this manual.

   Note: Only users with access to the previous year's test administration in PAN will be able to export users from the previous year's test administration. The previous year's test administration will be available in PAN until **February 26, 2027,** for both AASA and AzSCI. After this date, users will be unable to export from the previous year's test administration.



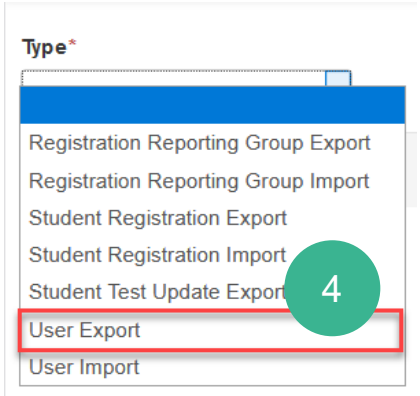


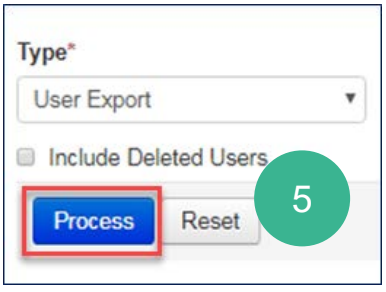
2. Go to **Setup** and select **Import/Export Data.**



3. On the **Import/Export Data** screen, use the **Start** dropdown menu to select **Import/Export Data.**

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

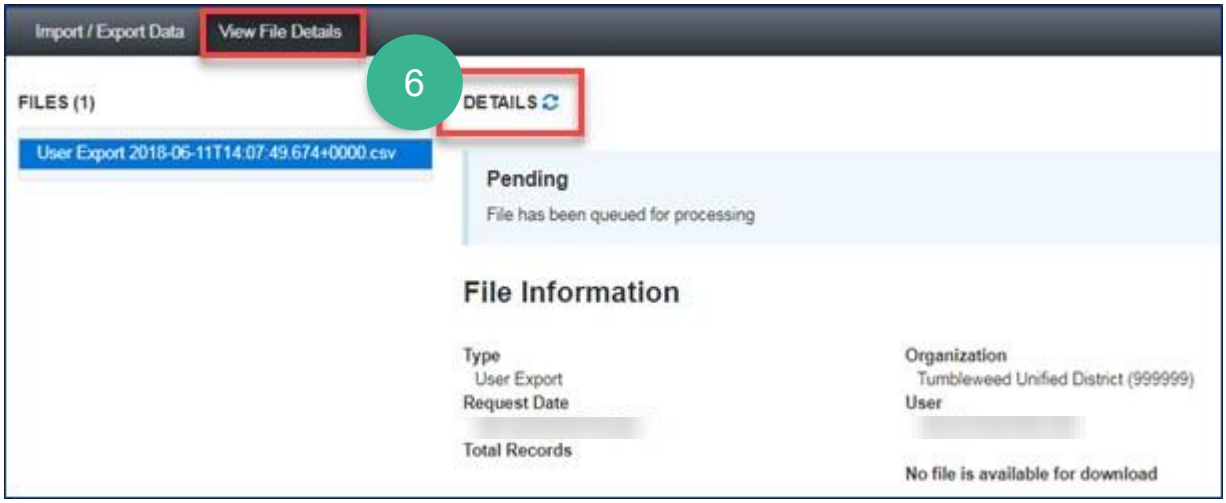




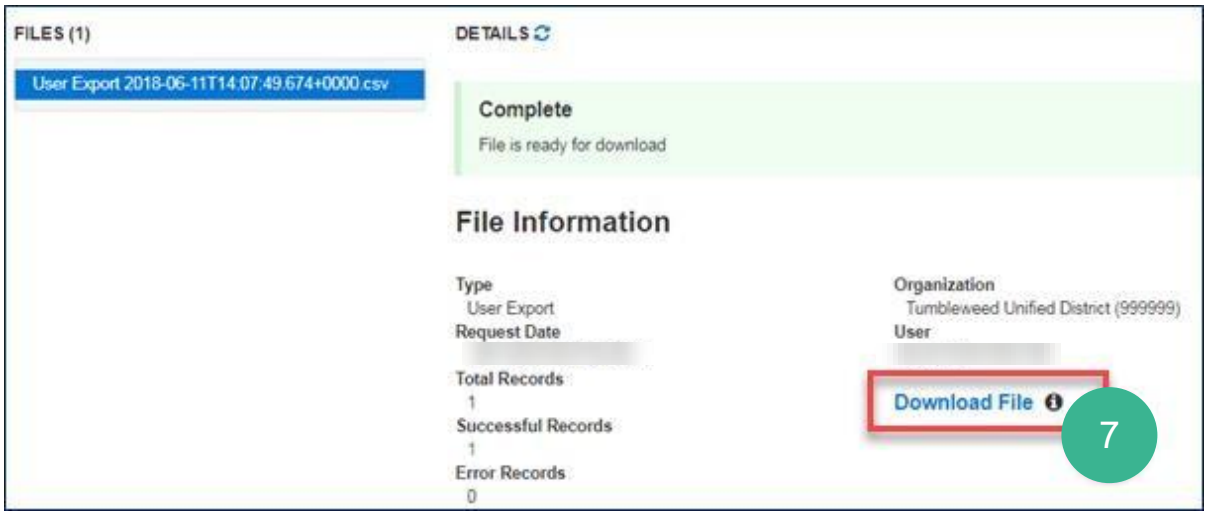
5. Click the **Process** button.

6. The next screen is the **View File Details** tab where you will see that the report is pending. The report will take a few minutes to process.

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

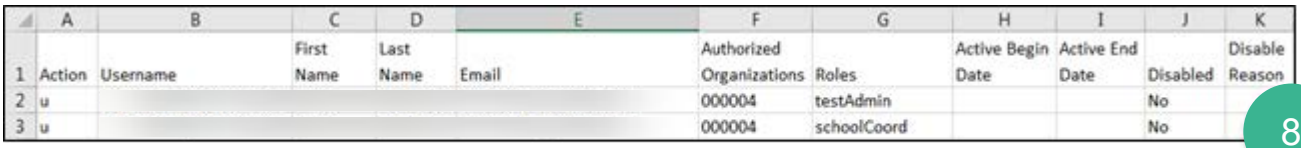


7. When the file has been processed, the **Download File** link will appear. Select the link to download the file.



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	Disable Reason
2	u					000004	testAdmin			No	
3	u					000004	schoolCoord			No	

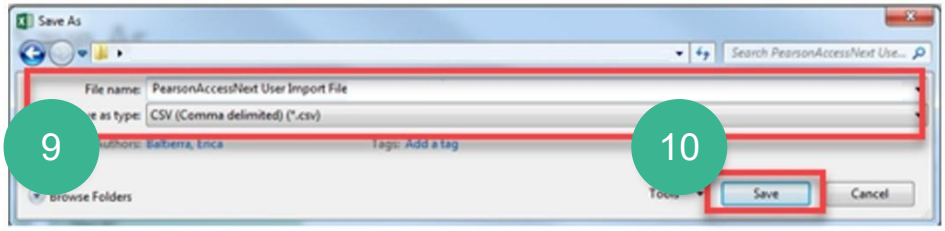
8

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 information below.

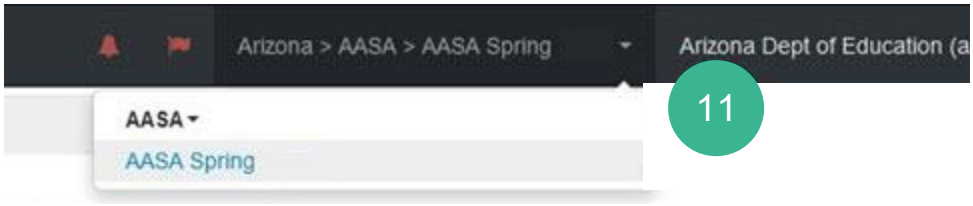
Column:	Row 1:	Row 2:
A	*Type* **Action**	• *Fill in a* **C** *to create a new record* • *Fill in a* **U** *to update an existing record*
B	*Type* **Email Address**	• *Type User's Email Address*
C	*Type* **First Name**	• *Type User's First Name*
D	*Type* **Last Name**	• *Type User's Last Name*
E	*Type* **Email Address**	• *Type User's Email Address*
F	*Type* **Authorized Organizations**	• *Type any or all Organization/Entity 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/entity 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). All organization/entity codes are 7 digits long.
G	*Type* **Roles**	• *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: ○ 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** 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 PAN.

10. **Save** the file.

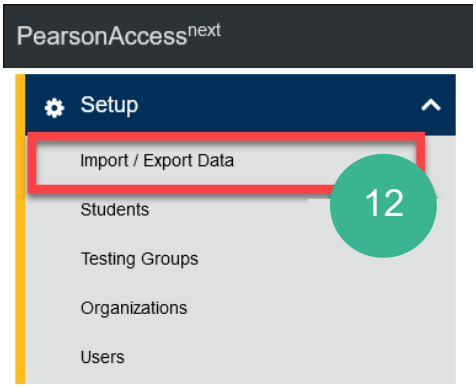


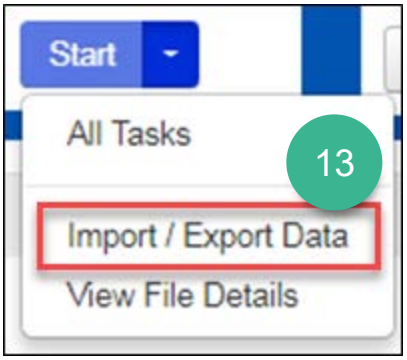
11. To begin the User Import process, change the test administration to the current year.



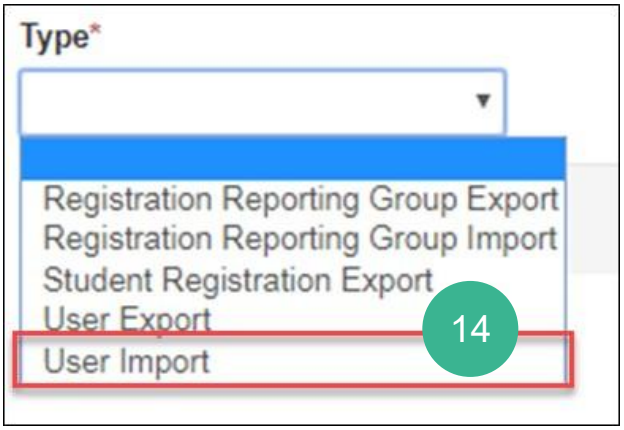
12. Go to **Setup** and select **Import/Export Data.**

13. On the **Import/Export Data** screen, use the **Start** dropdown menu to select **Import/Export Data.**



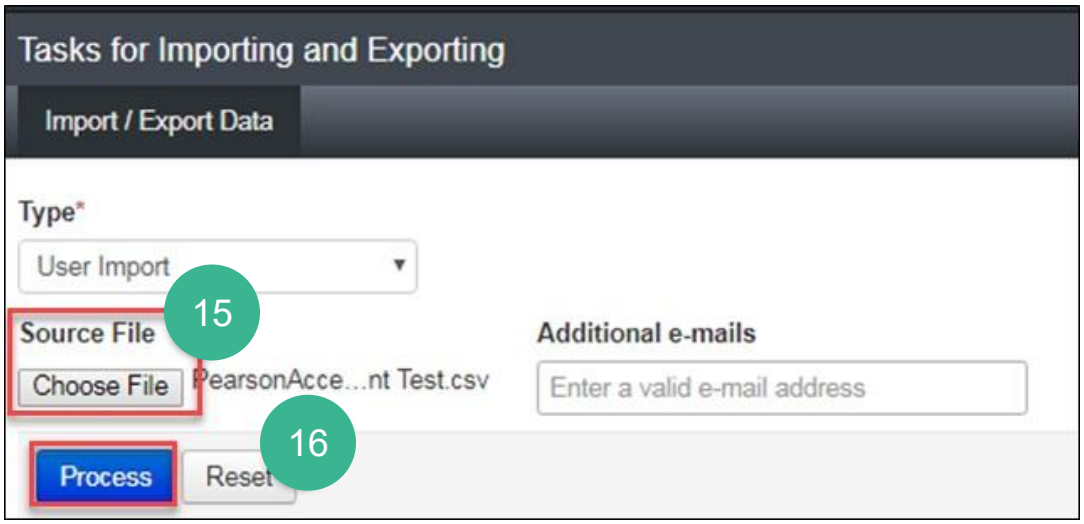


14. In the **Type** dropdown menu, select **User Import.**

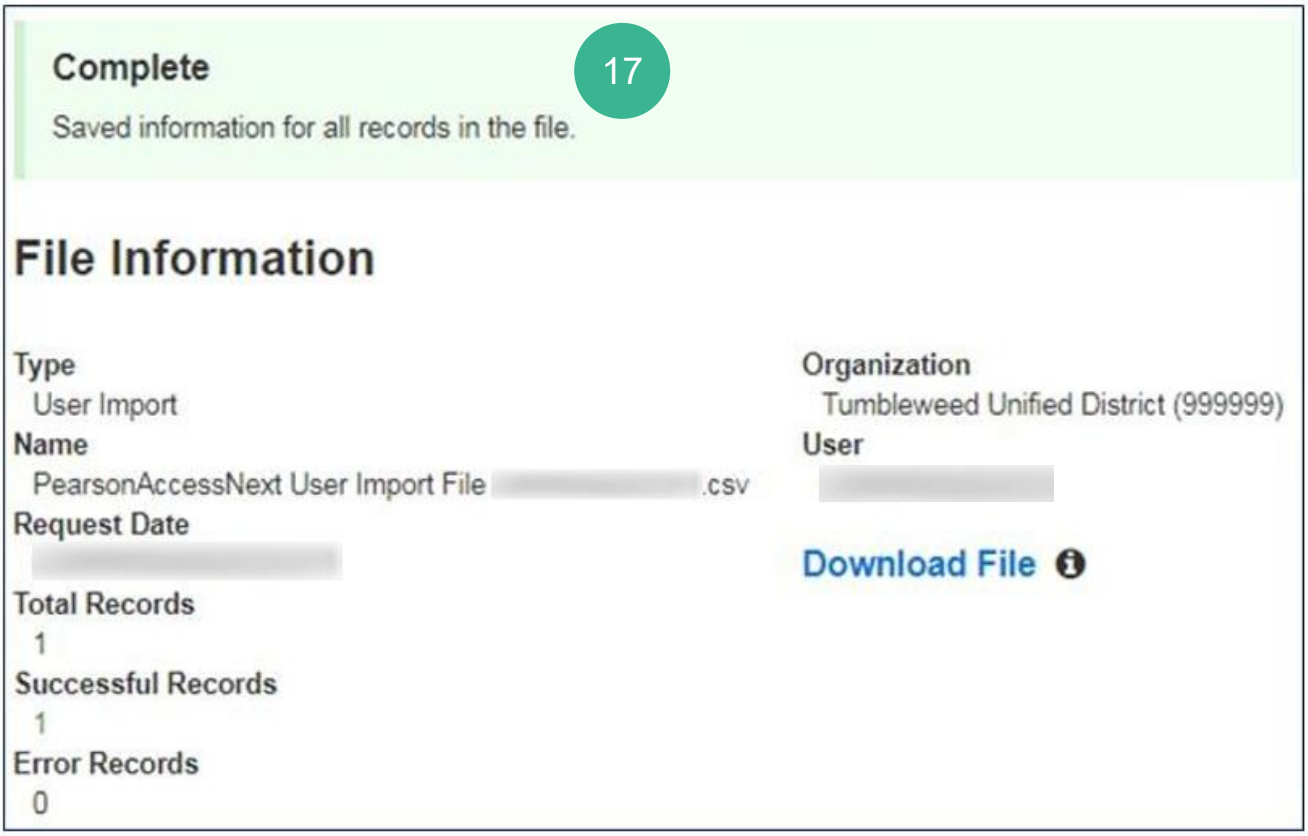


15. Under **Source File**, select **Choose File** to find and select the user import file you updated.

16. Click the **Process** button.



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



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 Import (SRI) file to upload into PAN for each test administration.

- For both AASA and AzSCI, the ADE upload of students will be visible in PAN on **February 3, 2027.**

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 CBT schools will automatically register students for online testing, including placing students in online test sessions by grade level. For AASA PBT schools, the initial student upload will automatically register and place Grade 3 students in an online test session for the Grade 3 ELA Oral Reading Fluency (ORF) test unit.

Districts may begin reviewing students in PAN any time after the initial SRI file upload. The initial SRI file will **not** include information regarding student's IEP or 504 Plan requirements or accommodations. It will also **not** include students who are concurrently enrolled in more than one school, students enrolled in participating Bureau of Indian Education (BIE) schools, or students enrolled in participating private schools. Students who take the Alternate Assessment are included in ADE's student upload; however, students who take the Alternate Assessment should not be administered an AASA or AzSCI test. These student records do not need to be deleted from PAN because PAN is not used for Accountability purposes.

After adding students, District and School Test Coordinators can run a report in PAN to view the students that have been registered for the Spring AASA or AzSCI test using the Student Registration Export.

The following tasks are available for managing students in PAN.

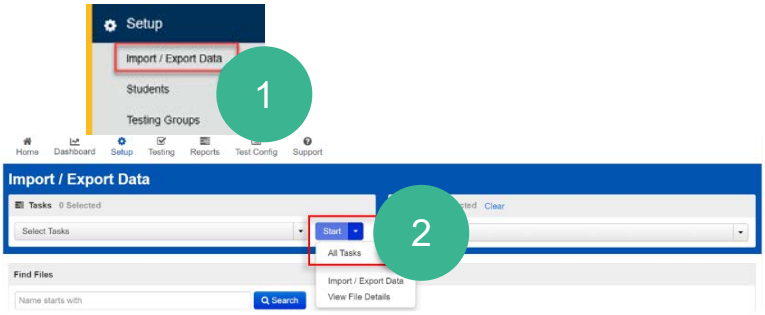
- **Manage Student Registration –** District and School Test Coordinators can view students that are currently registered in PAN.
- **Add New Students –** Any student enrolled in the school after ADE's initial student upload must be added in PAN.
- **Edit Student Demographic Information –** Student demographic information can be edited in PAN after ADE's initial student upload.
- **Edit a Student Test Assignment –** A student's test assignment can be edited in PAN after ADE's initial student upload.
- **Create/Edit Students using the Student Registration Import (SRI) file –** Students can be created using the SRI file if they were not created during ADE's initial student upload.

PearsonAccess next

View Student Registration Export

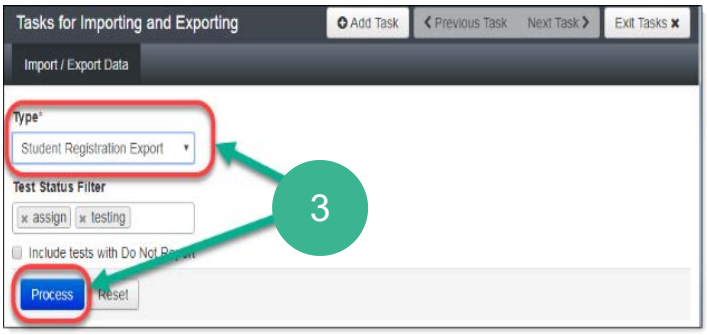
To view the Student Registration Export in PAN:

1. Go to **Setup** and select **Import/Export Data.**



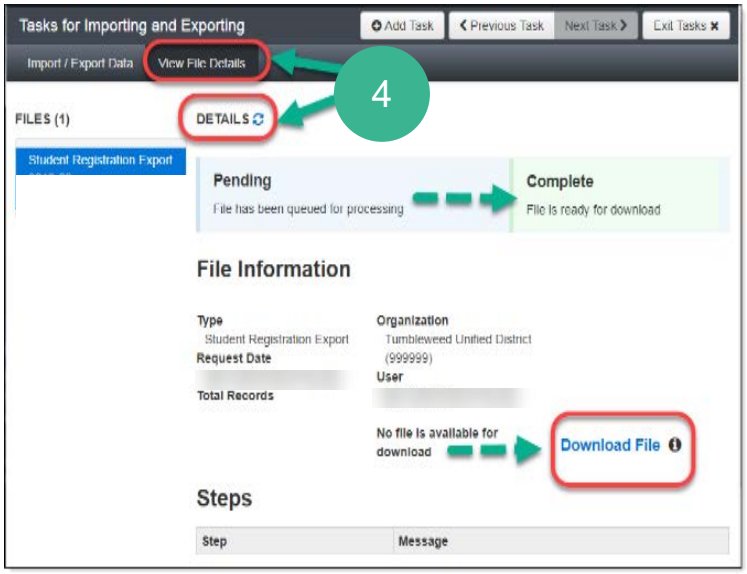
2. On the **Import/Export Data** screen, from the **Start** dropdown menu, select **All Tasks.**

3. On the **Tasks for Importing and Exporting** screen and at the **Import/Export Data** tab, select the **Type** dropdown menu. Select **Student Registration Export** and click **Process.**



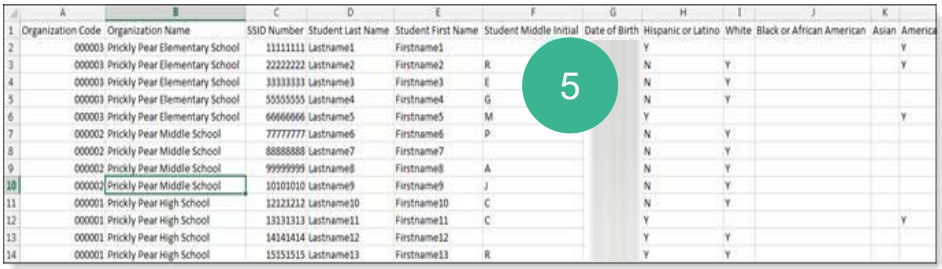
4. The next screen is the **View File Details** tab.
   The report will take a few minutes to process.
   Select the **DETAILS** refresh button to update the status. When the file has completed processing, the green **Complete** confirmation message and **Download File** link will appear.
   Select **Download File** to download the file.

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



5. The **Student Registration Export** file is a **.csv** file. The file will contain all the students who are registered to take the Spring 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.



	A	B	C	D	E	F	G	H	I	J	K	
1	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	America
2	000003	Prickly Pear Elementary School	11111111	Lastname1	Firstname1			Y			Y	
3	000003	Prickly Pear Elementary School	22222222	Lastname2	Firstname2	R		N	Y		Y	
4	000003	Prickly Pear Elementary School	33333333	Lastname3	Firstname3	E		N	Y			
5	000003	Prickly Pear Elementary School	55555555	Lastname4	Firstname4	G		N	Y			
6	000003	Prickly Pear Elementary School	66666666	Lastname5	Firstname5	M		Y			Y	
7	000002	Prickly Pear Middle School	77777777	Lastname6	Firstname6	P		N	Y			
8	000002	Prickly Pear Middle School	88888888	Lastname7	Firstname7			N	Y			
9	000002	Prickly Pear Middle School	99999999	Lastname8	Firstname8	A		N	Y			
10	000002	Prickly Pear Middle School	10101010	Lastname9	Firstname9	J		N	Y			
11	000001	Prickly Pear High School	12121212	Lastname10	Firstname10	C		N	Y			
12	000001	Prickly Pear High School	13131313	Lastname11	Firstname11	C		Y			Y	
13	000001	Prickly Pear High School	14141414	Lastname12	Firstname12			Y	Y			
14	000001	Prickly Pear High School	15151515	Lastname13	Firstname13	R		Y	Y			

6. When the export file is complete:

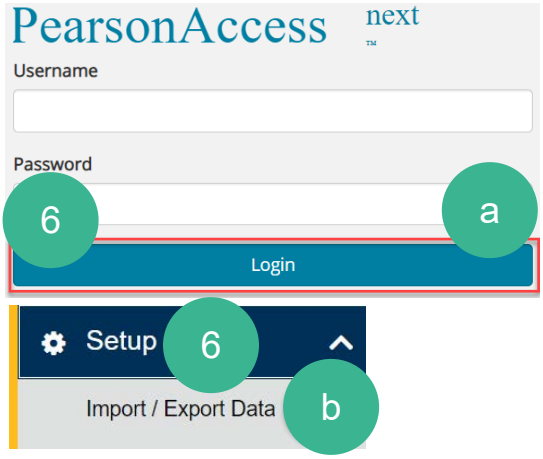
   a. Login to PAN.

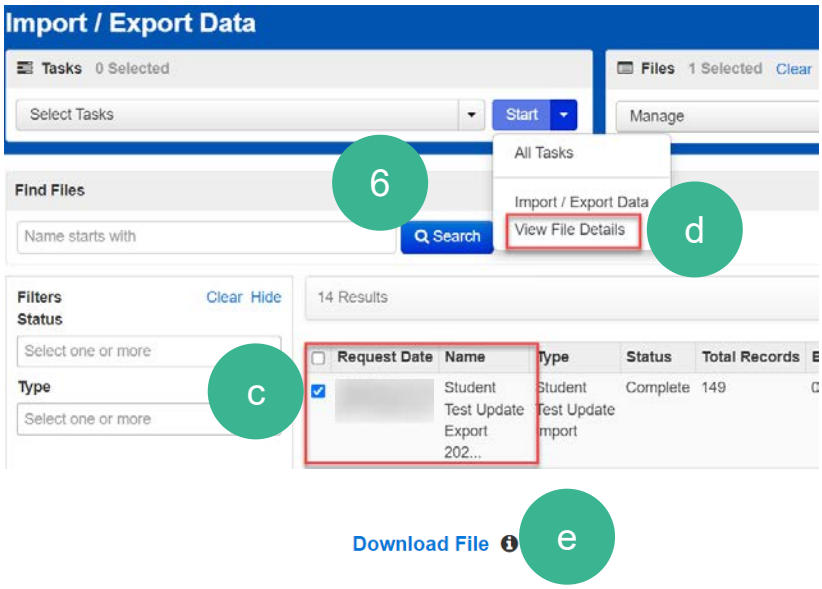
   b. Go to **Setup** and from the dropdown menu, select **Import/Export Data.**

   c. On the **Import/Export Data** screen, place a **check mark** in the box next to the file name.

   d. From the **Start** dropdown menu, select **View File Details.**

   e. Select the **Download File** link.





Manually Creating New Students

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

These three tasks (tabs) must be completed in the following sequential order:

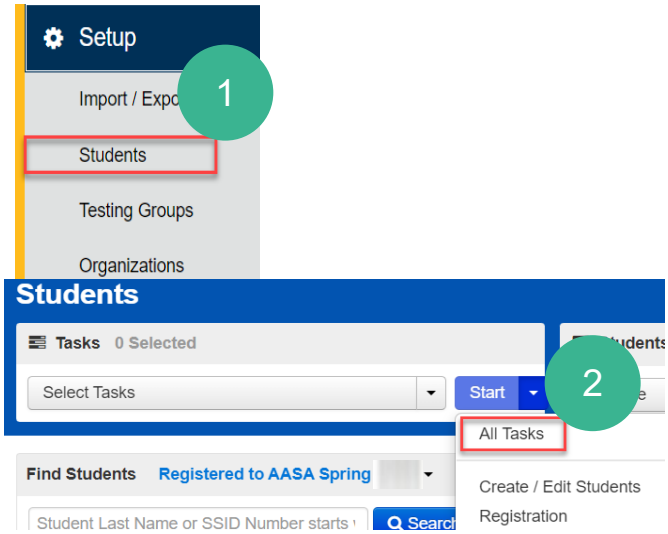
Task 1– Create Student
Task 2– Register Student
Task 3– Test Assignment

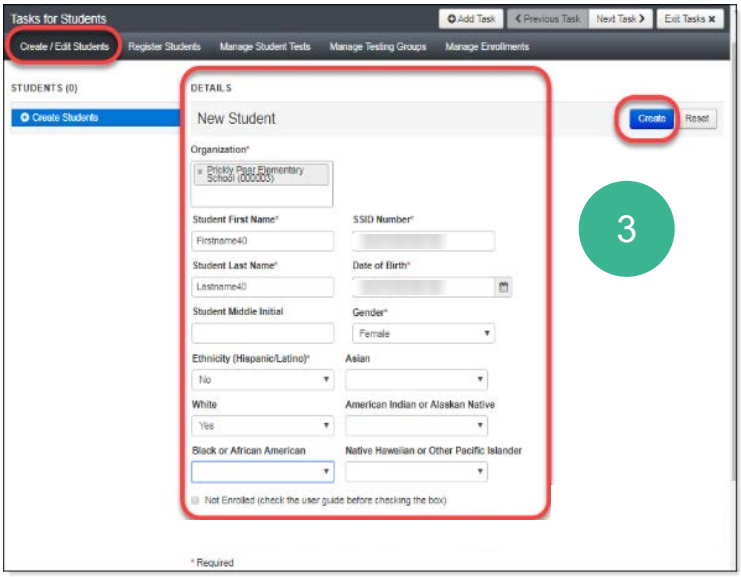
Note: All SSID Numbers must be 11 digits in length. Leading zeros should be added if necessary.

Task 1 – Create Student

1. Go to **Setup** and select **Students.**
2. From the **Start** dropdown menu, select **All Tasks.**
3. On the **Tasks for Students** screen and the **Create/Edit Students** tab, fill in the **New Student** details according to the information in AzEDS. Select **Create.** You will receive a green **Success Changes saved** confirmation message.

Note: The **Not Enrolled** box is rarely used and should **not** be selected for students who have withdrawn from the school. Check with your Achievement District Test Coordinator before selecting the **Not Enrolled** box. Achievement District Test Coordinators should contact ADE at AASA@azed.gov or AzSCI@azed.gov for questions about selecting the **Not Enrolled** box.





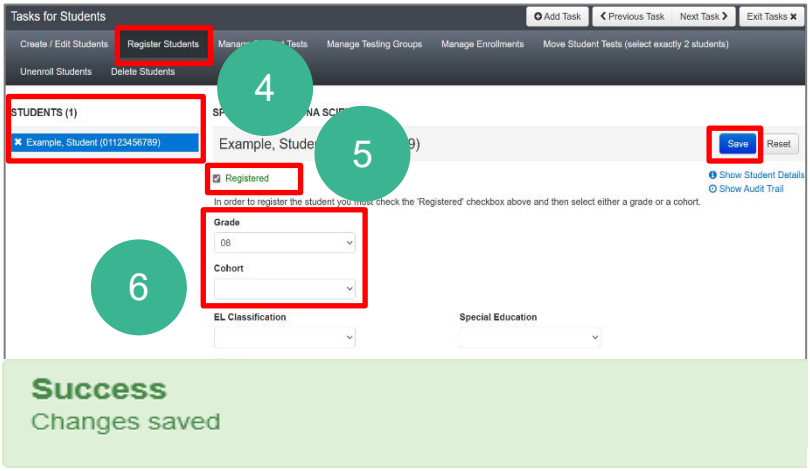


Task 2 – Register Student

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. The student will **not** appear in PAN as a registered student unless this box is selected.

6. Complete the form with the student's **Grade** or **Cohort** according to the information in AzEDS. Select **Save.** You will receive a green **Success Changes saved** confirmation message.



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 dropdown menu.

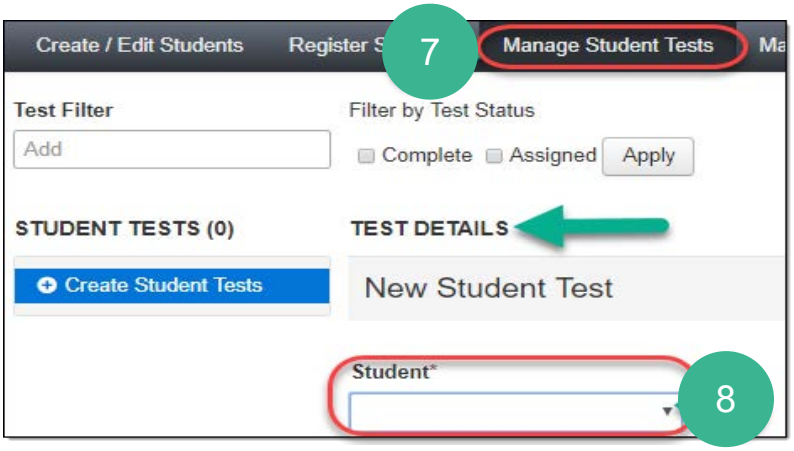
9. Under **Test**, select the appropriate test from the dropdown menu.

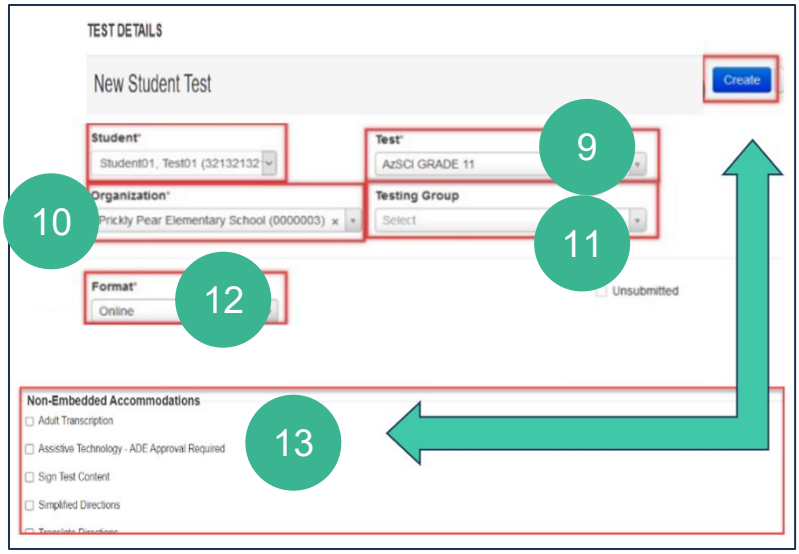
10. Under **Organization**, select the appropriate school for the student.

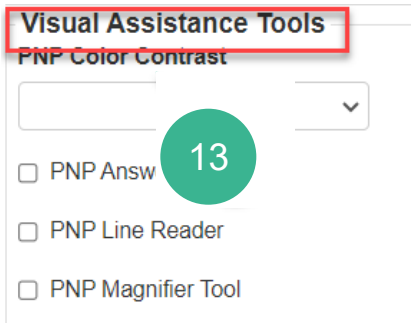
11. The **Testing Group** field is an optional field and may be left blank. If you have not created testing groups, there will **not** be an option available on the dropdown menu.

12. Under **Format,** select **Online for CBT schools and SPV tests.** For AASA PBT schools only, select **Paper.**

13. Under **Non-Embedded Accommodations** and **Visual Assistance Tools,** place a **check mark** in the box for any accommodations required by the students IEP or 504 Plan. Click **Create.**







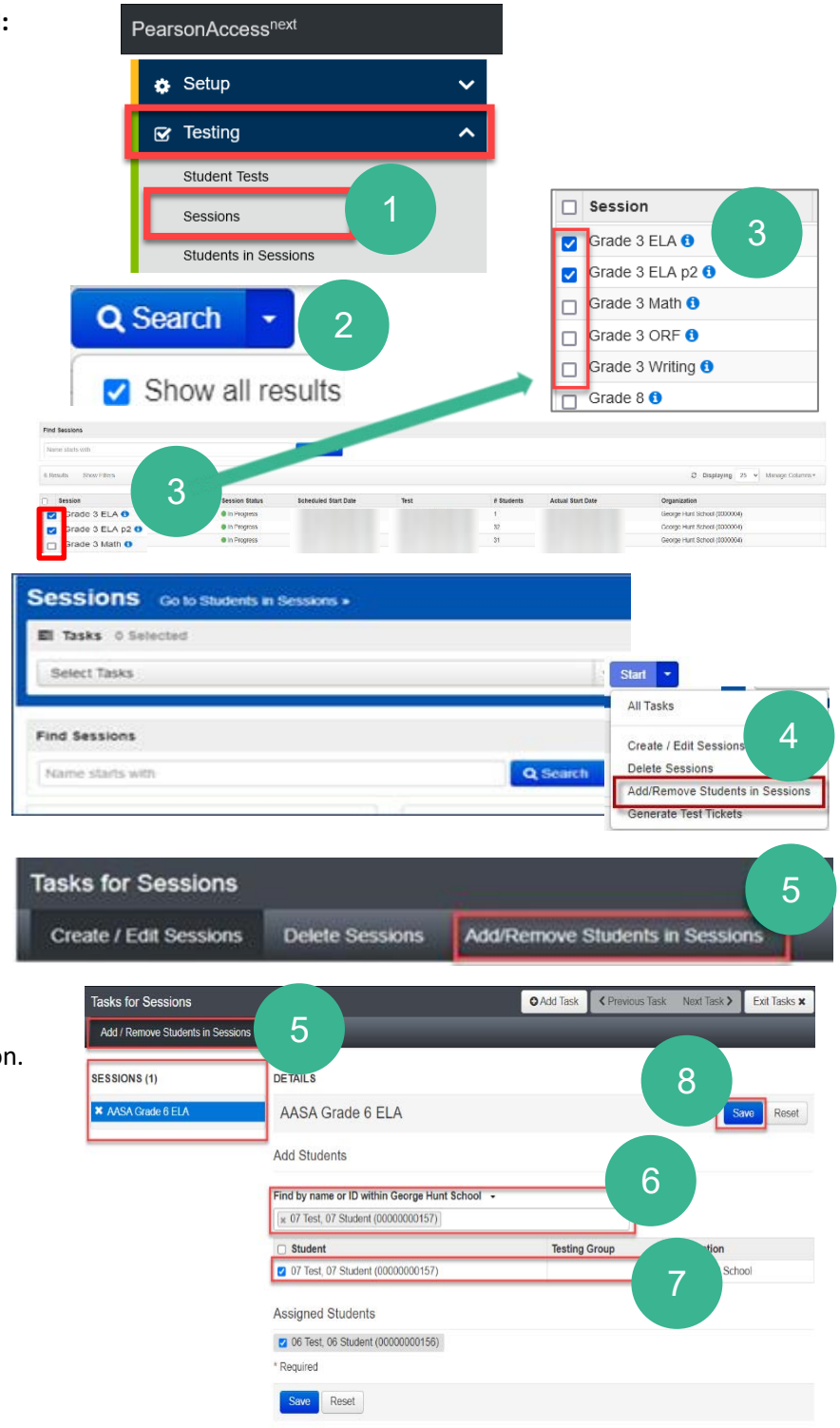
PearsonAccess next

Adding Students to a Test Session

The instructions below are 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 Test Administrators. Achievement District Test Coordinators, School Test Coordinators, and Test Administrators will **not** create their own test sessions and will only use the test sessions that have been created by Pearson.

To add students to an existing test session in PAN:

1. Go to **Testing** and select **Sessions** from the dropdown menu.
2. To bring up all the test sessions for your organization, select the **Search** dropdown menu and place a **check mark** in the **Show all results** box.
3. Select the sessions that the student needs to be added to.
4. Select **Add/Remove Students in Session** from the **Start** dropdown menu.
5. On the **Add/Remove Students in Sessions screen,** select the test session name from the **SESSIONS** list.
6. Under the **DETAILS** section, select the **Find by Name or ID** field to select students to add to the test session.
7. Place a **check mark** 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 test session.

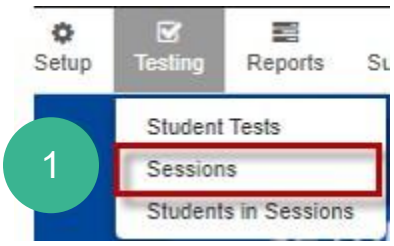
If a student still needs a test assignment, refer to page 27 and complete **Task 2** – **Register Student**.

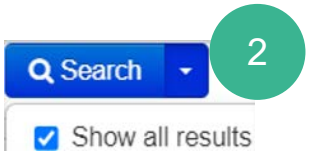
PearsonAccess next

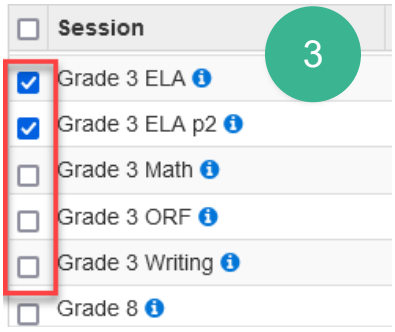
Removing Students from a Test Session

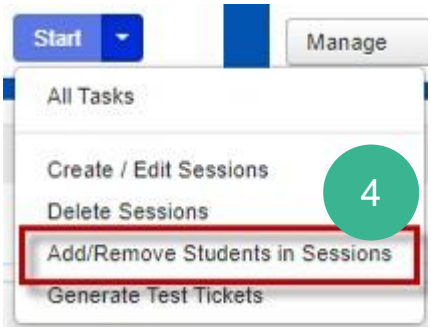
To remove a student from a test session in PAN:

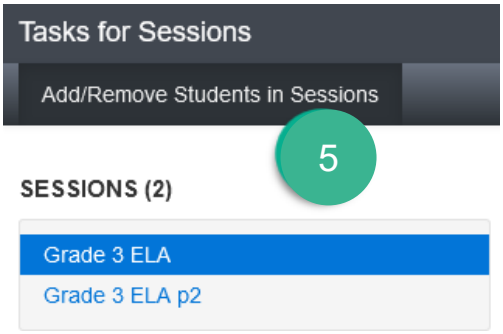
1. Go to **Testing** and select **Sessions** from the dropdown menu.
2. On the **Sessions** screen, select the **Search** dropdown menu, then place a **check mark** in the **Show all results** box.
3. On the **Sessions** screen, select the test session(s) that contain(s) students to be removed by placing a **check mark** in the box for each test session.
4. Select **Add/Remove Students in Sessions** from the **Start** dropdown menu.
5. On the **Add/Remove Students in Sessions** screen, you can move between selected test sessions by clicking on the test session name on the **SESSIONS** list.
6. For each test session, **Assigned Students** will be listed with a **check mark** 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 test session.
7. Click the **Save** button. Then repeat for each test session with students to be removed.

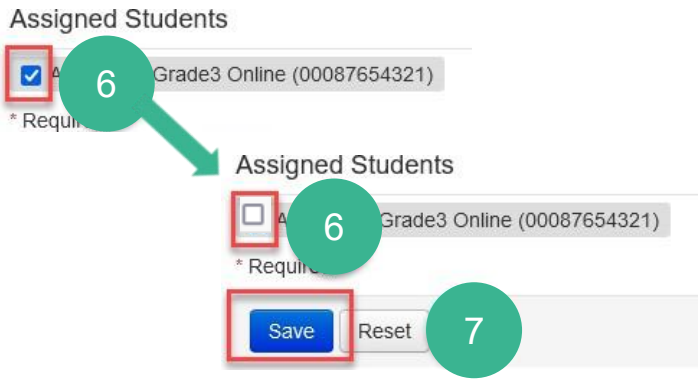












Editing a Student Test Assignment (Changing Grade or Cohort)

Adding students through a file import will register the students to an online test. Refer to directions beginning on page 34 for **Creating/Editing Students from a File Import.** If you identify a student that is in the incorrect grade or cohort according to AzEDS, you must change their test assignment.

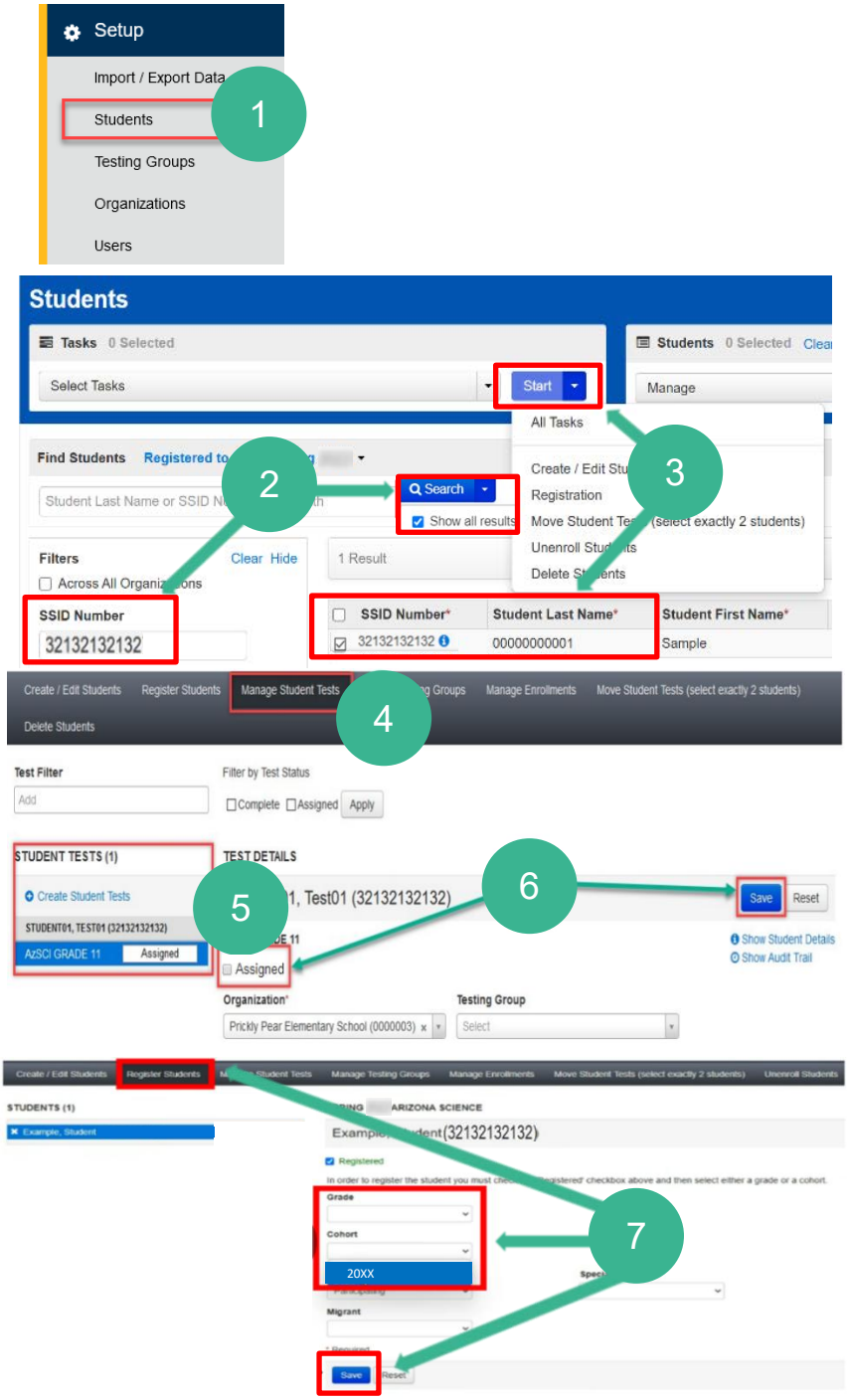
If a student is currently in a test session, they must be removed from the test session before their test assignment can be removed or changed. Instructions for removing a student from a test session in PAN are included in the section **Removing Students from a Test Session** on page 30. If the student is **not** in a test session, proceed with updating the student's test assignment.

To update a student's test assignment in PAN:

1. Go to **Setup** and select **Students.**
2. Search for an individual student by entering either their **Last Name** or **SSID Number** in the **Find Students** field and select **Search** or from the dropdown menu, place a **check mark** in the **Show all results** box.

   Note: All SSID Numbers must be 11 digits in length. Leading zeros should be added if necessary.
3. Place a **check mark** next to the **SSID Number** box for the student's name(s) to be updated. From the **Start** dropdown menu, select **All Tasks.**
4. Select the **Manage Student Tests** tab on the black task bar across the top of the screen.
5. On the left side under **STUDENT TESTS**, select the assigned test that is identified under the student's name.
6. **TEST DETAILS** will auto-populate for the student. **Uncheck** the **Assigned** box. Select **Save.** The student's test assignment has been removed.
7. Select the **Register Students** tab on the black task bar across the top of the screen. Select the correct grade or cohort for the student from the **Grade** or **Cohort** dropdown. Select **Save.**

   Note: For AzSCI, the **Grade** dropdown menu will display **Grade 5** and **Grade 8**. The **Cohort** dropdown menu will display **2028** for High School.

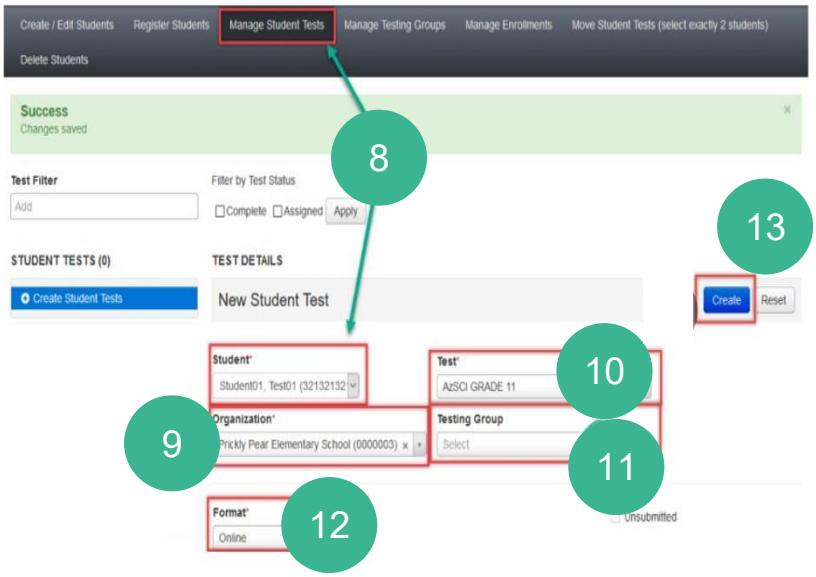


8. To add a new test assignment, go to the **Manage Student Tests** tab. Under the **Student** dropdown**,** select the student's name.

9. Under the **Organization** dropdown, select the correct school.

10. Under the **Test** dropdown, select the appropriate test.

11. The **Testing Group** field is an optional field and can be left blank. If you have not created testing groups, there will **not** be an option available in the **Testing Group** dropdown menu.



12. Select **Format.** Select **Online.**

    Note: Not all formats will be **Online**. The format for AASA CBT school test assignments should be **Online** while the format for AASA PBT school test assignments should be **Paper.** All AzSCI test assignments should be **Online**. Students approved for SPV tests will have the student's test assignment updated by ADE and should not be edited.

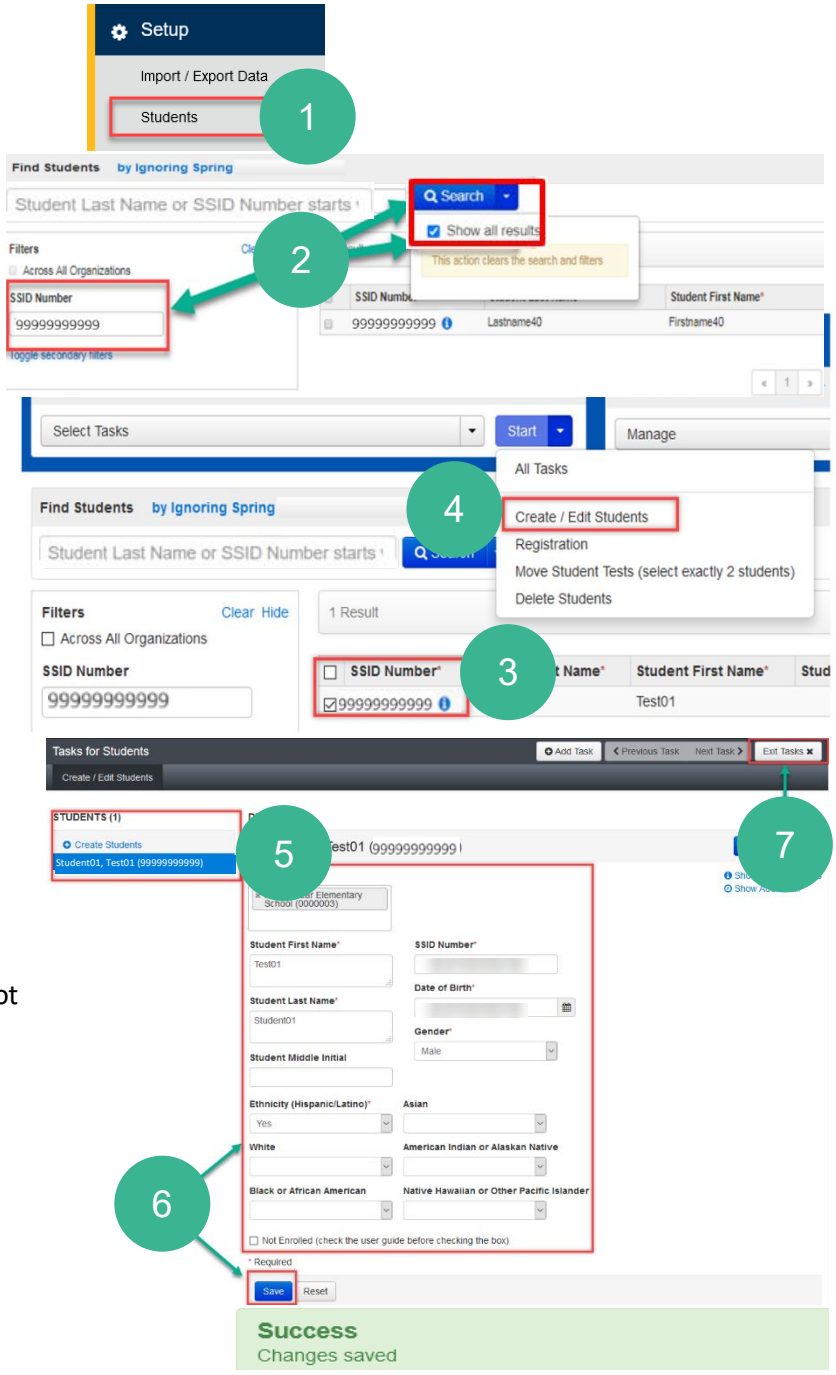
13. Select **Create.** Repeat steps 1-13 for each test assignment that needs to be updated for the student.

Editing Student Demographic Information

Demographic information in PAN includes the student's name, SSID Number, date of birth, gender, and ethnicity.

To edit a student's demographic information according to AzEDS in PAN:

1. To edit student demographic information, go to **Setup** and select **Students.**
2. On the **Students** screen, search by entering either **Last Name** or **SSID Number** in the **Find Students** field and click **Search** or select the **Search** dropdown menu and place a **check mark** in the **Show all results** box.
3. Place a **check mark** in the **SSID Number** box(es) for the student's demographics to be updated.
4. From the **Start** dropdown 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.** A green **Success Changes saved** confirmation message will appear.
7. Continue editing any additional students, if necessary. Click **Exit Tasks** when all students have been edited.



Note: The **Not Enrolled** box is rarely used and should not be selected for students who have withdrawn from the school. Check with your Achievement District Test Coordinator before selecting the **Not Enrolled** box. Achievement District Test Coordinators should contact ADE at AASA@azed.gov or AzSCI@azed.gov for questions about selecting the **Not Enrolled** box.

PearsonAccess next

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 PAN:

1. Go to **Support** and select **Documentation.** Download the blank **AASA/AzSCI Student Registration Import File Layout and Template.**

2. Fill in the SRI file template, tab name: **Template**, according to the Student Registration Import File Layout, tab name: **File Layout.**

3. **Save** the SRI file as a **.csv** file to your desktop.

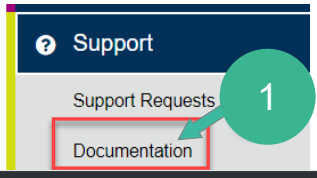
4. To import the SRI file, go to **Setup** and select **Import/Export Data.**

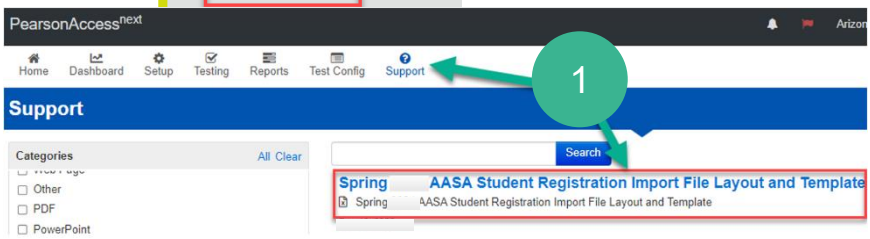
5. On the **Import/Export Data** screen, from the **Start** dropdown menu, select **All Tasks.**

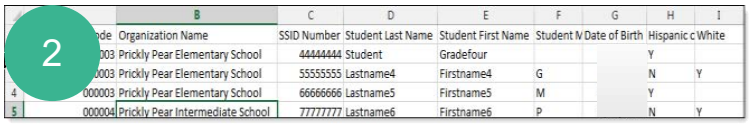
6. On the **Tasks for Importing and Exporting** screen, from the **Type** dropdown menu, select **Student Registration Import.**

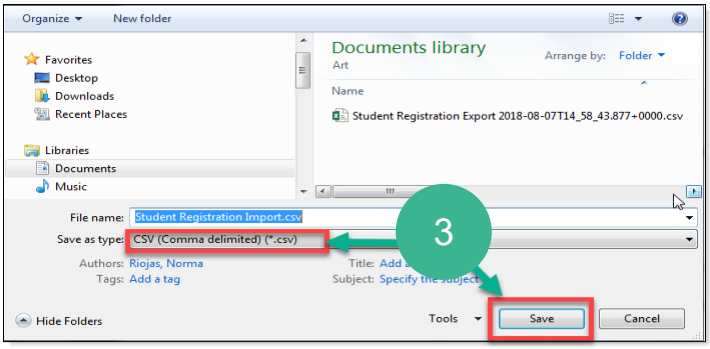
   Note: Do not select the **Don't modify student tests** box.

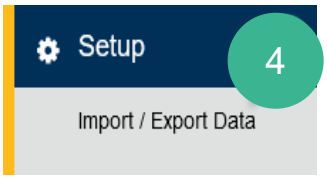
7. Select **Choose File** to find and select the AASA/AzSCI SRI file you created earlier. Select **Process.**

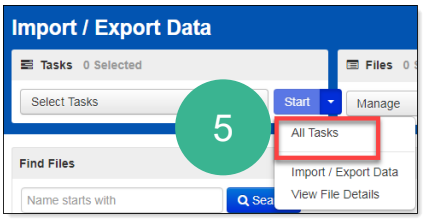


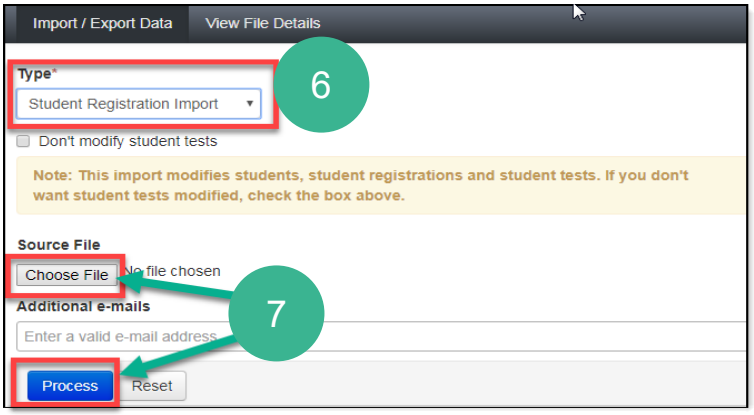










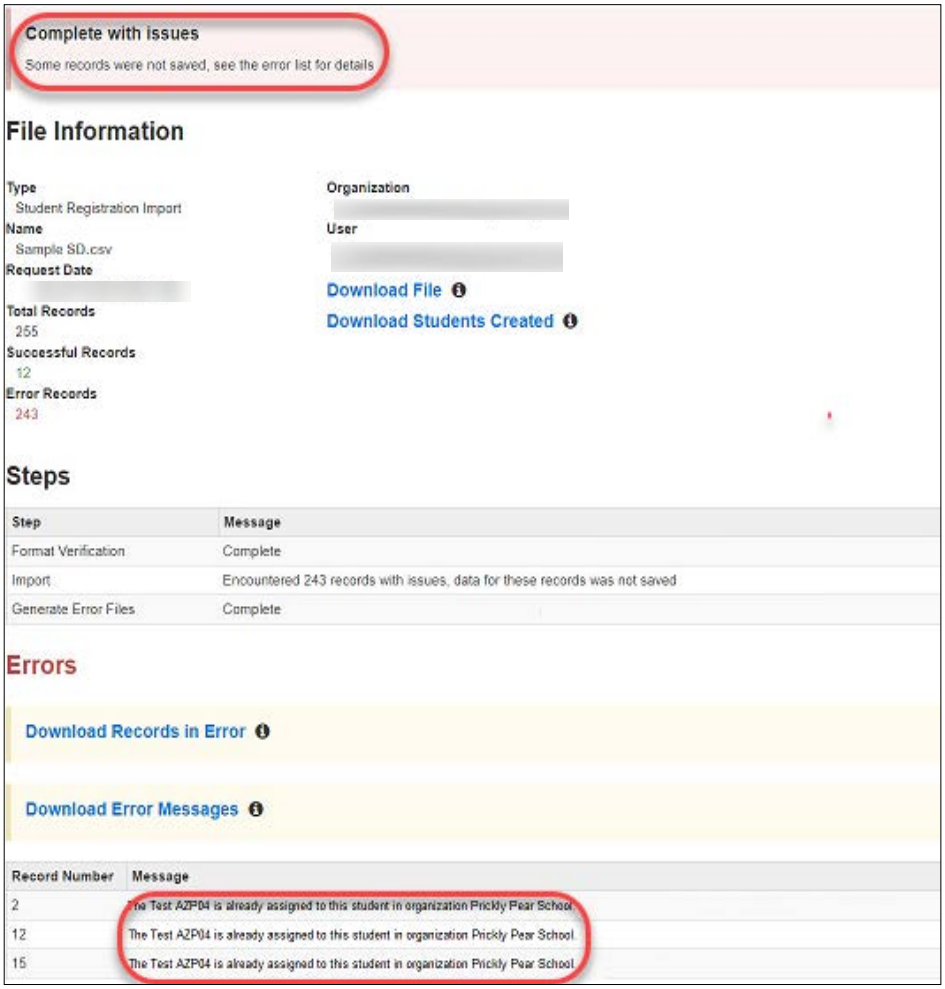


At times, when the SRI file has completed processing in PAN and issues/errors are encountered, the message **Complete with Issues** will display on the screen. This issue may be due to a student who was in the SRI file but already exists in PAN with another school or district. Refer to the following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

When this occurs, the Achievement District Test Coordinator needs to submit a **Work Request** in PAN. This will request for the student to be transferred from one school or district to another school or 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 **Managing Work Requests** beginning on page 43.

Note: Students cannot be deleted from PAN. A student will be removed when another district or charter adds the student to their registration.



PearsonAccess next

Creating Testing Groups Using the Student Test Update File

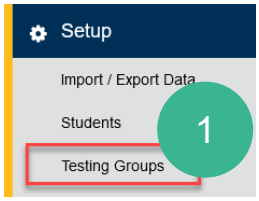
Testing Groups are optional for AASA and AzSCI. For those wanting to group students by classroom, teacher, or testing days, this may be completed using the Testing Groups function or by uploading the Student Test Update (STU) file.

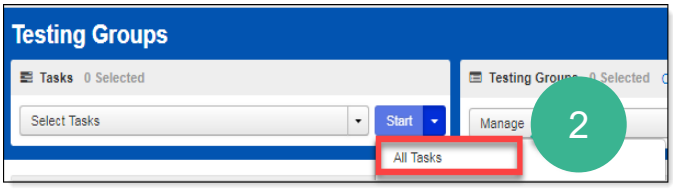
Note: Students may only belong to one Testing Group at a time.

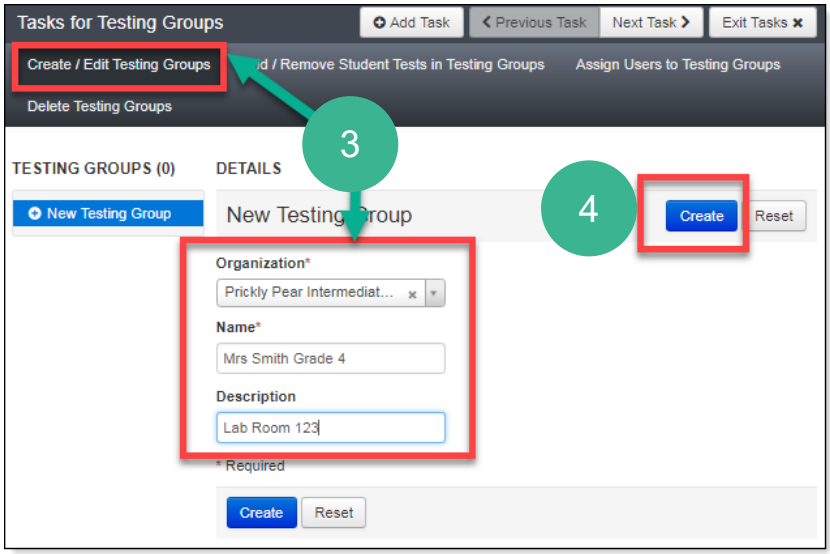
To create and populate Testing Groups with students in PAN:

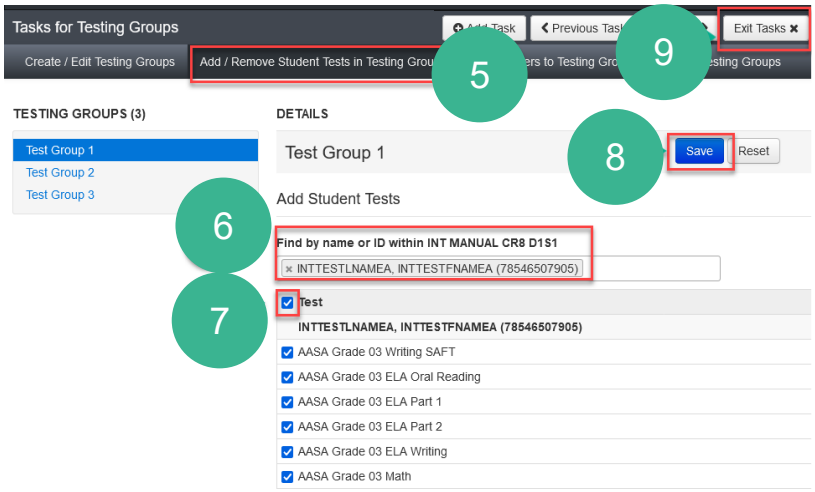
1. Go to **Setup** and select **Testing Groups.**
2. Select **All Tasks** from the **Start** dropdown menu.
3. Select the **Create/Edit Testing Groups** tab. Select the **Organization**, fill in the **Name** field and, if desired, a **Description.**
4. Select **Create.** The form will reset after creating each group. Repeat steps 1-4 until all groups are created.
5. You **must** manually add one student to each of your testing groups in PAN to use the STU file. Click on the **Add/Remove Student Tests in Testing Groups** tab.
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.

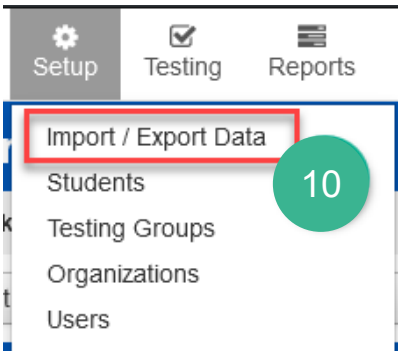


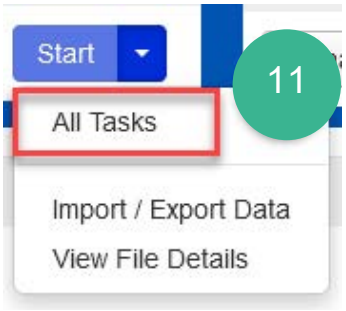


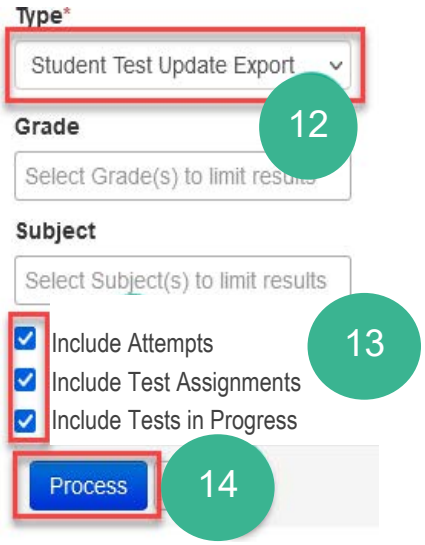




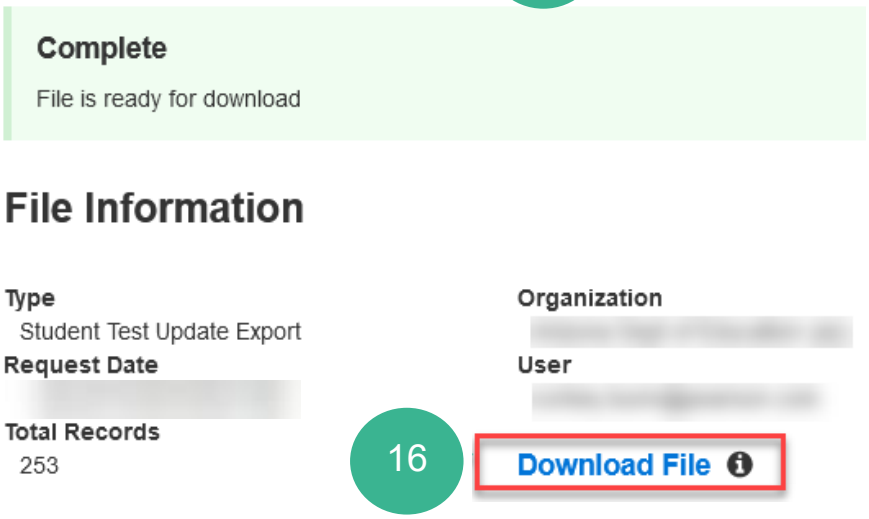
10. Go to **Setup** and select **Import/Export Data.**
11. Select **All Tasks** from the **Start** dropdown menu.
12. Select **Student Test Update Export** from the **Type** dropdown menu. **Grade** and **Subject** are optional fields that can be left blank.
13. Check each box to include **Attempts**, **Test Assignments**, and **Tests in Progress** to ensure all students are included in the export.
14. Click **Process.**
15. The file may take a few minutes to process. You can click on the **DETAILS** refresh button to update the status on this screen.
16. Once the export is completed, download the file by clicking **Download File.**



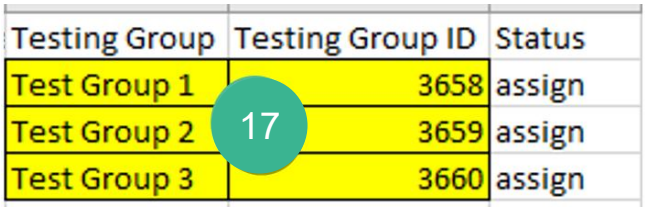






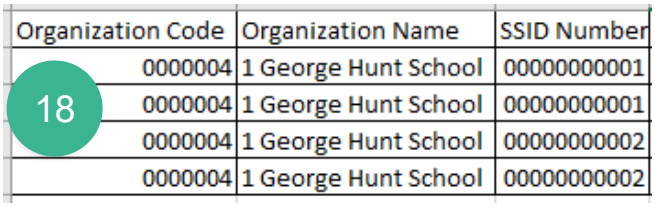


17. Once the file is open, you will see that columns Testing Group and Testing Group ID are populated for the students that were placed into Testing Groups in step 5. For each of the other students, you must enter the Testing Group name in the Testing Group column and copy and paste the Testing Group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



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

18. Ensure that the Organization Code column has seven digits, and that the SSID Number column has 11 digits. Use leading zeros if needed in these columns.



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



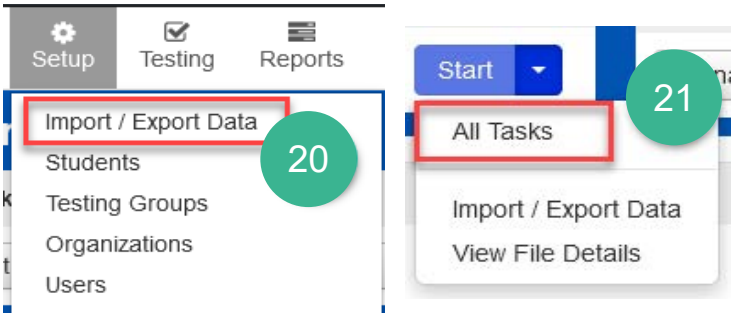
20. In PAN, go to **Setup** and select **Import/Export Data.**

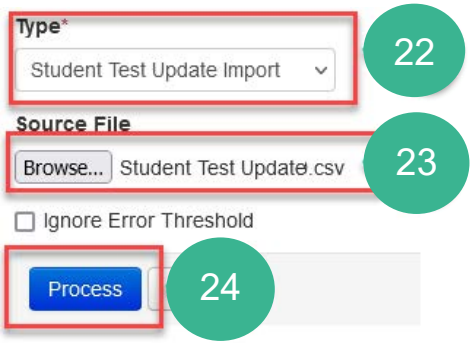
21. Select **All Tasks** from the **Start** dropdown menu.

22. Select **Student Test Update Import** from the **Type** dropdown menu.

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

24. Click **Process.**

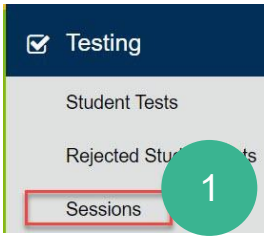




Indicating Accommodations and Tools

Students who require specific embedded online testing accommodations and tools must have those set before the student signs into TestNav to begin testing. The selections made in PAN 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 signing into TestNav, the student needs to sign out of the test so the accommodations can be updated in PAN. The student may also manually turn available tools on or off within their test in TestNav.

Follow the directions below to set the accommodations in PAN:

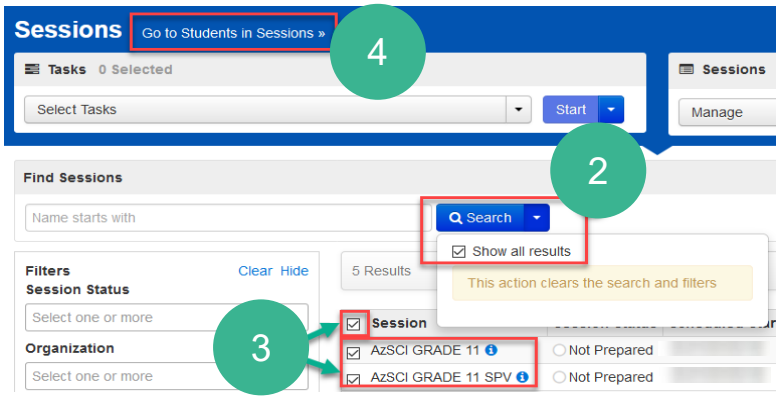


1. Go to **Testing** and select **Sessions.**

2. On the **Sessions** screen, select the **Search** dropdown menu and place a **check mark** in the **Show all results** box.

3. On the **Sessions** screen, there are two ways to view the test sessions:

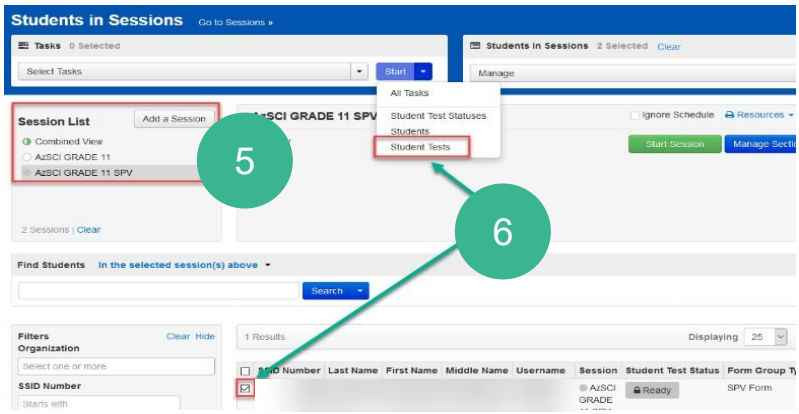
   a. Option 1 - Place a **check mark** in the box next to each test session name you want to work with.
   b. Option 2 - Place a **check mark** in the box in the header row to select all the test sessions.



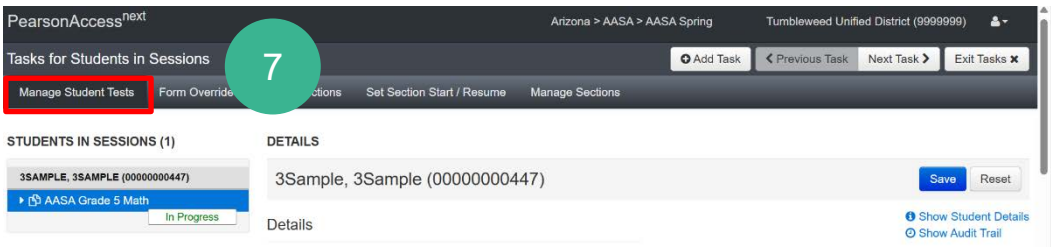
4. Select the **Go to Students in Sessions** link.

5. On the **Students in Sessions** screen, select a session name from the **Session List.**

6. Place a **check mark** in the box next to the desired student test. Select **Student Tests** from the **Start** dropdown menu.

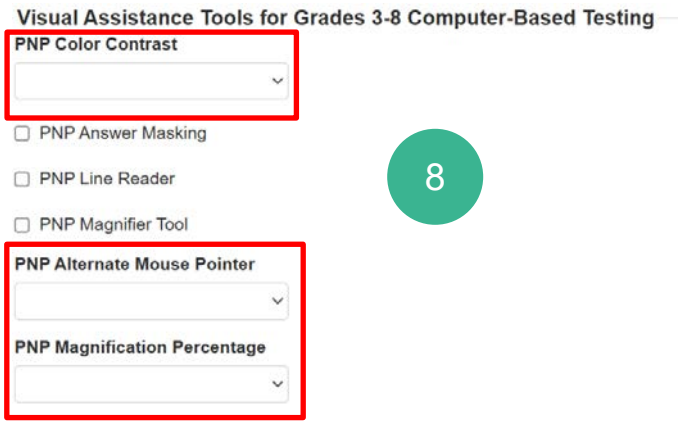


7. On the **Tasks for Students in Sessions** screen, select the **Manage Student Tests** tab.



8. Find the **Visual Assistance Tools** section. Use the **PNP Color Contrast** dropdown menu to select specific color contrast settings, use the **PNP Alternate Mouse Pointer** dropdown to select a specific mouse pointer size or color, use the **PNP Magnification Percentage** dropdown 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 PAN after testing.



PearsonAccess next

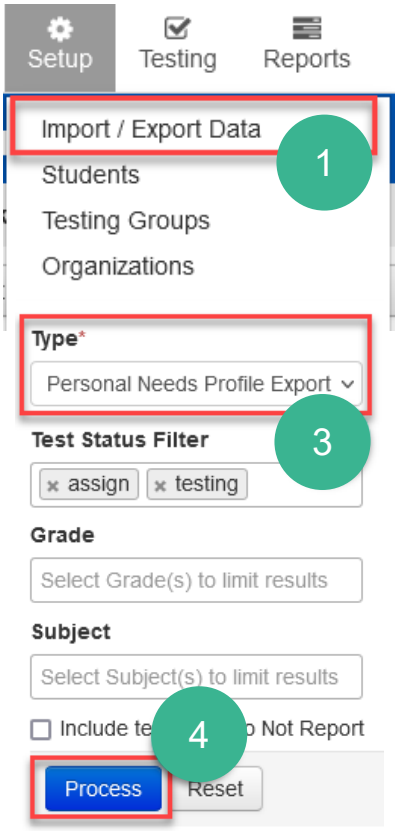
Assigning Student Accommodations Using the Personal Needs Profile Import File

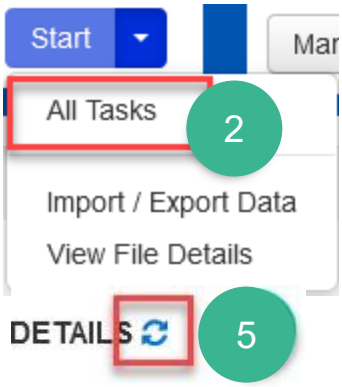
Using the Personal Needs Profile (PNP) Import file to assign accommodations to students will allow the user to assign accommodations to multiple students at the same time. Additionally, when uploaded to PAN via the PNP Import file, accommodations will automatically be active when the student logs into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

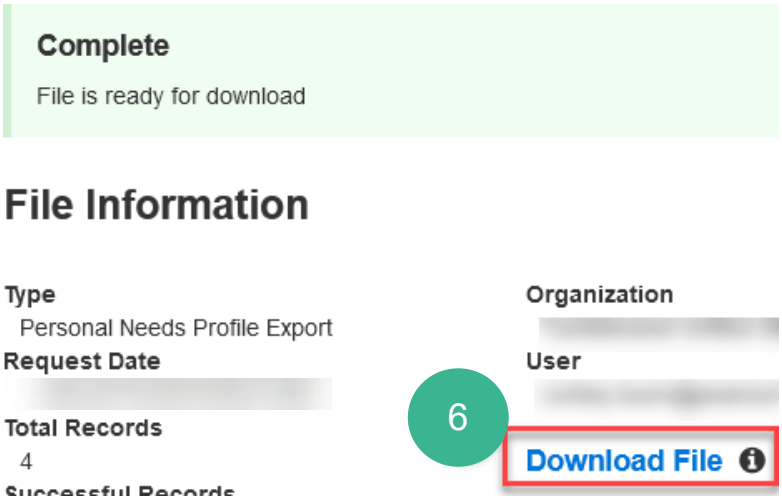
To update student accommodations using the PNP Import file, first extract the existing basic PNP information from PAN:

1. Go to **Setup** and select **Import/Export Data.**
2. Select **All Tasks** from the **Start** dropdown menu.
3. Select **Personal Needs Profile Export** from the **Type** dropdown menu.

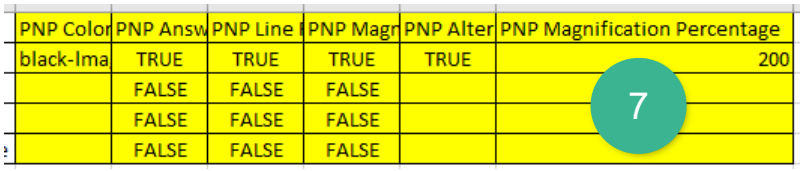
   Note: You do not need to change anything in the **Test Status Filter** box. **Grade** and **Subject** are optional fields that can be left blank.
4. Click **Process.**
5. The file may take a few minutes to process. You can click the **DETAILS** refresh button to update the status on this screen.
6. Once the export is completed, download the file by clicking **Download File.**





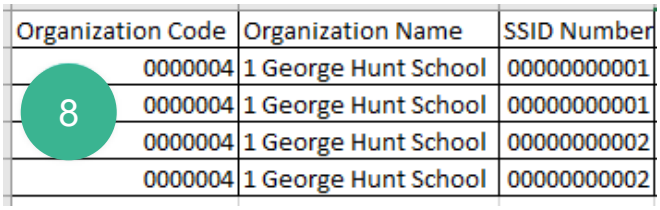


7. Once the file is open, you will see that some of the columns may already have data populated. These are the columns that you will update for the students' accommodations.

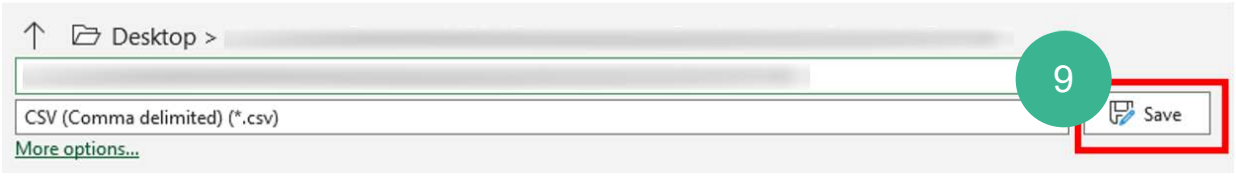


Note: Refer to PAN (https://az.pearsonaccessnext.com/customer/index.action) to locate the *Personal Needs Profile (PNP) Import File Layout* under **Support > Documentation.** The PNP Import File Layout contains information on what data will be accepted in each of these columns.

8. Ensure that the Organization Code column has 7 digits, and that the SSID Number column has 11 digits. Use leading zeros if needed in these columns.



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



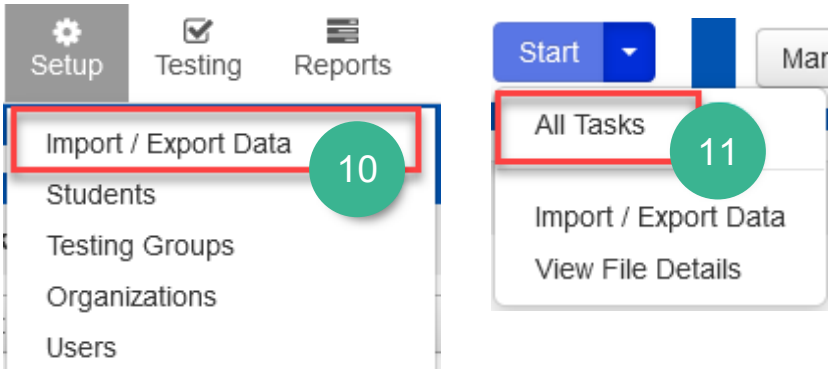
10. In PAN, go to **Setup** and select **Import/Export Data.**

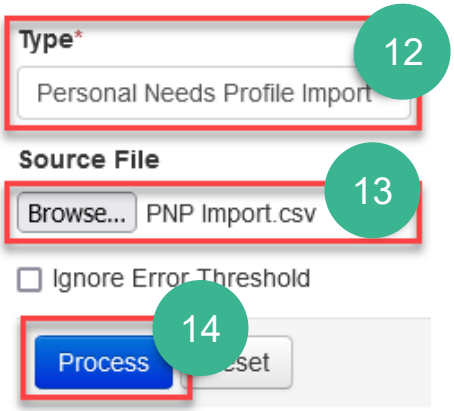
11. Select **All Tasks** from the **Start** dropdown menu.

12. Select Personal Needs Profile Import from the **Type** dropdown menu.

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

14. Click **Process.**





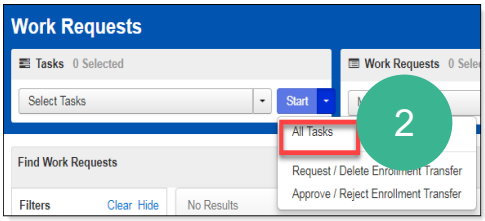
PearsonAccess next

Managing Work Requests

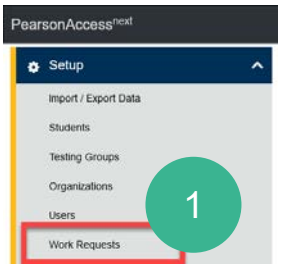
When a student transfers into your district or between schools in your district, and the student requires an AASA and/or AzSCI test, the Achievement District Test Coordinator will need to submit a **Work Request** in PAN to have the student transferred from the releasing school to the new school. This 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.

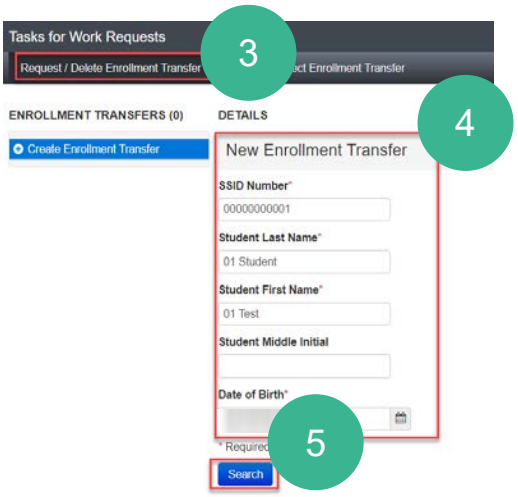
The following is the information you will need to submit a student transfer Work Request:

- 11-digit SSID Number
- Last name
- First name
- Middle initial - optional
- Date of birth

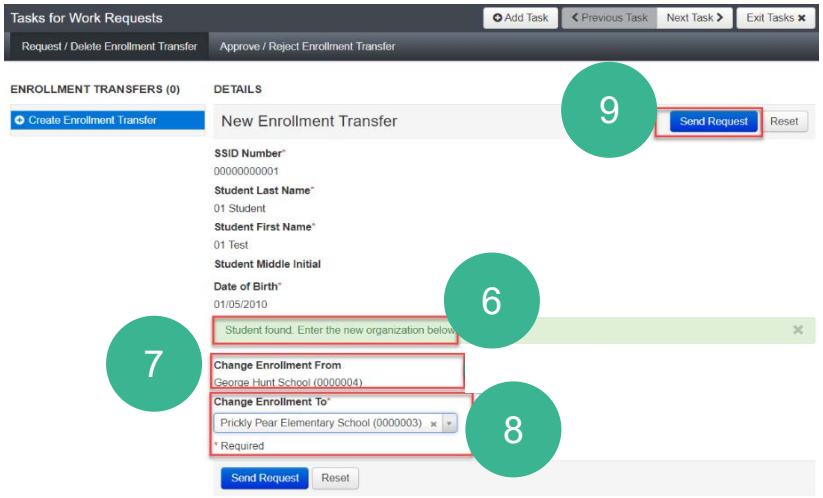


To submit a work request for a new student who transferred into the district:



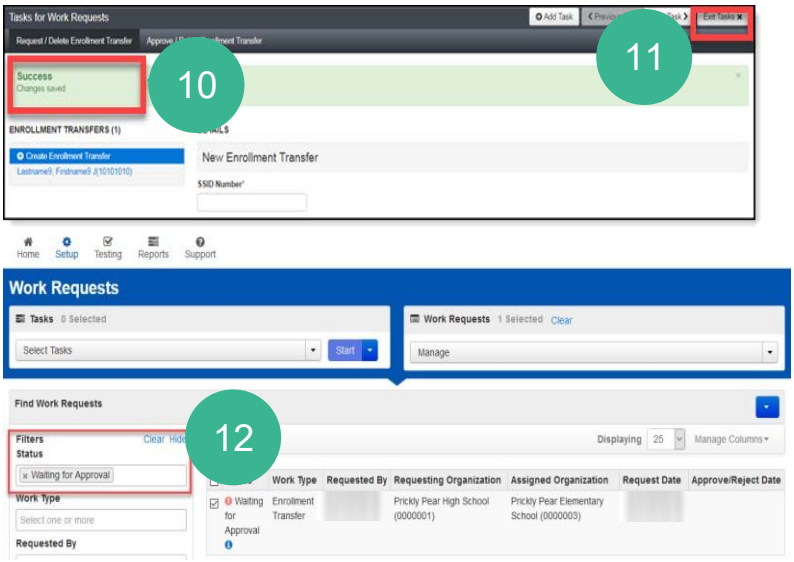


1. Go to **Setup** and select **Work Requests.**
2. Go to **Start** and select **All Tasks.**
3. From the **Tasks for Work Requests** screen, select the **Request/Delete Enrollment Transfer** tab.
4. Complete the information on the **New Enrollment Transfer.**
5. Select **Search.**
6. You should receive a green message bar showing **Student found.** If the student is not found, check the student's name and demographics according to your AzEDS. If the AzEDS matches, contact ADE at AASA@azed.gov or AzSCI@azed.gov for further guidance.
7. **Change Enrollment From** – will indicate the school where the student is currently enrolled in PAN.
8. Complete **Change Enrollment To** – select the school's name (not district) where the student needs to be transferred.
9. Click **Send Request.**



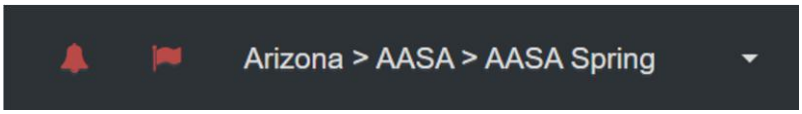
10. A green **Success Changes saved** confirmation message will appear. An email will be sent to the releasing Achievement District Test Coordinator.
11. Select the **Exit Tasks** button.
12. To confirm or view requests that are pending approval, use the filter status **Waiting for Approval.**

Note: 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 PAN by ADE, Achievement District Test Coordinators should check in PAN regularly for work requests that are pending their review. The Achievement District Test Coordinator will receive an automated email from PAN notifying them of a pending work request. There will also be a red bell displayed on the black task bar in PAN indicating that there is a transfer request that requires action.



Once testing has begun, check if a student has already completed testing prior to approving a transfer request. The following guidelines should be used 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.”

Note: If a student belongs to a reporting group(s), then they will need to be removed from the reporting group(s) before the transfer request is approved.

PearsonAccess next

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 and Template** from the **Support > Documentation** section in PAN and enter your students' information into the file.

   Note: The import file must be saved as a **.csv** file. Refer to page 16 for tips on how to format your **.csv** file in Excel.

2. Go to **Setup** and select **Import/Export Data.**

3. Go to **Start** and select **All Tasks.**

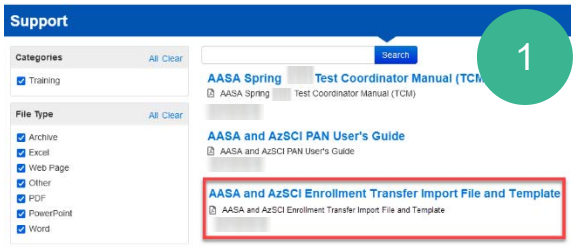
4. On the **Tasks for Importing and Exporting** screen, select **Enrollment Transfer Import** on the **Type** dropdown menu.

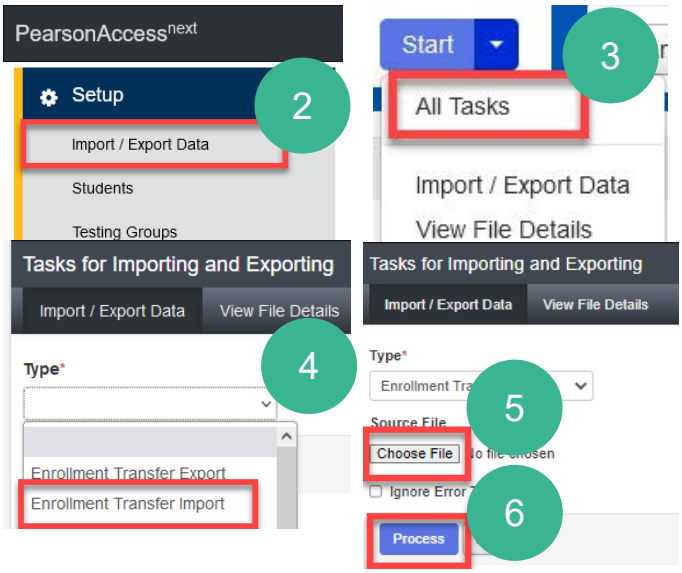
5. Click **Choose File** under **Source File** and select your saved **.csv** file that you completed in step 1.

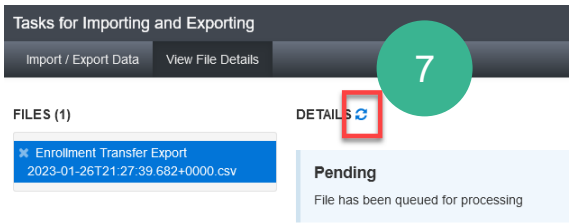
6. Click **Process.**

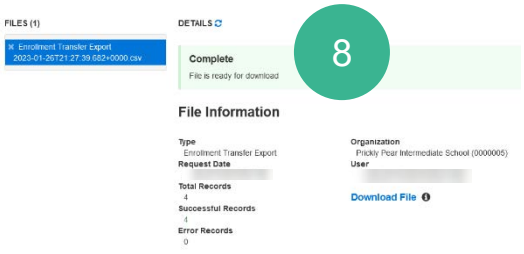
7. You should receive a blue message bar indicating that the file is processing. You can click the **DETAILS** refresh button to update the status on this screen.

8. When complete, you will receive a green message bar indicating that the import is complete.









PearsonAccess next

Moving a Student into an Active Test Session from a Transfer Test Session

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

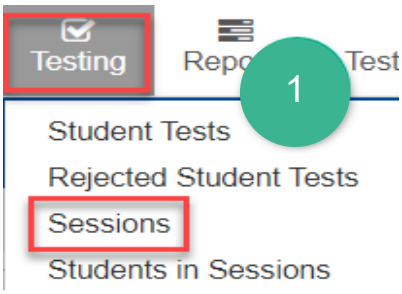
To move a student into an Active Test Session from a Transfer Test Session in PAN:

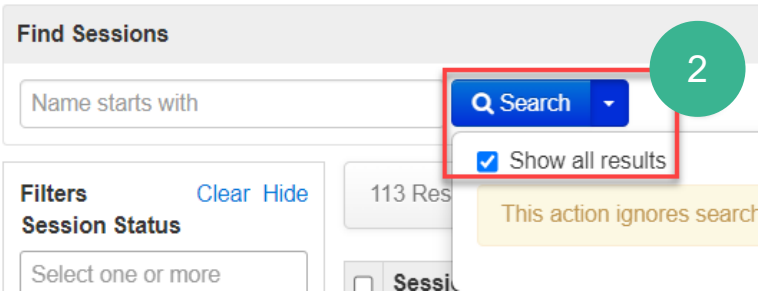
1. Go to **Testing** and select **Sessions.**

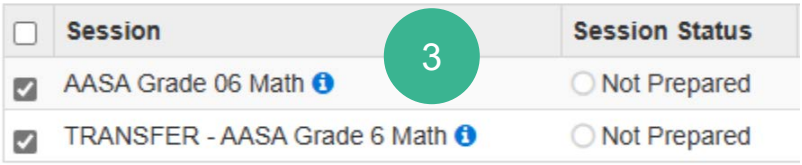
2. Select the **Search** dropdown menu and place a **check mark** in the **Show all results** box.

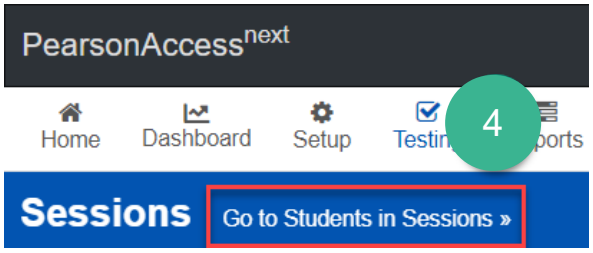
3. Check the box next to the **TRANSFER** test session and the active test session the student is moving into.

4. Click on the **Go to Students in Sessions** link near the top of the screen.









5. Click on the **TRANSFER** test session in the **Session List.**

6. Check the box next to the student's name in the lower center of the screen.

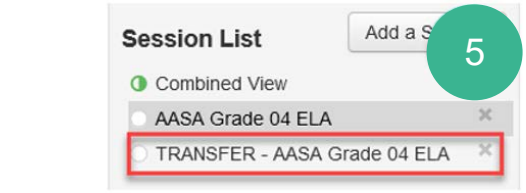
7. Select **Students** from the **Start** dropdown menu.

8. Select the **Move Students between Sessions** tab on the black task bar.

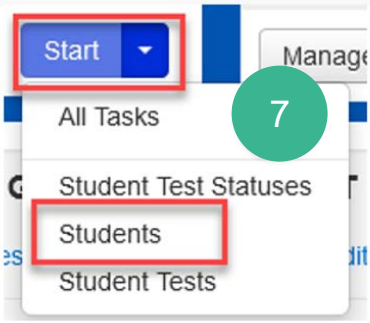
9. Place a **check mark** in the box for the active test session that you are moving the student into.

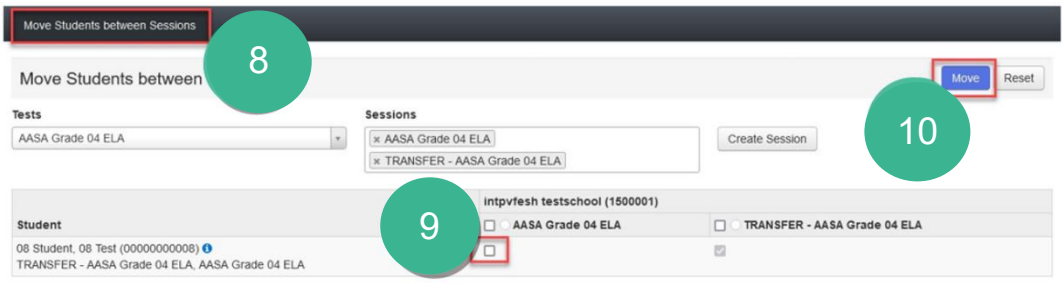
10. Click the **Move** button.

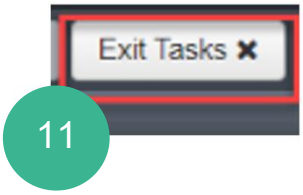
11. Continue transferring any additional students, if necessary. Click **Exit Tasks** when all students have been transferred.









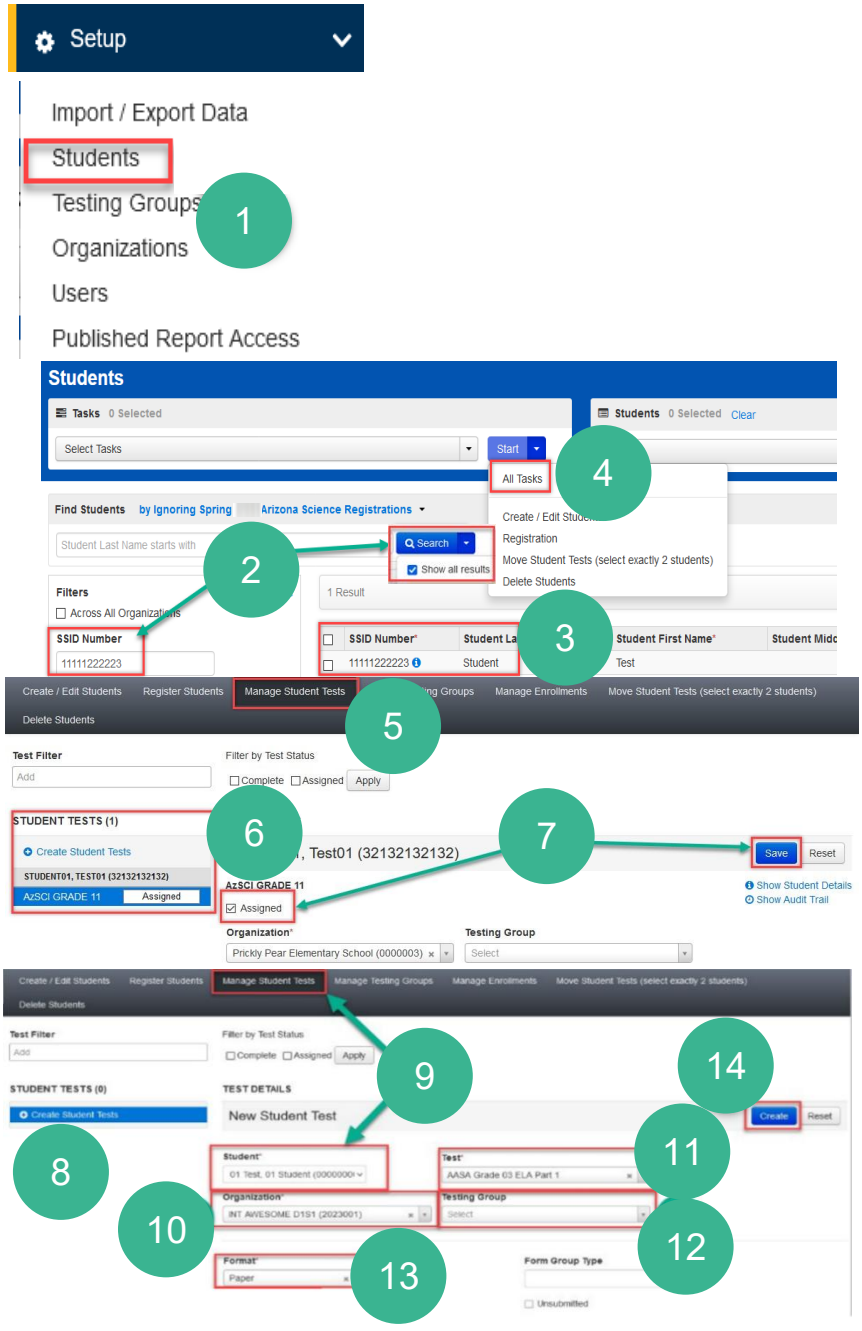


AASA Work Requests – Transferring a Student from a Computer-Based Testing School to a Paper-Based Testing School

Once the **Work Request** has been approved to transfer a student to your PBT school from a CBT school, you will need to first remove the student from the online test session.
Once the student has been removed from the online test session, assign a new paper-based test to the student.
Refer to page 30 for instructions on **Removing Students from a Test Session.**

To transfer a student from a CBT school to a PBT school in PAN:

1. Go to **Setup** and select **Students.**
2. Search for an individual student by entering either their **Last Name** or **SSID Number** in the **Find Students** field and select **Search** or select the **Search** dropdown menu and place a **check mark** in the **Show all results** box.
3. Place a **check mark** in the **SSID Number** box for the student whose test(s) needs to be reassigned.
4. From the **Start** dropdown menu, select **All Tasks.**
5. Select the **Manage Student Tests** tab on the black task bar across the top of the screen.
6. On the left side of the screen 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. Under the **Organization** dropdown, select the correct school.
11. Under the **Test** dropdown, select the appropriate test.
12. The **Testing Group** field is an optional field and can be left blank. If you have not created testing groups, there will **not** be an option available on the dropdown menu.
13. Select **Format.** Select **Paper.**
14. Select **Create.** The steps 1-14 will need to be repeated for each test.

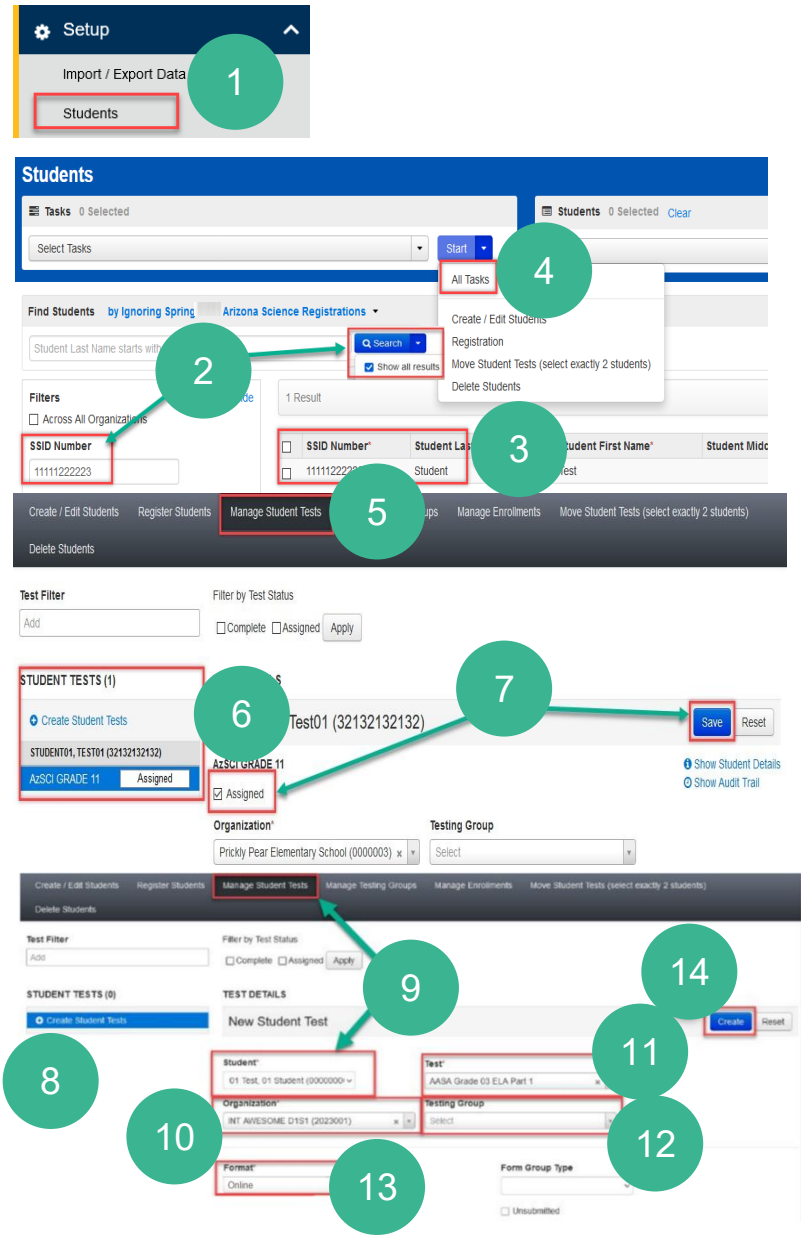


AASA Work Requests – Transferring a Student from a Paper-Based Testing School to a Computer-Based Testing School

Once the **Work Request** has been approved to transfer a student to your CBT school from a PBT school, you will need to assign a new online test to the student.
Failing to follow these steps will result in Text-To-Speech (TTS), a universal test accommodation, not being available on the test.

To transfer a student from a PBT school to a CBT school in PAN:

1. Go to **Setup** and select **Students.**
2. Search for an individual student by entering either their **Last Name** or **SSID Number** in the **Find Students** field and select **Search** or select the **Search** dropdown menu and place a **check mark** in the **Show all results** box.
3. Place a **check mark** in the box next to the student's whose test(s) needs to be reassigned.
4. From the **Start** dropdown menu, select **All Tasks.**
5. Select the **Manage Student Tests** tab on the black task bar across the top of the screen.
6. On the left side of the screen 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. Under the **Organization** dropdown, select the correct school.
11. Under the **Test** dropdown, select the appropriate test.
12. The **Testing Group** field is an optional field and can be left blank. If you have not created testing groups, there will **not** be an option available on the dropdown menu.
13. Select **Format.** Select **Online.**
14. Select **Create.** The steps 1-14 will need to be repeated for each test.



Note: Next, you will need to add the student's test to the proper test session. To add a student to a test session, refer to page 29 and follow the steps for **Adding Students to a Test Session**.

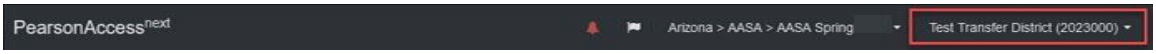
Managing Additional Orders

AASA and AzSCI test administrations have separate Additional Order Windows. 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) for AASA and AzSCI. Achievement District Test Coordinators will **not** need to place these orders but may check in PAN to track the shipment of these tests.

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

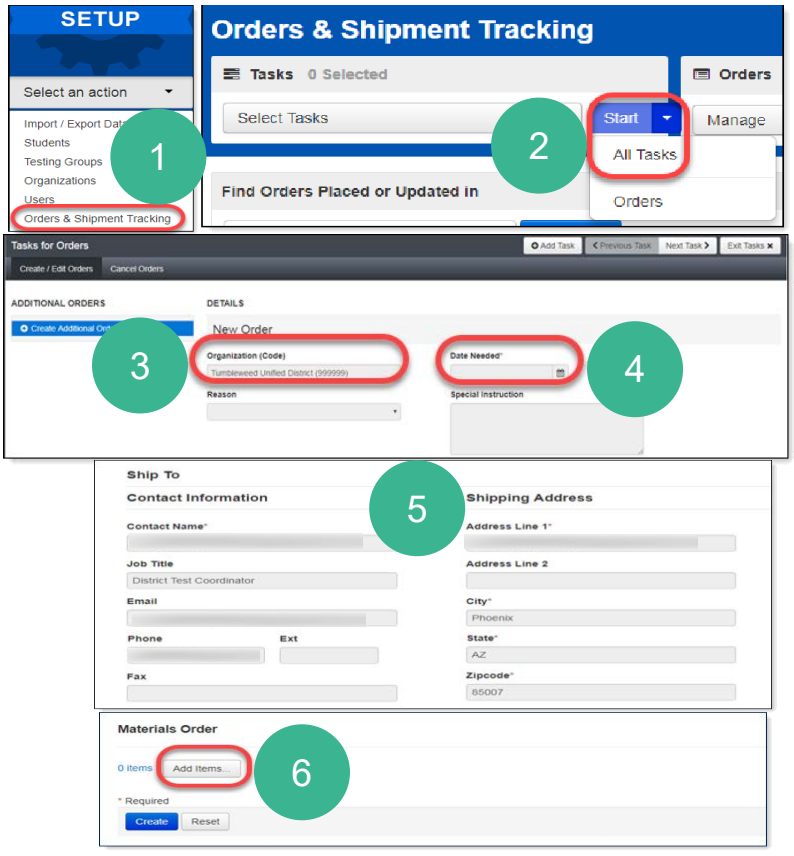
Before submitting an additional order, in the black task bar at the top of the screen in PAN, verify you are on the **District Entity** organization or change to the District Entity.

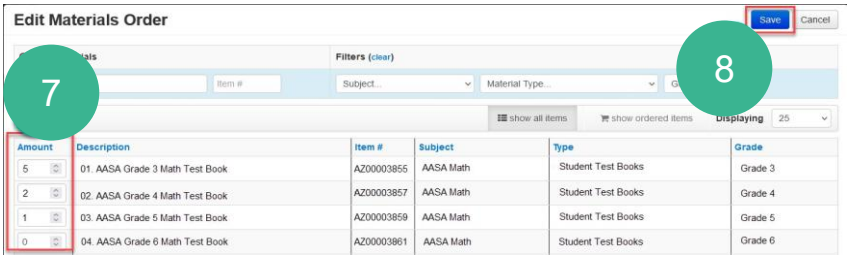


To submit an additional order in PAN:

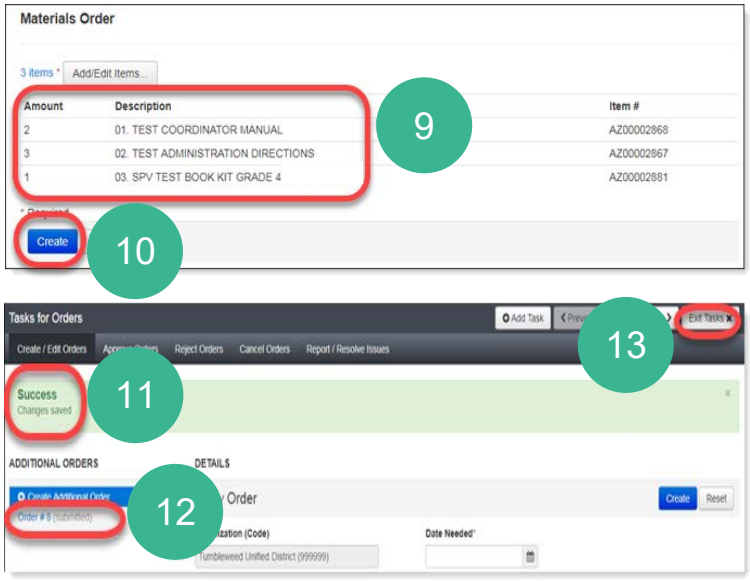
1. Go to **Setup** and select **Orders & Shipment Tracking.**
2. On the **Orders & Shipment Tracking** screen, click the **Start** dropdown menu, and select **All Tasks.**
3. The **Organization (Code)** auto-fills with the organization name. Verify that the Organization (Code) is for the correct district.
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 ADE at 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.**





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 appear once the order has been created.
12. On the left of the screen, select the **Order #** hyperlink to review the order.
13. Select **Exit Tasks.**



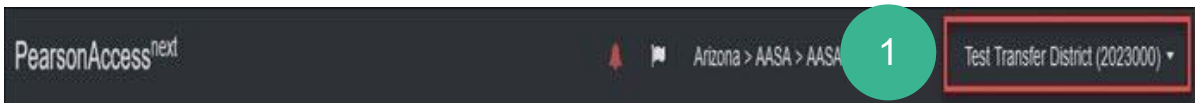
Note: After 24-48 hours, log back into PAN to confirm that ADE has approved the Additional Order.

Tracking Orders in PearsonAccess next

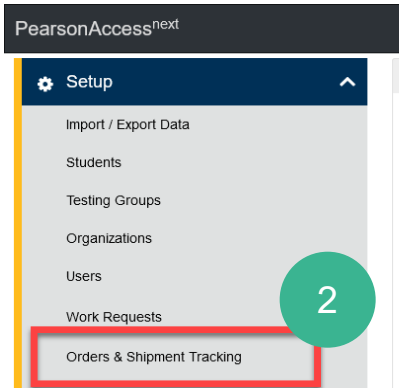
PAN contains detailed information regarding testing materials for AASA initial orders and AASA and AzSCI additional orders. The steps for tracking orders in PAN apply to both initial orders and additional orders.

To track an order in PAN:

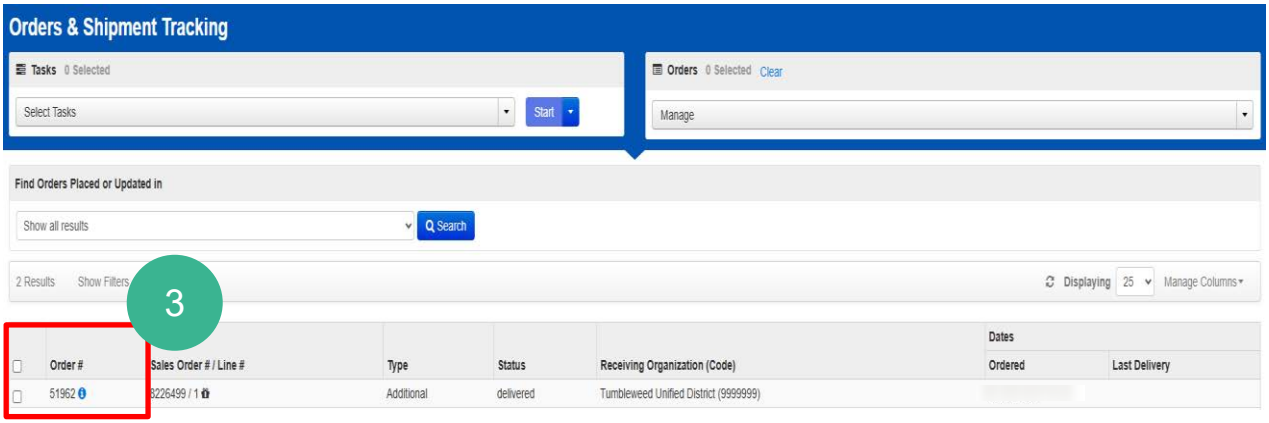
1. In the black task bar at the top of the screen, verify you are on the **District Entity** organization or change to the District Entity for the order to be tracked.



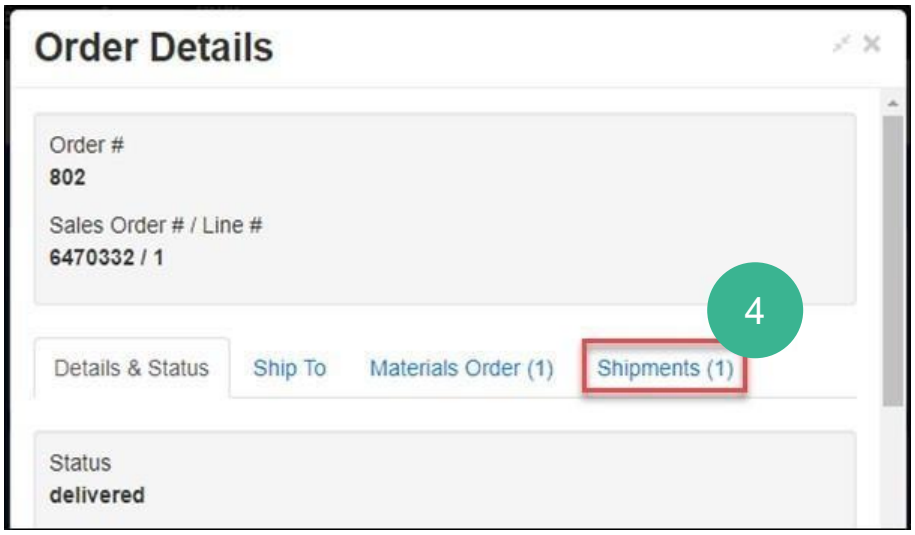
2. Go to **Setup** and from the dropdown menu, select **Orders & Shipment Tracking.**



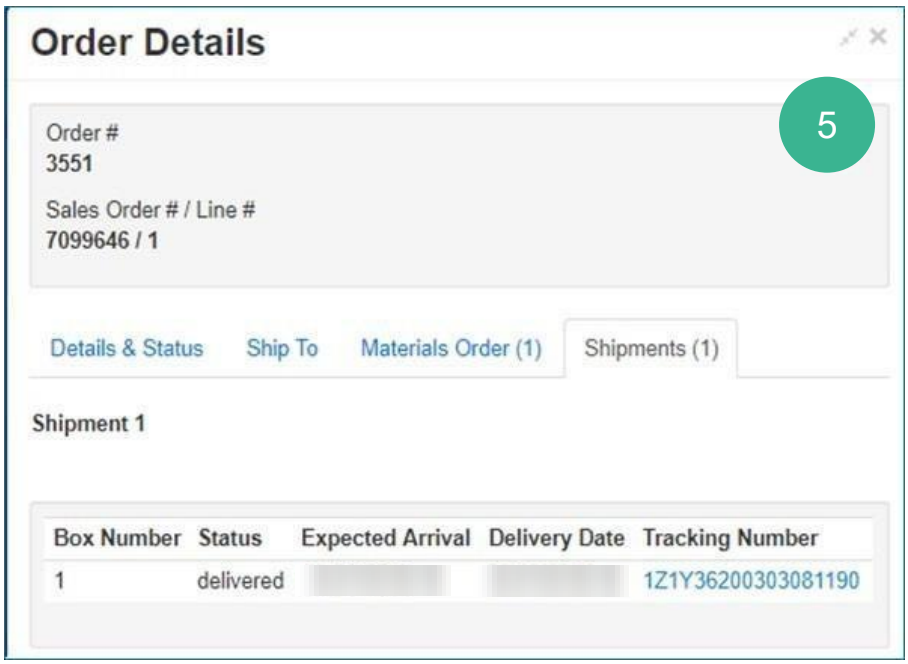
3. On the **Orders & Shipment Tracking** screen, click on the blue information icon "ℹ" for the **Order #** you want to track.



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



5. 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

The Achievement District Test Coordinator, School Test Coordinator, or Test Administrator can access **Session Resources** in PAN to prepare for testing day.

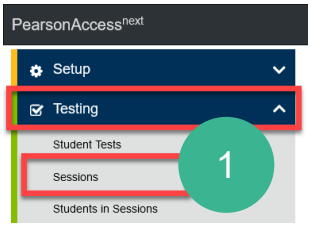
Session Resources

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

- **Scheduled Sessions** provides a list of all the test sessions created and test session status for an organization.
- **Session Student Roster** is a list of all students assigned to a test 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.

To access the various session resources in PAN:

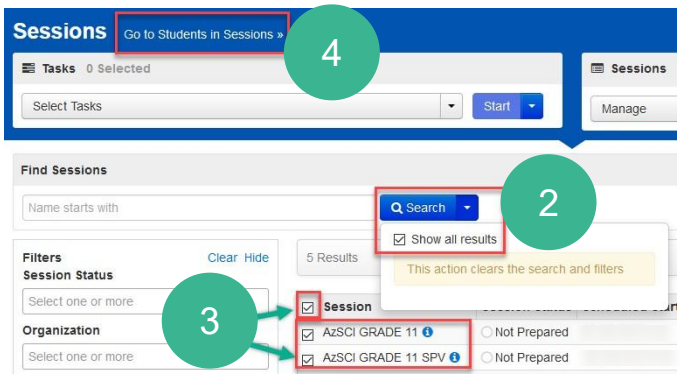
1. Go to **Testing** and select **Sessions** from the dropdown menu.



2. On the **Sessions** screen, select the **Search** dropdown menu and place a **check mark** in the **Show all results** box.

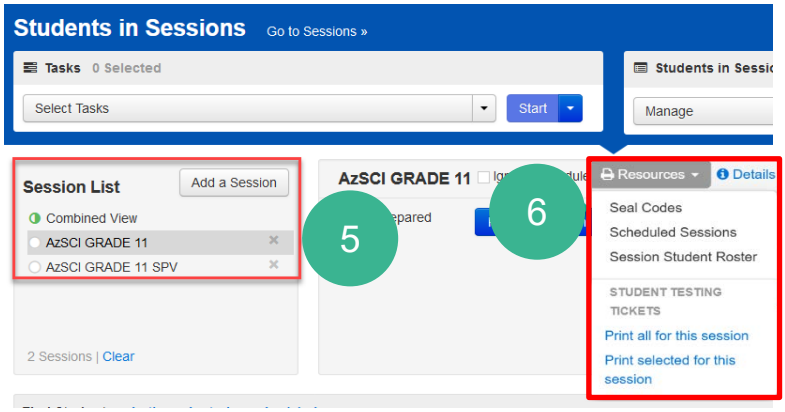
3. On the **Sessions** screen, place a **check mark** in the box in the header row to select all the test sessions.

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 test session name from the **Session List.**

6. Select the **Resources** dropdown menu to see the list of the test session resources. Select the **Resources** needed. Each of the test session resources will open in a new tab.

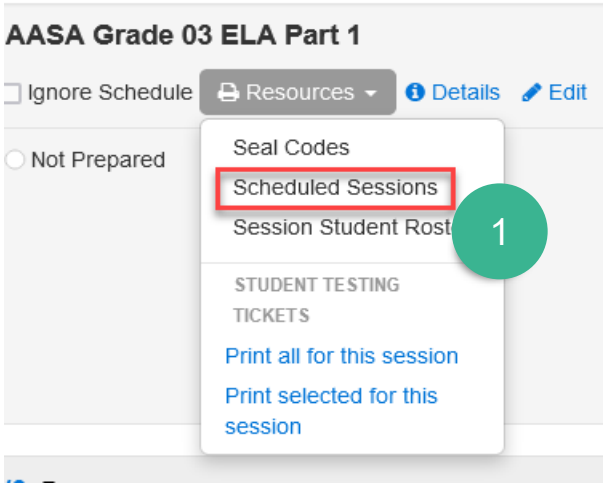


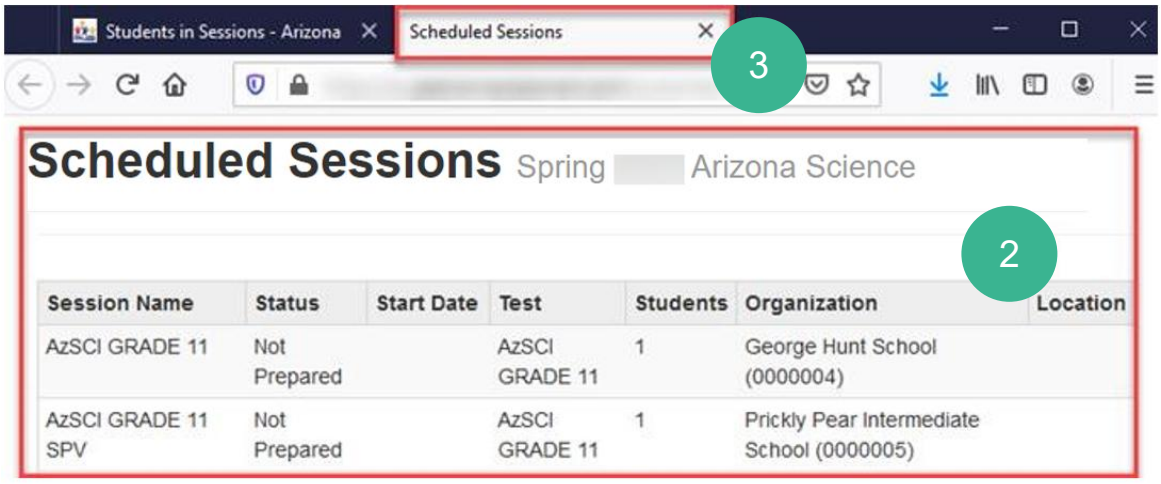
Scheduled Sessions

The **Scheduled Sessions** report provides a list of all the test sessions created for an organization and provides the latest status of each test session.

To access the Scheduled Sessions report in PAN:

1. On the **Resources** dropdown 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.





PearsonAccess next

Session Student Roster

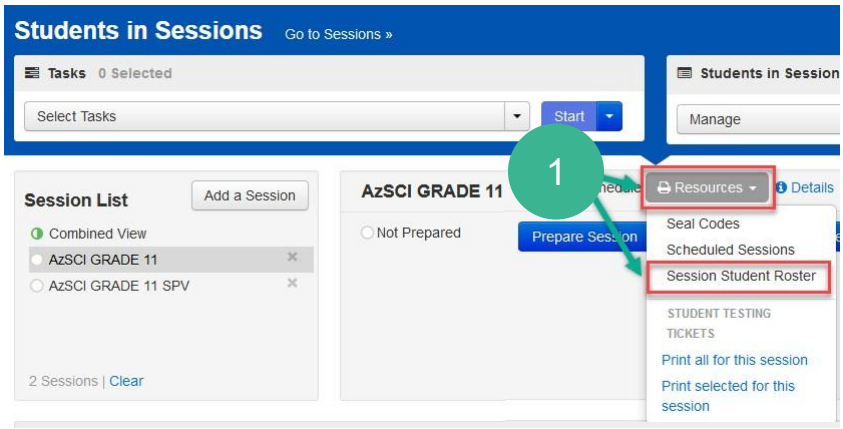
The **Session Student Roster** is a list of all students assigned to a test session.

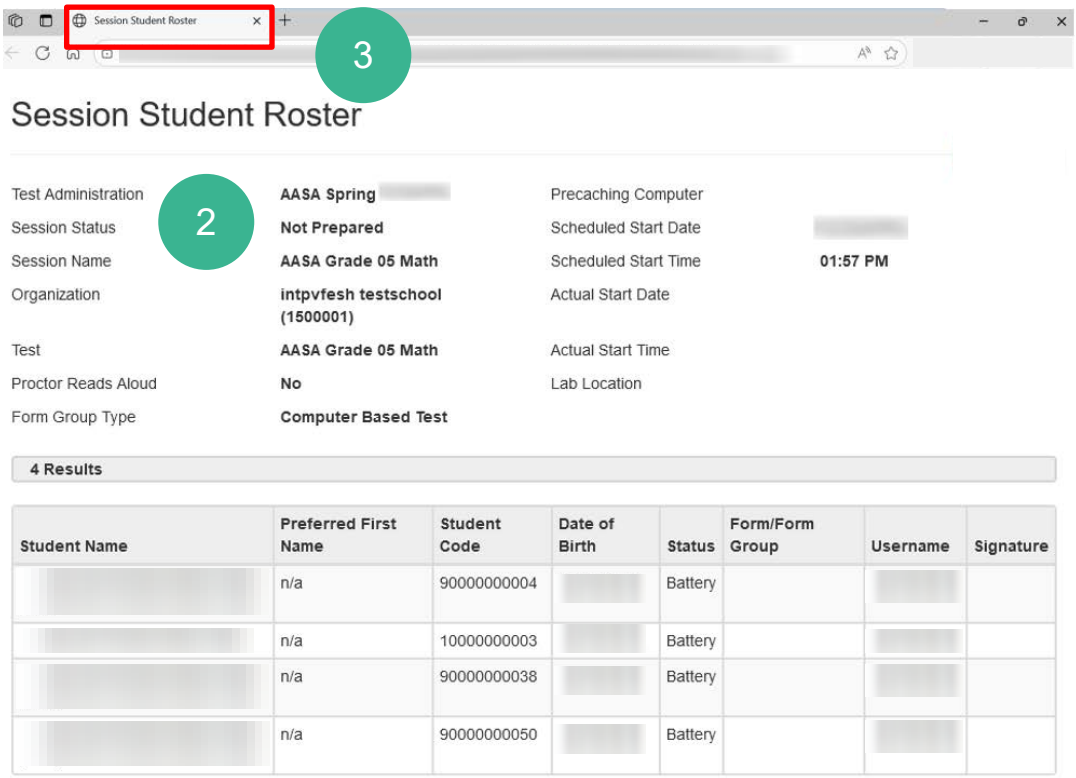
To access the Session Student Roster report in PAN:

1. On the **Resources** dropdown menu, select **Session Student Roster.**

2. The **Session Student Roster** report will open in a new tab in your internet browser for the selected test session.

3. Close the tab on your internet browser that displays the **Session Student Roster** when finished.





Secure Testing Tickets

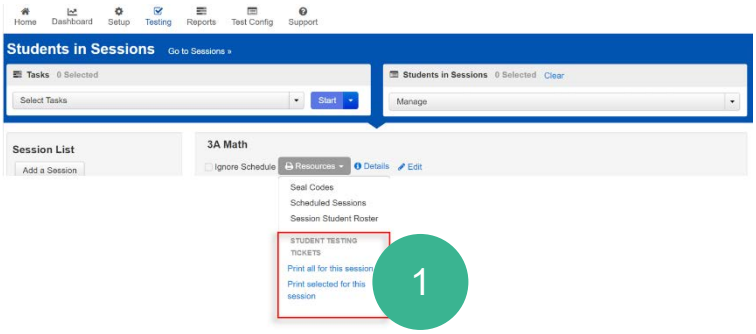
Secure testing tickets are printed for each student. A secure testing ticket provides the student's username and password for logging into TestNav, Pearson's online testing platform.

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

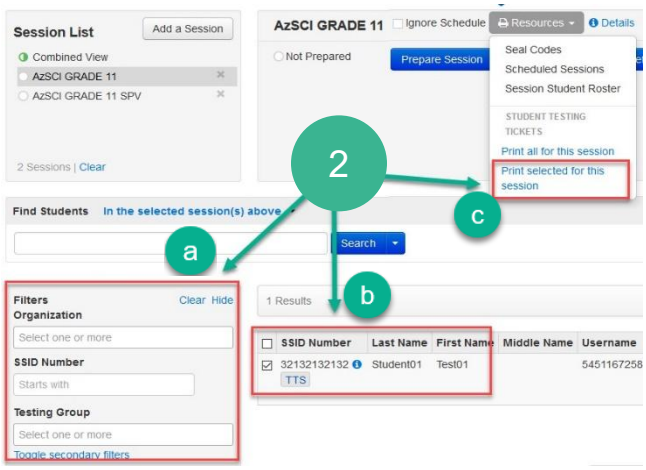
To print secure testing tickets in PAN:

Method 1

1. While on the **Students in Sessions** screen, on the **Resources** dropdown menu, you can select whether to print secure testing tickets for all students in a test session (**Print all for this session**) or just for selected students (**Print selected for this session**).



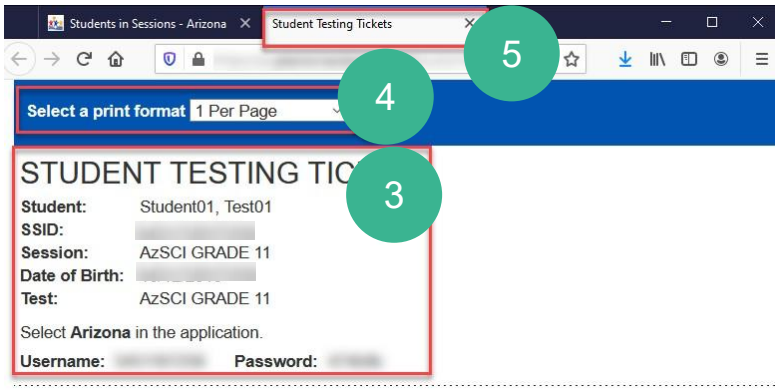
2. To print secure testing tickets for select students:
   a. Search for students by entering information into Filters.
   b. Place a **check mark** in the box next to each student you want to print a testing ticket for.
   c. From the **Resources** dropdown menu, select **Print selected for this session.**



3. The **Student 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 **Student Testing Tickets** when finished.



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

To print secure testing tickets in PAN:

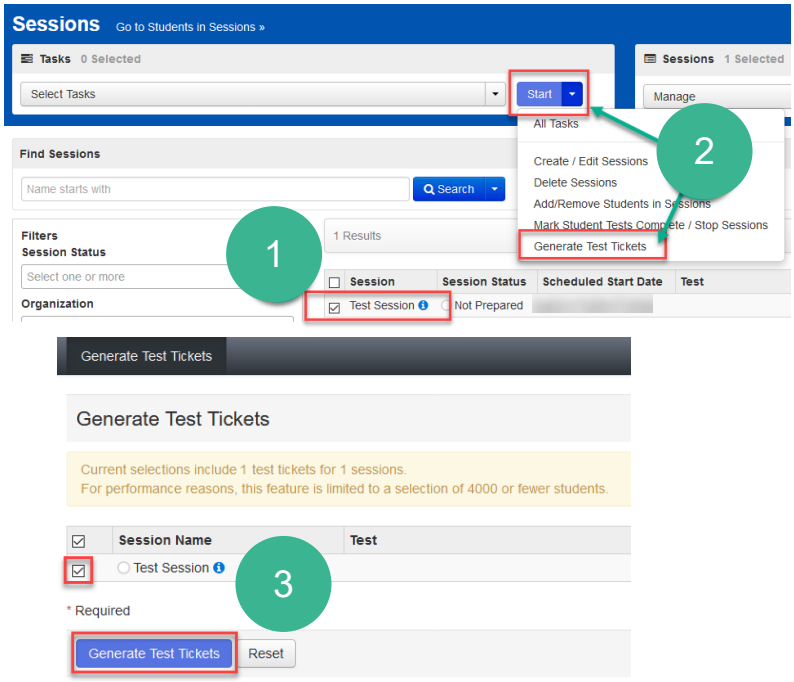
Method 2

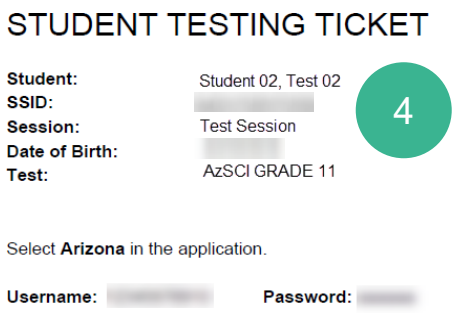
1. On the **Sessions** screen, select the test session(s) for which you would like to print secure testing tickets.

2. Click **Start,** then select **Generate Test Tickets.**

3. Confirm the selection on the **Generate Test Tickets** screen, then click **Generate Test Tickets.**

4. A **PDF** file including all secure testing tickets for the test session(s) will be downloaded, and you may print them from this file.





Increasing the font size of a secure testing ticket:

1. While on the **Students in Sessions** screen, select the test session that you would like to print secure testing tickets for.

2. Go to the **Resources** link and select either **Print all for this session** or **Print selected for this session.**

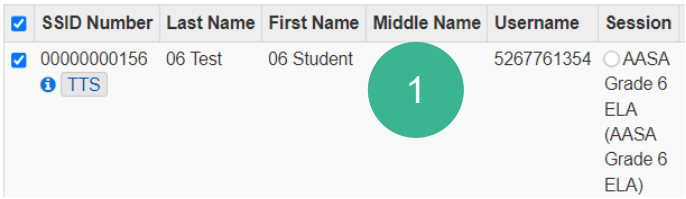
3. On the **Student Testing Tickets** screen, select the **1 Per Page** print format.

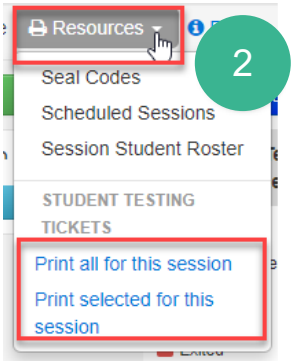
4. Use "CTRL + P" on your keyboard to bring up the **Print** dialog box. Scroll down and click on the arrow to show **More settings.**

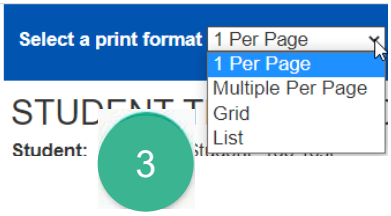
5. Under **More settings**, scroll down to select the scale menu.

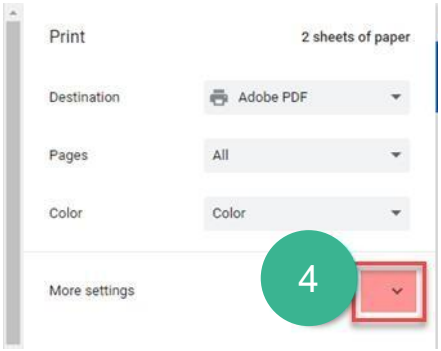
6. Select **Custom** from the **Scale** dropdown menu, then enter 200 in the scale field. This will double the font size of the testing ticket.

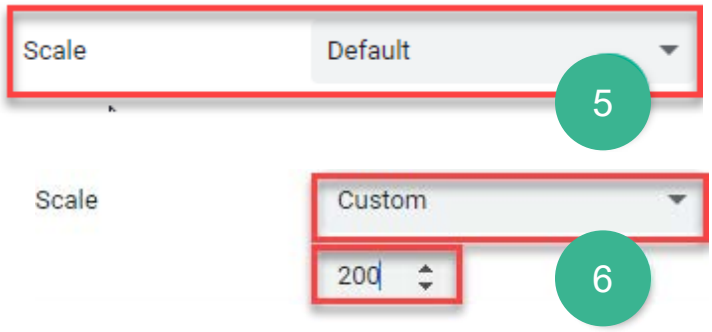
7. Click **Print** on the bottom of the **Print** dialog box.

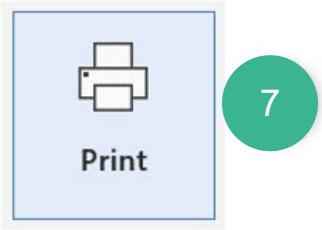












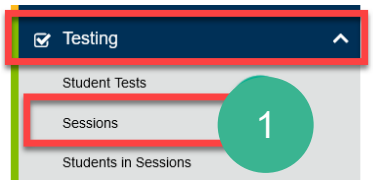
PearsonAccess next

Preparing a Test Session

Preparing a test session in PAN assigns students their testing form in TestNav. This step must be completed prior to testing. It is recommended to complete this step in advance of the scheduled testing day. Depending on the number of students assigned to a test session, preparing the test session can take several minutes.

To prepare a test session in PAN:

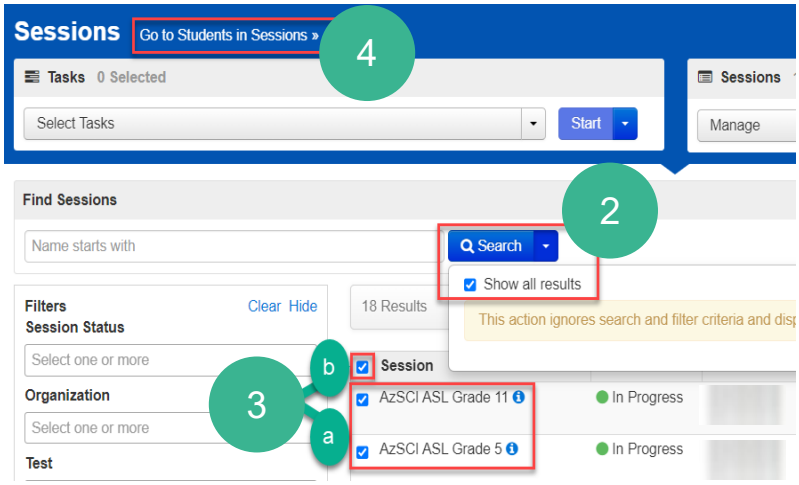
1. Go to **Testing** and select **Sessions.**



2. On the **Sessions** screen, select the **Search** dropdown menu and place a **check mark** in the **Show all results** box.

3. On the **Sessions** screen, there are two ways to view the test sessions:

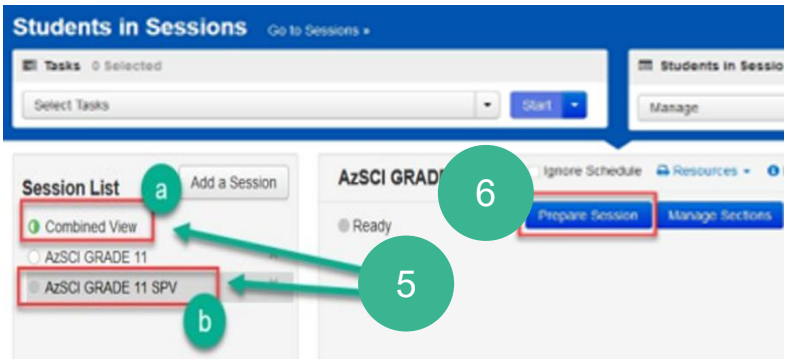
    a. Option 1 - Place a **check mark** in the box next to each test session name you want to work with.
    b. Option 2 - Place a **check mark** in the box in the header row to select all the test sessions.



4. Select **Go to Students in Sessions** link.

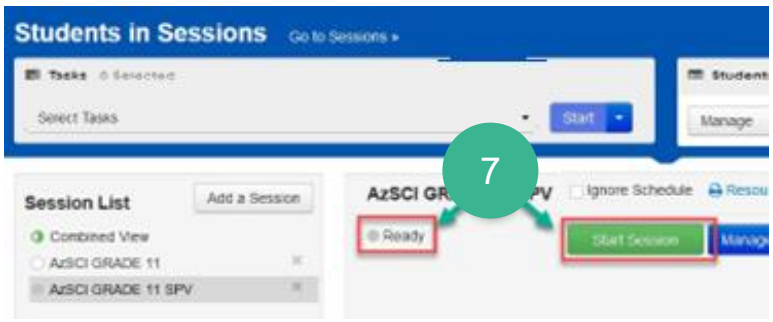
5. On the **Students in Sessions** screen, there are two ways to view the test sessions:

    a. Option 1 - Select the **Combined View** to manage all the test sessions at the same time.
    b. Option 2 - Select a test session name from the **Session List.**



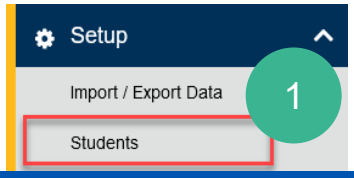
6. Click the **Prepare Session** button or the **Prepare All Sessions** button if in the Combined View.

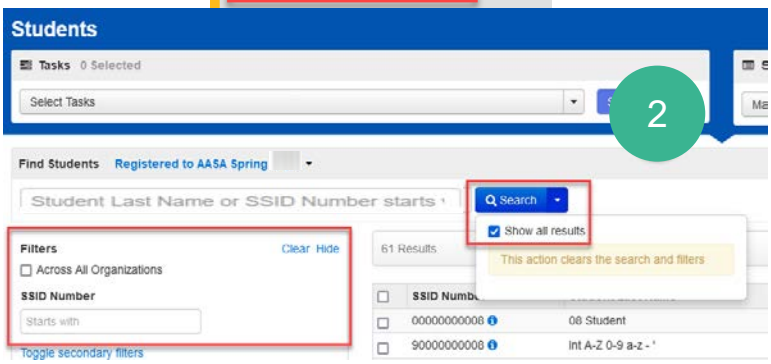
7. When the test session has been prepared, the test session will show as **Ready,** and the green **Start Session** button will appear.



Testing Day Activities

Locating a Student's Test Session





To locate a student's test session in PAN:

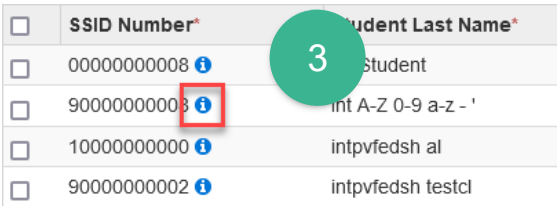
1. Go to **Setup** and select **Students.**

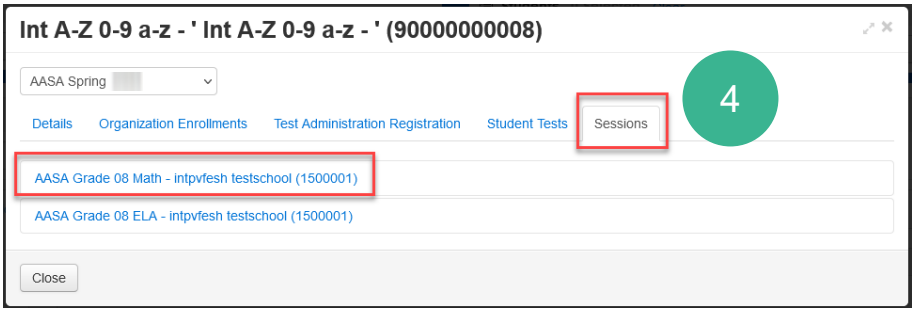
2. On the **Students** screen, search for the student using the filters on the left side of the screen or select the **Search** dropdown menu and place a **check mark** in the **Show all results** box.

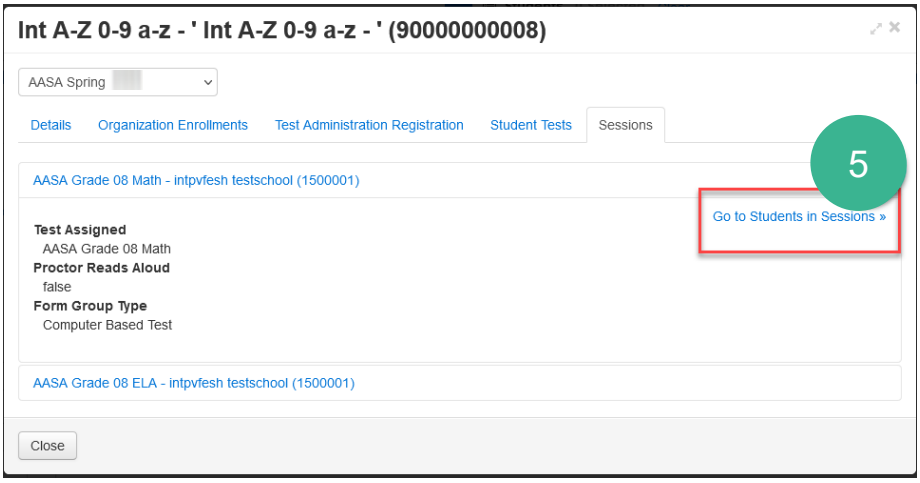
3. Click the blue information icon " " to the right of the student's SSID Number to open the student information box.

4. Click the **Sessions** tab, then click the test session you wish to view.

5. Click the **Go to Students in Sessions** link. You will be taken to this test session on the **Students in Sessions** screen.







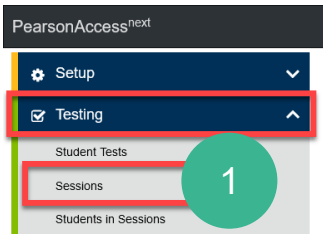
PearsonAccess next

Starting a Test Session

A test session must be started in PAN on the day of testing.

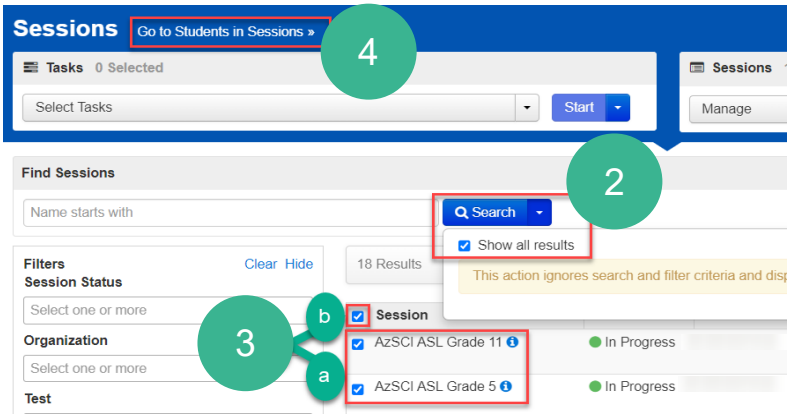
To start a test session in PAN:

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



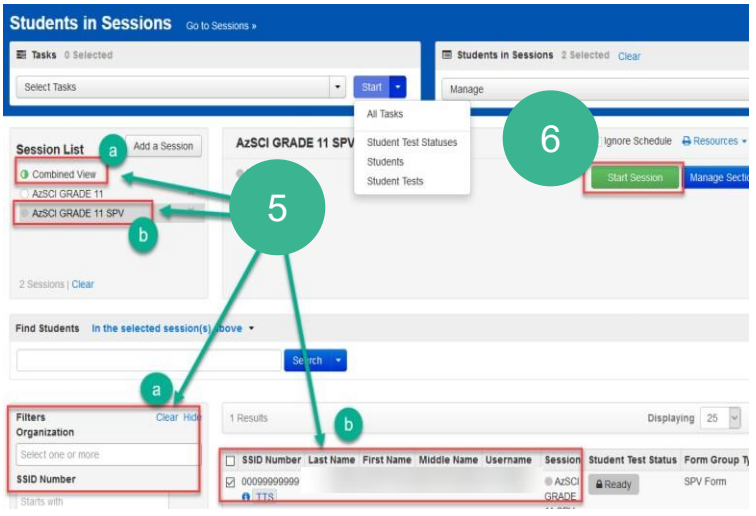
2. On the **Sessions** screen, select the **Search** dropdown menu and place a **check mark** in the **Show all results** box.

3. On the **Sessions** screen, there are two ways to select the test sessions:
   a. Option 1 - Place a **check mark** in the box next to each test session name you want to work with.
   b. Option 2 - Place a **check mark** in the box in the header row to select all the test sessions.



4. Select **Go to Students in Sessions** link.

5. Test Administrators can start each test session individually by clicking on each test session in the **Session List** or can start multiple test sessions by using the **Combined View** in the **Session List.** There are two ways to find the student:
   a. Option 1 - Select **Combined View** in the **Session List** and enter information into the **Filters** section.
   b. Option 2 - Select a test session name from the **Session List** and scroll through the list of students assigned to each of the test sessions.



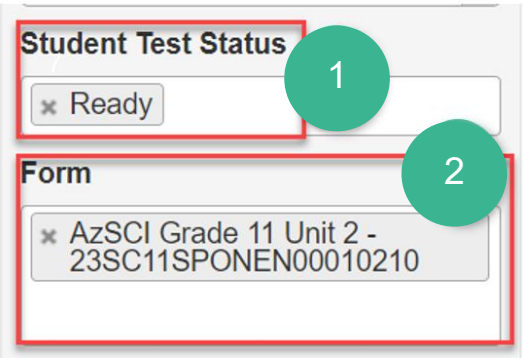
6. Click the **Start Session** button for individual test sessions, or the **Start All Sessions** button if you are using the combined view.

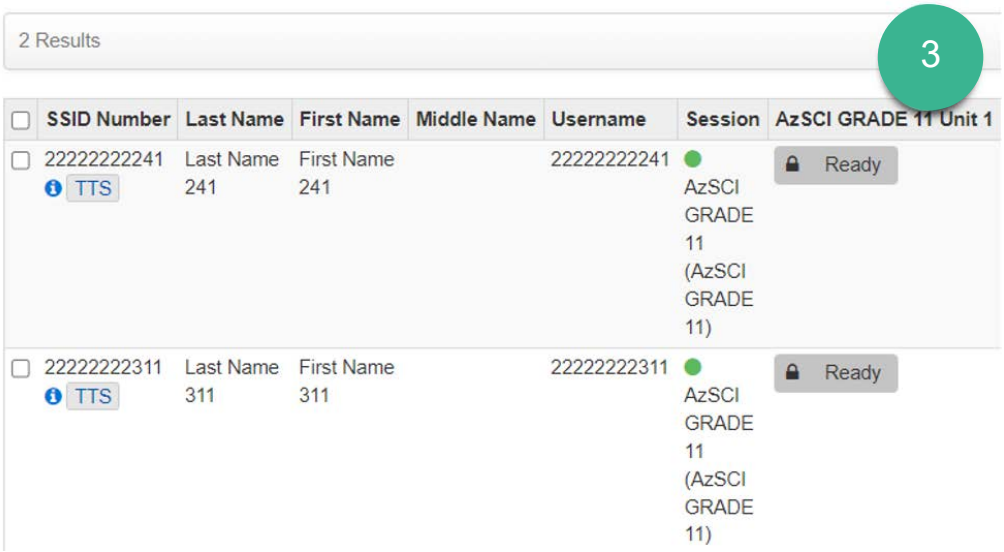
7. When a test session is started in PAN, all the test units are locked. Test Administrators must unlock a test unit before the student is able to log into TestNav to begin testing on that test unit.



To use the Student in Sessions Filter in PAN:

1. On the **Students in Sessions** screen, under **Student Test Status,** select **Ready.**
2. Under **Form**, select the correct **Unit.**
3. After selecting the **Unit,** a list will show all the students in **Ready** status.





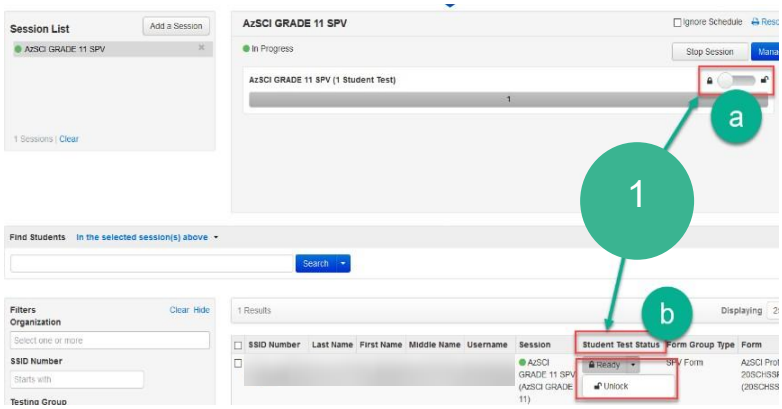
Unlocking Test Units

A test unit should only be unlocked if the student is present for testing.

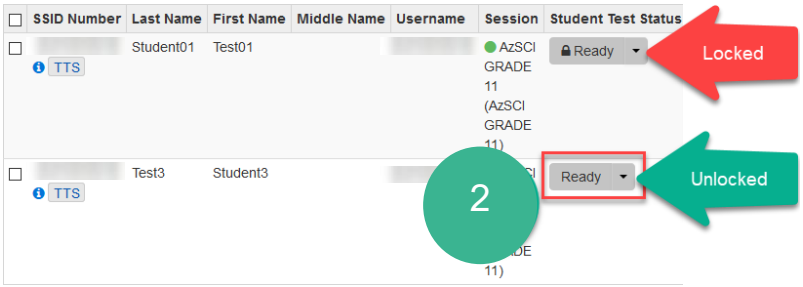
To unlock a test unit on the day of testing in PAN:

Method 1

1. There are two ways to unlock test units for students:
    a. Option 1 - To unlock **all** test units in a test session, click and drag the lock/unlock switch. This method may be used for a single test session, or with multiple test sessions using the combined view.
    b. Option 2 - For individual students, go to **Student Test Status.** Select **Unlock** for each student present for testing.

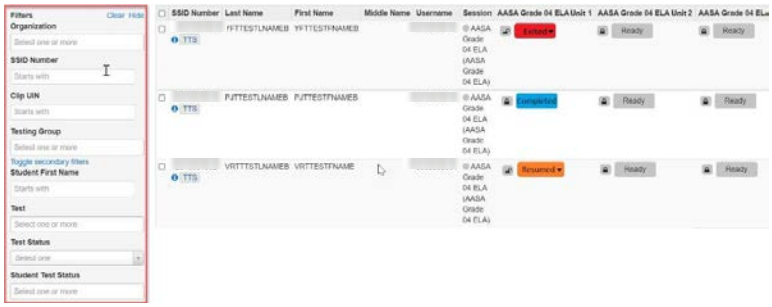


2. The student should be in **Ready** status, and the lock icon should not be visible in the **Student Test Status** box.



Method 2

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



PearsonAccess next

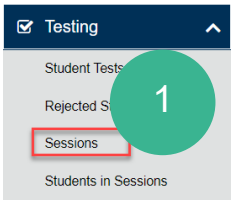
Resuming a Student Test

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, School Test Coordinator, or the Test Administrator.

To resume a student test in PAN:

Method 1

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

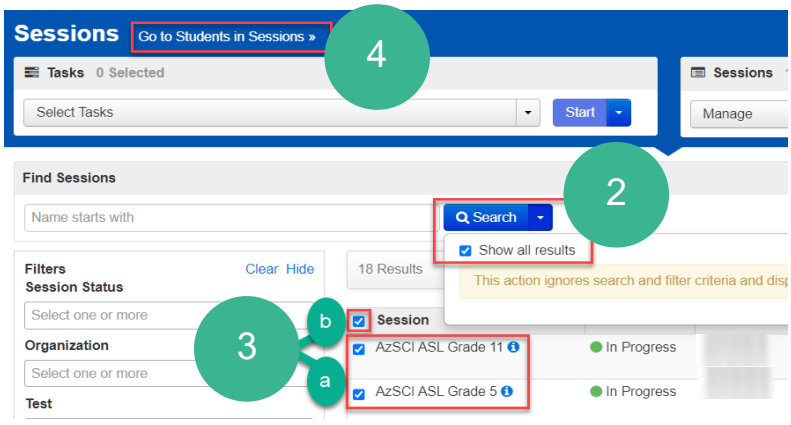


2. On the **Sessions** screen, select the **Search** dropdown menu and place a **check mark** in the **Show all results** box.

3. On the **Sessions** screen, there are two ways to select test sessions:

   a. Option 1 - Place a **check mark** in the box next to each test session name you want to work with.

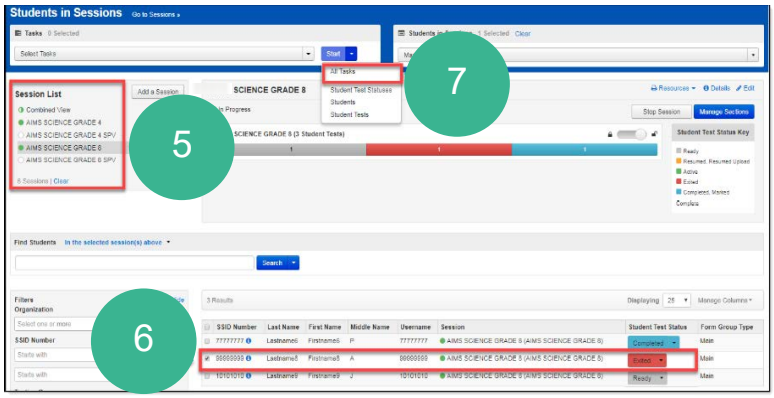
   b. Option 2 - Place a **check mark** in the box in the header row to select all the test sessions.



4. Select the **Go to Students in Sessions** link.

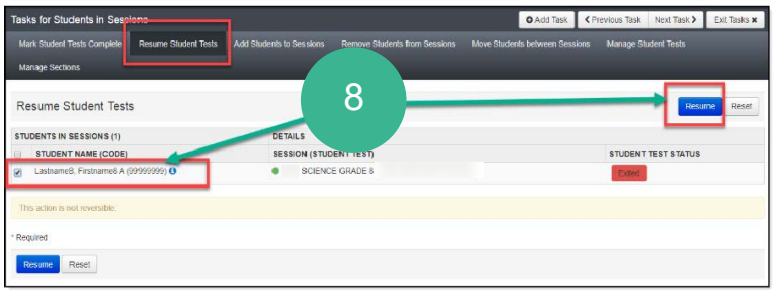
5. On the **Students in Sessions** screen, select a session from the **Session List.**

6. Place a **check mark** by the student test that is in **Exited** status.

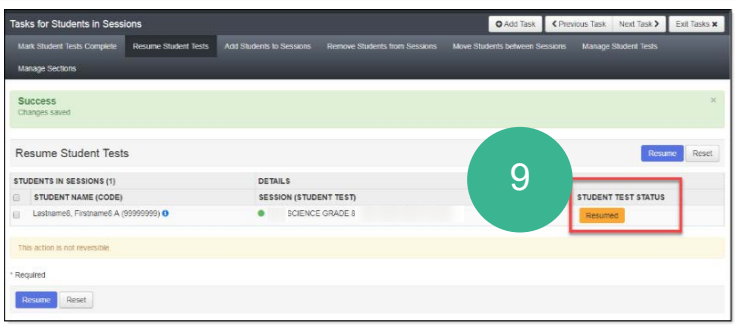


7. Go to **Start** and select **All Tasks.**

8. On the **Resume Student Tests** tab, place a **check mark** on the student that needs to be resumed in the **Students in Sessions.** Click **Resume.**



9. A confirmation screen will show the **Student Test Status** as **Resumed.** The student may sign into TestNav with the credentials supplied on the secure testing ticket.



To resume a student test in PAN:

Method 2

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

2. On the **Sessions** screen, select the **Search** dropdown menu and place a **check mark** in the **Show all results** box.

3. On the **Sessions** screen, there are two ways to select the test sessions:

   a. Option 1 - Place a **check mark** in the box next to each test session name you want to work with.

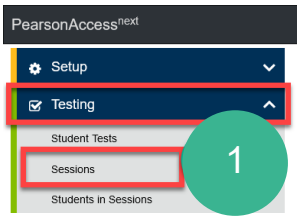
   b. Option 2 - Place a **check mark** in the box in the header row to select all the test sessions.

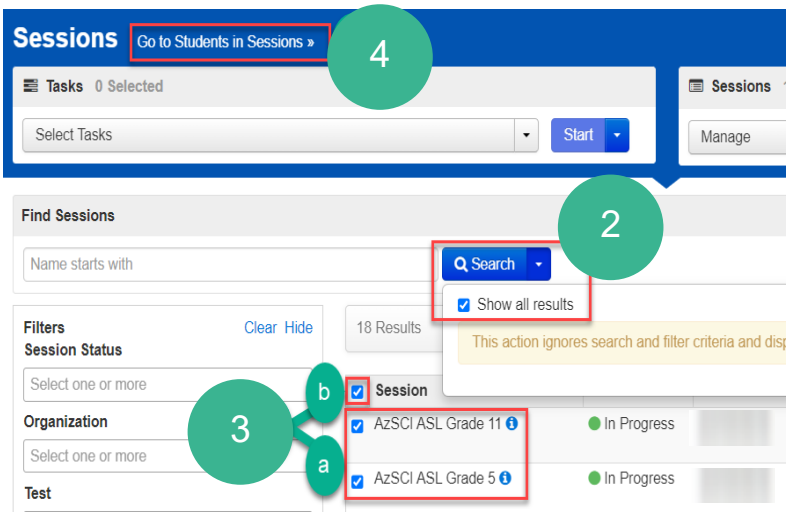
4. Select the **Go to Students in Sessions** link.

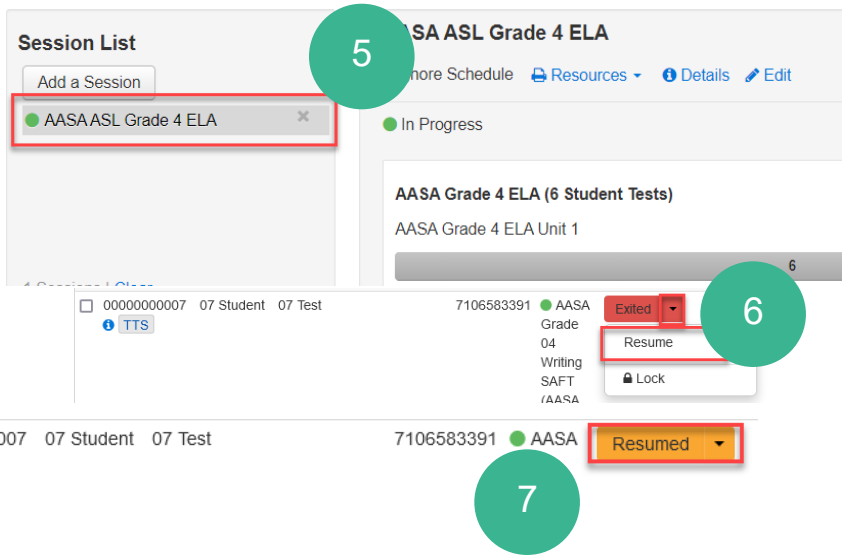
5. On the **Students in Sessions** screen, select a test session from the **Session List.**

6. Click the down arrow next to the red **Exited** tile and select **Resume.**

7. The tile will turn yellow, and display **Resumed.** The student may now log into TestNav and continue testing. The student may need to refresh TestNav to see the available test unit.







The table below provides 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 PAN.
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.

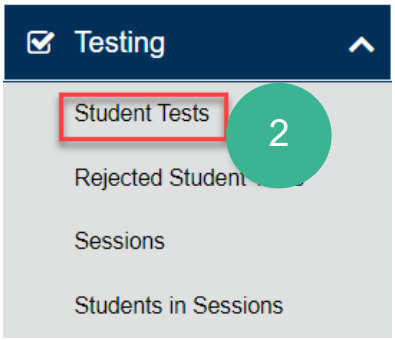
Reporting Test Irregularities

To report a Test Irregularity in PAN:

1. In the black task bar at the top of the screen, verify that the correct test administration is shown.

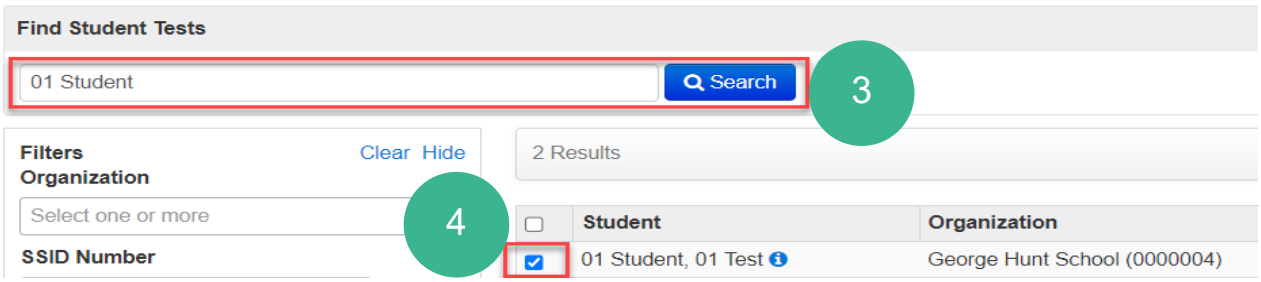


2. Go to **Testing** and select **Student Tests.**

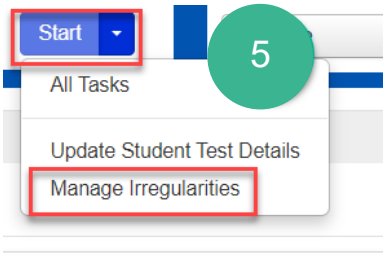


3. In the **Find Student Tests** field, type in the student's last name or 11-digit SSID number and click on **Search.** You can also enter the student's SSID in the **SSID Number** field under Filters.

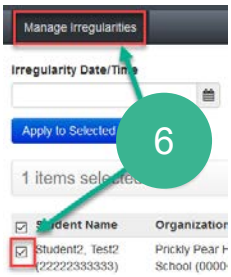
4. Place a **check mark** in the box next to the **Student** name and applicable tests.



5. From the **Start** dropdown menu, select **Manage Irregularities.**



6. At the **Manage Irregularities** tab, place a **check mark** in the box next to the **Student Name** and applicable test unit(s).



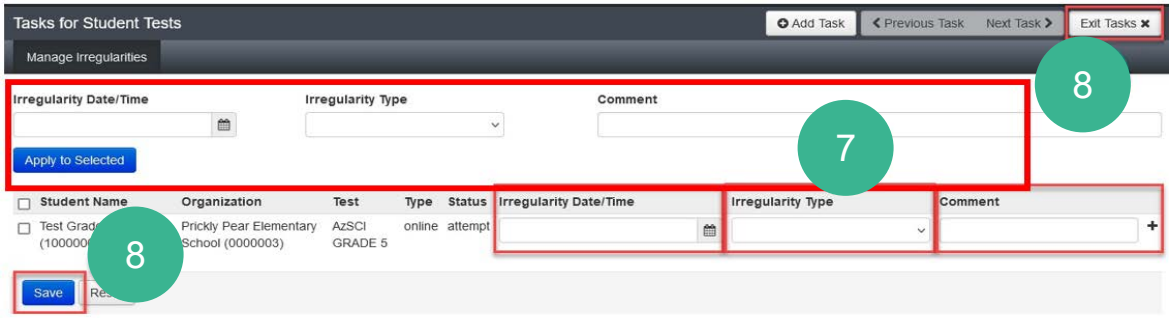
7. From the calendar icon, select the **Irregularity Date/Time.** From the **Irregularity Type** dropdown menu, select the irregularity type. In the **Comment** field, type in a short sentence of what happened.

   If multiple students are affected by the same irregularity:

   a. Complete the options at the top of the **Manage Irregularities** screen: Irregularity Date/Time, Irregularity Type, and Comment.
   b. Place a **check mark** next to the **Student Name** box for all students impacted. To select all student names displayed on the **Manage Irregularities** screen, place a **check mark** in the **Student Name** box.
   c. Once all corresponding students and test units have been selected, click **Apply to Selected.** Doing this will apply the same irregularity details to all selected students.

   For test units that are affected by multiple incidents, an irregularity should be submitted for each irregularity type.

8. Click the **Save** button then select **Exit Tasks.**



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

ADE will not alert District Test Coordinators of invalidations. District Test Coordinators will need to check the **Do Not Report Tests** Operational Report.

To access the Do Not Report Tests Operational Report in PAN:

1. Go to **Reports** and select **Operational Reports.**

2. On the **Operational Reports** screen, in the **Report Categories** section, place a **check mark** in the **Students & Registrations** box.

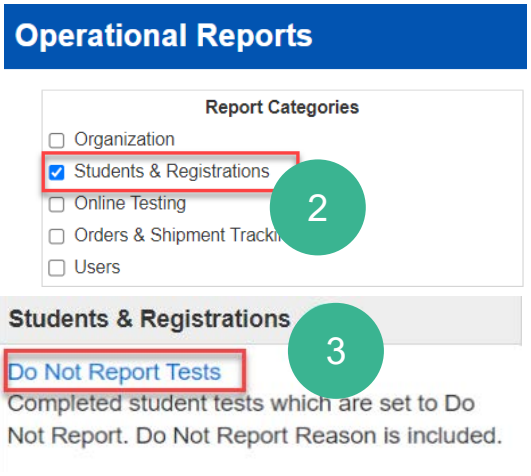
3. Select **Do Not Report Tests** from the list of reports.

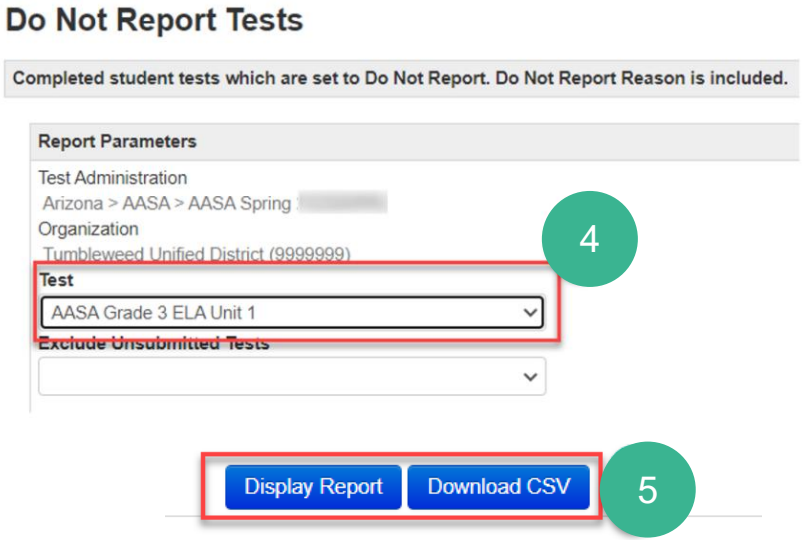
4. On the **Do Not Report Tests** screen, select the **Test** you want to view. This field can be left blank to view all tests for the selected organization.

5. 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 Tests** 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.**





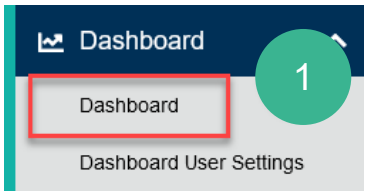


PearsonAccess next

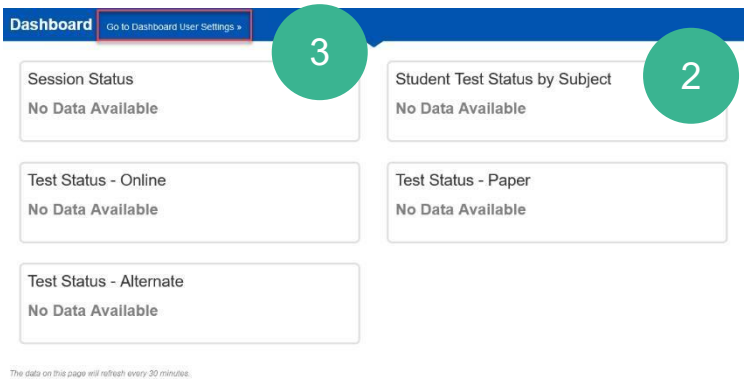
Accessing Dashboards

The Dashboard feature in PAN provides access to testing status information during the test window. The Dashboard may be used to quickly view both the test session(s) and student test statuses.

To view the Dashboard in PAN:



1. Go to the **Dashboard** dropdown menu and select **Dashboard.**

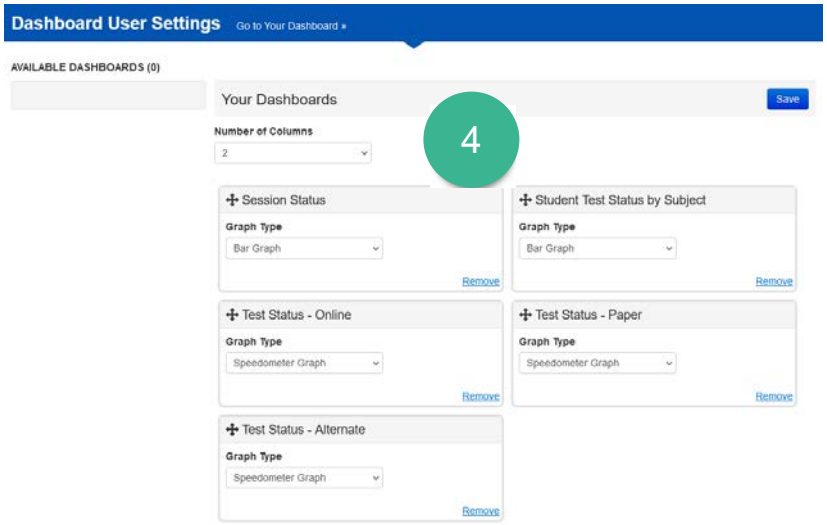


2. This screen has multiple graphs depicting student testing data for the user's organization.

   This screen is customizable for each user.

   To customize your **Dashboard** screen:

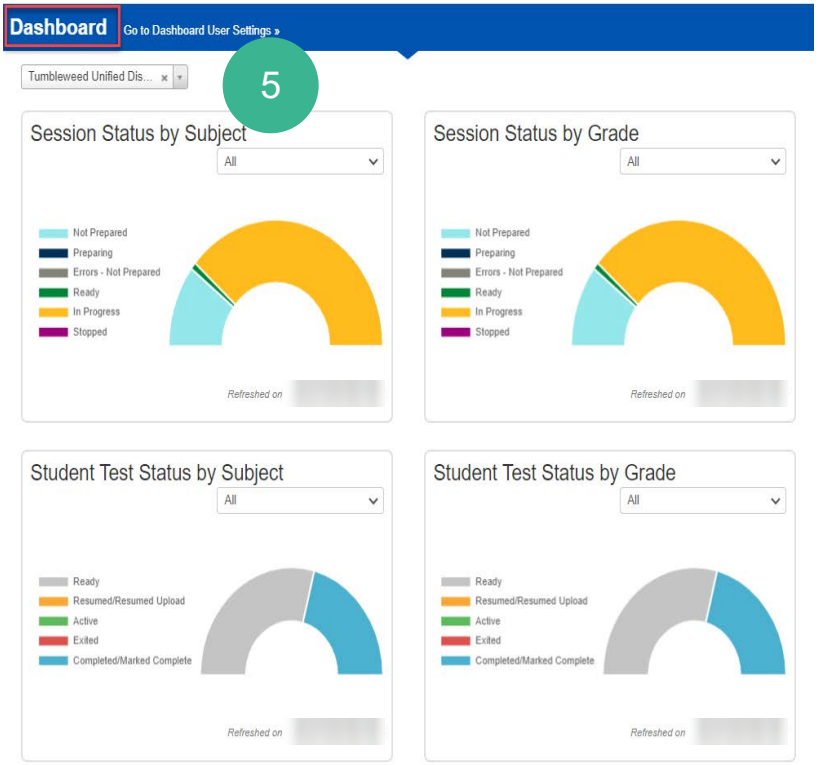
3. Click the **Go to Dashboard User Settings** link at the top of the screen. (This can also be accessed on the **Dashboard** dropdown menu depicted in the first image.)



4. On the **Dashboard User Settings** screen, 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 readily accessible to you.

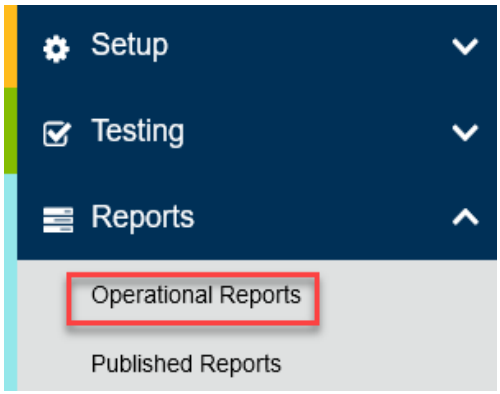
5. On the **Dashboard** screen, you will see the different information you selected previously in your Dashboard User Settings. You will also see a list that will help you better understand the graph and the information depicted.

   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.



Operational Reports in PearsonAccess next

These reports can be accessed by selecting **Operational Reports** in the **Reports** dropdown menu, then placing a **check mark** in the box next to **Students & Registrations** on the **Operational Reports** screen.





There are several Operational Reports available in PAN which provide the user with helpful information. A few of the commonly used Operational Reports are listed below.

- **Claim Codes (AASA only)**
  This report provides all student claim codes for a school or district. The claim codes are required for families to retrieve the AASA Student Report (Individual Student Report) from the optional AASA Parent Portal.
- **Students Enrolled but not Registered for Test Administration**
  This report is useful for finding students who 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 who have been registered for the AASA/AzSCI test but have not been assigned a test.
- **Students with Online Test but not assigned to a Test Session**
  This report is useful for finding students who have not yet been assigned to a test session.
- **Student Tests that have been Assigned but have not yet Completed**
  This report is useful for listing all students who 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 identifying completed student tests which are set to “Do Not Report.” The “Do Not Report Reason” is included.

PearsonAccess next

Published Reports in PearsonAccess next

Student level results will be available in PAN. Published reports include the **District Student Data File** and the PDF versions of the Student and Roster Reports.

For AzSCI, a **Summary Data File** is also available.

For AASA, the following additional reporting features are available: **Performance Level Dashboards, Historical Student Data, OnDemand Reports,** and the **Summary Cluster Performance Report.**

Refer to the **AASA Reporting Guide** and the **AzSCI Reporting Guide** for further information regarding specific reports available for each assessment.

To access the Published Reports in PAN:

1. Go to **Reports** and select **Published Reports.**

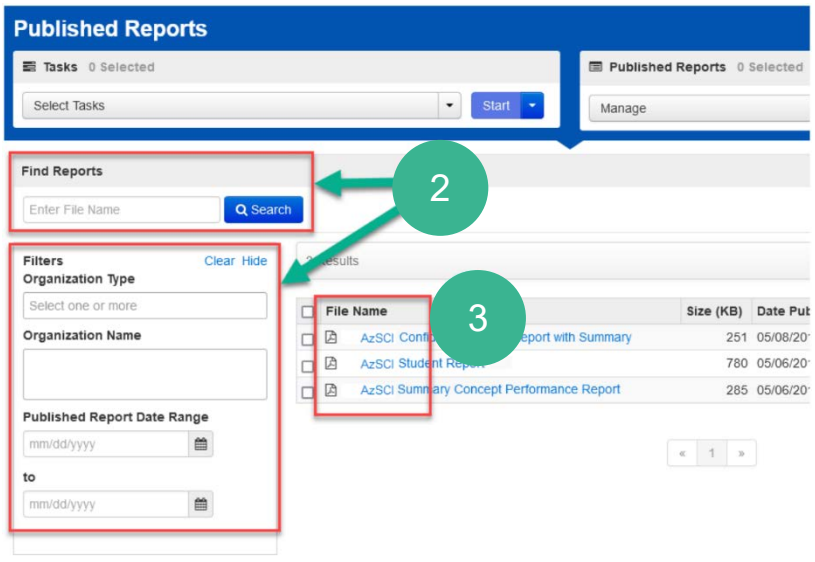
2. On the **Published Reports** screen, there are two ways to find reports:

   a. Option 1 - Enter search information into the **Find Reports** filter.

   b. Option 2 - Enter search information into the **Filters** section.

3. Select the **File Name** to download and view the report or student data file.





PearsonAccess next

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, teacher, or testing days for reporting purposes.

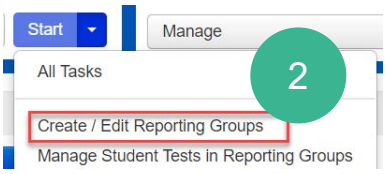
Note: Students may belong to more than one Reporting Group. If Reporting Groups are set up prior to the end of the test window, then reporting data will be available by these groups in the **AASA Student Data File, Performance Level Dashboards, OnDemand Reports,** and **Summary Cluster Performance Report.**

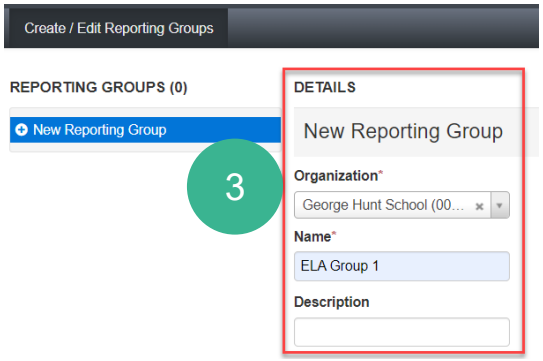
Achievement District Test Coordinators and School Test Coordinators can create and assign Reporting Groups to other users. Any users that have been assigned to a Reporting Group will need to also be assigned the Historical Report Viewer role or the Teacher Report Viewer role to access this data on the **AASA Performance Level Dashboards, OnDemand Reports,** and **Summary Cluster Performance Report.**

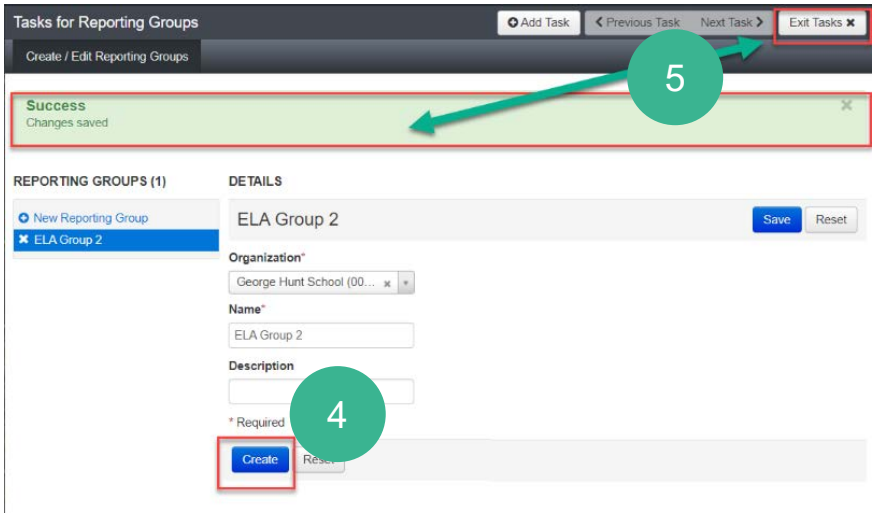
To create Reporting Groups in PAN:

1. Go to **Reports** and select **Reporting Groups.**
2. On the **Reporting Groups** screen, from the **Start** dropdown 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** confirmation message, select **Exit Tasks.**









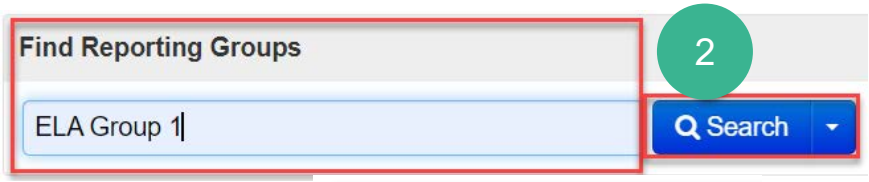
PearsonAccess next

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

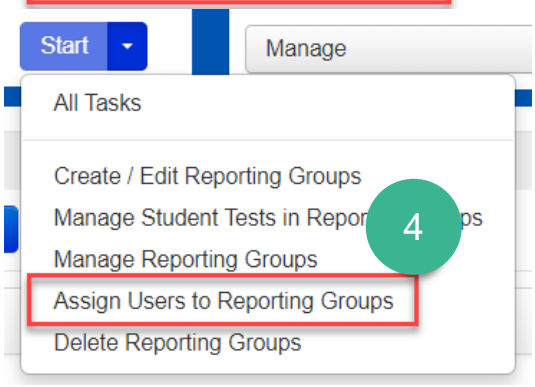
To assign users to Reporting Groups in PAN:

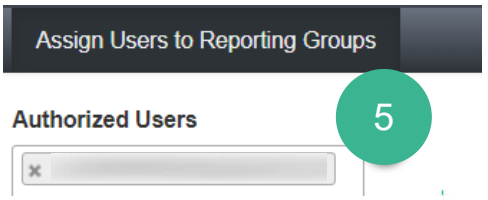
1. Go to **Reports** and select **Reporting Groups.**
2. Under **Find Reporting Groups**, type in your Reporting Group name and select **Search.**
3. **Select** the Reporting Group name.
4. From the **Start** dropdown menu, select **Assign Users to Reporting Groups.**
5. Enter the User's email address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

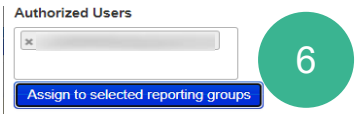


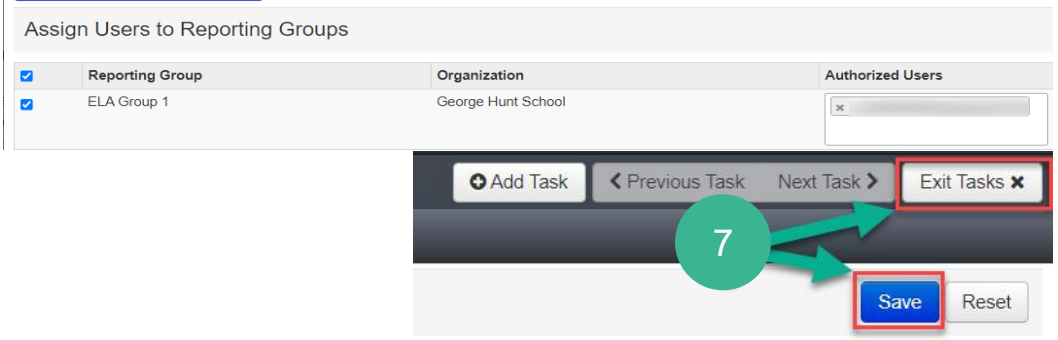








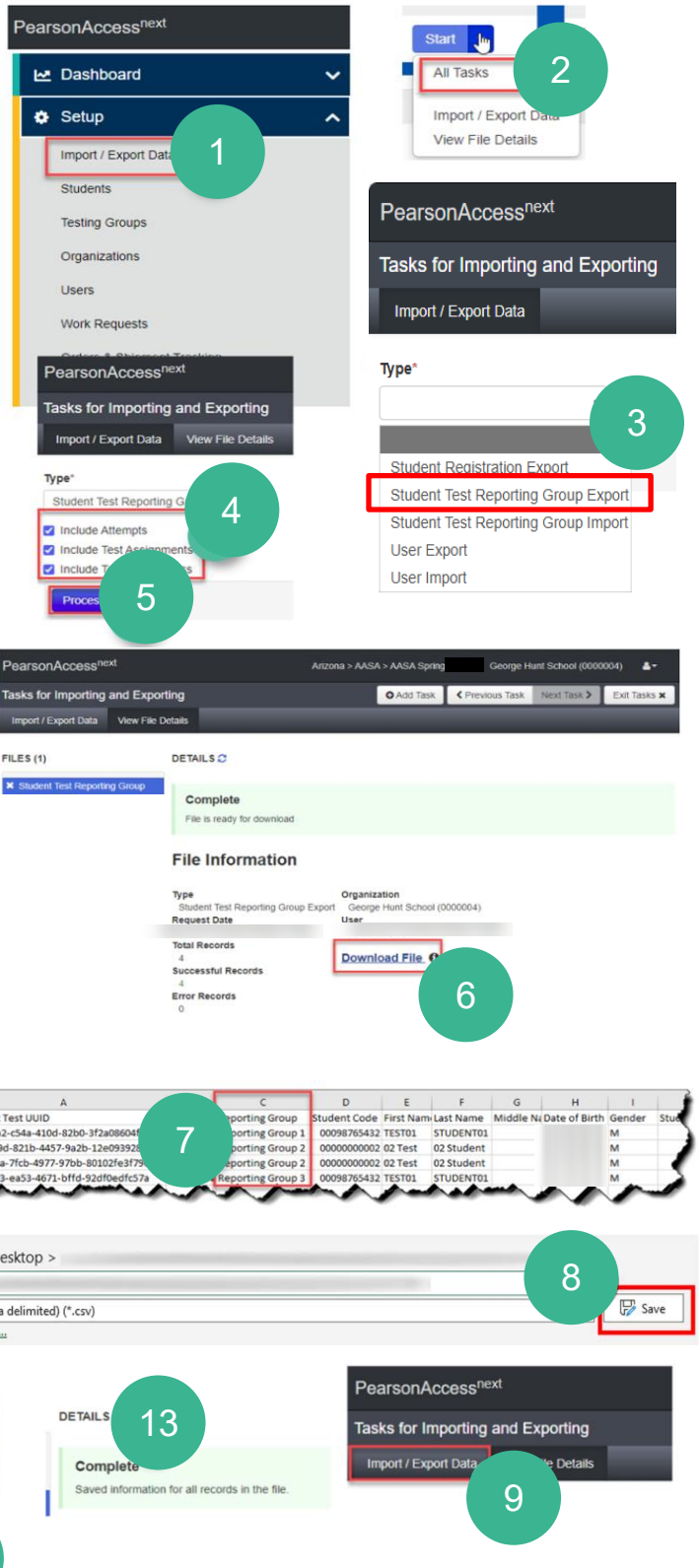




Reporting Groups Export and Import in PearsonAccess^{next} – AASA Only

To assign users to Reporting Groups using the Reporting Groups Export and Import process in PAN:

1. Go to **Setup** and select **Import/Export Data.**
2. Select **All Tasks** from the **Start** dropdown menu.
3. On the **Tasks for Importing and Exporting** screen, select **Student Test Reporting Group Export** from the **Type** dropdown menu.
4. Place a **check mark** in each box to include tests in all statuses.
5. Click the **Process** button.
6. When the extract is complete, a **.csv** file will generate. Click the **Download** link to download the file.
7. Edit the **Student Test Reporting Group Export** .csv file to enter the reporting group name in the Reporting Group column.
   Note: The Reporting Organization Code and Reporting Group fields must be filled in.
   The Reporting Organization Code must be the school's 7-digit entity code. Also, ensure that the SSID field is formatted to be 11 digits. Refer to the **Excel Tip** on page 16 for instructions on how to change the number format in Excel.
8. Save the **.csv** file.
9. Click the **Import/Export Data** tab on the **Tasks for Importing and Exporting** screen.
10. Select **Student Test Reporting Group Import** from the **Type** dropdown menu.
11. Click the **Choose File** button to browse for the edited **Student Test Reporting Group Export** .csv file.
12. Click the **Process** button.
13. Click the **DETAILS** refresh button to update the status of the upload until the file processing is complete. If there are errors with the file, they will be noted in this status.



Accessing OnDemand Reports in PearsonAccess^{next} – AASA Only

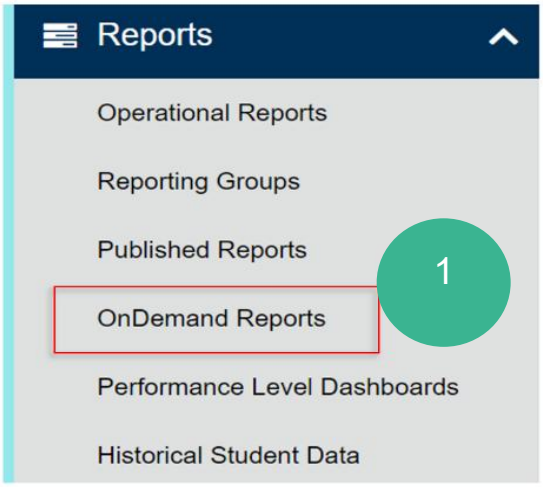
The AASA OnDemand Reports will be available in PAN and can be accessed by both District Test Coordinators and School Test Coordinators. Reports can be displayed by Testing Groups and/or Reporting Groups if these were set up by the school before the end of the test window. Filter and sort options will be available for use in the OnDemand Reports.

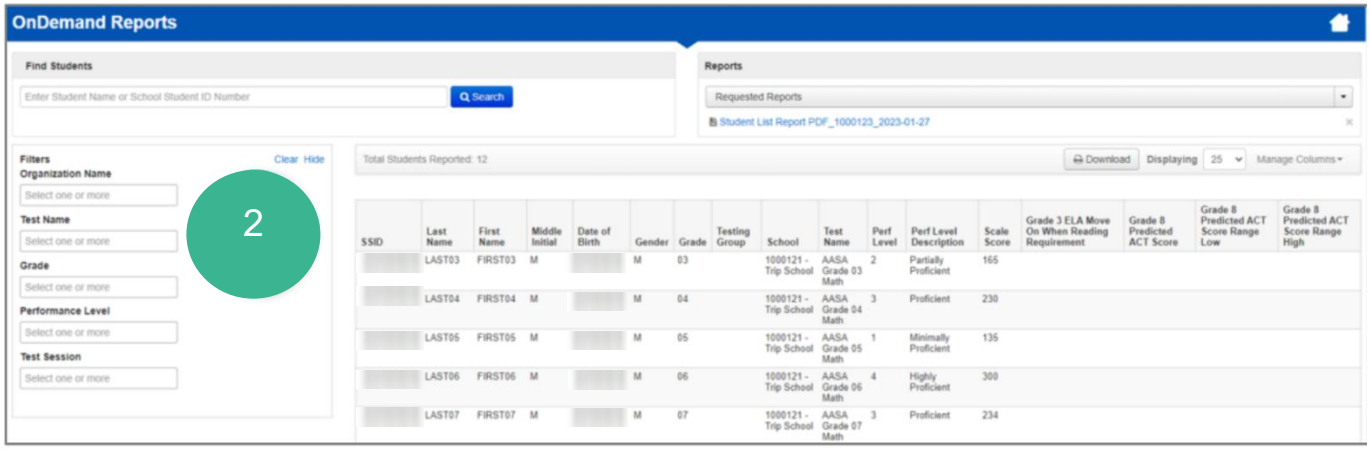
Refer to the **AASA Reporting Guide** for details on the reports available in the OnDemand Reports.

To access OnDemand Reports in PAN:

1. Go to **Reports** and select **OnDemand Reports.**

2. The use of filters will help narrow down the list of students displayed or downloaded. The **Organization Name** filter will only display the organizations for which the user has permission to view (District-level user or School-level user). All filters are multi-select fields, meaning that the user will be able to choose one or more options from the list.





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.

To access the Performance Level Dashboards in PAN:

1. Go to **Reports** and select **Performance Level Dashboards.**

2. Use filters on the **Performance Level Dashboards** screen to display the comparisons of student data.

