AIMS SCIENCE
SPRING 2019
PearsonAccess\textsuperscript{next}
User’s Guide
# Table of Contents

Welcome to PearsonAccessnext....................................................................................................... 4  
Support.......................................................................................................................................... 4  
Change Test Administration ........................................................................................................... 5  
Change District or School View....................................................................................................... 5  
Verify Contact Information and Shipping Address................................................................. 6  
Managing Users ............................................................................................................................... 7  
  Creating New Users.................................................................................................................. 8  
  Manually Create New Users.................................................................................................... 8  
  Manually Editing Users ........................................................................................................... 9  
  Manually Deleting Users ....................................................................................................... 10  
  Import/Export Users ............................................................................................................. 11  
Additional Orders ......................................................................................................................... 14  
Managing Students ....................................................................................................................... 16  
  View Student Registration Report....................................................................................... 16  
  Manually Creating New Students ...................................................................................... 18  
  Adding Students to a Test Session ...................................................................................... 20  
  Editing a Student Test Assignment ...................................................................................... 21  
  Edit Student Demographic Information................................................................................. 22  
  Create/Edit Students from a File Import ............................................................................... 23  
  Optional: Creating Testing Groups ...................................................................................... 26  
Special Paper Version Accommodations.................................................................................... 27  
Preparing for Testing .................................................................................................................. 31  
  Session Resources............................................................................................................. 31  
  Seal Codes.......................................................................................................................... 32  
  Scheduled Sessions................................................................................................................ 33  
  Session Student Roster......................................................................................................... 34  
  Testing Tickets .................................................................................................................... 35  
  Preparing a Session............................................................................................................. 36
Welcome to PearsonAccess\textsuperscript{next}next

The Arizona PearsonAccess\textsuperscript{next} website provides access to both AIMS Science and AZELLA testing programs. Users will only have access to the testing program for which they have been assigned. This PearsonAccess\textsuperscript{next} User’s Guide will focus on tasks related to the AIMS Science Test Administration.

PearsonAccess\textsuperscript{next} (PAN) is the website to access the AIMS Science Test administration. Your Username and Password give you access to all test administration functions. Sign In information is located on the right side of the Home Page. Your Username will be your email account. Passwords must be reset each year. If you forgot your password, use the Forgot Password link to have the password reset.

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

For e-mail support, please select the Contact Arizona Support link under the Contact Us section of the Home Page.

To make changes to contact or shipping information in PearsonAccess\textsuperscript{next}, please contact the AIMS State Test Coordinator at AIMSScience@azed.gov.
Change Test Administration

If you have access to both AIMS Science and AZELLA, change the test administration for the correct program.

To change the test administration:

1. Select the **Organization Name** in the black task bar across the top of the screen. This will open the Organization drop-down menu.
2. From the **Test Administration** drop-down menu, select **Spring 2019 AIMS Science**.

Change District or School View

To change district view:

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

To change school view:

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

AIMS Science District Test Coordinators need to verify their contact information and shipping address. AIMS Science District Test Coordinators with more than one district must verify contact information and shipping address for each of their districts.

To verify your contact and shipping information and the district’s shipping address for Spring 2019 AIMS Science go to PearsonAccessnext.

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

1. Go to the SETUP section, from the Select an action drop-down menu, select Organizations.

2. Click on the Parent Organization text field. Select the district name from the drop down menu. The district and schools will populate under the Organization Name* column.

3. In the Organization Name* column, place a check mark in the box next to the district name.

4. Go to the Start drop-down menu, select Manage Contacts.

5. Under the district name on the left side, select AIMS Science District Test Coordinator to view CONTACT DETAILS.

6. Contact information refers to the AIMS Science District Test Coordinator. Verify the CONTACT DETAILS. If the District Test Coordinator’s name, phone number (main), email, or address (including city, state, and zip code) are incorrect, email the AIMS Science State Test Coordinator at AIMSScience@azed.gov.

7. Select the Exit Tasks button.

8. If you are the AIMS Science District Test Coordinator with more than one district, you must change the district name in the black task bar across the top of the screen. Repeat steps 1 -7.
District Test Coordinators and School Test Coordinators have permission in PearsonAccess<sup>next</sup> to create User Accounts. Below are the various PearsonAccess<sup>next</sup> User Roles and permission levels:

<table>
<thead>
<tr>
<th>AIMS Science</th>
<th>AIMS Science PearsonAccess&lt;sup&gt;next&lt;/sup&gt; User Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Contact and Shipping information</td>
<td>View only</td>
</tr>
<tr>
<td>Create New User Roles</td>
<td>Yes all roles beneath DTC</td>
</tr>
<tr>
<td>Place Additional Orders</td>
<td>Yes</td>
</tr>
<tr>
<td>Students</td>
<td>Import/Export, Create/edit students</td>
</tr>
<tr>
<td>User Files</td>
<td>Import/Export, Create/edit users</td>
</tr>
<tr>
<td>Student Registrations and Tests</td>
<td>Import/Export, Create/edit Student Registrations</td>
</tr>
<tr>
<td>Testing Groups</td>
<td>Create/edit Student Testing Groups</td>
</tr>
<tr>
<td>Online Test Sessions</td>
<td>Create/Edit Test Sessions, Precaching, Add Students to Test Sessions, Move Students between sessions, Print Testing Tickets/Seal Codes</td>
</tr>
<tr>
<td>Student Transfers</td>
<td>Request Student Transfer</td>
</tr>
<tr>
<td>Operational Reports</td>
<td>View</td>
</tr>
<tr>
<td>Published Reports</td>
<td>View</td>
</tr>
</tbody>
</table>
Creating New Users

Each test administration has its own set of AIMS Science users. You may only create user accounts as described in the User Role Matrix table on page 7.

Users can be added either manually or through a file import.

Manually Create New Users

1. To add new users, go to the SETUP section. Click on the Select an action drop-down menu and select Users. This menu will look different for the various user roles. You may only create user accounts as described in the User Role Matrix table on page 7.

2. On the Users screen, from the Start drop-down menu, select Create/Edit Users.

3. Click on the Selected Organizations* field. Select your organization (district or school) from the drop-down menu.

4. Click on the Selected Roles* field. Select the appropriate User Role(s) from the drop-down menu.

5. Fill-in the First Name*, Last Name*, Email* address of the user you are creating.

6. The Username* field will auto-populate once you enter the user’s e-mail address. Do not edit the Username* field once the email address is filled in completely.

7. When you have filled-in and verified the information on the entire form, select the Create button and Exit Tasks.

Note: New users will receive a Welcome e-mail with instructions on next steps to access their PearsonAccessnext account. Updated users will not receive an email but will have their access updated immediately in PearsonAccessnext.
Manually Editing Users

1. To edit users, go to the SETUP section. Click on the Select an action drop-down menu and select Users.

2. On the Users screen, search either by individual users or by roles.

3. To search for all users, select the Search button and select Show all Results.

4. To search for individual users, at the Find Users field, enter either last name or email. Select Search. Other options for filtering can be under Filters, search by First Name, Username, Roles, or Organizations.

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

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

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

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

9. Update the user information and select Save.

10. A green Success Changes saved screen will appear.

11. Continue to make changes for all users. When all updates have been made and saved, click Exit Tasks.
Manually Deleting Users

1. To edit users, go to the SETUP section. Click on the Select an action drop-down menu and select Users.

2. On the Users screen, search either by individual users or by roles.

3. To search for all users, select the Search button and select Show all Results.

4. To search for individual users, at the Find Users field, enter either last name or email. Select Search. Other options for filtering can be made under Filters, search by First Name, Username, Roles, or Organizations.

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

6. The Tasks for Users screen will open. Select the Delete/Restore Users tab.

7. Place a check mark next to the users(s) to be deleted. Click on the Delete/Restore button.

8. A green Success Changes saved screen will appear.

9. Continue to make changes (deletions) for all users. When all updates have been made and saved, click Exit Tasks.
Import/Export Users

User data can be downloaded from PAN and user data can be updated with new users, current user changes, and user deletions with a single upload.

1. To import new users and update existing users, go to the SETUP section, click on the Select an action drop-down menu and select Import/Export Data.

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

3. At the Import/Export tab, select the Type* drop-down menu, select User Export and select Process.

4. The next screen is at the View File Details tab. The report will take a few minutes to process. Select the DETAILS-refresh button to update the status of the report. When the file has processed, the link will appear. Select the link to download the file.

5. The User Export file is a .csv file that can be opened with Excel. Note: If there were no applicable users, the file will only have column headers in Row 1.

6. Using the downloaded file as a template, the District or School Test Coordinator can update/fill-in rows to edit or create new users using the User File layout on page 13.

7. When all users are added or updated, save the file as a .csv in the Save as type as a .csv file so that the file can be upload back into PearsonAccessnext. Select Save.

8. Login back into PearsonAccessnext.
9. Go to the SETUP section, click on the Select an action drop-down menu, and select Import/Export Data.


11. On the Tasks for Importing and Exporting screen, select the Type * drop-down menu and select User Import.

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


14. When the import is complete, you will see the Complete confirmation message.

15. Select Exit Tasks.

Note: New users will receive a Welcome email instructing on the next steps to accessing their PearsonAccessnext account. Updated users will not receive an email but will have their access updated immediately in PearsonAccessnext.
# AIMS Science User File Layout

<table>
<thead>
<tr>
<th>FIELD #</th>
<th>NAME (Display Name in UI)</th>
<th>FIELD NAME (FILE HEADER TITLE)</th>
<th>READ ONLY (Y/N)</th>
<th>REQUIRED (Y/N)</th>
<th>MIN LENGTH</th>
<th>MAX LENGTH</th>
<th>VALID VALUES</th>
<th>Additional Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Action</td>
<td>Action</td>
<td>N</td>
<td>Y</td>
<td>1</td>
<td>1</td>
<td>C = Create</td>
<td>Fill-in a C to create a new record</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>U = Update</td>
<td>Fill-in a U to update an existing record</td>
</tr>
<tr>
<td>2</td>
<td>Username</td>
<td>Username</td>
<td>N</td>
<td>Y</td>
<td>8</td>
<td>100</td>
<td>Blank not allowed</td>
<td>Type User’s Email Address</td>
</tr>
<tr>
<td>3</td>
<td>First Name</td>
<td>First Name</td>
<td>N</td>
<td>Y</td>
<td>1</td>
<td>50</td>
<td>Blank not allowed</td>
<td>Type User’s First Name</td>
</tr>
<tr>
<td>4</td>
<td>Last Name</td>
<td>Last Name</td>
<td>N</td>
<td>Y</td>
<td>1</td>
<td>50</td>
<td>Blank not allowed</td>
<td>Type User’s Last Name</td>
</tr>
<tr>
<td>5</td>
<td>Email</td>
<td>Email</td>
<td>N</td>
<td>Y</td>
<td>1</td>
<td>100</td>
<td>Must be valid email address</td>
<td>Type User’s Email Address</td>
</tr>
<tr>
<td>6</td>
<td>Authorized Organizations</td>
<td>Authorized Organizations</td>
<td>N</td>
<td>Y</td>
<td>Variable</td>
<td></td>
<td></td>
<td>• Type any or all Organization(s) Code(s) that the user’s account is authorized to access.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Use only the school codes that are associated with the parent district. Do not mix schools with other districts.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Do not include different organizations (districts) in the same file. Each district needs to be uploaded in a separate individual file.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Multiple organization codes must be separated with a colon (:) (e.g., 123456:345678). Do Not place a space in between colon and organization codes.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Make sure to include any missing zeros. (If you want them to see the district and all its schools, you must list the district entity code. If you want them to only see school level, use the school entity code (e.g., 001234).</td>
</tr>
<tr>
<td>7</td>
<td>Roles</td>
<td>Roles</td>
<td>N</td>
<td>Y</td>
<td>Variable</td>
<td></td>
<td></td>
<td>• Designated responsibilities in the system and designated data and system functions determines what the user’s account can access and use</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• List all roles that user has which control attributes to access and act upon data in the system.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Multiple roles must be separated with a colon (:) (e.g., dataEntry:schoolReport). Do Not place a space in between colon and organization codes.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Type the Coding for Roles Column: schoolCoord = AIMS School Test Coordinator schoolAdmin = AIMS School Test Administrator techCoord = AIMS Technology Coordinator districtReport = AIMS District Report Only Access schoolReport = AIMS School Report Only</td>
</tr>
<tr>
<td>8</td>
<td>Active Begin Date</td>
<td>Active Begin Date</td>
<td>N</td>
<td>N</td>
<td>10</td>
<td></td>
<td>Format as: MM/DD/CCYY MM is the 2-digit month DD is the 2-digit day CC is the century YY is the 2-digit year</td>
<td>Leave column blank - this column does not need to be filled in with data. Do NOT delete the column heading (Row 1). It needs to be left on the layout to be uploaded successfully.</td>
</tr>
<tr>
<td>9</td>
<td>Active End Date</td>
<td>Active End Date</td>
<td>N</td>
<td>N</td>
<td>10</td>
<td></td>
<td>Format as: MM/DD/CCYY MM is the 2-digit month DD is the 2-digit day CC is the century YY is the 2-digit year</td>
<td>Leave column blank - this column does not need to be filled in with data. Do NOT delete the column heading (Row 1). It needs to be left on the layout to be uploaded successfully.</td>
</tr>
<tr>
<td>10</td>
<td>Disabled</td>
<td>Disabled</td>
<td>N</td>
<td>N</td>
<td>3</td>
<td></td>
<td>Yes = Account is disabled No = Account is not disabled or Blank</td>
<td>Leave column blank - this column does not need to be filled in with data. Do NOT delete the column heading (Row 1). It needs to be left on the layout to be uploaded successfully.</td>
</tr>
<tr>
<td>11</td>
<td>Disabled Reason</td>
<td>Disabled Reason</td>
<td>Y*</td>
<td>N</td>
<td>1000</td>
<td></td>
<td>No validations on data</td>
<td>Leave column blank - this column does not need to be filled in with data. Do NOT delete the column heading (Row 1). It needs to be left on the layout to be uploaded successfully.</td>
</tr>
</tbody>
</table>
Additional Orders

If an additional order is needed, the AIMS Science District Test Coordinator is to place one consolidated additional order for the entire district. All additional orders are approved by the AIMS Science State Test Coordinator prior to being shipped.

1. Go to the SETUP section, from the Select an action drop-down menu, select Orders & Shipment Tracking.

2. On the Orders Shipment and Tracking screen, click the Start drop-down menu, and select All Tasks.

3. The Organization (Code) auto-fills with the organization name. Verify that the Organization (Code) is for the correct district.

4. In the Date Needed* field enter today’s date. Note: The Reason and Special Instruction fields are not required and may be left blank.

5. Verify the Ship To information is correct. If there is an error in the address, do not continue with this order. Immediately contact AIMSScience@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.

Note: If you are ordering any SPV booklets, you must also order labels.
9. The **Edit Materials Order** screen will close and take you back to the **Materials Orders** screen. The **Materials Order** section will update and show your selections and quantities. Verify that the information entered is correct.

10. If the order is complete for the entire district, select **Create**.

11. A green **Success Changes saved** confirmation message will show once the order has been created.

12. On the left of the screen, select the **Additional Order** hyperlink to review the order.

13. Select **Exit Tasks**.

**Note:** After 24 hours, login back into PearsonAccessnext to confirm that the Additional Order has been approved by the ADE.
Managing Students

ADE will provide Pearson with an initial Student Registration Information file to upload in February into PearsonAccessnext. The date for this upload is available on the District Test Coordinator Important Tasks Checklist.

The initial Student Registration Information (SRI) file will include student demographic information extracted from AzEDS based on district and school enrollments. Initial uploads will automatically register students for online testing, including placing students in online test sessions by grade level.

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

District and School Test Coordinators can run a report in PearsonAccessnext to view the students that have been registered for testing for AIMS Science using the Student Registration Export.

This is a list of the tasks that can be done through Managing Students in PearsonAccessnext.

- Manage Student Registration – District and School Test Coordinators can view students that are currently registered in PearsonAccessnext.
- Add New Students – Any student enrolled in the school after Pearson’s initial Student Registration Information file upload into PearsonAccessnext will need to be added.
- Edit Student Demographic Information.
- Edit a Student Test Assignment.
- Identify Students that require Special Paper Version Tests and assign students to a Special Paper Version Test Session.
- Create/Edit Students using the Student Registration Import file upload.

View Student Registration Report

1. To view the Student Registration Report, go to SETUP, click on the Select an action drop-down menu, and select Import/Export Data.

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

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

16
4. The next screen is at the **View Files 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.

5. The **Student Registration Export** file is an Excel spreadsheet. The file will contain all the students who are registered to take the AIMS Science test.

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

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

   a. Login to PearsonAccessnext.

   b. Go to the **SETUP** section, from the **Select an action** drop-down 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** drop-down 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.

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

**Task 1 – Create Student**

1. Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Students**.
2. From the **Start** drop-down menu, select **All Tasks**.
3. On the **Tasks for Students** screen and at the **Create/Edit Students** tab, fill-in the **New Student** details.

   **Note:** Check the **Not Enrolled** box only if the student is not currently enrolled at the school where the test is administered. This check box is very rarely selected. Check with your District Test Coordinator before selecting the **Not Enrolled** check box. Select **Create**. You will receive a green **Success Changes saved** screen.

**Task 2 – Register Student**

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

**Task 3 – Test Assignment**

7. Select the **Manage Student Tests** tab on the task bar.
8. In the **TEST DETAILS** section, under **Student***, select the student’s name from the drop-down menu.
9. Under Test*, select the appropriate test from the drop-down menu. To assign a Special Paper Version (SPV) test, the students must have a current IEP or 504 Plan that restricts them from using a computer.

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

11. Optional: Testing Group field. This field may be left blank. If you have not created groups, this will not be an option available in the drop-down menu.

12. Under Format*, select Online for either the regular tests and the SPV tests.

13. For an online test, under Non-Embedded Accommodations and/or Visual Assistance Tools, place a check mark in the box for any accommodations required by the student’s IEP/504 Plan.

14. When finished selecting accommodations and/or tools, from the Special Paper Version drop-down menu, select Paper, Braille, or Large Print.

15. Check the box to confirm that steps 1-4 have been completed. Click Create.

**Note:** To add a Special Paper Version accommodation for a new student, see Special Paper Version Accommodations on page 27.
Adding Students to a Test Session

To add students to an existing test session in PearsonAccessnext:

1. Go to TESTING, select Sessions.

2. Search for the test session that was created under Find Sessions. Click Search.

3. Place a check mark next to the test session for the correct school.

4. Go to Start, select All Tasks.

5. On the Tasks for Sessions screen, select the Add/Remove Students in Sessions tab.

6. On the left side of the screen, select the session name from the SESSIONS list.

7. Under the DETAILS section, select the Find by name field to select students to add to the session.

8. Place a check in the box next to each selected student.

9. Select Save.
Editing a Student Test Assignment

The student data upload will register all students to an Online test. If you identify a student that is in the wrong Grade, or Cohort, or requires a Special Paper Version test, you must change their Test Assignment. For instructions on SPV, please see the Special Paper Version Accommodations section on page 27.

To update a student’s test assignment in PearsonAccessnext:

1. Go to SETUP, select Students.
2. Search either by individual student by entering their name or SSID and select Search or select Show All Results.
3. Place a check in the box next to the student name(s) that need(s) to be updated.
4. From the Start drop-down menu, select All Tasks.
5. Select the Manage Student Tests tab on the black task bar across the top.
6. On the left side under STUDENT TESTS, select the assigned test that is identified under the student’s name.
7. Test Details will auto-populate for the student, uncheck the Assigned box. Select Save.
8. The student’s test assignment has been removed.
9. To add a new test assignment, remain on the Manage Student Tests tab, under Student*, select the student’s name.
10. Select Organization*. Select the correct school.
11. Select Test*. Select the appropriate test.
13. Select Type*. Select Online.
14. Select Create.
Edit Student Demographic Information

Demographic information includes the Student’s Name, SSID Number, Date of Birth, Gender, and Ethnicity.

**Note:** Check with your District Test Coordinator before selecting the Not Enrolled check box. This is rarely used.

1. To edit student demographic information, go to the SETUP section, from the Select an action drop-down menu, select Students.

2. On the Students screen, search by either Last Name or SSID Number, click Search. Additional option would be to click Search and place a check next to Show all Results.

3. Place a check in the box(es) next to the student name(s) that need to be updated.

4. On the Students screen, from the Start drop-down menu, select Create/Edit Students.

5. On the Tasks for Students screen and under the STUDENTS list, select the student to be edited.

6. Edit all demographic information for student and select Save.

7. Continue editing any additional students, if necessary. Click Exit Tasks when all students have been edited.
Create/Edit 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 PearsonAccessnext:

1. Download the blank AIMS Science Student Registration File Layout/Template from the Support section.

2. Fill-in the AIMS Science Student Registration Import file according to the Data File Layout tab. See next page for file layout.

3. Save the AIMS Science Student Registration Import File as a .csv file to your desktop.

4. To import the AIMS Science Student Registration Import file, go to the SETUP section, click on Select an action, select Import / Export Data.

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

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

7. Select Choose File and AIMS Science Student Registration Import file you created earlier. Select Process.

Note: Do not select the Don’t modify student tests box.
<table>
<thead>
<tr>
<th>FIELD</th>
<th>NAME (Display Name in UI)</th>
<th>FIELD NAME (FILL HEADER TITLE)</th>
<th>READ ONLY (YN)</th>
<th>REQUIRED (YN)</th>
<th>MIN LENGTH</th>
<th>MAX LENGTH</th>
<th>VALID VALUES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Organization Code</td>
<td>Organization Code</td>
<td>N</td>
<td>Y</td>
<td>1</td>
<td>7</td>
<td>Numeric (0-9) Blank not allowed. Records with blanks and invalid values in this field will be rejected.</td>
</tr>
<tr>
<td>2</td>
<td>Organization Name</td>
<td>Organization Name</td>
<td>N</td>
<td>N</td>
<td>1</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>SSID Number</td>
<td>SSID Number</td>
<td>Y</td>
<td>Y</td>
<td>1</td>
<td>11</td>
<td>Numeric, 0-9 Must be unique</td>
</tr>
<tr>
<td>4</td>
<td>Student Last Name</td>
<td>Student Last Name</td>
<td>N</td>
<td>Y</td>
<td>1</td>
<td>75</td>
<td>A-Z, a-z, 0-9, dash (-), space ( ), embedded spaces Records with blanks and invalid values in this field will be rejected.</td>
</tr>
<tr>
<td>5</td>
<td>Student First Name</td>
<td>Student First Name</td>
<td>N</td>
<td>Y</td>
<td>1</td>
<td>75</td>
<td>A-Z, a-z, 0-9, dash (-), space ( ), embedded spaces Records with blanks and invalid values in this field will be rejected.</td>
</tr>
<tr>
<td>6</td>
<td>Student Middle Initial</td>
<td>Student Middle Initial</td>
<td>N</td>
<td>N</td>
<td>1</td>
<td>4-2, a-z or blank</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Date of Birth</td>
<td>Date of Birth</td>
<td>N</td>
<td>Y</td>
<td>1</td>
<td>10</td>
<td>Date (M-Month, D-Day, Y-Year) MM/DD/YYYY</td>
</tr>
<tr>
<td>8</td>
<td>Ethnicity (Hispanic/Latino)</td>
<td>Hispanic or Latina</td>
<td>N</td>
<td>Y</td>
<td>1</td>
<td>1</td>
<td>1-Year N-Ha</td>
</tr>
<tr>
<td>9</td>
<td>White</td>
<td>White</td>
<td>N</td>
<td>N</td>
<td>1</td>
<td>1</td>
<td>1-Year N-Ha or blank</td>
</tr>
<tr>
<td>10</td>
<td>Black or African American</td>
<td>Black or African American</td>
<td>N</td>
<td>N</td>
<td>1</td>
<td>1</td>
<td>1-Year N-Ha or blank</td>
</tr>
<tr>
<td>11</td>
<td>Asian</td>
<td>Asian</td>
<td>N</td>
<td>N</td>
<td>1</td>
<td>1</td>
<td>1-Year N-Ha or blank</td>
</tr>
<tr>
<td>12</td>
<td>American or Alaska Native</td>
<td>American or Alaska Native</td>
<td>N</td>
<td>N</td>
<td>1</td>
<td>1</td>
<td>1-Year N-Ha or blank</td>
</tr>
<tr>
<td>13</td>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>N</td>
<td>N</td>
<td>1</td>
<td>1-Year N-Ha or blank</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Gender</td>
<td>Gender</td>
<td>N</td>
<td>Y</td>
<td>1</td>
<td>1</td>
<td>Numeric 1, 0 or Blank. Records with blanks and invalid values in this field will be rejected.</td>
</tr>
<tr>
<td>15</td>
<td>Grade</td>
<td>Grade</td>
<td>N</td>
<td>Y*</td>
<td>2</td>
<td>2</td>
<td>Numeric 1-12 or Blank. Grade must be present for student participating in Grade 4 &amp; 8 Science. Must be blank for student participating in HSS Science test.</td>
</tr>
<tr>
<td>16</td>
<td>Cohort</td>
<td>Cohort</td>
<td>N</td>
<td>Y*</td>
<td>2</td>
<td>2</td>
<td>21-2021 or Blank. Cohort must be present for student participating in HSS Science. Must be blank for student participating in Grade 4 &amp; 8 Science test.</td>
</tr>
<tr>
<td>17</td>
<td>Special Education</td>
<td>Special Education</td>
<td>N</td>
<td>N</td>
<td>1</td>
<td>1</td>
<td>1-Participating Blank - Not Participating</td>
</tr>
<tr>
<td>18</td>
<td>EL Classification</td>
<td>EL Classification</td>
<td>N</td>
<td>N</td>
<td>1</td>
<td>1</td>
<td>1-Participating Blank - Not Participating</td>
</tr>
<tr>
<td>19</td>
<td>Migrant</td>
<td>Migrant</td>
<td>N</td>
<td>N</td>
<td>1</td>
<td>1</td>
<td>1-Participating Blank - Not Participating</td>
</tr>
<tr>
<td>20</td>
<td>SES</td>
<td>SES</td>
<td>N</td>
<td>N</td>
<td>1</td>
<td>1</td>
<td>1-Participating Blank - Not Participating</td>
</tr>
<tr>
<td>21</td>
<td>Yick Code</td>
<td>Yick Code</td>
<td>N</td>
<td>N</td>
<td>0</td>
<td>0</td>
<td>AIH56; AIMS Science Grade 4 AIH50; AIMS Science Grade 5 AIH54; AIMS Science High School Yick Code automatically based on Cohort and Grade Code fields.</td>
</tr>
<tr>
<td>22</td>
<td>Format</td>
<td>Format</td>
<td>N</td>
<td>N</td>
<td>10</td>
<td></td>
<td>online - Online Yick - online, yick automatically included.</td>
</tr>
</tbody>
</table>
At times, when the SRI file has completed processing in PearsonAccess\textsuperscript{next} and issues/errors are encountered, the message \textbf{Complete with Issues} will display on the screen.

This issue may be due to a student who was in the SRI file but already exists in PearsonAccess\textsuperscript{next} with another school or district. Refer to the image for sample issues.

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

Refer to directions beginning on page 43.

\textbf{Note}: Students cannot be deleted from PearsonAccess\textsuperscript{next}. A student will be removed when another district/charter adds the student to their registration.
Optional: Creating Testing Groups

Testing Groups are optional for PearsonAccessnext. For those wanting to group students by classroom or testing days you may do so using the Testing Group function.

To create the optional testing groups in PearsonAccessnext:

1. Go to the SETUP section, from the Select an action drop-down menu, select Testing Groups.

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

3. Select the Create/Edit Testing Groups tab. Select the Organization, fill-in the Name field and, if desired a Description.

4. Select Create. The form will reset after creating each group. Repeat this process until all groups are created.

5. Select the Add/Remove Student Tests in Testing Groups tab.

6. On the left side of the screen, select the Testing Group from the list.

7. Select the Find by name or ID within the Organization to find the desired student.

8. Select the student name to add the student to the Testing Group. Repeat this until all students have been selected.

9. Once the students are selected, they will populate below the Find by name or ID within the Organization filter. Note: If a student is selected in error, you can remove the student by selecting the “x” by the student’s name.

10. Place a check in the box next for each student, then select Save. Repeat this process for each Testing Group created.

11. Select the Exit Tasks button.
Special Paper Version Accommodations

Students that require a Special Paper Version test must be identified in PearsonAccess<sup>next</sup>. Before assigning a Special Paper Version (SPV) test to student(s), a Special Paper Version test session must be created. There are four steps that must be completed to assign a Special Paper Version test to a student:

1. **Step One – Create a Special Paper Version Test Session**
2. **Step Two – Identify Students for Special Paper Version Accommodations**
3. **Step Three – Move Students to a Special Paper Version Test Session**
4. **Step Four – Place an Additional Order for a Special Paper Version Test**

**Step One – Create a Special Paper Version Test Session**

A Special Paper Version test session must be created for each grade level at each school that has an SPV student. Test sessions must be created using only the names listed below in all CAPS.

1. Go to **TESTING**, click on **Select an action**, select **Sessions**.
2. Go to **Start**, select **All Tasks**.
3. On the **Tasks for Sessions** screen, at the **Create/Edit Sessions** tab, select **Create Session**.
4. Select **Session Name**. Create one of the following test session names in all CAPS:
   - AIMS SCIENCE GRADE 4 SPV
   - AIMS SCIENCE GRADE 8 SPV
   - AIMS SCIENCE HIGH SCHOOL SPV
5. Select **Organization***, select the school name from the drop-down menu. SPV test sessions must be created for each school that has an SPV student.
6. Select **Test Assigned**. Use the drop-down menu to select the appropriate grade and test to be assigned to the test session.
7. Enter the **Scheduled Start Date**. It can be no earlier than the first day of testing. All other fields are optional.
8. Select **Form Group Type**. Use the drop-down menu to select **SPV Form**.
9. Select **Create**. Select **Exit Tasks**.
Step Two – Identify Students for Special Paper Version Accommodations

1. Go to Setup, select Students.
2. Search either by individual student by entering their SSID Number or go to the Search button, select Show All Results.
3. Place a check mark next to student(s) that must be updated with a SPV accommodation. Select Start button, select All Tasks.
4. Click on the Manage Student Tests tab on the black task bar across the top.
5. On the left side under STUDENT TESTS, select the assigned test that is identified under student’s name.
6. TEST DETAILS will auto-populate for the student.
7. Testing Group, may be left blank (Optional).
8. Skip over the Non-Embedded Accommodations and Visual Assistance Tools sections. Do not fill-in these sections out for SPV tests.
9. Move down to the Order Special Paper Version (SPV) (with IEP or 504 plan) (4 step process) section.
10. Select any additional testing accommodations the student will be offered.
11. Click on the Special Paper Version and select Paper, Braille or Large Print.
12. Place a check in the box to confirm the student has a 504, IEP, or ADE’s written approval.
13. Select SAVE for an existing student when editing the test assignment. Or, select Create if the student is being manually created with the user interface.
If a district changed a student test assignment from an online test to a Special Paper Version test through the PearsonAccessnext user interface, the student must be placed in a Special Paper Version Session.

To add students to an existing SPV test session in PearsonAccessnext:

1. Go to TESTING, select Sessions.

2. To search for the computer based test session and the SPV test session, click on Search, select Show all results.

3. Place a check mark next to both the computer based test session and the SPV test session for the correct school.

4. Click on the Go to Students in Sessions link.

5. Under the Session List, select Combined View.

6. Place a check mark next to the student(s) name(s) that will be moved to the SPV test session.

7. Go to Start and select All Tasks.

8. Select the Move Students between Sessions tab.

9. Check the box of the session the student is being moved to (SPV session).

10. Select Move.

11. Click Exit Tasks.
Step Four – Place an Additional Order for a Special Paper Version Test Materials

1. Follow the directions for Ordering Special Paper Version Accommodation Materials in the steps below.
2. ADE will approve all Special Paper Version Tests based on needs of students identified for Special Paper Version Accommodations. Steps One to Three must be completed prior to submitting an additional order.

Ordering Special Paper Version Accommodation Materials

If a Special Paper Version accommodation is needed, the AIMS Science District Test Coordinators is to place one consolidated additional order for the entire district. All additional orders are approved by the AIMS Science State Test Coordinator prior to being shipped.

1. Go to the SETUP section, from the Select an action drop-down menu, select Orders & Shipment Tracking.

2. On the Orders Shipment and Tracking screen, click the Start drop-down menu, and select All Tasks.

3. The Organizational (Code) auto-fills with the organization name. Verify the Organization (Code) is for the correct district.

4. In Date Needed* field enter today’s date. Note: The Reason and Special Instruction fields are not required and can 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 AIMSScience@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.

Note: If you are ordering any SPV booklets, you must also order labels.
Preparing for Testing

Once all students have been added and assigned to a session, but no earlier than a couple of days before the scheduled testing day, the AIMS Science District Test Coordinator, School Test Coordinator, or Test Administrator may begin the preparations for testing day.

Session Resources

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

- **Seal Codes** are used to unlock each section of the test. The seal codes are provided to students before administering each section on the testing day.
- **Scheduled Sessions** provides a list of all the sessions created and session status for an organization.
- **Session Student Roster** is a list of all students assigned to a session.
- **Testing Tickets** provides the student’s user name and password for logging in to TestNav 8, Pearson’s online testing platform.

To access the various session resources in PearsonAccessnext:

1. Go to TESTING, select Sessions.

2. On the Sessions screen, select Search and check the Show All Results box.

3. On the Sessions screen, there are two ways to look at the sessions:
   a. place a check in the box next to each session name you want to work with, or
   b. place a check in the box in the header row to select all sessions

4. Select Go to Students in Sessions link.

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

6. Select the Resources drop-down menu to see the list of session resources.
Seal Codes

Seal Codes are used to unlock each section of the test. The seal codes are provided to students before administering each section on testing day.

1. On the Resources drop-down, select Seal Codes.

2. The Seal Codes report will open in a new tab on your internet browser for the selected session. Each session will have a unique Seal Code report.

3. Close the tab on your internet browser that displays the Seal Codes when finished.

Note: The Seal Code Report should be treated as secure test material.
Scheduled Sessions

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

1. On the Resources drop-down menu, select Scheduled Sessions.

2. The Scheduled Sessions report will open in a new tab in your internet browser.

3. Close the tab on your internet browser that displays the Scheduled Sessions report when finished.
The Session Student Roster is a list of all students assigned to a session.

1. On the Resources drop-down menu, select **Session Student Roster**.

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

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

Testing Tickets are printed for each student. It provides the student’s username and password for logging in to TestNav 8, Pearson’s online testing platform.

1. On the Resources drop-down menu, you can select whether to print testing tickets for all students in a session (Print all for this session) or just for selected students (Print selected for this session).

2. To print testing tickets for select students:
   a. You can search for students by entering information into Filters.
   b. Place a check in the box by each student you want to print a testing ticket for.
   c. From the Resources drop-down menu, select Print selected for this session.

3. The Testing Tickets will open in a new tab on your browser.

4. You may select to print one testing ticket per page, or multiple tickets per page.

5. Close the tab on your internet browser that displays the Testing Tickets when finished.

Note: Testing Tickets should be treated as secure test material.
Preparing a Session

Preparing a Session is the action that links the students in the Session with their assigned form in TestNav. This step must be done prior to the first day of testing.

To prepare for a test session in PearsonAccessnext:

1. Go to TESTING, select Sessions.

2. On the Sessions screen, select Search and check the Show All Results box.

3. On the Sessions screen, there are two ways to look at the sessions:
   a. place a check in the box next to each session name you want to work with, or
   b. place a check in the box in the header row to select all sessions

4. Select Go to Students in Sessions link.

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

6. Select a session name from the Session List, or

7. Select the Combined View to manage all the sessions at the same time.

8. Click the Prepare Session button.

9. When all test forms are assigned, the Session will show as Ready and the green Start Session button will appear.

Note: This task should be completed a day or two in advance of the scheduled testing day. Depending on the number of students assigned to the session, this could take several minutes.
Testing Conditions and Accommodations

Universal Test Administration Conditions are specific testing situations and conditions that may be offered to any student to provide him/her with a comfortable and distraction-free environment.

Universal Tools such as Color Contrast, Answer Masking, Line Reader, and the Magnifier Tool are available in TestNav for all students.

Students who require specific test settings or testing accommodations must have those set before the student signs in to TestNav to begin testing. The selections made in PearsonAccessnext will turn on the tools as soon as the student signs in to TestNav. If a student’s accommodations are not set prior to sign in, the student needs to sign out of the test. Follow the directions below to set the accommodations.

1. Go to Testing, select Sessions.

2. On the Sessions screen, select Search and check the Show All Results box.

3. On the Sessions screen, there are two ways to look at the sessions:
   a. place a check in the box next to each session name you want to work with, or
   b. place a check in the box in the header row to select all sessions

4. Select Go to Students in Sessions link.

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

6. Place a check mark in the box by the desired student test. Select Student Tests.

7. On the Tasks for Students in Session screen, select the Manage Student Test tab.

8. Find the Visual Assistance Tools section. Use the PNP Color Contrast drop-down menu to select specific color contrast settings or place a check mark in the boxes for each of the desired tools.
Testing Day Activities

Starting a Session and Unlocking Student Tests

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

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

1. Go to **TESTING** section, select **Sessions**.

2. On the **Sessions** screen, select **Search** and check the **Show All Results** box.

3. On the **Sessions** screen, there are two ways to select sessions:
   a. place a **check** in the box next to each session name you want to work with, or
   b. place a **check** the box in the header row to select all sessions.

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

5. There are two ways to find the student:
   a. Select **Combined View** in the **Session List** and enter information into the **Filters** section, or
   b. Select a session name from the **Session List** and scroll through the list of students assigned to each of the sessions.

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

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

8. When a test session is started in PearsonAccess\textsuperscript{next}, all tests are locked. Test Administrators must unlock a student’s test before the student is able to login to TestNav to begin testing.
To unlock a session on the day of testing in PearsonAccess\textsuperscript{next}:

9. There are two ways to unlock tests for students:
   
   a. To unlock all tests in a session, click and drag the lock/unlock switch. This method may be used for a single session, or with multiple sessions using the Combined View, or
   b. For individual students, go to Student Test Status. Select Unlock for each student present for testing.

10. The student should be in Ready status and the lock icon should not be visible in the Student Test Status box.
Managing Test Sections

PearsonAccess™ may be used to monitor a student’s testing progress. It may be used to see if a student is testing out of order or to begin students at a specific test section. The Manage Sections screen may be used to manage the entire session, or individual student tests. The top portion of the screen is used for managing the entire session. The lower portion of the screen is used to monitor status and manage test sections for individual students.

1. Go to TESTING section, select Sessions.

2. On the Sessions screen, select Search and check the Show All Results box.

3. On the Sessions screen, there are two ways to select sessions:
   a. place a check mark in the box next to each session name you want to work with, or
   b. place a check mark the box in the header row to select all sessions.

4. Select Go to Students in Sessions link.

5. On the Students in Sessions screen, select a session from the Session List. Click on Manage Sections.

6. Top Portion: Each row represents a test section. To set a session to the desired test section, click the Set Current Section for All button on the desired test section. Click Save.

7. Lower Portion: The Section Status columns monitors a student’s test progress. In each student row, a bubble reports the status for each test section
   - N - Not Started
   - S - Started
   - C – Completed

8. The Current Section may be used to move students to a desired test section. Click the radio button to the desired test section. Click Save.
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.

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

2. On the **Sessions** screen, select **Search** and check the **Show All Results** box.

3. On the **Sessions** screen, there are two ways to select sessions:
   a. place a **check** in the box next to each session name you want to work with, or
   b. place a **check** the box in the header row to select all sessions.

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

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

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

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

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

9. A confirmation page will show the **Student Test Status** as **Resumed**. The student may sign in to TestNav with the credentials supplied on the test ticket.
Student level results will be available in May. Published reports include the District Student Data file and the PDF versions of the Student and Roster Reports.

To access the reports in PearsonAccess next:

1. Go to REPORTS, select Published Reports.

2. On the Published Reports screen, there are two ways to find reports:
   a. enter search information into the Find Reports filter, or
   b. enter search information into the Filters section

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

When a student transfers into your district or within schools in your district and the student requires an AIMS Science Test, the administrator may submit a Work Request from inside of PearsonAccessnext 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 this work request is for transfers within your own district, the DTC will create the work request and then approve the work request.

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

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

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

1. Go to Setup, select Work Requests.
2. Go to Start, select All Tasks.
3. From the Tasks for Work Requests screen, select the Request/Delete Enrollment Transfer tab.
4. Complete the information on the New Enrollment Transfer.
5. Select Search.
6. You should receive a green message bar. Student Found. Enter the new organization below.
7. Change Enrollment From – will indicate the school that the student is currently listed in PAN.
8. Complete Change Enrollment To – select the school name (not district) where the student needs to be transferred to.
9. Click Send Request.
10. A green **Success Changes saved** confirmation message will appear. An email will be sent to the releasing district.

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

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

13. The AIMS District Test Coordinator from the releasing district will receive an email notifying them of the work request.

The releasing district will have a red bell on the black task bar indicating that a Transfer Request requires action:

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