

Managing Students

ADE will provide Pearson with an initial Student Registration Information file to upload in February into PearsonAccess^{next}. 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 PearsonAccess^{next} any time after the initial SRI file upload. The initial SRI file will not include information regarding student IEP requirements or accommodations.

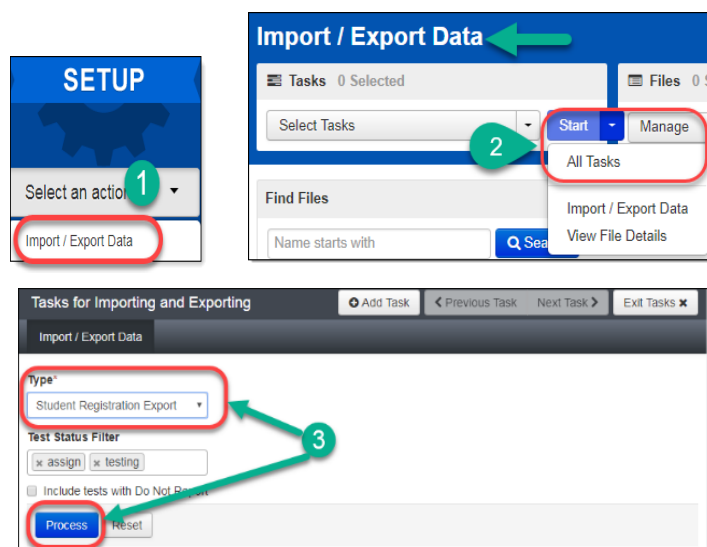
After adding students, District and School Test Coordinators can run a report in PearsonAccess^{next} to view the students that have been registered for testing for AIMS Science using the Student Registration Export.

This is a list of the tasks that can be done through Managing Students in PearsonAccess^{next}.

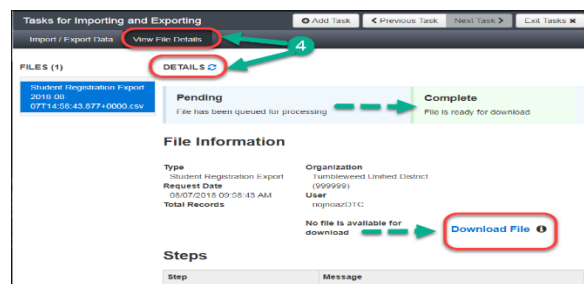
- Manage Student Registration – District and School Test Coordinators can view students that are currently registered in PearsonAccess^{next}.
- Add New Students – Any student enrolled in the school after Pearson’s initial Student Registration Information file upload into PearsonAccess^{next} will need to be added.
- Edit Student Demographic Information.
- Add/Edit Special Paper Version Accommodations.
- 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**.



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.

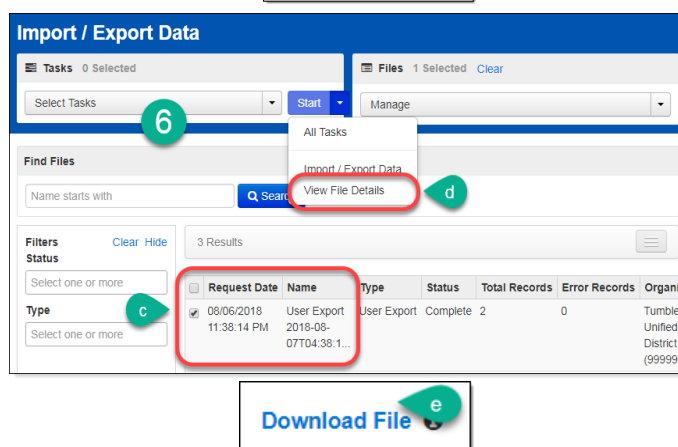
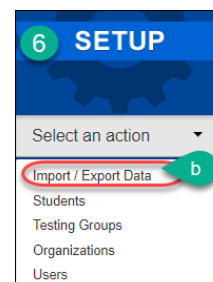


5. The **Student Registration Export** file is an Excel spreadsheet. The file will contain all the students who are registered to take the AIMS Science test.

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

| Organization Code | Organization Name | SSID Number | Student Last Name | Student First Name | Student Middle Initial | Date of Birth | Hispanic or Latino | White | Black or African American | Asian | American Indian or Alaska Native | Pacific Islander |
|-------------------|--------------------------------|-------------|-------------------|--------------------|------------------------|---------------|--------------------|-------|---------------------------|-------|----------------------------------|------------------|
| 000003 | Prickly Pear Elementary School | 11111111 | Lastname1 | Firstname1 | | 11/2/2006 | Y | | | | Y | |
| 000003 | Prickly Pear Elementary School | 22222222 | Lastname2 | Firstname2 | R | 1/2/2007 | N | Y | | | | Y |
| 000003 | Prickly Pear Elementary School | 33333333 | Lastname3 | Firstname3 | E | 4/2/2007 | N | Y | | | | |
| 000003 | Prickly Pear Elementary School | 55555555 | Lastname4 | Firstname4 | G | 5/2/2007 | N | Y | | | | |
| 000003 | Prickly Pear Elementary School | 66666666 | Lastname5 | Firstname5 | M | 1/3/2007 | N | | | | Y | |
| 000002 | Prickly Pear Middle School | 77777777 | Lastname6 | Firstname6 | P | 6/2/2002 | N | Y | | | | |
| 000002 | Prickly Pear Middle School | 88888888 | Lastname7 | Firstname7 | | 6/2/2002 | N | Y | | | | |
| 000002 | Prickly Pear Middle School | 99999999 | Lastname8 | Firstname8 | A | 6/2/2003 | N | Y | | | | |
| 000002 | Prickly Pear Middle School | 10101010 | Lastname9 | Firstname9 | J | 5/2/2002 | N | Y | | | | |
| 000001 | Prickly Pear High School | 12121212 | Lastname10 | Firstname10 | C | 12/29/1997 | N | | | | | Y |
| 000001 | Prickly Pear High School | 13131313 | Lastname11 | Firstname11 | | 1/12/2001 | Y | | | | | |
| 000001 | Prickly Pear High School | 14141414 | Lastname12 | Firstname12 | | 12/19/2000 | Y | | | | | |
| 000001 | Prickly Pear High School | 15151515 | Lastname13 | Firstname13 | R | 1/2/2003 | Y | | | | | |

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

- Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Students**.
- From the **Start** drop-down menu, select **All Tasks**.
- 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

- Select the **Register Students** tab on the task bar. Under **STUDENTS**, select the student's name.
- Under the details, place a **check mark** in the box next to **Registered** to activate the form.
- 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

- Select the **Manage Student Tests** tab on the task bar.
- 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 or the SPV tests.
13. Place a check mark in the **Text-to-Speech** box. This is a mandatory field. An error message will display if the check box is not marked.
14. For an online test, under **Non-Embedded Accommodations**, place a **check mark** in the box for any accommodations required by the student's IEP/504 Plan. Click **Create**.
15. When finished selecting accommodations, go to the **Student Tests** to select the student's test.
16. For **Visual Assistance Tools**, place a **check mark** in the box for any accommodations required by the student's IEP/504 Plan. Click **Save**.

Note: To add a Special Paper Version accommodation for a new student, see Special Paper Version Accommodations on page 30.

This screenshot shows the 'New Student Test' form. Callout 9 points to the 'Test*' dropdown menu, which is set to 'AIMS SCIENCE GRADE 4'. Callout 10 points to the 'Organization*' dropdown menu, set to 'Prickly Pear Elementary School (00000003)'. Callout 11 points to the 'Testing Group' dropdown menu, set to 'Select'. Callout 12 points to the 'Format*' dropdown menu, set to 'Online'. Callout 13 points to the 'Text-to-Speech' checkbox, which is currently unchecked.

☐ Text-to-Speech
Text-to-Speech must be checked.

This screenshot shows the 'New Student Test' form with additional callouts. Callout 14 points to the 'Create' button in the top right corner. Callout 15 points to the 'Non-Embedded Accommodations' section, which includes checkboxes for 'Adult Transcription', 'Sign Test Content', and 'Translate Directions'. The 'Text-to-Speech' checkbox is now checked.

This screenshot shows the 'STUDENT TESTS (1)' list. Callout 15 points to the 'AIMS SCIENCE GRADE 4' test, which is marked as 'Assigned'.

This screenshot shows the 'Visual Assistance Tools' section. Callout 16 points to the 'Visual Assistance Tools' header. Below it are checkboxes for 'PNP Color Contrast', 'PNP Answer Masking', 'PNP Line Reader', and 'PNP Magnifier Tool'.

Adding Students to a Test Session

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

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**.

The screenshot illustrates the PearsonAccess^{next} interface for adding students to a test session. It is divided into two main sections: **Sessions** and **Tasks for Sessions**.

Sessions Section:

- A dropdown menu labeled **TESTING** is shown with **Sessions** selected (Step 1).
- The **Sessions** page has a search bar and a **Find Sessions** button (Step 2).
- A table of sessions is displayed with columns: Session, Session Status, Scheduled Start Date, Test, # Students, Actual Start Date, and Organization. The session **AIMS SCIENCE HIGH SCHOOL** is selected (Step 3).
- The **Start** button is selected, and **All Tasks** are chosen (Step 4).

Tasks for Sessions Section:

- The **Add/Remove Students in Sessions** tab is selected (Step 5).
- The **SESSIONS (1)** list on the left shows **AIMS SCIENCE HIGH SCHOOL** (Step 6).
- The **DETAILS** section for **AIMS SCIENCE HIGH SCHOOL** is shown. The **Find by name or ID within Tumleweed Unified District** search bar is used (Step 7).
- A table of students is displayed with columns: Student, Test, Group, and Organization. The student **Lastname91, Firstname91 (91919191)** is selected (Step 8).
- The **Assigned Students** list shows the selected student (Step 9).
- The **Save** button is clicked (Step 9).

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 (SPV) test, you must change their Test Assignment. For instructions on SPV, please see the Special Paper Version Accommodations section on page 30.

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

1. Go to **SETUP**, select **Students**.
2. Search for an individual student by entering either their name or SSID and select **Search** or select **Show All Results**.
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.
12. **Testing Group**, leave blank. Optional.
13. Select **Type***. Select **Online**.
14. Place a checkmark in the **Text-To-Speech** box.
15. Select **Create**.

The screenshot displays the PearsonAccess next interface. At the top, the 'SETUP' menu is visible with 'Students' highlighted (1). Below, the 'Students' search page shows a search bar and a 'Search' button (2). A table of students is shown with the 'Assigned' checkbox for a student named 'Student1' checked (3). The 'Start' dropdown menu is set to 'All Tasks' (4). The 'Manage Student Tests' tab is selected on the top navigation bar (5). On the left, under 'STUDENT TESTS', the test 'AIMS SCIENCE GRADE 4' is selected (6). In the 'TEST DETAILS' section, the 'Assigned' checkbox is unchecked (7). The 'Save' button is clicked (8). The 'Manage Student Tests' tab is shown again, with the 'Student*' dropdown selected (9). The 'Organization*' dropdown is set to 'Prickly Pear Elementary School (000003)' (10). The 'Test*' dropdown is set to 'AIMS SCIENCE GRADE 4' (11). The 'Testing Group' dropdown is set to 'Select' (12). The 'Format*' dropdown is set to 'Online' (13). The 'Text-to-Speech' checkbox is checked (14). The 'Create' button is clicked (15).

Editing 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.

The screenshots illustrate the process of editing student demographic information in the PearsonAccess next system. The steps are as follows:

- SETUP** screen: Select an action from the dropdown menu, then select **Students**.
- 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**.
- Students** screen: Place a **check** in the box(es) next to the student name(s) that need to be updated.
- Students** screen: From the **Start** drop-down menu, **select Create/Edit Students**.
- Tasks for Students** screen: Under the **STUDENTS** list, select the student to be edited.
- Tasks for Students** screen: Edit all demographic information for student and select **Save**.
- Tasks for Students** screen: Continue editing any additional students, if necessary. Click **Exit Tasks** when all students have been edited.

Optional: Creating Testing Groups

Testing Groups are optional for PearsonAccess^{next}. For those wanting to group students by classroom or testing days, this may be completed using the Testing Group function.

To create the optional testing groups in PearsonAccess^{next}:

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 to each student, then select **Save**. Repeat this process for each Testing Group created.
11. Select the **Exit Tasks** button.

The screenshots illustrate the following steps:

- Screenshot 1:** The 'SETUP' section is shown with the 'Select an action' drop-down menu open, and 'Testing Groups' is selected (1).
- Screenshot 2:** The 'Testing Groups' page is shown with the 'Start' drop-down menu open, and 'All Tasks' is selected (2).
- Screenshot 3:** The 'Create/Edit Testing Groups' tab is selected (3). The 'New Testing Group' form is shown with the 'Organization' dropdown set to 'Prickly Pear Intermediate...' (4), and the 'Name' field filled with 'Mrs Smith Grade 4' (5). The 'Description' field is filled with 'Lab Room 123' (6). The 'Create' button is highlighted (7).
- Screenshot 4:** The 'Add/Remove Student Tests in Testing Groups' tab is selected (8). The 'TESTING GROUPS (1)' list on the left shows 'Mrs Smith Grade 4' (9). The 'Find by name or ID within Prickly Pear Intermediate School' search box is highlighted (10). The search results list shows 'Lastname18, Firstname18 (18181818)' selected (11). The 'Save' button is highlighted (12).