2021-22
Guide to Manually Enter Accommodations and Accessibility Features into PearsonAccess[next]

If, after consulting this guide, you need further assistance, please use the contacts listed in this document.

Guide to Manually Enter Accommodations and Accessibility Features into PearsonAccess<u>next</u>

1. Log in to PearsonAccess^{next} https://il.pearsonaccessnext.com
   *Hint: Make sure you are on the live site (**blue background**) versus the training site (**brown background**).*
   *Note: If you want to practice how to manually enter accommodations and accessibility features, use the training site instead: https://trng-il.pearsonaccessnext.com. Actions performed on the training site do **NOT** carry over to the live site.*

2. Under Setup, choose **Students**. Make sure you are in the correct admin: Illinois 2021-2022 > IL Interim Reading and Math 2021-2022 **OR** IL Interim Writing 2021-2022
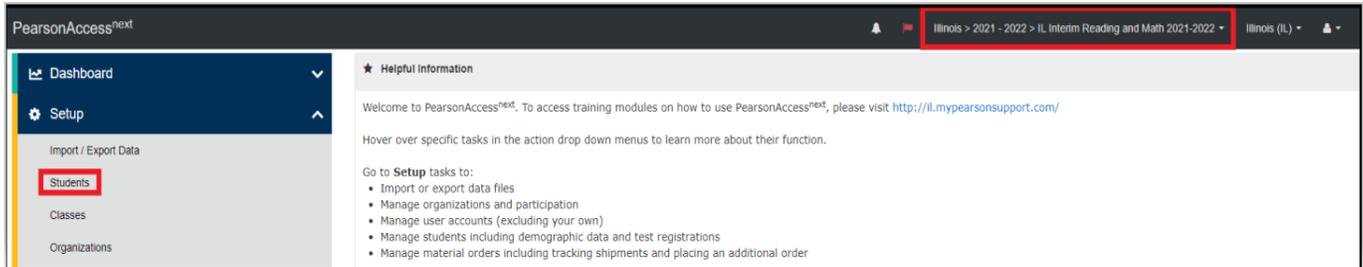
3. Enter part of the student's last name *or* at least the first four digits of the student's state ID and click **Search**.
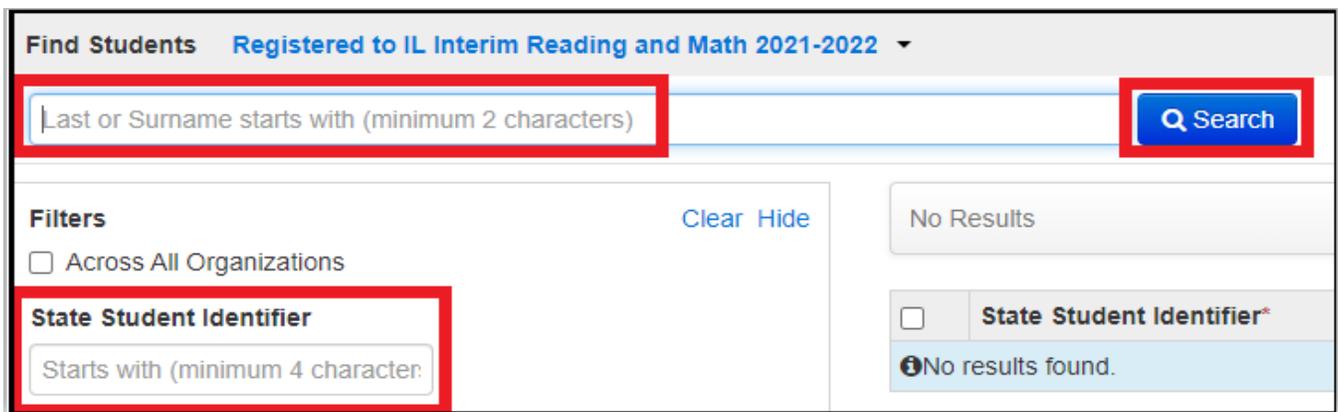
4. Select the student by clicking in the box to the left of the state ID.

   Hint: You may select multiple students at a time.

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5. Under **Tasks** open the choices in the blue **Start** menu and choose **All Tasks**.
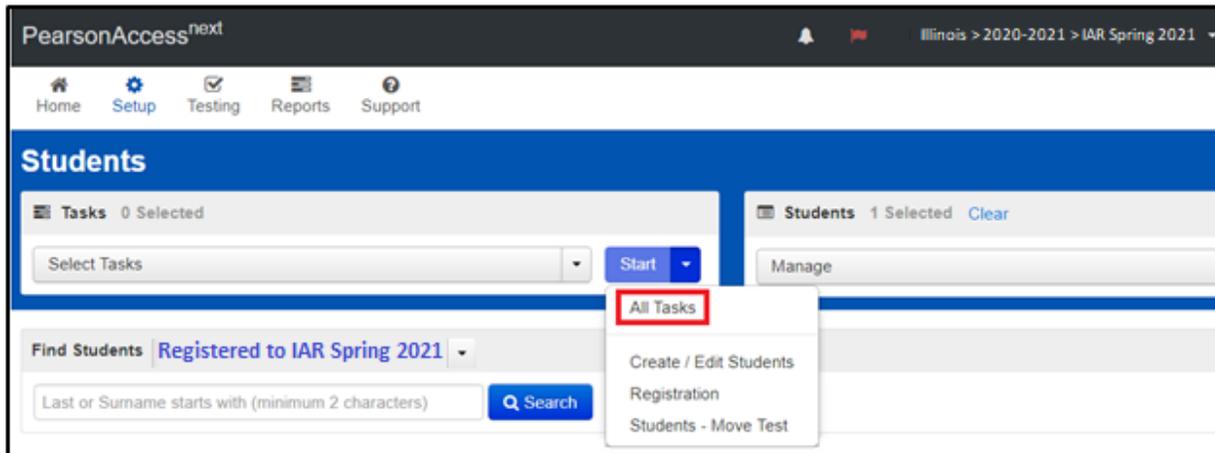
6. Choose **Manage Student Tests**.
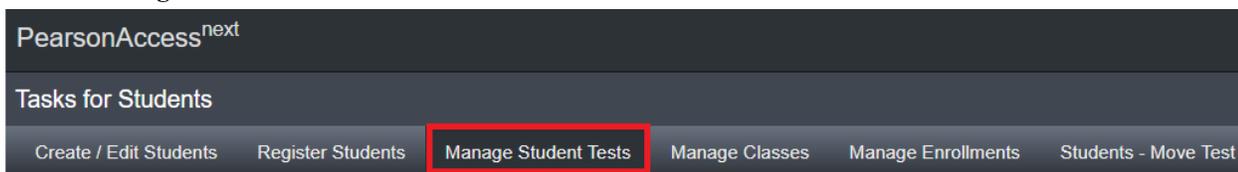
7. Under the student's name on the left side of the screen, select the test assignment (Reading or Mathematics) for which you will add accommodations and/or accessibility features.
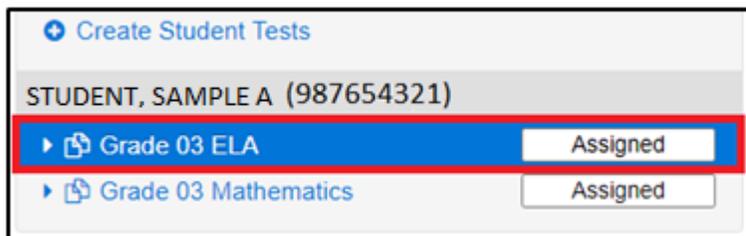
8. Add accommodations and/or accessibility features as needed, and click the blue **Save** icon (at the top or bottom of the page).
    *Hint: If you are unable to **save** an accommodation, check the **Register Students** tab to make sure the student's demographics are correct, as loaded from SIS. Correct in SIS if needed.*
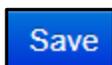
9. Repeat steps 7 and 8 for the other content area, if applicable.
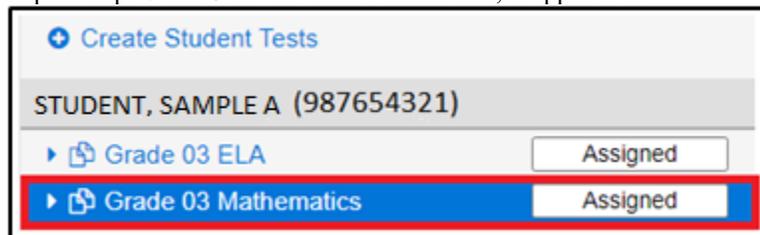
10. To go back to the main page, click **Exit Tasks** in the upper right corner.