

## 2021-22 Guide to Manually Enter Accommodations and Accessibility Features into PearsonAccess<sup>next</sup>

*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 PearsonAccessnext

- Log in to PearsonAccess<sup>next</sup> <u>https://il.pearsonaccessnext.com</u> 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: <u>https://trng-il.pearsonaccessnext.com</u>. 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

F	PearsonAccess <sup>next</sup>		🜲 📁 Illinois > 2021 - 2022 > IL Interim Reading and Math 2021-2022 • IL Interim Reading and Reading						
	🗠 Dashboard	~	★ Helpful Information						
	Setup	^	Welcome to PearsonAccess <sup>next</sup> . To access training modules on how to use PearsonAccess <sup>next</sup> , please visit http://il.mypearsonsupport.com/						
Import / Export Data			Hover over specific tasks in the action drop down menus to learn more about their function.						
	Students		Go to <b>Setup</b> tasks to: • Import or export data files						
	Classes		Manage organizations and participation     Manage user accounts (excluding your own)						
	Organizations		Manage students including demographic data and test registrations     Manage material orders including tracking shipments and placing an additional order						

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**.

Find Students Registered to IL Interim Reading and Math 2021-2022 -								
Last or Surname starts with (minimu	um 2 characters)		Q Search					
Filters		Clear Hide	Hide No Results					
State Student Identifier			State Student Identifier*					
Starts with (minimum 4 character:			ONo results found.					

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.

2 Results								
	State Student Identifier*	Local Student Identifier	Last or Surname*	First Name*				
	987654321 0		STUDENT	SAMPLE A				
	123456789 ()		STUDENT	SAMPLE B				

5. Under Tasks open the choices in the blue Start menu and choose All Tasks.

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# Home	¢ Setup	<b>⊠</b> Testing	Reports	0 Support						
Stude	nts									
Task	s O Sele	cted					🔳 Stude	nts 1 S	elected Clear	
Select	Tasks				•	Start 💌	Manage	•		
Find Stu Last or	dents <b>R</b> Sumame	starts with (	<b>d to IAR S</b> (minimum 2	pring 2021 •	Q Search	All Tasks Create / Edit Registration Students - M	Students			

6. Choose Manage Student Tests.

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Tasks for Students					
Create / Edit Students	Register Students	Manage Student Tests	Manage Classes	Manage Enrollments	Students - Move Test

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.

Create Student Tests					
STUDENT, SAMPLE A (987654321)					
▶ 🕒 Grade 03 ELA	Assigned				
Grade 03 Mathematics	Assigned				

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.

Create Student Tests				
STUDENT, SAMPLE A (987654321)				
Grade 03 ELA	Assigned			
▶  ⓑ Grade 03 Mathematics	Assigned			

10. To go back to the main page, click Exit Tasks in the upper right corner.

Exit Tasks 🗙