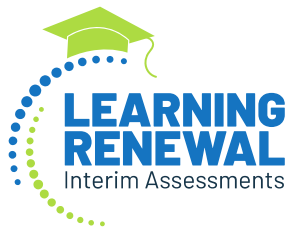


# Learning Renewal Interim Assessment

**Student Registration and  
Class Setup using the  
Import/Export  
Functionality**



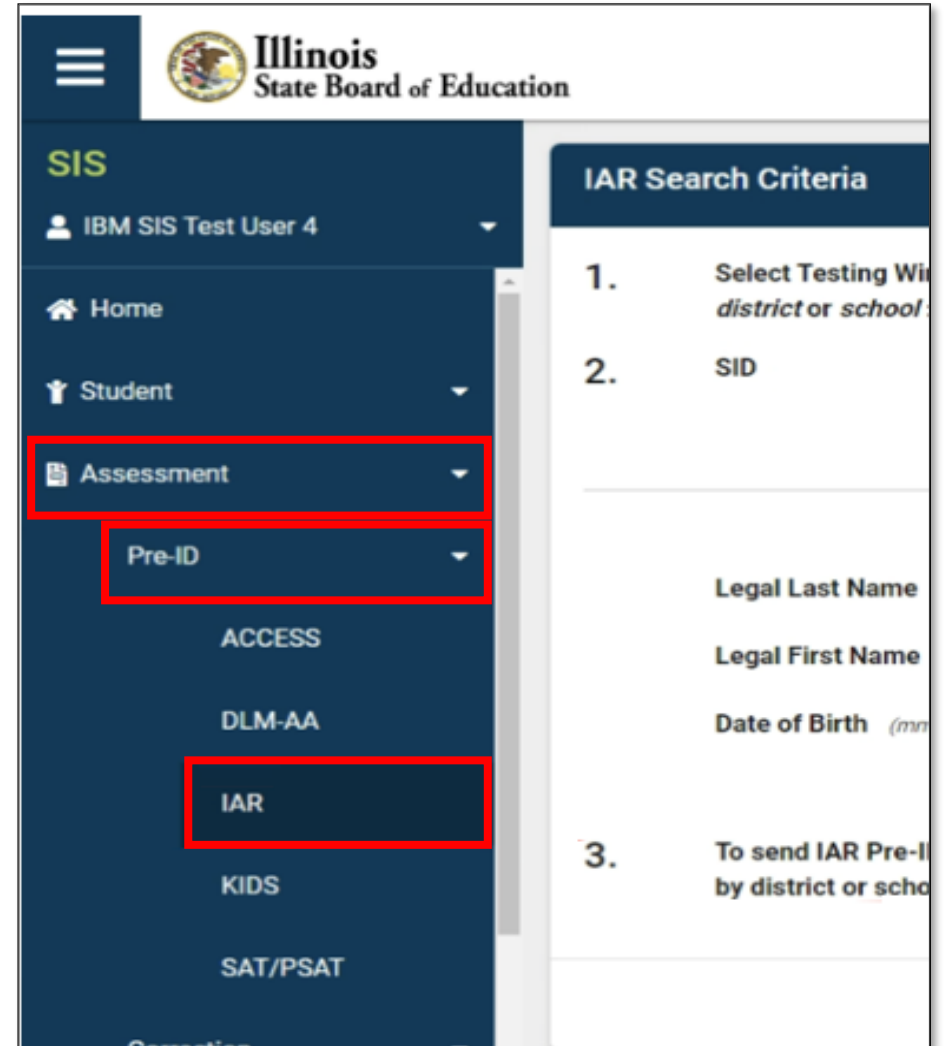
# PearsonAccess<sup>next</sup> (PAN) – SIS to PAN Student Import

Beginning 2023-2024 Student Registration is conducted using an automation from SIS to PAN.

Following an initial push from SIS prior to the first testing window, an OnDemand function will be available in SIS as needed to update student registrations and/or add missing students.

To transmit Pre-ID updates:

1. Log into SIS.
2. Select the **Assessment** down arrow in the left menu and select **Pre-ID** then **IAR**.



# PearsonAccess<sup>next</sup> (PAN) – SIS to PAN Student Import

3. Select **Transmit Pre-ID data to Vendor**.
4. Select one of the four buttons (**Interim - Fall, Interim - Winter, Interim - Spring, Interim - Writing**) to transmit Pre-ID updates for a specific Interim Assessment to administer.

**IAR Search Criteria** Assessment Year:

1. Select Testing Window by *district or school*: Select Testing Window

2. SID

AND AT LEAST ONE BELOW

Legal Last Name

Legal First Name

Date of Birth (mm/dd/yyyy)

3. To send IAR Pre-ID updates by district or school: Transmit Pre-ID data to Vendor

[Back To IAR Search Criteria](#)

**Population to: PearsonAccess<sup>next</sup>**

*The Illinois Assessment of Readiness (IAR) is the **mandatory** state assessment and accountability measure for all Illinois students enrolled in a public school district. IAR assesses the New Illinois Learning Standards Incorporating the Common Core and will be administered in English language arts and mathematics to all students in grades 3-8.*

**Step 1** Enroll students in grades 3-8, and verify Alternate Assessment: DLM-AA is set to 'No' on Program Indicators.

**Step 2** Update Testing RCDTS if it differs from Serving RCDTS either through Step 2 of IAR Pre-ID (previous page), or through the IAR Pre-ID Batch File.

**Step 3** Verify Pre-Id Roster data. If data is incorrect, please adjust enrollments. The same roster of students will be sent for each of the assessments below.

**Step 4** Once the Pre-Id roster data has been reviewed, select the appropriate button to transmit data to PearsonAccessNext.

The interim buttons below are intended only for the use of those districts participating in the OPTIONAL Learning Renewal Interim Assessments (LRIA)



# PearsonAccess<sup>next</sup>

Use the Student Registration Import to add or update Student Accommodations, sessions, and classes.

1. Export the Student Registration file from PearsonAccess<sup>next</sup>.
2. Add or update Student Accommodations, Class Name, and Session Name on the Student Registration Export file.
3. Import updated Student Registration file to PearsonAccess<sup>next</sup>.

## Student Registration/Accommodations – Import

Student records can be imported using the Student Registration/Personal Needs Profile (SR/PNP) layout and templates found on the <https://il.mypearsonsupport.com/> Customer Support Site on the **Learning Renewal Interim Resources** tab.

**Accommodation Resources**

Information to assist in populating accommodation and accessibility information for students in PearsonAccess<sup>next</sup>. Resources include Student Registration/Personal Needs Profile Layouts, Field Definition Document, an Accommodation Template and Guide for Adding Accommodations Manually within PearsonAccessNext.

Accommodation Resources ▾

- Guide for Adding Accommodations Manually within PearsonAccessNext
- Interim Accessibility Features & Accommodations

Learning Renewal Interim Assessment Layouts ▾

- Interim Student Registration\_Personal Needs Profile csv file headings
- Interim SR\_PNP Detailed Layout
- SR/PNP File Field Definitions

Learning Renewal Interim Assessment Writing Layouts ▾

- Interim Writing Student Registration\_Personal Needs Profile csv file headings
- Interim Writing SR\_PNP Detailed Layout
- SR/PNP File Field Definitions\_Writing

[Learning Renewal Interim Resources](#)



# PearsonAccess<sup>next</sup>

## Student Registration Export

After importing the initial Student Registration into PAN using the SIS automation, you are ready to export the file to add accommodations, sessions, and class names.

Export the SR/PNP file:

1. Select **Setup** to expand the dropdown options and choose **Import/Export Data** from the dropdown.
2. From the **Select Tasks** bar, select **Import/Export Data**, and select the **Start** button.
3. Select **Student Registration Export** from the **Type** dropdown.

The image contains three screenshots illustrating the steps to export student registration data:

- 1st Screenshot:** Shows the 'Setup' dropdown menu with 'Import / Export Data' highlighted. A red box and a green circle labeled '1st' are around the menu.
- 2nd Screenshot:** Shows the 'Import / Export Data' page with the 'Select Tasks' bar. 'Import / Export Data' is checked, and the 'Start' button is highlighted. A red box and a green circle labeled '2nd' are around the 'Start' button.
- 3rd Screenshot:** Shows the 'Type\*' dropdown menu with 'Student Registration Export' highlighted. A red box and a green circle labeled '3rd' are around the dropdown. A green arrow points from the text 'Select Student Registration Export' in the list to this screenshot.



# PearsonAccess<sup>next</sup>

## Student Registration Export (cont.)

4. Select **CSV** from the **File Layout Type** dropdown.

The **Test Status Filter** field will auto-populate the assign and testing filters.

5. Select the **Grade Level When Assessed**.

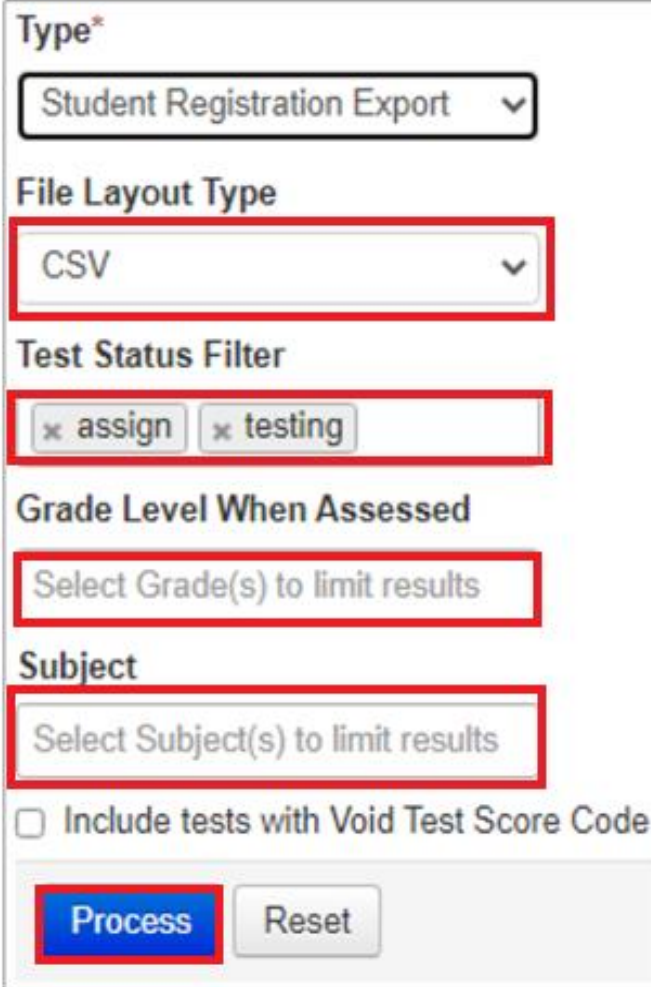
6. Select the **Subject**.

7. Select the **Process** button to export the file.

A "Pending" status message will display.

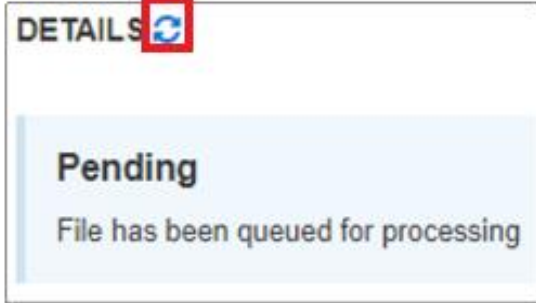
8. Select the **Refresh** icon (  ) next to Details to complete the download.


9. Select the **Download File** link.



The screenshot shows the export configuration form with the following elements highlighted by red boxes:

- Type\***: Student Registration Export
- File Layout Type**: CSV
- Test Status Filter**: assign, testing
- Grade Level When Assessed**: Select Grade(s) to limit results
- Subject**: Select Subject(s) to limit results
- Include tests with Void Test Score Code
- Process** button



**DETAILS** 

**Pending**  
File has been queued for processing



**Download File** 

# PearsonAccess<sup>next</sup>

## CSV File

The Student Registration Export file will have header rows. DO NOT change the header rows in any way.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U		
1	State Abb	Testing Di	Testing Sc	Home Dis	Home Sch	State	Student Identifier	Local Stud	Unique Pe	Last or Surname	First Name	Middle Ni	Birthdate	Sex	Home Lan	Grade Lev	Hispanic c	American	Asian	Black or A	Native Ha	White	
2	IL	ZZZ10000C	ZZZ10000C	ZZZ10000C	ZZZ10000C		323111111		283fb156-	SAMPLE	03	STUDENT 2		3/7/2005	M	000	3				Y		
3	IL	ZZZ10000C	ZZZ10000C	ZZZ10000C	ZZZ10000C		323111112		b939bec6-	SAMPLE	03	STUDENT 3		3/7/2005	M	000	3	Y					
4	IL	ZZZ10000C	ZZZ10000C	ZZZ10000C	ZZZ10000C		323111113		acdb7b5e-	SAMPLE	04	STUDENT 1		5/14/2009	M	000	4					Y	
5																							
6																							
7																							

Follow these steps to add or update and prepare the file for import.

1. Download the Export file.
2. Open the file on your computer.
3. Add or Update Student Accommodations.
4. Save as a CSV file.



### Interim SR\_PNP Detailed Layout - (Student and Session Information)

The detailed layout can be found in the Accommodation Resources section of the Learning Renewal Interim Resources Support Page.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Valid Value = IL	Testing District RCDTS Code from SIS	Testing School RCDTS Code from SIS	Home District RCDTS Code from SIS not required if same as testing	Home School RCDTS Code from SIS not required if same as testing	State Student ID from SIS	Local Student ID from SIS	Assigned within PAN				YYYY-MM-DD will accept MM/DD/YYYY	F = Female M = Male	Display the English name of language in the dropdown, not the 3 char code.	03 = Third grade 04 = Fourth grade 05 = Fifth grade 06 = Sixth grade 07 = Seventh grade 08 = Eighth grade system will add leading zero 3
2	State Abbreviation	Testing District Code	Testing School Code	Home District Code	Home School Code	State Student Identifier	Local Student Identifier	Unique Pearson Student ID	Last or Surname	First Name	Middle Name	Birthdate	Sex	Home Language	Grade Level When Assessed
3	IL	11111111110000	11111111111111	11111111110000	11111111111111	999999999			Example	StudentA	M	2003-05-30	F		03

Columns (AS-AX) can be populated to create sessions by using the import.

**NOTE:** The Class Name must be added to column AT for a class teacher to view reports in PAN.

	AS	AT	AU	AV	AW	AX
1	Populate for computer-based testing if creating sessions via this import	class name can be used to manually add students to sessions by groups			3Reading1, 3Reading2, 3Reading3, 3Math1, 3Math2, 3Math3, 4Reading1, 4Reading2, 4Reading3, 4Math1, 4Math2, 4Math3, 5Reading1, 5Reading2, 5Reading3, 5Math1, 5Math2, 5Math3, 6Reading1, 6Reading2, 6Reading3, 6Math1, 6Math2, 6Math3, 7Reading1, 7Reading2, 7Reading3, 7Math1, 7Math2,	O = Online Only Online
2	Session Name	Class Name	Test Administrator	Staff Member Identifier	Test Code	Test Format
3	Math 4 Session2	Gr4Math-Allen			3Reading1	O

# PearsonAccess<sup>next</sup>

## Interim SR\_PNP Detailed Layout - (Accommodation Information)

Row 3 provides an example of populating student specific accommodations on the SR/PNP file.

	BA	BB	BC	BD	BE	BF	BG	BH	BI	BO	BR	BS	BU
1	Y = Yes Blank	Y = Yes Blank	Y = Yes Blank	Y = Yes Blank	Y = Yes Blank	Y = Yes Blank	Y = Yes Blank if Y, Multiple choice answer options in TestNav will default to being covered when	Y = Yes Blank	Options 01-06 Blank (see field definitions document) will launch text and background	Y=Yes Blank If Y, a paper form of the test is supplied. Test format field must remain O=Online	Y=Yes Blank	Y=Yes Blank A human signer will sign the test directions	O1 = Braille Writer O2 = Braille Notetaker Blank Response is captured by Braille Writer or
2	Frequent Breaks	Separate/Alternate Location	Small Group Testing	Specialized Equipment or Furniture	Specified Area or Setting	Time of Day	Answer Masking	Student Reads Assessment Aloud to Self	Color Contrast	Alternate Representation - Paper Test	Braille Transcription	Human Signer for Test Directions	Braille Response
3			Y						O1				

	BV	CB	CC	CE	CF	CG
1	C = uses calculator on non-calculator section T - uses mathematics tolls on non-calculator section B = Uses both calculator and tools on non-calc section blank Student is allowed to use a hand held	Y=Yes Blank Test administrator clarifies general administration instructions in Student's native language EL field must = Y	The test administrator reads aloud, and repeats as needed, test directions in students' native language. Arabic = ARA Chinese Mandarin = CHI French = FRE Gujarati = GUJ Korean = KOR Polish = POL Spanish = SPA	SPA= Spanish Blank Spanish Transadaptation Student must have either an EL or be enrolled in a dual-language program for Spanish.	Y=Yes Blank Students use a published word-to-word hand-held dictionary. EL field must=Y	Y=Yes Blank
2	Calculation Device and Mathematics Tools	Administration Directions Clarified in Student's Native Language	Administration Directions Read Aloud in Student's Native Language	Spanish Transadaptation	Word to Word Dictionary (English/Native Language)	Dynamic Text to Speech
3						Y

	CJ	CK	CL	CM
1	O1=Human Scribe 99=Other Blank An accommodation for a student who incurs a temporary disabling condition shortly before or during the assessment	EL IEP504 Both Blank Student receives extended time	Pearson field export only	Y
2	Emergency Accommodation	Extended Time	PreID Barcode Number	End of Record
3		IEP		Y

To add or update Student Accommodations:

1. Download the Export file.
2. Open the file on your computer.
3. Add or update the Student Accommodations and class session details.
4. Save as a CSV file.

## Student Registration/Accommodations - Import

Verify these steps have been completed:

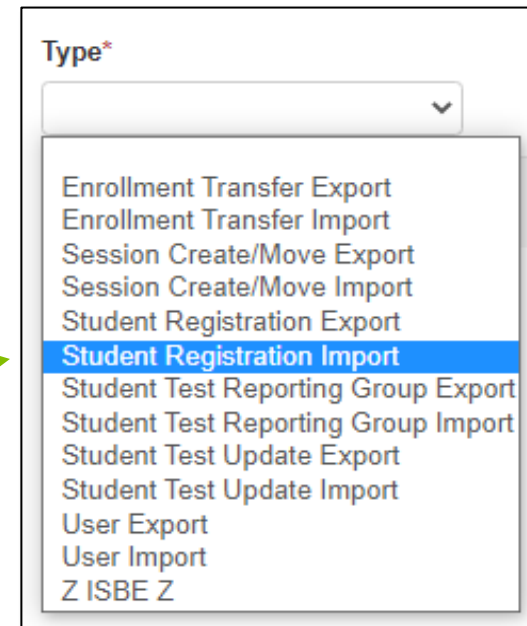
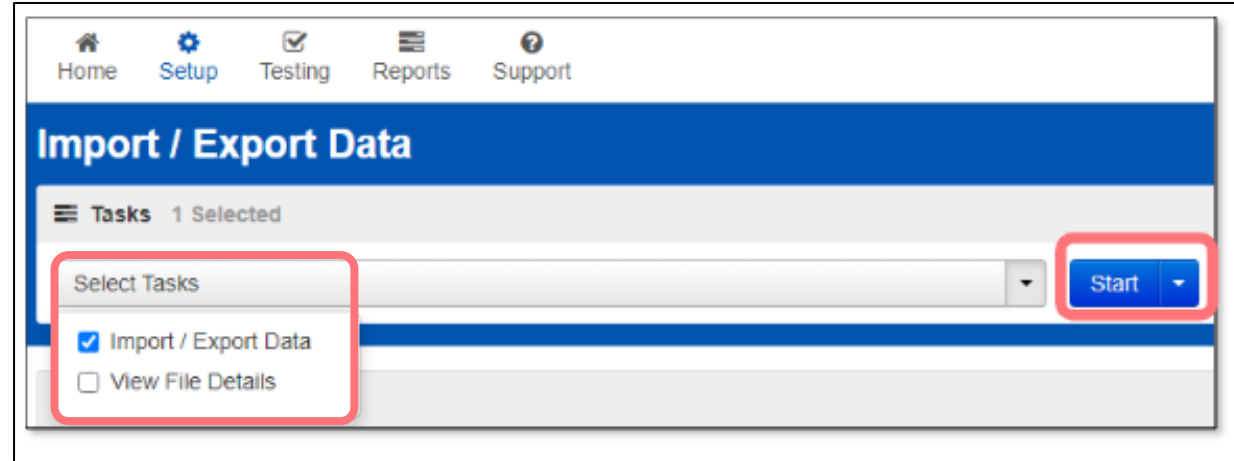
1. Use the Student Registration/Personal Needs Profile (SR/PNP) export.
2. All records from the export do not need to be re-imported. You can import only students with accommodations or classes to add or update.
3. All core student demographic information, including the State Student ID as listed in PearsonAccess<sup>next</sup>, must be included on the SR/PNP import file.
4. To maintain leading zeros, either convert columns to text format or format the cells for 15 bytes.
5. The file must be in CSV format prior to upload.

# PearsonAccess<sup>next</sup>

## Student Registration/Accommodations – Import

To register students:

1. Complete the information in the layout or add accommodations, sessions, and class names to an SR/PNP export.
2. Save file as a CSV file.
3. Under the **Setup** dropdown, select **Import/Export Data**. Then, from the **Select Tasks** bar, select **Import/Export Data** from the dropdown. Select the **Start** button.
4. In the **Type** dropdown, select **Student Registration Import**.



# PearsonAccess<sup>next</sup>

## Student Registration/Accommodations – Import

To import a file:

1. **File Layout Type** must be CSV.

Sessions will be auto created, if the CSV column AS (Session Name) field is populated.

2. If you do not want sessions to be created, select the “Don’t auto-create Test Sessions for online testing” box.

Importing will modify student’s registrations, and tests.

3. Select the “Don’t modify student tests” box if you don’t want to modify student tests.
4. Select the **Choose File** button.
5. Select the **Process** button.

The screenshot shows the 'Tasks for Importing and Exporting' interface. The 'Import / Export Data' tab is active. The 'Type\*' dropdown is set to 'Student Registration Import'. The 'File Layout Type' dropdown is set to 'CSV'. Two checkboxes are checked and highlighted with red boxes: 'Don't auto-create Test Sessions for online testing' and 'Don't modify student tests'. Below these are two yellow warning notes. The 'Source File' section has a 'Choose File' button highlighted with a red box, next to the text 'No file chosen'. The 'Additional e-mails' section has a text input field with the placeholder 'Enter a valid e-mail address'. At the bottom are 'Process' and 'Reset' buttons.

## Student Registration/Accommodations – Import

- Check the Import View File Details page to confirm there were no records in error.
- The Import View Details page will indicate the number of records that imported successfully as well as any records in error.

**Errors**

[Download Records in Error](#) ⓘ

[Download Error Messages](#) ⓘ

3 Results

Record Number	Message
2	Test Format is required.
3	Test Format is required.
4	Test Format is required.

**DETAILS** ↻

**Complete with issues**  
Some records were not saved, see the error list for details

**File Information**

Type	Student Registration Import	Organization	KJ SAMPLE SCHOOL DEMO (ZZZ1000000000000- ZZZ1000000001001)
Name	test smpn.csv	User	kathy.johnson@pearson.com
Request Date	2020-01-08 04:12 AM		
Total Records	3	<a href="#">Download File</a> ⓘ	
Successful Records	0	<a href="#">Download Students Created</a> ⓘ	
Error Records	3		

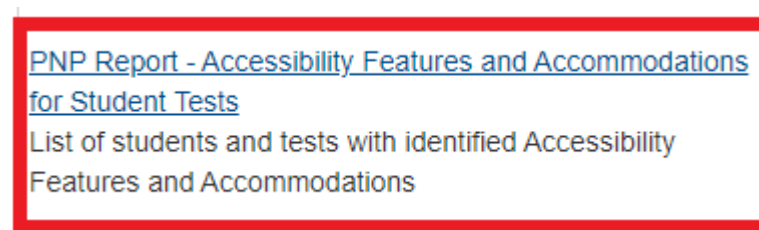
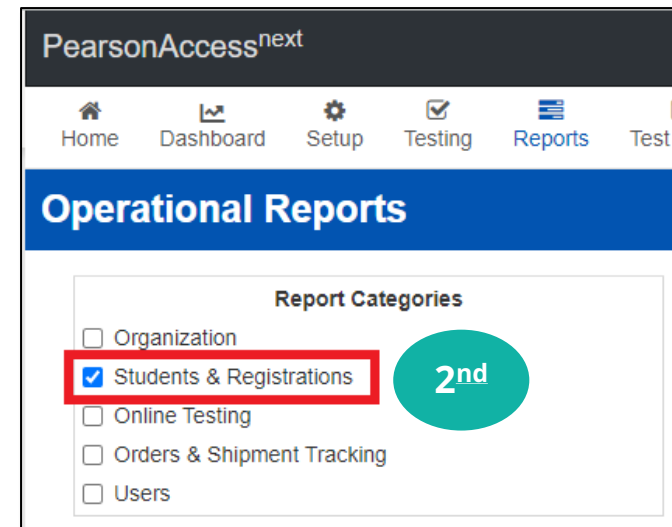
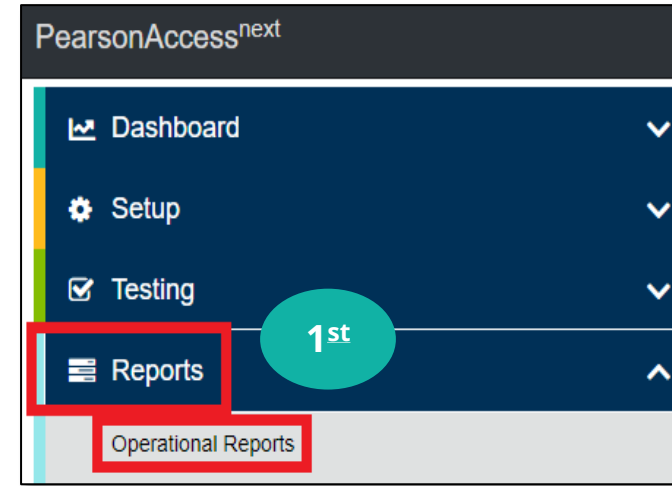


# PearsonAccess<sup>next</sup>

## Accommodation Verification

To verify accommodations are correctly assigned to students:

1. Select **Reports** down arrow in the left menu and choose **Operational Reports**.
2. Select **Students & Registrations** in the Report Categories.
3. Scroll down and select **PNP Report - Accessibility Features and Accommodations for Student Tests**.



# PearsonAccess<sup>next</sup>

## Accommodation Verification (cont.)

4. Select **Request Report Refresh**.
5. Select dropdown arrows and choose desired filters for **Accessibility Features and/or Accommodations, Filtered Organization, and Test**.
6. Select the **Refresh Report** button to generate a spreadsheet of assigned student accommodations to verify accuracy.

Organization	Test Administration	Accessibility Features and/or Accommodations	Filtered Organization	Test	State Student Identifier	Student Name	Organization Name	Organization	Test Name	Test For	Form Code	Form Group	Session	Frequent	Separate	Small Group
	Illinois > 2022 - 2023 > IL Interim Reading and Math	ALL	AMBOY CENTRAL ELEM SCHOOL (470522720260000-470522720262003)	Math, Grade 3, Assessment 1					Math, Gr Online	MAT031	Main					
									Math, Gr Online	MAT031	Main					
									Math, Gr Online	MAT031	Main					
									Math, Gr Online	MAT031	Main					

PearsonAccess<sup>next</sup>

Home Dashboard Setup Testing Reports Test Config Support

### Operational Reports

#### PNP Report - Accessibility Features and Accommodations for Student Tests

List of students and tests with identified Accessibility Features and Accommodations

No report available. To obtain report, please use the Request Report Refresh option below

[Request Report Refresh](#) **4<sup>th</sup>**

Operational Reports

#### PNP Report - Accessibility Features and Accommodations for Student Tests

List of students and tests with identified Accessibility Features and Accommodations

No report available. To obtain report, please use the Request Report Refresh option below

[Request Report Refresh](#)

Report Parameters

Organization

Test Administration  
Illinois > > IL Interim Reading and Math

**Accessibility Features and/or Accommodations\***  
ALL

**Filtered Organization**

**Test**  
Math, Grade 3, Assessment 1

**5<sup>th</sup>**

This report will be queued for processing and could take several minutes to complete.

[Refresh Report](#) **6<sup>th</sup>**

# Braille-Specific Instructions

- Order Braille Kits.
- Additional order window: October 2 – November 14.
- Keep braille books until all three administrations are completed.



Kits will include all necessary materials, e.g., test book, math tools, reference sheet, protractor, ruler, etc.



## Braille-Specific Instructions (continued)

- Student MUST have the following in their SR/PNP:
  - Braille Transcription (Column BR)
- Student MUST be placed into an Online Test Session.
- Prior to the test administration, ensure the test administrator follows the guidelines in the [Braille Test Administrator Document](#) .
- Student answers MUST be transcribed into TestNav.



# Customer Support

Illinois Customer Support  
1-833-213-3879

Monday - Friday  
6:00 am - 6:00 pm (CT)

Pearson Illinois customer support is a technical resource for schools and districts participating in the Interim Assessments.

