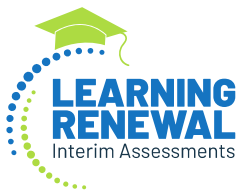


Learning Renewal Interim Assessment

Managing Test Sessions





Session Details

If you have already imported test sessions using the import functionality, you can skip to slide #8.

Test sessions can be entered manually, however; the most efficient way to put students in test sessions and classes is by doing a file import. The module titled, Student Registration and Class setup has specific directions on how to use the import function. The next few slides will provide guidance on manually creating test sessions.



Four Process Steps for Creating Test Sessions

1

Select Sessions

2

Create / Edit Sessions

3

Enter Session Details

4

Add Students

1. Select Sessions

In PearsonAccessnext, click the Testing button and choose Sessions from the drop down.

The screenshot displays the PearsonAccessnext interface. On the left, a dark blue navigation menu contains the following items: 'Setup' (with a gear icon and a dropdown arrow), 'Testing' (with a checkmark icon and a dropdown arrow), 'Student Tests', 'Rejected Student Tests', 'Sessions' (highlighted with a red box), 'Students in Sessions', 'Reports' (with a list icon and a dropdown arrow), and 'Support' (with an information icon and a dropdown arrow). Below the navigation menu is a 'Contact Us' section for Illinois Customer Support, including a phone number, hours of operation, and a 'Chat Now' button. On the right, the 'Helpful Information' section provides links to training modules and lists tasks for Setup, Testing, and Reporting. Two red arrows point to the 'Testing' button (labeled '1st') and the 'Sessions' option (labeled '2nd').

1st

2nd

Helpful Information

cess^{next}. To access training modules on how to use PearsonAccess^{next}, please visit <http://il.mypearson.com>

Hover over specific tasks in the action drop down menus to learn more about their function.

Go to **Setup** tasks to:

- Import or export data files
- Manage student participation, and enrollment (excluding your own)
- Manage students including demographic data and test registrations
- Manage material orders including tracking shipments and placing an additional order
- Manage Proctor Caching and backup file save locations

Go to **Testing** tasks to:

- Manage Test Sessions
- Manage and monitor Student Testing
- Resolve Rejected Student Test Alerts

Go to **Report** tasks to:

- Export dynamic operational reports
- Export static published reports

Additionally, visit the Pearson Portal at <http://il.mypearsonsupport.com/> for useful information, student test readiness, and

- Test Coordinator and Administrator Manuals
- Sample Items, Student Tutorials, and Practice Tests
- Proctor Caching information and Technical User Guides
- Links to additional resources for districts, schools, and students

Illinois Customer Support
1-833-213-3879;
Monday - Friday
6:00 am - 6:00 pm (CT)
[Contact Illinois Support](#)
[Chat Now](#)

Available during hours listed above

2. Create/Edit Session

Click Select Tasks and choose Create/Edit Session from the drop down and then click Start

The screenshot shows the 'Sessions' management interface. The top navigation bar includes a 'Tasks' section with '1 Selected' and a 'Sessions' section with '0 Selected'. A red arrow labeled '1st' points to the 'Select Tasks' dropdown menu. A red arrow labeled '2nd' points to the 'Create / Edit Sessions' option in the dropdown menu. A red arrow labeled '3rd' points to the 'Start' button. The interface also features a search bar, a 'Clear Hide' button, and a table with columns for 'Session', 'Session Status', and 'Scheduled Start Date'. The table currently shows 'No Results' and a message to 'Search or select a filter to view results.'.

Sessions Go to Students in Sessions »

Tasks 1 Selected

Select Tasks

- ☒ Create / Edit Sessions
- ☐ Delete Sessions
- ☐ Add/Remove Students in Sessions
- ☐ Mark Student Tests Complete / Stop Sessions
- ☐ Generate Test Tickets
- ☐ Create Reporting Groups

Show Students in Sessions & Control Sessions

Select one or more

Organization

Select one or more

Test

Select one or more

Form Group Type

Select one or more

Scheduled Start Date Range

Select one

to

Sessions 0 Selected

Start

Search

No Results

<input type="checkbox"/>	Session	Session Status	Scheduled Start Date
Search or select a filter to view results.			

3. Enter Session Details

The Session Name, Test Assigned, Form Group Type, Precaching Computer, Organization, and Scheduled Start Date are recommended session details to populate.

Note: Caching is not needed for the Interim Assessment. The PAN system does require population of the Precaching Computer field. Click on the Custom TestNav Settings and type No Cache for the Computer Name

SESSIONS (0)

Create Session

DETAILS

New Session

Create Reset

Session Name*

SESSION NAME

Organization*

KJ SAMPLE SCHOOL [...]

Test & Form

Test Assigned*

Math, Grade 3, Assessment 1

☐ Proctor Reads Aloud

Form Group Type*

Main

Scheduling

Scheduled Start Date*

Scheduled Start Time

01:00 AM CDT

Lab Location

Use Custom TestNav Settings

Precaching Computer*

Add

A pre-caching computer is required when there is one or more available.

Find by Name or ID

Students

Add students to session

* Required

Create Reset

SESSIONS (1)

Create Session

TEST GRADE

DETAILS

New Session

Session Name*

SESSION NAME

Test & Form

Test Assigned*

Test

☐ Proctor Reads Aloud

Form Group Type*

Add

Use Organization-based TestNav Configuration

Precaching Computer

Computer Name*

No Cache

IP Address

Port

4. Add Students

Add students to test sessions by searching for the student by name or student ID. After adding all students to the session, click the create button. The session is now created.

SESSIONS (0)

Create Session

DETAILS

New Session

CreateReset

Session Name*

SESSION NAME

Organization*

KJ SAMPLE SCHOOL (... x)

Test & Form

Scheduling

Test Assigned*

Math, Grade 3, Assessment 1 x

Scheduled Start Date*

Proctor Reads Aloud

☐

Scheduled Start Time

01:00 AM CDT

Form Group Type*

Main x

Lab Location

Use Custom TestNav Settings

Precaching Computer*

Add

A pre-caching computer is required when there is one or more available.

Find by Name or ID ▾

Students


Add students to session

* Required


CreateReset



Session Management Basic Actions



Prepare a Session



Start a Session/Unlocking a Test/ Print Test Tickets



Resume a Test



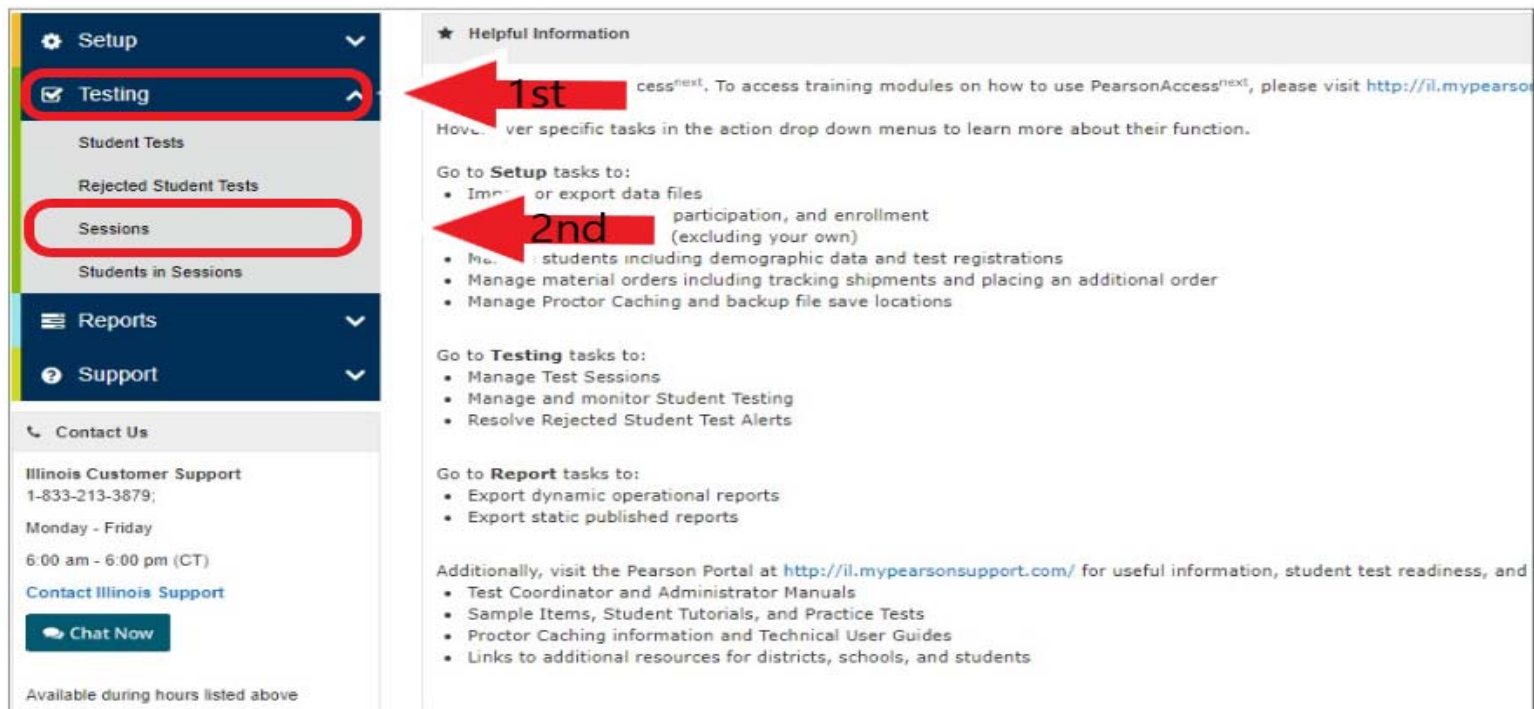
Stop a Session



Prepare a Session

In PearsonAccessnext, click the Testing button and choose Sessions from the drop down.

Note: Scope and Sequence (ITB) needs to be setup before preparing sessions



The screenshot displays the PearsonAccessnext user interface. On the left, a dark blue sidebar contains a menu with the following items: 'Setup' (with a gear icon), 'Testing' (with a checkmark icon and highlighted by a red rectangle), 'Student Tests', 'Rejected Student Tests', 'Sessions' (highlighted by a red rounded rectangle), and 'Students in Sessions'. Below these are 'Reports' and 'Support' (both with dropdown arrows). At the bottom of the sidebar is a 'Contact Us' section for Illinois Customer Support, including a phone number, hours of operation, and a 'Chat Now' button. The main content area on the right is titled 'Helpful Information' and contains several sections: a link to training modules, a list of tasks for 'Setup', 'Testing', and 'Report' categories, and a link to the Pearson Portal for additional resources. Two red arrows point to the 'Testing' menu item and the 'Sessions' option, labeled '1st' and '2nd' respectively.

1st

2nd

Prepare a Session (cont.)

Select your test session(s) from the Session page. (Hint: If sessions are not showing, click the drop-down arrow next to Search then check the box Show all results) .

Sessions Go to Students in Sessions »

Tasks 0 Selected

Select Tasks Start

Sessions 2 Selected Clear

Manage

Find Sessions

Name starts with Search

Filters Clear Hide

Session Status

Select one or more

Organization

Select one or more

Test

Select one or more

Form Group Type

5 Results

<input type="checkbox"/>	Session	Status	Date	Test
<input checked="" type="checkbox"/>	MATH 5 SESSION 1	Ready	2021-08-26	Math, Grade 5, Assessment 1
<input type="checkbox"/>	MATH 8 SESSION 1	Not Prepared	2021-08-26	Math, Grade 8, Assessment 1
<input checked="" type="checkbox"/>	READING 4 SESSION 1	Not Prepared	2021-08-26	Reading, Grade 4, Assessment 1
<input type="checkbox"/>	READING 6 SESSION 1	Not Prepared	2021-08-26	Reading, Grade 6, Assessment 1
<input type="checkbox"/>	READING 7 SESSION 1	Not Prepared	2021-08-26	Reading, Grade 7, Assessment 1

☒ Show all results

This action clears the search and filters

Prepare a Session (cont.)

After selecting your test session(s) click Go to Students in Sessions.

Sessions [Go to Students in Sessions »](#)

Tasks 0 Selected

Select Tasks Start

Find Sessions

Name starts with Search

Filters [Clear](#) [Hide](#)
Session Status
Select one or more
Organization
Select one or more
Test
Select one or more
Form Group Type

5 Results

<input type="checkbox"/>	Session	Session Status	Scheduled Star
<input checked="" type="checkbox"/>	MATH 5 SESSION 1 i	<input checked="" type="radio"/> Ready	2021-08-26
<input type="checkbox"/>	MATH 8 SESSION 1 i	<input type="radio"/> Not Prepared	2021-08-26
<input checked="" type="checkbox"/>	READING 4 SESSION 1 i	<input type="radio"/> Not Prepared	2021-08-26
<input type="checkbox"/>	READING 6 SESSION 1 i	<input type="radio"/> Not Prepared	2021-08-26
<input type="checkbox"/>	READING 7 SESSION 1 i	<input type="radio"/> Not Prepared	2021-08-26

Prepare a Session (cont.)

Select the Session from the Sessions List on the left side of the screen and then click on Prepare Session button.

The screenshot shows the 'Students in Sessions' interface. On the left, the 'Session List' contains 'READING 6 SESSION 2' (highlighted with a red box) and 'TRANSFER - Math Grade 3 Assessment 1'. On the right, the 'READING 6 SESSION 2' details are shown, including a 'Prepare Session' button (highlighted with a red box). At the bottom, a table displays 5 results for the selected session.

State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
6987531494	TWELVE	STUDENT	J	9978532040	READING 6 SESSION 2 (Reading, Grade 6, Assessment 2)	Ready	Main	
7845440825	THIRTEENTH	STUDENT	K	4712615526	READING 6 SESSION 2 (Reading, Grade 6, Assessment 2)	Ready	Main	
7767165042	NINETEENTH	STUDENT	Q	3028507297	READING 6 SESSION 2 (Reading, Grade 6, Assessment 2)	Ready	Main	
7260020280	TWENTY	STUDENT	R	5335244422	READING 6 SESSION 2 (Reading, Grade 6, Assessment 2)	Ready	Main	
8928849069	TWENTYFOUR	STUDENT	Z	7149491788	READING 6 SESSION 2 (Reading, Grade 6, Assessment 2)	Ready	Main	

Prepare a Session (cont.)

The Session is now prepared.

Students in Sessions [Go to Sessions »](#)

Tasks 0 Selected

Select Tasks Start

Students in Sessions 0 Selected [Clear](#)

Manage

Session List [Add a Session](#)

☒ Combined View

☒ **READING 6 SESSION 2** [✕](#)

☐ TRANSFER - Math Grade 3 Assessment 1 [✕](#)

2 Sessions | [Clear](#)

READING 6 SESSION 2

☐ Ignore Schedule [Resources](#) [Details](#) [Edit](#)

Ready

Start Session Refresh

Find Students [In the selected session\(s\) above](#)

Search

Filters [Clear](#) [Hide](#)

Organization

Select one or more

State Student Identifier

Starts with

Local Student Identifier

Starts with

UIN

Starts with

5 Results

Displaying 25 [Manage Columns](#)

Starting a Session

Choose your test session(s) from the Session List. Next click on the Start or Start All (for multiple sessions) button.

Students in Sessions

Go to Sessions »

Tasks 0 Selected

Select Tasks

Start

Students in Sessions 0 Selected

Manage

Clear

Session List

Add a Session

Combined View

READING 6 SESSION 2

TRANSFER - Math Grade 3 Assessment 1

2 Sessions | Clear

READING 6 SESSION 2

Ready

Start Session

Refresh

Find Students

In the selected session(s) above

Search

Filters

Organization

Select one or more

State Student Identifier

Starts with

Local Student Identifier

Starts with

UIN

Starts with

5 Results

Displaying 25

Manage Columns

	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
<input type="checkbox"/>	6987531494	TWELVE	STUDENT	J	9978532040	READING 6 SESSION 2 (Reading, Grade 6, Assessment 2)	Ready	Main	
<input type="checkbox"/>	7845440825	THIRTEENTH	STUDENT	K	4712615526	READING 6 SESSION 2 (Reading, Grade 6, Assessment 2)	Ready	Main	
<input type="checkbox"/>	7767165042	NINETEENTH	STUDENT	Q	3028507297	READING 6 SESSION 2 (Reading, Grade 6, Assessment 2)	Ready	Main	
<input type="checkbox"/>	7260020280	TWENTY	STUDENT	R	5335244422	READING 6 SESSION 2 (Reading, Grade 6, Assessment 2)	Ready	Main	
<input type="checkbox"/>	8928849069	TWENTYFOUR	STUDENT	Z	7149491788	READING 6 SESSION 2 (Reading, Grade 6, Assessment 2)	Ready	Main	

Starting a Session (cont.)

The session(s) will be “In Progress” status.

Students in Sessions

Go to Sessions »

Tasks 0 Selected

Select Tasks

Start

Students in Sessions 0 Selected

Clear

Manage

Session List

Add a Session

Combined View

READING 6 SESSION 2

TRANSFER - Math Grade 3 Assessment 1

2 Sessions | Clear

READING 6 SESSION 2

In Progress

Ignore Schedule

Resources

Details

Edit

Stop Session

Refresh

READING 6 SESSION 2 (5 Student Tests)

Student Test Status Key

Ready

Resumed, Resumed Upload

Active

Exited

Completed, Marked Complete

Find Students

In the selected session(s) above

Search

Filters

Clear Hide

Organization

Select one or more

State Student Identifier

Starts with

Local Student Identifier

Starts with

UIN

Starts with

5 Results

Displaying 25

Manage Columns

	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
<input type="checkbox"/>	6987531494	TWELVE	STUDENT	J	9978532040	READING 6 SESSION 2 (Reading, Grade 6, Assessment 2)	Ready	Main	
<input type="checkbox"/>	7845440825	THIRTEENTH	STUDENT	K	4712615526	READING 6 SESSION 2 (Reading, Grade 6, Assessment 2)	Ready	Main	
<input type="checkbox"/>	7767165042	NINETEENTH	STUDENT	Q	3028507297	READING 6 SESSION 2 (Reading, Grade 6, Assessment 2)	Ready	Main	
<input type="checkbox"/>	7260020280	TWENTY	STUDENT	R	5335244422	READING 6 SESSION 2 (Reading, Grade 6, Assessment 2)	Ready	Main	
<input type="checkbox"/>	8928849069	TWENTYFOUR	STUDENT	Z	7149491788	READING 6 SESSION 2 (Reading, Grade 6, Assessment 2)	Ready	Main	

Unlocking a Test

To unlock the Student Test, drag the Lock to Unlock slider, or you can unlock each test by student. Next to the student's name, click the drop down of the Student test in Ready status and select the Unlock option.

The screenshot shows the 'Students in Sessions' interface. At the top, there's a header with 'Students in Sessions' and a 'Go to Sessions' link. Below this, there are two main sections: 'Tasks' and 'Students in Sessions'. The 'Students in Sessions' section has a 'Manage' dropdown. On the left, there's a 'Session List' with 'READING 6 SESSION 2' selected. The main area shows 'READING 6 SESSION 2' with a progress bar and a lock icon. A red box highlights the lock icon. Below this, there's a 'Find Students' search bar. At the bottom, there's a table of students with columns: State Student Identifier, Last Name, First Name, Middle Name, Username, Session, Student Test Status, Form Group Type, and Form. A red box highlights the 'Ready' status dropdown and the 'Unlock' option. The table shows 5 results for 'READING 6 SESSION 2 (Reading, Grade 6, Assessment 2)'.

State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
6987531494	TWELVE	STUDENT	J	9978532040	READING 6 SESSION 2 (Reading, Grade 6, Assessment 2)	Ready	Main	
7845440825	THIRTEENTH	STUDENT	K	4712615526	READING 6 SESSION 2 (Reading, Grade 6, Assessment 2)	Ready	Main	
7767165042	NINETEENTH	STUDENT	Q	3028507297	READING 6 SESSION 2 (Reading, Grade 6, Assessment 2)	Ready	Main	
7260020280	TWENTY	STUDENT	R	5335244422	READING 6 SESSION 2 (Reading, Grade 6, Assessment 2)	Ready	Main	
8928849069	TWENTYFOUR	STUDENT	Z	7149491788	READING 6 SESSION 2 (Reading, Grade 6, Assessment 2)	Ready	Main	

Print Test Tickets

To Print Test Tickets, click on Resources, and you have two options:

- Print all for this session
- Print Selected for this session

The Ticket will have the username and password for the student to login to TestNav.

Students in Sessions Go to Sessions »

Tasks 0 Selected Select Tasks Start

Students in Sessions 0 Selected Clear Manage

Session List Add a Session

- Combined View
- READING 6 SESSION 2
- TRANSFER - Math Grade 3 Assessment 1

2 Sessions | Clear

READING 6 SESSION 2 In Progress Ignore Schedule

READING 6 SESSION 2 (5 Student Tests)

Resources Details Edit

- Scheduled Sessions
- Session Student Roster
- STUDENT TESTING TICKETS
 - Print all for this session
 - Print selected for this session

Find Students In the selected session(s) above Search

Filters Organization Select one or more

State Student Identifier Starts with

Local Student Identifier Starts with

UIN Starts with







5 Results Displaying 25 Manage Columns

	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
<input type="checkbox"/>	6987531494	TWELVE	STUDENT	J	9978532040	READING 6 SESSION 2 (Reading, Grade 6, Assessment 2)	Ready	Main	
<input type="checkbox"/>	7845440625	THIRTEENTH	STUDENT	K	4712615526	READING 6 SESSION 2 (Reading, Grade 6, Assessment 2)	Ready	Main	
<input type="checkbox"/>	7767165042	NINETEENTH	STUDENT	Q	3028507297	READING 6 SESSION 2 (Reading, Grade 6, Assessment 2)	Ready	Main	
<input type="checkbox"/>	7260020280	TWENTY	STUDENT	R	5335244422	READING 6 SESSION 2 (Reading, Grade 6, Assessment 2)	Ready	Main	
<input type="checkbox"/>	8928849069	TWENTYFOUR	STUDENT	Z	7149491788	READING 6 SESSION 2 (Reading, Grade 6, Assessment 2)	Ready	Main	

Resuming Students





Student tests will not need to be resumed on a regular basis. Students will only appear in an exited status and need to be resumed if they accidentally logged out of TestNav or needed to be logged out due to an emergency (e.g., illness).

To resume the student, click the Student Test Status drop-down, then under the Exited test select Resume.

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
<input type="checkbox"/>	4512226130 	FIVE	STUDENT	C	5680588655	 MATH 5 SESSION 1 (Math, Grade 5, Assessment 1)	Exited 	Man
<input type="checkbox"/>	2573921652 	SEVENTEENTH	STUDENT	O	4639071188	 MATH 5 SESSION 1 (Math, Grade 5, Assessment 1)	Resume	an
							Lock 	

Resuming Students (cont.)

The student is now in a Resumed status and can log into TestNav and resume testing.

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
<input type="checkbox"/>	4512226130 	FIVE	STUDENT	C	5680588655	 MATH 5 SESSION 1 (Math, Grade 5, Assessment 1)	Resumed ▼	Main	MAT051 (MAT051)
<input type="checkbox"/>	2573921652 	SEVENTEENTH	STUDENT	O	4639071188	 MATH 5 SESSION 1 (Math, Grade 5, Assessment 1)	Ready ▼	Main	MAT051 (MAT051)

Stop Session

Note: Although stopping sessions is required for IAR, it is not required for the Interim Assessments. However, it may be a good tool for managing test sessions.

You can click on Stop Session once all students have completed testing and are in Completed Status.

Note: A student test cannot be Marked Complete for Interim testing.

The screenshot displays the 'Students in Sessions' interface. At the top, there's a blue header with the title 'Students in Sessions' and a 'Go to Sessions' link. Below the header, there are two main sections. The left section, titled 'Session List', shows a list of sessions: 'READING 6 SESSION 2' (selected) and 'TRANSFER - Math Grade 3 Assessment 1'. The right section, titled 'READING 6 SESSION 2', shows the session details, including a progress bar and a 'Stop Session' button highlighted with a red box. A 'Student Test Status Key' is also visible on the right side of the session details panel.

Students in Sessions Go to Sessions »

Tasks 0 Selected

Select Tasks Start

Students in Sessions 0 Selected Clear

Manage

Session List Add a Session

- Combined View
- READING 6 SESSION 2
- TRANSFER - Math Grade 3 Assessment 1

2 Sessions | Clear

READING 6 SESSION 2

In Progress

Ignore Schedule Resources Details Edit

Stop Session Refresh

READING 6 SESSION 2 (5 Student Tests)

Student Test Status Key

- Ready
- Resumed, Resumed Upload
- Active
- Exited
- Completed, Marked Complete

