

# Learning Renewal Interim Assessment

Student Registration  
and Class setup using  
the Import Funtionality





## Steps to Add or Update Student Accommodations, sessions, and classes via the Student Registration Import

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 to PearsonAccessnext

# PearsonAccess<sup>next</sup>

## Student Registration/Accommodations – Import

Student records can be imported using the SR/PNP layout and templates found on the [il.mypearsonsupport.com](http://il.mypearsonsupport.com) Customer Support site on the Learning Renewal 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](#)

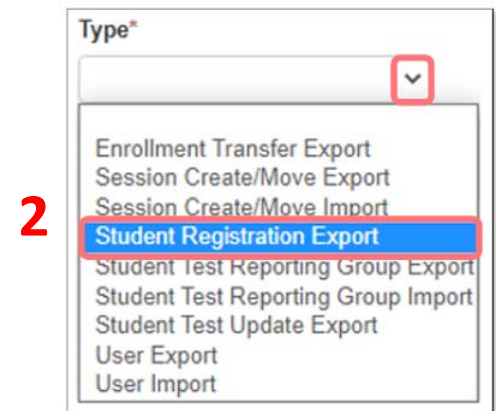
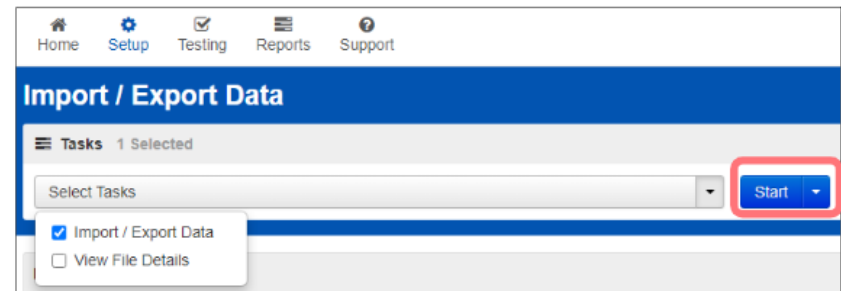
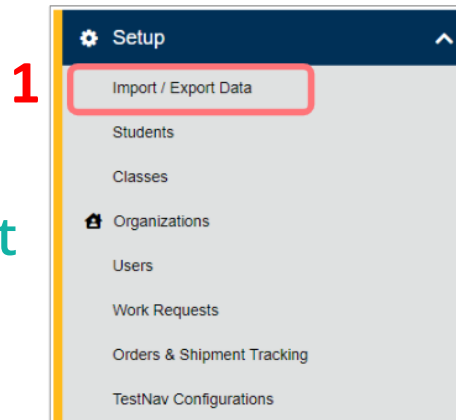


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## Student Registration Export

An initial Student Registration is pulled from the Student Information System (SIS) and loaded into PearsonAccess<sup>next</sup>. Districts should not assign accommodations until the initial student import is completed.

1. Export the SR/PNP file:  
Select the Setup drop-down menu, then select Import/Export Data. From the Select Tasks bar, select Import/Export Data, then Start.
2. Select Student Registration Export.



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## Student Registration Export

3. Select CSV **File Layout Type**.  
Test Status Filter will auto-populate *assign* and *testing*.
4. Select **Grade Level When Assessed**.
5. Select **Subject**.
6. Select **Process** to export the file.  
A Pending status message will display.  
Click the **Refresh Icon** next to Details to complete the download
7. Select **Download File**.

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 Reset

DETAILS 

**Pending**  
File has been queued for processing

[Download File](#) 



PearsonAccess<sup>next</sup>

## Missing Students

- If a student or students are missing in PAN, confirm the student is enrolled in SIS at your organization.
- Use the on-demand button in SIS to push the student or students to PAN. Please note that this functionality is expected to be available beginning 10/1/2022.

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## .csv File

	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																						

1. Download Export File
2. Open file on Computer
3. Add/Update Student Accommodations
4. Save as a .csv File

# PearsonAccess<sup>next</sup>

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Valid Value = IL	Testing District RCDS Code from SIS	Testing School RCDS Code from SIS	Home District RCDS Code from SIS not required if same as testing	Home School RCDS 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	111111111111111	11111111110000	111111111111111	999999999			Example	StudentA	M	2003-05-30	F		03

	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



Columns (AS-AX) can be populated to create sessions by using the import. (the Class name in column AT can be used to manually add students to sessions by groups.)



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

	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	01 = Braille Writer 02 = 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						01				

	BV	CB	CC	CE	CF	CG
1	C = uses calculator on non-calculator section T - uses mathematics tools on non-calculator section B = Uses both calculator and tools on non-calculator section 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	01=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

1. Download Export File
2. Open file on Computer
3. Add/Update Student Accommodations and class session details
4. Save as a .csv File



PearsonAccess<sup>next</sup>

## Student Registration / Accommodations - Import

### **Verify these steps have been completed:**

1. Use the 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, must be included on the SR/PNP import.
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.
6. Use the operational report to confirm the SR/PNP information.
7. Only upload session information once.

# PearsonAccess<sup>next</sup>

## Student Registration/Accommodations – Import

1. File Layout Type can be fixed or csv.
2. Sessions will be auto created, if the session field is completed. If you do not want sessions to be created, check the “Don’t auto-create” box.
3. Importing will modify students, registrations and tests. Click on the “Don’t modify student tests” box if you don’t want to modify a students’ test.
4. Select Choose File.
5. Select Process.

Tasks for Importing and Exporting

Import / Export Data

Type\*  
Student Registration Import

File Layout Type  
CSV

Don't auto-create Test Sessions for online testing  
Note: If this test administration is set to auto-create test sessions but you do not want test sessions created from this import, check the box above.

Don't modify student tests  
Note: This import modifies students, student registrations and student tests. If you don't want student tests modified, check the box above.

Source File  
Choose File No file chosen

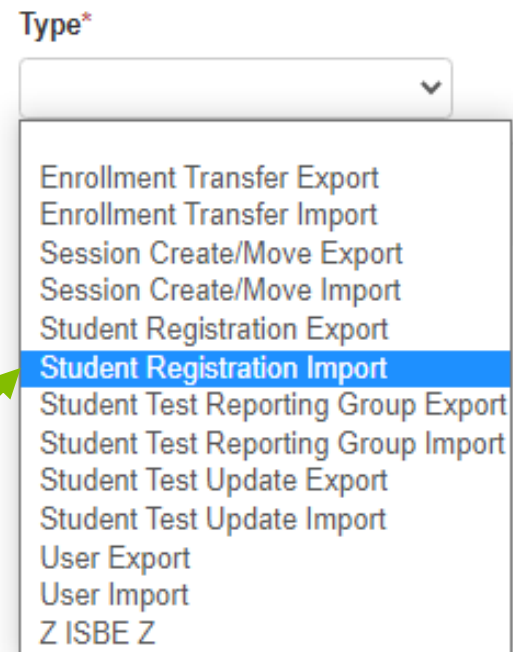
Additional e-mails  
Enter a valid e-mail address

Process Reset

# PearsonAccess<sup>next</sup>

## Student Registration

1. Complete the information in the layout or add accommodations to SR/PNP export.
2. Save file as a .csv file.
3. Under the Setup drop down menu, select Import/Export Data. Then, from the Select Tasks bar, select Import/Export Data, then Start.
4. In the Type drop down, select Student Registration Import.



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## Student Registration / Accommodations – Import

- Check the import view detail page to confirm there were no records in error.
- The import detail screen will indicate the number of records that imported successfully as well as any records in error.

The screenshot displays the 'Errors' section on the left and the 'DETAILS' section on the right. The 'Errors' section contains two yellow buttons: 'Download Records in Error' and 'Download Error Messages'. Below these is a summary box showing '3 Results' and a table with three rows of error messages. The 'DETAILS' section features a pink banner 'Complete with issues' and a 'File Information' table. A green arrow points from the 'Download Records in Error' button to the 'Error Records' row in the 'File Information' table.

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

File Information	
Type	Student Registration Import
Name	test srmpn.csv
Request Date	2020-01-08 04:12 AM
Total Records	3
Successful Records	0
Error Records	3

# Braille-Specific Instructions

- Order Braille Kit
- Additional order window: October 3 – November 15
- 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 has the scope and sequence document
- Student answers **MUST** be transcribed into TestNav

