

# Learning Renewal Interim Assessment

## Managing Test Sessions



# Session Details

Test sessions can be entered manually, however; using an import/export data file is the most efficient way to put students in test sessions and classes. The module titled, *Student Registration and Class Setup using the Import/Export Functionality* has specific directions for how to use the import function. The next few slides will provide guidance on manually creating test sessions.

**NOTE:** If you have already imported test sessions using the import functionality, you can skip to slide/page 8 titled *Session Management Basic Actions*.

# Four Process Steps for Creating Test Sessions

**1**

Select Sessions

**2**

Create / Edit Sessions

**3**

Enter Session Details

**4**

Add Students

# Select Sessions

In PearsonAccess<sup>next</sup>, Sessions can be accessed from the left navigation menu.

1. Select the **Testing** down arrow in the left menu to expand the dropdown options and choose **Sessions**.

The screenshot shows the PearsonAccess<sup>next</sup> interface. On the left is a dark blue navigation menu with the following items: Setup (gear icon, dropdown arrow), Testing (checkbox icon, dropdown arrow), Student Tests, Rejected Student Tests, Sessions, and Students in Sessions. The 'Testing' menu item is highlighted with a teal circle labeled '1st', and the 'Sessions' option is highlighted with a teal circle labeled '2nd'. Below the navigation menu is a 'Contact Us' section with the following text: 'Illinois Customer Support', '1-833-213-3879;', 'Monday - Friday', '6:00 am - 6:00 pm (CT)', and a link 'Contact Illinois Support'. A 'Chat Now' button is at the bottom of the contact section. On the right side of the interface is a 'Helpful Information' section with a star icon. It contains a welcome message, instructions on how to use the system, and lists of tasks for Setup, Testing, and Report sections. The Setup tasks include: Import or export data files, Manage organizations and participation, Manage user accounts (excluding your own), Manage students including demographic data and test registrations, and Manage material orders including tracking shipments and placing an order. The Testing tasks include: Manage Test Sessions, Manage and monitor Student Testing, and Resolve Rejected Student Test Alerts. The Report tasks include: Export dynamic operational reports and Export static published reports. At the bottom of the helpful information section, it says 'Additionally, visit the Pearson Portal at <http://il.mypearsonsupport.com/> for' followed by a list of resources: Test Coordinator and Administrator Manuals, Practice Tests, Technical User Guides, and Links to additional resources for districts, schools, and students.

# Create/Edit Sessions

- From the **Select Tasks** dropdown, choose **Create/Edit Sessions** then select the **Start** button.

The screenshot shows the 'Sessions' management interface. At the top, there is a blue header with the title 'Sessions' and a link 'Go to Students in Sessions »'. Below the header, a 'Tasks' section is visible with '1 Selected' and a 'Select Tasks' dropdown menu. A green circle labeled '1st' points to the dropdown. The dropdown menu is open, showing a list of tasks: 'Create / Edit Sessions' (checked), 'Delete Sessions', 'Add/Remove Students in Sessions', 'Mark Student Tests Complete / Stop Sessions', 'Generate Test Tickets', and 'Create Reporting Groups'. A green circle labeled '2nd' points to the 'Create / Edit Sessions' option. Below the dropdown, there is a 'Start' button with a dropdown arrow, highlighted by a green circle labeled '3rd'. The main content area includes a search bar with a 'Search' button, a 'No Results' message, and a table with columns 'Session', 'Session Status', and 'Scheduled'. The table is currently empty, with a message 'Search or select a filter to view results.' below the header.

# Enter Session Details

- Complete the **Session Name**, **Test Assigned**, **Form Group Type**, **Precaching Computer**, **Organization**, and **Scheduled Start Date** fields.

**NOTE:** Caching is not needed for the Interim Assessment. The **Precaching Computer** field is required in the PearsonAccess<sup>next</sup> system. Select the **Use Custom TestNav Settings** button and enter "No Cache" in the **Computer Name** field.

**NOTE:** Required fields are indicated with a red asterisk.

SESSIONS (0)

DETAILS

Create Session

New Session

Session Name\*

Organization\*

Test & Form

Scheduling

Test Assigned\*

Scheduled Start Date\*

Scheduled Start Time

Form Group Type\*

Lab Location

Use Custom TestNav Settings

Precaching Computer\*

Find by Name or ID

Students

SESSIONS (1)

DETAILS

Create Session

TEST GRADE

New Session

Session Name\*

Test & Form

Test Assigned\*

Form Group Type\*

Use Organization-based TestNav Configuration

Precaching Computer

Computer Name\*

IP Address

# Add Students

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

SESSIONS (0)

DETAILS

New Session Create Reset

Session Name\*  
SESSION NAME

Organization\*  
KJ SAMPLE SCHOOL (... x)

Test & Form

Test Assigned\*  
Math, Grade 3, Assessment 1 x

Proctor Reads Aloud

Form Group Type\*  
Main x

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

# Session Management Basic Actions

1

Prepare a Session

2

Start a Session/Unlock a Test/Print Test Tickets

3

Resume a Test

4

Stop a Session

# Prepare a Session

In PearsonAccess<sup>next</sup>, sessions can be accessed from the left navigation menu.

Select the **Testing** down arrow in the left menu to expand the dropdown options and choose **Sessions**.

**NOTE:** Scope and Sequence (Intelligent Test Blueprint or ITB) must be setup before preparing sessions.

The screenshot displays the PearsonAccess<sup>next</sup> interface. On the left, a navigation menu is shown with the following items: Setup (gear icon), Testing (checkbox icon, highlighted with a teal circle labeled '1st'), Student Tests, Rejected Student Tests, Sessions (highlighted with a teal circle labeled '2nd'), and Students in Sessions. Below these are Reports (list icon) and Support (info icon). At the bottom of the menu is a 'Contact Us' section with contact information for Illinois Customer Support (1-833-213-3879, Monday-Friday 6:00 am - 6:00 pm CT) and a 'Chat Now' button. On the right side of the interface, there is a 'Helpful Information' section. It contains a welcome message, instructions on how to use the system, and lists of tasks for Setup, Testing, and Reporting. The Testing tasks list includes: Manage Test Sessions, Manage and monitor Student Testing, and Resolve Rejected Student Test Alerts.

★ Helpful Information

Welcome to PearsonAccess<sup>next</sup>. To access training modules on how to use PearsonAccess<sup>next</sup>, click on the Training icon in the top right corner of the page.

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

Go to **Setup** tasks to:

- Import or export data files
- Manage organizations and participation
- Manage user accounts (excluding your own)
- Manage students including demographic data and test registrations
- Manage material orders including tracking shipments and placing an order

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:

- Test Coordinator and Administrator Manuals
- Practice Tests
- Technical User Guides
- Links to additional resources for districts, schools, and students

# Prepare a Session (cont.)

From the Sessions page, select the boxes for the test session(s) in the Session section.

Home Dashboard Setup Testing Reports Test Config Tools Support

## Sessions

Go to Students in Sessions »

Tasks 0 Selected

Select Tasks Start

Sessions 2 Selected Clear

Manage

### Find Sessions

Name starts with Search

5 Results

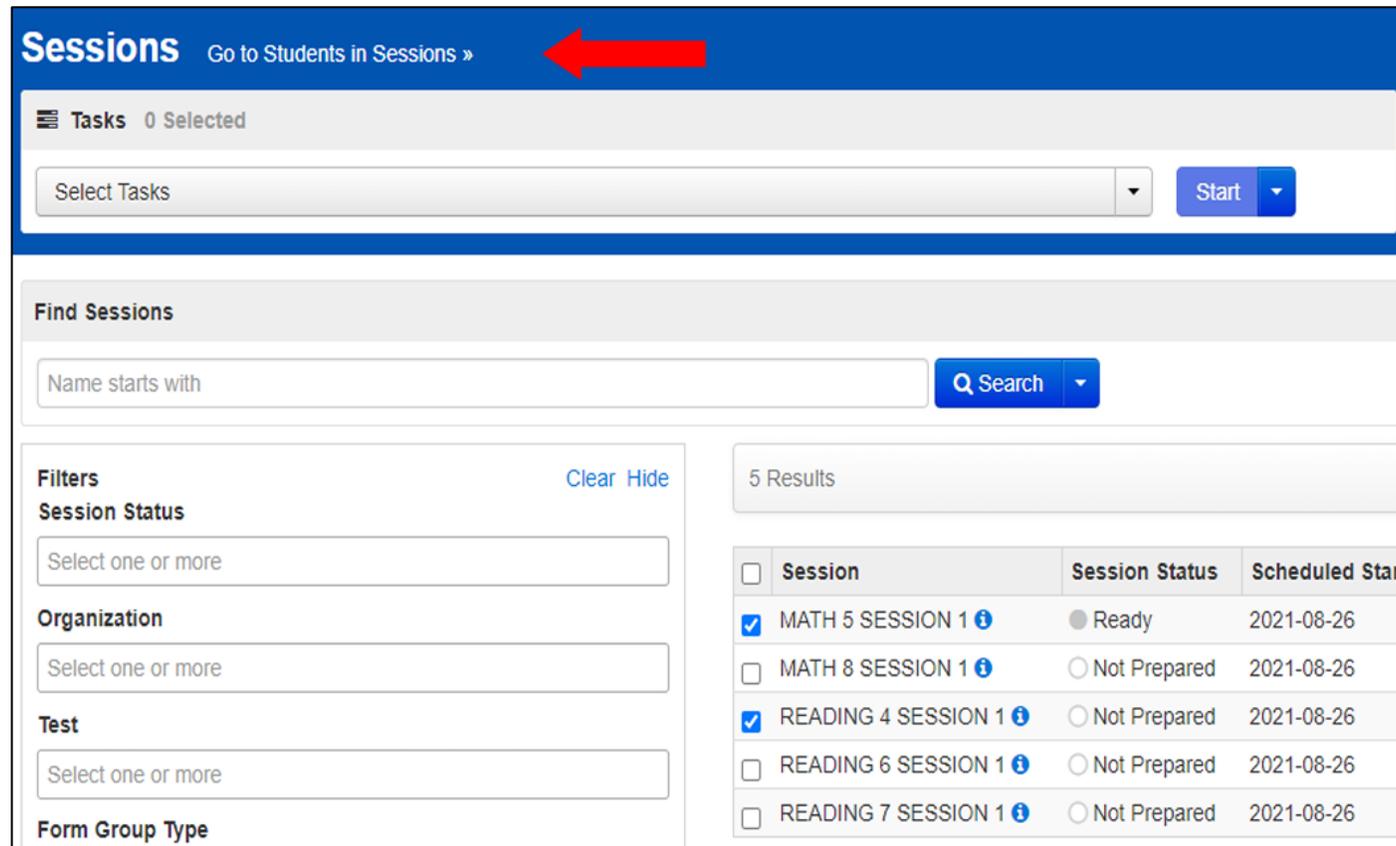
Show all results  
This action clears the search and filters

Session	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

**HINT:** If sessions are not showing, select the **Search** dropdown and select the **Show all results** box.

# Prepare a Session (cont.)

After selecting your test session(s), select **Go to Students in Sessions** in the top banner.



The screenshot displays the 'Sessions' management interface. At the top, a blue banner contains the title 'Sessions' and a link 'Go to Students in Sessions »' which is highlighted by a red arrow. Below the banner, there is a 'Tasks' section with a '0 Selected' indicator, a 'Select Tasks' dropdown menu, and a 'Start' button. The main area is titled 'Find Sessions' and includes a search input field labeled 'Name starts with' and a 'Search' button. On the left, there are filter sections for 'Session Status', 'Organization', 'Test', and 'Form Group Type', each with a 'Select one or more' dropdown and a 'Clear Hide' link. On the right, a table shows 5 results with columns for 'Session', 'Session Status', and 'Scheduled Star'.

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

# Prepare a Session (cont.)

Select the box next to the appropriate session in the Session List on the left side of the screen then select the **Prepare Session** button.

The screenshot displays the 'Students in Sessions' interface. At the top, there are navigation tabs for 'Tasks' and 'Students in Sessions'. The 'Students in Sessions' tab is active, showing a 'Manage' dropdown and a 'Start' button. Below this, the 'Session List' on the left contains two items: 'READING 6 SESSION 2' (highlighted with a red box) and 'TRANSFER - Math Grade 3 Assessment 1'. The 'READING 6 SESSION 2' session details on the right show 'Not Prepared' and a 'Prepare Session' button (also highlighted with a red box). Below the session list is a search bar and a table of students. The table has 5 results and columns for State Student Identifier, Last Name, First Name, Middle Name, Username, Session, Student Test Status, Form Group Type, and Form.

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 and displays as "Ready" under the test name.

The screenshot displays the 'Students in Sessions' interface. At the top, there are navigation tabs for 'Tasks' and 'Students in Sessions'. The 'Students in Sessions' tab is active, showing a 'Manage' dropdown menu. Below this, the 'Session List' on the left includes 'READING 6 SESSION 2' and 'TRANSFER - Math Grade 3 Assessment 1'. The 'READING 6 SESSION 2' session is highlighted, and its status is shown as 'Ready' in a red-bordered box. To the right of the session name, there are options to 'Ignore Schedule', 'Resources', 'Details', and 'Edit', along with 'Start Session' and 'Refresh' buttons. Below the session list, there is a 'Find Students' search bar and a table of results. The table has 5 results, all with a 'Ready' status.

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	

# Start a Session

Select the box next to the appropriate session(s) in the Session List on the left side of the screen. Select the **Start Session** or **Start All** (for multiple sessions) button.

The screenshot displays the 'Students in Sessions' interface. At the top, there are navigation links for 'Tasks' and 'Students in Sessions'. Below this, a 'Session List' on the left contains three items: 'Combined View', 'READING 6 SESSION 2' (selected with a green dot), and 'TRANSFER - Math Grade 3 Assessment 1'. A red box highlights this list. To the right, the 'READING 6 SESSION 2' details are shown, including a 'Start Session' button (highlighted with a red box) and a 'Refresh' button. Below the session list is a search bar for students. At the bottom, a table shows 5 results for students in the selected session. The table columns are: State Student Identifier, Last Name, First Name, Middle Name, Username, Session, Student Test Status, Form Group Type, and Form.

<input type="checkbox"/>	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	

# Start a Session (cont.)

The session(s) will display as “In Progress” under the test name.

The screenshot displays the 'Students in Sessions' interface. At the top, there is a blue header with the title 'Students in Sessions' and a link 'Go to Sessions >'. Below the header, there are two main sections: 'Tasks' and 'Students in Sessions'. The 'Tasks' section shows '0 Selected' and a 'Start' button. The 'Students in Sessions' section shows '0 Selected' and a 'Manage' button. In the center, there is a 'Session List' on the left and a detailed view of 'READING 6 SESSION 2' on the right. The 'Session List' includes 'READING 6 SESSION 2' and 'TRANSFER - Math Grade 3 Assessment 1'. The detailed view of 'READING 6 SESSION 2' shows it is 'In Progress' (highlighted with a red box) and contains '5 Student Tests'. Below the session list, there is a 'Find Students' section with a search bar and a 'Search' button. At the bottom, there are 'Filters' and a table of results. The table has columns for 'State Student Identifier', 'Last Name', 'First Name', 'Middle Name', 'Username', and 'Session'. One result is visible: a student with ID 6987531494, last name TWELVE, first name STUDENT, middle name J, username 9978532040, and session READING 6 SESSION 2.

**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

READING 6 SESSION 2 (5 Student Tests)

Find Students In the selected session(s) above

Search

Filters Clear Hide

Organization

Select one or more

State Student Identifier

5 Results

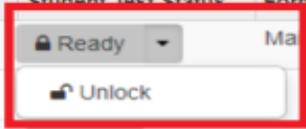
<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session
<input type="checkbox"/>	6987531494	TWELVE	STUDENT	J	9978532040	READING 6 SESSION 2

# Unlock a Test

To unlock the Student Test, move the toggle button from the locked to unlocked position, or you can unlock each test by student.



Under the **Student Test Status**, select the **Ready** dropdown for the student row and choose **Unlock**.



READING 6 SESSION 2  
In Progress

READING 6 SESSION 2 (5 Student Tests)

Ignore Schedule Resources Details Edit  
Stop Session Refresh

Student Test Status Key

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

5 Results

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

**Note:** To print Test Ticket(s), the user role of School Test Coordinator is required.

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	

To print Test Ticket(s), select the **Resources** dropdown. You have two options:

- **Print all for this session**
- **Print selected for this session**

Ticket(s) will have the username and password for the student to login to TestNav.

# Resume Students

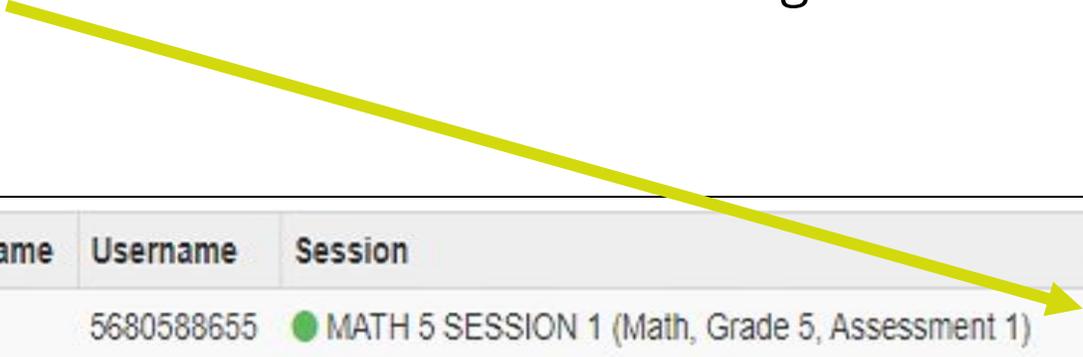
Student tests will not need to be resumed on a regular basis. Students will only need to be resumed from an “Exited” Student Test Status if they accidentally logged out of TestNav or logged out due to an emergency (e.g., illness).

<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	n
							🔒 Lock	

To resume the student, select the **Student Test Status** dropdown, then from the **Exited** Student Test Status dropdown select **Resume**.

# Resume Students (cont.)

The student is now in a “Resumed” Student Test Status and can log into TestNav to resume testing.



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

# Stop Session

You can select the **Stop Session** button once all students have completed testing and are in “Completed” status.

**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.

The screenshot displays the 'Students in Sessions' interface. At the top, there are two panels: 'Tasks' (0 Selected) with a 'Start' button, and 'Students in Sessions' (0 Selected) with a 'Clear' button. Below these is a 'Session List' on the left with 'Add a Session' button, showing 'READING 6 SESSION 2' and 'TRANSFER - Math Grade 3 Assessment 1'. The main area shows 'READING 6 SESSION 2' in progress, with a 'Stop Session' button highlighted in a red box. A 'Student Test Status Key' on the right lists: Ready (grey), Resumed, Resumed Upload (orange), Active (green), Exited (red), and Completed, Marked Complete (blue).

**NOTE:** A student test cannot be “Marked Complete” for Interim testing.

