

Learning Renewal Interim Assessment

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



PearsonAccess^{next} (PAN) – SIS to PAN Student Import

Beginning 2022-2023 Student Registration is conducted using an automation from the Student Information System (SIS) to PAN.

- Log into SIS and navigate to Assessment > Pre-ID > IAR
- Select the *Transmit Pre-ID data to vendor* link.
- Select one of the four buttons to transmit roster for the specific Interim Assessment to administer.
 - Interim – Fall
 - Interim – Winter
 - Interim – Spring
 - Interim - Writing

Illinois State Board of Education

Helpful Resources | Contact Technical Support

SIS

IBM SIS Test User 4

Home

Student

Assessment

Pre-ID

ACCESS

DLM-AA

IAR

KIDS

SAT/PSAT

Correction

Assessment Year: 2023

IAR Search Criteria

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

Search

SIS

IBM SIS Test User 4

Home

Student

Assessment

Pre-ID

ACCESS

DLM-AA

IAR

KIDS

SAT/PSAT

Correction

Unassigned

Back To IAR Search Criteria

Population to: PearsonAccess^{next}

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.

Review Roster

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

IAR Summative

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

Interim - Fall | Interim - Winter | Interim - Spring | Interim - Writing

History of Data Transmission

PearsonAccess^{next}

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

1. Export the Student Registration file from PearsonAccess^{next}.
2. Add or update Student Accommodations, Class Name, and Session Name on the Student Registration Export file.

NOTE: Class Name is necessary for teachers to view their classes in reporting.

3. Import to PearsonAccess^{next}.

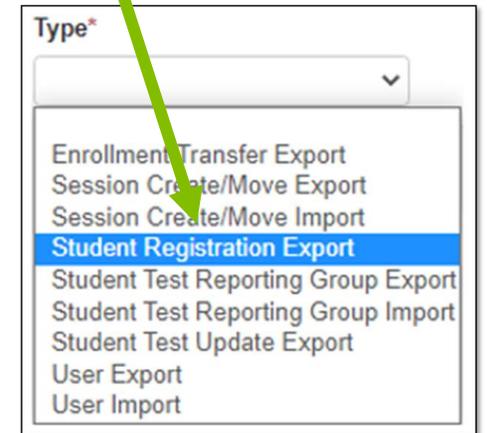
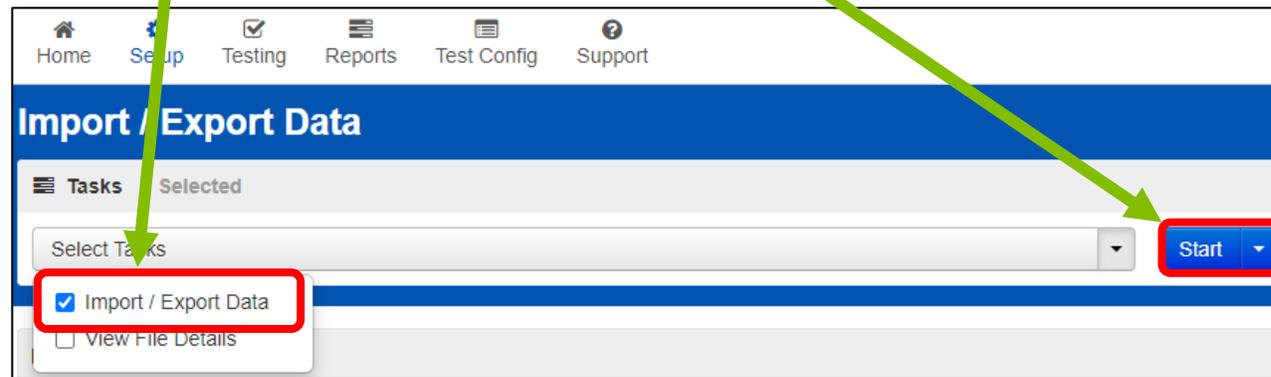
PearsonAccess^{next}

Student Registration Export

An initial Student Registration is pulled from the Student Information System (SIS) and loaded into PearsonAccess^{next}. Districts will need to assign accommodations by following the Export/Import directions or manually updating in PAN.

Export the Student Registration/Personal Needs Profile (SR/PNP) file:

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



Student Registration/Accommodations – Export/Import

Student records can be updated using the Student Registration/Personal Needs Profile (SR/PNP) layout and templates found on the 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^{next}. 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^{next}

Student Registration Export

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

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

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

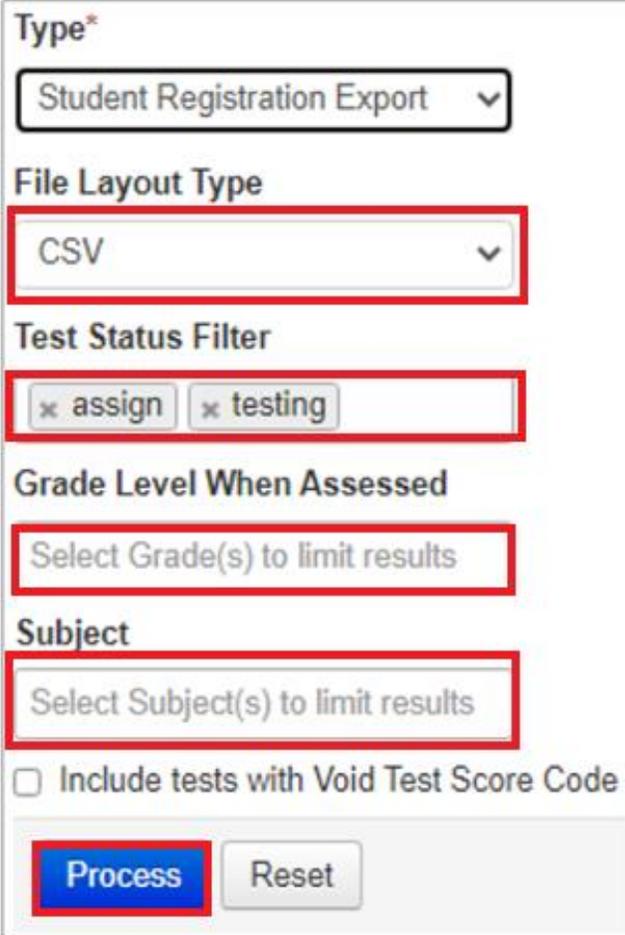
5. Select the **Subject**.

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

A "Pending" status message will display.

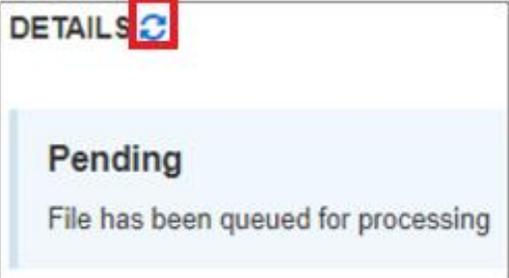
Select the refresh icon () next to **Details** to complete the download.

7. 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^{next}

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

	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.)

[Learning Renewal Interim Resources](#)

PearsonAccess^{next}

Interim SR_PNP Detailed Layout - (Accommodation Information)

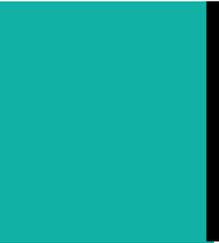
Row 3 provides an example of populating student specific accommodations on the SR/PNP file.

	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 tools 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

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.



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Student Registration / Accommodations - Import

Verify these steps have been completed:

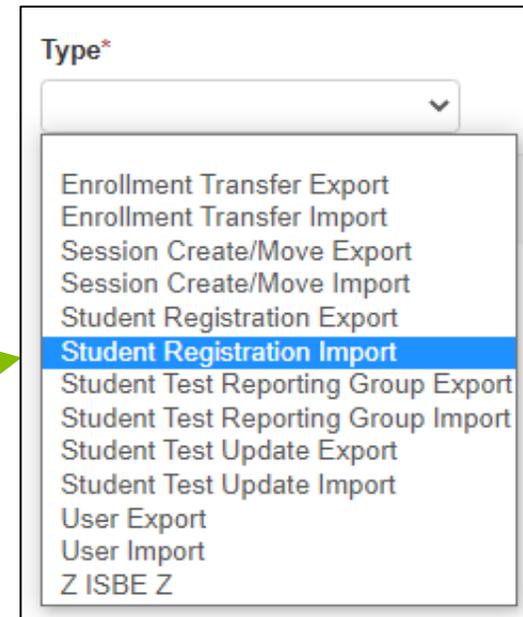
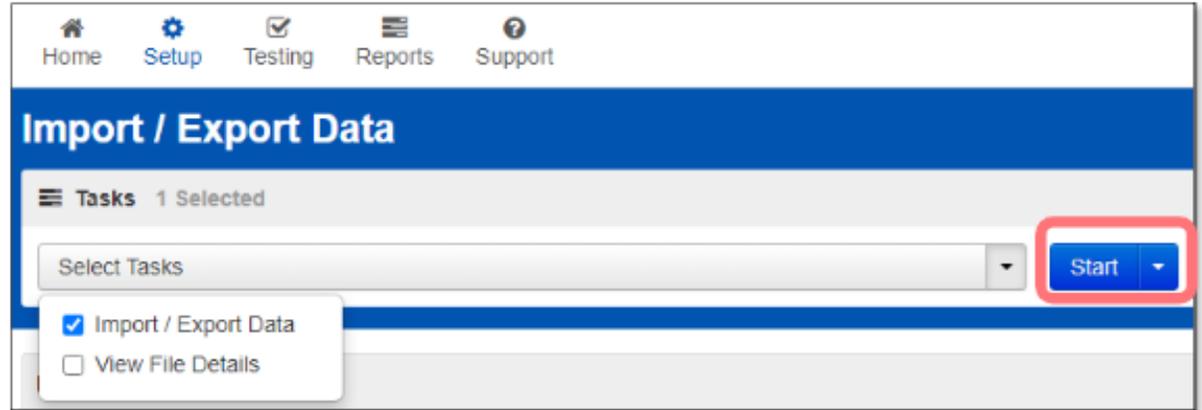
1. Use the Student Registration/Personal Needs Profile (SR/PNP) export.
2. All records from the export do not need to be reimported. You can import only students with accommodations or classes to add or update.
3. All core student demographic information, including the State Student ID as listed in PearsonAccess^{next}, 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.
6. Use the operational report to confirm SR/PNP information.
7. Only upload session information once.

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Student Registration

To register students:

1. Complete the information in the layout or add accommodations 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**.



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Student Registration/Accommodations – Import

To import a file:

1. The **File Layout Type** can be fixed or CSV.

Sessions will be auto created, if the CSV file Session field is completed.

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 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 a web interface titled "Tasks for Importing and Exporting" with a sub-tab "Import / Export Data". The form includes the following elements:

- Type***: A dropdown menu set to "Student Registration Import".
- File Layout Type**: A dropdown menu set to "CSV".
- Don't auto-create Test Sessions for online testing**: A checkbox highlighted with a red box. Below it is a yellow note: "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**: A checkbox highlighted with a red box. Below it is a yellow note: "Note: This import modifies students, student registrations and student tests. If you don't want student tests modified, check the box above."
- Source File**: A "Choose File" button highlighted with a red box, followed by the text "No file chosen".
- Additional e-mails**: A text input field with the placeholder "Enter a valid e-mail address".
- Process**: A blue button highlighted with a red box, followed by a "Reset" button.

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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

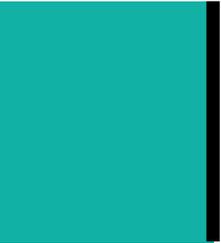
Type	Student Registration Import	Organization	KJ SAMPLE SCHOOL DEMO (ZZZ100000000000-ZZZ1000000001001)
Name	test smpn.csv	User	kathy.johnson@pearson.com
Request Date	2020-01-08 04:12 AM		
Total Records	3	Download File ⓘ	
Successful Records	0	Download Students Created ⓘ	
Error Records	3		

Braille-Specific Instructions

- Order Braille Kits.
- 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.

