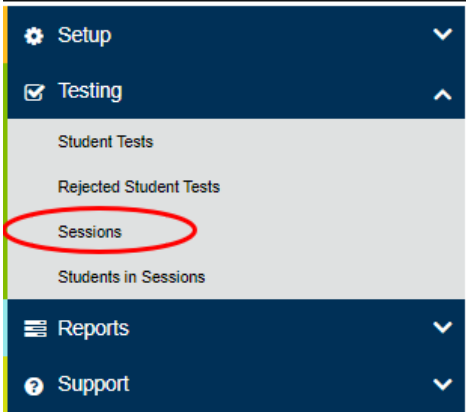
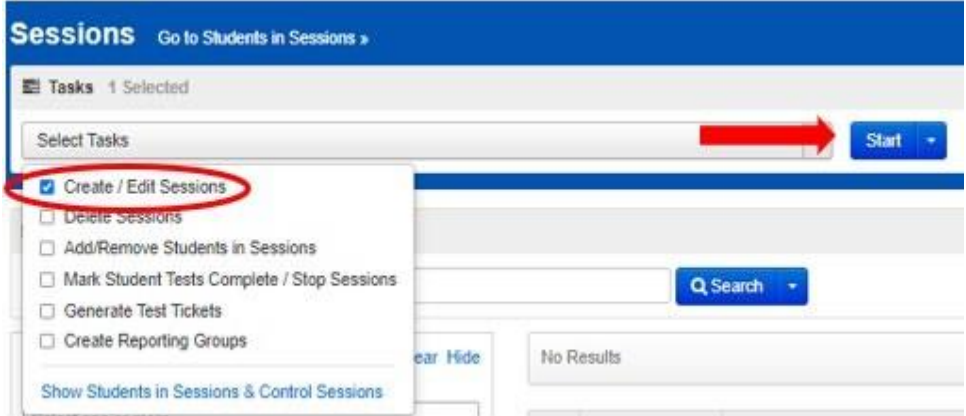


The purpose of this document is to provide information on how to create, edit and update sessions in PearsonAccess^{next}. Online students must be placed in a session to log into TestNav.

Create Sessions via the User Interface

Sessions can be created manually using the User Interface within PearsonAccess^{next}.

Step	Directions
<p>In PearsonAccess^{next}, click the Testing button and choose Sessions from the drop down.</p>	
<p>On the Session screen, go to Select Tasks drop-down and choose "Create/Edit Sessions" and select Start.</p>	

Complete the required information and select create.

- Scheduled start date is required but does not have to match the actual testing start date.
- Pearson no longer requires that a proctor caching computer be set up.
- Students can be added on this screen while creating the session or added later under Select Tasks.

DETAILS

New Session Create Reset

Session Name*
ELA06_SAMPLE

Organization*
KJ SAMPLE SCHOOL

Test & Form

Test Assigned*
Grade 06 ELA

Proctor Reads Aloud

Form Group Type*
Main

Scheduling

Scheduled Start Date*
2022-03-07

Scheduled Start Time
01:00 AM CST

Lab Location

Use Custom ToolKey Settings

Precaching Computer*
No Cache

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

Find by Name or ID in KJ SAMPLE SCHOOL (ZZZ10000000000-ZZZ10000001001) - Students

Add students to session

Human Read Aloud sessions must have the "Proctor Reads Aloud" box checked.

Form Group Type must be changed from Main to Human Reader or Spanish Human Reader.

This must be done so students with the Human Read Aloud accommodation will all be assigned the same form.

Session Name*
ELA06_HUMAN READ ALOUD

Test & Form

Test Assigned*
Grade 06 ELA

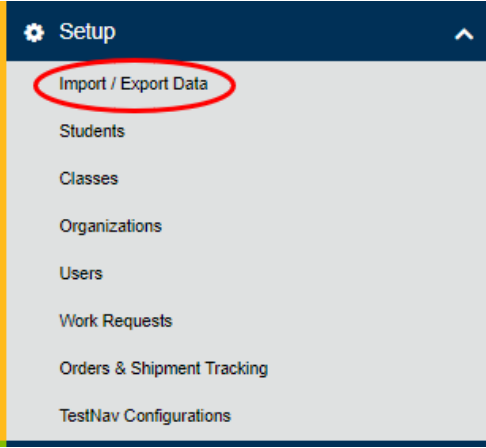

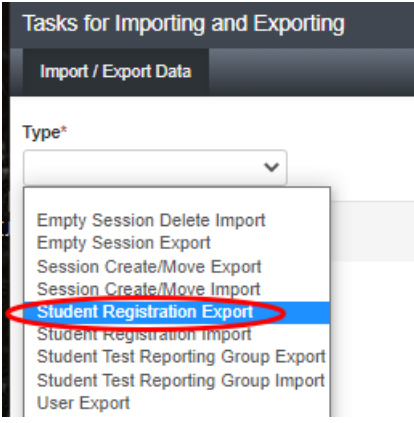
Proctor Reads Aloud

Form Group Type*
Human Reader

Create Sessions via the Student Registration Import

Sessions can be created using the Student Registration Import within PearsonAccess^{next}. This will create sessions and add students to those sessions at the same time.

It is recommended that sessions not be imported until session information is stable. Once sessions are imported, they cannot be updated using additional imports unless the session information is first deleted manually on the session screen or by using the Create/Move Session export-import feature.

Step	Directions
<p>To add sessions using the Student Registration Import, first start with a Student Registration Export.</p> <p>In PearsonAccess^{next}, click the Setup drop-down then click on "Import/Export Data"</p>	
<p>On the Import/Export Data screen, use the Select Tasks drop-down and select "Import/Export Data" and select the blue Start button.</p>	
<p>On the next screen, under the "Type" drop-down, select Student Registration Export.</p>	

The default information can be left as is, then select Process.

Tasks for Importing and Exporting
 Import / Export Data

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**

When the file is complete, Download File to add session information.

FILES (1) DETAILS

Student Registration Export 2021-12-28T19:43:17.356+0000.csv

Processing
 File is currently being processed
 Stop Processing

File Information

Type: Student Registration Export
 Request Date: 2021-12-28 01:43 PM
 Total Records: 256
 Successful Records: 256
 Error Records: 0

Organization: KJ DISTRICT (ZZZ10000000000)
 User: Kathy District

Download File

Add session information for students in the Student Registration Export file in column AS -Session Name.

Do not alter other information unless also updating student accommodations.

When complete, save as a csv file.

AR	AS	AT	AU	AV	AW	AX
State Field	Session Name	Class Name	Test Administrator	Staff Member Identifier	Test Code	Test Format
	ELA Grade 8 Sample Session				ELA08	O
	Math Grade 8 Sample Session				MAT08	O
	ELA Grade 8 Sample Session				ELA08	O
	Math Grade 8 Sample Session				MAT08	O
	ELA Grade 7 Sample Session				ELA07	O
	Math Grade 7 Sample Session				MAT07	O
	ELA Grade 6 Sample Session				ELA06	O
	Math Grade 6 Sample Session				MAT06	O
	ELA Grade 8 Human Read Aloud				ELA08	O
	Math Grade 8 Human Read Aloud				MAT08	O

Import the updated file as a Student Registration Import.

For accommodation only imports, you would have checked the box for “Don’t auto-create Test Sessions for online testing”. When importing to create sessions, be sure and leave both boxes unchecked.

Check for any errors that may occur on the import.

On the Setup>Import/Export Data tab, select the desired file, then select “View File Details” from the Select Tasks drop-down and select Start.

On the next screen you can check errors at the bottom of the screen.

You can also download the records in error and the error messages.

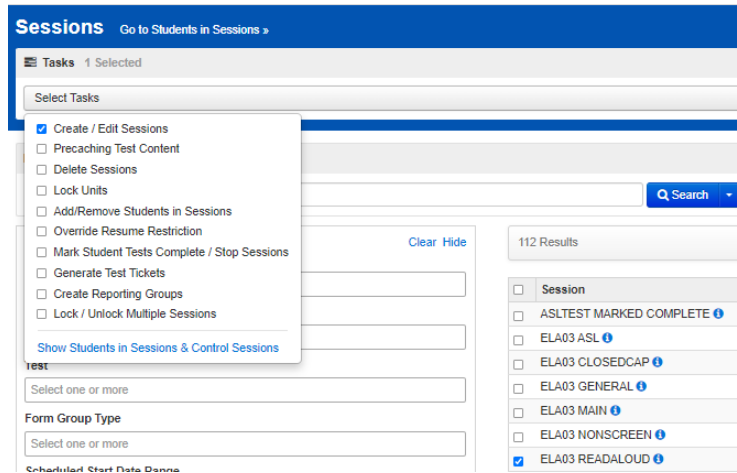
Resolve any errors, then reimport a file. You can import only the records in error if desired.

Record Number	Error Record Number	Message
2	2	Grade 04 ELA (ELA04) is already assigned to this student in organization SPRINGFIELD ELEM SCHOOL, (0716143902000-07161439022004).
3	3	Grade 04 Mathematics (MAT04) is already assigned to this student in organization SPRINGFIELD ELEM SCHOOL, (0716143902000-07161439022004).
4	4	Grade 05 ELA (ELA05) is already assigned to this student in organization ERIE ELEM CHARTER SCHOOL, (1511623962000-1511623962219K).

Once sessions are created, you will still need to go into the PAN sessions tab and update Human Reader sessions appropriately.

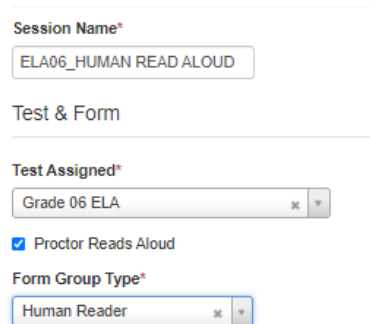
Under Testing>Sessions, select the Human Read Aloud sessions.

Under Select Tasks, choose “Create/Edit Sessions” and select Start.



Update the session to check the “Proctor Reads Aloud” box and change the Form Group Type to “Human Reader” or “Spanish Human Reader”.

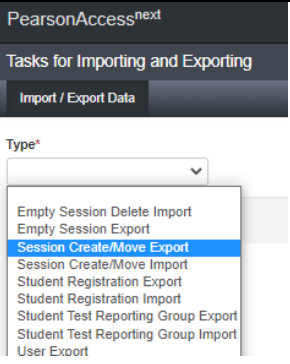
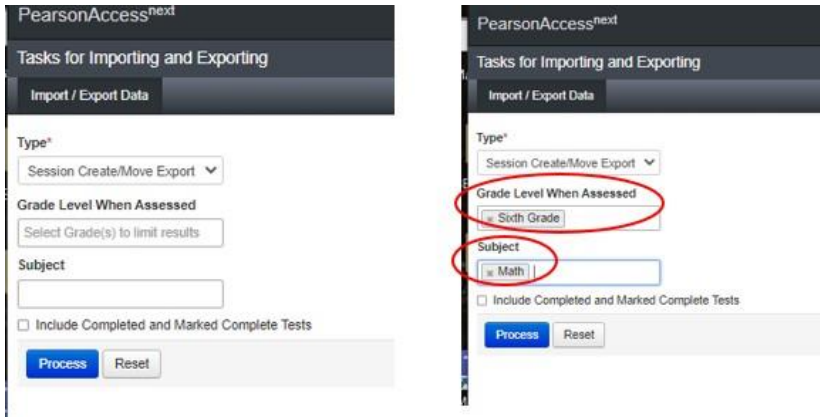
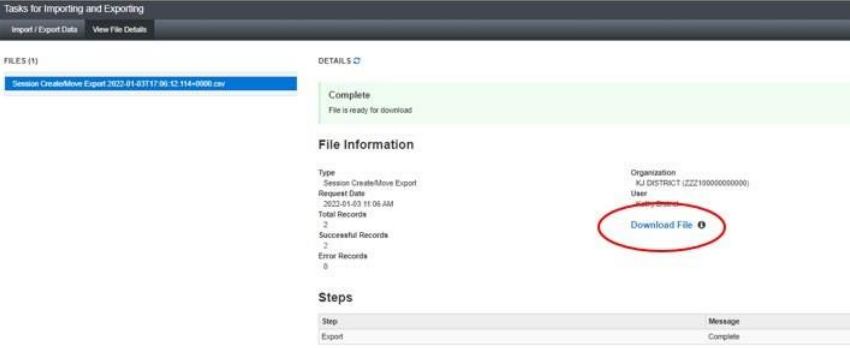
Once finished, select the blue Save button at the bottom or to the right of the screen.



Updating Students in Sessions

Once sessions have been created and students have been placed in those sessions, they can be updated if necessary.

This can be done either by manually deleting students from sessions the reimporting a Student Registration File or by using a Session Create/Move file.

Step	Directions
<p>To update student sessions using the Session Create Export/ Import file, first do a Session Create Export.</p> <p>Go to Setup>Import/Export Data. Next under the Select Task drop-down, select “Session Create/Move Export”.</p>	
<p>On the next screen, the filters can be left blank if updating all sessions or filters can be applied if only specific grades or subjects need to be updated.</p> <p>Typically you would leave the “Include completed and Marked Complete Tests” box blank unless making a change after testing has started that affects those tests.</p> <p>Select the blue Process button to continue.</p>	
<p>Once processing is complete, download the file.</p>	

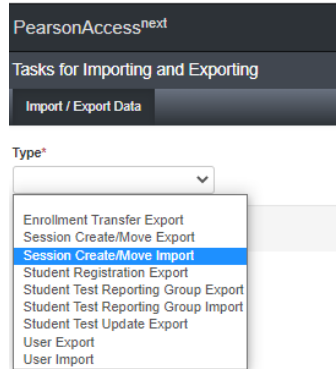
Make updates to the Session Name field (column K). Do not update any other field.

Save as a csv file.

B	C	D	E	F	G	H	I	J	K	L	M	N
Org Code	Last Name	First Name	Middle Name	Student Code	Local Code	Local ID	Filler	Filler	Session Name	Student Test Status	Test Name	Test Code
ZZZ10000000000000000000	ZZZ1000000001001	SAMPLE	STUDENT1			323111112			New Session Name	assign	Grade 03 ELA	ELA03
ZZZ10000000000000000000	ZZZ1000000001001	SAMPLE	STUDENT2			9703643921			New Session Name	assign	Grade 04 Mathematics	MAT04

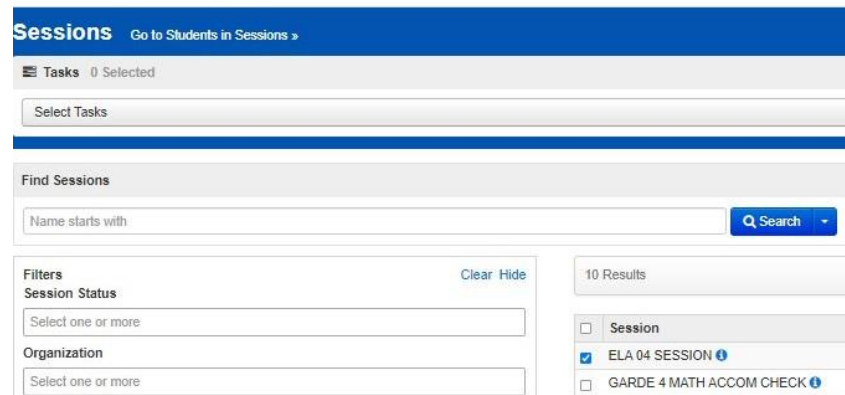
Next, use the “Session Create/Move Import” task to import the file with the updated session information.

If you have created any new Human Read Aloud sessions, make the appropriate updates to mark those as Proctor Read Aloud sessions.

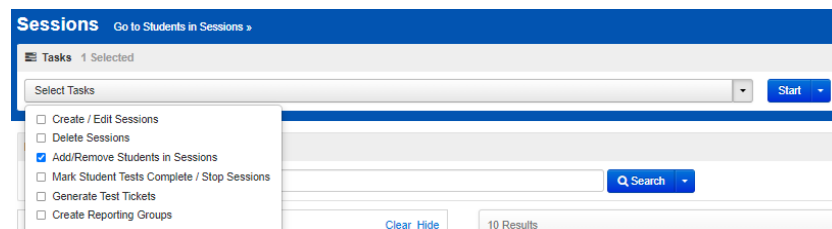


Alternatively, students can be manually deleted from sessions within the Testing>Session tab then reimported via a Student Registration Import.

Select the session or sessions for which you need to remove students



Under the Select Task drop-down, choose “Add/Remove Students in Sessions” and select Start.



On the next screen, unselect the students to be removed then select Save.

Once students have been removed from a session, they can be added to a new session either manually or via a new Student Registration Import with updated sessions added.

SESSIONS (1)

ELA03 ASL

DETAILS

ELA03 ASL

Add Students

Find by name or ID within BIEDERMAN SCHOOL ▾

Select a Student

Student

Assigned Students

- ELA GR THREE, ASL II (999993674)
- ELA GR THREE, ASL III (999993676)
- ELA GR THREE, ASL IV (999993678)
- ELA GR THREE, ASL IX (999993680)
- ELA GR THREE, ASL V (999993682)
- ELA GR THREE, ASL VI (999993684)
- ELA GR THREE, ASL VII (999993686)
- ELA GR THREE, ASL VIII (999993688)
- ELA GR THREE, ASL X (999993690)

* Required

Save Reset