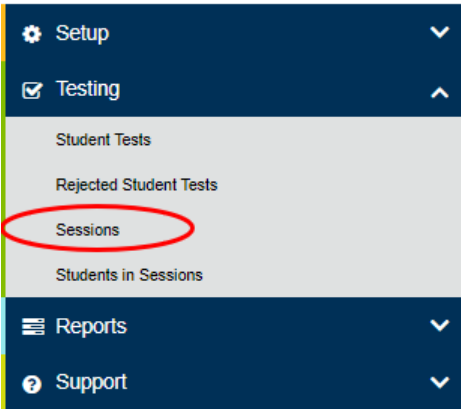
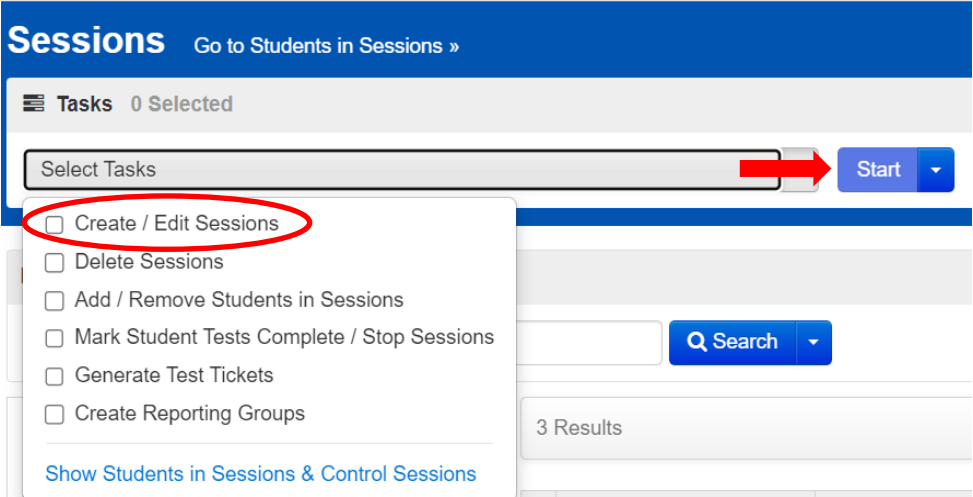


Create/Edit/Update Sessions

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
In PearsonAccess ^{next} , click the Testing button and choose Sessions from the drop down.	 <p>A screenshot of the PearsonAccess^{next} navigation menu. The 'Testing' menu item is expanded, showing a list of options: 'Student Tests', 'Rejected Student Tests', 'Sessions' (circled in red), and 'Students in Sessions'. Below this are 'Reports' and 'Support' menu items.</p>
On the Session screen, go to Select Tasks drop-down and choose "Create/Edit Sessions" and select Start.	 <p>A screenshot of the PearsonAccess^{next} 'Sessions' page. The page title is 'Sessions' with a link 'Go to Students in Sessions »'. Below the title is a 'Tasks 0 Selected' section with a 'Select Tasks' dropdown menu. The dropdown menu is open, showing a list of tasks: 'Create / Edit Sessions' (circled in red), 'Delete Sessions', 'Add / Remove Students in Sessions', 'Mark Student Tests Complete / Stop Sessions', 'Generate Test Tickets', and 'Create Reporting Groups'. A red arrow points to the 'Start' button next to the 'Select Tasks' dropdown. Below the tasks list is a 'Search' button and a '3 Results' indicator.</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 recommends 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 

Session Name*

SCIENCE SESSION 1

Organization*

KJ SAMPLE SCHOOL (... x v)

Test & Form

Scheduling

Test Assigned*

Grade 05 Science x v

Proctor Reads Aloud

Scheduled Start Date*



Scheduled Start Time

01:00 AM CST 

Form Group Type*

Main x v

Lab Location

Precaching Computer*

Add

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

Find by name or ID v

Students

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

Form Group Type must be changed from Main to Human Reader. Human Reader Spanish is not available for Science.

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

Session Name*

SCIENCE READ ALOUD

Test & Form

Test Assigned*

Grade 05 Science x v

Proctor Reads Aloud

Form Group Type*

Human Reader x v

All paper tests must be transcribed into TestNav. This applies to all paper testing and requires one transcriber and one reviewer to ensure verbatim transcription.

Only transcribed tests will be scored.

Form Group Type must be changed from Main to Transcription English or Transcription Spanish.

Session Name*

SCIENCE PAPER

Test & Form

Test Assigned*

Grade 05 Science

Proctor Reads Aloud

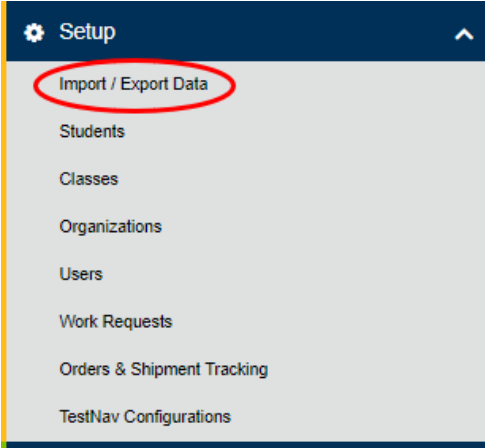
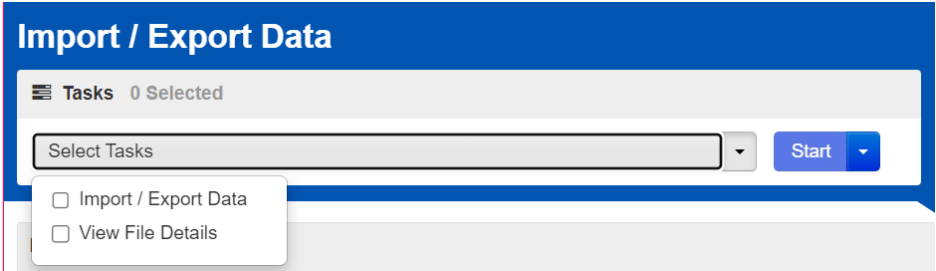
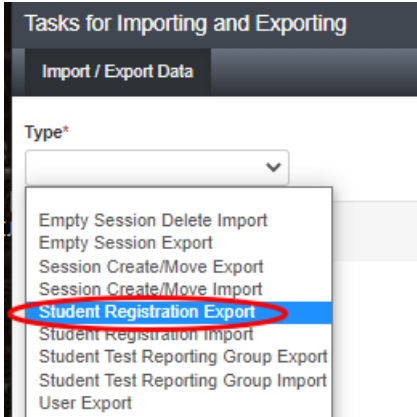
Form Group Type*

Transcription English

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)

* Student Registration Export 2024-01-15T01:51:20.958+0000.csv

DETAILS

Pending

File has been queued for processing

Cancel Processing

File Information

Type
 Student Registration Export
 Request Date
 2024-01-14 07:51 PM
 Total Records

Organization
 KJ SAMPLE SCHOOL (ZZZ1000000000000-
 ZZZ1000000001001)
 User

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 Nam	Test Admi	Staff Mem	Test Code	Test Form
	GRADE 5 SCIENCE				SCI05	O
	GRADE 5 SCIENCE 2				SCI05	O
	GRADE 8 SCIENCE				SCI08	O
	GRADE 8 SCIENCE 2				SCI08	O
	GRADE 11 SCIENCE				SCI11	O
	GRADE 11 SCIENCE 2				SCI11	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.

The screenshot shows the 'Import / Export Data' form with the following details:

- Import / Export Data** | **View File Details**
- 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)
- Ignore Error Threshold
- Process** | **Reset**

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.

The screenshot shows the 'Import / Export Data' interface with the following details:

- Import / Export Data**
- Tasks** 1 Selected
- Select Tasks**: Import / Export Data, View File Details (selected)
- Start** button
- Name starts with**: [Search field] **Search**
- Filters**: Status, Type
- 4144 Results**

Request Date	Name	Type
<input checked="" type="checkbox"/>	2021-12-30 12:25 PM SRI Import 12.30.21b.csv	Student Registration Import

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.

DETAILS

Complete with issues

Some records were not saved, see the error list for details

File Information

Type	ort	Organization	KJ SAMPLE SCHOOL (ZZZ10000000000-ZZZ10000001001)
Name	/	User	Kathy.District
Request Date	2022-02-15 04:33 PM	Download File	
Total Records	3		
Successful Records	2		
Error Records	1		

Steps

Step	Message
Import	Encountered 1 records with issues, data for these records was not saved
Generate Error Files	Complete

Errors

[Download Records in Error](#)

[Download Error Messages](#)

1 Results

Record Number	Error Record Number	Message
4	2	No role(s) could be found for the following codes: [Test Administrator]

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.

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

Tasks 1 Selected

Select Tasks

- Create / Edit Sessions
- Precaching Test Content
- Delete Sessions
- Lock Units
- Add/Remove Students in Sessions
- Override Resume Restriction
- Mark Student Tests Complete / Stop Sessions
- Generate Test Tickets
- Create Reporting Groups
- Lock / Unlock Multiple Sessions

[Show Students in Sessions & Control Sessions](#)

test

Select one or more

Form Group Type

Select one or more

Scheduled Start Date Range

112 Results

- Session
- ASLTEST MARKED COMPLETE
- ELA03 ASL
- ELA03 CLOSEDCAP
- ELA03 GENERAL
- ELA03 MAIN
- ELA03 NONSCREEN
- ELA03 READALOUD

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

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

Session Name*

SCIENCE READ ALOUD

Test & Form

Test Assigned*

Grade 05 Science

Proctor Reads Aloud

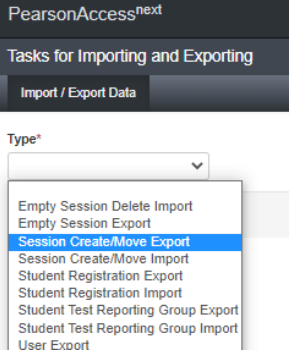
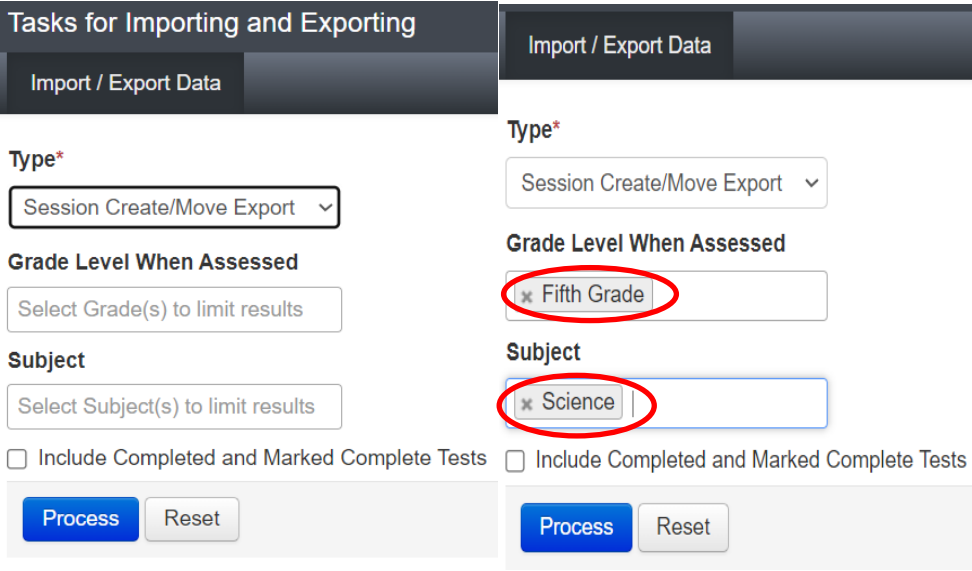
Form Group Type*

Human Reader

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>	

Once processing is complete, download the file.

Complete

File is ready for download

File Information

Type

Session Create/Move Export

Request Date

2024-01-14 08:25 PM

Total Records

7

Successful Records

7

Error Records

0

Organization

KJ SAMPLE SCHOOL (ZZZ100000000000-
ZZZ100000001001)

User

||

[Download File](#) ⓘ

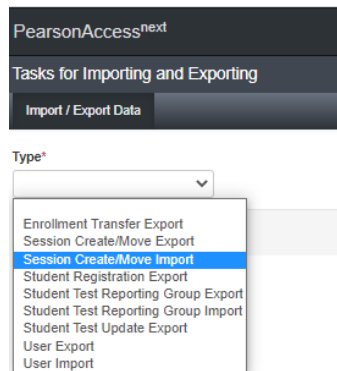
Make updates to the Session Name field (column K). Do not update any other field.

Save as a csv file.

Org Code	Last Name	First Name	Middle Name	Student Code	Local Code	Local ID	Filler	Filler	Session Name	Student Test Name	Test Code
ZZZ1000000000000-ZZZ100000001001	A	FIVE	STUDENT	7847669343					New Session Name	assign	Grade 05 Science SCI05
ZZZ1000000000000-ZZZ100000001001	B	FIVE	STUDENT	9756680681					New Session Name	assign	Grade 05 Science SCI05

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

The screenshot shows the 'Sessions' page with a blue header and a 'Go to Students in Sessions »' link. Below the header, there is a 'Tasks' section with '0 Selected' and a 'Select Tasks' dropdown menu. A 'Start' button is visible to the right. Below this is a 'Find Sessions' section with a search bar labeled 'Name starts with' and a 'Q Search' button. To the left of the search bar are 'Filters' for 'Session Status' and 'Organization', each with a 'Select one or more' dropdown. To the right of the search bar, it says '2 Results'. Below the results, there is a table with columns 'Session' and 'Session Status'. The table contains two rows: 'GRADE 5 SCIENCE' with 'Not Prepared' status and 'GRADE 8 SCIENCE' with 'Not Prepared' status. The 'GRADE 8 SCIENCE' row has a checked checkbox in the 'Session' column.

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

The screenshot shows the 'Sessions' page with a blue header and a 'Go to Students in Sessions »' link. Below the header, there is a 'Tasks' section with '1 Selected' and a 'Select Tasks' dropdown menu. A 'Start' button is visible to the right. Below this is a 'Find Sessions' section with a search bar labeled 'Name starts with' and a 'Q Search' button. To the left of the search bar are 'Filters' for 'Session Status' and 'Organization', each with a 'Select one or more' dropdown. To the right of the search bar, it says '10 Results'. Below the results, there is a table with columns 'Session' and 'Session Status'. The table contains two rows: 'GRADE 5 SCIENCE' with 'Not Prepared' status and 'GRADE 8 SCIENCE' with 'Not Prepared' status. The 'GRADE 8 SCIENCE' row has a checked checkbox in the 'Session' column.

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)

✕ GRADE 8 SCIENCE

DETAILS

GRADE 8 SCIENCE

Add Students

Find by name or ID within KJ SAMPLE SCHOOL ▾

Select a Student

Student

Assigned Students

EIGHTEENTH, STUDENT (3840858075)

EIGHTEENTH, STUDENT (3012817643)

* Required

Save

Reset