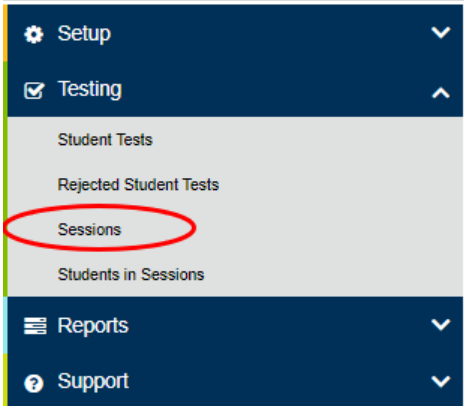
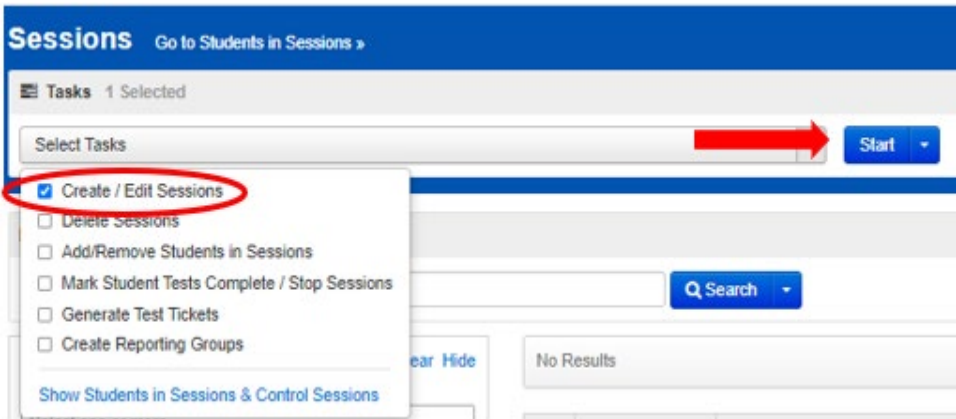


The purpose of this document is to provide information on how to create, edit and update sessions in PearsonAccess<sup>next</sup>. Online students must be placed in a session to log into TestNav.

### Create Sessions via the User Interface

Sessions can be created manually using the User Interface within PearsonAccess<sup>next</sup>.

Step	Directions
<p>In PearsonAccess<sup>next</sup>, click the <b>Testing</b> 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.

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

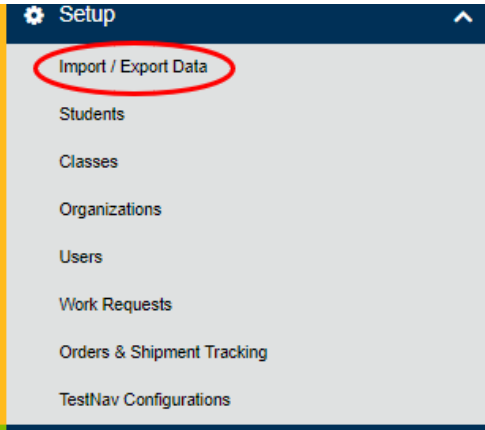

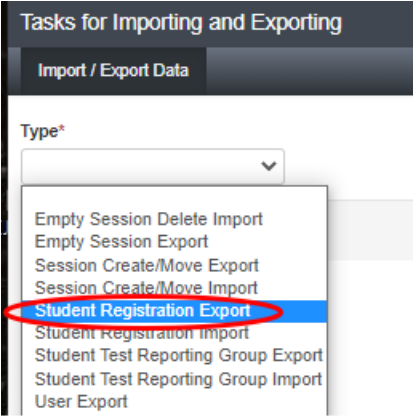
Form Group Type must be changed from Main to Human Reader or Spanish Human Reader.

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

## Create Sessions via the Student Registration Import

Sessions can be created using the Student Registration Import within PearsonAccess<sup>next</sup>. 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<sup>next</sup>, click the <b>Setup</b> 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.

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

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.

PearsonAccessNext  
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

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.

Import / Export Data  
Tasks 4 Selected  
Files 1 Manage

Select Tasks  
 Import / Export Data  
 View File Details

Name starts with Search

Filters Status Clear Hide  
Select one or more  
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.

FILES (1)  
SRI Import 12.30.21b.csv

DETAILS

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

File Information  
Type: Student Registration Import  
Name: SRI Import 12.30.21b.csv  
Request Date: 2021-12-30 12:25 PM  
Total Records: 204  
Successful Records: 98  
Error Records: 106

Organization: Illinois (IL)  
User: Kelly Johnson@pearson.com  
Download File

Parameters  
Parameter: File Layout Type  
Value: csv

Steps  
Step: Message  
Format Verification: Complete  
Input: Encountered 106 records with issues, data for these records was not saved  
Generate File: Complete

Errors  
Download Records in Error  
Download Error Messages

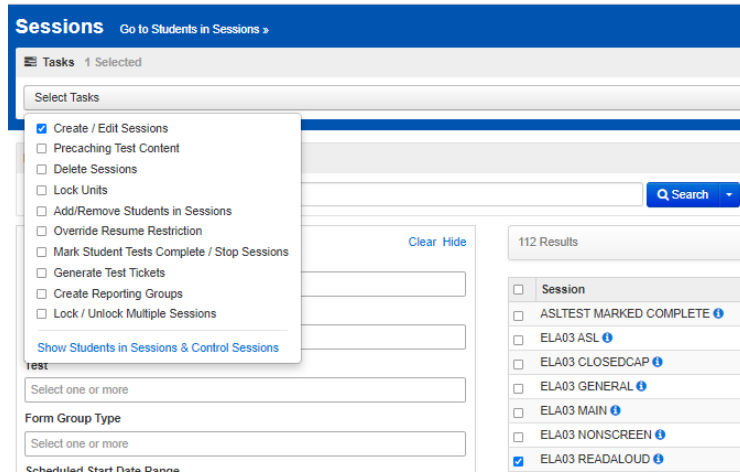
106 Results

Record Number	Error Record Number	Message
2	2	Grade 04 ELA (ELA04) is already assigned to this student in organization SPRINGFIELD ELEM SCHOOL (079181430020000-079181430022004)
3	3	Grade 04 Math/Maths (MATH04) is already assigned to this student in organization SPRINGFIELD ELEM SCHOOL (079181430020000-079181430022004)
4	4	Grade 05 ELA (ELA05) is already assigned to this student in organization EISE ELEM CHARTER SCHOOL (1561629625000-1561629625219C)

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.

Session Name\*  
ELA06\_HUMAN READ ALOUD

Test & Form

Test Assigned\*  
Grade 06 ELA

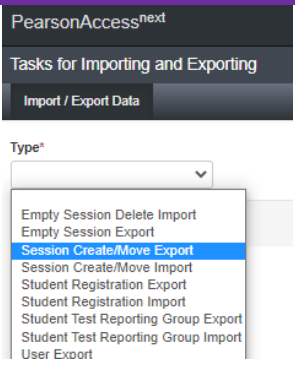
Proctor Reads Aloud

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&gt;Import/Export Data. Next under the Select Task drop-down, select “Session Create/Move Export”.</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.

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.

Select the blue Process button to continue.

Once processing is complete, download the file.

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
	ZZZ1000000000000	ZZZ1000000001001	SAMPLE	STUDENT1			323111112			New Session Name	assign	Grade 03 ELA	ELA03
	ZZZ1000000000000	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

The screenshot shows the 'Sessions' management page. At the top, it says 'Sessions' with a link 'Go to Students in Sessions >'. Below that, it indicates 'Tasks 0 Selected' and a 'Select Tasks' dropdown menu. A 'Find Sessions' section has a search box labeled 'Name starts with' and a 'Search' button. A 'Filters' section on the left includes 'Session Status' and 'Organization', both with 'Select one or more' dropdowns. On the right, it shows '10 Results' and a list of sessions: 'Session', 'ELA 04 SESSION', and 'GARDE 4 MATH ACCOM CHECK'.

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

This screenshot shows the 'Sessions' page with 'Tasks 1 Selected'. The 'Select Tasks' dropdown menu is open, showing options: 'Create / Edit Sessions', 'Delete Sessions', 'Add/Remove Students in Sessions' (which is selected), 'Mark Student Tests Complete / Stop Sessions', 'Generate Test Tickets', and 'Create Reporting Groups'. A 'Start' button is visible next to the dropdown. The search and filter sections are also visible.

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.

The screenshot shows the details for a session named 'ELA03 ASL'. On the left, under 'SESSIONS (1)', 'ELA03 ASL' is listed. On the right, under 'DETAILS', the session name 'ELA03 ASL' is shown. Below that, there is an 'Add Students' section with a search box 'Find by name or ID within BIEDERMAN SCHOOL' and a 'Student' checkbox. The 'Assigned Students' section lists several students with checkboxes: '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)', and 'ELA GR THREE, ASL X (999993690)'. The last two are checked. At the bottom, there is a '\* Required' label and 'Save' and 'Reset' buttons.