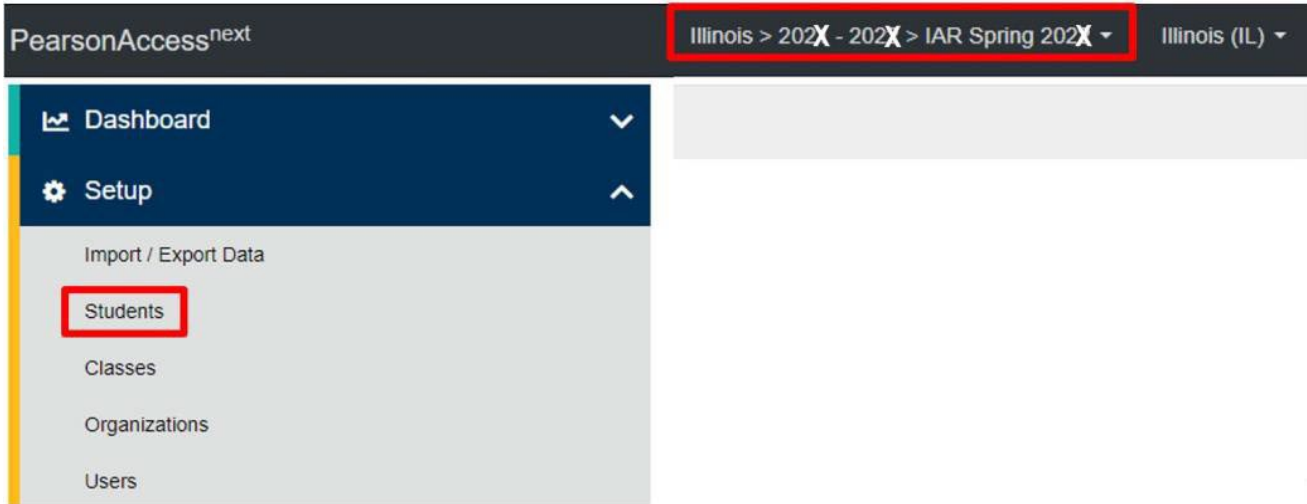
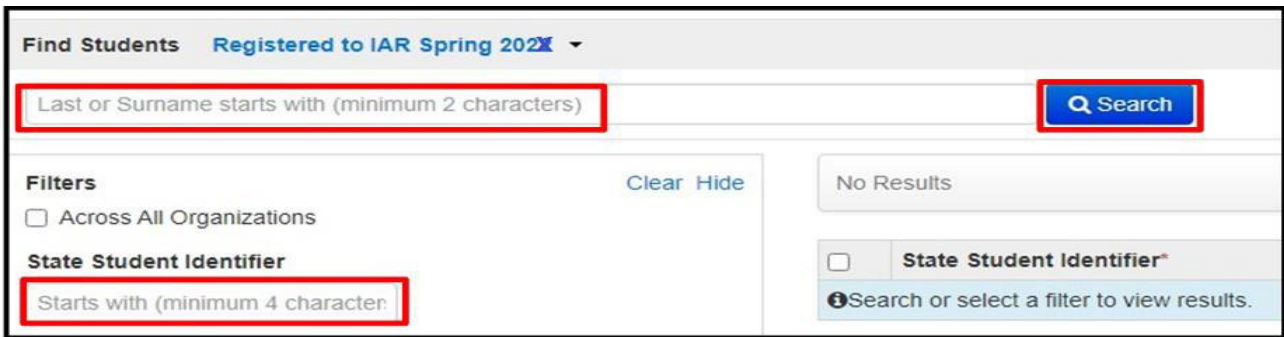


# Guide to Manually Enter Accommodations and Accessibility Features into PearsonAccess<sup>next</sup> for Co:Writer/Read&Write

1. Log in to PearsonAccess<sup>next</sup> <https://il.pearsonaccessnext.com>  
*Hint: Make sure you are on the live site (blue background) versus the training site (brown background).*  
*Note: If you want to practice how to manually enter accommodations and accessibility features, use the training site instead: <https://trng-il.pearsonaccessnext.com>. Actions performed on the training site do **NOT** carry over to the live site.*
2. Under Setup, choose **Students**. Make sure you are on the most recent administration, Illinois 202X-202X > IAR Spring 202X. Screenshot below reflects Spring 202X admin.



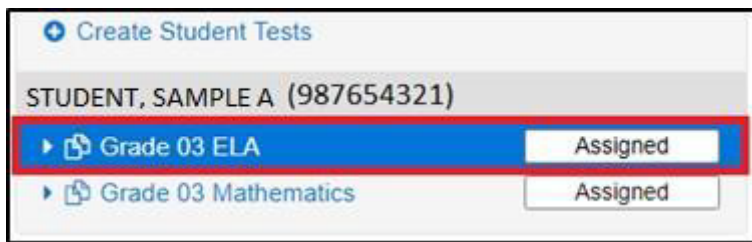
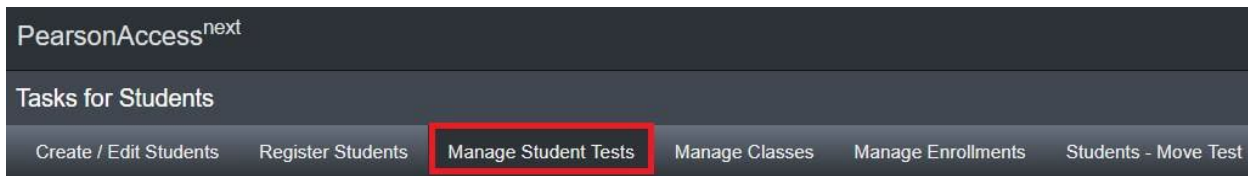
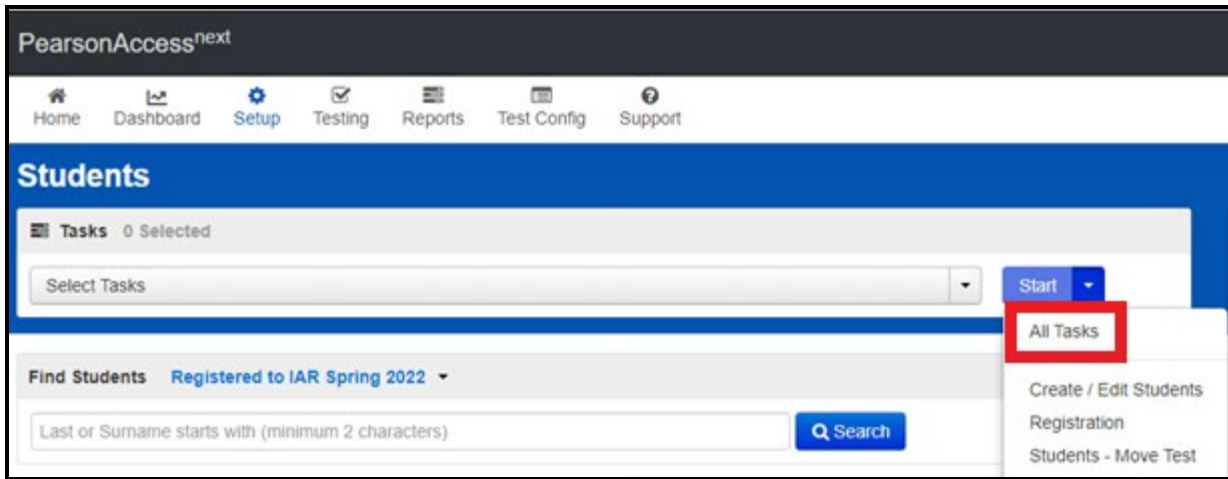
3. Enter part of the student's last name *or* at least the first four digits of the student's state ID and click **Search**.



4. Select the student by clicking in the box to the left of the state ID.  
*Hint: You may select multiple students at a time.*

2 Results				
<input type="checkbox"/>	State Student Identifier*	Local Student Identifier	Last or Surname*	First Name*
<input checked="" type="checkbox"/>	987654321 ⓘ		STUDENT	SAMPLE A
<input type="checkbox"/>	123456789 ⓘ		STUDENT	SAMPLE B

5. Under **Tasks** open the choices in the blue **Start** menu and choose **All Tasks**.



8. Add these 3 specific accommodations Extensions, Assistive Technology- Non-Screen Reader, and Word Prediction for ELA/L as seen below in the screenshot for students who are using Co:Writer or Read&Write. If all three are not selected the student will not have use of the Co:Writer or Read&Write when testing. Click the blue **Save** icon (at the top or bottom of the page). *Hint: If you are unable to **save** an accommodation, check the **Register Students** tab to make sure the student's demographics are correct, as loaded from SIS. Correct in SIS if needed.*

**Presentation Accommodations**

ASL Video ⓘ  Large Print ⓘ

Closed Captioning for ELA/L ⓘ  Human Signer for Test Directions ⓘ

Refreshable Braille Display for ELA/L ⓘ  Extensions

Alternate Representation - Paper Test ⓘ  Assistive Technology - Non-Screen Reader ⓘ

**Braille with Tactile Graphics** ⓘ **Assistive Technology - Screen Reader** ⓘ

**Response Accommodations**

Answers Recorded in Test Book ⓘ

Monitor Test Response ⓘ

Word Prediction for ELA/L ⓘ

**Calculation Device and Mathematics Tools** ⓘ

**Mathematics Response** ⓘ

**Braille Response** ⓘ

**ELA/L Constructed Response** ⓘ

**ELA/L Selected Response or Technology Enhanced Items** ⓘ

Save

9. To go back to the main page, click **Exit Tasks** in the upper right corner.

Exit Tasks ✕