



NAVIGATING PEARSON ACCESS NEXT

TO JUMP TO A SECTION CLICK ON ONE OF THE LINKS BELOW

- [CREATING AN ONLINE TEST SESSION](#)
- [FINDING SESSIONS ALREADY CREATED](#)
- [ADDING STUDENTS INDIVIDUALLY TO A SESSION](#)
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- [PREPARING TEST SESSIONS](#)
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- [STARTING SESSIONS](#)
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- [ENTERING HOLISTIC RATINGS](#)
- [CORRECTING RATINGS ENTERING INCORRECTLY](#)
- [ADDING AND MANAGING USERS](#)
- [ENTERING SCORES, SCORE CODES, AND ACCOMMODATIONS FOR TELPAS ALT/STAAR ALT 2](#)
- [UNSCHOOLED ASYLEE REFUGEE, SIFE, AND YEARS IN U.S. SCHOOLS](#)



This is the landing page for STAAR Alternate 2 and TELPAS

tx.pearsonaccessnext.com

Browser address bar: <https://tx.pearsonaccessnext.com/customer/index.action>

PearsonAccess^{next}

Home Support



Assessment Management System

★ Program Information

STAAR Alternate 2

[Educator Guide](#)
[STAAR Alternate 2 Test](#)
[Administrator Manual \(NonSecure Front Matter\)](#)

TELPAS

[Educator Guide](#)
[TELPAS Test Administrator Manual](#)
[TELPAS Rater Manual](#)
[TELPAS Online Training Center](#)
[TELPAS Student Tutorials](#)

TAKS

The TAKS tests are no longer being administered. More information can be found on the [TAKS](#) webpage.

Click Support > Documentation for additional STAAR Alternate 2 and TELPAS resources.

Sign In

[Sign In](#)
[Forgot Username](#) | [Forgot Password](#)

Contact Us

Pearson Support

800-627-0225
[Pearson Customer Support Form](#)
Monday thru Friday
7:30 am - 5:30 pm (CST)
• [Texas System Status](#)

For information about all Texas Assessments, visit TexasAssessments.com/Assessments.

[Chat Now!](#)

Related Links

[Training Site](#)

PearsonAccess^{next}

Username

Password

Login

[Forgot Username](#) [Forgot Password](#) [Support](#)

Username is not case sensitive
Password is case sensitive

CREATING AN ONLINE TEST SESSION

****Please note Dallas ISD TELPAS Sessions have
automatically been created for you through the district
upload.**

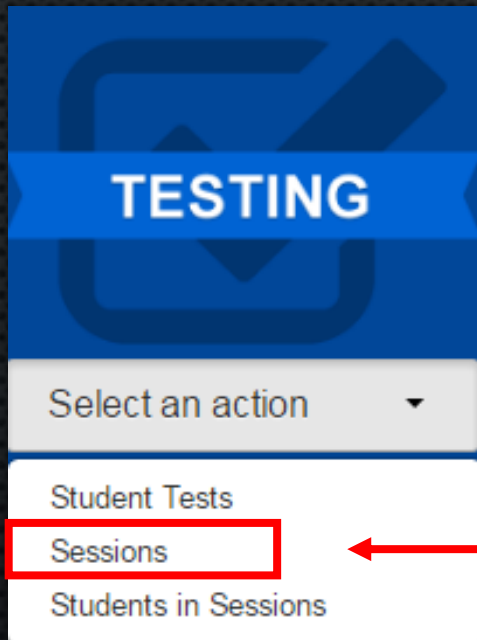
Elementary- By homeroom

Secondary- Alpha by Grade.

Creating Test Sessions

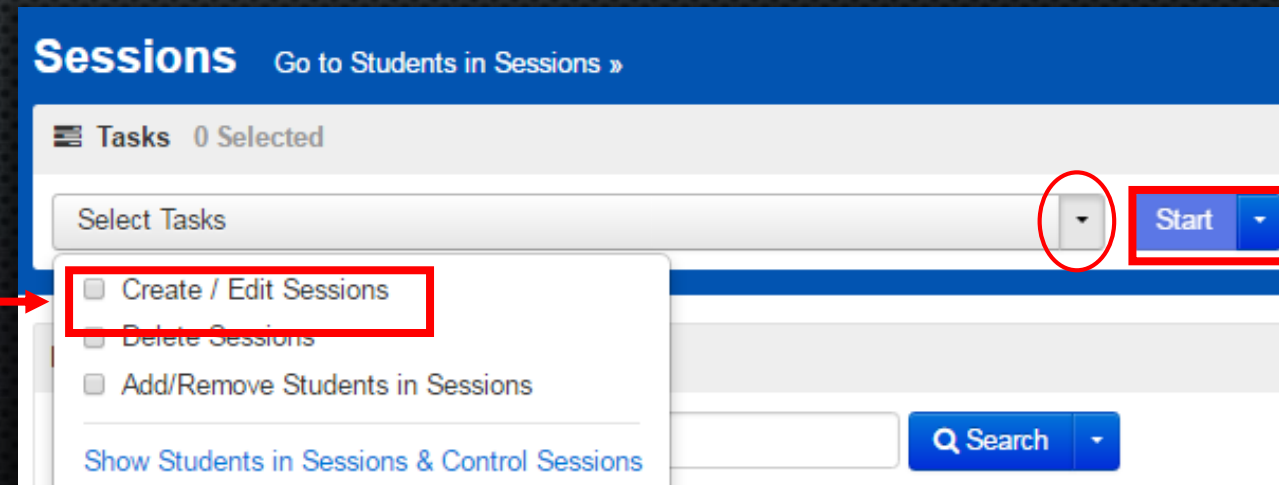
Most test sessions will be created automatically when student registration files are uploaded by district, but sessions can be manually created, if needed, by following the steps below.

1. Select the test administration from the dropdown menu at the top.
2. Go to Testing > Sessions
3. Open the task list using the dropdown, select "Create / Edit Sessions," and click Start.



Step 2

Step 3



Step 1

CREATING SESSIONS

COMPLETE THE REQUIRED FIELDS AS PER BELOW

SESSIONS (0)

[Create Session](#)

DETAILS

New Session [Create](#) [Reset](#)

Session Name*
SESSION NAME

Organization*
AOC H S (260999001) x

Test & Form

Test Assigned*
Test

☐ Proctor Reads Aloud

Form Group Type*
Add

[Use Custom TestNav Settings](#)

Precaching Computer*
Gabriel PC x

Scheduling

Scheduled Start Date*

Scheduled Start Time
01:00 AM CST

Lab Location

Find by Name or ID in AOC H S (260999001)
Students
Add students to session

* Required

[Create](#) [Reset](#)

The Session Name should always start with Campus Org, Campus Name, grade level and test

Options in the Test Assigned field:

- Holistic Ratings Grades K-1

By grade level:

- Holistic Rating Writing
- Listening & Speaking
- Reading

IMPORTANT:

Your Form Group Type must match the Test Assigned. If you are creating an Online Reading or L/S session, select **Online**. If you are creating a Holistic Rating session, select **Holistic Ratings** select "Transcribe Paper" for a TEA-approved reading paper administration, and "Holistic Ratings L&S" for TEA-approved entry of Listening and Speaking holistic ratings.

DO NOT CLICK

Click to add your precaching computer

You can add students by name or by an entire grade level

Complete all required fields

CREATING SESSIONS

[Click here to return to Main Slide](#)

PearsonAccess^{next} Texas > 2015 - 2016 > 2016 Spring TELPAS Grades K-12 JOHN LESLIE PATTON JR ACADEMIC (057905389)

Tasks for Sessions Add Task < Previous Task Next Task > Exit Tasks x

Create / Edit Sessions

Success
Changes saved

The green bar indicates changes have been successfully made

SESSIONS (2)

- Create Session
- PATTON - RATINGS GRADE 10
- PATTON - RATINGS GRADE 9

Successfully created sessions will appear here. Students enrolled in your session will appear at the bottom of the web page.

DETAILS

New Session Create Reset

Session Name*

Organization*

Test & Form

Test Assigned*

☐ Proctor Reads Aloud

Form Group Type*

Use Custom TestNav Settings

Precaching Computer*

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

Scheduling

Scheduled Start Date*

Scheduled Start Time

Lab Location

Find by Name or ID Students

Add students to session

Be sure you select dropdown to select "show all students" to display students.

Finding Sessions You Have Already Created

[Click here to return to Main Slide](#)

1. Go to Testing > Sessions
2. In the Find Sessions bar, type the name of the session you which to find
3. To see all Sessions, select the dropdown by the Search Bar and select Show all results

PearsonAccess^{next} Texas > 2019 - 2020 > 2020 Spring TELPAS Grades K-12 > DALLAS ISD (057905) >

[Home](#) [Setup](#) [Testing](#) [Reports](#) [Support](#)

Sessions

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

Step 1

Tasks 0 Selected

Select Tasks

Start

Sessions 0 Selected [Clear](#)

Manage

Find Sessions

Step 2

Name starts with

Search



Step 3

Filters

[Clear](#) [Hide](#)

Session Status

Select one or more

Organization

Select one or more

Test

Select one or more

Form Group Type

Select one or more

Scheduled Start Date Range

No Results

Displaying

25

[Manage Columns](#)

<input type="checkbox"/>	Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date
--------------------------	---------	----------------	----------------------	------	------------	-------------------

Search or select a filter to view results.

- ☒ Session
- ☒ Session Status
- ☒ Scheduled Start Date
- ☒ Test
- ☒ # Students
- ☒ Actual Start Date
- ☒ Organization

Apply

ADDING STUDENTS INDIVIDUALLY TO A SESSION

[Click here to return to Main Slide](#)

1. Go to Testing > Sessions (Type session name or in the “Search” bar select dropdown and check “show all results” to see sessions already created)
2. Select session you wish to add student
3. Open the task list using the dropdown, select “Add/Remove Students in Sessions,” and click Start.
4. To add a student to a session in the “assigned students” bar type the name or ID or “show all results”
5. Select student and click the radio by the student’s name and then **SAVE**.

PearsonAccess^{next} Texas > 2015 - 2016 > 2016 Spring TELPAS Grades K-12 JOHN LESLIE PATTON JR ACADEMIC (057905389)

Home Setup Testing Reports Support

Step 1

Sessions Go to Students in Sessions

Tasks 1 Selected

Select Tasks

Create / Edit Sessions
Delete Sessions
Add/Remove Students in Sessions
Show Students in Sessions & Control Sessions

Q Search

Filters

Session Status
Select one or more

Organization
Select one or more

Test
Select one or more

Form Group Type
Select one or more

Scheduled Start Date Range
Select one

to
Select one

2 Results

Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Organization
PATTON - RATINGS GRADE 10-12 Sp 16			TELPAS Reading Grade 10-12 Sp 16	7		JOHN LESLIE PATTON JR ACADEMIC (057905389)
PATTON - RATINGS GRADE 8-9			TELPAS Holistic Ratings Grade 8-9	16		JOHN LESLIE PATTON JR ACADEMIC (057905389)

Step 2

Session Status: 1 Selected Clear

Manage

Displaying 25 Manage Columns

PearsonAccess^{next} Texas > 2015 - 2016 > 2016 Spring TELPAS Grades K-12 JOHN LESLIE PATTON JR ACADEMIC (057905389)

Tasks for Sessions Add Task Previous Task Next Task Exit Tasks

Create / Edit Sessions

SESSIONS (1)

Create Session

PATTON - READING GRADE 9

DETAILS

PATTON - READING GRADE 9

Session Name*
PATTON - READING GRADE 9

Session Status
Not Started

Test & Form

Test
TELPAS Reading Grade 8-9 Sp 16

Proctor Reads Aloud

Password*

Form Group Type*
Online

Use Custom TestNav Settings

Precaching Computer*
Patton - 301A

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

Scheduling

Scheduled Start Date*
03/07/2016

Scheduled Start Time
09:00 AM CST

Lab Location
301 A

Save Reset

Find by Name or ID in JOHN LESLIE PATTON JR ACADEMIC (057905389) Students

Add students to session

Assigned Students (16)

Step 4

REMOVING STUDENTS FROM A SESSION

[Click here to return to Main Slide](#)

1. Go to Testing > Sessions (Type session name or in the “Search” bar select dropdown and check “show all results” to see sessions already created)
2. Select session you wish to remove student
3. Open the task list using the dropdown, select “Add/Remove Students in Sessions,” and click Start.
4. To remove a student, unclick the radio by the student’s name and then **SAVE**.

The screenshot shows the PearsonAccessnext interface. At the top, the navigation bar includes Home, Setup, Testing, Reports, and Support. The main header displays the current session: Texas > 2015 - 2016 > 2016 Spring TELPAS Grades K-12 > JOHN LESLIE PATTON JR ACADEMIC (057905389). The 'Sessions' section is active, showing a list of sessions. A red arrow points to the 'Sessions' link in the top navigation bar, labeled 'Step 1'. Another red arrow points to the 'Add/Remove Students in Sessions' option in the 'Select Tasks' dropdown, labeled 'Step 3'. A third red arrow points to the 'PATTON - RATINGS GRADE 9' session in the list, labeled 'Step 2'. The 'Search' button is also circled in red.

Session	st	# Students	Actual Start Date	Organization
PATTON - RATINGS GRADE 10	LPAS Reading Grade 10-12 Sp 16	7		JOHN LESLIE PATTON JR ACADEMIC (057905389)
PATTON - RATINGS GRADE 9	LPAS Holistic Ratings Grade 8-9	16		JOHN LESLIE PATTON JR ACADEMIC (057905389)

The screenshot shows the 'Tasks for Sessions' page. The 'Add/Remove Students in Sessions' task is selected. The 'SESSIONS (1)' section shows 'PATTON - RATINGS GRADE 9'. The 'DETAILS' section shows the session name 'PATTON - RATINGS GRADE 9' and a 'Save' button circled in red. The 'Add Students' section is visible, showing a search bar and a dropdown menu. A red arrow points to the 'Assigned Students' section, labeled 'Step 4'.

Find by name or ID within JOHN LESLIE PATTON JR ACADEMIC

- Find by name or ID within JOHN LESLIE PATTON JR ACADEMIC
- Find by group within JOHN LESLIE PATTON JR ACADEMIC

MOVING MULTIPLE STUDENTS

1. Go to Testing > Sessions (Type session name or in the “Search” bar select dropdown and check “show all results” to see sessions already created)
2. Select session (s) you wish to manage
3. In the taskbar using the dropdown, select “Show students in sessions and control sessions, (listed in blue) and click Start.

Step 1

Shows number of selected sessions to manage

Step 3

Step 2

Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Organization
<input type="checkbox"/> PATTON - RATINGS GRADE 10			TELPAS Reading Grade 10-12 Sp 16	7		JOHN LESLIE PATTON JR ACADEMIC (057905389)
<input checked="" type="checkbox"/> PATTON - RATINGS GRADE 9			TELPAS Holistic Ratings Grade 8-9	16		JOHN LESLIE PATTON JR ACADEMIC (057905389)

Moving Multiple Students-Student Selection

1. The Sessions you wish to manage will appear in the "Session List" (combined view shows all sessions)
2. Select the session you wish to move students from, once highlighted, it will appear in bold highlight in the main window.
3. Scroll to the bottom and select the students you wish to move (**50 max per move**)

The screenshot shows the 'Students in Sessions' interface. At the top, there's a blue header with 'Students in Sessions' and a 'Go to Sessions »' link. Below this is a toolbar with 'Tasks 0 Selected' and a 'Students in Sessions 0 Selected Clear' button, which is highlighted with a red box. A callout box points to this button with the text: 'Make sure this is clear before you begin selecting students each time'.

The main content area is divided into two sections. On the left is the 'Session List' with an 'Add' button and a '2 Selected | Clear' status. It lists two sessions: 'GASTON TELPAS READING 8 GROUP 4 11:10 AM' and 'TELPAS READING 8 MAIN GROUP'. A red arrow points to the 'Session List' header with the text 'Step 1'. A bracket groups the two sessions in the list, with a callout box pointing to it that says 'Step 2'. Another callout box points to the 'TELPAS READING 8 MAIN GROUP' session with the text: '**Once selected, session you will manage appears here'.

On the right is a section for the selected session, 'TELPAS READING 8 MAIN GROUP', with buttons for 'Download Resources', 'Update Cache', and 'Refresh'.

Below the session list is a 'Find Students' section with a dropdown menu set to 'In the selected session(s) above' and a 'Search' button. A red box highlights the 'Search' button with the text 'Step 3'.

At the bottom, there's a 'Filters' section with 'Organization' and a 'Clear Hide' link. It shows '62 Results' and a 'Displaying 25' dropdown menu. A 'Manage Columns' link is also present.

Moving Multiple Students-Student Selection

4. Once students are selected, in the task menu, check “move students between sessions” and select start

Students in Sessions

Go to Sessions »

Tasks 1 Selected

Students in Sessions 3 Selected Clear

Select Tasks

Start

Student Test Statuses

Mark Student Tests Complete

Resume Student Tests

Students

Add Students to Sessions

Remove Students from Sessions

Move Students between Sessions

Student Tests

Manage Student Tests

Set Section Start / Resume

Check to move students between sessions

Step 4

Shows number of students you have selected to move

GASTON TELPAS READING 8 GROUP 3 11:10 AM

Update Cache

Refresh

Find Students

In the selected session(s) above

Search

Filters

Organization

Clear

Hide

24 Results

Displaying 25

Manage Columns

Moving Multiple Students-Student Selection

[Click here to return to Main Slide](#)

5. The Move Students between Sessions screen will open.

6. The currently assigned test session will be marked with a shaded check.

7. Select in the Sessions search box the session to which you want to move the student(s) or create a new session by clicking Create Session.

8. Check the box under the session to which to move the student(s).

9. Click Move.

PearsonAccess^{next} Texas > 2015 - 2016 > 2016 Spring TELPAS Grades K-12 W H GASTON MIDDLE (057905048)

Tasks for Students in Sessions Add Task Previous Task Next Task Exit Tasks

Move Students between Sessions

Move Students between Sessions **Step 5** **Step 7**

Tests

Sessions

Step 8 **Step 6**

Student	GASTON TELPAS READING 8 GROUP 2 9 AM	GASTON TELPAS READING 8 GROUP 3 11:10 AM
GARCIA, EDWY I (631841014)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GASTON TELPAS READING 8 GROUP 3 11:10 AM, TELPAS Reading Grade 8-9 Sp 16		
GARCIA, GIOVANNI E (640804012)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GASTON TELPAS READING 8 GROUP 3 11:10 AM, TELPAS Reading Grade 8-9 Sp 16		
GARCIA, YARETZY (643808957)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GASTON TELPAS READING 8 GROUP 3 11:10 AM, TELPAS Reading Grade 8-9 Sp 16		

Check the box under the session to which to move the student(s)

The student names will be checked under their current session

* Required

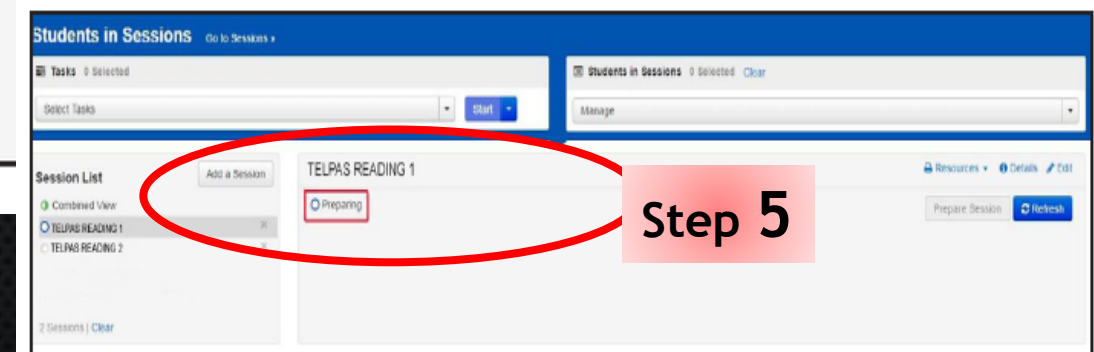
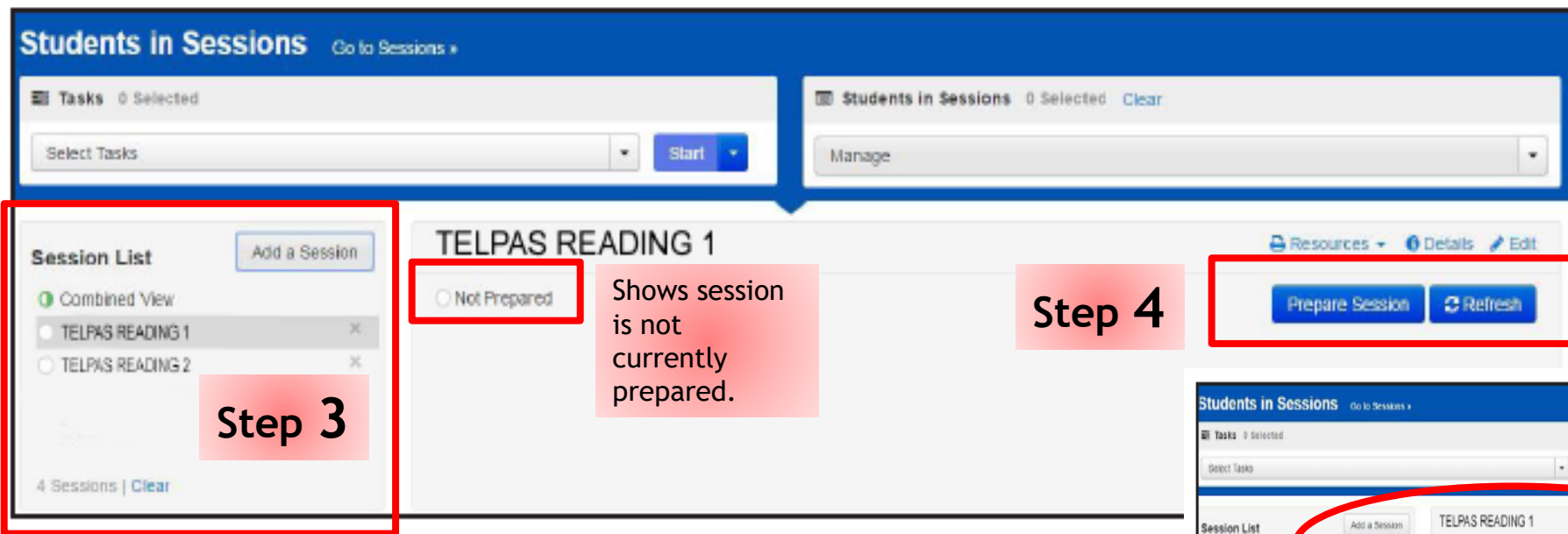
Step 9

Prepare Test Sessions-

Please note you may not prepare sessions until one week prior to assessment window.

[Click here to return to Main Slide](#)

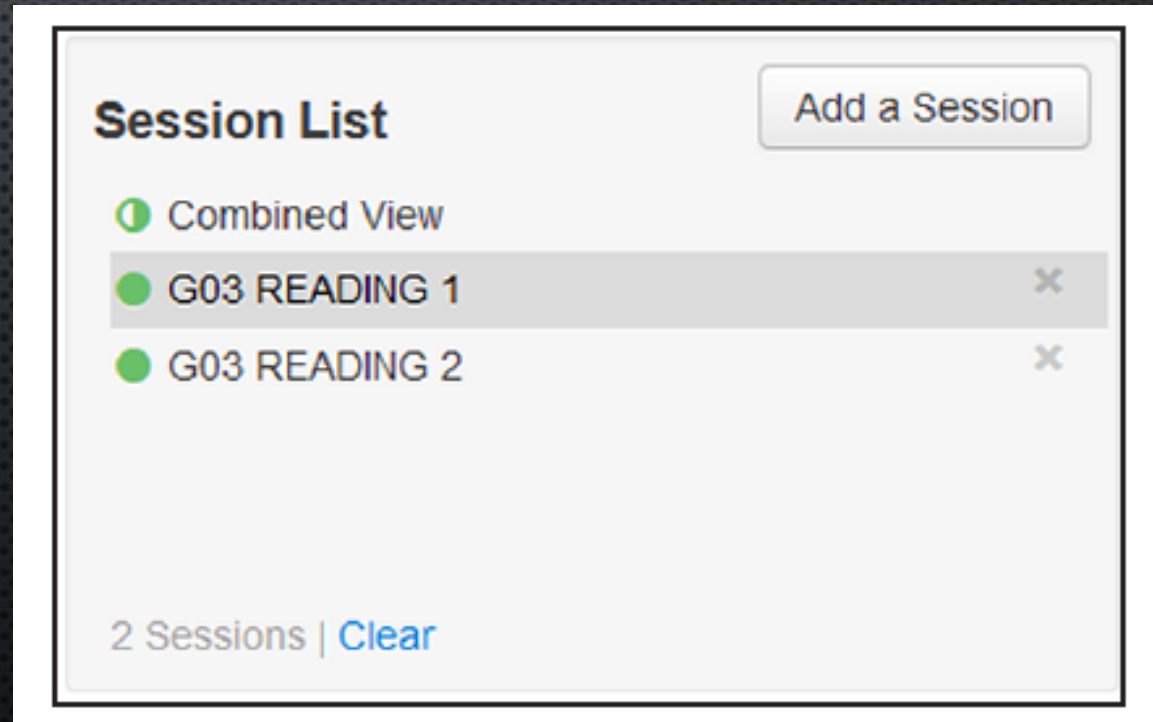
1. Go to Testing > Sessions. Check all sessions you wish to prepare.
2. In the task bar, select the blue link "Show students in Sessions and Control Session"
3. From the session list, select the session you wish to prepare or select Combined View if preparing multiple sessions.
4. Click the **Prepare Session** or **Prepare All button**.
5. While the prepare process is running, a session will appear in a "Preparing" status.
 - a. The prepare session process runs in the background, so you may perform other tasks while a session prepares.
 - b. Once the process is complete, the session will appear in a "Ready" status.
 - c. The session is now ready to start.



Printing Test Tickets- Please note you must “Prepare Sessions” before printing tickets.

1. Go to *Testing > Students in Sessions*.
2. Add test session(s) to the Session List on the left. **To see your sessions to add, type your org number and sessions will display.
3. Click a session to select it in the Session List.
4. If you want to print only selected test tickets, click the checkbox next to the name of each student whose ticket you want to print.
5. Open the Resources dropdown menu and select either “Print all for this session” or “Print selected for this session.”
6. Use your browser's print function to print the test tickets on paper.

- Each student **must** have a **student test ticket** to sign into an online test. Each test ticket contains the student's unique username and password.
- The test tickets are secure documents and must be kept in a secure location until the test is administered and must be turned in to the campus coordinator after the test session is over.



TELPAS- Print Student Test Tickets

Students in Sessions

[Go to Sessions »](#)

Tasks 0 Selected

Select Tasks

Start

Students in Sessions 0 Selected

Clear

Manage

Session List

Add a Session

CARDSU 4-5 READ

1 Sessions | [Clear](#)

CARDSU 4-5 READ

In Progress

CARDSU 4-5 READ (2 Student Tests)

1

1

Resources

Details

Edit

Stop Session

Refresh

Student Test Status Key

Ready

Resumed, Resumed Upload

Active

Exited

Completed, Marked Complete

Find Students

In the selected session(s) above

Search

Filters

Clear

Hide

Organization

Select one or more

PEIMS ID

Starts with

Local Student ID

Starts with

UIN

Starts with

2 Results

Displaying 25

Manage Columns

	PEIMS ID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
<input checked="" type="checkbox"/>	000999850	LASTNAME	FIRSTNAME	E	9788367831	CARDSU 4-5 READ (TELPAS Reading Grade 4-5 Sp 17)	Completed	Online	TELPAS Reading Grade 4-5 Sp 17 - 17RD04SPENO015 (17RD04SPENO015)
<input checked="" type="checkbox"/>	000999851	LASTNAME	FIRSTNAME	F	5720063331	CARDSU 4-5 READ (TELPAS Reading Grade 4-5 Sp 17)	Ready	Online	TELPAS Reading Grade 4-5 Sp 17 - 17RD04SPENO016 (17RD04SPENO016)

TELPAS- Print Options for Student Test Tickets

[Click here to return to Main Slide](#)

Resources

Details

Edit

Seal Codes

Scheduled Sessions

STUDENT TESTING TICKETS

Print all for this session

Print selected for this session

Refresh

Select a print format

1 Per Page

Multiple Per Page

Grid

List

STUDENT TESTING TICKET

Student: LASTNAME, FIRSTNAME

Student Code: 000999850

Session: CARDSU 4-5 F AD

Date of Birth: 12/07/2001

Test: TELPAS Reading Grade 4-5 Sp 17

You are authorized to take the electronic version of this test. test on the device. Please wait for the instructions from the t

To Print Session Roster for All Sessions for a Particular Test and Campus

- ***You must print a Session Roster for each session.*** This roster may be used to collect the required administration information.
- Each testing room will need a copy of the roster for students in that room.
- The test rosters are secure documents and must be kept in a secure location until the test is administered and must be turned in to the campus coordinator after the test session is over.

1. Go to *Reports > Operational Reports*.
2. Check the box for "Online Testing."
3. Click *Session Roster*.
4. Click *Request Report Refresh*.
5. To filter the report, make selections in the Report Parameters section.
6. Click ***Refresh Report***.
7. Once the report has completed, click ***Download Report***.
8. Open the downloaded file and print the roster.
 - a) If several testing rooms have students on the same roster, print a copy of the roster for each testing room.
 - b) Student test tickets and session rosters are secure materials. Distribute the appropriate materials on each day of testing.

Operational Reports

Report Categories

- ☐ Organization
- ☐ Students & Registrations
- ☒ Online Testing
- ☐ Orders & Shipment Tracking
- ☐ Users

Enter Report Name

Search

Online Testing

Session List

List all of the sessions by organization.

Session Counts

The number of sessions for organizations doing online testing.

Organizations that have Precaching Server Configuration

List of all organizations that have a Precaching Server Configuration

Sessions with Delivery Schedule Override

Sessions with Delivery Schedule Override

Session Roster

List all of the students for all sessions.

Operational Reports

Session Roster

List all of the students for all sessions.

Execution Date

04/10/2017 09:00:55 AM

Organization

Texas (TX)

Test Administration

Texas > 2016 - 2017 > 2017 Spring TELPAS Grades K-12

Download Report

Request Report Refresh

Report Parameters

Organization

Texas (TX)

Test Administration

Texas > 2016 - 2017 > 2017 Spring TELPAS Grades K-12

Session Organization

Test

This report will be queued for processing and could take several minutes to complete.

Refresh Report

To Print Session Roster for a Particular Session

[Click here to return to Main Slide](#)

1. Go to *Testing > Students in Sessions*.
2. Add test session(s) to the Session List on the left.
3. Click a session to select it in the Session List.
4. Open the Resources dropdown menu and select "Session Student Roster."
5. Use your browser's print function to print the roster.

The screenshot shows the 'Students in Sessions' interface. A red box labeled 'Step 1' highlights the 'Start' button in the top navigation bar. A red box labeled 'Step 2 and 3' highlights the 'CARDSU 4-5 READ' session in the 'Session List' on the left. A red box labeled 'Step 4' highlights the 'Resources' dropdown menu in the top right corner. Below the session list, a search bar and filters are visible. The main content area shows a progress bar for 'CARDSU 4-5 READ (2 Student Tests)' and a table of results.

PEIMS ID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
000999850	LASTNAME	FIRSTNAME	E	9788367831	CARDSU 4-5 READ (TELPAS Reading Grade 4-5 Sp 17)	Completed	Online	TELPAS Reading Grade 4-5 Sp 17 - 17RD04SPEN0015 (17RD04SPEN0015)
000999851	LASTNAME	FIRSTNAME	F	5720063331	CARDSU 4-5 READ (TELPAS Reading Grade 4-5 Sp 17)	Ready	Online	TELPAS Reading Grade 4-5 Sp 17 - 17RD04SPEN0016 (17RD04SPEN0016)

Starting Sessions

[Click here to return to Main Slide](#)

Students in a session will not be able to sign in and begin the test until the session has been started and unlocked in the Assessment Management System. You may not “Start Sessions until the assessment windoww opens.

1. Go to Testing > Students in Sessions
2. From the Session List on the left, Click a session to select it from the list. (If you have trouble finding your session, go to Testing > Sessions and select the test session(s). Return to Students in Sessions and the session(s) will already be listed.)
3. The session will now be displayed in the “Session List” window
4. Click Start.

The screenshot shows the PearsonAccessnext web application interface. At the top, the navigation bar includes 'Home', 'Setup', 'Testing', 'Reports', and 'Support'. The 'Testing' tab is active. The main header area displays 'Students in Sessions' with a 'Go to Sessions' link. Below this, there are two panels: 'Tasks' and 'Students in Sessions'. The 'Students in Sessions' panel shows a list of sessions, with one session selected: 'KIMBALL TAKS SOCIAL STUDIES'. The 'Session List' panel on the left shows the same session selected. Four steps are highlighted with red callouts: Step 1 points to the 'Students in Sessions' header; Step 2 points to the 'Session List' panel; Step 3 points to the 'Start' button; and Step 4 points to the 'Start' button.

PearsonAccess^{next} Texas > 2015 - 2016 > 2016 March TAKS Exit Level DALLAS ISD (057905)

Home Setup Testing Reports Support

Step 1

Students in Sessions Go to Sessions »

Tasks 0 Selected

Select Tasks Start

Students in Sessions 0 Selected Clear

Manage

Step 2

Session List

Add

1 Selected | Clear

KIMBALL TAKS SOCIAL STUDIES

Step 3

KIMBALL TAKS SOCIAL STUDIES

Start Download Resources Update Cache Refresh

Step 4

Start

Unlocking Sessions

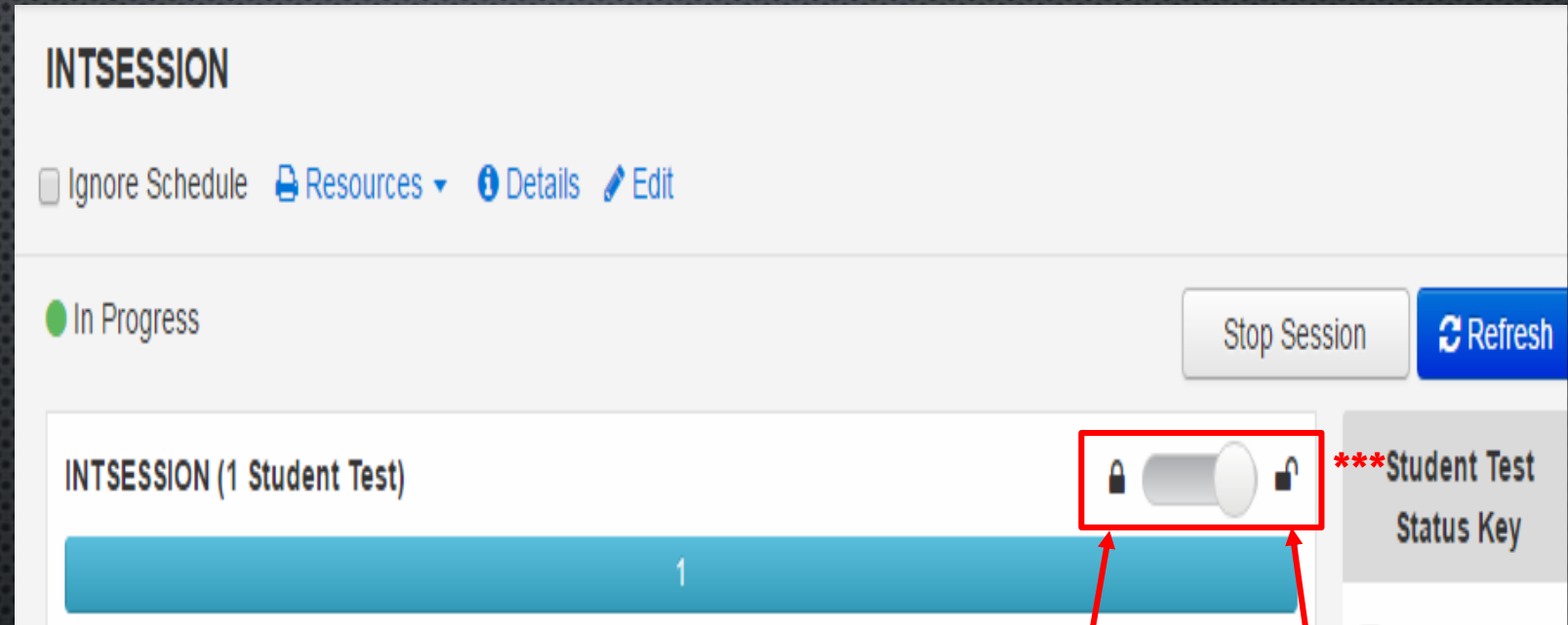
[Click here to return to Main Slide](#)

After a user clicks the **Start** button, tests must be unlocked before students can access their tests in TestNav. TELPAS tests will need to be unlocked manually **AFTER** the **Start** button is clicked.

1. To unlock all students' tests in a session, click the correct session in the Session List area, and then click the unlock icon.

PLEASE NOTE ***If a student is added to a session that is already started, the new test will be added as locked.

PLEASE NOTE ***Locked students appear with a lock symbol next to "Ready" in the **Student Test Status** column. To unlock the test, click the dropdown menu in the **Student Test Status** column and select **Unlock**.



Lock Symbol

Unlock Symbol

Resuming a Test

[Click here to return to Main Slide](#)

If a student exits TestNav before completing a test and the student should be able to continue testing, the test must be resumed before the student can sign in to continue the test.

1. Go to Testing > Students in Sessions
2. Search to find the student.
3. Click the down arrow next to the student's test status and select either "Resume" or "Resume Upload".
 - a. To resume multiple tests, select the students you would like to resume
 - b. to resume entire session, click the checkbox at the top of the checkbox column.
4. Open the task bar and select "Resume Student Tests."

The screenshot shows the PearsonAccessnext interface. At the top, there's a navigation bar with 'Home', 'Setup', 'Testing', 'Reports', and 'Support'. Below this is a 'Students in Sessions' section with a 'Go to Sessions' link. A 'Tasks' dropdown menu is open, showing options like 'Student Test Statuses', 'Resume Student Tests', 'Students', 'Add Students to Sessions', 'Remove Students from Sessions', 'Move Students between Sessions', 'Student Tests', 'Manage Student Tests', and 'Set Section Start / Resume'. A 'Find Students' search bar is visible. Below the search bar, there's a table with 16 results. The table has columns for 'PEIMS ID', 'Last Name', 'First Name', 'Middle Name', 'Username', 'Session', 'Student Test Status', and 'Form'. The first row shows a student with a status of 'Ready'.

Step 2

This is a close-up of the 'Student Test Status' dropdown menu. The menu is open, showing options: 'Exited', 'Resume' (circled in red), and 'Lock'. The 'Resume' option is the one to be selected according to the instructions.

Step 3

Stopping Sessions

[Click here to return to Main Slide](#)

After all students have completed the test and submitted their responses, manually stop the test session. If any students are showing in “Ready” status, you can not stop the session.

1. Go to Testing > Students in Sessions
2. From the Session List on the left, Click a session to select it from the list. (If you have trouble finding your session, go to Testing > Sessions and select the test session(s). Return to Students in Sessions and the session(s) will already be listed.)
3. The session will now be displayed in the main window
4. Click refresh to update the data displayed and click Stop Session.

The screenshot shows the PearsonAccessnext 'Students in Sessions' page. The interface includes a top navigation bar with links for Home, Setup, Testing, Reports, and Support. The main content area is divided into several sections:

- Step 1:** A blue header bar with the text 'Students in Sessions' and a 'Go to Sessions' link.
- Step 2:** A 'Tasks' section on the left with a 'Select Tasks' dropdown and a 'Start' button.
- Step 3:** A 'Students in Sessions' section on the right with a 'Manage' button.
- Step 4:** A 'Stop' button and a 'Refresh' button in the top right corner of the main content area.

The main content area displays a 'SESSION LIST' on the left with a session named 'TESTSESSION1'. The central part shows a progress bar for 'TELPAS Holistic Ratings Grade 10-12 (30 Student Tests)' with a value of 30. Below this is a 'Find Students' search bar. At the bottom, there is a table of results with columns for PEIMS ID, Answer Input, Last Name, First Name, Middle Name, Username, Session, Student Test Status, and Form. The first row shows a student with PEIMS ID 204477552, Last Name LASTA, First Name FIRSTA, Username 1771406635, Session TESTSESSION1, and Student Test Status Ready.

PEIMS ID	Answer Input	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form
204477552	Launch Test	LASTA	FIRSTA		1771406635	TESTSESSION1 (TELPAS Holistic Ratings Grade 10-12)	Ready	TELPAS Holistic Ratings Grade 10-12 - 16HR10SPEN0001 (16HR10SPEN0001)

Enter Holistic Ratings

1. Go to **Testing > Students in Sessions**.
2. Click the session from the **Session List**. Only one session can be selected to access online rating forms. Users cannot be in the **Combined View**.
3. Ensure the test session is started and unlocked.
4. Locate student
5. Click the *Launch Test* link in the Answer Input column.

*****Test Tickets are NOT required to enter holistic ratings.**

The screenshot shows the 'Students in Sessions' interface. At the top, there's a navigation bar with 'Home', 'Setup', 'Testing', 'Reports', and 'Support'. Below this, the 'Students in Sessions' header includes a 'Go to Sessions' link. The main area is divided into two panels. The left panel, 'Session List', shows a list of sessions with 'CARDSU 2 W' selected. The right panel, 'CARDSU 2 W', shows the session details, including 'In Progress' status, a progress bar, and a 'Student Test Status Key' legend. A red box highlights the 'Launch Test' link in the 'Answer Input' column of the student list. A callout box labeled 'Answer Input' points to this link.

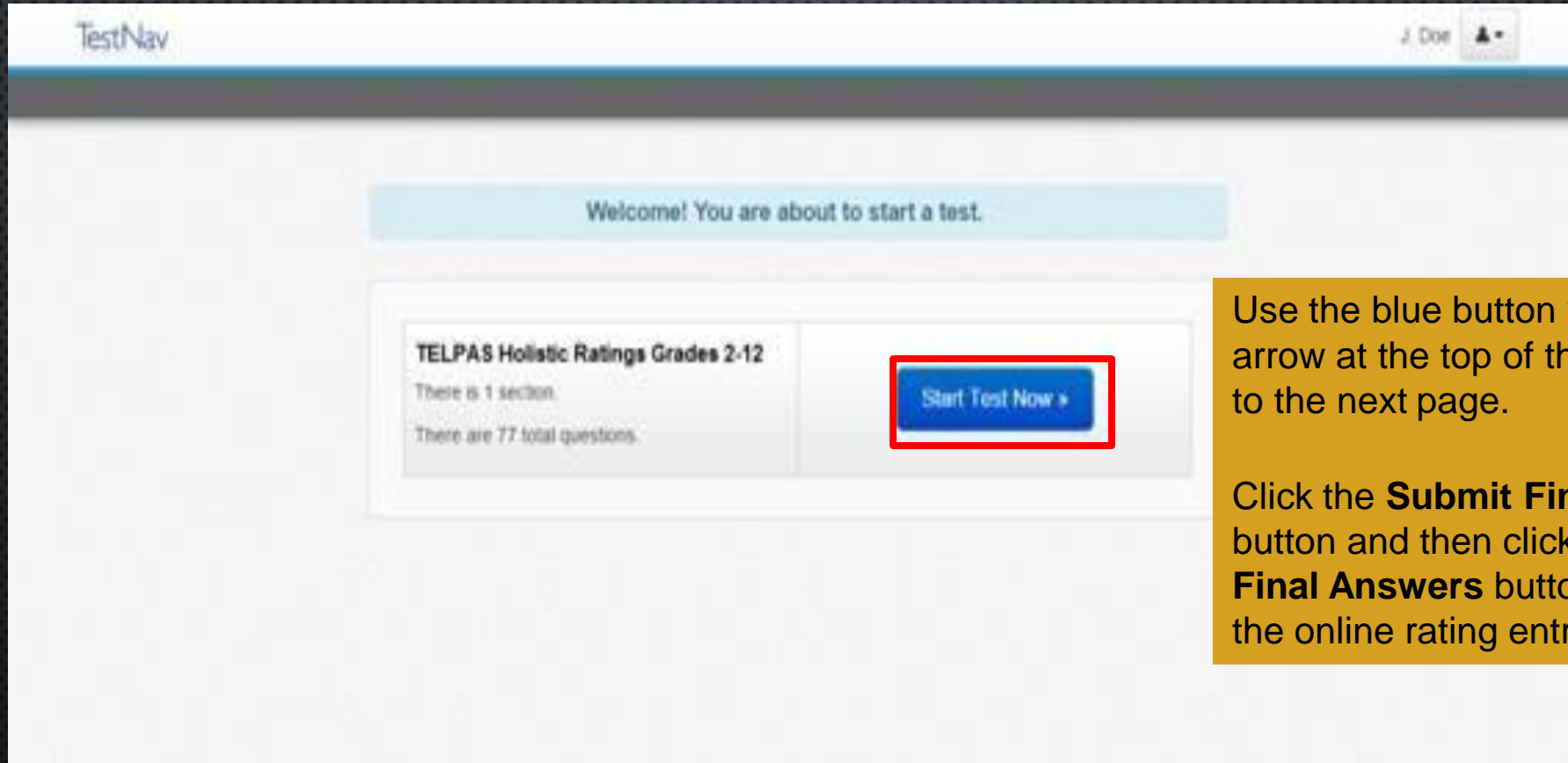
PEIMS ID	Answer Input	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
000999852	Launch Test	LASTNAME	FIRSTNAME		2636852664	CARDSU 2 W (Holistic Rating Writing Grade 2 Sp 18)	Ready	Holistic Ratings	TLPAS Holistic Ratings Writing Grade 02 - 18WR02SPEN0001 (18WR02SPEN0001)

Note to CTC: Every student including those receiving a score code of E or O **must have their test launched.**

ENTER HOLISTIC RATINGS

[Click here to return to Main Slide](#)

The student test will launch in TestNav. Click *Start Test Now*. Enter proficiency ratings and rater information. Verify that the information that you have entered matches the student's information on the TELPAS Student Rating Roster.

The screenshot shows the TestNav web application interface. At the top left is the 'TestNav' logo. At the top right, the user 'J. Doe' is logged in, indicated by a small profile icon. Below the header, a light blue banner reads 'Welcome! You are about to start a test.' In the center, there is a white box containing information about the test: 'TELPAS Holistic Ratings Grades 2-12', 'There is 1 section.', and 'There are 77 total questions.' To the right of this information is a blue button with the text 'Start Test Now' and a white right-pointing arrow. This button is highlighted with a red rectangular border. The overall background of the interface is a light gray.

Use the blue button with the white arrow at the top of the screen to go to the next page.

Click the **Submit Final Answers** button and then click **Yes, Submit Final Answers** button to submit the online rating entry form.

CORRECTING RATINGS OR RATER INFORMATION

IF YOU ACCIDENTLY ENTER THE WRONG RATINGS, CORRECT USING STEPS BELOW.

[Click here to return to Main Slide](#)

1. Go to **Setup**, select **Students**
2. Type the Students PEIMS number or Search by Name
3. Once the name generates, check the box beside student name
4. In the **Task Bar**, select **Manage Student Test**, then click **Start**
5. **Click on the actual test name** that you wish to change (for example TELPAS Holistic Ratings Grade 1)
6. The student information will be displayed, scroll to the bottom and you will be able to correct student ratings or rater information
7. Correct information as needed and **Save**

Please Note: You may have to wait 24 hours before correcting ratings due to the system updating nightly.

Listening Proficiency Rating

4=Advanced High

Listening Score Code

S=Score

Speaking Proficiency Rating

4=Advanced High

Speaking Score Code

S=Score

Writing Proficiency Rating

2=Intermediate

Writing Score Code

S=Score

Reading Proficiency Rating

3=Advanced

Reading Score Code

S=Score

Rater Information-A

1=Bilingual Education Teache

Rater Information-B

2=No

☐ Do Not Report

Do Not Report Reason

Accommodations

☐ General Accommodations

☐ Large Print

☐ Extra Day

* Required

Save

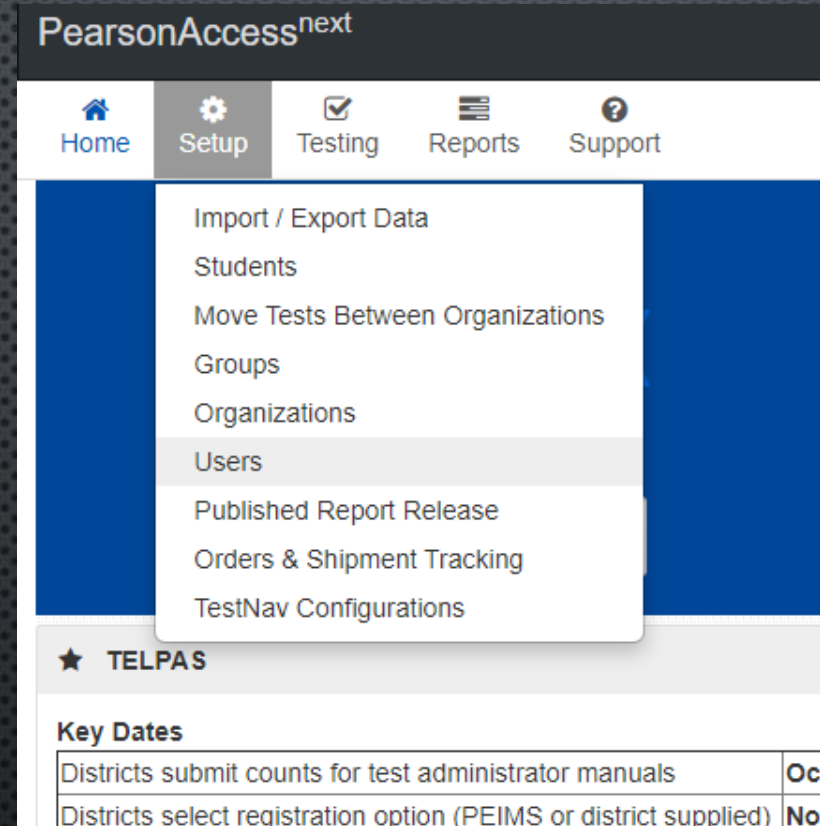
Reset

ADDING AND MANAGING USERS

To Add a User

1. Go to Setup > Users.
2. Open the task list, select "Create / Edit Users," and click Start.
3. Enter the user information. *Role Needed: Transcribe Assistant*
4. Click Create.
 - a. If the Active Begin Date field is left blank, the user's account will be active when the account is created.
 - b. The user will receive a system email including the username and instructions for creating a password or notification that additional access has been granted.

NOTE: User accounts are disabled after 240 days of inactivity and are deleted after 390 days of inactivity, regardless of the Active End Date



To Manage User Accounts

1. Go to Setup > Users.
2. Search to find the user(s) you want to edit or click the down arrow next to the Search button and check "Show all results."
3. Check the box(es) next to the user(s) to edit.
4. Open the task list, select "Create / Edit Users," and click Start. Additional tasks include "Reset Passwords" and "Delete/Restore Users."
5. Select a user from the list on the left.
6. Edit the user information and click Save.

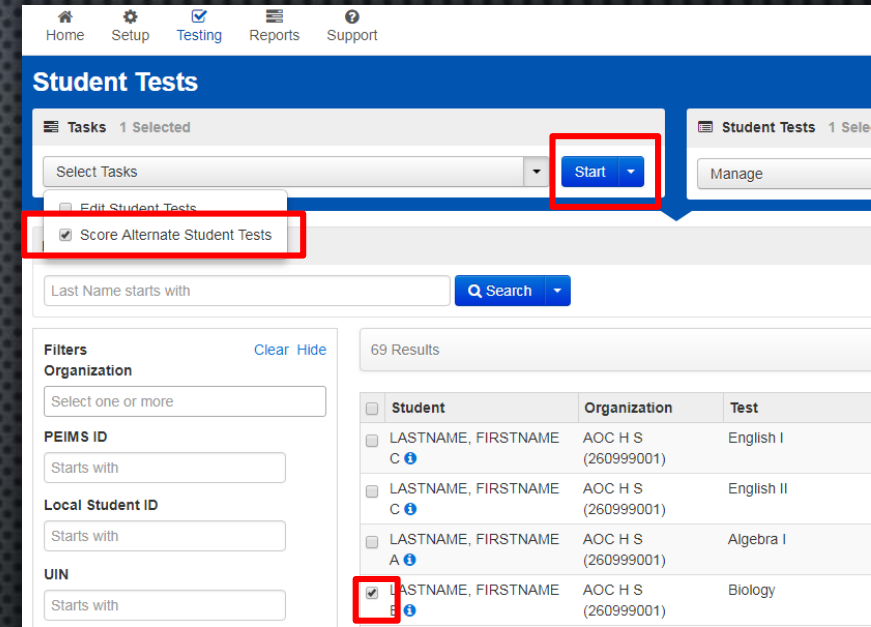
ENTERING SCORES, SCORE CODES, AND ACCOMMODATIONS FOR TELPAS ALT/STAAR ALT 2

Enter STAAR Alternate 2 Student Responses or TELPAS

Alternate Ratings *Please note sessions DO NOT need to be created.**

To Enter Student Responses/Ratings

1. Select the appropriate administration (STAAR Alternate 2 administration or TELPAS Alternate administration).
2. Go to *Testing > Student Tests*.
3. Search for and select the student(s) whose responses/ratings you want to enter.
4. Open the Select Tasks list, select "Score Alternate Student Tests," and click **Start**.
5. Select the student test you want to enter responses/ratings for.
6. **For STAAR Alt**, Select the form number from the Form dropdown menu that matches the test book form. **There is no form number to select for TELPAS Alt.**
7.
 - For STAAR Alt**, Enter the responses from the Scoring Document.
 - For TELPAS Alt**, Enter the ratings from the Observable Behaviors Document.
8. Click **Save**.
9. Once you have saved and verified all responses/ratings, click **Submit**. After you click **Submit**, you cannot make any changes to the responses.
10. Repeat steps 5–9 for each student listed on the left.



Student	Organization	Test
LASTNAME, FIRSTNAME C (260999001)	AOC H S (260999001)	English I
LASTNAME, FIRSTNAME C (260999001)	AOC H S (260999001)	English II
LASTNAME, FIRSTNAME A (260999001)	AOC H S (260999001)	Algebra I
LASTNAME, FIRSTNAME B (260999001)	AOC H S (260999001)	Biology

Enter STAAR Alternate 2 Student/TELPAS Alternate score codes and accommodations

1. Go to Setup > Students.
2. In the Search bar, click dropdown button and check "Show all results."
3. Check the box next to the student whose score code information needs to be entered.
4. Open the Select task dropdown at top of page, and select "Manage Student Tests," and click Start.
5. Select the student's test in the "Student Tests" column.
6. On the Test Details screen, select the score code from the Score Code dropdown menu and select any accommodations used during testing from the Accommodations section.
7. Click Save.

Tasks for Student Tests

Edit Student Tests

STUDENT TESTS (1)

LASTNAMES, FIRSTNAMES (000999570)

Grade 03 Mathematics Complete

DETAILS

LASTNAMES, FIRSTNAMES (000999570)

Organization*
AOC H S (260999001)

Group Name
HANSEN G03 TEST

Format*
Alternate

Translated Student Materials
JIN
6366CFB9-1BA1-4718-A75D-892823C4B007

Score Code
S = Score

Score Code
S = Score

☐ Printed SRC/Label (charge applies) ⓘ

Purchase Order Number

☐ Do Not Report

Do Not Report Reason

Accommodations

☐ Color or Highlight ☐ Braille

☐ Color Overlays ☐ Describe Images

☐ Photographs or Objects ☐ Provide Images or Text Separately

☐ Textured Materials ☐ Isolate Images

☐ Demonstrate ☐ Picture Representations

☐ Raise or Darken Outline ☐ Use Calculator, Manipulatives, or Math Tool

☐ Enlarge ☐ Reread Text

☐ Provide Structured Reminders

Required

Save Reset

CAPTURING UNSCHOOLED ASYLEE/REFUGEE, STUDENTS WITH INTERRUPTED FORMAL EDUCATION (SIFE) OR YEARS IN U.S. SCHOOL INFORMATION.

1. Go to *Setup > Students*.
2. Search for and select the student(s) whose information you want to capture.
3. Open the Select Tasks list, select "Register Students," and click **Start**.
4. Capture the information in the correct field and select Save.

Grade Level* 07 = Grade 07 ▼	Years in U.S. Schools 6 = Has been enrolled in U.S. ▼
Local Student ID 	Students with Interrupted Formal Education (SIFE) 0 = No ▼
Unschool'd Asylee/Refugee 0 = No ▼	Reporting CDC Select ▼
Parent Denial 0 = Parent or guardian has nc ▼	
Ethnicity Hispanic/Latino 1 = Hispanic/Latino ▼	
Race <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American	