



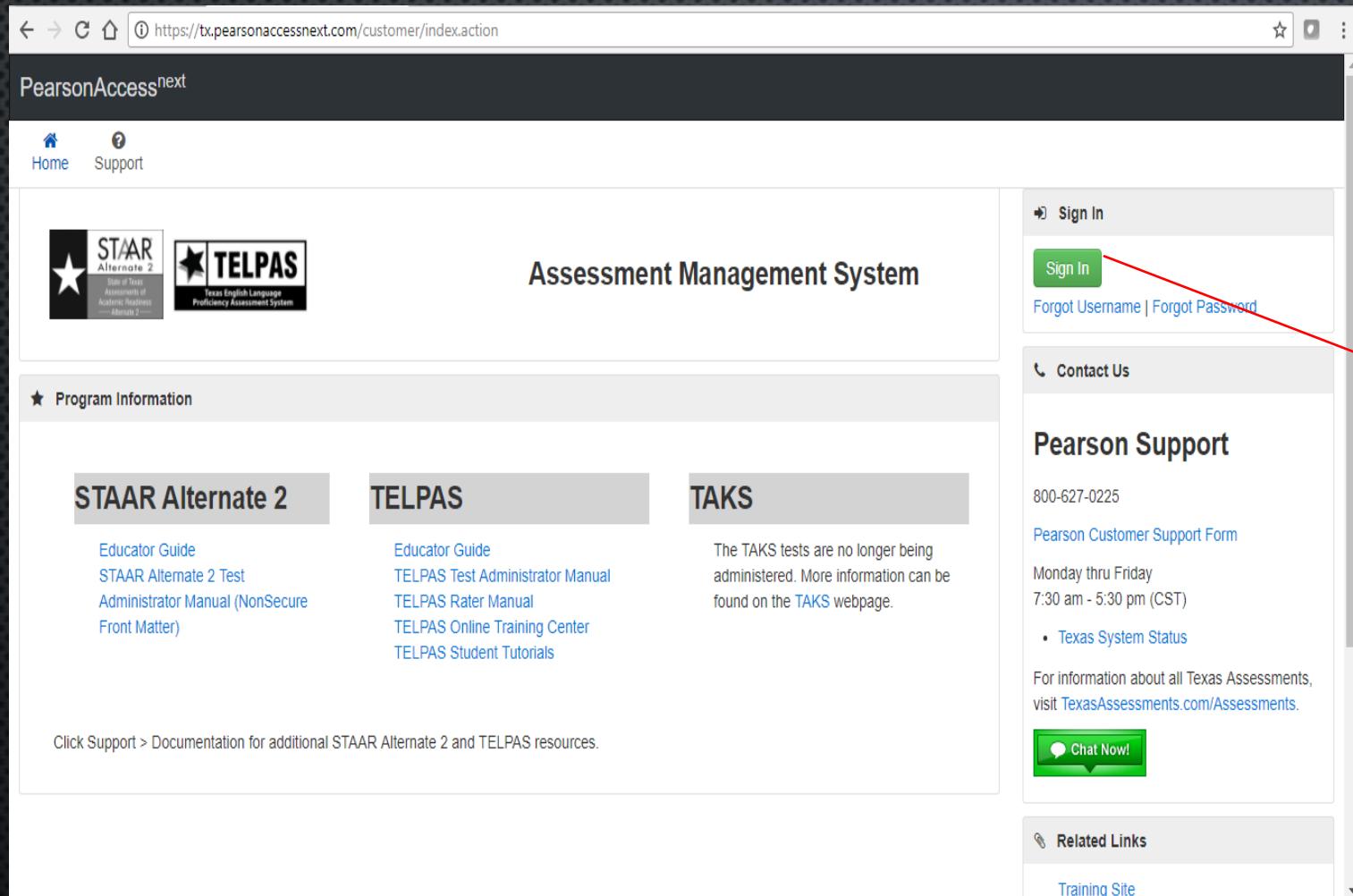
NAVIGATING PEARSON ACCESS NEXT

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

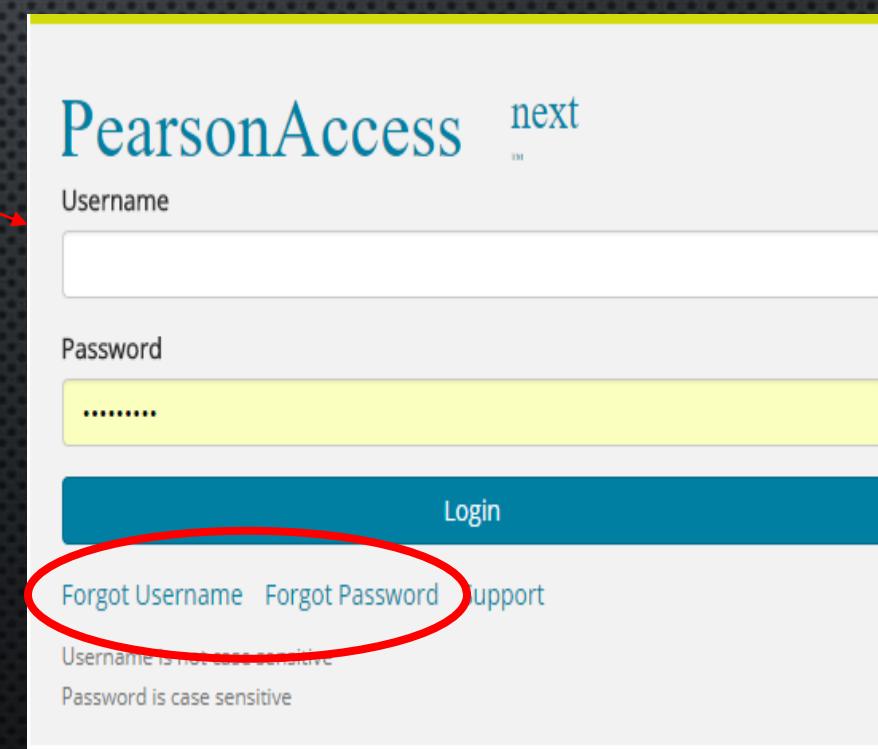
- [CREATING AN ONLINE TEST SESSION](#)
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- [UNSCHOOLED ASYLEE REFUGEE, SIFE, AND YEARS IN U.S. SCHOOLS](#)

This is the landing page for STAAR Alternate 2 and TELPAS

tx.pearsonaccessnext.com



The screenshot shows the PearsonAccessnext landing page. At the top, there are links for 'Home' and 'Support'. Below that, there are logos for STAAR Alternate 2 and TELPAS. The main content area is titled 'Assessment Management System'. It features three main sections: 'STAAR Alternate 2', 'TELPAS', and 'TAKS'. The 'STAAR Alternate 2' section includes links for 'Educator Guide', 'STAAR Alternate 2 Test', 'Administrator Manual (NonSecure Front Matter)', and 'TELPAS Test Administrator Manual'. The 'TELPAS' section includes links for 'Educator Guide', 'TELPAS Rater Manual', 'TELPAS Online Training Center', and 'TELPAS Student Tutorials'. The 'TAKS' section states that TAKS tests are no longer being administered and provides a link to the TAKS webpage. At the bottom, there is a note about clicking 'Support > Documentation' for additional resources. On the right side of the page, there is a sidebar with 'Sign In' and 'Forgot Username | Forgot Password' links, a 'Contact Us' section with phone number 800-627-0225 and a 'Pearson Customer Support Form', and a 'Pearson Support' section with 'Texas System Status' and a link to 'TexasAssessments.com/Assessments'. There is also a 'Chat Now!' button.



The image shows a zoomed-in view of the PearsonAccessnext sign-in form. It includes fields for 'Username' and 'Password', a 'Login' button, and links for 'Forgot Username' and 'Forgot Password'. A red circle highlights these two links. Below the form, there are error messages: 'Username is not currently active' and '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.

The screenshot shows the PearsonAccessnext interface with the following steps:

- Step 1:** A red arrow points from the "Start" button in the top right corner of the "Sessions" page to the "Start" button in the top right corner of the "Testing" page.
- Step 2:** A red arrow points from the "Sessions" link in the "Select an action" dropdown on the "Testing" page to the "Sessions" link in the "Select an action" dropdown on the "Sessions" page.
- Step 3:** A red arrow points from the "Create / Edit Sessions" link in the "Select Tasks" dropdown on the "Sessions" page to the "Create / Edit Sessions" link in the "Select Tasks" dropdown on the "Sessions" page.

Testing Page (Left):

- Header: PearsonAccess^{next}
- Top navigation: Texas > 2019 - 2020 > 2020 Spring TELPAS Grades K-12 ▾, DALLAS ISD (057905) ▾, User icon
- Main content: TESTING
- Side navigation: Select an action ▾
 - Student Tests
 - Sessions** (highlighted with a red box)
 - Students in Sessions

Sessions Page (Right):

- Header: Sessions, Go to Students in Sessions ▾
- Top navigation: Tasks 0 Selected, Select Tasks
- Task list:
 - Create / Edit Sessions** (highlighted with a red box)
 - Delete Sessions
 - Add/Remove Students in Sessions
- Bottom buttons: Show Students in Sessions & Control Sessions, Search ▾

CREATING SESSIONS

COMPLETE THE REQUIRED FIELDS AS PER BELOW

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.

SESSIONS (0) + Create Session

DETAILS

New Session

Session Name*

Organization*

Test & Form

Test Assigned*

Proctor Reads Aloud

DO NOT CLICK

Form Group Type*

Use Custom TestNav Settings

Precaching Computer*

Click to add your precaching computer

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

Find by Name or ID in AOC H S (260999001)

Add students to session

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

* Required

Create **Reset**

Complete all required fields

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

CREATING SESSIONS

PearsonAccess^{next}

Texas > 2015 - 2016 > 2016 Spring TELPAS Grades K-12 JOHN LESLIE PATTON JR ACADEMIC (057905389)

Tasks for Sessions

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

Session Name* SESSION NAME

Organization* JOHN LESLIE PATTON...

Test & Form

Test Assigned* Test

Proctor Reads Aloud

Form Group Type* Add

Use Custom TestNav Settings

Precaching Computer* Add

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

Find by Name or ID Students

Add students to session

Add Task Previous Task Next Task Exit Tasks

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

The screenshot shows the PearsonAccessnext interface for managing sessions. The top navigation bar includes links for Home, Setup, Testing (which is highlighted in blue), Reports, and Support. The top right shows the current location (Texas > 2019 - 2020 > 2020 Spring TELPAS Grades K-12) and the user's district (DALLAS ISD (057905)).

Step 1: The 'Sessions' tab is selected. A pink box labeled 'Step 1' highlights the 'Start' button in the toolbar, which has a dropdown menu.

Step 2: A pink box labeled 'Step 2' highlights the 'Find Sessions' search bar, which contains a text input field ('Name starts with') and a 'Search' button with a magnifying glass icon. A red box and a red circle highlight the 'Search' button.

Step 3: A pink box labeled 'Step 3' highlights the search results table. The table header includes columns for Session, Session Status, Scheduled Start Date, Test, # Students, and Actual Start Date. A red box highlights the 'Displaying 25' dropdown and the 'Manage Columns' button. A red box also highlights the list of columns on the right, which includes Session, Session Status, Scheduled Start Date, Test, # Students, Actual Start Date, and Organization, all with checkboxes checked. An 'Apply' button is at the bottom of this list.

The main search results table shows 'No Results' and a note: 'Search or select a filter to view results.'

Filters: On the left, there are several filter dropdowns: 'Session Status' (with 'Select one or more'), 'Organization' (with 'Select one or more'), 'Test' (with 'Select one or more'), 'Form Group Type' (with 'Select one or more'), and 'Scheduled Start Date Range'.

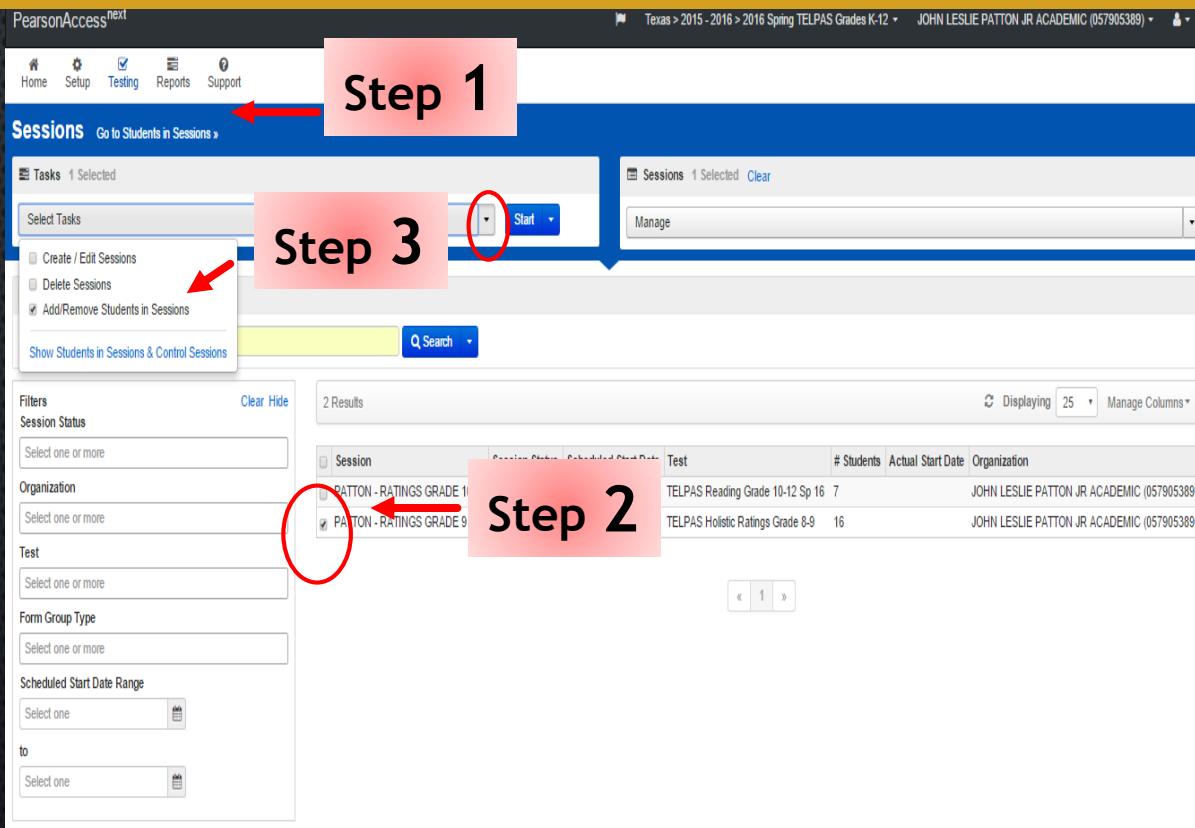
ADDING STUDENTS INDIVIDUALLY TO A SESSION

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**.

Step 1 

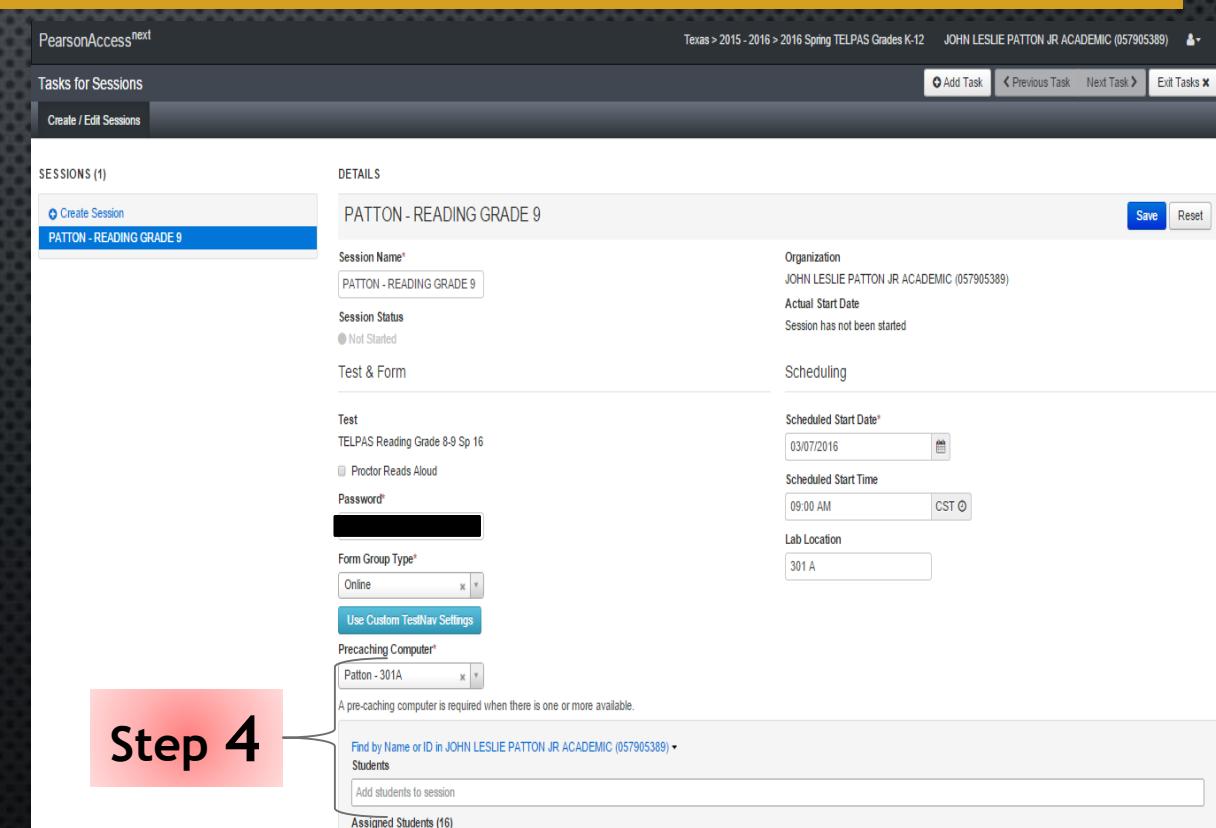
Step 2 

Step 3 



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

Step 4 



SESSIONS (1)

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.

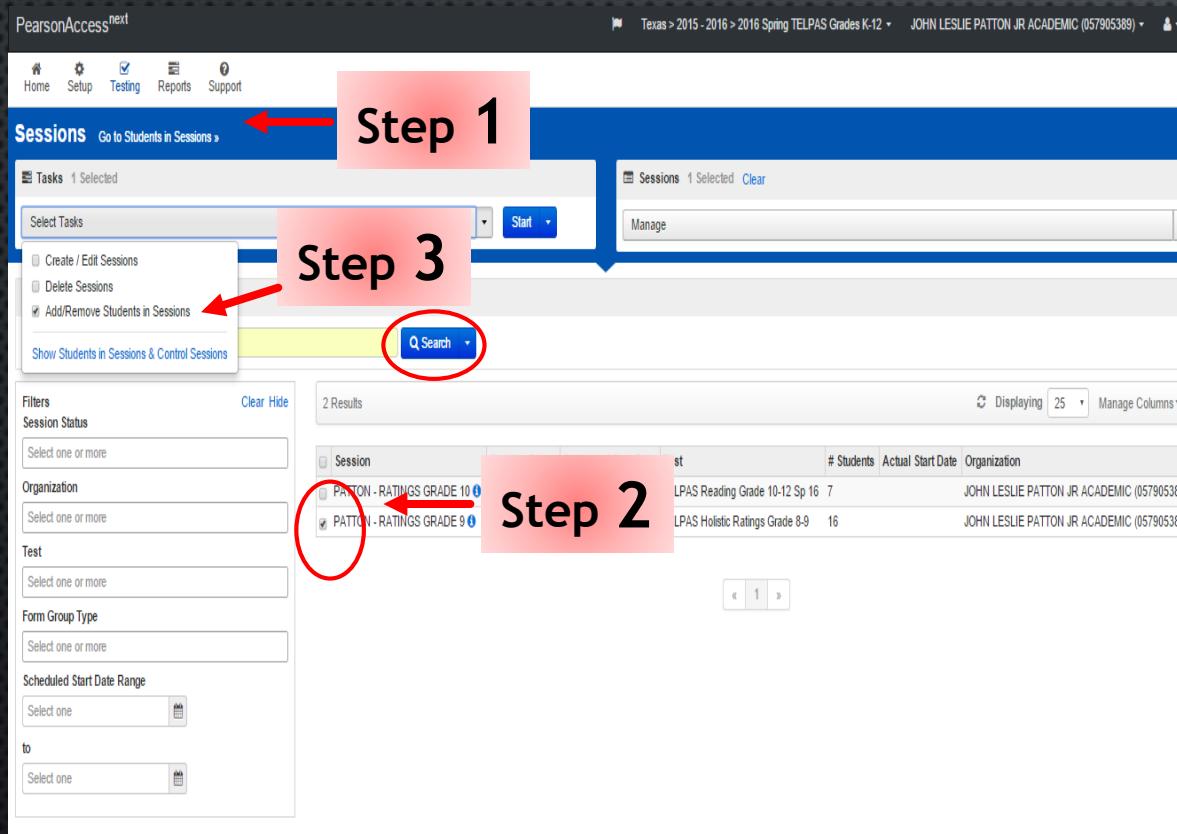
Find by Name or ID in JOHN LESLIE PATTON JR ACADEMIC (057905389) - Students
Add students to session

Assigned Students (16)

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**.



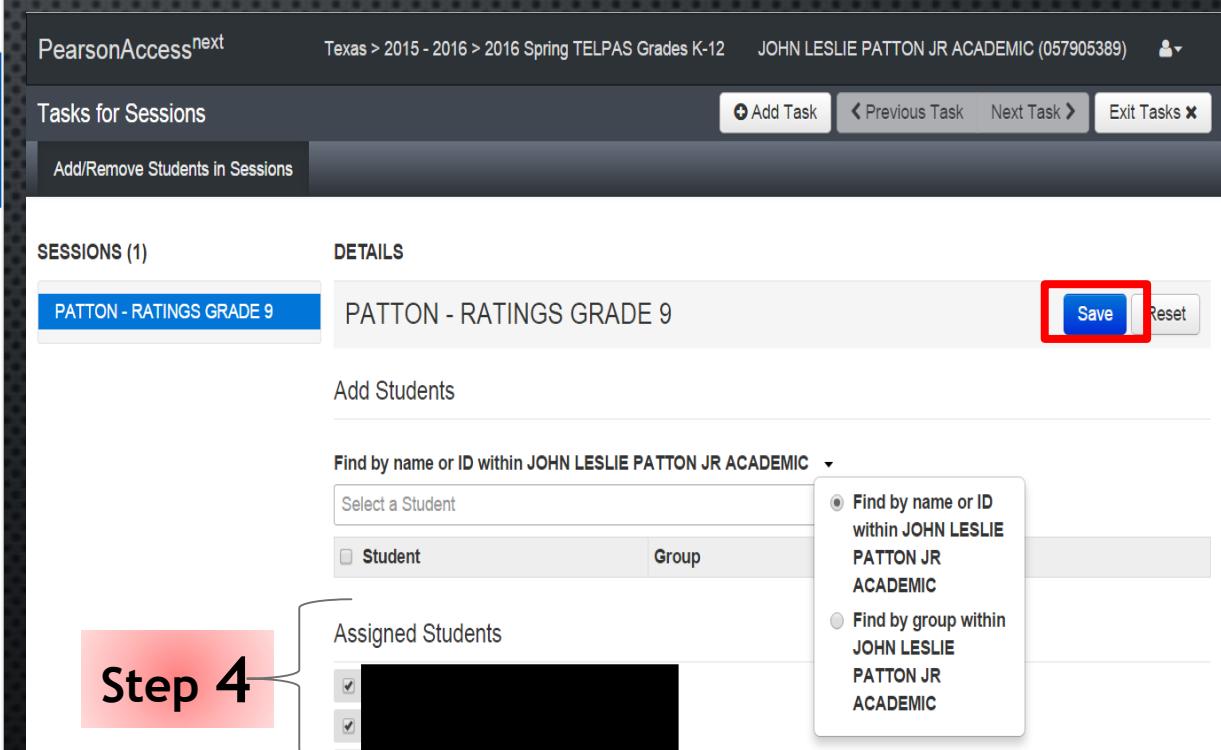
Step 1: A red arrow points to the 'Sessions' link in the top navigation bar. A pink box labeled 'Step 1' is overlaid on the 'Sessions' link.

Step 2: A red circle highlights the 'Add/Remove Students in Sessions' checkbox in the 'Select Tasks' dropdown. A pink box labeled 'Step 2' is overlaid on the 'Add/Remove Students in Sessions' link.

Step 3: A red circle highlights the 'Q Search' button. A pink box labeled 'Step 3' is overlaid on the 'Q Search' button.

The screenshot shows a list of sessions with two entries:

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



Step 4: A pink box labeled 'Step 4' is overlaid on the 'Assigned Students' section. A red box highlights the 'Save' button in the top right corner of the 'DETAILS' panel.

The screenshot shows the 'SESSIONS (1)' and 'DETAILS' sections for 'PATTON - RATINGS GRADE 9'.

SESSIONS (1):

PATTON - RATINGS GRADE 9

DETAILS:

PATTON - RATINGS GRADE 9

Save Reset

Add Students

Find by name or ID within JOHN LESLIE PATTON JR ACADEMIC

Select a Student

Student Group

Assigned Students

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.

The screenshot shows the PearsonAccessnext interface for managing sessions. The top navigation bar includes Home, Setup, Testing (highlighted with a red arrow), Reports, and Support. The main title is "Sessions Go to Students in Sessions >". The toolbar below the title includes "Tasks 1 Selected" (with checkboxes for Create / Edit Sessions, Delete Sessions, and Add/Remove Students in Sessions), a dropdown menu, a "Start" button, and a "Manage" button. A red box labeled "Step 1" points to the "Testing" button. A red box labeled "Step 2" points to the "Start" button, with a callout "Shows number of selected sessions to manage" pointing to the "Sessions 1 Selected" text. A red box labeled "Step 3" points to the "Show Students in Sessions & Control Sessions" link. The left sidebar contains filters for Session Status, Organization, Test, Form Group Type, and Scheduled Start Date Range. The main content area shows a table with 2 results:

Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Organization
<input type="checkbox"/> PATTON - RATINGS GRADE 10 1			TELPAS Reading Grade 10-12 Sp 16	7		JOHN LESLIE PATTON JR ACADEMIC (057905389)
<input checked="" type="checkbox"/> PATTON - RATINGS GRADE 9 1			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 with three highlighted steps:

- Step 1:** The 'Session List' on the left, indicated by a red arrow pointing to the 'Session List' label.
- Step 2:** The 'TEL PAS READING 8 MAIN GROUP' session in the center, indicated by a red box around the session name and a red bracket connecting it to the 'Session List'.
- Step 3:** The 'Find Students' search bar at the bottom, indicated by a red box around the search bar and the text 'In the selected session(s) above'.

Other visible elements include:

- Header:** Students in Sessions, Go to Sessions »
- Top Bar:** Tasks 0 Selected, Students in Sessions 0 Selected, Clear, Manage.
- Session List:** Add, 2 Selected | Clear, Combined View, GASTON TEL PAS READING 8 GROUP 4 11:10 AM, TEL PAS READING 8 MAIN GROUP.
- Session Details:** TEL PAS READING 8 MAIN GROUP, Download Resources, Update Cache, Refresh.
- Find Students:** Find Students, In the selected session(s) above, Search.
- Bottom Bar:** Filters, Organization, Clear Hide, 62 Results, Displaying 25, Manage Columns.

A callout box on the right side of the interface contains the text: "Make sure this is clear before you begin selecting students each time".

**Once selected, session you will manage appears here

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

Select Tasks

Start

Students in Sessions 3 Selected Clear

Manage

Shows number of students you have selected to move

GASTON TELPAS READING 8 GROUP 3 11:10 AM ⓘ

Update Cache Refresh

Step 4

Check to move students between sessions

Move Students between Sessions

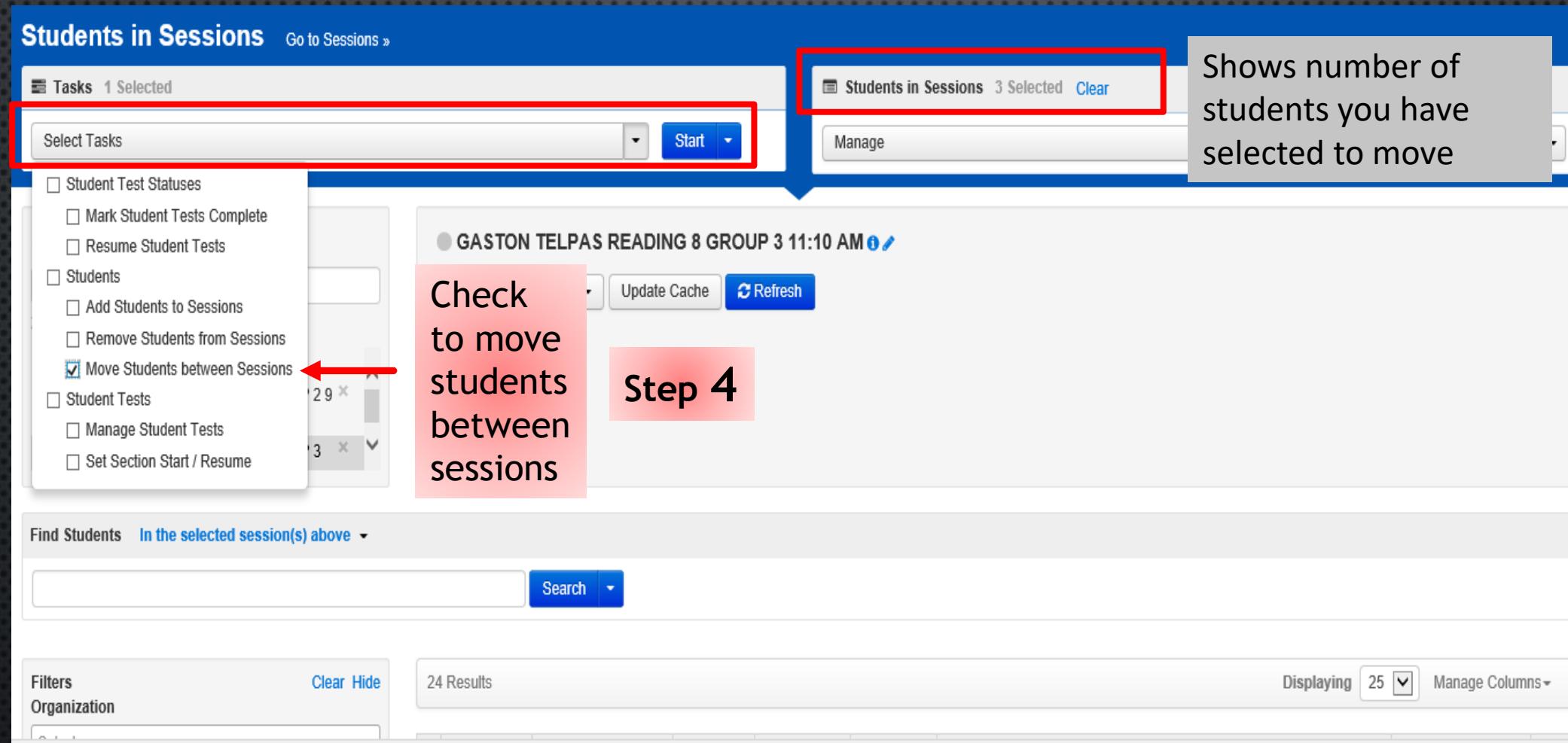
Find Students In the selected session(s) above

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 Step 8 Step 6 Step 9

Tests: TELPAS Reading Grade 8-9 Sp 16

Sessions: GASTON TELPAS READING 8 GROUP 2 9 AM GASTON TELPAS READING 8 GROUP 3 11:10 AM Create Session

Student: GARCIA, EDWY I (631841014) GASTON TELPAS READING 8 GROUP 2 9 AM GASTON TELPAS READING 8 GROUP 3 11:10 AM

GARCIA, GIOVANNI E (640804012) GASTON TELPAS READING 8 GROUP 3 11:10 AM, TELPAS Reading Grade 8-9 Sp 16 GASTON TELPAS READING 8 GROUP 3 11:10 AM, TELPAS Reading Grade 8-9 Sp 16

GARCIA, YARETZ Y (643808957) GASTON TELPAS READING 8 GROUP 3 11:10 AM, TELPAS Reading Grade 8-9 Sp 16 GASTON TELPAS READING 8 GROUP 3 11:10 AM, TELPAS Reading Grade 8-9 Sp 16

* Required

Move Reset

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

The student names will be checked under their current session

Prepare Test Sessions-

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

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

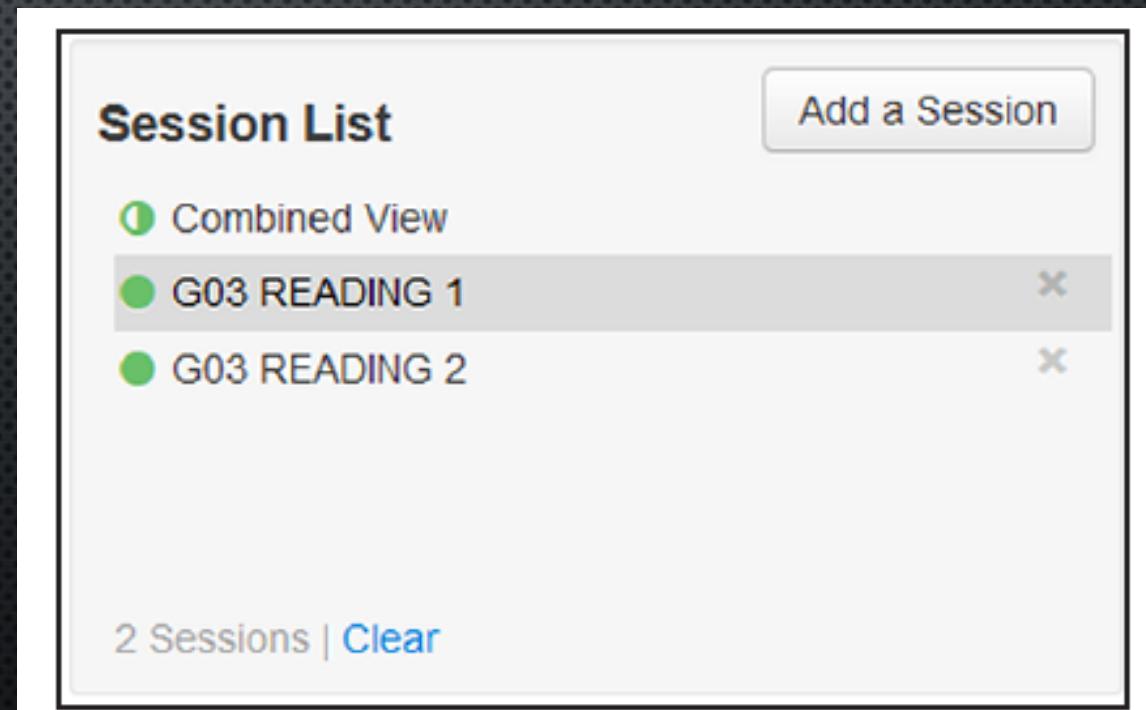
1. Go to Testing > Sessions. Check all sessions you wish to prepare.
2. In the task bar, select the blue link “Show students in Sessions and Control Session”
3. From the session list, select the session you wish to prepare or select Combined View if preparing multiple sessions.
4. Click the **Prepare 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.

The image shows a screenshot of the 'Students in Sessions' interface. At the top, there are two tabs: 'Tasks 0 Selected' and 'Students in Sessions 0 Selected'. Below these are buttons for 'Select Tasks', 'Start', 'Manage', and 'Resources'. A 'Session List' on the left shows 'Combined View', 'TELPAS READING 1' (selected), and 'TELPAS READING 2'. A red box highlights the 'TELPAS READING 1' session. A red box also highlights the 'Not Prepared' status indicator next to the session name. A pink box contains the text: 'Shows session is not currently prepared.' A large red box highlights the 'Prepare Session' and 'Refresh' buttons at the top right. A pink box labeled 'Step 4' is placed over these buttons. A red circle highlights the 'Preparing' status indicator for 'TELPAS READING 1' in the session list. A pink box labeled 'Step 5' is placed over this indicator. A blue arrow points from the 'Manage' button to the 'TELPAS READING 1' session detail.

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

Session List

Add a Session

CARDSU 4-5 READ

In Progress

CARDSU 4-5 READ (2 Student Tests)

Stop Session Refresh

Resources Details Edit

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

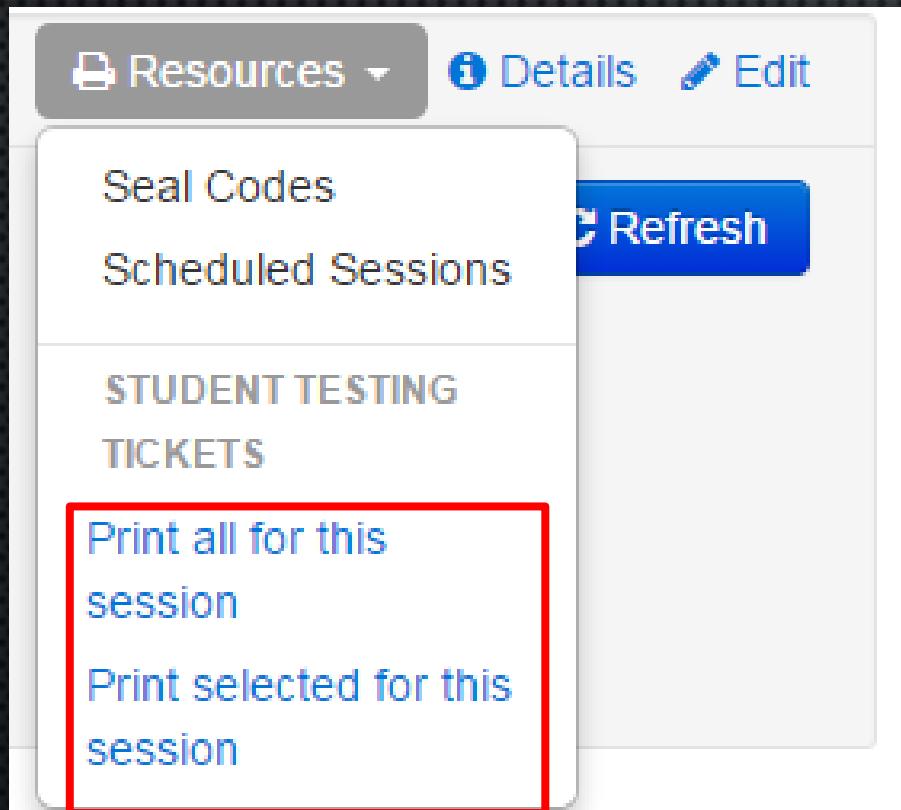
2 Results

Displaying 25 Manage Columns

PEIMS ID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
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 - 17RD04SPENO15 (17RD04SPENO15)
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 - 17RD04SPENO16 (17RD04SPENO16)

TELPAS- Print Options for Student Test Tickets

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



Resources ▾

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](#)

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

To Print Session Roster for a Particular Session

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.

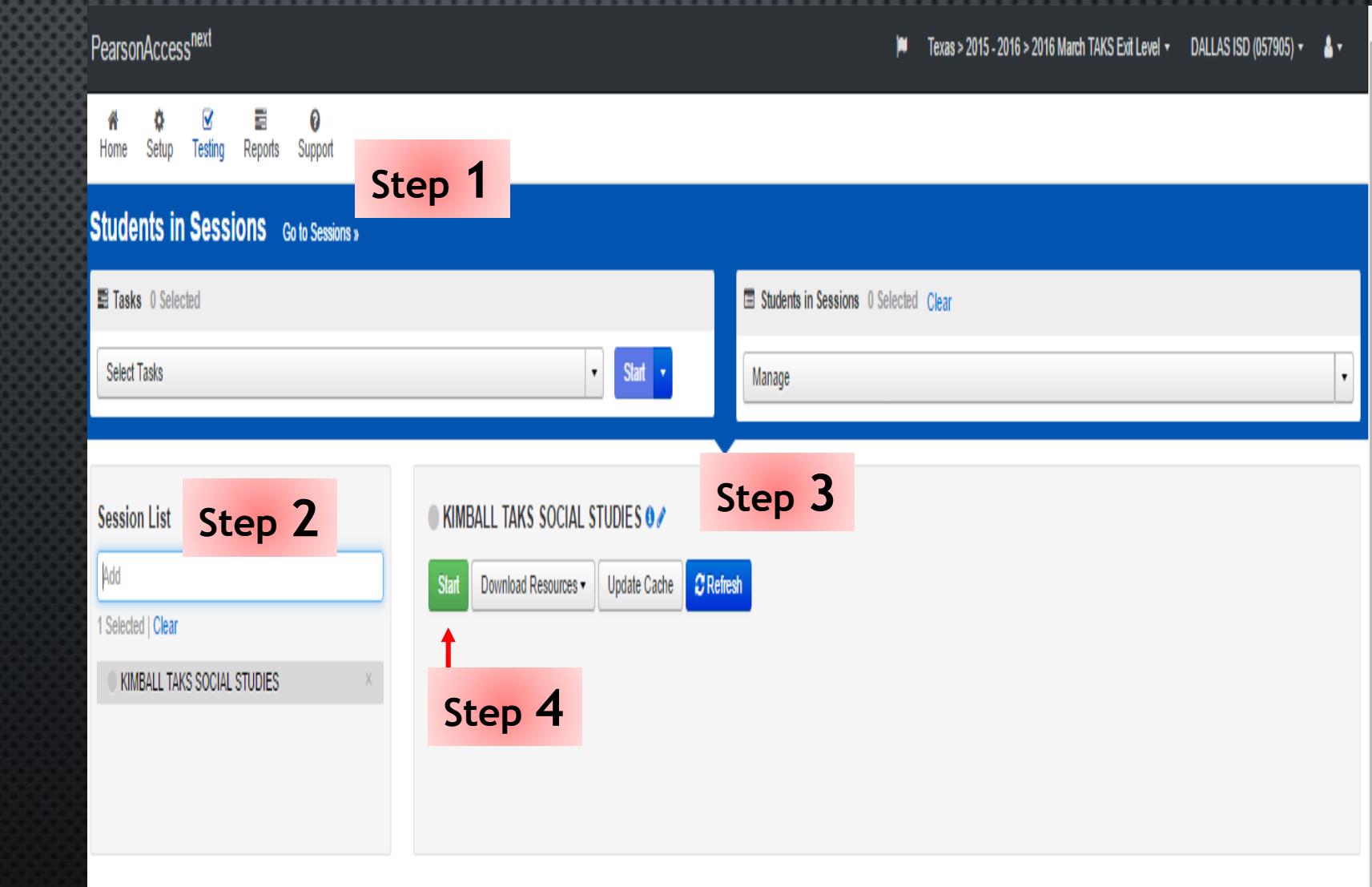
The screenshot shows the 'Students in Sessions' application interface. The 'Session List' on the left shows a single session: 'CARDSU 4-5 READ'. The main panel displays 'CARDSU 4-5 READ' with a progress bar showing '1' student. A 'Resources' dropdown menu is open, with the 'Session Student Roster' option highlighted. The interface includes a 'Find Students' search bar, filters for PEIMS ID, Local Student ID, and UIN, and a table showing '2 Results' with columns for PEIMS ID, Last Name, First Name, Middle Name, Username, Session, Student Test Status, Form Group Type, and Form. The table shows two entries for 'CARDSU 4-5 READ'.

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 - 17RD04SPENO015 (17RD04SPENO015)
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)

Starting Sessions

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 window 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.



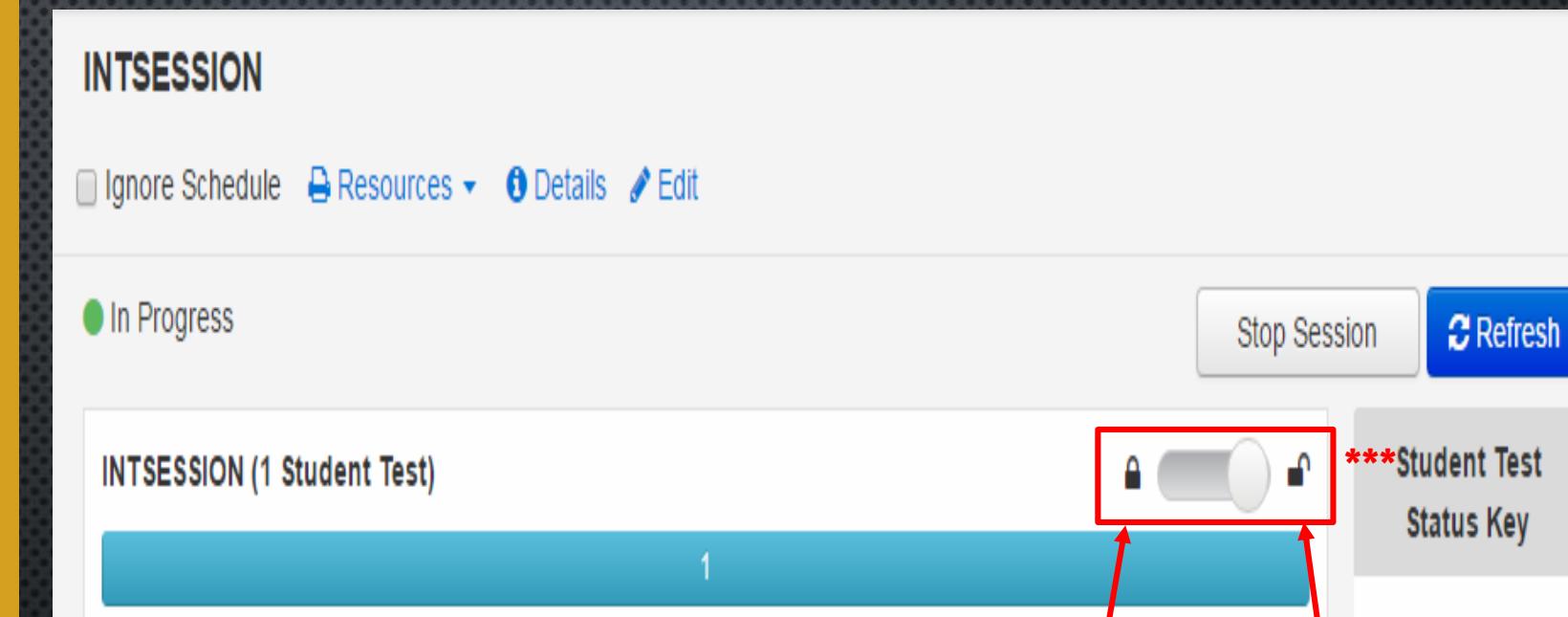
Unlocking Sessions

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*.



INTSESSION

Ignore Schedule Resources Details Edit

In Progress

Stop Session Refresh

INTSESSION (1 Student Test)

1

***Student Test Status Key

Lock Symbol Unlock Symbol

Resuming a Test

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 for managing student sessions. The top navigation bar includes Home, Setup, Testing (which is selected), Reports, and Support. The top right shows the location as Texas > 2015 - 2016 > 2016 Spring TELPAS Grades K-12 and the user as JOHN LESLIE PATTON JR ACADEMIC (057905389). A blue box labeled "Step 1" highlights the "Testing" tab. A red box labeled "Step 2" highlights the "Students in Sessions" table. A blue box labeled "Step 3" highlights the "Resume" button in the task bar. A red box labeled "Step 4" highlights the "Resume Student Tests" option in the task bar dropdown menu. The table below shows student data and session status. The "Session" column shows entries like "PATTON - READING GRADE 9 (TELPAS Reading Grade 8-9 Sp 16)" with status "Ready".

PEIMS ID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form
6379393334	CARDSU	6-7	READING (TELPAS	Reading Grade 6-7	Sp 17)	Ready	

Stopping Sessions

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 application interface. The top navigation bar includes 'Home', 'Setup', 'Testing' (which is selected), 'Reports', and 'Support'. The top right shows 'Texas > 2015-2016 > 2016 March TAKS Exit Level' and 'DALLAS ISD (057905)'. The main title is 'Students in Sessions' with a 'Go to Sessions' link.

Step 1: A pink box highlights the 'Students in Sessions' title.

Step 2: A pink box highlights the 'Select Tasks' dropdown menu, which is open to show 'SESSION LIST' and 'TESTSESSION1'.

Step 3: A pink box highlights the 'Manage' button in the top right of the main content area.

Step 4: A pink box highlights the 'Stop' button in the top right of the main content area, with a red arrow pointing to it. Below it is a 'Refresh' button.

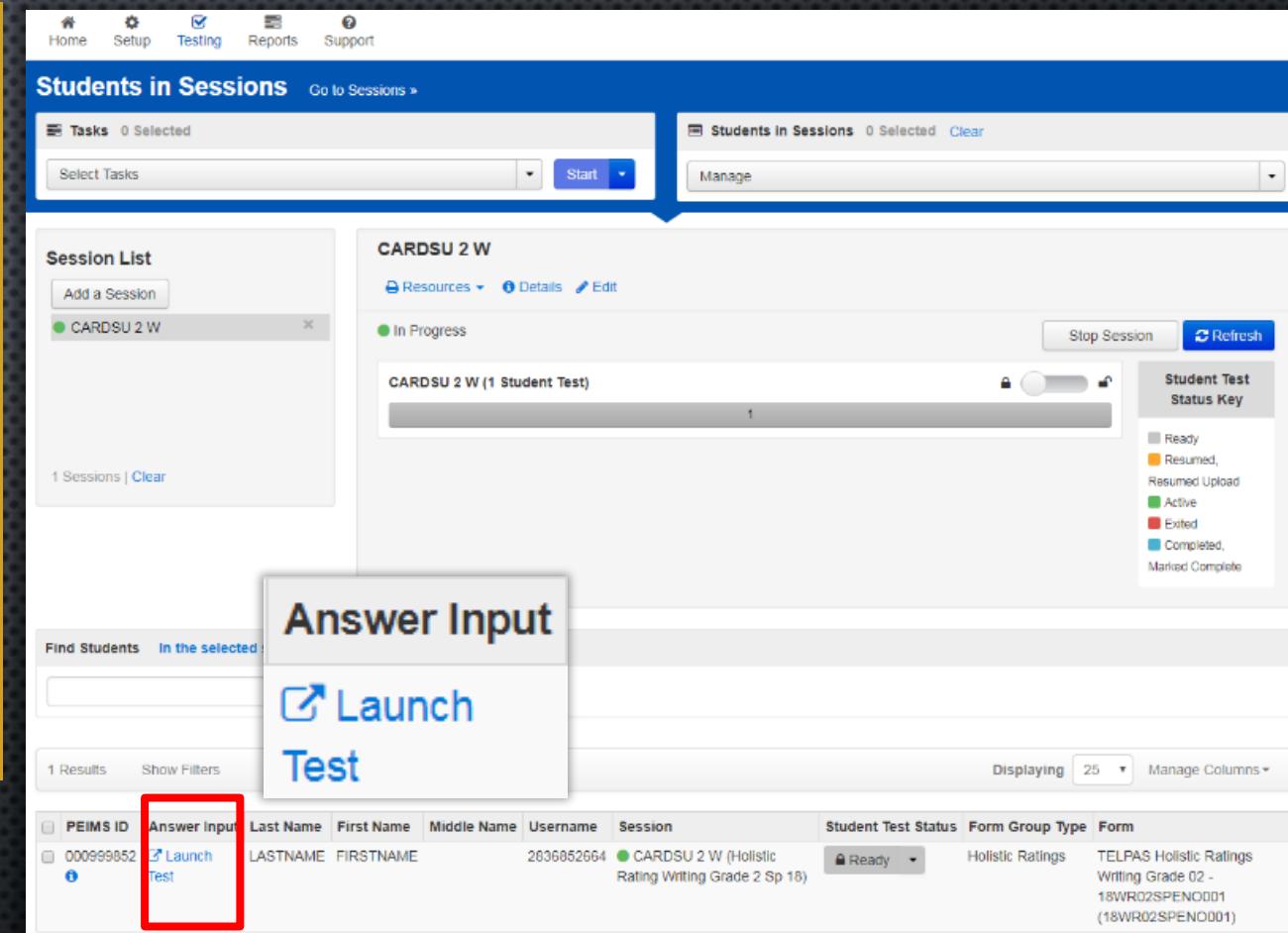
The main content area displays 'TELPAS Holistic Ratings Grade 10-12 (30 Student Tests)' with a progress bar. On the right, a 'Student Test Status Key' legend defines colors for Ready (blue), Resumed (orange), Upload (yellow), Active (green), Exited (red), and Completed, Marked (teal). The table below shows student data:

PEIMS ID	Answer Input	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form
204477552	<input checked="" type="checkbox"/> Launch Test	LASTA	FIRSTA		1771406635	TESTSESSION1 (TELPAS Holistic Ratings Grade 10-12)	Ready	TELPAS Holistic Ratings Grade 10-12 - 16HR10SPENO001 (16HR10SPENO001)

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.**



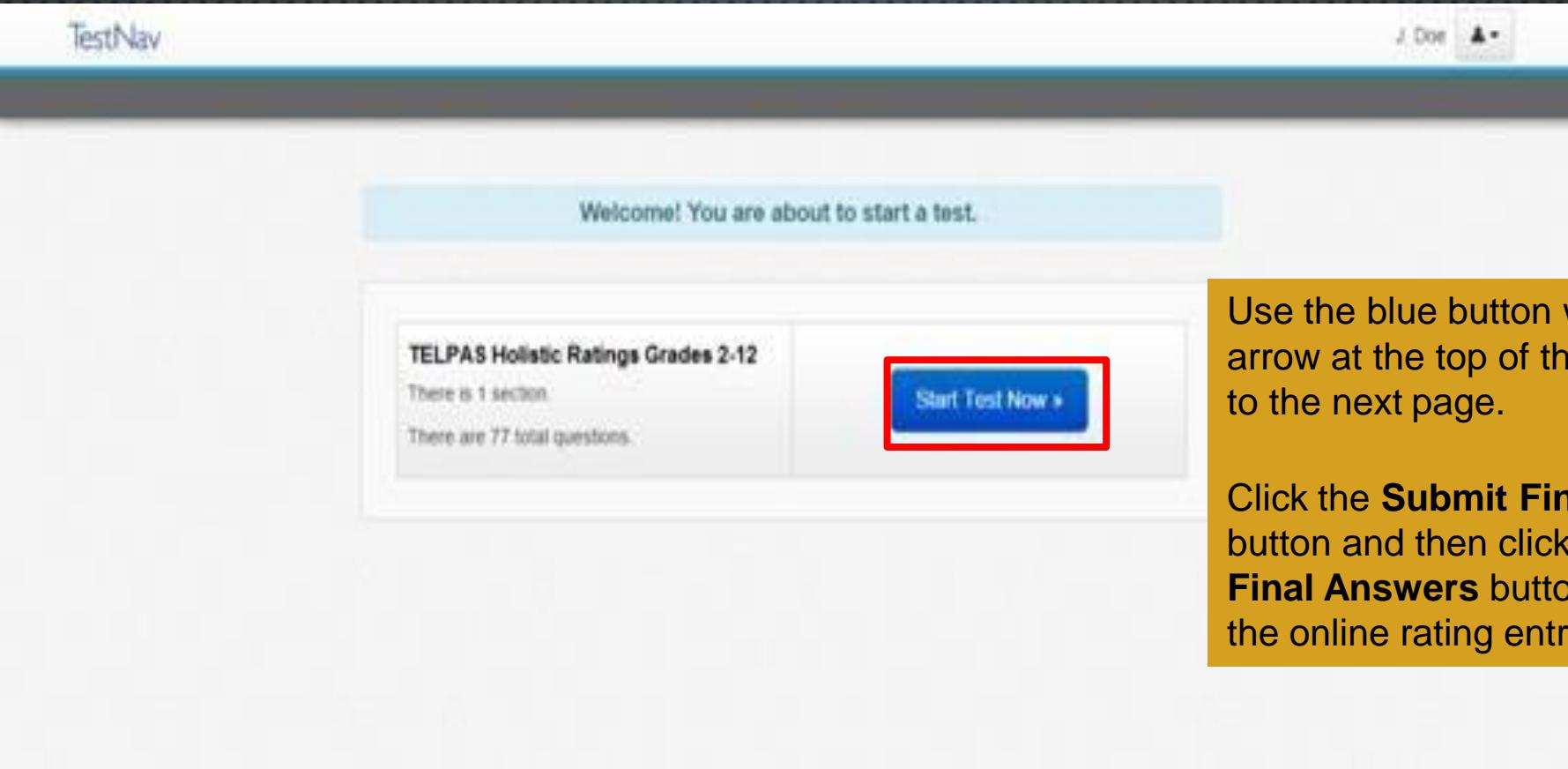
The screenshot shows the 'Students in Sessions' page. At the top, there are tabs for Home, Setup, Testing (which is selected), Reports, and Support. Below the tabs, there are sections for 'Tasks' and 'Students in Sessions'. A blue arrow points from the 'Students in Sessions' section to the 'Manage' button. The 'Session List' on the left shows 'CARDSU 2 W' selected. The main area shows 'CARDSU 2 W' is 'In Progress'. A large callout box labeled 'Answer Input' contains the text 'Launch Test' with a blue arrow icon. Below this, a table lists student information: PEIMS ID (000999852), Last Name (LASTNAME), First Name (FIRSTNAME), Username (2036052664), Session (CARDSU 2 W (Holistic Rating Writing Grade 2 Sp 18)), Student Test Status (Ready), Form Group Type (Holistic Ratings), and Form (TELAPS Holistic Ratings Writing Grade 02 - 18WR02SPENO001 (18WR02SPENO001)). The 'Launch Test' link in the table is highlighted with a red box.

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

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

ENTER HOLISTIC RATINGS

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.



Welcome! You are about to start a test.

TELPAS Holistic Ratings Grades 2-12
There is 1 section.
There are 77 total questions.

Start Test Now

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.

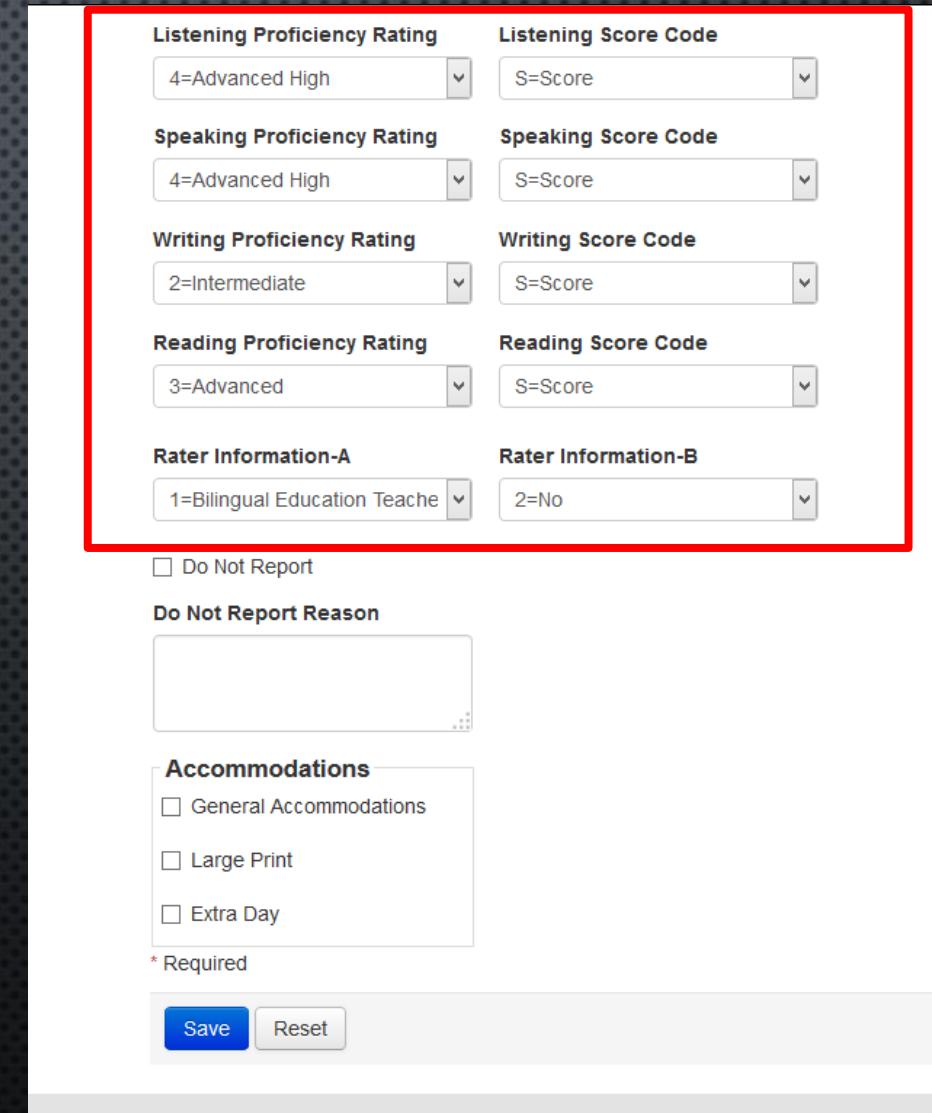
[Click here to return to Main Slide](#)

CORRECTING RATINGS OR RATER INFORMATION

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

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.



The screenshot shows a form for managing student test ratings. The 'Rater Information' section is highlighted with a red box. It contains two dropdown menus: 'Rater Information-A' (set to '1=Bilingual Education Teacher') and 'Rater Information-B' (set to '2=No'). Below these are checkboxes for 'Do Not Report' and 'Accommodations' (General Accommodations, Large Print, Extra Day). At the bottom are 'Save' and 'Reset' buttons.

Listening Proficiency Rating	Listening Score Code
4=Advanced High	S=Score

Speaking Proficiency Rating	Speaking Score Code
4=Advanced High	S=Score

Writing Proficiency Rating	Writing Score Code
2=Intermediate	S=Score

Reading Proficiency Rating	Reading Score Code
3=Advanced	S=Score

Rater Information-A	Rater Information-B
1=Bilingual Education Teacher	2=No

Do Not Report

Do Not Report Reason

Accommodations

General Accommodations
 Large Print
 Extra Day

* Required

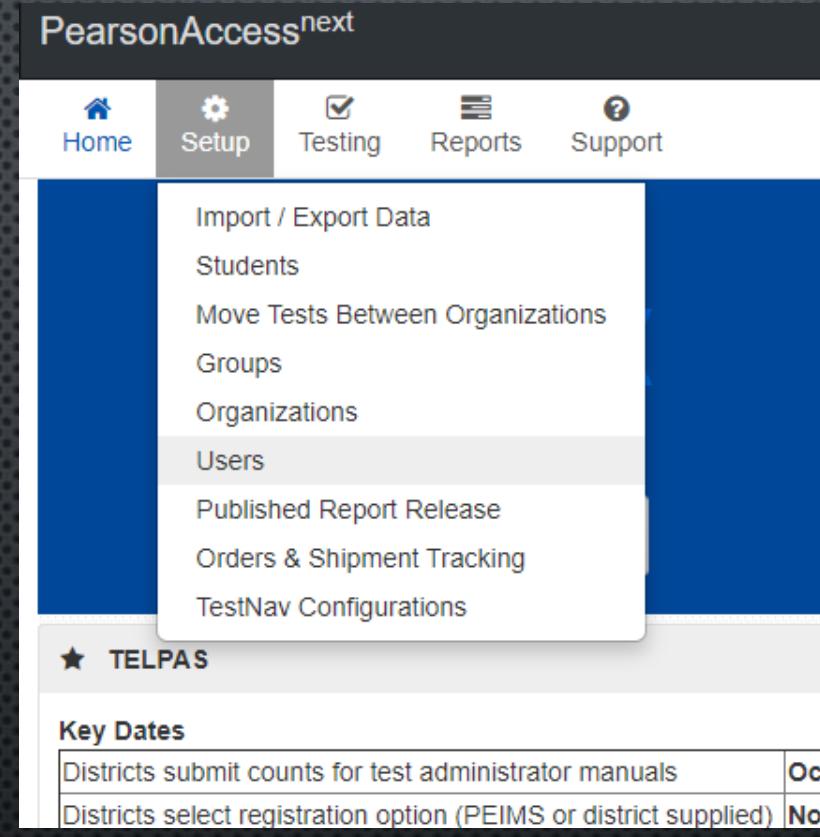
Save **Reset**

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



The screenshot shows the PearsonAccessnext software interface. At the top, there is a navigation bar with tabs: Home, Setup (which is currently selected and highlighted in grey), Testing, Reports, and Support. Below the navigation bar, there is a sidebar with a blue header that says 'TELPAS'. The sidebar contains a list of tasks: Import / Export Data, Students, Move Tests Between Organizations, Groups, Organizations, Users (which is also highlighted in grey), Published Report Release, Orders & Shipment Tracking, and TestNav Configurations. At the bottom of the sidebar, there is a section titled 'Key Dates' with two entries: 'Districts submit counts for test administrator manuals' (due in October) and 'Districts select registration option (PEIMS or district supplied)' (due in November).

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.**
number.
- 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.

The screenshot shows the 'Student Tests' page. At the top, there are navigation links: Home, Setup, Testing (which is selected and highlighted in blue), Reports, and Support. Below the navigation is a blue header bar with the text 'Student Tests' and a '1 Selected' indicator. A dropdown menu labeled 'Select Tasks' is open, showing two options: 'Edit Student Tests' (unchecked) and 'Score Alternate Student Tests' (checked and highlighted with a red box). To the right of the dropdown is a 'Start' button, also highlighted with a red box. Below the dropdown is a search bar with the placeholder 'Last Name starts with' and a 'Search' button. On the left, there are 'Filters' and 'Organization' sections with dropdown menus for 'Select one or more', 'PEIMS ID', 'Local Student ID', and 'UIN'. On the right, a table titled '69 Results' displays student information in three columns: 'Student', 'Organization', and 'Test'. The last row in the table is selected, indicated by a red box around the 'Student' column cell.

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

LASTNAMES, FIRSTNAMES (000999570)

Organization*
AOC H S (260999001)

Group Name
HANSEN G03 TEST

Format*
Alternate

Translated Student Materials

Score Code
S = Score

JIN

6366CFB9-1BA1-4718-A75D-892823C4B007

Printed SRC/Label (charge applies)

Purchase Order Number

Do Not Report

Do Not Report Reason

Accommodations

<input type="checkbox"/> Color or Highlight	<input type="checkbox"/> Braille
<input type="checkbox"/> Color Overlays	<input type="checkbox"/> Describe Images
<input type="checkbox"/> Photographs or Objects	<input type="checkbox"/> Provide Images or Text Separately
<input type="checkbox"/> Textured Materials	<input type="checkbox"/> Isolate Images
<input type="checkbox"/> Demonstrate	<input type="checkbox"/> Picture Representations
<input type="checkbox"/> Raise or Darken Outline	<input type="checkbox"/> Use Calculator, Manipulatives, or Math Tool
<input type="checkbox"/> Enlarge	<input type="checkbox"/> Reread Text
<input type="checkbox"/> Provide Structured Reminders	

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

Unschooled Asylee/Refugee
0 = No

Reporting CDC
Select

Parent Denial
0 = Parent or guardian has nc

Ethnicity
Hispanic/Latino
1 = Hispanic/Latino

Race
 American Indian or Alaska Native
 Asian
 Black or African American