



NAVIGATING PEARSON ACCESS NEXT

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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

STAAR Alternate 2
Texas English Language Proficiency Assessment System

★ Program Information

STAAR Alternate 2	TELPAS	TAKS
Educator Guide STAAR Alternate 2 Test Administrator Manual (NonSecure Front Matter)	Educator Guide TELPAS Test Administrator Manual TELPAS Rater Manual TELPAS Online Training Center TELPAS Student Tutorials	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](#)
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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.

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Related Links

[Training Site](#)

PearsonAccess^{next}

Username

Password

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

Username is not case sensitive
Password is case sensitive

ONLINE TEST SESSIONS

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

Elementary- By homeroom

Secondary- Alpha by Grade.

If you have been approved by TEA for a Special Administration, contact your DWTC to create approved sessions.

Finding Online Test Sessions

[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 Sessions 0 Selected Clear

Select Tasks Manage

Start

Find Sessions

Step 2

Name starts with

Step 3

Search

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

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			TELPAS Reading Grade 10-12 Sp 16	7		JOHN LESLIE PATTON JR ACADEMIC (057905389)
PATTON - RATINGS GRADE 9			TELPAS Holistic Ratings Grade 8-9	16		JOHN LESLIE PATTON JR ACADEMIC (057905389)

Step 2

Session Status: 1 Selected Clear

Manage

Start

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

Tasks for Sessions

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 So 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
301A

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 breadcrumb trail is "Texas > 2015 - 2016 > 2016 Spring TELPAS Grades K-12 > JOHN LESLIE PATTON JR ACADEMIC (057905389)". The main navigation bar includes "Home", "Setup", "Testing", "Reports", and "Support". The "Sessions" section is active, with a "Go to Students in Sessions" link. A red arrow points to the "Sessions" header, labeled "Step 1". Below the header, there is a "Select Tasks" dropdown menu. A red arrow points to the "Add/Remove Students in Sessions" option, labeled "Step 3". A red circle highlights the "Search" button, also labeled "Step 3". Below the search bar, there is a table of sessions. A red circle highlights the "PATTON - RATINGS GRADE 9" session, labeled "Step 2".

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 breadcrumb trail is "Texas > 2015 - 2016 > 2016 Spring TELPAS Grades K-12 > JOHN LESLIE PATTON JR ACADEMIC (057905389)". The main navigation bar includes "Add Task", "Previous Task", "Next Task", and "Exit Tasks". The "Add/Remove Students in Sessions" task is selected. Below the task name, there is a table of sessions. A red circle highlights the "Save" button, labeled "Step 4".

SESSIONS (1)	DETAILS
PATTON - RATINGS GRADE 9	PATTON - RATINGS GRADE 9

Below the table, there is a "Save" button and a "Reset" button. A red circle highlights the "Save" button, labeled "Step 4".

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. At the top, the breadcrumb trail is "Texas > 2015 - 2016 > 2016 Spring TELPAS Grades K-12". The user is identified as "JOHN LESLIE PATTON JR ACADEMIC (057905389)".

Step 1: An arrow points to the "Testing" tab in the top navigation bar.

Step 2: An arrow points to the first session in the table, "PATTON - RATINGS GRADE 10".

Step 3: An arrow points to the "Add/Remove Students in Sessions" option in the "Select Tasks" dropdown menu.

A callout box states: "Shows number of selected sessions to manage" with a red circle around the "Sessions 1 Selected" text.

The table displays 2 results:

Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Organization
PATTON - RATINGS GRADE 10			TELPAS Reading Grade 10-12 Sp 16	7		JOHN LESLIE PATTON JR ACADEMIC (057905389)
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', a 'Select Tasks' dropdown, a 'Start' button, and a 'Students in Sessions 0 Selected Clear' button (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 panels. The left panel, titled 'Session List', has a red arrow pointing to it with the text 'Step 1'. It contains an 'Add' button, '2 Selected | Clear', and a list of sessions: 'Combined View', 'GASTON TELPAS READING 8 GROUP 4 11:10 AM', and 'TELPAS READING 8 MAIN GROUP' (which is highlighted in bold). A bracket points to this bold session with the text 'Step 2'. The right panel, titled 'TELPAS READING 8 MAIN GROUP', has buttons for 'Download Resources', 'Update Cache', and 'Refresh'. A callout box points to this panel with the text: '**Once selected, session you will manage appears here'.

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

At the bottom, there's a 'Filters' section with 'Organization' and a 'Clear Hide' link. A status bar shows '62 Results', 'Displaying 25', and a 'Manage Columns' link.

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

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

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

- 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

Move

Reset

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

STON MIDDLE (057905048)

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

Move

Reset

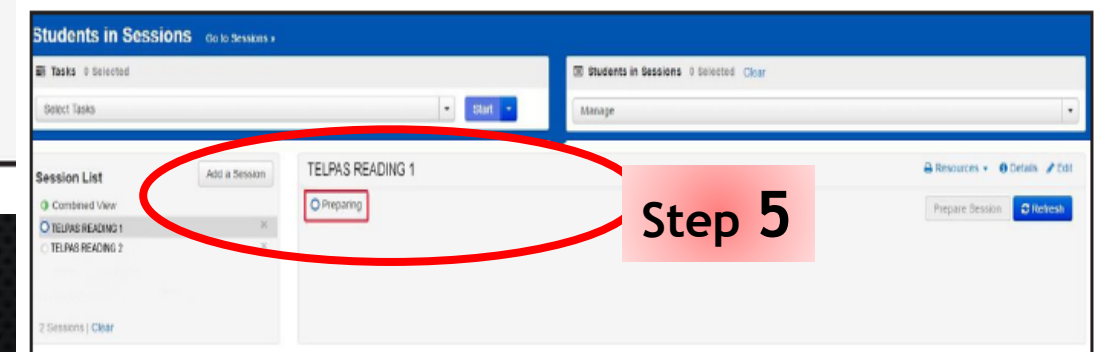
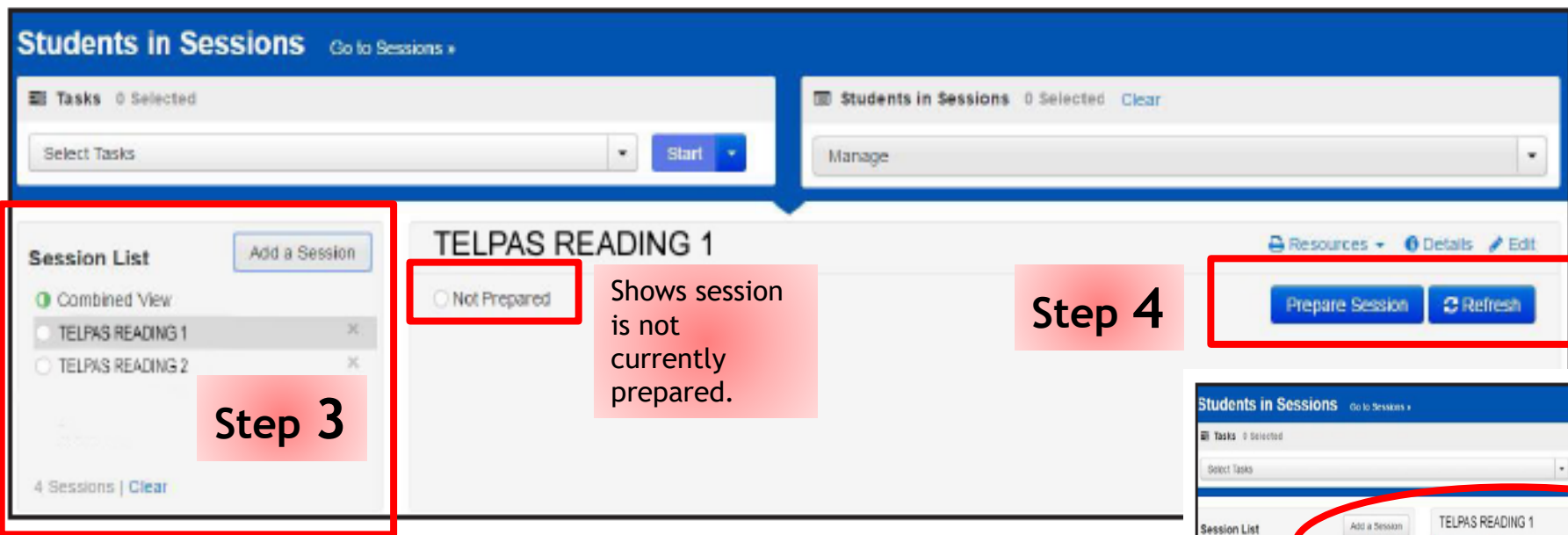
Step 9

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.



GENERATE TEST TICKETS FOR MULTIPLE SESSIONS

1. Testing > Sessions
2. Search for and select session(s).
3. From the task dropdown, select ***Generate Test Tickets***.
4. Click ***Start***.
5. Select the session(s).
6. Click the ***Generate Test Tickets*** button.

Note: Testing tickets will be separated by a page with the session name and there is one test ticket available per page.

Tasks for Sessions

Generate Test Tickets

Add TaskPrevious TaskNext TaskExit Tasks

Generate Test Tickets

Generate Test TicketsReset

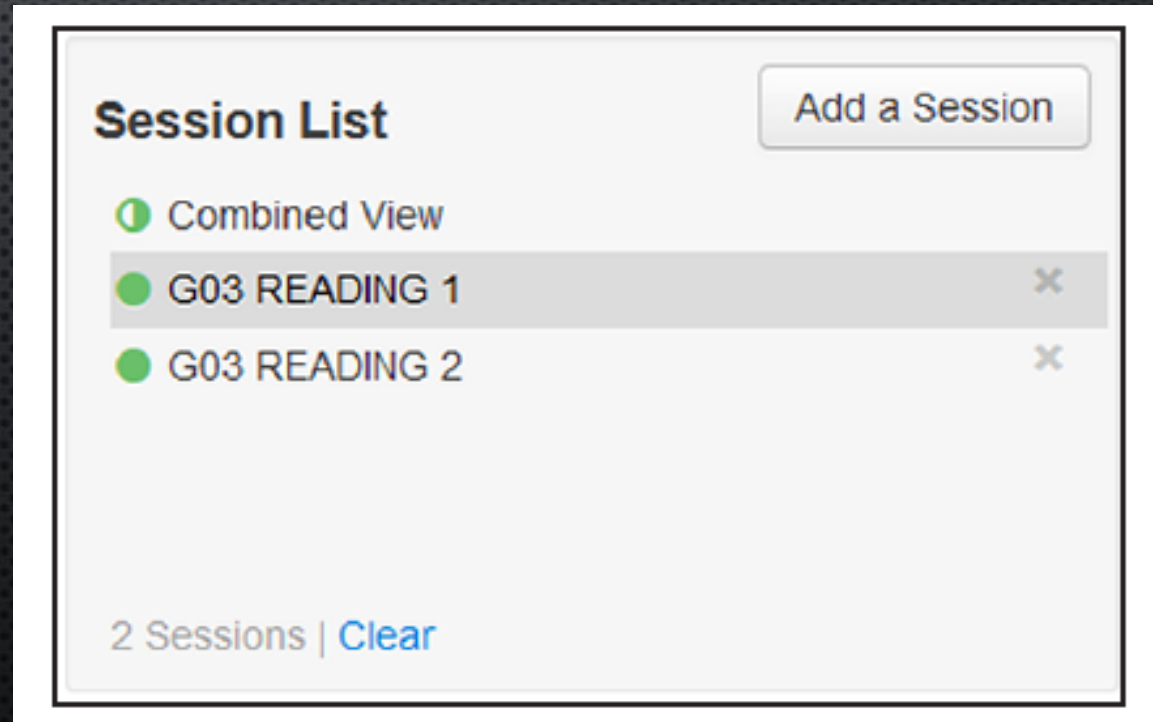
Current selections include 29 test tickets for 25 sessions.
For performance reasons, this feature is limited to a selection of 4000 or fewer students.

<input checked="" type="checkbox"/>	Session Name	Test	Session Status	# Students	Organization
<input checked="" type="checkbox"/>	<input type="radio"/> ABIGAIL ⓘ	Reading Grade 11 Spr 20	Not Prepared	10	AOC H S (260999001)
<input checked="" type="checkbox"/>	<input type="radio"/> DANNA ⓘ	Reading Grade 10 Spr 20	Not Prepared	2	AOC H S (260999001)
<input checked="" type="checkbox"/>	<input type="radio"/> DEBRA ⓘ	Listening & Speaking Grade 12 Spr 20	Not Prepared		AOC H S (260999001)
<input checked="" type="checkbox"/>	<input type="radio"/> DEBRA SESSION 1 ⓘ	Reading Grade 10 Spr 20	Not Prepared		AOC H S (260999001)
<input checked="" type="checkbox"/>	<input type="radio"/> DEBRA SESSION 3 ⓘ	Holistic Rating Writing Grade 11 Spr 20	Not Prepared	1	AOC H S (260999001)
<input checked="" type="checkbox"/>	<input type="radio"/> DEBRA SESSION 4TH GRADE ⓘ	Holistic Rating Writing Grade 4 Spr 20	Not Prepared		AOC H S (260999001)
<input checked="" type="checkbox"/>	<input type="radio"/> DEBRA SESSION GRADE 3 ⓘ	Holistic Rating Writing Grade 4 Spr 20	Not Prepared		AOC H S (260999001)
<input checked="" type="checkbox"/>	<input type="radio"/> JOHANA ⓘ	Reading Grade 12 Spr 20	Not Prepared	1	AOC H S (260999001)
<input checked="" type="checkbox"/>	<input type="radio"/> JOHNNY ⓘ	Reading Grade 12 Spr 20	Not Prepared	1	AOC H S (260999001)
<input checked="" type="checkbox"/>	<input type="radio"/> MICHAEL SAMPLE SESSION ⓘ	Reading Grade 9 Spr 20	Not Prepared	3	AOC H S (260999001)
<input checked="" type="checkbox"/>	<input type="radio"/> MICHELLE ⓘ	Reading Grade 11 Spr 20	Not Prepared	1	AOC H S (260999001)

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)

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

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*.
1. Check the box for "Online Testing."
1. Click *Session Roster*.
1. Click *Request Report Refresh*.
1. To filter the report, make selections in the Report Parameters section.
1. Click ***Refresh Report***.
1. Once the report has completed, click ***Download Report***.
1. 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*.
1. Add test session(s) to the Session List on the left.
1. Click a session to select it in the Session List.
1. Open the Resources dropdown menu and select "Session Student Roster."
1. 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. A red box labeled 'Step 2 and 3' highlights the 'Session List' on the left, which contains a session named 'CARDSU 4-5 READ'. A red box labeled 'Step 4' highlights the 'Resources' dropdown menu in the top right corner. Below the session list, there is a search bar and a table of results. The table has columns for PEIMS ID, Last Name, First Name, Middle Name, Username, Session, Student Test Status, Form Group Type, and Form. Two results are shown, both for the 'CARDSU 4-5 READ' session.

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, there is a navigation bar with links for Home, Setup, Testing, Reports, and Support. 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 'Tasks' panel has a 'Select Tasks' dropdown and a 'Start' button. The 'Students in Sessions' panel has a 'Manage' dropdown. On the left side, there is a 'Session List' panel with an 'Add' input field and a list of sessions. One session, 'KIMBALL TAKS SOCIAL STUDIES', is selected. Below the session list, there are buttons for 'Start', 'Download Resources', 'Update Cache', and 'Refresh'. Four red callout boxes with white text and arrows point to specific elements: 'Step 1' points to the 'Go to Sessions' link; 'Step 2' points to the 'Add' input field; 'Step 3' points to the 'Start' button; and 'Step 4' points to the 'Start' button in the session list panel.

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

Session List **Step 2**

Add

1 Selected | Clear

KIMBALL TAKS SOCIAL STUDIES

Step 3

KIMBALL TAKS SOCIAL STUDIES

Start Download Resources Update Cache Refresh

Step 4

Unlocking Sessions

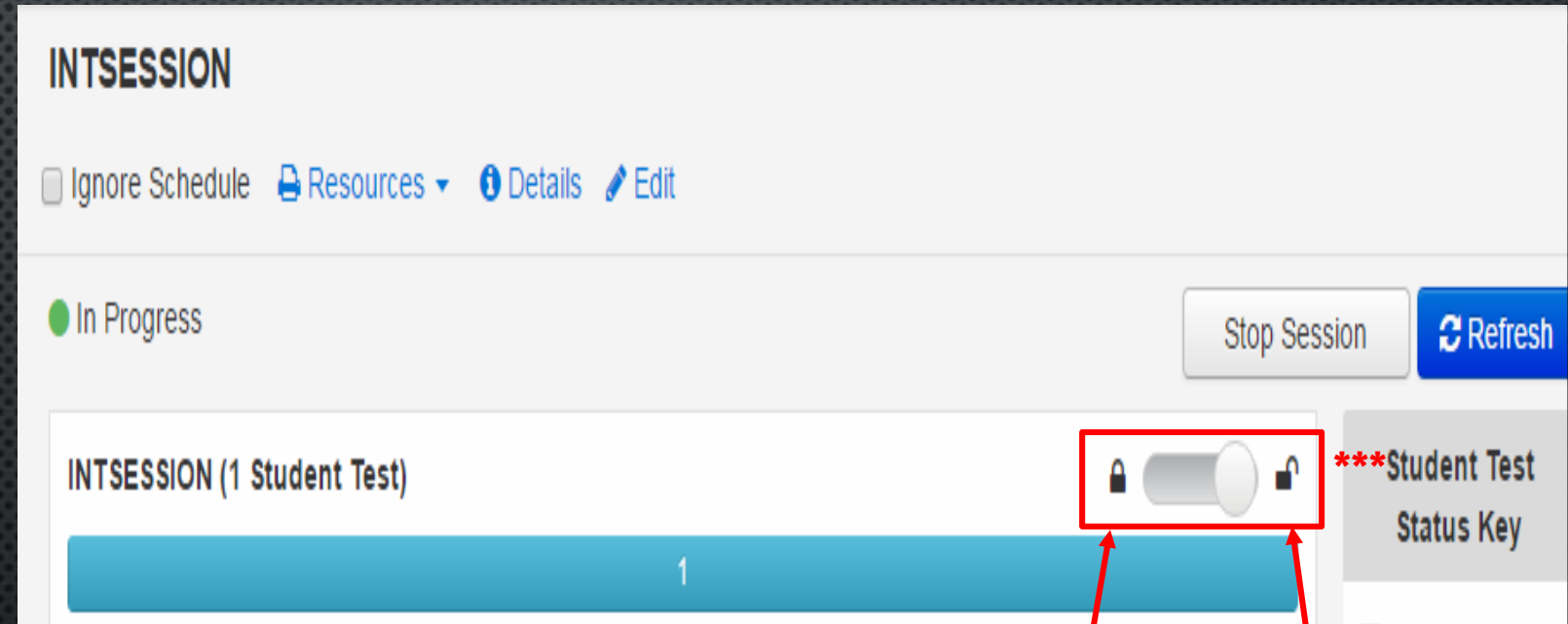
[Click here to return to Main Slide](#)

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."

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

Home Setup Testing Reports Support

Students in Sessions Go to Sessions > **Step 1**

Tasks 0 Selected

Select Tasks

- Student Test Statuses
 - 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

Step 4

Find Students In the selected session(s) above

Search

Filters Organization Select one or more

PEIMS ID Starts with

16 Results

PEIMS ID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form
					PATTON - READING GRADE 9 (TELPAS Reading Grade 8-9 Sp 16)	Ready	
					PATTON - READING GRADE 9 (TELPAS Reading Grade 8-9 Sp 16)	Ready	

Step 2

PEIMS ID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form
	LAST NAME	FIRSTNAME	N	6379393334	CARDSU 6-7 READING (TELPAS Reading Grade 6-7 Sp 17)	Step 3 Exited Resume Lock	

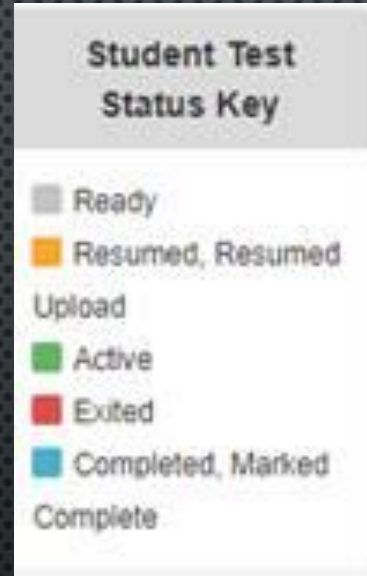
Monitoring a Student's Test Status

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

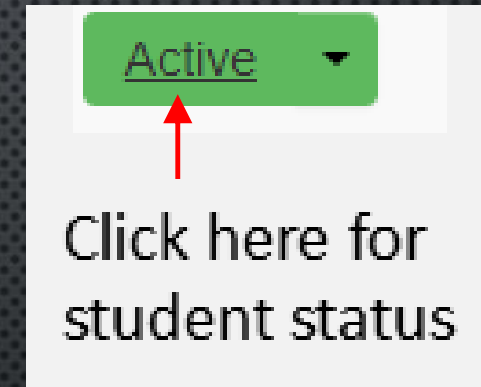
Monitor daily each student's test status during the online sessions

1. Monitor student status- please make sure you monitor student status during the online sessions.
2. All students who have tested should show in "Completed, Marked Complete" Status. To monitor an individual student's progress, find student in session and click the status link.
3. A new window will open showing student's progress on test (questions answered, visited, and remaining)

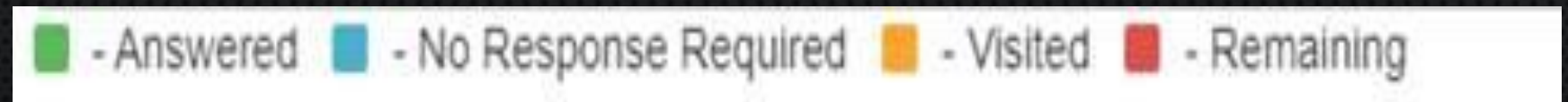
1. Student status



2.



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' interface. 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:

- Session List (Left):** A list of sessions, with 'TESTSESSION1' selected. A red box labeled 'Step 2' highlights the session name.
- Main Window (Center):** Displays details for the selected session, including 'TELPAH Holistic Ratings Grade 10-12 (30 Student Tests)'. A red box labeled 'Step 3' highlights the 'Launch Test' button.
- Tasks (Top Left):** A section for managing tasks, with a red box labeled 'Step 1' highlighting the 'Start' button.
- Students in Sessions (Top Right):** A section for managing students in the session, with a red box labeled 'Step 4' highlighting the 'Refresh' button.

At the bottom, there is a table of student data. The table has 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 FIRTA, Username 1771406635, Session TESTSESSION1 (TELPAH Holistic Ratings Grade 10-12), Student Test Status Ready, and Form TELPAH Holistic Ratings Grade 10-12 - 16HR10SPEN0001 (16HR10SPEN0001).

Enter Holistic Ratings-You will enter ratings via sessions in Pearson Access Next

1. Go to **Testing > Sessions>Select session you wish to rate**
 2. In the task bar, select the blue link at bottom “Show students in session and control sessions”
-
1. A new window opens, Click the session from the **Session List** on the left side of screen. Only one session can be selected to access online rating forms. Users cannot be in the **Combined View**.
 2. Ensure the test session is started and unlocked.
-
1. Locate student ****Helpful tip double click on “Last Name” Title and student’s name will alpha sort.**
 2. Check student’s name and Click the *Launch Test* link in the Answer Input column.
- ***Do not launch a test until you are sure you have a rating for that student . Launch tests immediately become ACTIVE.**
- ***Test Tickets are NOT required to enter holistic ratings.**

The screenshot displays the Pearson Access Next interface for managing test sessions. The top navigation bar includes links for Home, Setup, Testing, Reports, and Support. The main header is 'Students in Sessions' with a 'Go to Sessions' link. Below this, there are two sections: 'Tasks' (0 Selected) and 'Students in Sessions' (0 Selected). The 'Session List' on the left shows a single session, 'CARDSU 2 W', which is selected. The right panel provides details for this session, showing it is 'In Progress' and has a progress bar. A 'Student Test Status Key' is also present. At the bottom, a table lists students with columns for PEIMS ID, Answer Input, Last Name, First Name, Middle Name, Username, Session, Student Test Status, Form Group Type, and Form. A red box highlights the 'Launch Test' link in the 'Answer Input' column for the first student. A tooltip labeled 'Answer Input' with a 'Launch Test' link is also visible.

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

ENTER HOLISTIC RATINGS CONTINUED

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

1. The student test will launch in TestNav. Click *Start Test Now*.
2. The Ratings Entry form will open. Click Start.

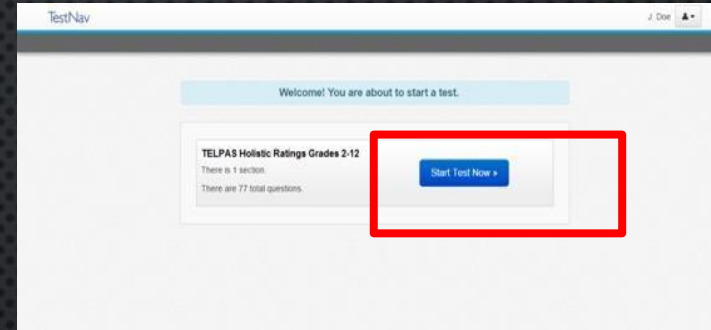
1. Enter proficiency ratings

1. Enter Rater Information

*You must select an answer to **both** questions

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

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



Enter Proficiency Ratings

(B) Beginner

(I) Intermediate

(A) Advanced

(H) Advanced High

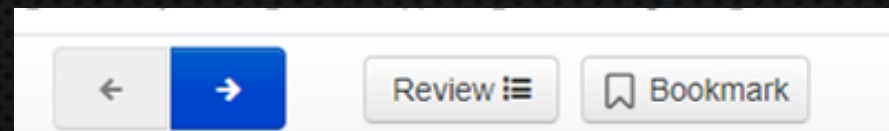
(E) Extenuating Circumstances-
contact a DWTC before selecting E
for guidance

(X) ARD decision-(No domains rated
per ARD)

Enter Rater Information

Select from dropdown: What is the
relationship of the rater to the
student?

Select from dropdown: Did the rater
collaborate with others familiar with
the student's progress in learning
English?



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.

The screenshot shows a web form for managing student test ratings. A red rectangular border highlights the top section of the form, which contains dropdown menus for proficiency ratings and score codes. Below this section are checkboxes for 'Do Not Report' and 'Accommodations', a text area for 'Do Not Report Reason', and 'Save' and 'Reset' buttons at the bottom.

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 Teache	2=No

☐ Do Not Report

Do Not Report Reason

Accommodations

☐ General Accommodations

☐ Large Print

☐ Extra Day

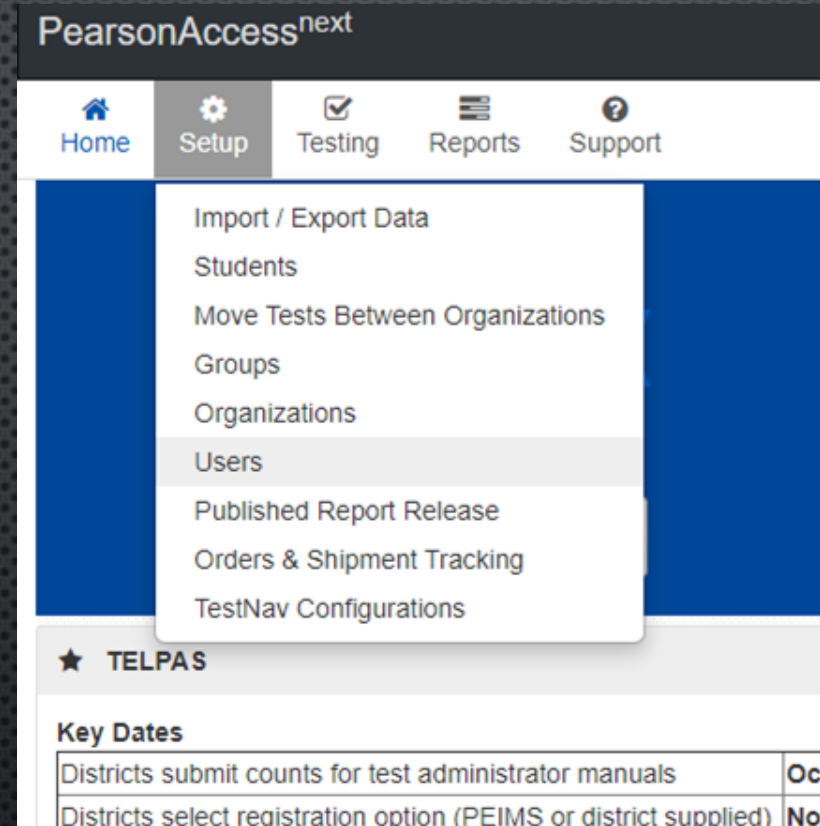
* Required

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.

Home Setup Testing Reports Support

Student Tests

Tasks 1 Selected

Select Tasks Start

Edit Student Tests

☒ Score Alternate Student Tests

Last Name starts with Search

69 Results

Student	Organization	Test
<input type="checkbox"/> LASTNAME, FIRSTNAME C	AOC H S (260999001)	English I
<input type="checkbox"/> LASTNAME, FIRSTNAME C	AOC H S (260999001)	English II
<input type="checkbox"/> LASTNAME, FIRSTNAME A	AOC H S (260999001)	Algebra I
<input checked="" type="checkbox"/> 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

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

☐ Printed SRC/Label (charge applies) ⓘ

Purchase Order Number

☐ Do Not Report

Do Not Report Reason

Score Code

S = Score

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 ▼
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	