



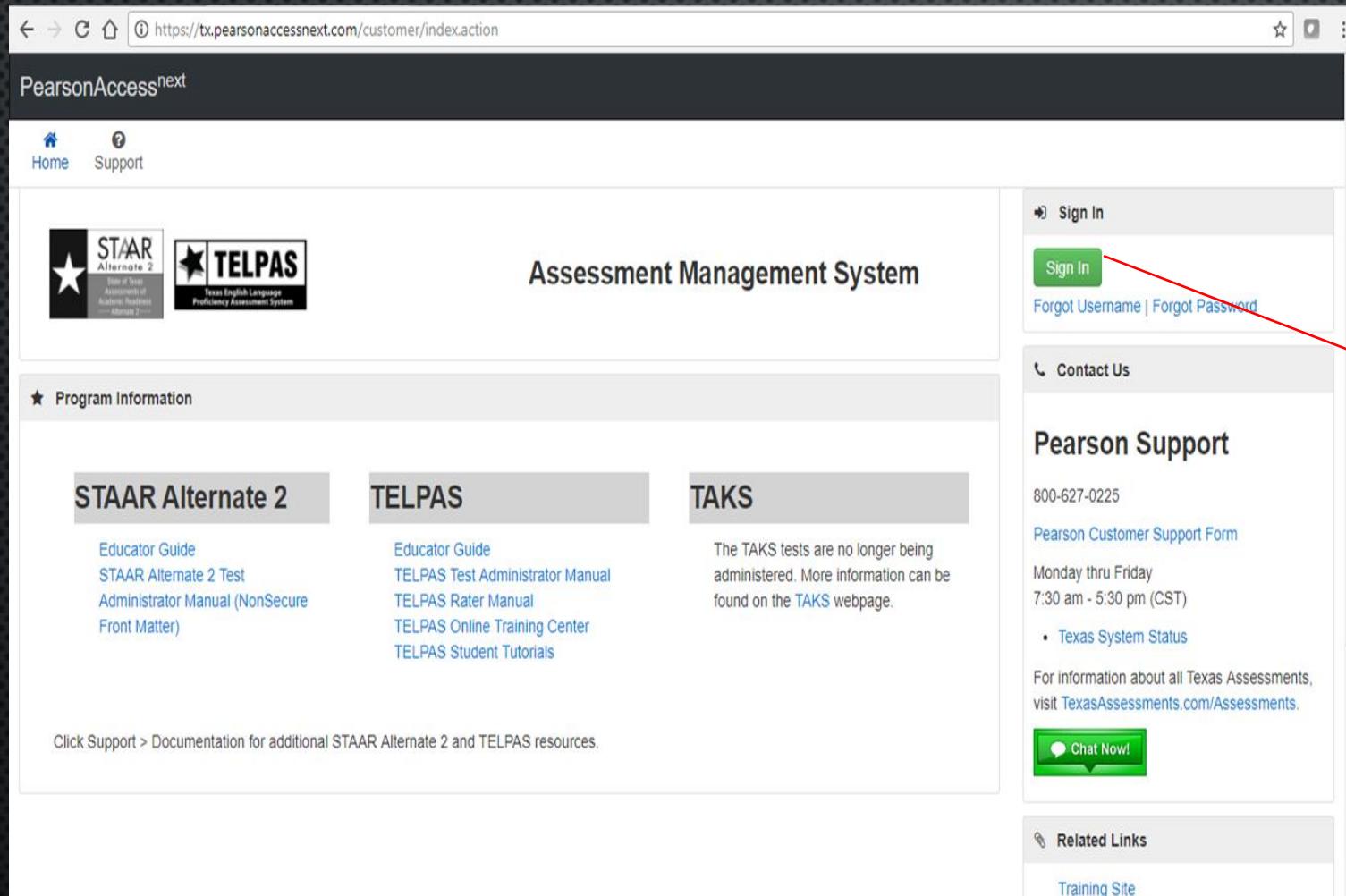
NAVIGATING PEARSON ACCESS NEXT

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

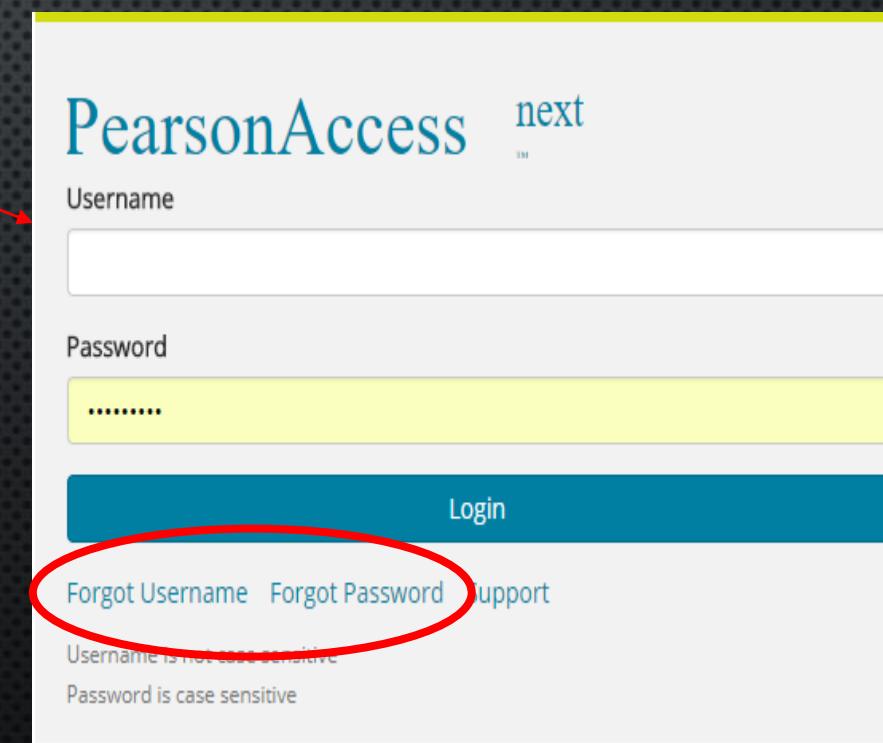
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This is the landing page for STAAR Alternate 2 and TELPAS

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 link to 'Click Support > Documentation'.



The screenshot shows the PearsonAccessnext login page. It has fields for 'Username' and 'Password'. Below the password field is a 'Login' button. At the bottom, there are links for 'Forgot Username' and 'Forgot Password'. A red circle highlights these two links. Below the login form, there are messages about case sensitivity: 'Username is case sensitive' and '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

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

Step 1: The 'Sessions' tab is selected. A red box highlights the 'Find Sessions' bar, which contains a text input field labeled 'Name starts with' and a 'Search' button with a magnifying glass icon. A red circle highlights the 'Search' button.

Step 2: The 'Find Sessions' bar is highlighted with a red box. The text input field is empty, and the 'Search' button is circled in red.

Step 3: The 'Find Sessions' bar is highlighted with a red box. The text input field contains the placeholder 'Name starts with'. The 'Search' button is circled in red. The main content area displays a table with the following columns: Session, Session Status, Scheduled Start Date, Test, # Students, and Actual Start Date. The table header includes a 'Displaying 25' dropdown and a 'Manage Columns' button. A red box highlights the 'Displaying 25' dropdown and the 'Manage Columns' button. To the right of the table, a red box highlights a list of checkboxes for selecting columns: Session, Session Status, Scheduled Start Date, Test, # Students, Actual Start Date, and Organization. The 'Organization' checkbox is checked. An 'Apply' button is located at the bottom right of this column list.

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 

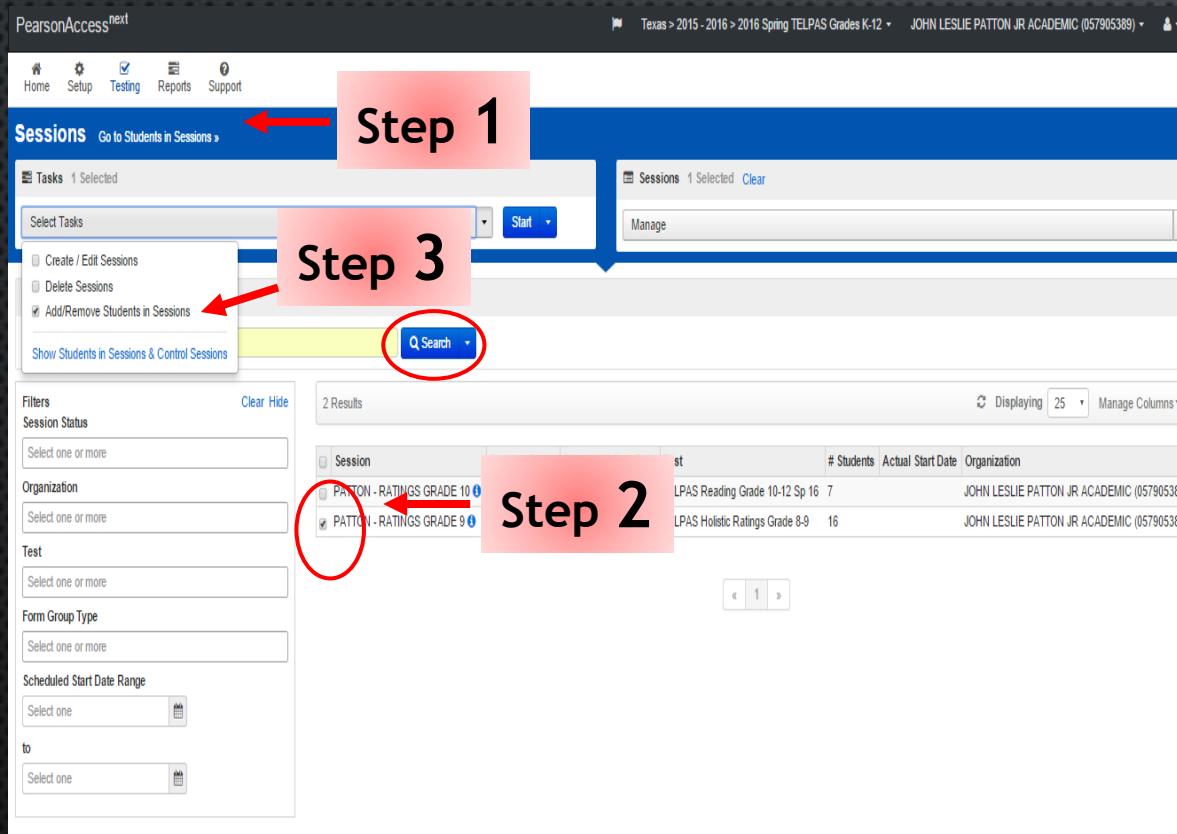
Step 3 

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**.

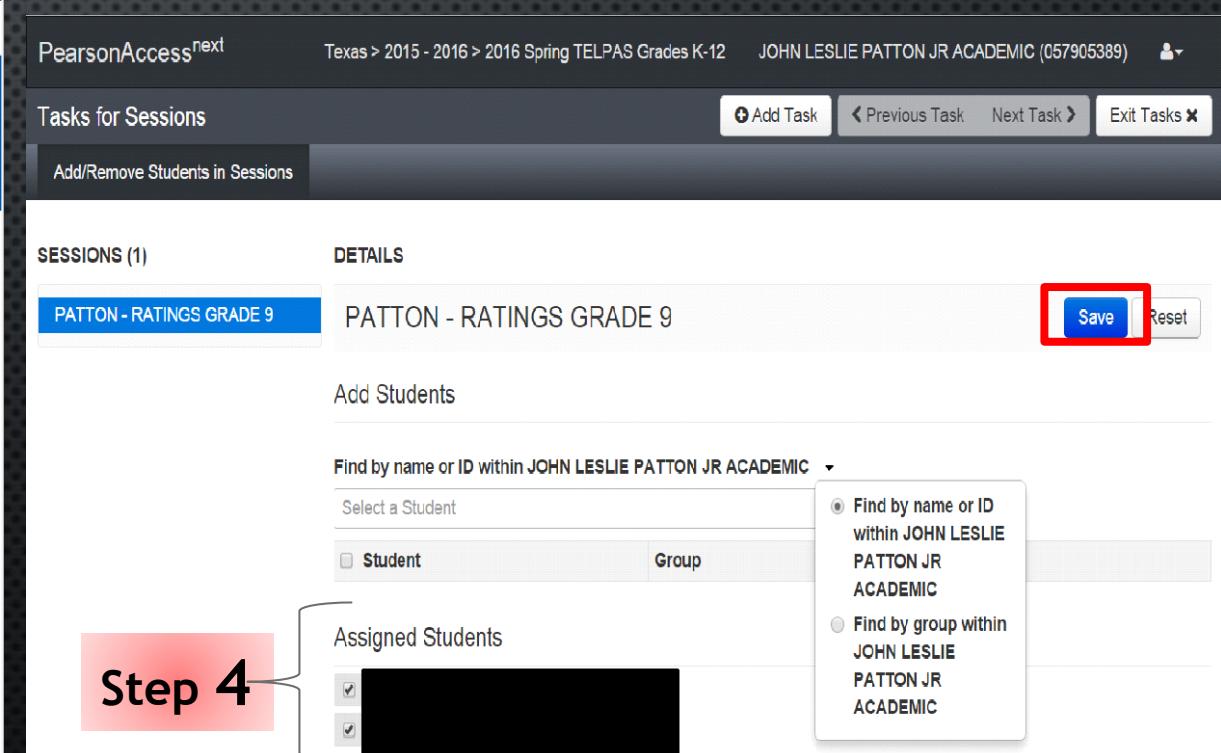


Step 1: A red arrow points to the 'Sessions' menu item in the top navigation bar.

Step 2: A red circle highlights the 'Add/Remove Students in Sessions' checkbox in the 'Select Tasks' dropdown menu.

Step 3: A red circle highlights the 'Q Search' button in the search bar.

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 red box labeled 'Assigned Students' points to a list of student names. A red box labeled 'Step 4' points to the 'Save' button in the top right corner of the 'DETAILS' section.

SESSIONS (1)

PATTON - RATINGS GRADE 9

PATTON - RATINGS GRADE 9

Add Students

Find by name or ID within JOHN LESLIE PATTON JR ACADEMIC

Select a Student

Student Group

Save Reset

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. A red box labeled "Step 1" highlights the "Testing" tab in the top navigation bar. A red box labeled "Step 2" highlights the "Session" table where two sessions are listed: "PATTON - RATINGS GRADE 10" and "PATTON - RATINGS GRADE 9". The "PATTON - RATINGS GRADE 10" session is selected, indicated by a red circle around its checkbox. A red box labeled "Step 3" highlights the "Select Tasks" dropdown menu, which is open to show options: "Create / Edit Sessions", "Delete Sessions", and "Add/Remove Students in Sessions". The "Add/Remove Students in Sessions" option is checked. A red arrow points from the "Step 3" box to this option. A callout box with a red border and white text points to the "Manage" button in the toolbar, stating: "Shows number of selected sessions to manage". The toolbar also includes a "Start" button with a dropdown arrow, a "Search" bar, and a "Clear" button.

Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Organization
<input type="checkbox"/> PATTON - RATINGS GRADE 10	<input checked="" type="radio"/>		TELPAS Reading Grade 10-12 Sp 16	7		JOHN LESLIE PATTON JR ACADEMIC (057905389)
<input checked="" type="checkbox"/> PATTON - RATINGS GRADE 9	<input checked="" type="radio"/>		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, which includes a 'Combined View' radio button and three session items: 'TELPAS READING 8 MAIN GROUP' (selected), 'GASTON TELPAS READING 8 GROUP 4 11:10 AM', and 'TELPAS READING 8 MAIN GROUP'.
- Step 2:** The main content area showing the selected session: 'TELPAS READING 8 MAIN GROUP'. It includes buttons for 'Download Resources', 'Update Cache', and 'Refresh'.
- Step 3:** The bottom section where students are selected. It includes a search bar, a 'Find Students' dropdown set to 'In the selected session(s) above', and a table with 62 results.

A red box highlights the 'Students in Sessions' header in the top right, and a callout bubble with the text: 'Make sure this is clear before you begin selecting students each time' points to it.

**Once selected, session you will manage appears here

Find Students In the selected session(s) above

62 Results

Displaying 25 Manage Columns

Filters Organization Clear Hide

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

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

GASTON TELPAS READING 8 GROUP 3 11:10 AM

Update Cache Refresh

Check to move students between sessions

Step 4

Find Students In the selected session(s) above

Search

Filters Clear Hide

Organization

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: TELPAS Reading Grade 8-9 Sp 16

Sessions: Create Session

Step 8 Step 6

Student: GARCIA, EDWY I (631841014) GASTON TELPAS READING 8 GROUP 3 11:10 AM, TELPAS Reading Grade 8-9 Sp 16

GARCIA, GIOVANNI E (640804012) 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 2 9 AM GASTON TELPAS READING 8 GROUP 3 11:10 AM

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

Move Reset

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.

Step 3

Students in Sessions Go to Sessions

Tasks 0 Selected

Select Tasks Start

Session List Add a Session

- Combined View
- TEL PAS READING 1
- TEL PAS READING 2

4 Sessions | Clear

TEL PAS READING 1

Not Prepared

Shows session is not currently prepared.

Step 4

Prepare Session Refresh

Step 5

TEL PAS READING 1

Preparing

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

Add Task < Previous Task Next Task > Exit Tasks

Generate Test Tickets

Generate Test Tickets

Reset

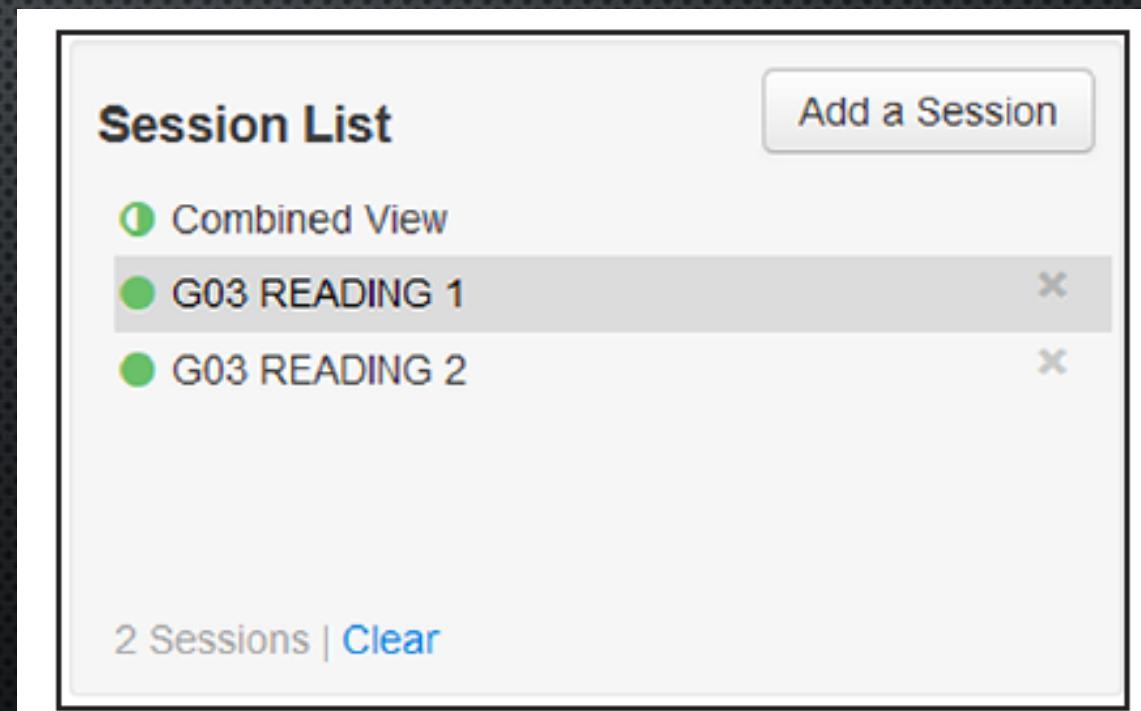
Current selections include 29 test tickets for 25 sessions.
For performance reasons, this feature is limited to a selection of 4000 or fewer students.

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

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

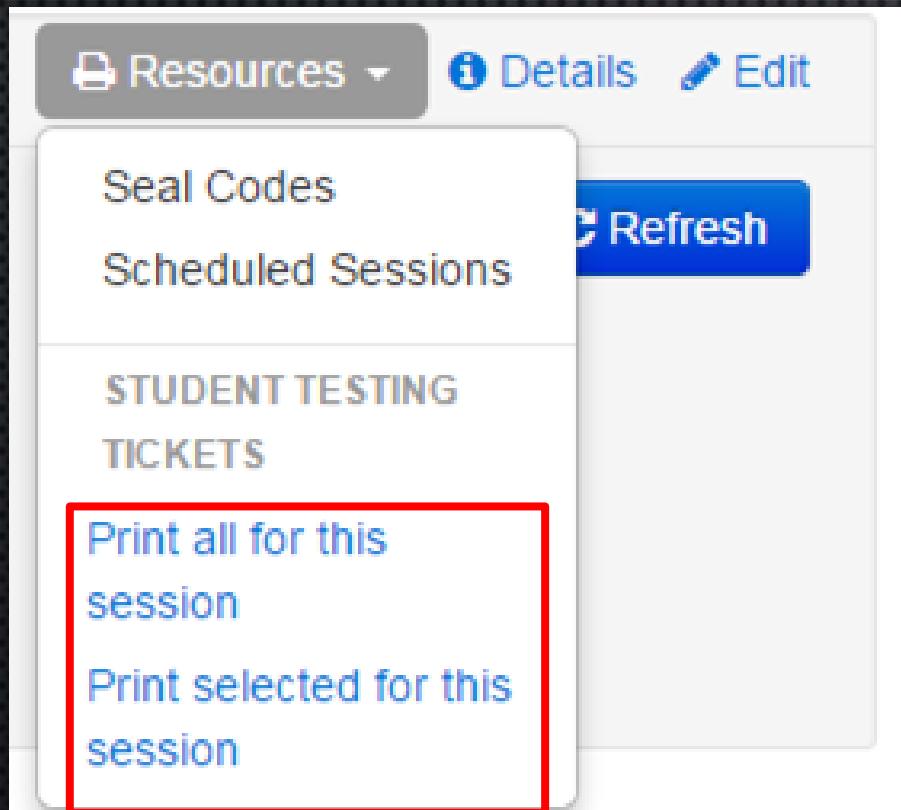
2 Results

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

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](#)

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

To Print Session Roster for a Particular Session

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.

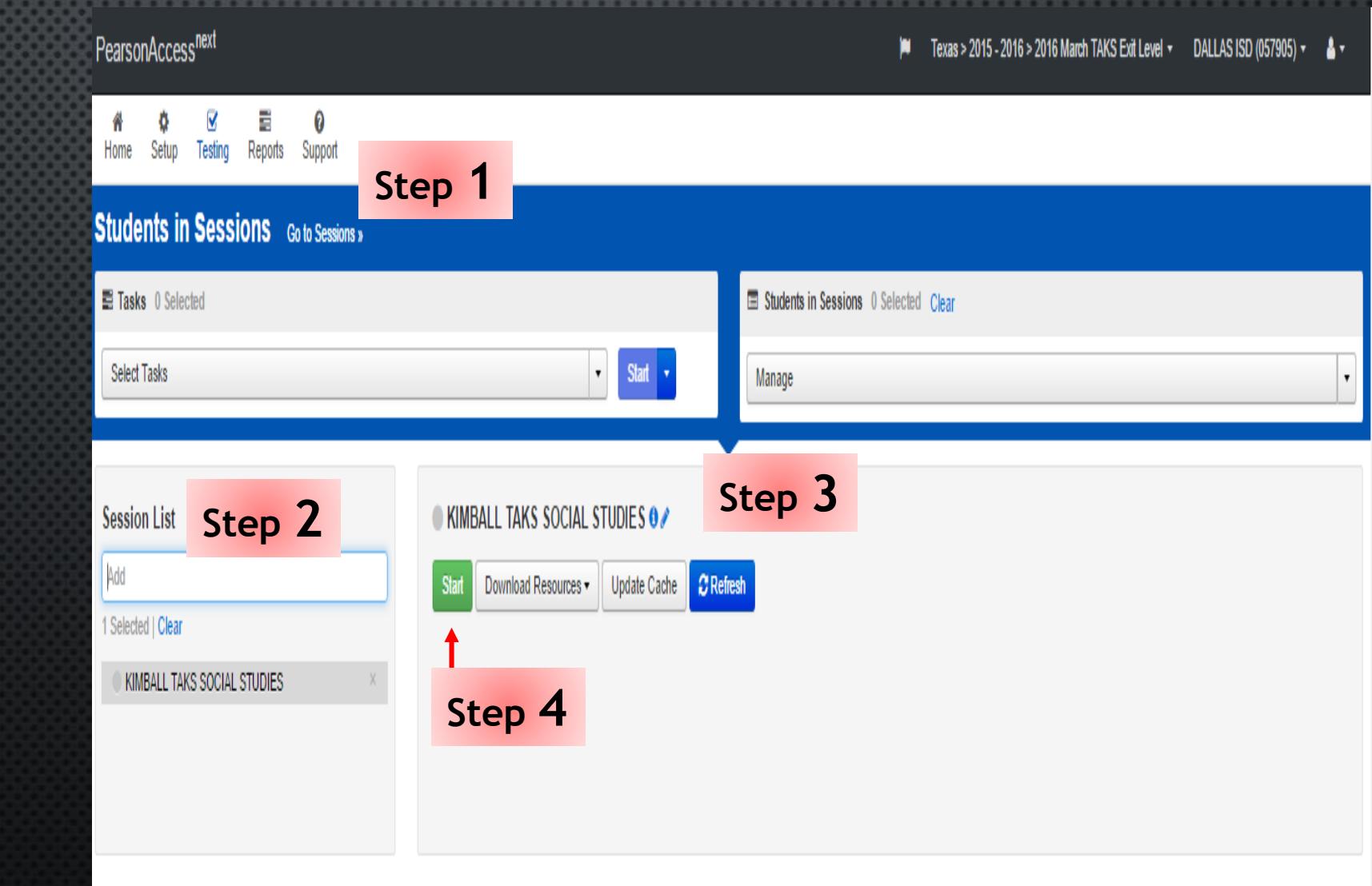
The screenshot shows the 'Students in Sessions' interface. A red box labeled 'Step 1' highlights the 'Start' button. A red box labeled 'Step 2 and 3' highlights the 'Session List' on the left, which shows 'CARDSU 4-5 READ' selected. A red box labeled 'Step 4' highlights the 'Resources' dropdown menu in the top right corner, which is open to show options like 'Session Student Roster'. The main content area displays 'CARDSU 4-5 READ' with '2 Student Tests' and a progress bar. Below this is a table of student 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 - 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.



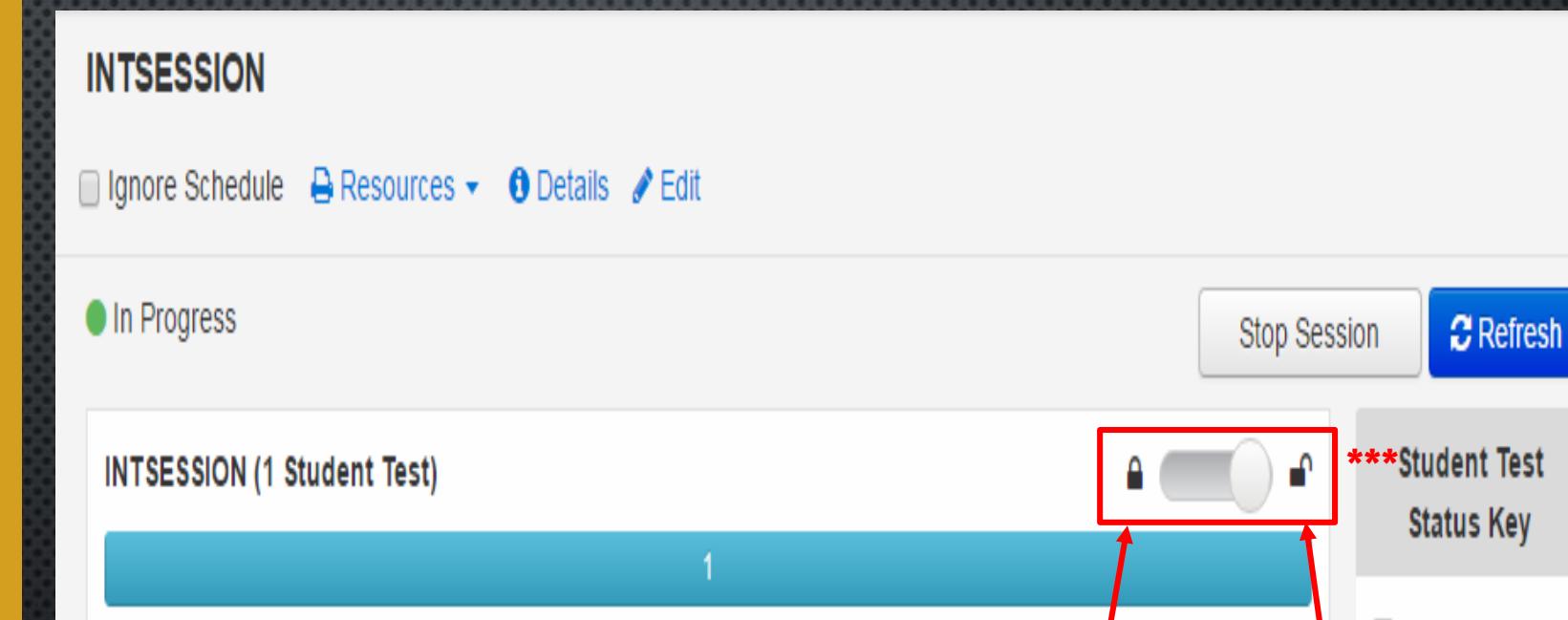
Unlocking Sessions

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*.



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 software interface for managing student sessions. The top navigation bar includes Home, Setup, Testing (highlighted in blue), 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" link. A blue box labeled "Step 3" highlights the "Resume" button in the "Student Test Status" column for a specific row. A red box labeled "Step 4" highlights the "Resume Student Tests" option in the "Tasks" dropdown menu. The main content area shows a table with 16 results, including columns for PEIMS ID, Last Name, First Name, Middle Name, Username, Session, Student Test Status, and Form. One row is selected, showing PEIMS ID 6379393334, Session CARDSU 6-7 READING (TELPAS Reading Grade 6-7 Sp 17), and Status Ready. The "Student Test Status" dropdown for this row is open, showing "Exited" and "Resume" options, with "Resume" circled in red.

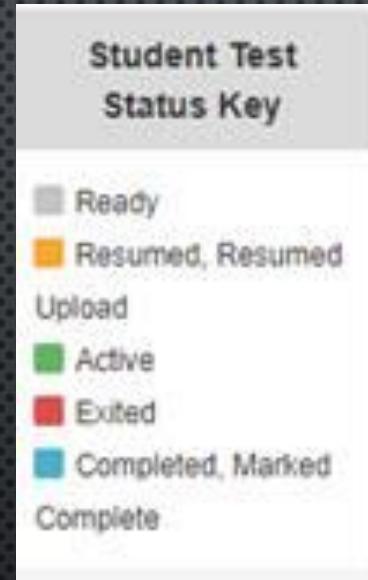
Monitoring a Student's Test Status

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

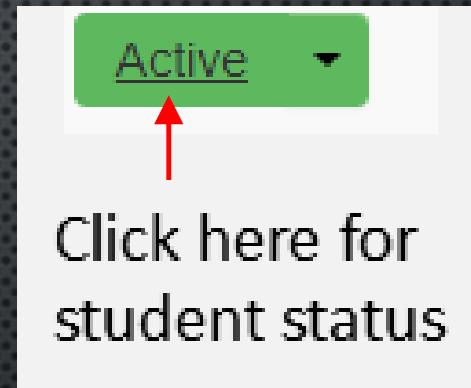
Monitor daily each student's test status during the online sessions

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

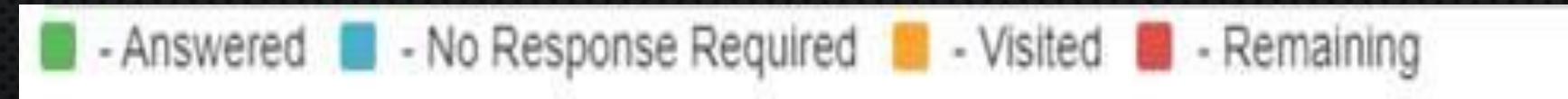


2.



Click here for student status

3.



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 software 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 red box highlights the 'Students in Sessions' title.

Step 2: A red box highlights the 'Select Tasks' dropdown menu.

Step 3: A red box highlights the 'Manage' button.

Step 4: A red box highlights the 'Stop' button, with two red arrows pointing to it from the right.

The interface includes a 'SESSION LIST' on the left showing 'TESTSESSION1' (In Progress). The main area displays 'TELPAS Holistic Ratings Grade 10-12 (30 Student Tests)'. A 'Student Test Status Key' on the right defines: Ready (blue), Resumed (yellow), Uploaded (orange), Active (green), Exited (red), and Completed, Marked (teal). A 'Find Students' search bar and 'Filters' section are at the bottom.

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-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 shows the Pearson Access Next interface for managing test sessions. At the top, there's a navigation bar with links for Home, Setup, Testing (which is checked), Reports, and Support. Below this is a header for 'Students in Sessions' with a 'Go to Sessions' link. The main area is divided into sections: 'Session List' on the left showing 'CARDSU 2 W' is selected, and 'CARD SU 2 W' details on the right. The 'CARD SU 2 W' section includes 'Resources', 'Details', and 'Edit' buttons, and shows 'In Progress' status with 'CARDSU 2 W (1 Student Test)'. On the far right, there's a 'Stop Session' button and a 'Refresh' button. A 'Student Test Status Key' is provided with color-coded boxes for Ready (grey), Resumed (orange), Resumed Upload (yellow), Active (green), Exited (red), and Completed, Marked Complete (blue). The bottom part of the interface shows a table with student data: PEIMS ID, Last Name, First Name, Middle Name, Username, Session, Student Test Status, Form Group Type, and Form. One row is selected, and a red box highlights the 'Launch Test' link in the 'Answer Input' column. The table also shows 'Displaying 25' and 'Manage Columns' options.

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

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

ENTER HOLISTIC RATINGS CONTINUED

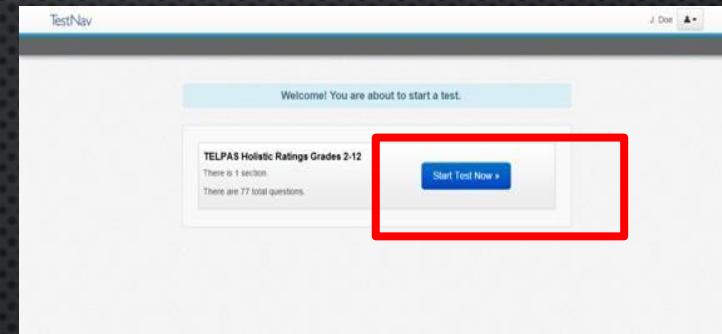
1. The student test will launch in TestNav. Click *Start Test Now*.
2. The Ratings Entry form will open. Click *Start*.
1. Enter proficiency ratings

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.



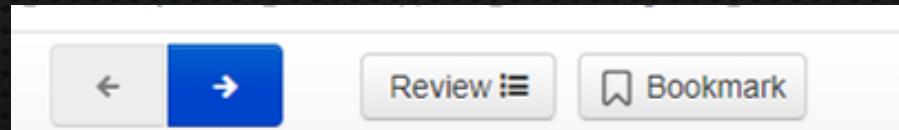
Enter Proficiency Ratings

- (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?



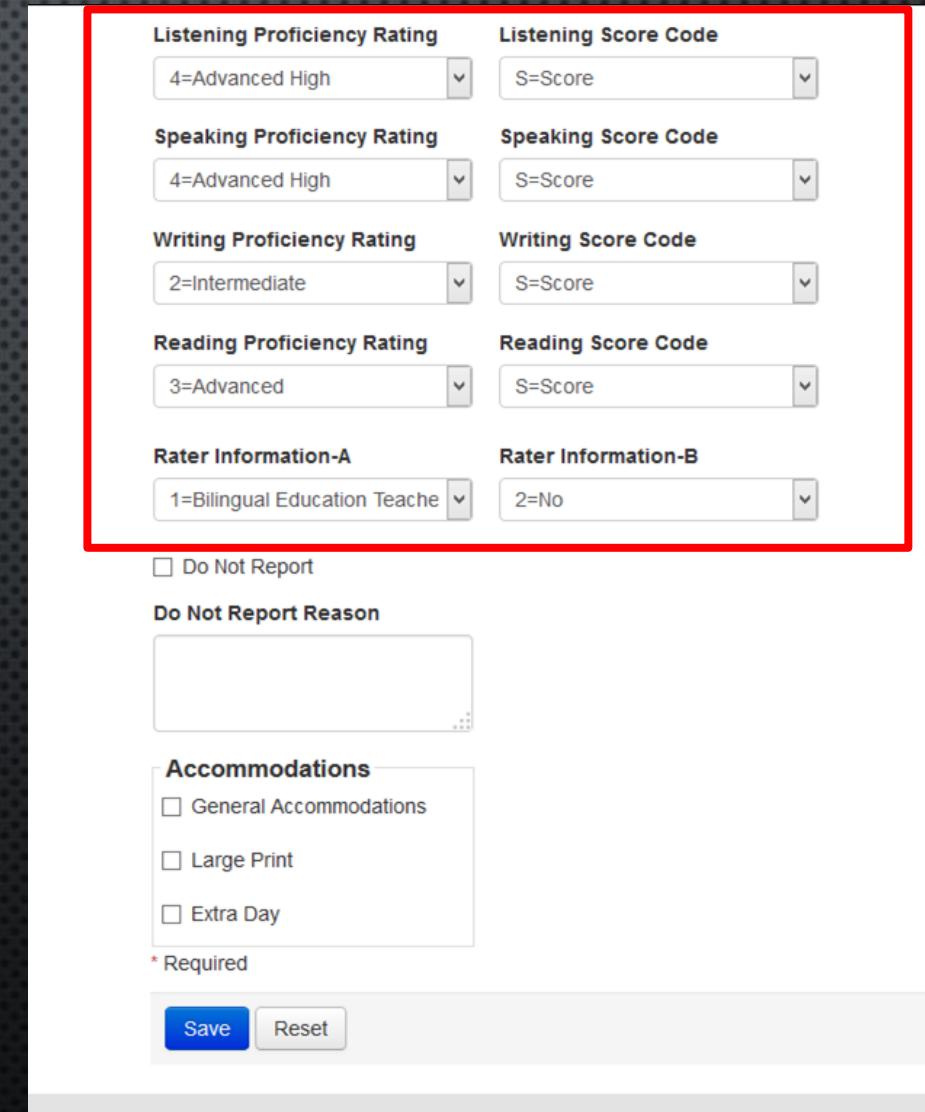
[Click here to return to Main Slide](#)

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**

Do Not Report

Do Not Report Reason

Accommodations

General Accommodations
 Large Print
 Extra Day

* Required

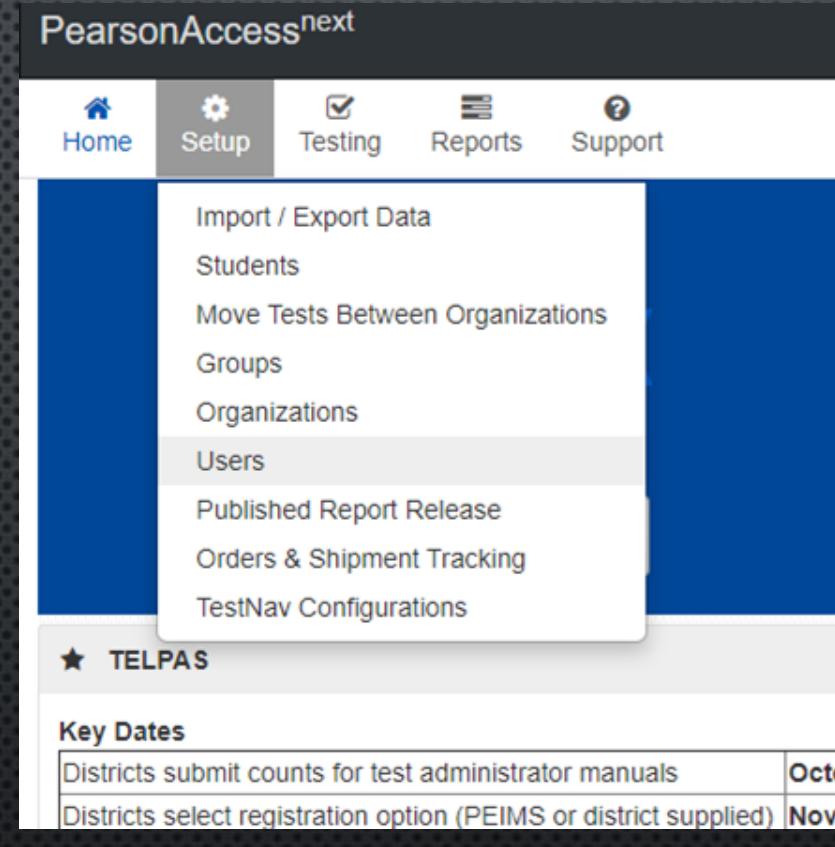
Save **Reset**

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 is a task list. The 'Setup' tab's dropdown menu is open, showing options: 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 screen, there is a section titled 'Key Dates' with two items: '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 with a blue background), Reports, and Support. Below the navigation is a blue header bar with the text 'Student Tests' and a 'Tasks 1 Selected' indicator. A dropdown menu labeled 'Select Tasks' is open, showing two options: 'Edit Student Tests' (unchecked) and 'Score Alternate Student Tests' (checked). To the right of the dropdown is a 'Start' button, which is also highlighted with a red box. Below the dropdown is a search bar with the placeholder 'Last Name starts with' and a 'Search' button. To the left of the search bar are 'Filters' and 'Organization' sections with dropdown menus for 'Select one or more', 'PEIMS ID', 'Local Student ID', and 'UIN'. To the right is a table titled '69 Results' with columns for 'Student', 'Organization', and 'Test'. The table lists 69 student entries, with the last row selected, indicated by a red box around the 'Selected' checkbox. The last row shows a student with 'LASTNAME, FIRSTNAME' as 'AOC H S (260999001)', 'Organization' as 'AOC H S', and 'Test' as 'Biology'.

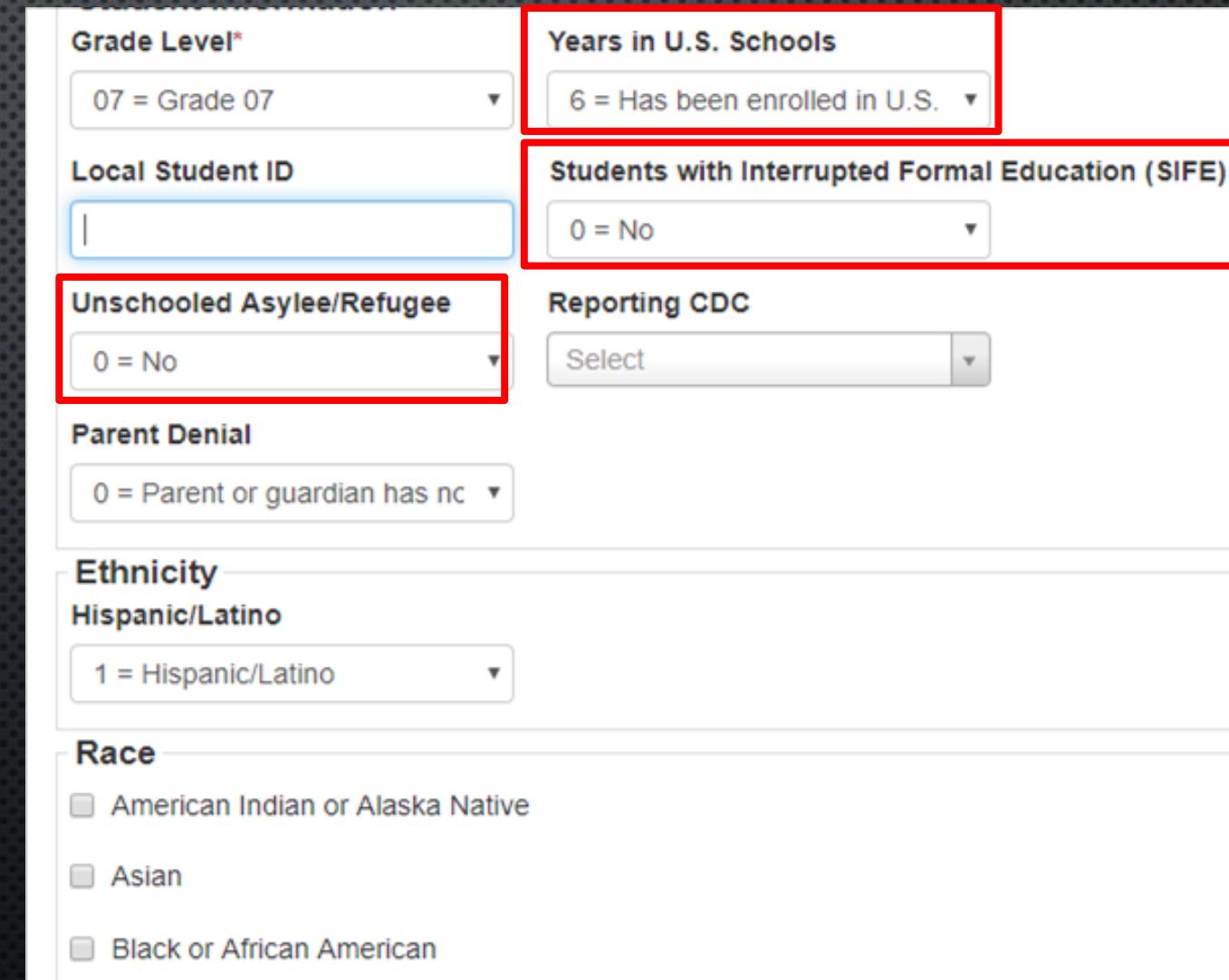
Enter STAAR Alternate 2 Student/TELPAS Alternate score codes and accommodations

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.

The screenshot shows the 'Edit Student Tests' screen. In the 'STUDENT TESTS (1)' section, a student record is listed: LASTNAME, FIRSTNAME (000999570) and Grade 03 Mathematics (status: Complete). An arrow points from the 'Score Code' dropdown in the 'Test Details' section to the 'Score Code' dropdown in the 'Accommodations' section. The 'Score Code' dropdown in the 'Test Details' section has 'S = Score' selected. The 'Score Code' dropdown in the 'Accommodations' section also has 'S = Score' selected. The 'Accommodations' section is highlighted with a red box and contains a list of checkboxes for various accommodations, including Color or Highlight, Color Overlays, Photographs or Objects, Textured Materials, Demonstrate, Raise or Darken Outline, Enlarge, Braille, Describe Images, Provide Images or Text Separately, Isolate Images, Picture Representations, Use Calculator, Manipulatives, or Math Tool, Reread Text, and Provide Structured Reminders. The 'Save' button at the bottom is also highlighted with a red box.

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