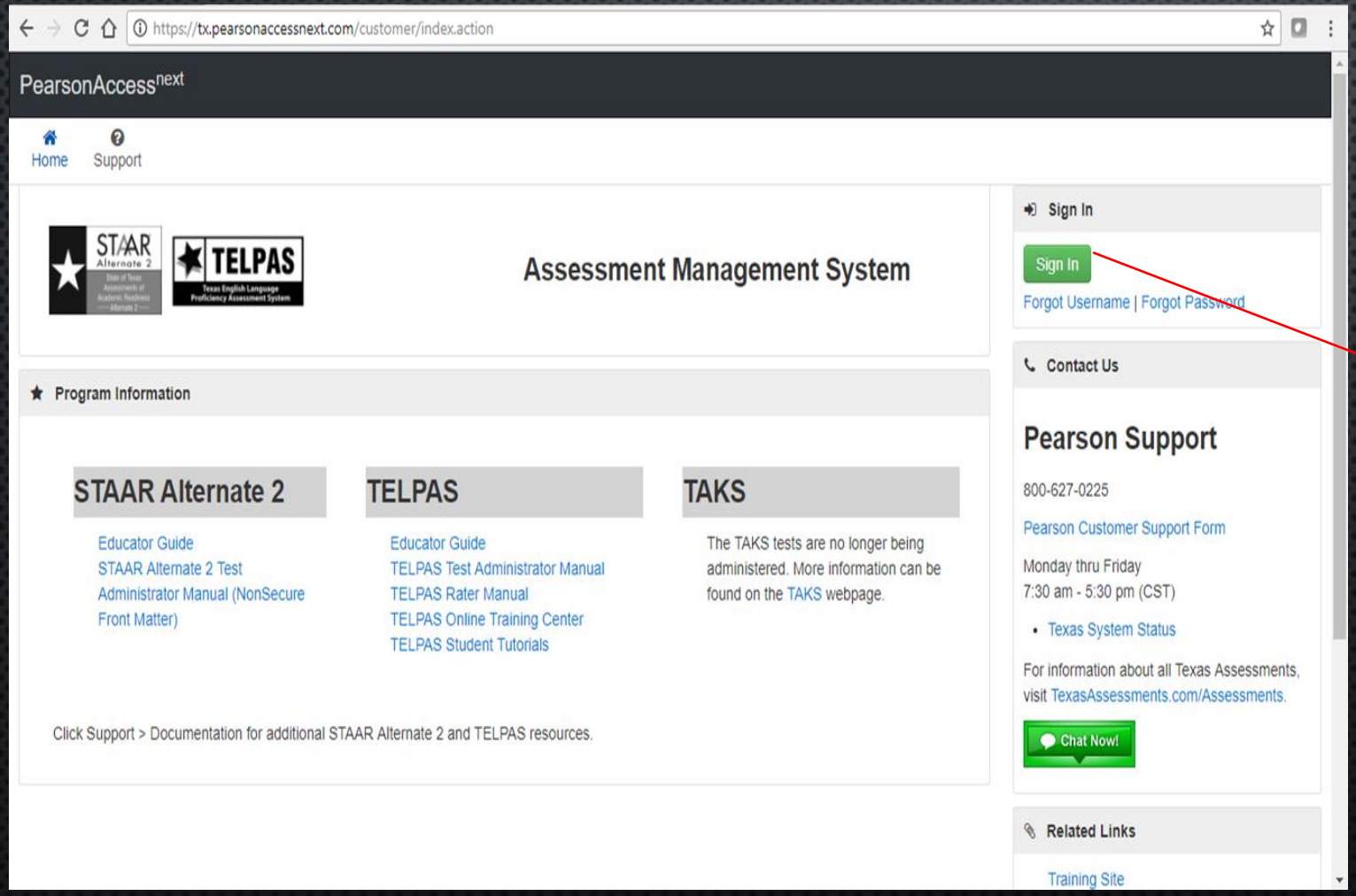
NAVIGATING PEARSON ACCESS NEXT

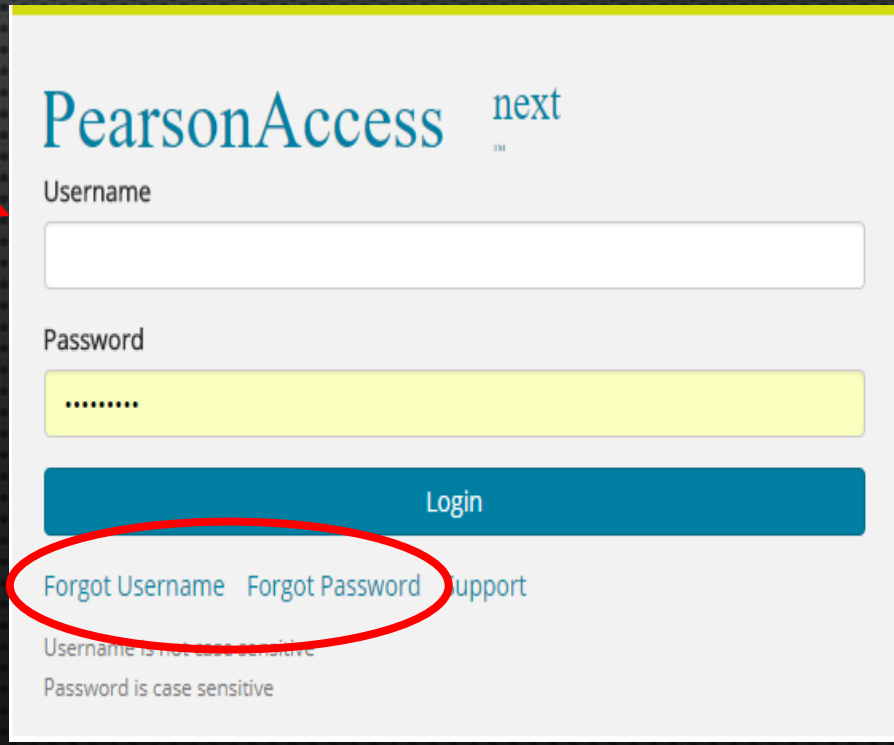
To jump to a section, click on one of the links below

- Online test sessions
- Finding Online Test Sessions
- Adding students individually to a session
- Removing Students from a session
- Moving multiple students
- Preparing test sessions
- printing test tickets
- Printing session rosters
- Starting sessions
- Unlocking sessions
- Resuming a test
- Monitoring Student test Status
- Stopping sessions
- Entering holistic ratings
- Correcting ratings entering incorrectly
- Adding and Managing users
- Entering Scores, Score Codes, and accommodations for TELPAS Alt/STAAR Alt 2
- Unschooled Asylee Refugee, SIFE, and Years in U.S. Schools

This is the landing page for STAAR Alternate 2 and TELPAS

tx.pearsonaccessnext.com





ONLINE TEST SESSIONS

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

Elementary- By homeroom

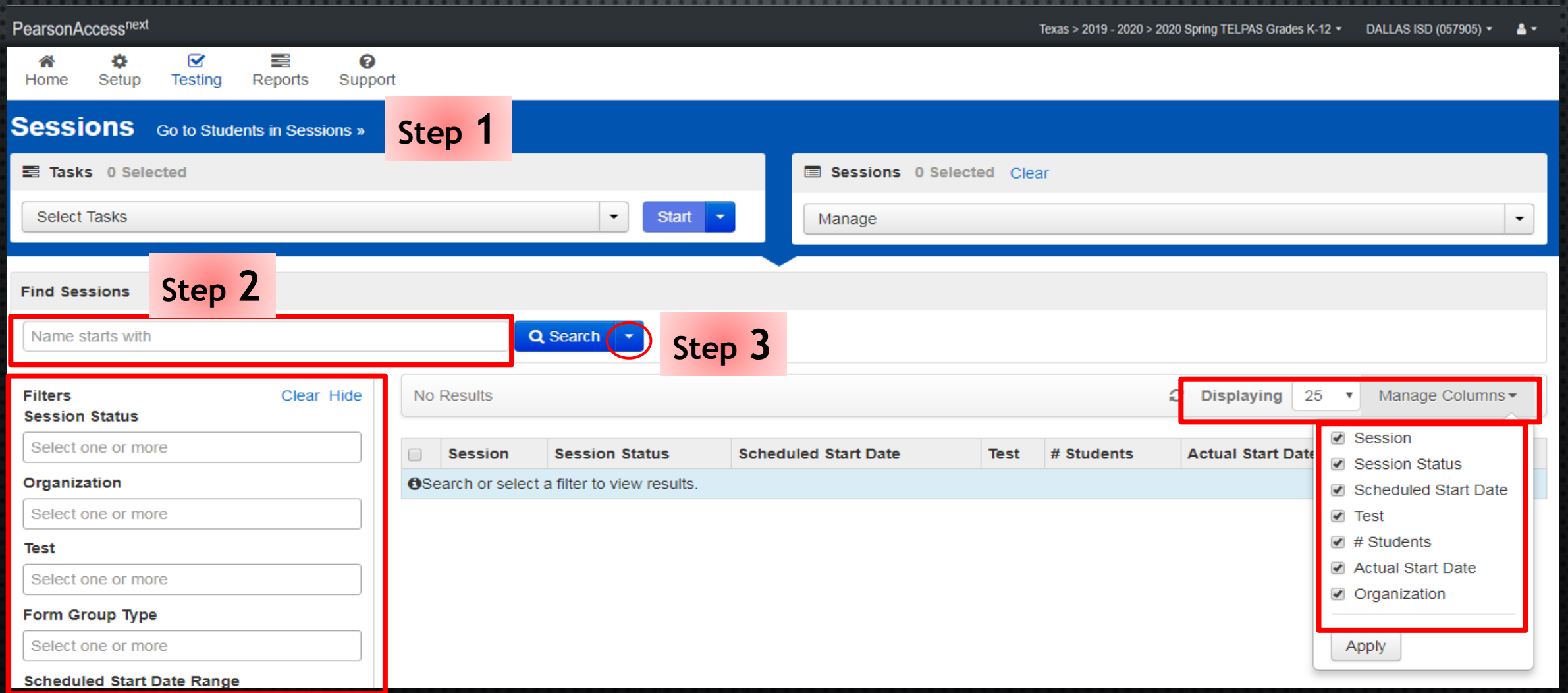
Secondary- Alpha by Grade.

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

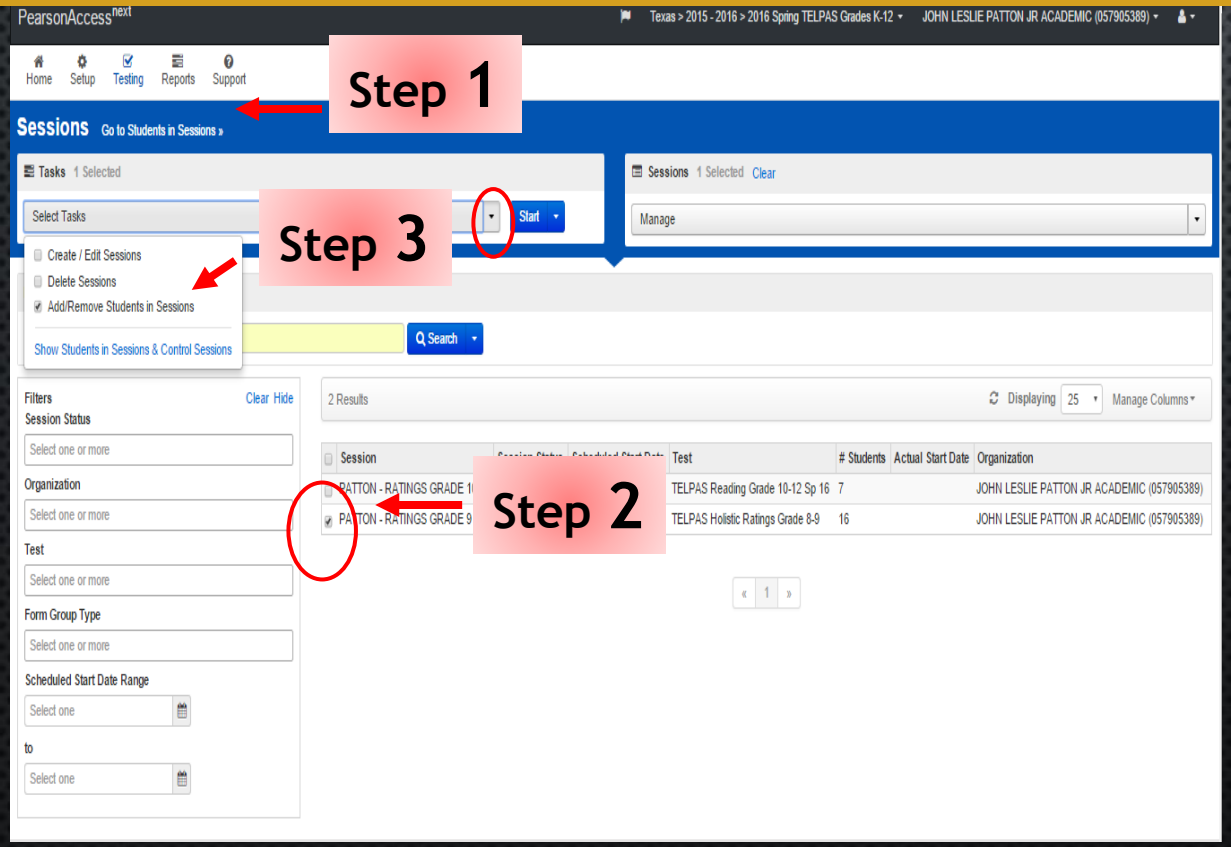
1. Go to Testing > Sessions
2. In the Find Sessions bar, type the name of the session you which to find
3. To see all Sessions, select the dropdown by the Search Bar and select Show all results

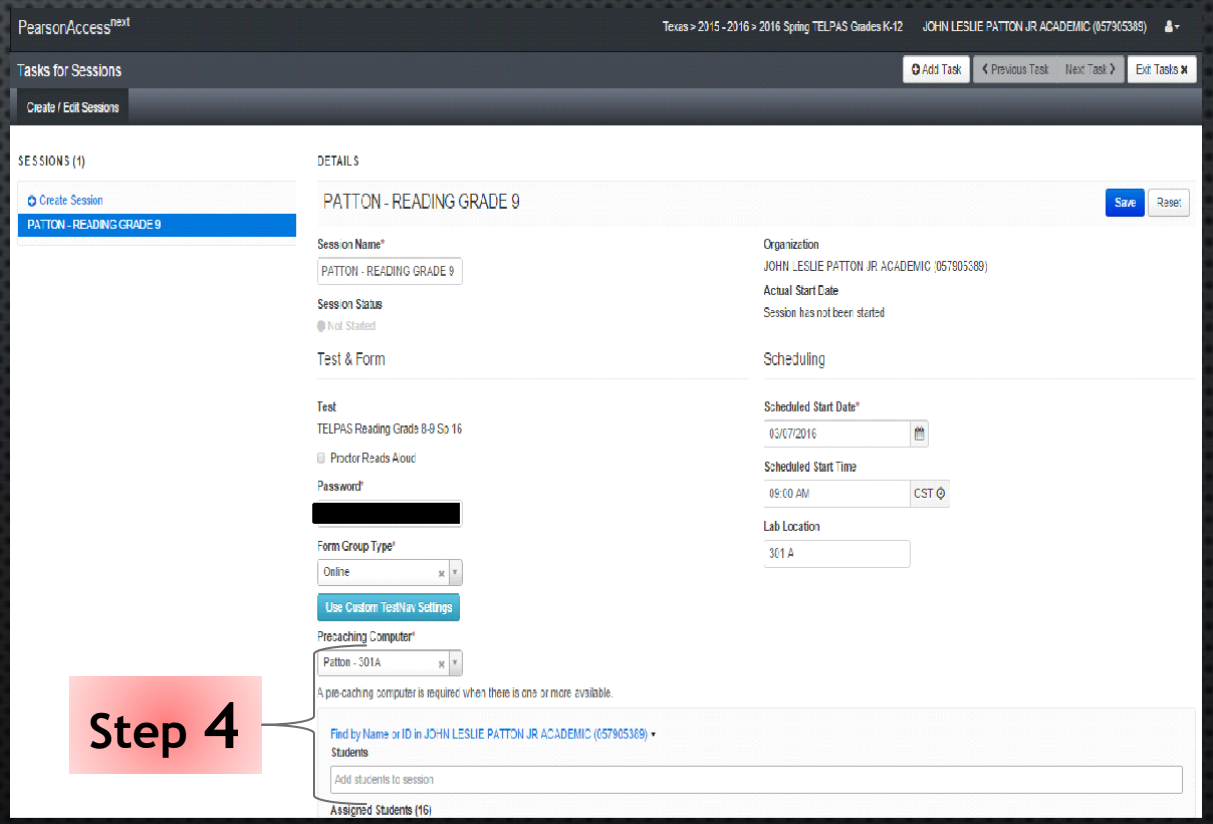


ADDING STUDENTS INDIVIDUALLY TO A SESSION

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.**

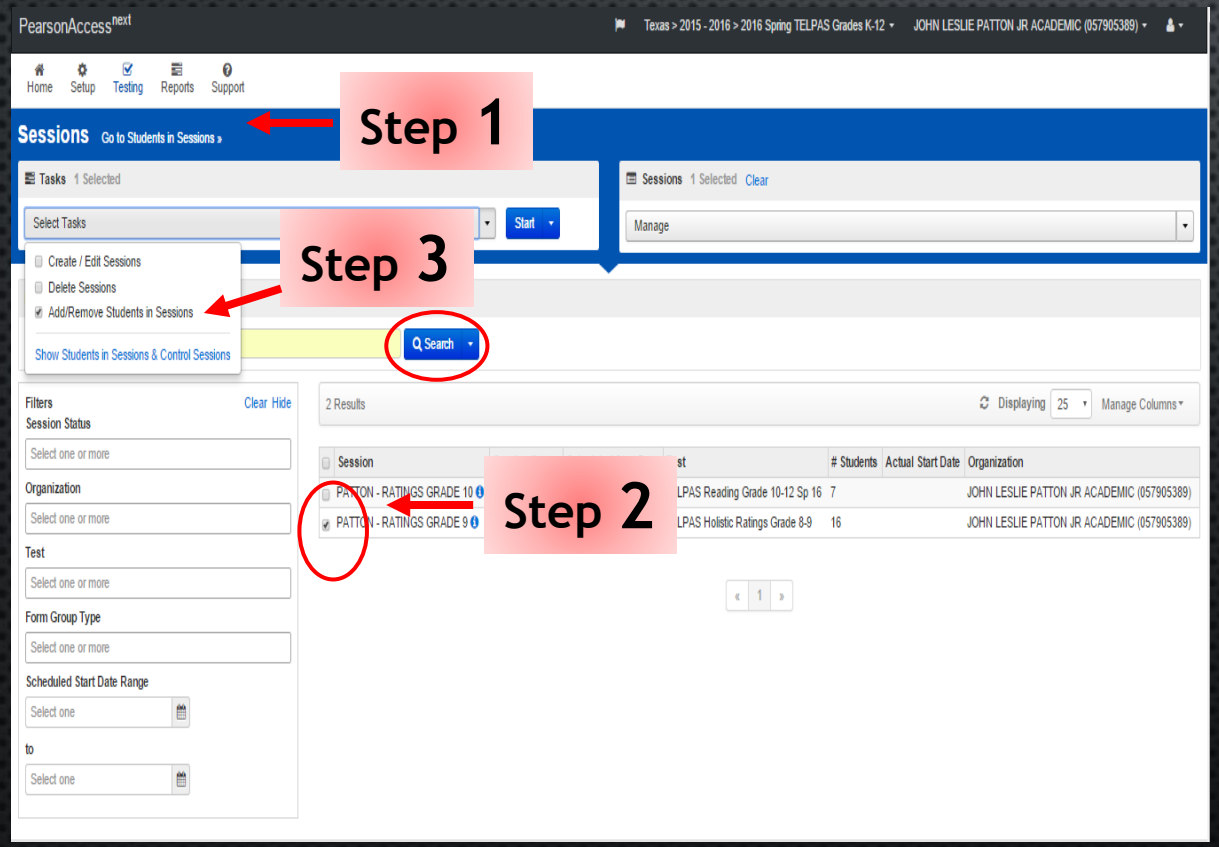


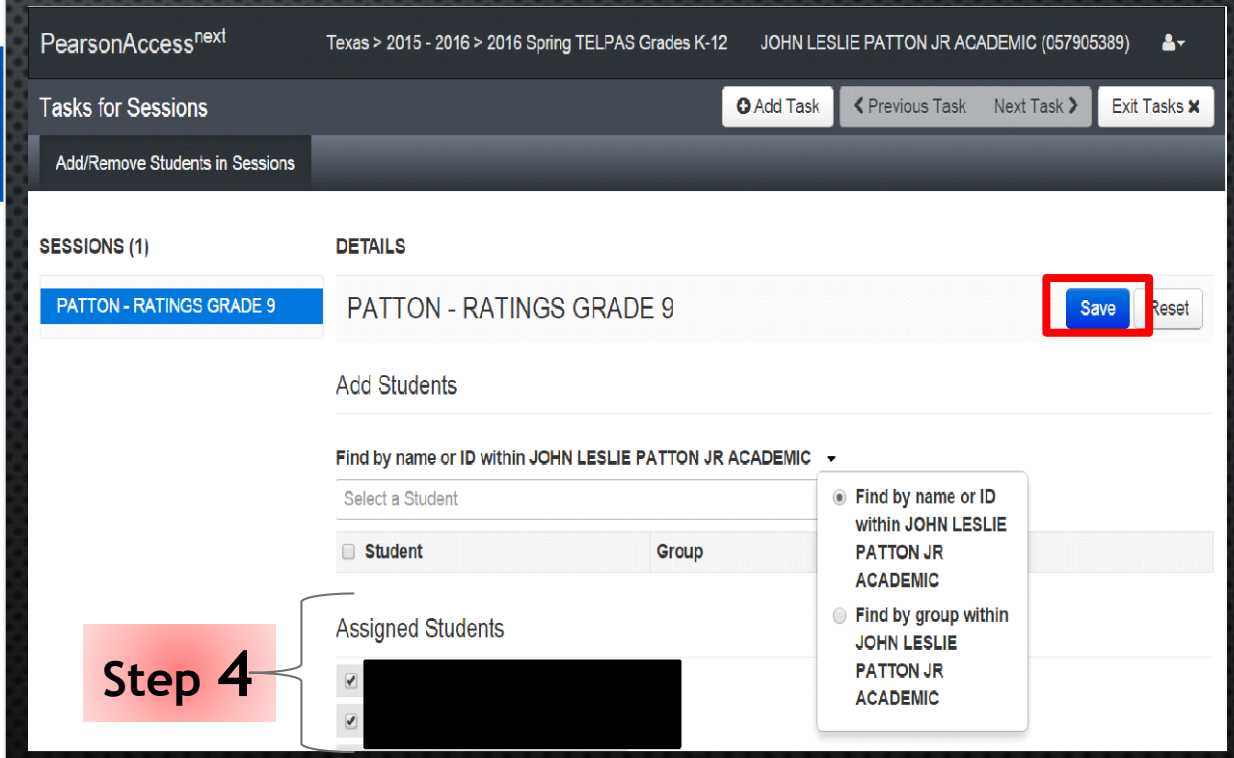


REMOVING STUDENTS FROM A SESSION

Click here to return to Main Slide

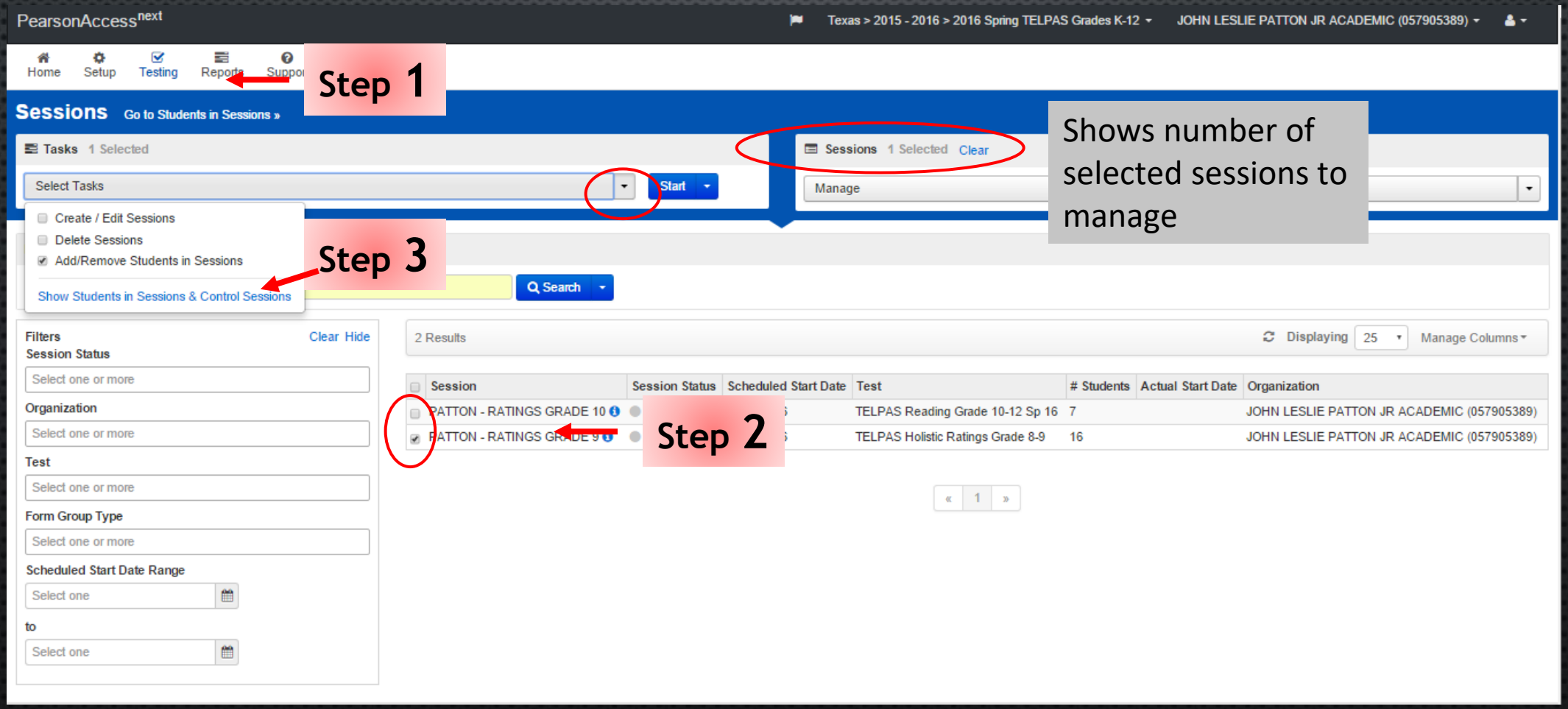
1. Go to Testing > Sessions (Type session name or in the "*Search*" bar select dropdown and check "*show all results*" to see sessions already created
2. Select session you wish to remove student
3. Open the task list using the dropdown, select "Add/Remove Students in Sessions," and click Start.
4. To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





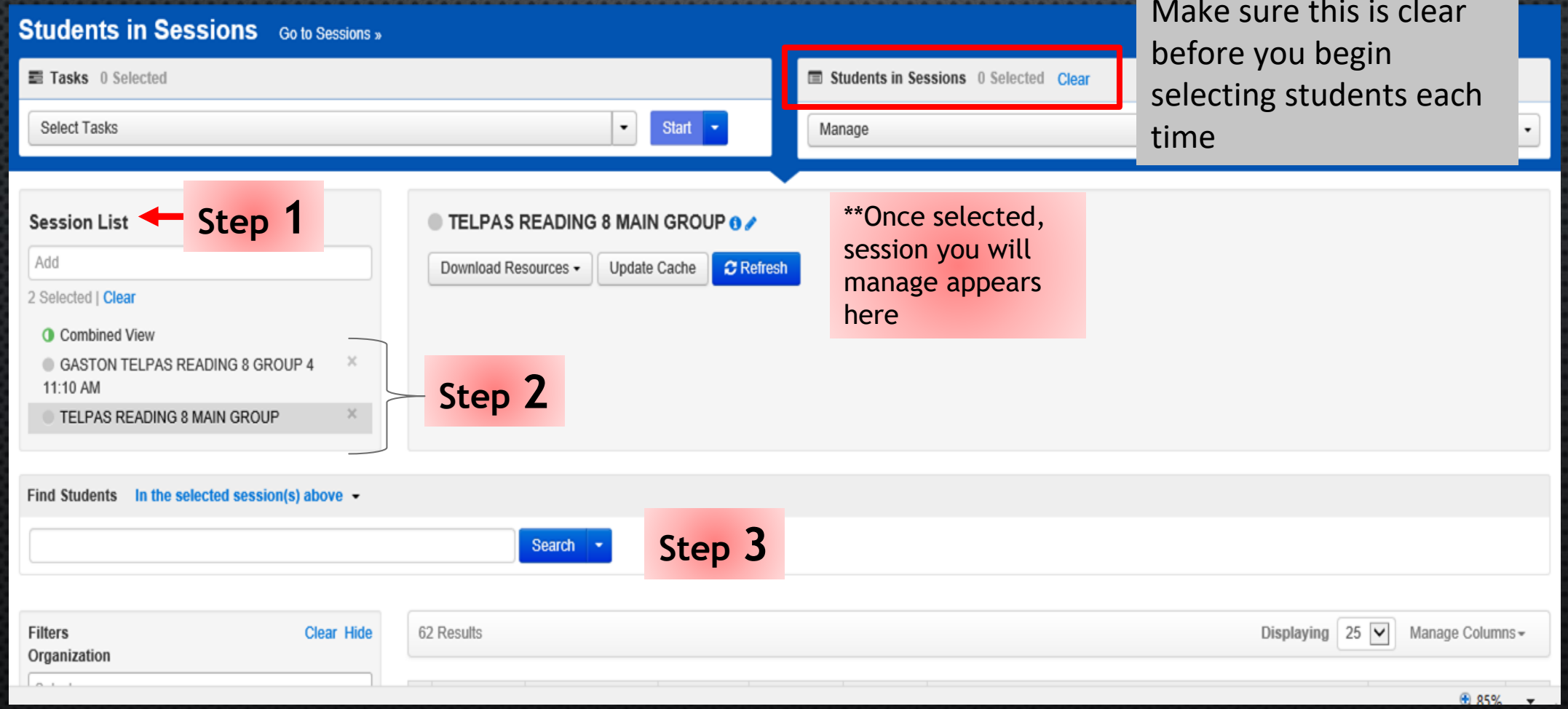
MOVING MULTIPLE STUDENTS

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.



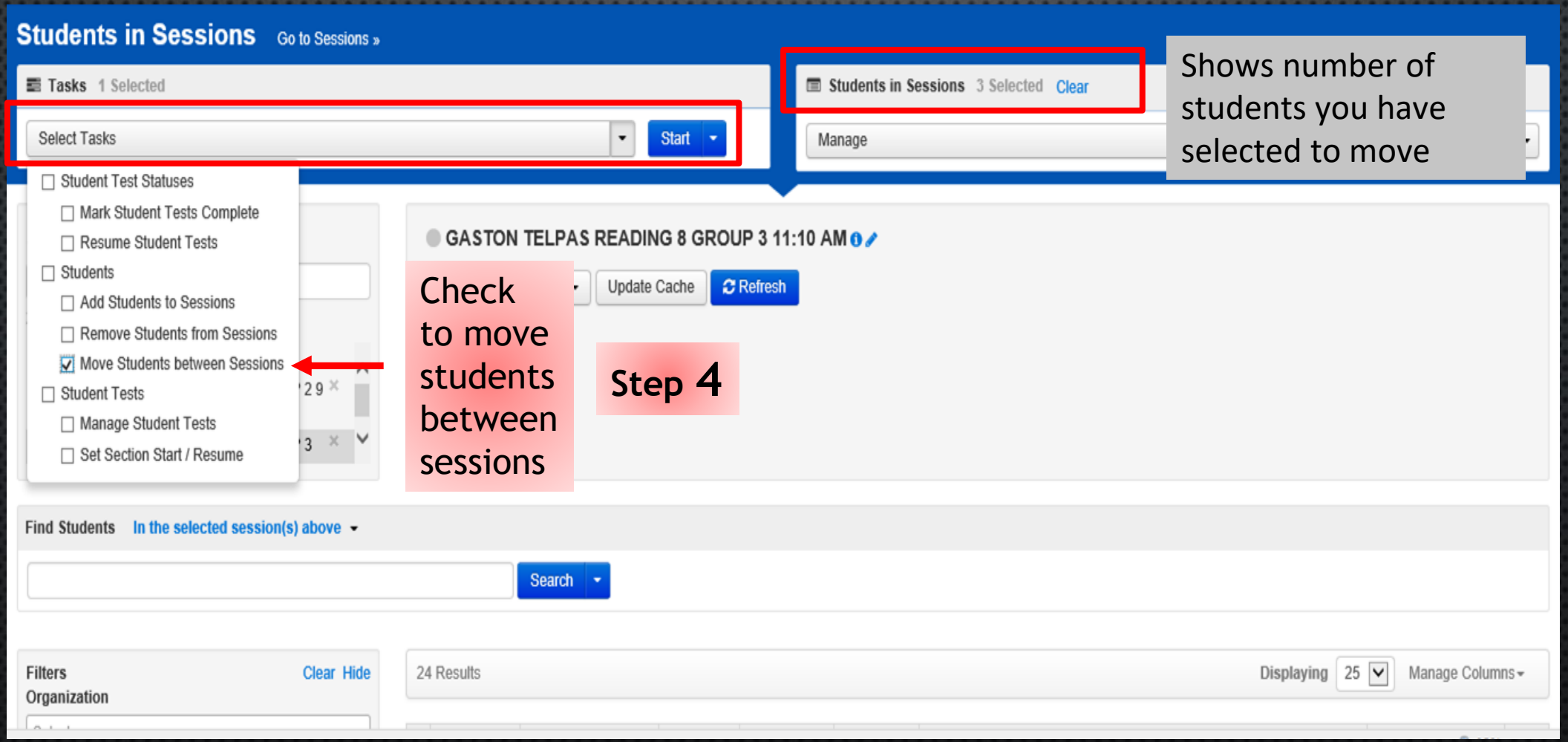
Moving Multiple Students-Student Selection

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)**



Moving Multiple Students-Student Selection

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



Moving Multiple Students-Student Selection

Click here to return to Main Slide

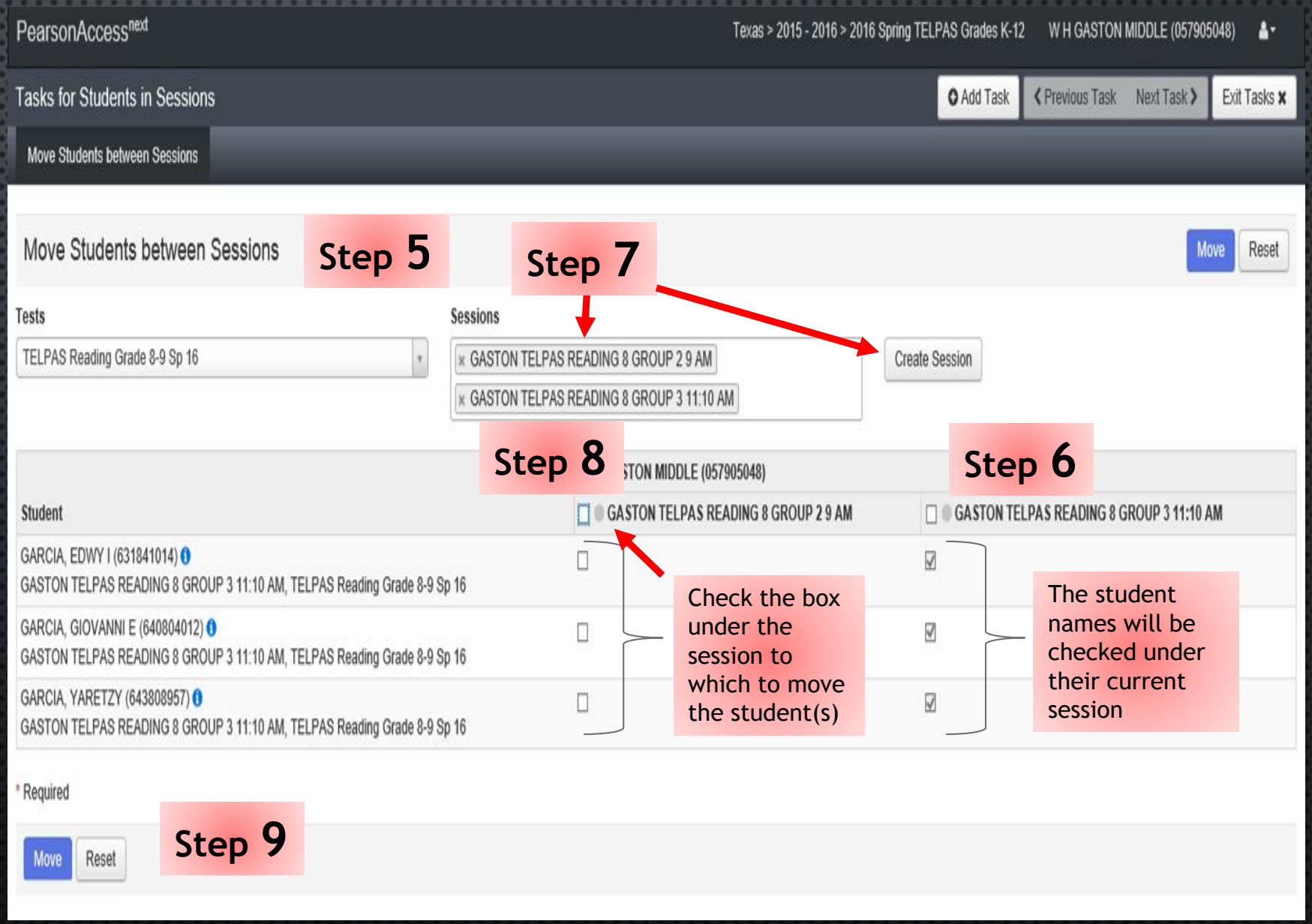
5. The Move Students between Sessions screen will open.

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).

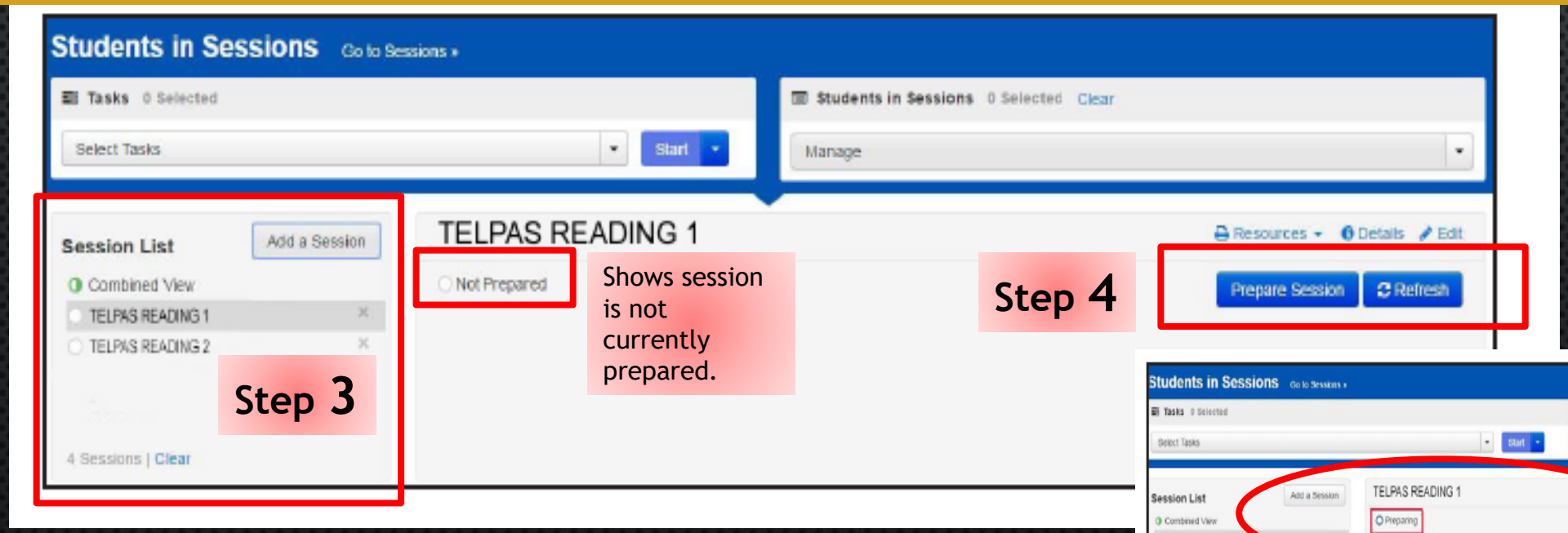
9. Click Move.

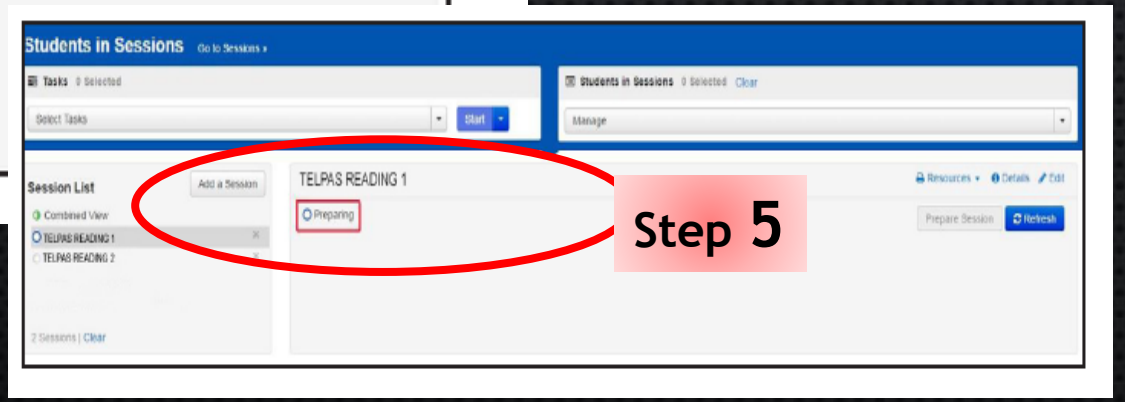


Prepare Test Sessions- Please note you may not prepare sessions until one week prior to assessment window.

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.

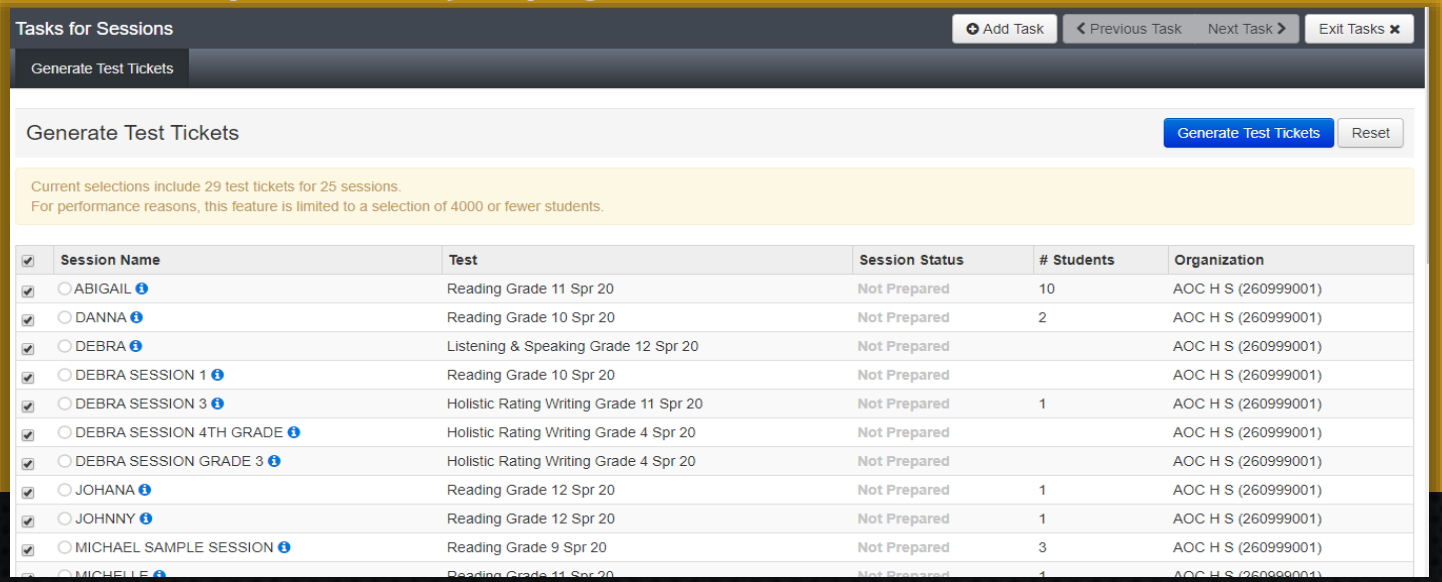




GENERATE TEST TICKETS FOR MULTIPLE SESSIONS

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.

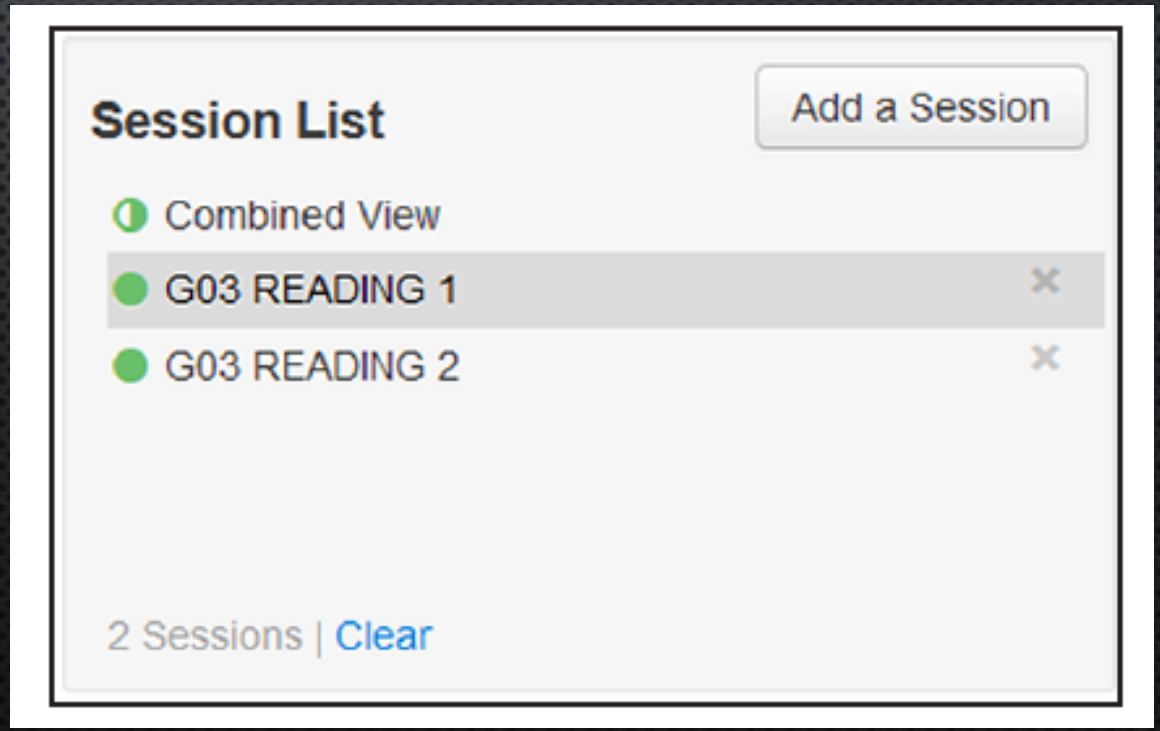
Note: Testing tickets will be separated by a page with the session name and there is one test ticket available per page.



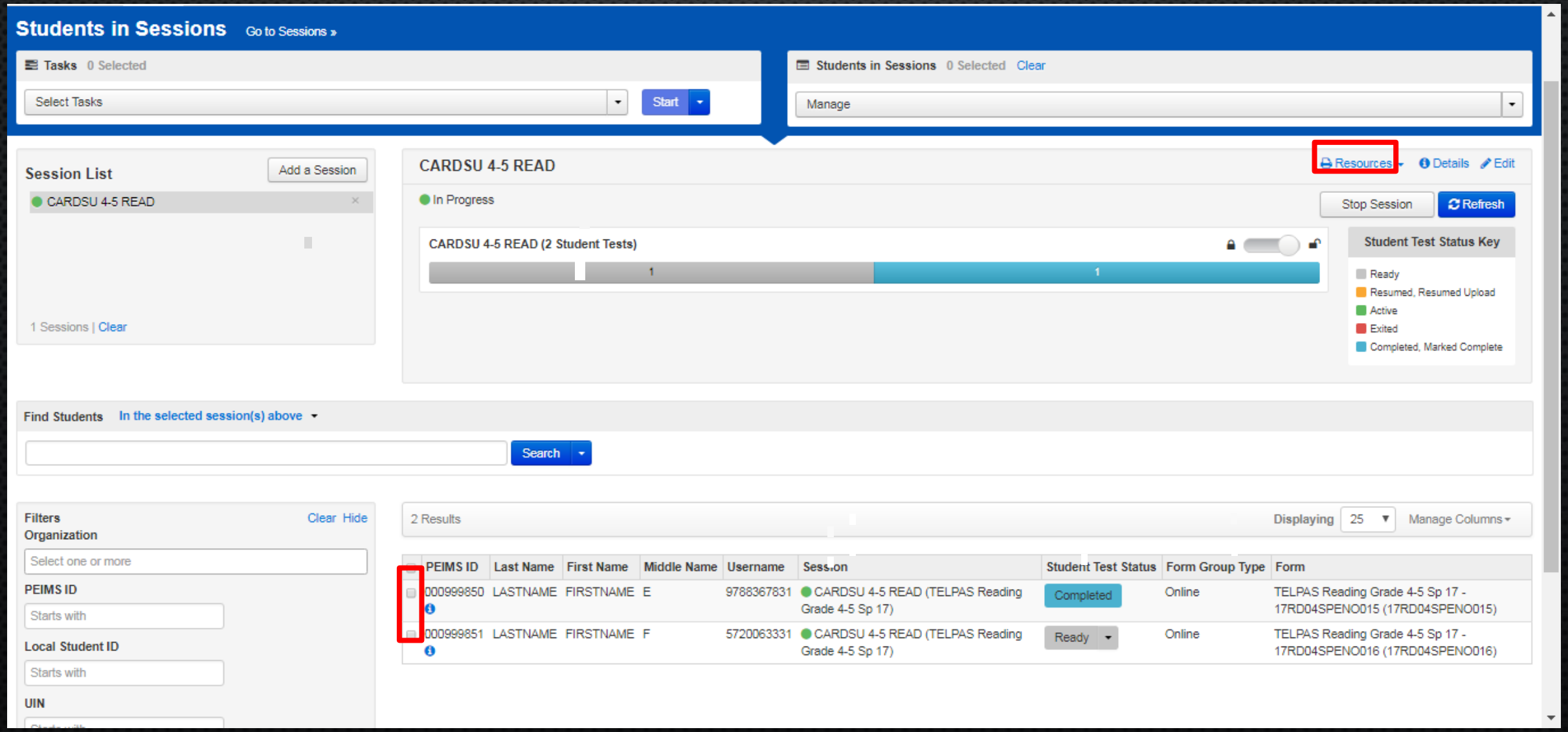
Printing Test Tickets- Please note you must "Prepare Sessions" before printing tickets.

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.

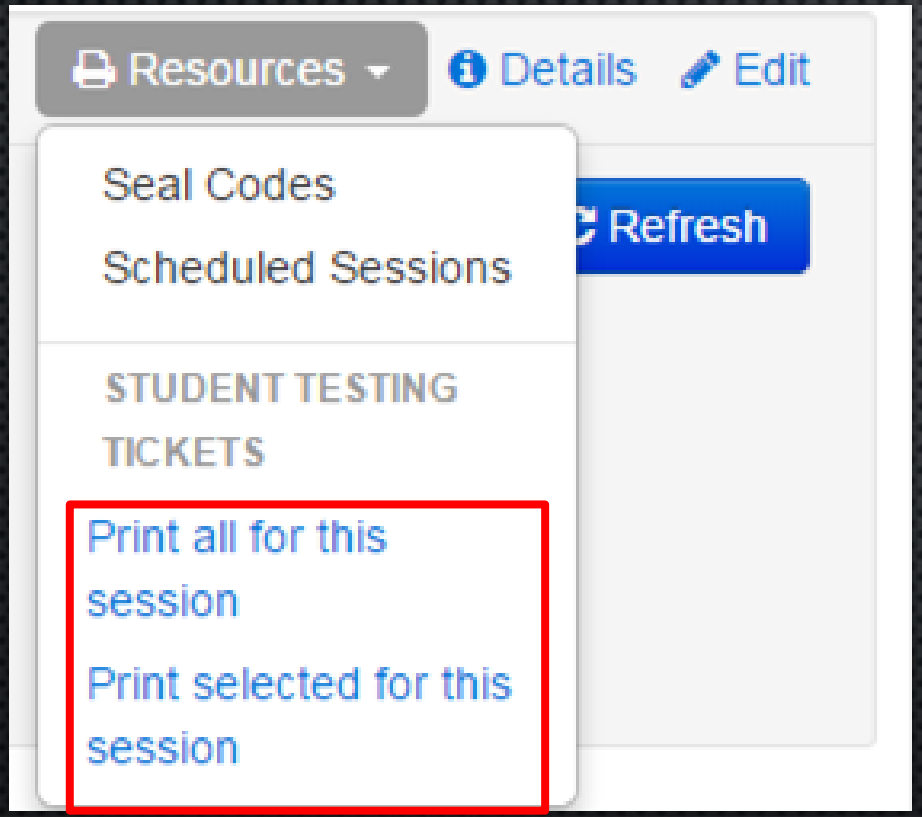


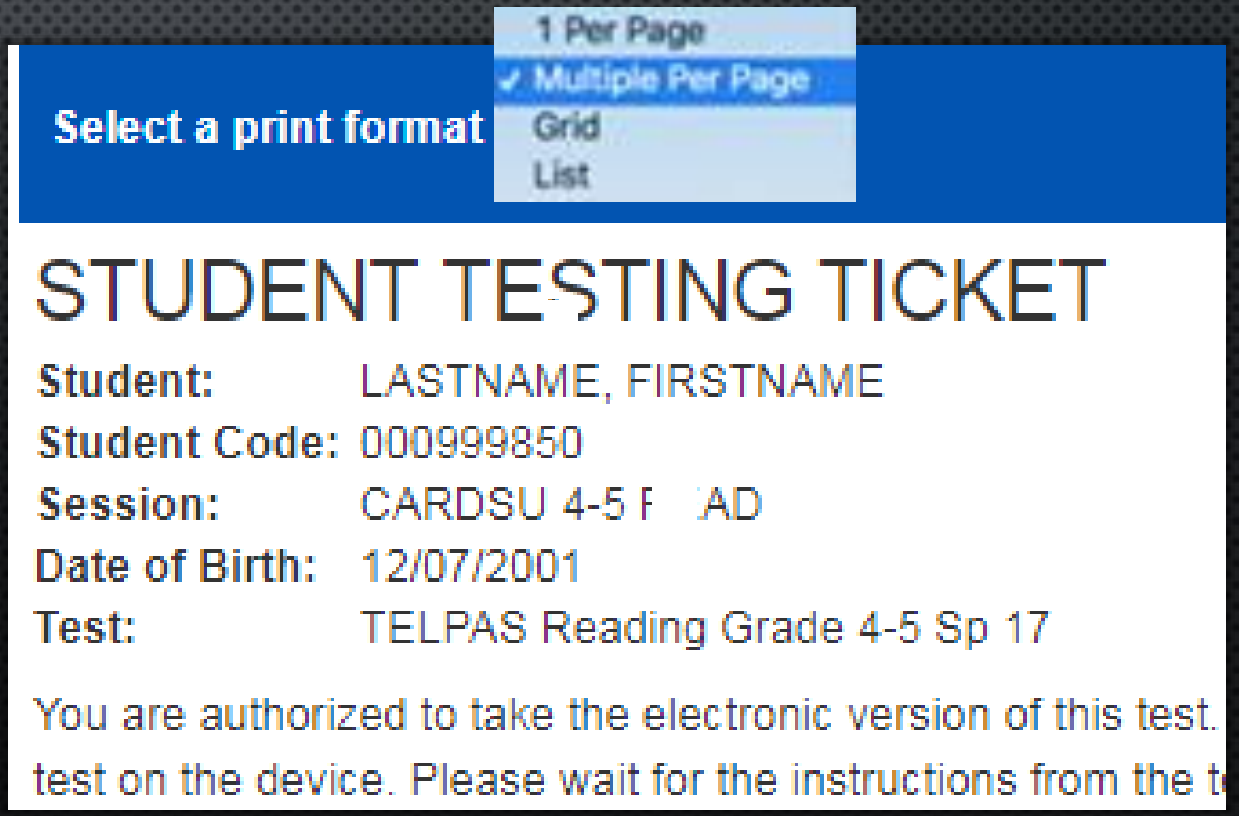
TELPAS- Print Student Test Tickets



TELPAS- Print Options for Student Test Tickets

Click here to return to Main Slide

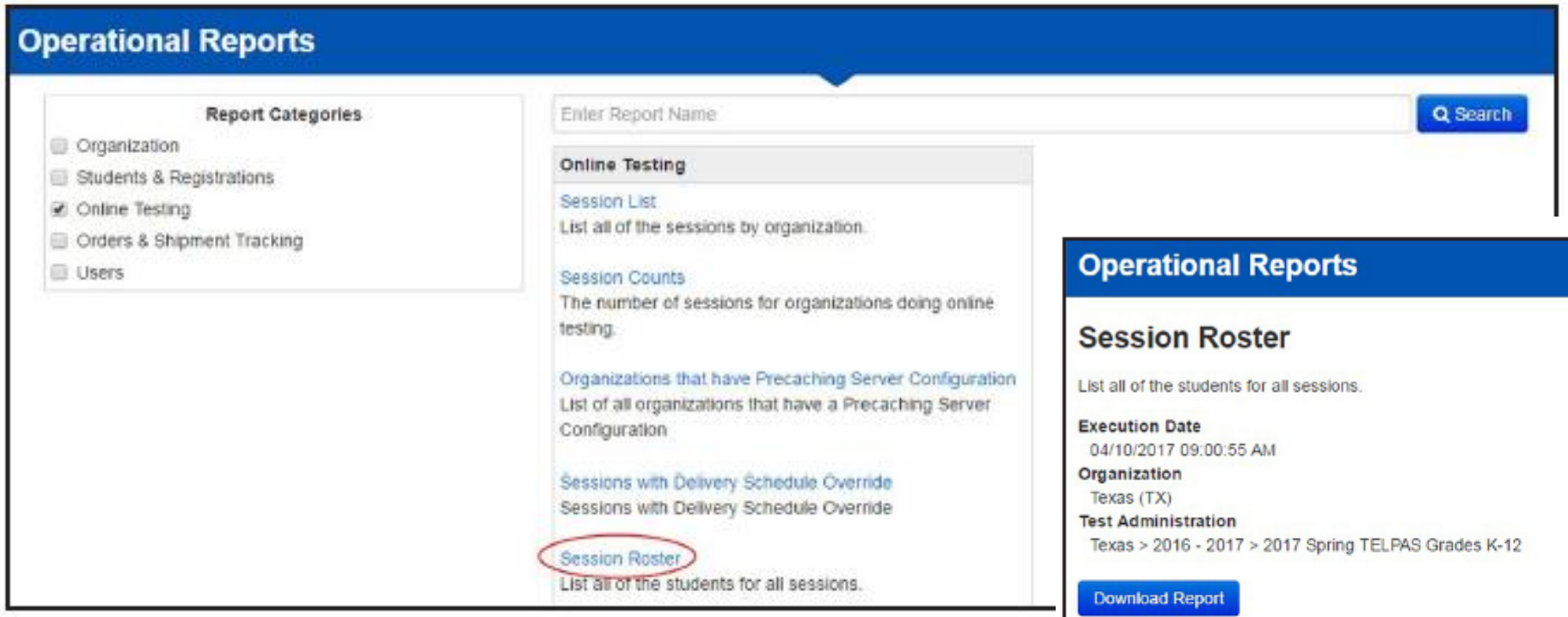


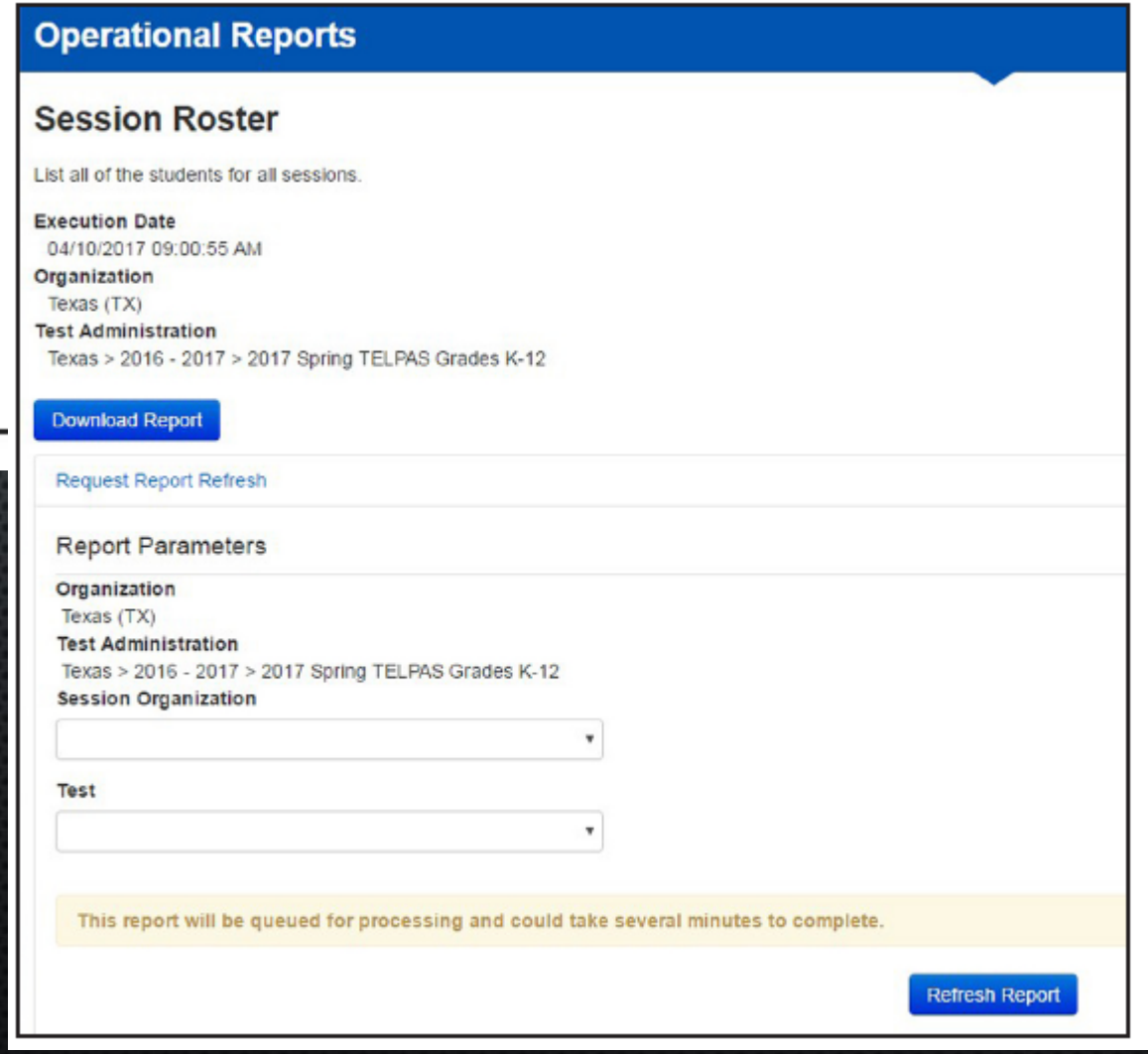


To Print Session Roster for All Sessions for a Particular Test and Campus

- ***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

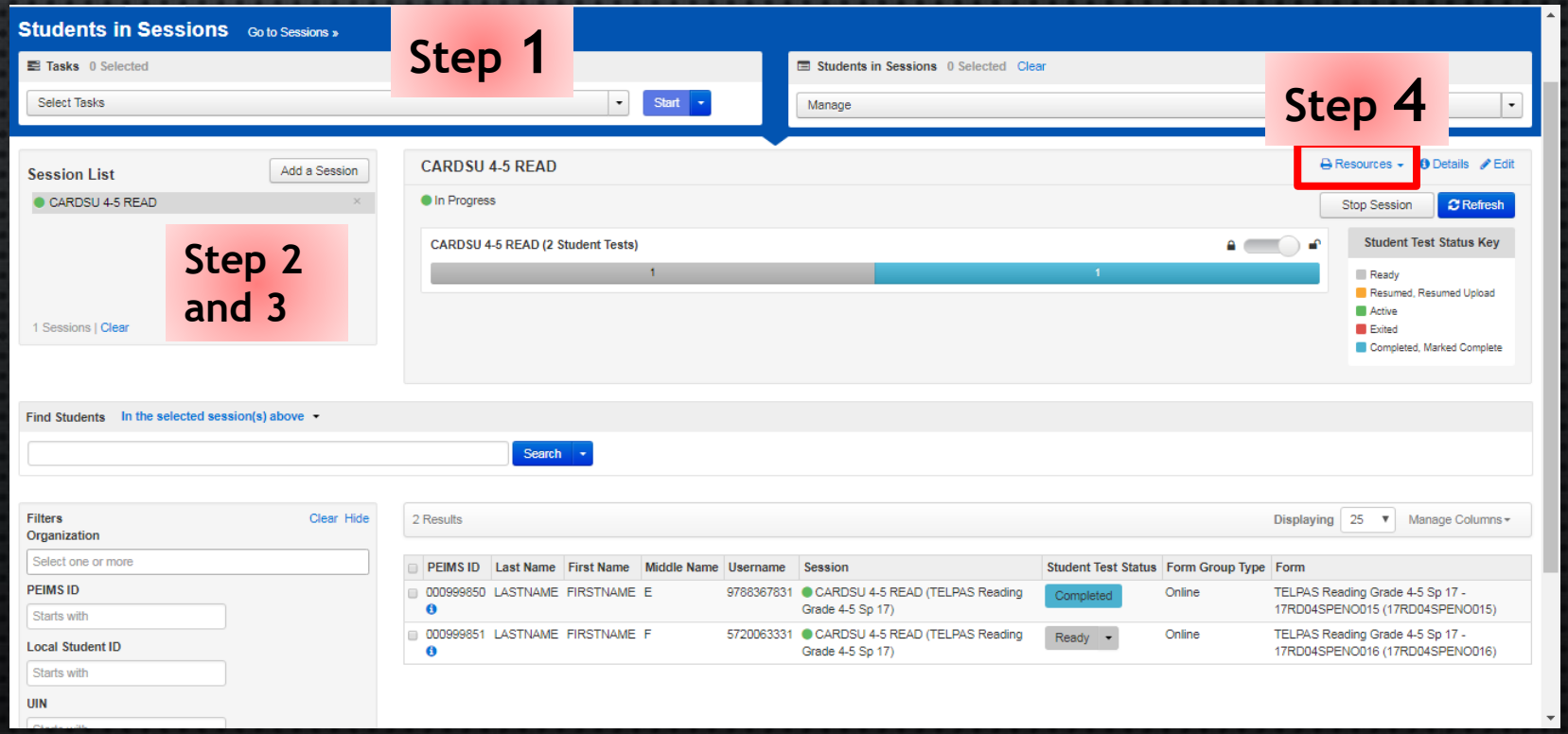
1. Go to *Testing* > *Students in Sessions*.

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.

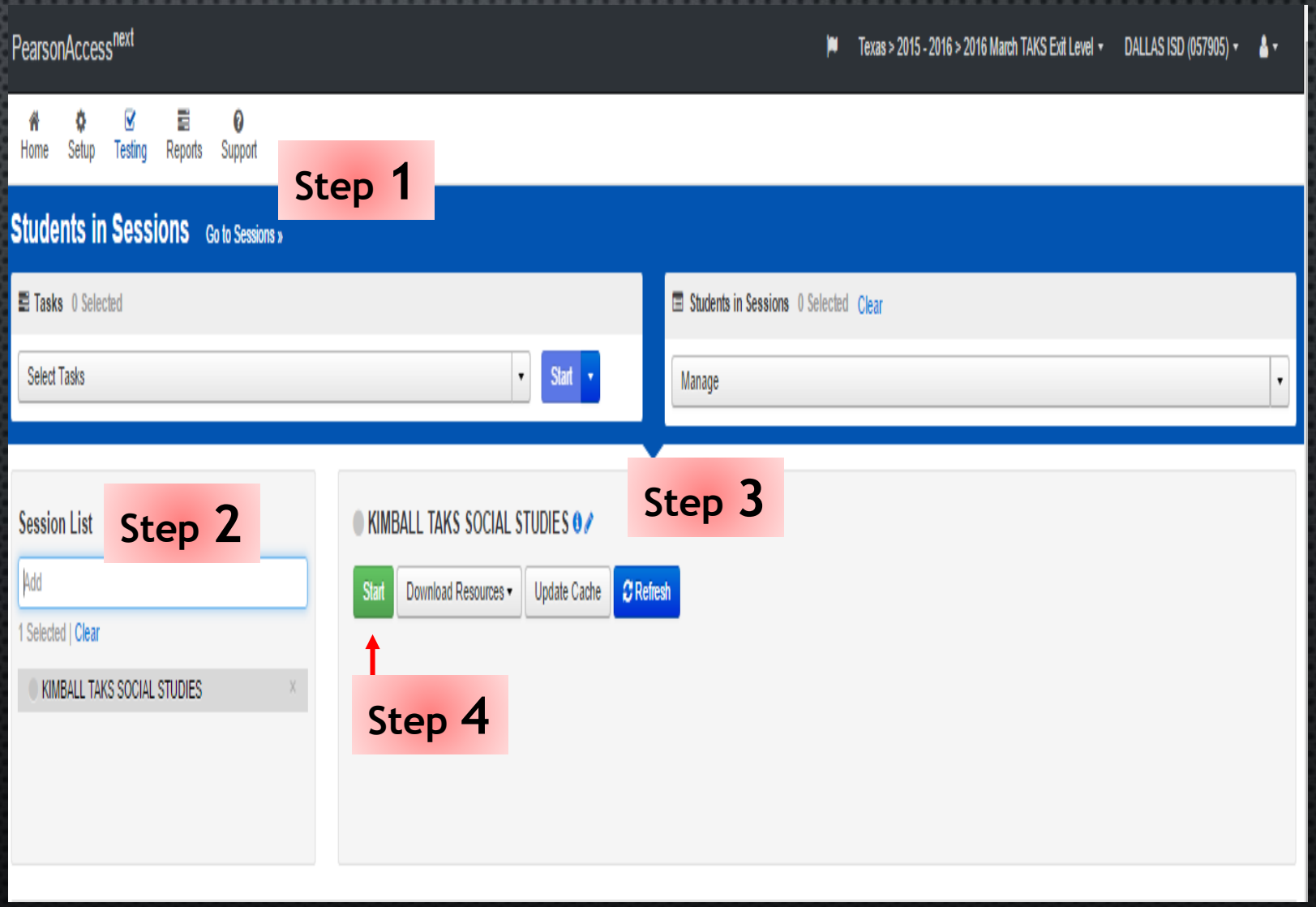


Starting Sessions

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.



Unlocking Sessions

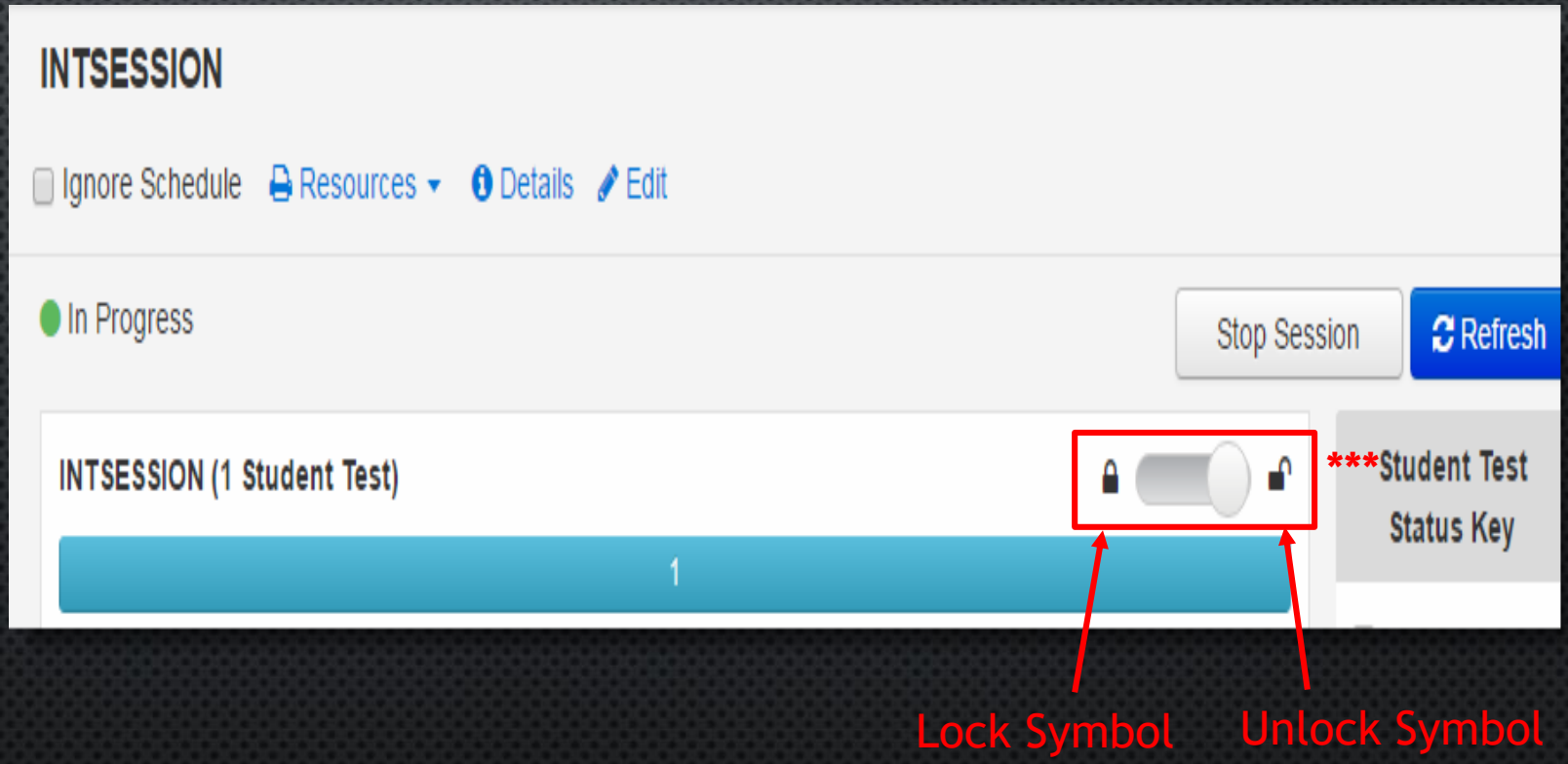
Click here to return to Main Slide

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***.

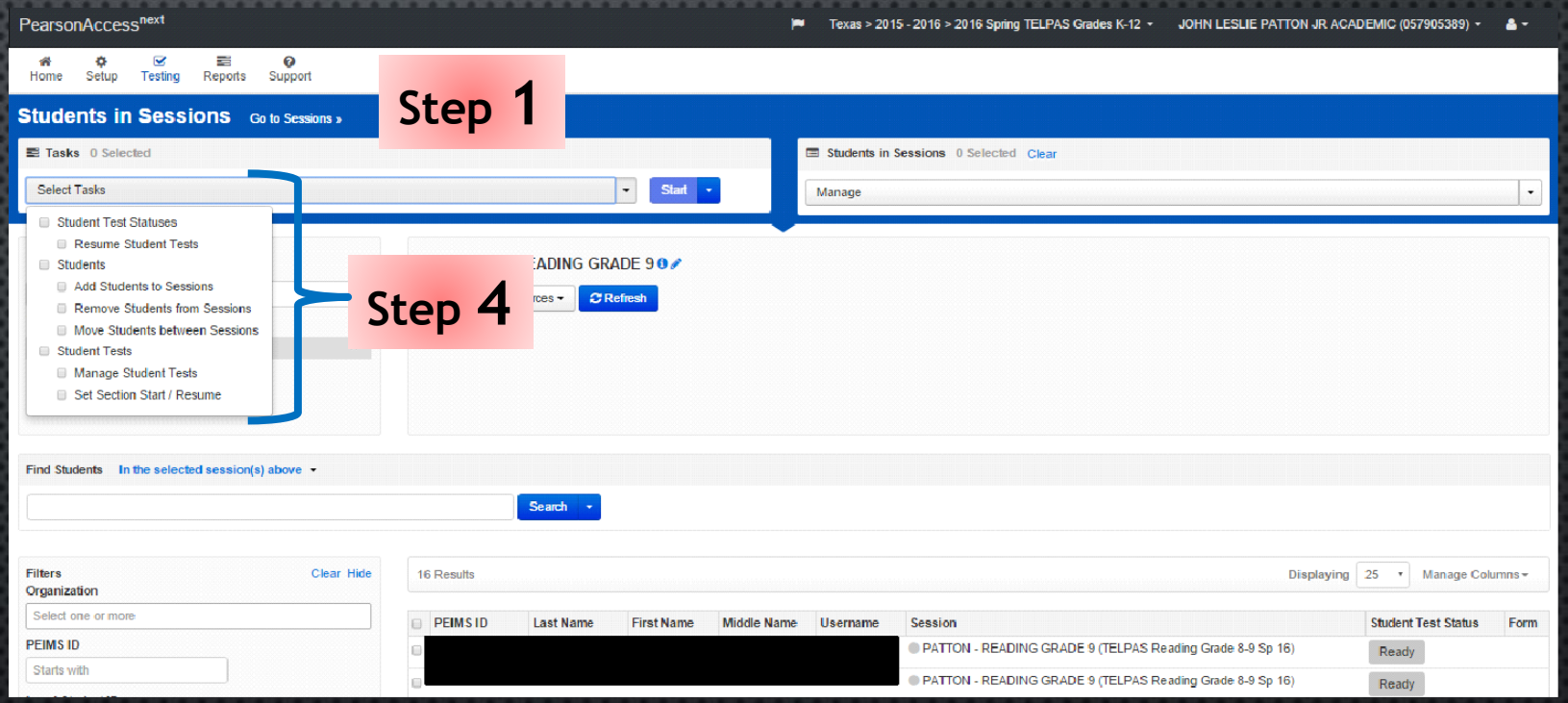


Resuming a Test

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."



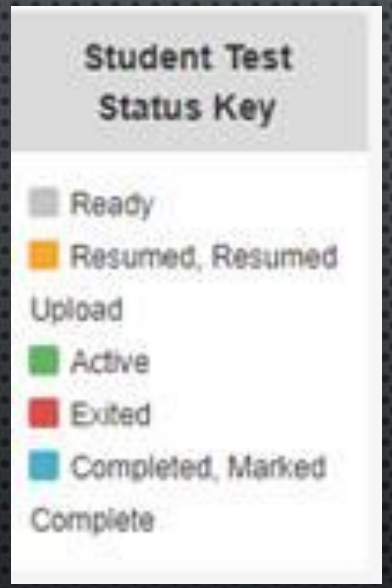
Monitoring a Student's Test Status

Click here to return to Main Slide

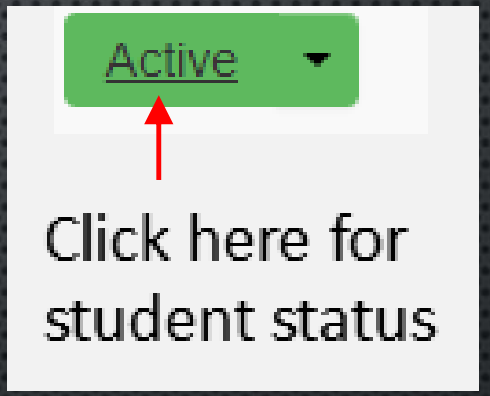
Monitor daily each student's test status during the online sessions

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)

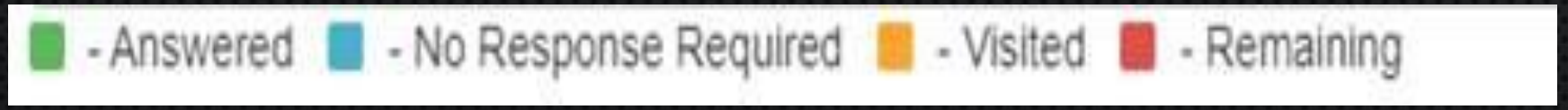
1. Student status



2.



3.

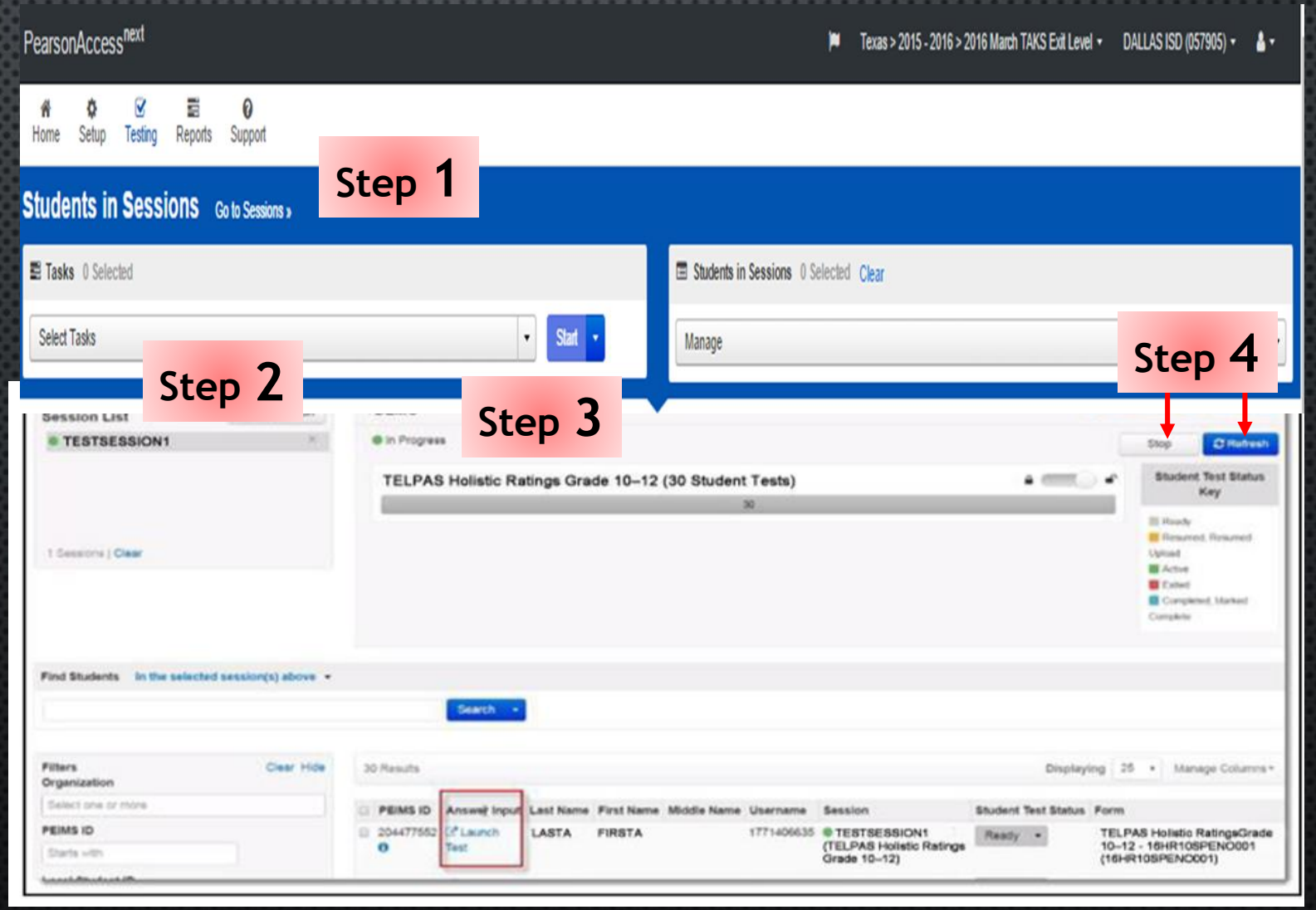


Stopping Sessions

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.



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

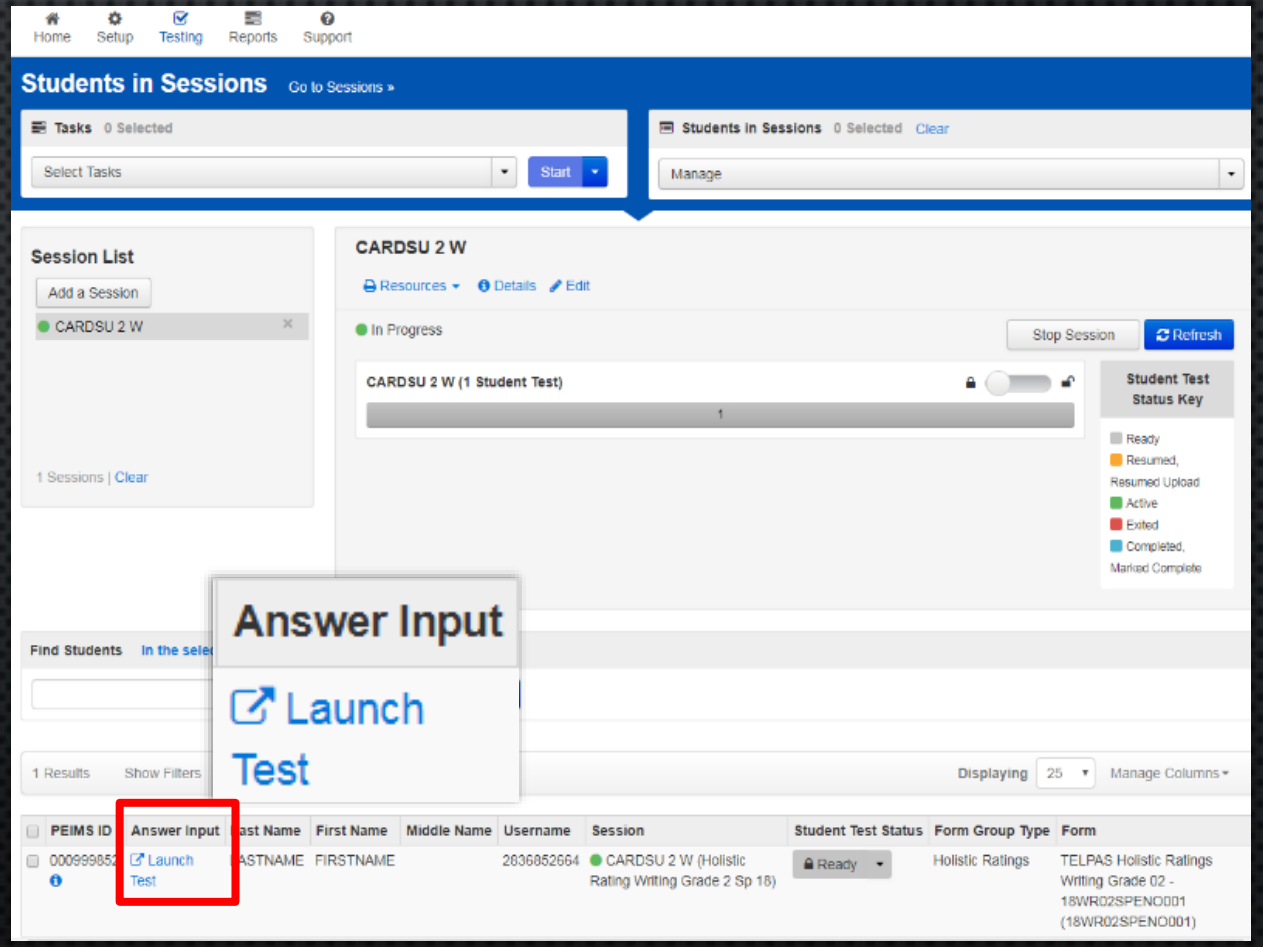
1. Go to **Testing** > **Sessions>Select session you wish to rate**
2. In the task bar, select the blue link at bottom "Show students in session and control sessions"

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.**



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.

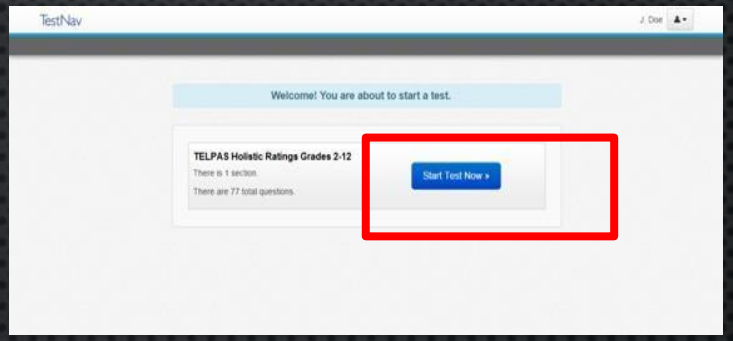
1. Enter proficiency ratings

1. Enter Rater Information

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

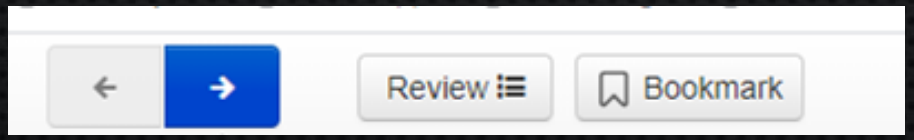
5. Use the blue button with the white arrow at the left-hand top of the screen to go to the next page.

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?



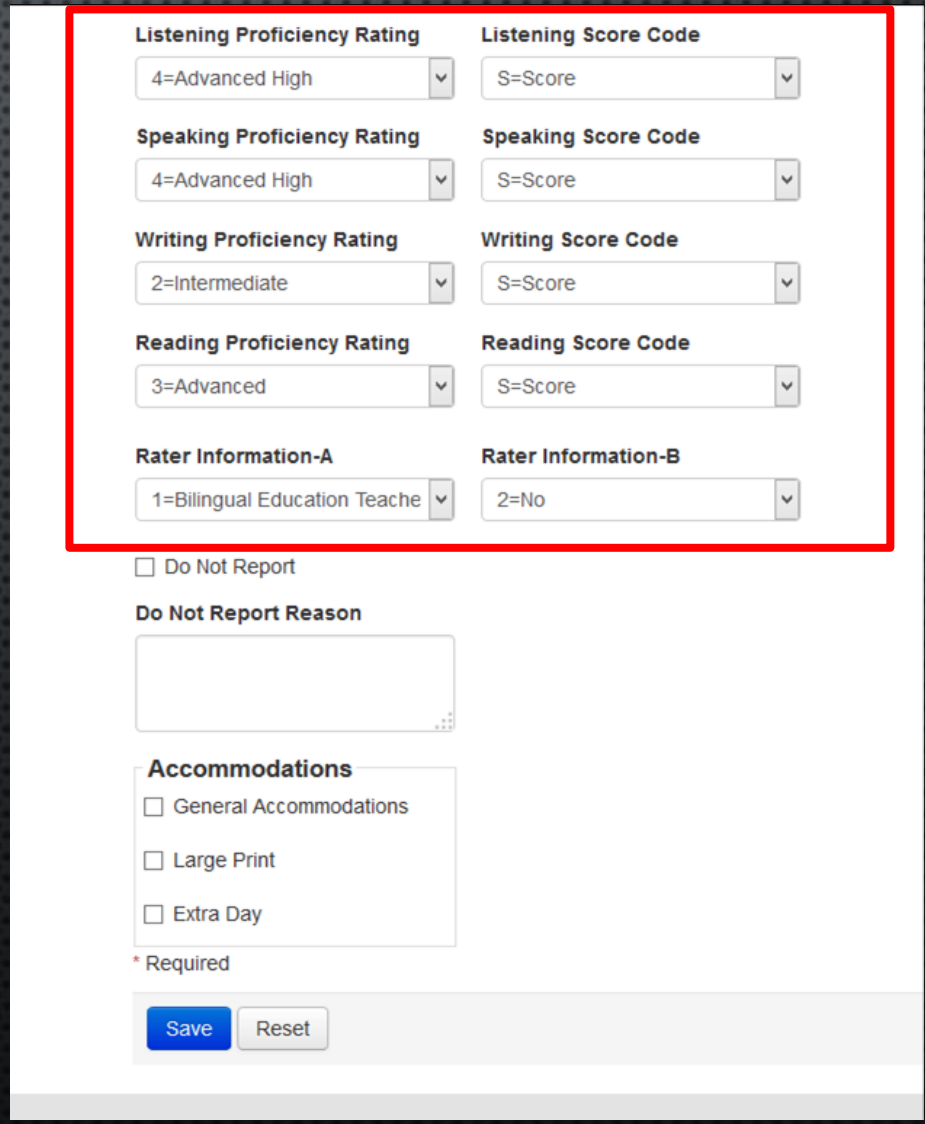
CORRECTING RATINGS OR RATER INFORMATION

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.



Click here to return to Main Slide

ADDING AND MANAGING USERS

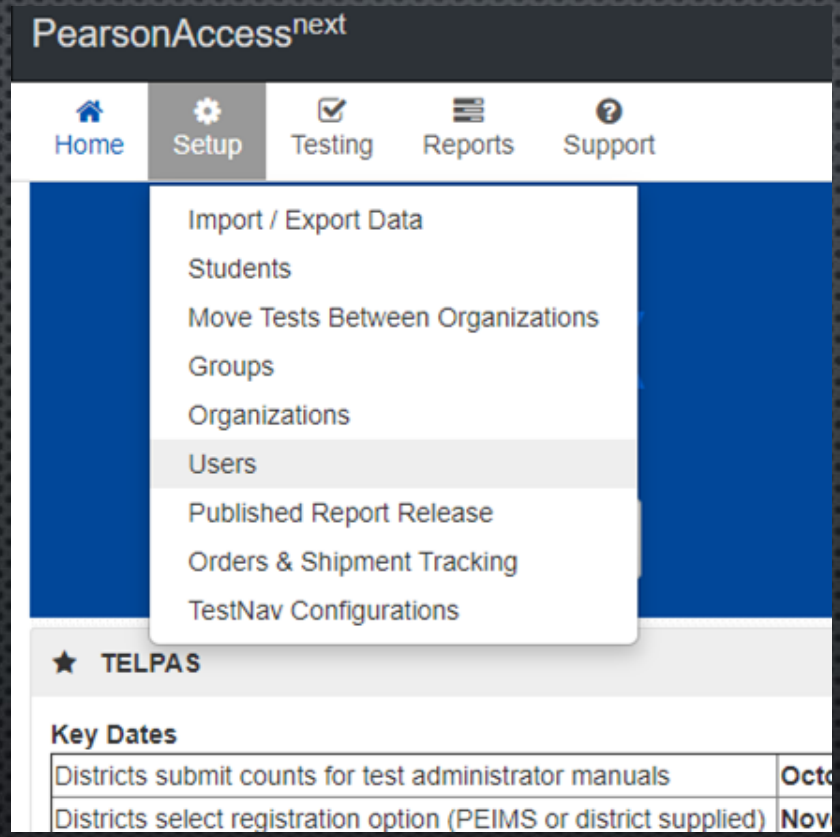
To Add a User

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. 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.**

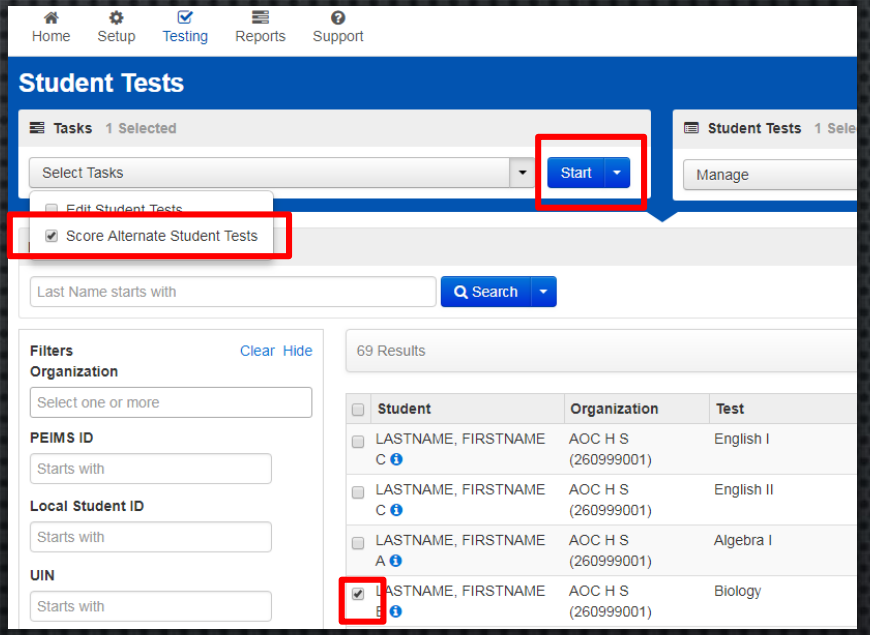
number.

7.

-For STAAR Alt, Enter the responses from the Scoring Document.

-For TELPAS Alt, Enter the ratings from the Observable Behaviors Document.

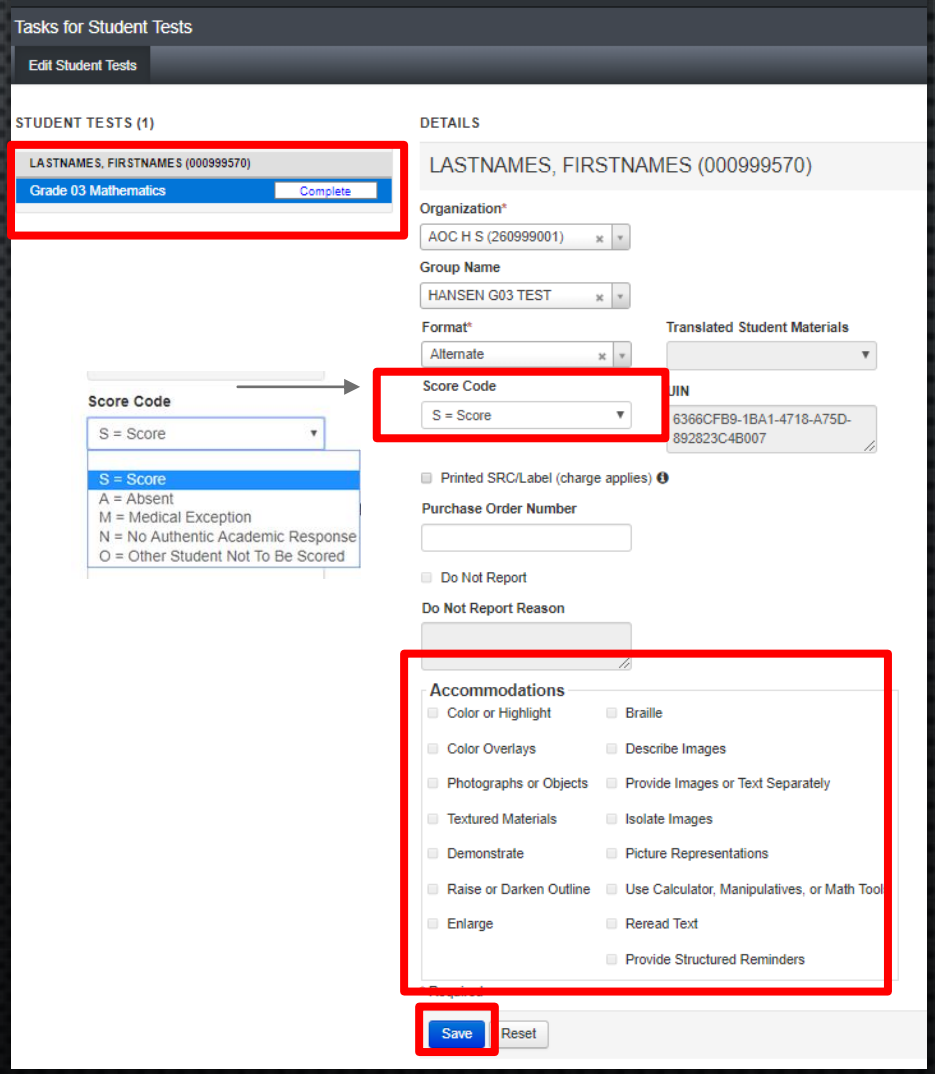
8. Click ***Save***.
9. Once you have saved and verified all responses/ratings, click ***Submit***. After you click ***Submit***, you cannot make any changes to the responses.
10. Repeat steps 5–9 for each student listed on the left.

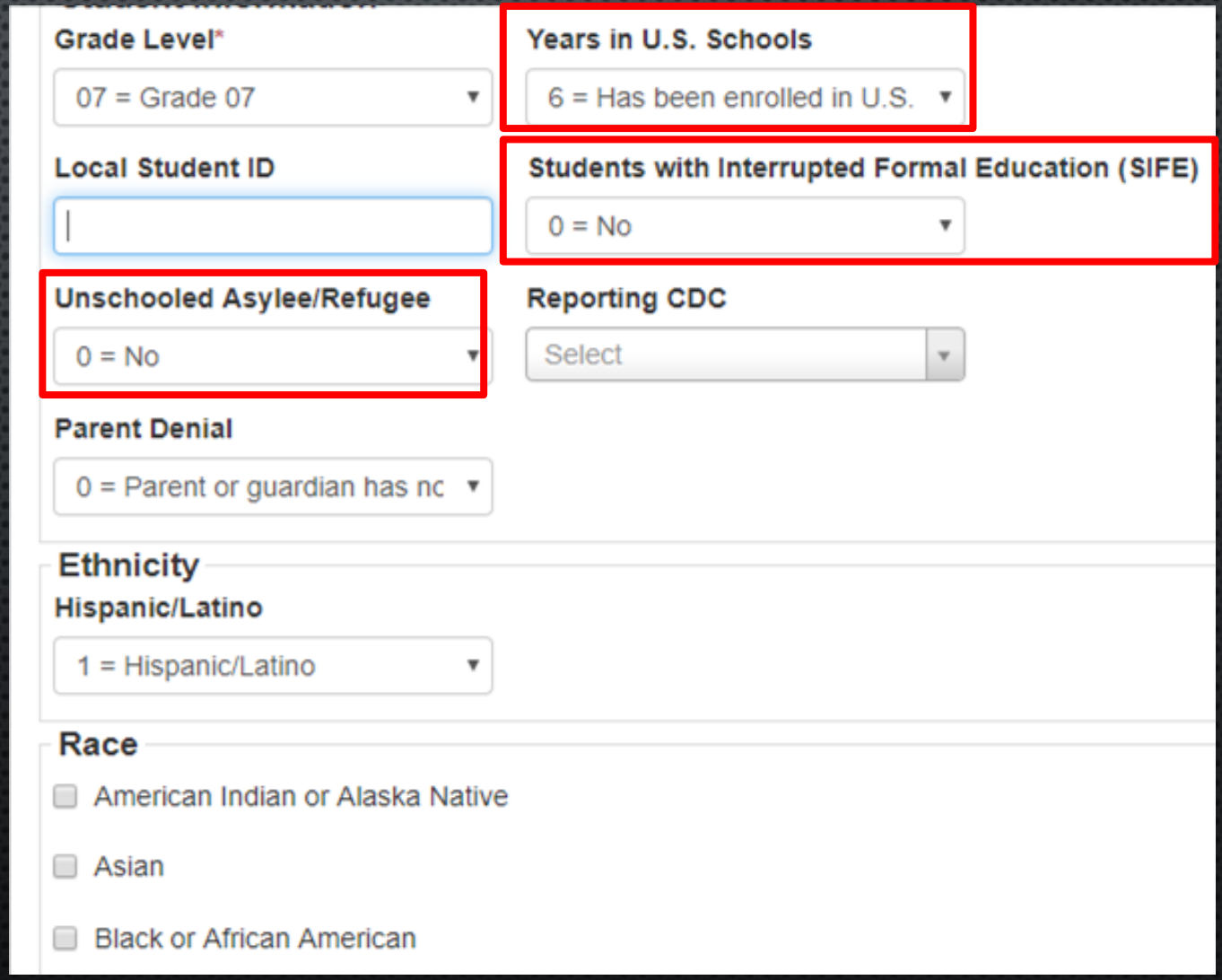


Click here to return to Main Slide

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.



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.