

Spring 2018
AIMS Science



PearsonAccess^{next} User's Guide

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Getting Started

The Arizona PearsonAccess^{next} website provides access to both AIMS Science and AZELLA testing programs. Users will only have access to the testing program for which they have been assigned. This PearsonAccess^{next} Users Guide will focus on tasks related to the AIMS Science Test Administration.

Immediate District Test Coordinator Tasks for Spring 2018 AIMS Science

AIMS Science District Test Coordinators must complete the following tasks in PearsonAccess^{next} during the window of February 2 through February 23, 2018:

- ALL districts must verify contact information and shipping address in PearsonAccess^{next}
- Assign PearsonAccess^{next} User IDs to School Test Coordinators, School Test Administrators, and Technology Coordinators.

Using the Arizona PearsonAccess^{next} website, you can perform all your test administration duties, from ordering materials and submitting student data to setting up online tests and viewing student results. Your User ID and Password give you access to all test administration functions. Your role-based user account ensures that you see only the data and functions that you need.

Support

If you have questions about PearsonAccess^{next}, or for trouble logging on, contact 1-888-705-9421 (option 1), Monday through Friday, 7:00 a.m. to 7:00 p.m. CST, except holidays.

For e-mail support, please visit <https://az.pearsonaccessnext.com> and select the "Contact Arizona Support" link.

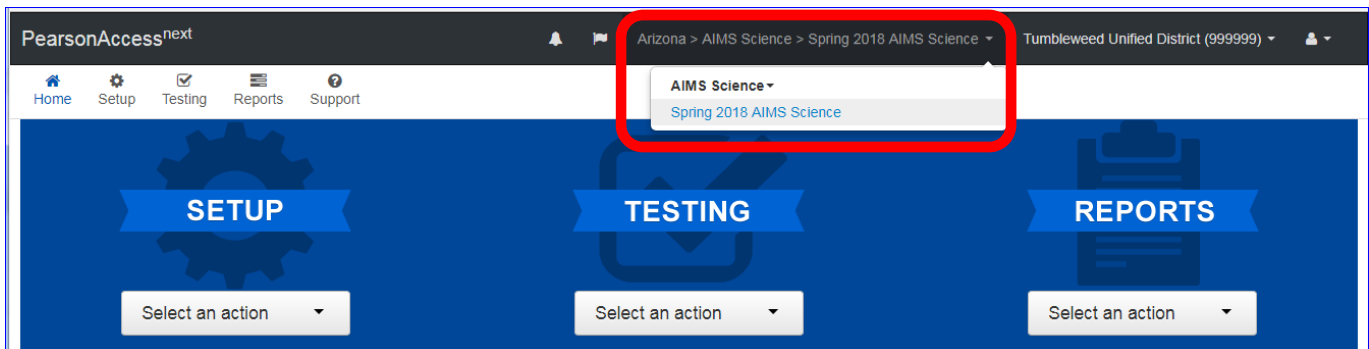
To make changes to contact or shipping information in PearsonAccess^{next}, please contact the AIMS State Test Coordinator at AIMSScience@azed.gov.

Change Test Administration

Once logged in to PearsonAccess^{next}, make sure that the system is on the correct Testing Program and Test Administration.

To change the Arizona Testing Program or Test Administration:

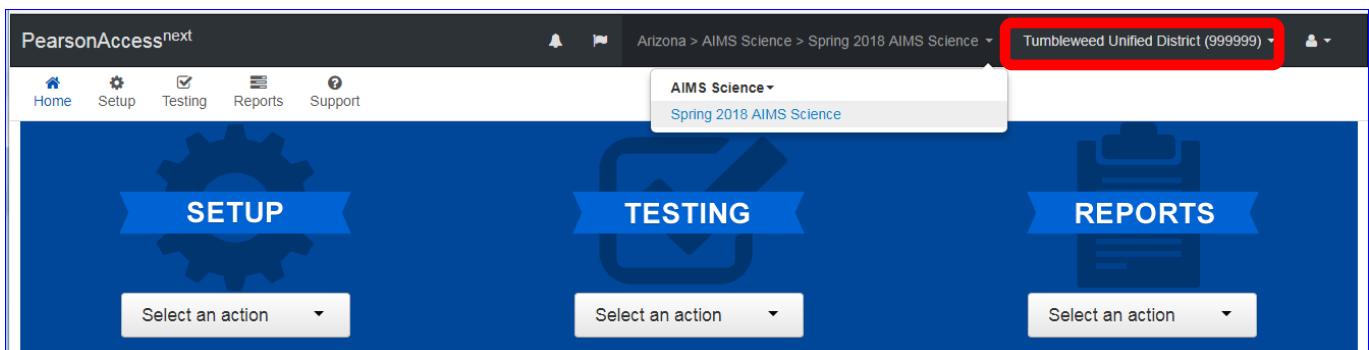
1. Select the **Test Administration name** in the black task bar across the top of the screen. This will open the Test Administration drop-down menu.
2. Select the appropriate **Test Administration name**.
Note: What is in the Test Administration name drop-down menu will be determined by your user role account permissions.



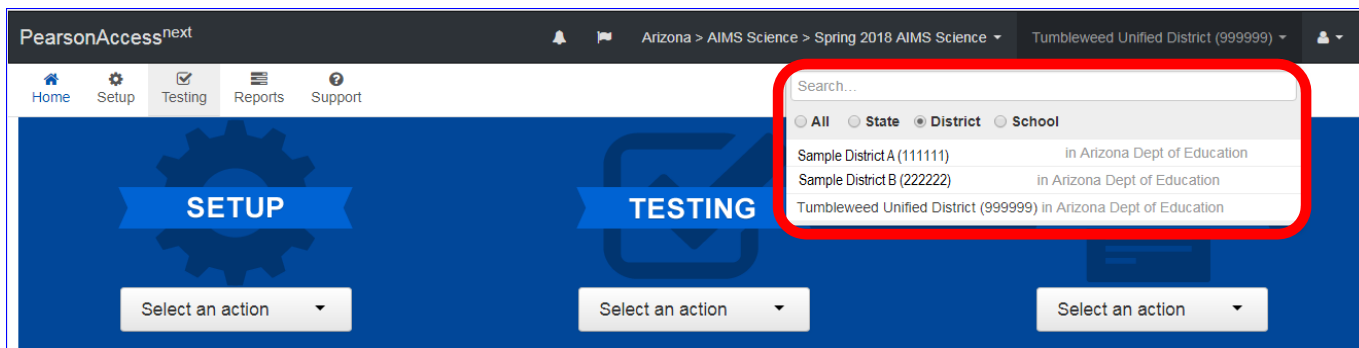
Change Districts

To change district view:

1. On black task bar across the top of the screen select the **Organization Name**. This will open the Organization drop-down menu.



2. On the Organization drop-down menu, select the **District** Radio button.
3. Select the other district to view information.

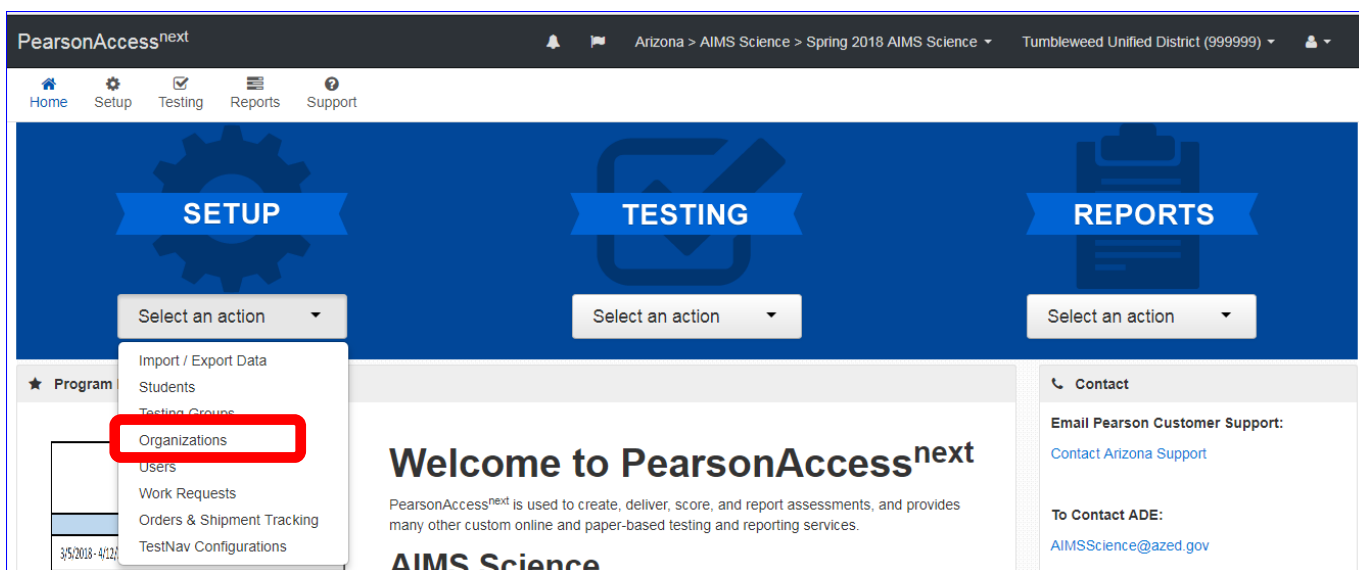


Verify Contact Information and Shipping Address

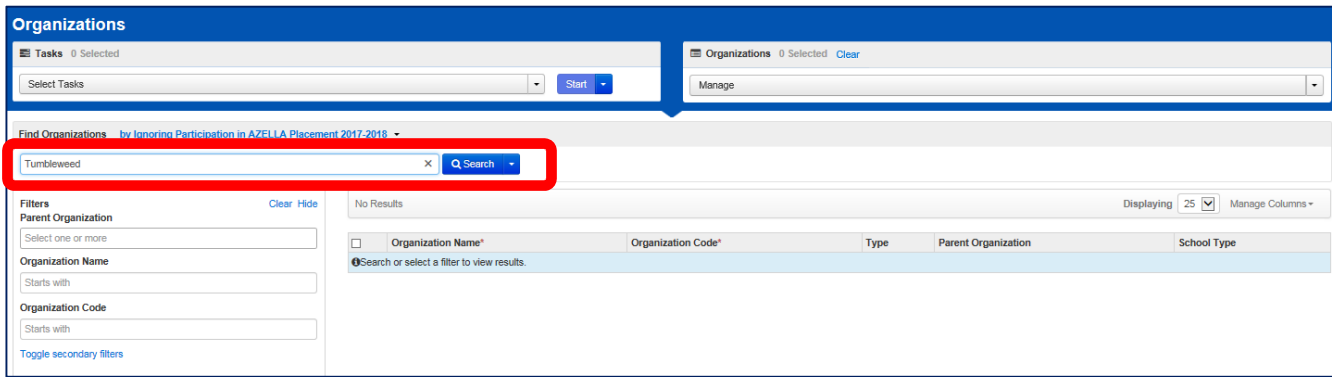
AIMS Science District Test Coordinators need to verify their contact information and district's shipping address. AIMS Science District Test Coordinators with more than one district must verify contact information and shipping address, for each of their districts.

To verify your contact information and the district's shipping address for Spring 2018 AIMS Science in to PearsonAccess^{next}:

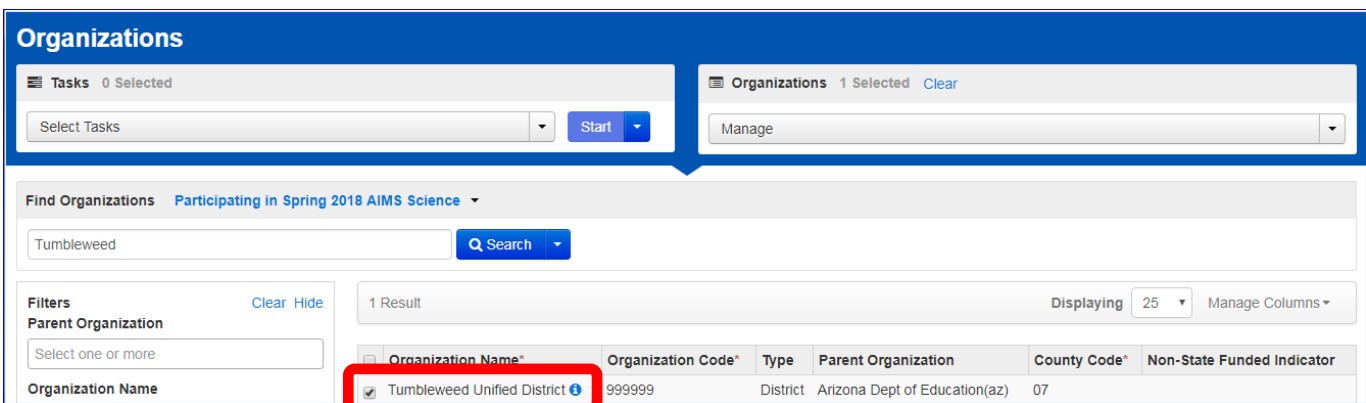
1. Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Organizations**.



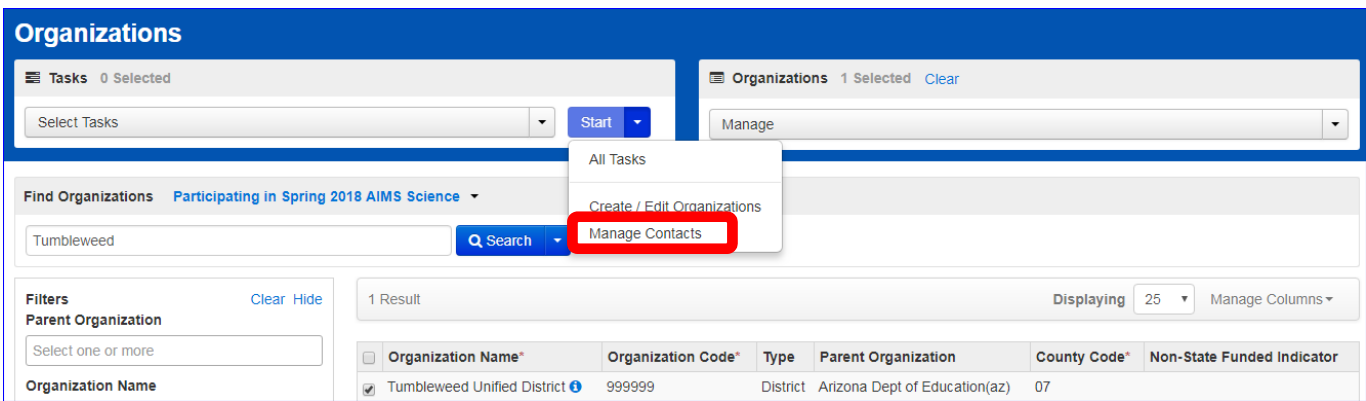
2. On the Organizations screen, type your district name in the Search box.
3. Select **Search**.



4. Place a **check** in the box next to your district name.



5. From the **Start** drop-down menu, select **Manage Contacts**.



6. On the **Manage Contacts** tab, verify that the AIMS Science District Test Coordinator's name, contact address (district's shipping address), phone number, and email are correct.

If there are any corrections needed, please contact the AIMS Science State Test Coordinator at AIMSScience@azed.gov.

7. To exit, select the Tasks for Organizations screen, select the **Exit Tasks** button.

Tasks for Organizations Add Task Previous Task Next Task Exit Tasks

Manage Contacts

CONTACTS (0)

TUMBLEWEED UNIFIED DISTRICT (999999)

AIMS Science District Test Coordinator

CONTACT DETAILS

AIMS Science District Test Coordinator Show Organization Details

Contact Name*
Mary Pat Wood

Contact Address Line 1
1537 W Jefferson

Contact Address Line 2
Required if necessary for delivery

Contact Title
AIMS Science District Test Coord

Contact City
Phoenix

Contact Phone (main)
6028620402

Contact State
AZ

Contact Phone (extension)

Contact Zip Code
85017

Contact Email
Marypat.wood@azed.gov

8. *Optional:* If you are an AIMS Science District Test Coordinator with more than one district you must repeat steps 1 -7 to verify contact information and shipping address, for each of your districts. See Change District section (page 5 of this document).

Managing Users

District Test Coordinators and School Test Coordinators have permission in PearsonAccess^{next} to create User Accounts. Below is the various PearsonAccess^{next} User Roles and permission levels:

AIMS Science		AIMS Science PearsonAccess ^{next} User Roles					
		AIMS District Test Coordinator	AIMS School Test Coordinator	AIMS School Test Administrator	AIMS Technology Coordinator	AIMS District Report Only Access	AIMS School Report Only Access
Tasks	View Contact and Shipping information	View only	View only	View only	View only	View only	View only
	Create New User Roles	Yes all roles beneath DTC	Yes All roles beneath STC	No	No	No	No
	Place Additional Orders	Yes	No	No	No	No	No
	Students	Import/Export, Create/edit students	Create, edit	View only	No	No	No
	User Files	Import/Export, Create/edit users	Import/Export, Create/edit users	No	No	No	No
	Student Registrations and Tests	Import/Export, Create/edit Student Registrations	Export, Create, Edit Student Registrations	Create, Edit,	No	No	No
	Testing Groups	Create/edit Student Testing Groups	Create/edit Student Testing Groups	Create/edit Student Testing Groups	No	No	No
	Online Test Sessions	Create/Edit Test Sessions, Precaching, Add Students to Test Sessions, Move Students between sessions, Print Testing Tickets/Seal Codes	Create/Edit Test Sessions, Precaching, Add Students to Test Sessions, Move Students between sessions, Print Testing Tickets/Seal Codes	Add Students to Test Sessions, , Print Testing Tickets/Seal Codes	Precaching, View/Edit Test Sessions, Edit Custom Settings	No	No
	Student Transfers	Request Student Transfer	No	No	No	No	No
	Operational Reports	View	View	View	View	View District	View School
Published Reports	View	View	No	No	View District	View School	

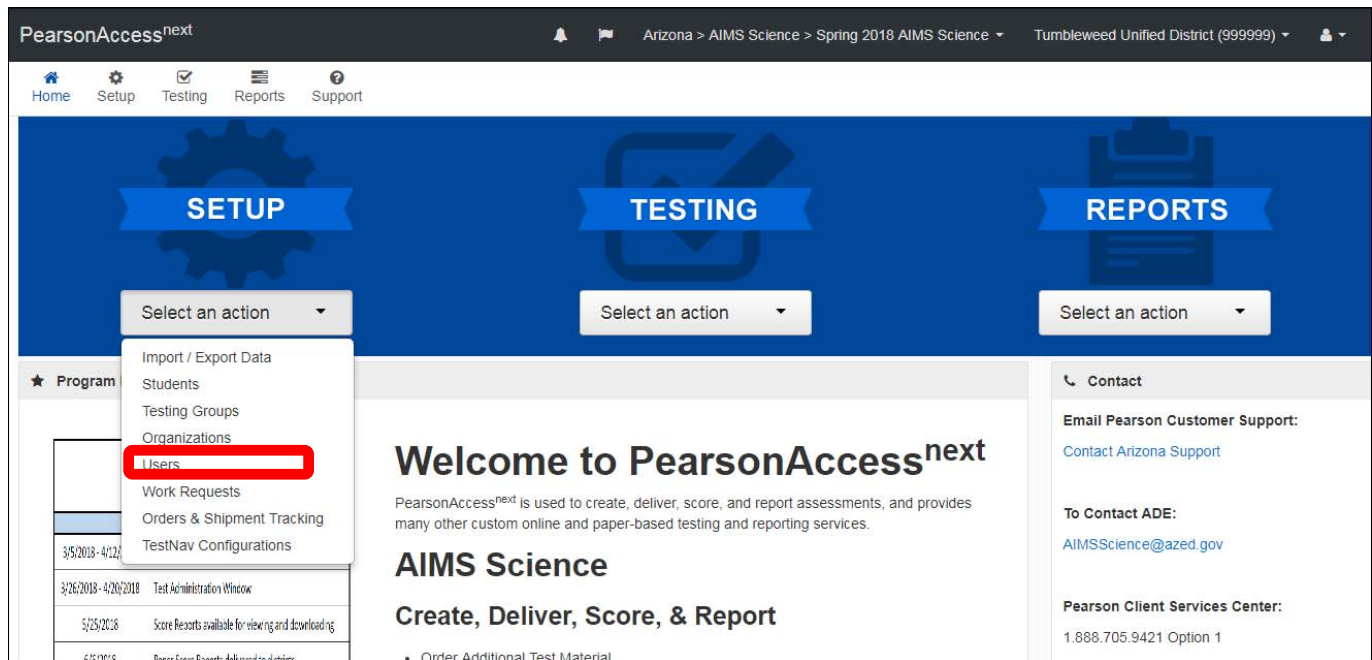
Creating New Users in PearsonAccess^{next}

Each test administration has its own set of AIMS Science users.

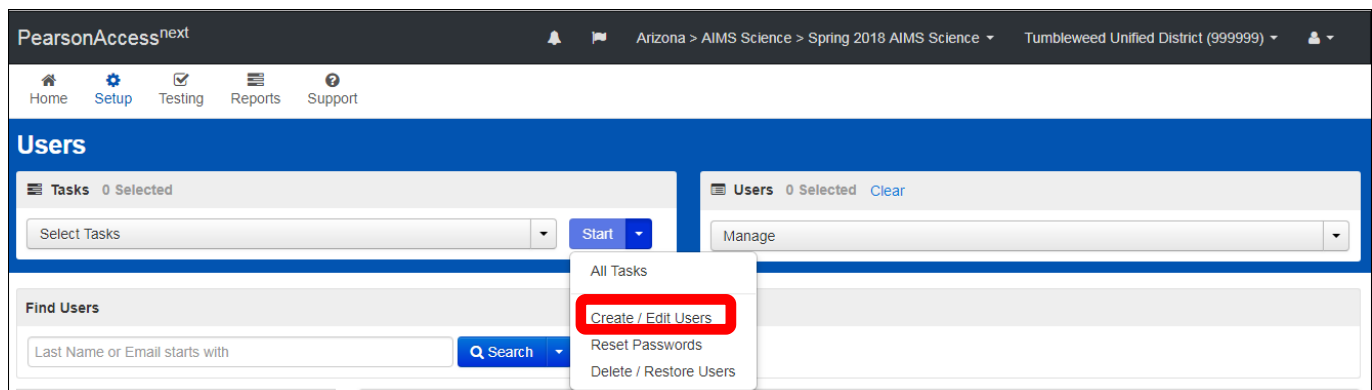
Manually Create New User

To create a new user account in PearsonAccess^{next}:

1. Go to the **SETUP** section, from the **Select an action** drop-down menu. Select **Users**.
Note: This menu will look different for the various user roles. You may only create user accounts as described in the User Role Matrix table on page 9.



2. On the Users screen, from the **Start** drop-down menu, select **Create/Edit Users**.



3. On the Tasks for Users screen, on the **Create/Edit Users** tab, select the **Selected Organizations*** field.

PearsonAccess^{next} Arizona > AIMS Science > Spring 2018 AIMS Science Tumbleweed Unified District (999999)

Tasks for Users Add Task Previous Task Next Task Exit Tasks

Create / Edit Users

USERS (0) Create Users

DETAILS New User Create Reset

Selected Organizations*
Select

Select

Account
Enabled

First Name* Active Begin Date

Last Name* Active End Date

Email* Delete Date

Username*

* Required

Note: All required fields are marked with an asterisk.

4. A drop-down menu will display populated with the district name and all associated schools.

Note: Users can be created at the District Level, with access to all schools, or at the school level with access to the schools assigned, you may assign multiple schools.

5. Select the District Name, or School Name(s) that are to be assigned the new user to access.

Tasks for Users Add Task Previous Task Next Task Exit Tasks

Create / Edit Users

USERS (0) Create Users

DETAILS New User Create Reset

Selected Organizations*

Prickly Pear Elementary School (000003)
Prickly Pear High School (000001)
Prickly Pear Middle School (000002)
Tumbleweed Unified District (999999)

6. Select the **Selected Roles*** field.

PearsonAccess^{next} Arizona > AIMS Science > Spring 2018 AIMS Science Tumbleweed Unified District (999999)

Tasks for Users Add Task Previous Task Next Task Exit Tasks

Create / Edit Users

USERS (0) Create Users

DETAILS New User Create Reset

Selected Organizations* Prickly Pear Middle School (000002)

Selected Roles*

- AIMS District Report Only
- AIMS School Report Only
- AIMS School Test Administrator
- AIMS School Test Coordinator
- AIMS Technology Coordinator

Last Name* Delete Date

Email* Delete Date

Username*

* Required

Note: The User Roles displayed will vary based on your assigned user role. Refer to the User Role Matrix on page 9 of this document for more information.

7. Fill-in the name and email address of the user you are creating. The User Name* field will auto-populate once you enter the user's e-mail address.

Note: Do not edit the username field once the email address is filled in correctly.

8. When you have filled and verified the information on the entire form, select **Create**.

PearsonAccess^{next} Arizona > AIMS Science > Spring 2018 AIMS Science Tumbleweed Unified District (999999)

Tasks for Users Add Task Previous Task Next Task Exit Tasks

Create / Edit Users

USERS (0) Create Users

DETAILS New User Create Reset

Selected Organizations* Prickly Pear Middle School (000002)

Selected Roles* AIMS Technology Coordinator

Account Enabled

First Name* Active Begin Date

Last Name* Active End Date

Email* Delete Date

Username*

* Required

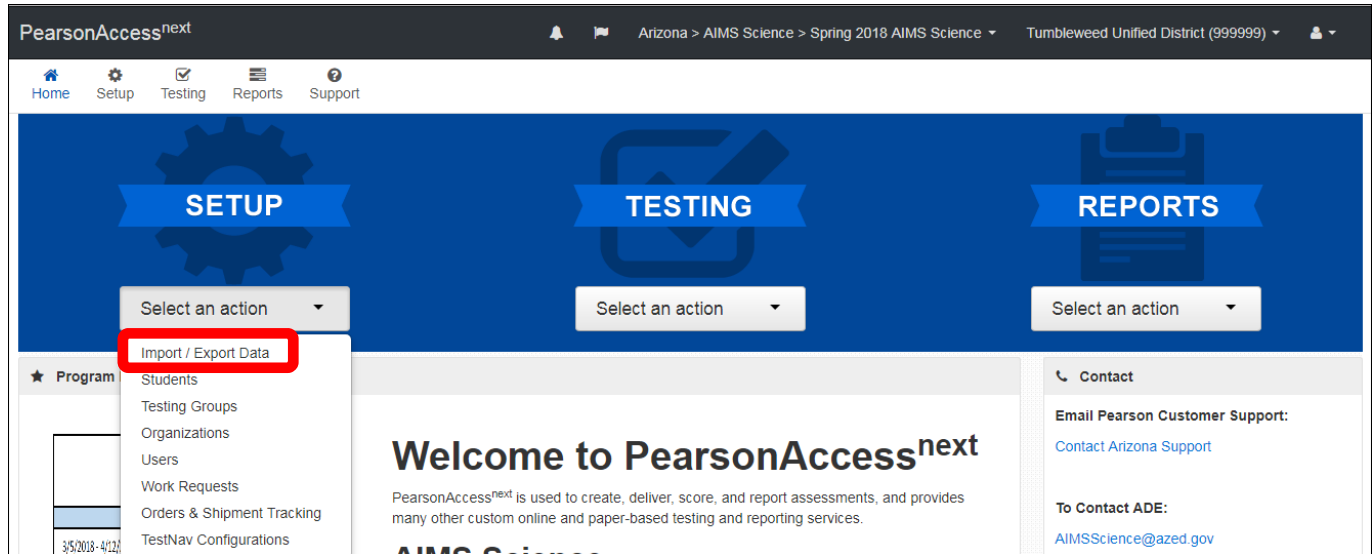
9. New users will receive an e-mail notification to set up their new account in PearsonAccess^{next}

Uploading Users - Using a User Import File

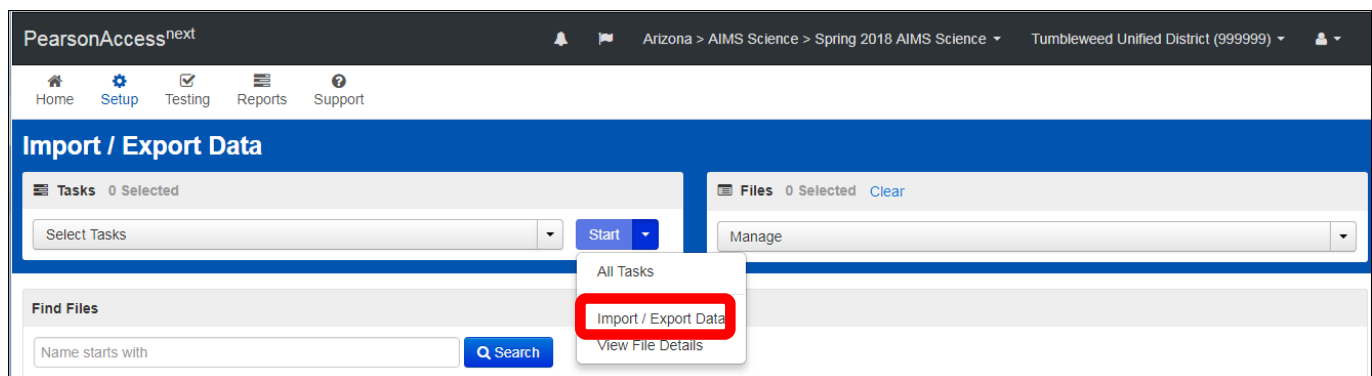
District and School Test Coordinators may use Import and Export Data for mass uploads or edits to PearsonAccess^{next} users.

To create or update PearsonAccess^{next} users from a file import:

1. Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Import/Export Data**.



2. On the Import/Export Data screen, from the **Start** drop-down menu, select **Import/Export Data**.



3. On the Tasks for Importing and Exporting screen, select **Type*** drop-down menu, select **User Export**.
4. Select **Process**.

PearsonAccess^{next} Arizona > AIMS Science > Spring 2018 AIMS Science Tumbleweed Unified District (999999)

Tasks for Importing and Exporting Add Task Previous Task Next Task Exit Tasks

Import / Export Data

Type*
User Export

Include Deleted Users

Process Reset

5. The next screen is the View Files Details tab. Here you will see that the report is pending. The report will take a few moments to process.

Optional: Select the **DETAILS refresh** button to update the status of the report.

PearsonAccess^{next} Arizona > AIMS Science > Spring 2018 AIMS Science Tumbleweed Unified District (999999)

Tasks for Importing and Exporting Add Task Previous Task Next Task Exit Tasks

Import / Export Data **View File Details**

FILES (1) **DETAILS**

User Export 2018-02-20T05:03:44.809+0000.csv

Pending
File has been queued for processing

File Information

Type User Export	Organization Tumbleweed Unified District (999999)
Request Date 02/19/2018 11:03:44 PM	User riojnoDTCprod
Total Records 0	No file is available for download

6. When the file has processed, the **Download File** link will appear. Select the link to download the file.

PearsonAccess^{next} Arizona > AIMS Science > Spring 2018 AIMS Science Tumbleweed Unified District (999999)

Tasks for Importing and Exporting Add Task Previous Task Next Task Exit Tasks

Import / Export Data **View File Details**

FILES (1) **DETAILS**

User Export 2018-02-20T05:03:44.809+0000.csv

Complete
File is ready for download

File Information

Type User Export	Organization Tumbleweed Unified District (999999)
Request Date 02/19/2018 11:03:44 PM	User riojnoDTCprod
Total Records 2	Download File
Successful Records 2	
Error Records 0	

7. The User Export file is a .csv file that can be opened with Excel.

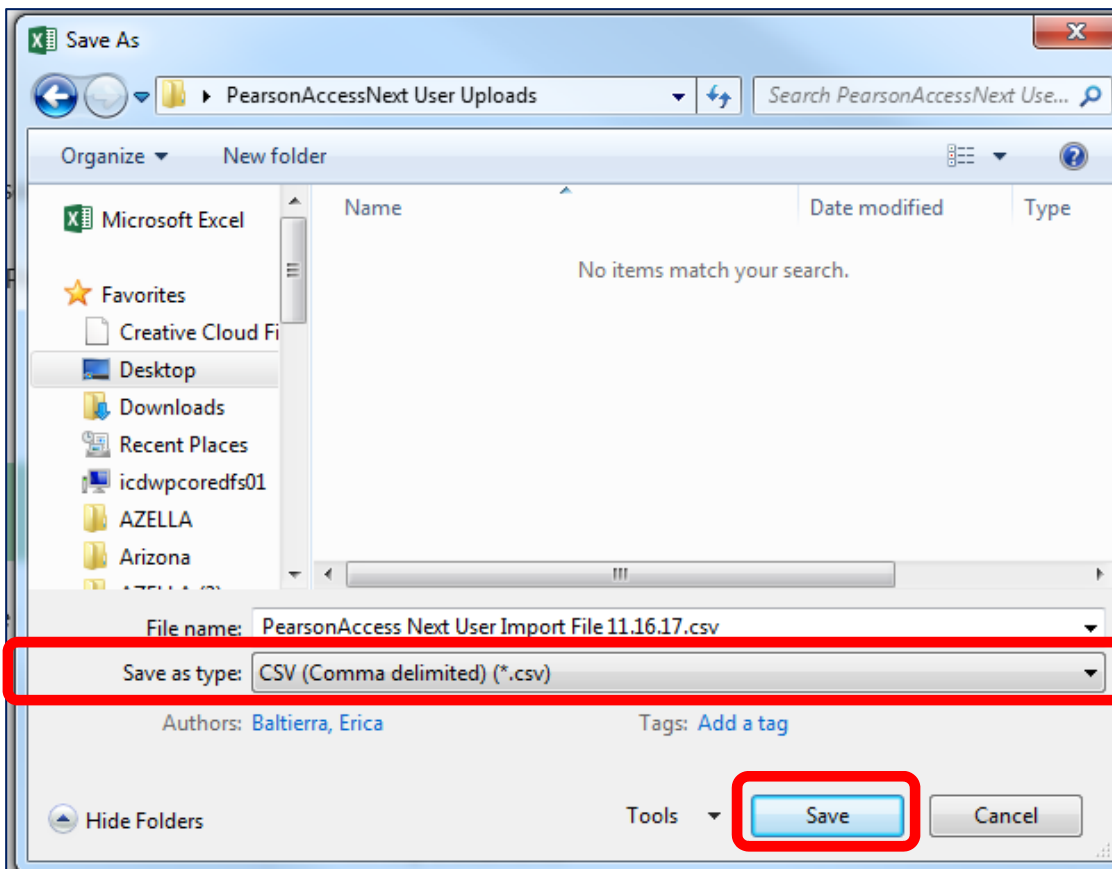
Note: If there were no applicable users, the file will only have column headers in Row 1.

1	Action	Username	First Name	Last Name	Email	Authorized Organizations	Roles	Active Begin Date	Active End Date	Disabled	Disable Reason
2	u	stcuser01	Jane	Doe	jane.doe@districtone.com	000003	schoolCoord			No	
3	u	stcuser02	John	Smith	john.smith@districtone.com	000003	schoolCoord			No	
4											

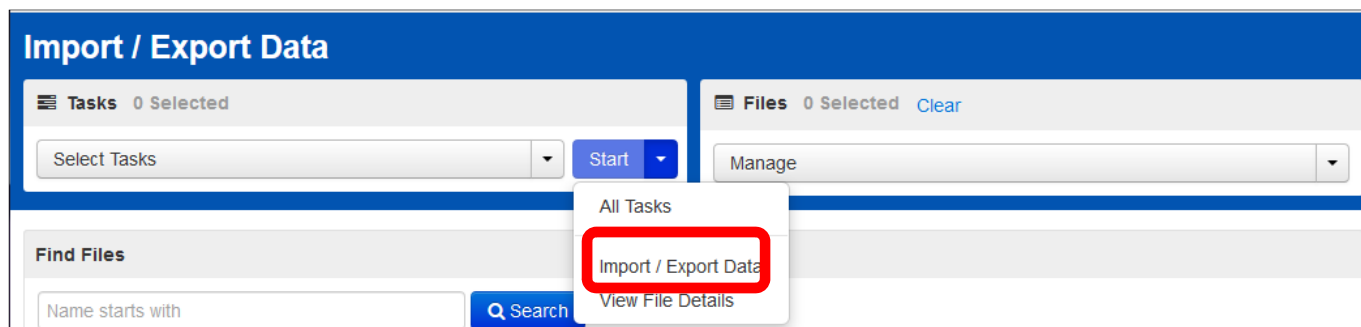
8. Using the downloaded file as a template, the District or School Test Coordinator can update or fill-in rows to edit or create users using the User File layout below.

Column:	Row 1:	Row 2:
A	Type Action	<ul style="list-style-type: none"> Fill-in a c to create a new record Fill-in a u to update an existing record
B	Type Username	<ul style="list-style-type: none"> Type User's Email Address
C	Type First Name	<ul style="list-style-type: none"> Type User's First Name
D	Type Last Name	<ul style="list-style-type: none"> Type User's Last Name
E	Type Email Address	<ul style="list-style-type: none"> Type User's Email Address
F	Type Authorized Organizations	<ul style="list-style-type: none"> Type any or all Organization(s) Code(s) that the user's account is authorized to access. Use only the school codes that are associated with the parent district. Do not mix schools with other districts. Do not include different organizations (districts) in the same file. Each district needs to be uploaded in a separate individual file. Delimited field - A sequence of one or more characters used to specify the boundary between separate, independent regions in plain text or other data streams. Multiple organization codes must be separated with a colon (:) (e.g., 123456:345678). Do Not place a space in between colon and organization codes. Make sure to include any leading zeros. (If you want them to see the district and all its schools, you must list the district entity code. If you want them to only see school level, use the school entity code (e.g., 001234).
G	Type Roles	<ul style="list-style-type: none"> Designated responsibilities in the system and designated data and system functions determines what the user's account can access and use. List of all roles that user has which control abilities to access and act upon data in the system. Delimited field - A sequence of one or more characters used to specify the boundary between separate, independent regions in plain text or other data streams. Multiple roles must be separated with a colon (:) (e.g., dataEntry:schoolReport). Do Not place a space in between colon and organization codes. Type the Coding for Roles Column: <ul style="list-style-type: none"> schoolCoord = AIMS School Test Coordinator schoolAdmin = AIMS School test Administrator techCoord = AIMS Technology Coordinator districtReport = AIMS District Report Only Access schoolReport = AIMS School Report Only
H, I, J, K	Leave Blank	Leave the columns H - K on blank. This column does not need to be filled in with data. Do NOT delete the column heading (Row 1). It needs to be left on the layout to be uploaded successfully.

- When all users are added or updated, save the file as a .csv in the **Save as type** as a .csv file so that the file can be upload back into PearsonAccess^{next}.
- Select **Save**.



- Log into PearsonAccess^{next}.
- Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Import/Export Data**.
- On the Import/Export Data screen, from the **Start** drop-down menu, select **Import/Export Data**.



14. Select **Type*** drop-down menu, select **User Import**.
15. Under Source File, select **Choose File** to find and select the user import file you updated.
16. Select **Process**.

Tasks for Importing and Exporting

Import / Export Data

Type*
User Import

Source File
Choose File PearsonAcce... 1.16.17.csv

Additional e-mails
Enter a valid e-mail address

Process Reset

17. When the import is complete, you will see the Complete confirmation message, below.

PearsonAccess^{next} Arizona > AIMS Science > Spring 2018 AIMS Science Tumbleweed Unified District (999999)

Tasks for Importing and Exporting Add Task Previous Task Next Task Exit Tasks

Import / Export Data View File Details

FILES (1)

Student Registration Export 2017-11-01T23:23:59.040+0000.csv

Complete
File is ready for download

File Information

Type User Import	Organization Tumbleweed Unified District (999999)
Name PearsonAccess Next User Import File 11.16.17.csv	User ericadct
Request Date 11/16/2017 04:20:58 PM	Download File
Total Records 4	
Successful Records 4	

Note: New users will receive a Welcome email instructing on the next steps to accessing their PearsonAccess^{next} account. Updated users will not receive an email but will have their access updated immediately in PearsonAccess^{next}.

Placing Additional Orders

If an additional order is needed, the AIMS Science District Test Coordinators is to place one consolidated additional order for the entire district during the additional order window. All additional orders are approved by the AIMS Science State Test Coordinator prior to being shipped. Be prepared to justify every additional order.

- Additional Order Window: March 05, 2018 – April 12, 2018 (window closes at 5 p.m. MST)

To place an additional order for a district:

1. Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Orders & Shipment Tracking**.

The screenshot shows the PearsonAccess^{next} interface for the user 'Arizona > AIMS Science > Spring 2018 AIMS Science' in the 'Tumbleweed Unified District (999999)'. The 'Setup' section is active, and the 'Select an action' dropdown menu is open, with 'Orders & Shipment Tracking' selected. The main content area displays a welcome message and contact information.

2. On the Orders Shipment and Tracking screen, from the **Start** drop-down menu, select **All Tasks**.

Tasks 0 Selected

Select Tasks

Start

All Tasks

Orders

Orders 0 Selected Clear

Manage

Find Orders Placed or Updated in

Last 30 days Search

Filters

Order #

Add

Sales Order #

Add

No Results

Displaying 25 Manage Columns

Order #	Sales Order # / Line #	Type	Status	Receiving Organization (Code)	Dates
					Ordered Last Delivery
Search or select a filter to view results					

- The Organizational (Code) field auto-fills with the organization name at the top of the screen. Only districts entities can order materials. Verify that the information in the Organization (Code) is for the correct district.
- In **Date Needed*** field enter today's date.
Note: The Reason and Special Instruction fields are not required and can be left blank.

Tasks for Orders

Add Task Previous Task Next Task Exit Tasks

Create / Edit Orders Cancel Orders

ADDITIONAL ORDERS

Create Additional Order

DETAILS

New Order

Organization (Code)

Tumbleweed Unified District (999999)

Date Needed*

Reason

Special Instruction

5. Verify the Ship To information is correct.

Note: If there is an error in the address, please do not continue with this order. Immediately contact AIMSScience@azed.gov to update the contact information.

Ship To	
Contact Information	Shipping Address
Contact Name* <input type="text" value="Mary Pat Wood"/>	Address Line 1* <input type="text" value="1535 West Jefferson"/>
Job Title <input type="text" value="District Test Coordinator"/>	Address Line 2 <input type="text"/>
Email <input type="text" value="marypat.wood@azed.gov"/>	City* <input type="text" value="Phoenix"/>
Phone <input type="text" value="6025425345"/> Ext <input type="text"/>	State* <input type="text" value="AZ"/>
Fax <input type="text"/>	Zipcode* <input type="text" value="85007"/>

6. Select **Add Items...** to open the **Edit Materials Order** screen.

Materials Order
0 items* <input type="button" value="Add Items..."/>
* Required
<input type="button" value="Create"/> <input type="button" value="Reset"/>

7. On the Edit Materials Order screen, enter the quantity of each item needed.

8. Select **Save**.

Edit Materials Order [Save](#) [Cancel](#)

Q Find Materials Filters (clear)

Description Item # Subject... Material Type... Grade...

16 Results show all items show ordered items Displaying 25

Amount	Description	Item #	Subject	Type	Grade
2	01. TEST COORDINATOR MANUAL	AZ00002868	Not Subject Specific	Miscellaneous	All
3	02. TEST ADMINISTRATION DIRECTIONS	AZ00002867	Not Subject Specific	Miscellaneous	All
1	03. SPV TEST BOOK KIT GRADE 4 AIMS SCIENCE	AZ00002881	Science	Test Book	Grade 4

9. The Edit Materials Order screen will close and take you back to the Additional Orders screen and the **Materials Order** section will update to reflect your selections and quantities. Verify that the information entered is correct.

10. If the order is complete for the entire district for AIMS Science testing, select **Create**.

Materials Order

3 items * [Add/Edit Items...](#)

Amount	Description	Item #
2	01. TEST COORDINATOR MANUAL	AZ00002868
3	02. TEST ADMINISTRATION DIRECTIONS	AZ00002867
1	03. SPV TEST BOOK KIT GRADE 4 AIMS SCIENCE	AZ00002881

* Required

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

11. A Success confirmation message will show once the order has been created.

Optional: On the left of the screen, select the **Additional Order** hyperlink to review the order.

12. Select **Exit Tasks** to go back to the Orders and Shipment Tracking screen.

PearsonAccess^{next} Arizona > AIMS Science > Spring 2018 AIMS Science Tumbleweed Unified District (999999)

Tasks for Orders [Add Task](#) [Previous Task](#) [Next Task](#) [Exit Tasks x](#)

[Create / Edit Orders](#) [Approve Orders](#) [Reject Orders](#) [Cancel Orders](#) [Report / Resolve Issues](#)

Success
Changes saved

ADDITIONAL ORDERS

[Create Additional Order](#)
[Order # 8 \(submitted\)](#)

DETAILS

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

Organization (Code) Date Needed*

Managing Students

ADE will provide Pearson one Student Registration Information file uploads prior to AIMS Science Testing in February.

The Student Registration Information file includes student demographic information and district and school enrollment. Pearson will use this information to register students for online testing, including placing students in online test sessions by grade.

Student Registration Information files are based on school enrollments. The February file is for all grades and is based on the information in AzEDS as of February 21, 2018.

Districts may begin reviewing students in PearsonAccess^{next} any time after the initial student upload on February 26th. The Student Registration Information file from AzEDS does not include information regarding Student IEP Requirements or Accommodations.

Review Student Demographic Information in PearsonAccess^{next} Using the Student Registration Export

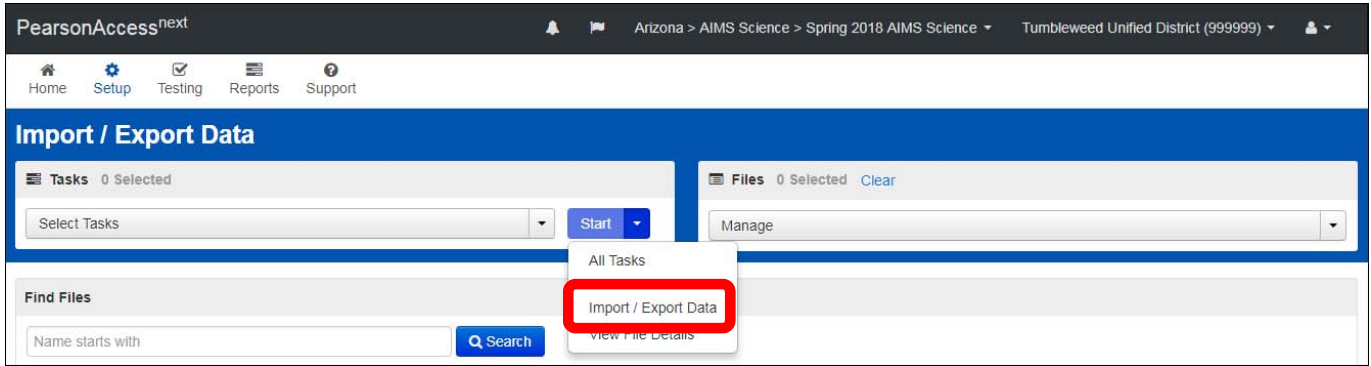
District and School Test Coordinators can run a report in PearsonAccess^{next} to view the students that have been registered for testing for the AIMS Science Spring 2018 administration.

To view student registration report in PearsonAccess^{next}:

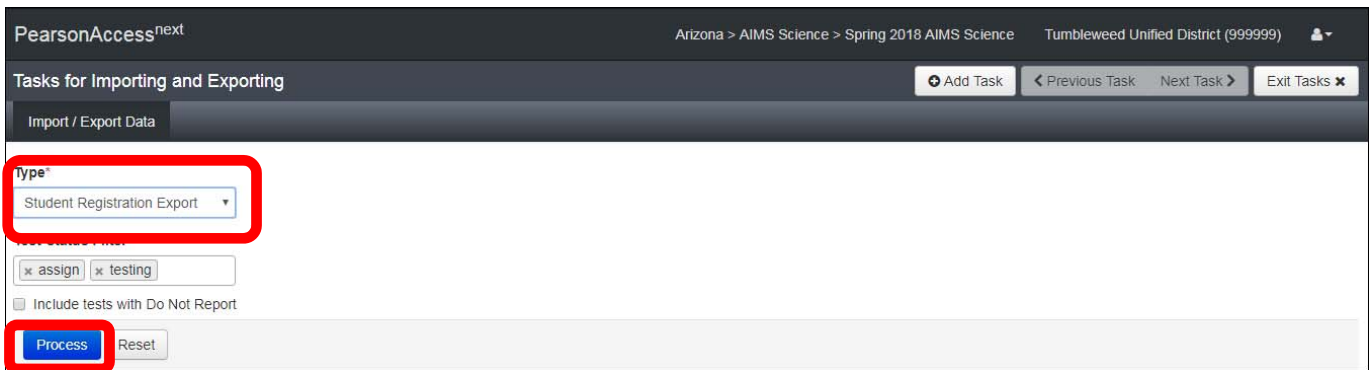
1. Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Import/Export Data**.

The screenshot shows the PearsonAccess^{next} web application interface. At the top, the breadcrumb navigation is 'Arizona > AIMS Science > Spring 2018 AIMS Science'. Below this is a navigation bar with 'Home', 'Setup', 'Testing', 'Reports', and 'Support'. The main content area is divided into three sections: 'SETUP', 'TESTING', and 'REPORTS'. Under the 'SETUP' section, there is a 'Select an action' dropdown menu with 'Import / Export Data' highlighted in a red box. Other options in the dropdown include 'Students', 'Testing Groups', 'Organizations', 'Users', 'Work Requests', 'Orders & Shipment Tracking', and 'TestNav Configurations'. The right side of the page features a 'Contact' section with links for 'Email Pearson Customer Support' and 'To Contact ADE'.

2. From the **Start** drop-down menu, select **Import/Export Data**.



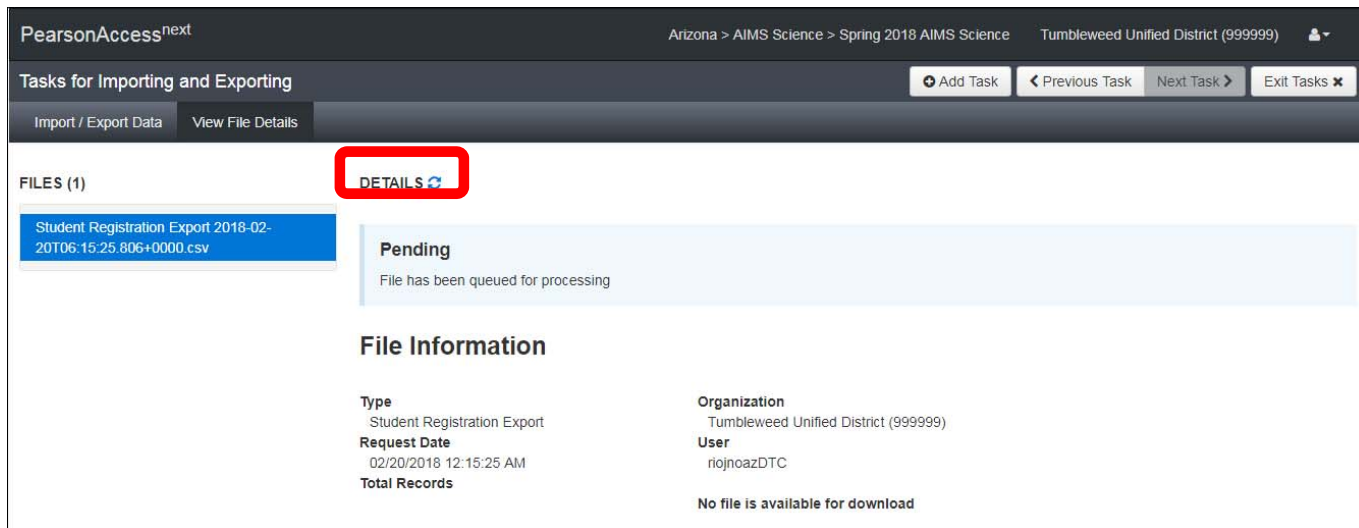
3. On the Tasks for Importing and Exporting Data screen, the Import / Export Data tab, select the **Type*** drop-down menu, select **Student Registration Export**.
4. Select **Process**.



5. The next screen is the View Files Details tab, you will see that the file is pending. The file will take a few moments to process depending on the size of the file being generated.

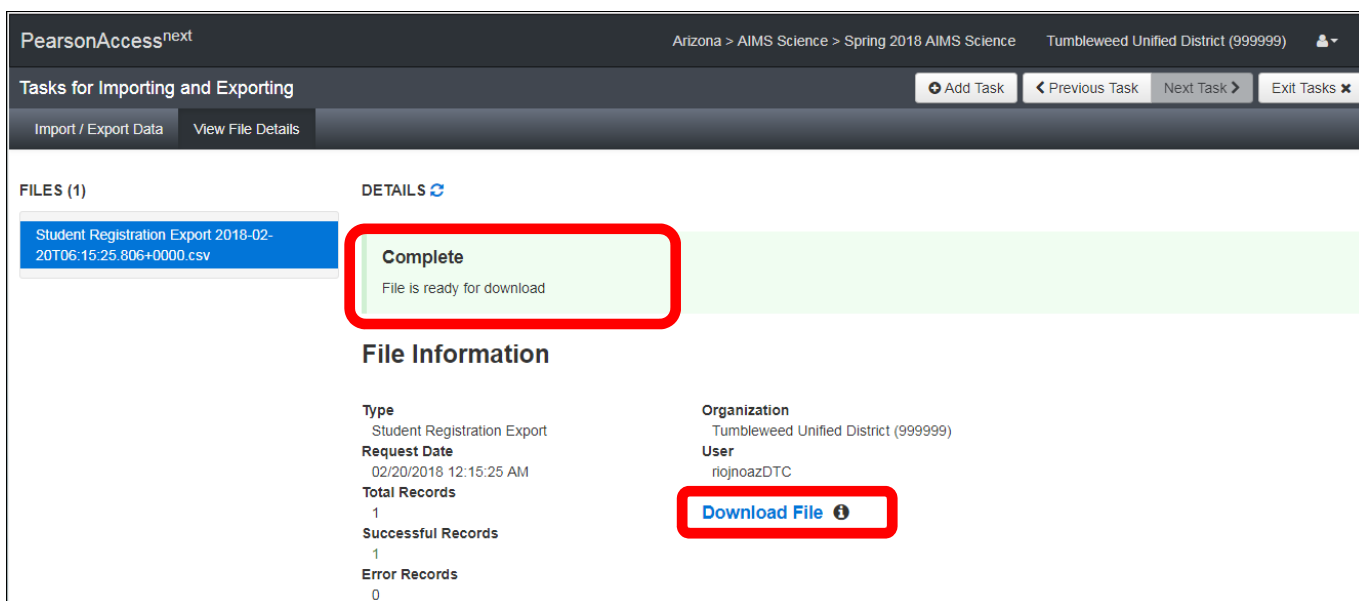
Optional:

- Select the **DETAILS refresh** button to update the status of the report, or
- Select **Exit Tasks** or log out. PearsonAccess^{next} will send a notification email when the extract file is ready for download.



6. When the file has completed processing, the Complete confirmation message and Download File link will appear.

7. Select **Download File** to download the file.



8. The Student Registration Export file is an Excel spreadsheet. The file will contain all the students who are registered to take the AIMS Science test.
Note: This file is secure. All student level information must be used confidentially in accordance to state and federal privacy laws.

	A	B	C	D	E	F	G	H	I	J	K	
1	Organization Code	Organization Name	SSID Number	Student Last Name	Student First Name	Student Middle Initial	Date of Birth	Hispanic or Latino	White	Black or African American	Asian	America
2	000003	Prickly Pear Elementary School	11111111	Lastname1	Firstname1		11/5/2006	Y				Y
3	000003	Prickly Pear Elementary School	22222222	Lastname2	Firstname2	R	7/5/2007	N	Y			Y
4	000003	Prickly Pear Elementary School	33333333	Lastname3	Firstname3	E	6/2/2007	N	Y			
5	000003	Prickly Pear Elementary School	55555555	Lastname4	Firstname4	G	5/2/2007	N	Y			
6	000003	Prickly Pear Elementary School	66666666	Lastname5	Firstname5	M	1/17/2007	Y				Y
7	000002	Prickly Pear Middle School	77777777	Lastname6	Firstname6	P	6/19/2002	N	Y			
8	000002	Prickly Pear Middle School	88888888	Lastname7	Firstname7		8/5/2002	N	Y			
9	000002	Prickly Pear Middle School	99999999	Lastname8	Firstname8	A	6/5/2003	N	Y			
10	000002	Prickly Pear Middle School	10101010	Lastname9	Firstname9	J	5/21/2002	N	Y			
11	000001	Prickly Pear High School	12121212	Lastname10	Firstname10	C	12/19/1997	N	Y			
12	000001	Prickly Pear High School	13131313	Lastname11	Firstname11	C	1/31/2001	Y				Y
13	000001	Prickly Pear High School	14141414	Lastname12	Firstname12		12/19/2000	Y	Y			
14	000001	Prickly Pear High School	15151515	Lastname13	Firstname13	R	1/4/2001	Y	Y			

9. *Optional:* If you opted to exit or log out of the View Files Details screen while the file was being generated PearsonAccess^{next} will send you an email stating that the export file is complete.
- Log into PearsonAccess^{next}.
 - Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Import/Export Data**.
 - On the Import/Export Data screen, place a **check** in the box next to the file name.
 - From the **Start** drop-down menu, select **View File Details**.

The screenshot shows the PearsonAccess^{next} interface for 'Import / Export Data'. At the top, there are navigation tabs: Home, Setup, Testing, Reports, and Support. The main area is titled 'Import / Export Data' and includes a 'Tasks' section (0 Selected) and a 'Files' section (1 Selected). A 'Start' button has a dropdown menu open, with 'View File Details' highlighted in a red box. Below this, there is a 'Find Files' search bar and a 'Filters' section. A table displays 2 results for 'Student Registration Export' files. The first row's checkbox is highlighted in a red box.

Request Date	Name	Type	Status	Total Records	Error Records	Organization	User
2/20/2018 2:57:55 AM	Student Registration Export 20...	Student Registration Export	Complete	14	0	Tumbleweed Unified District (999999)	riojnoazDTC
2/20/2018 2:15:25 AM	Student Registration Export 20...	Student Registration Export	Complete	1	0	Tumbleweed Unified District (999999)	riojnoazDTC

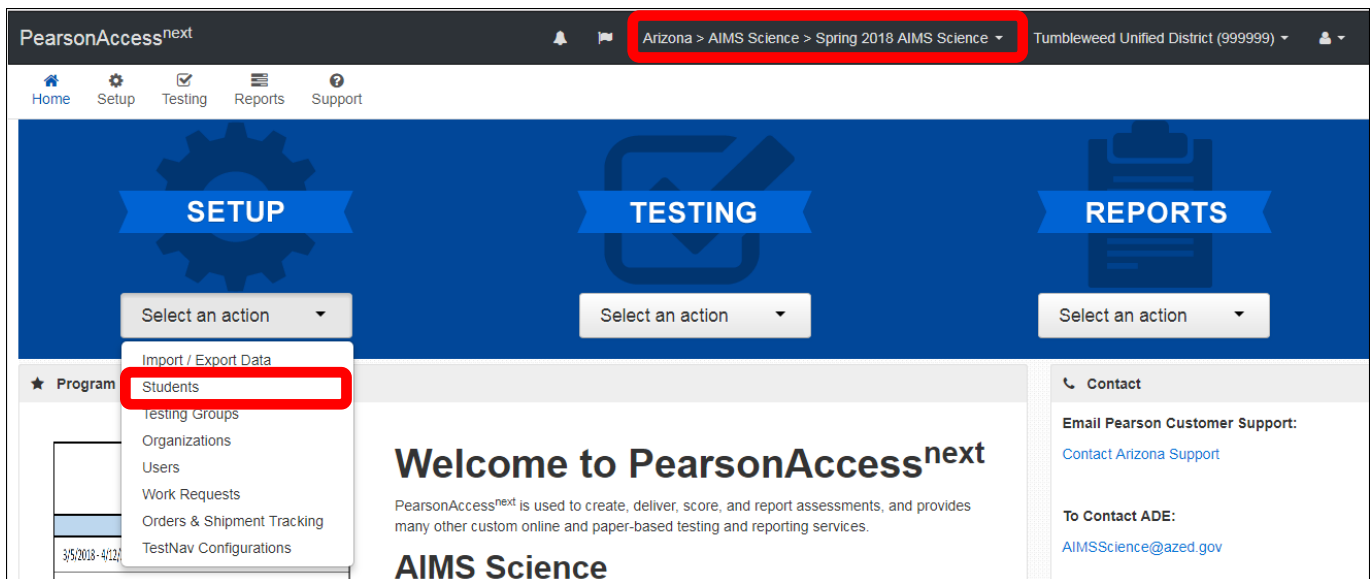
- On the View File Details tab, the **Download File** link will display. Select the link to download the exported data file.

Creating New Students in PearsonAccess^{next}

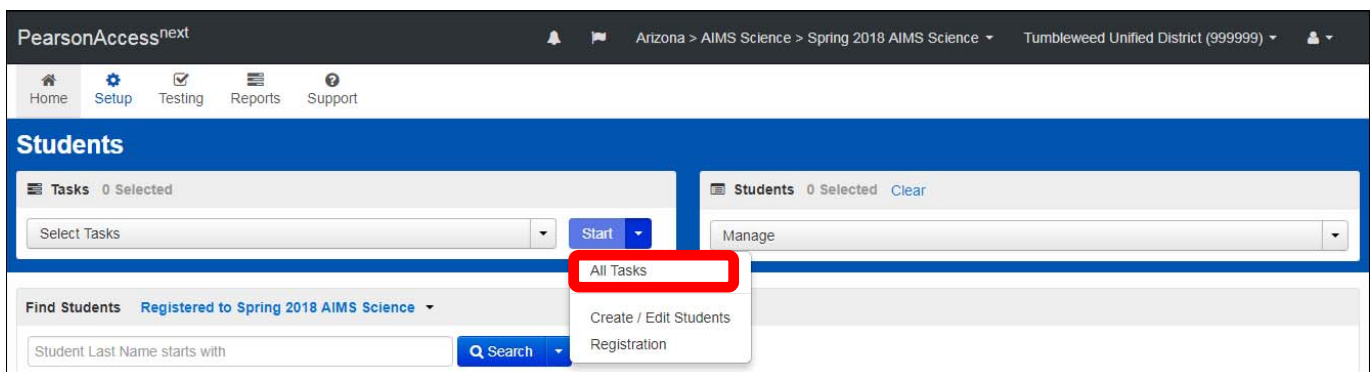
The Spring 2018 AIMS Science will be an online test. Students that are not included on the Student Registration Information files will need to be registered in PearsonAccess^{next}.

To add a new student in PearsonAccess^{next}:

1. Verify the Test Administration name in the black task bar across the top of the screen is set to Spring 2018 AIMS Science.
2. Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Students**.



3. From the **Start** drop-down menu, select **All Tasks**.



- On the Tasks for Students screen, in the Create / Edit Students tab, fill-in the **New Student** details.

Note: Select the “Not Enrolled” only if the student is **not currently enrolled** at the school where the test is administered. This check box is very rarely selected. Check with your District Test Coordinator before selecting the “Not Enrolled” check box. Select **Create**.

PearsonAccess^{next} Arizona > AIMS Science > Spring 2018 AIMS Science Tumbleweed Unified District (999999)

Tasks for Students Add Task Previous Task Next Task Exit Tasks

Create / Edit Students Register Students Manage Student Tests Manage Testing Groups Manage Enrollments

STUDENTS (0) DETAILS

Create Students **Create** Reset

New Student

Organization*

Student First Name* SSID Number*

Student Last Name* Date of Birth*

Student Middle Initial Gender*

Ethnicity (Hispanic/Latino)* Asian

White American Indian or Alaskan Native

Black or African American Native Hawaiian or Other Pacific Islander

Not Enrolled (check the user guide before checking the box)

Note: Creating student does not register student for an AIMS test.

- On the Tasks for Students bar, select the **Register Students** tab.

PearsonAccess^{next} Arizona > AIMS Science > Spring 2018 AIMS Science Tumbleweed Unified District (999999)

Tasks for Students Add Task Previous Task Next Task Exit Tasks

Create / Edit Student **Register Students** Manage Student Tests Manage Testing Groups Manage Enrollments

Success
Changes saved

STUDENTS (1) DETAILS

Create Students **Create** Reset

New Student

Organization*

Student First Name* SSID Number*

Student Last Name* Date of Birth*

Student Middle Initial Gender*

Ethnicity (Hispanic/Latino)* Asian

White American Indian or Alaskan Native

Black or African American Native Hawaiian or Other Pacific Islander

Not Enrolled (check the user guide before checking the box)

- Place a **check** in the box next to **Registered** to activate the form.
- Fill-in the form with the student's information.
- Select **Save**.

- On the Tasks for Students bar, select the **Manage Student Tests** tab.

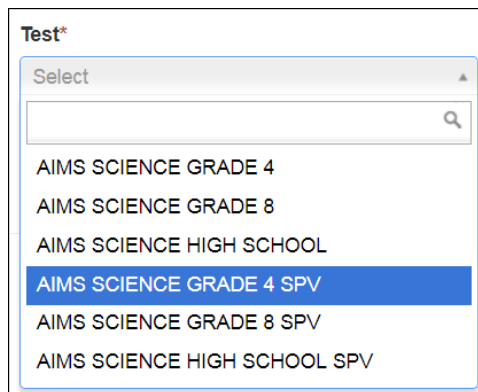
- In the TEST DETAILS section, under **Student***, select the student's name from the drop-down menu.
- Under **Organization**, select the appropriate school for the student.

- Under **Test**, select the appropriate test from the drop-down menu. The Test drop-down menu will list all tests available, both Online and Special Paper Versions (SPV) tests. **You should only be registering students in Grades 4, 8 and High School.** Select the correct test for the student being registered. Remember, ADE will be reviewing ALL requests for a Special Paper Version tests. To assign a Special Paper

Version test, the students must have a current IEP or 504 Plan that restricts them from using a computer.

Depending on which test was selected, only follow one of the directions (online or Special Paper Version) below:

- For an online test, you will select one of the following tests from the drop-down menu:
 - AIMS Science Grade 4
 - AIMS Science Grade 8
 - AIMS Science High School



The image shows a dropdown menu titled "Test*" with a search icon. The menu is open, showing the following options: "AIMS SCIENCE GRADE 4", "AIMS SCIENCE GRADE 8", "AIMS SCIENCE HIGH SCHOOL", "AIMS SCIENCE GRADE 4 SPV" (highlighted in blue), "AIMS SCIENCE GRADE 8 SPV", and "AIMS SCIENCE HIGH SCHOOL SPV".

- For a Special Paper Version (SPV) test, Select one of the following AIMS Science SPV tests from the drop-down menu:
 - AIMS Science Grade 4 SPV
 - AIMS Science Grade 8 SPV
 - AIMS Science High School SPV

13. *Optional:* **Testing Group** field. This field may be left blank. If you have not created a group, yet, there will not be any options available in the drop-down menu.



The image shows a dropdown menu titled "Testing Group" with a search icon. The menu is currently closed, showing the text "Select" and a downward arrow.

14. Select the test Type. The **Type** drop-down menu will vary depending on the Test Selected.

- o For an online test, select **Online**.

Type*

Online x ▾

- o For a Special Paper Version (SPV) Test, select **Online**.

Type*

Online x ▾

15. Select **Create**.

16. Based on the test selected, accommodation fields will display to be updated and reviewed. Select one of the directions (online or Special Paper Version) below to follow.

- o Online Test Accommodations
 - i. For an online test, place a **check** in the box for any accommodations (Non-Embedded Accommodations for Computer-Based Testing and/or Visual Assistance Tools) required by the student’s IEP.

Note: Do not fill-in fields related to Ordering Special Paper Version Tests.

- ii. Select **Save**.

Non-Embedded Accommodations

<input type="checkbox"/> Adult Transcription	<input type="checkbox"/> Sign Test Content	<input type="checkbox"/> Translate Directions
<input type="checkbox"/> Assistive Technology	<input type="checkbox"/> Simplified Directions	<input type="checkbox"/> Translation Dictionary

Visual Assistance Tools

PNP Color Contrast PNP Answer Masking PNP Magnifier Tool

PNP Line Reader

Order Special Paper Version (SPV) (with IEP or 504 plan)

This is a 3 step process.

1. Select the appropriate type paper test.
2. Place an additional order for the SPV test.
3. Move test to an Accommodated test session.

Special Paper Version

By checking this box, I confirm that this student has a 504, IEP, or ADE's written approval documenting the need for this Special Paper Version test accommodation.

* Required

- o Special Paper Version Tests Accommodations for Grades 4, 8 and High School Cohort 2020 or 2021.
 - i. For Special Paper Version tests, **do not** fill-in sections related to Non-Embedded Accommodations for Computer Based Testing or Visual Assistance Tools. Skip down to the **Order Special Paper Version (SPV) (with IEP or 504 Plan)** section. Select **Paper, Braille or Large Print** from the drop-down menu.
 - ii. Verify that this student needs a Special Paper Version Test, if you have questions about this, email AIMSScience@azed.gov for guidance.
 - iii. Place a **check** in the box confirming the student has a 504 Plan, IEP, or ADE's written approval documenting the student's need for the Special Paper Version Test.
 - iv. Select **Save**.

Order Special Paper Version (SPV) (with IEP or 504 plan)
This is a 3 step process.

1. Select the appropriate type paper test.
2. Place an additional order for the SPV test.
3. Move test to an Accommodated test session.

Special Paper Version

Large Print

By checking this box, I confirm that this student has a 504, IEP, or ADE's written approval documenting the need for this Special Paper Version test accommodation.

Required

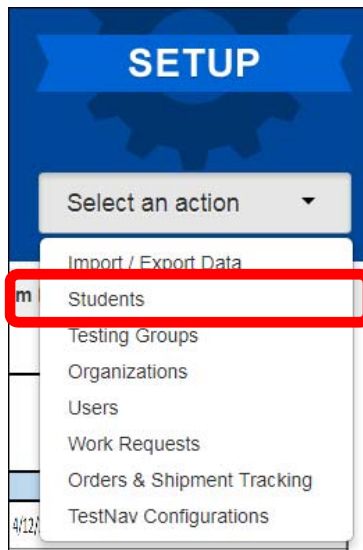
Save Reset

Editing a Student Test Assignment

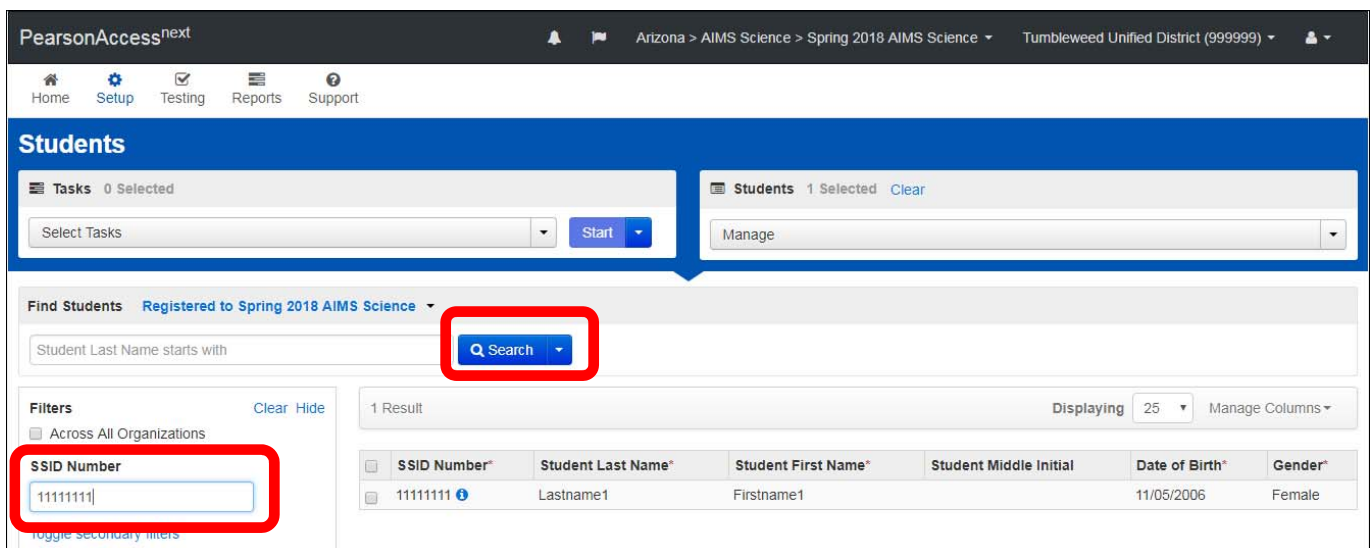
The student data upload will register all students to an Online Test. If you identify a student that requires a Special Paper Version (SPV) or if the student is in the wrong grade or Cohort, you must change their Test Assignment.

To update a student's test assignment in PearsonAccess^{next}:

1. Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Students**.



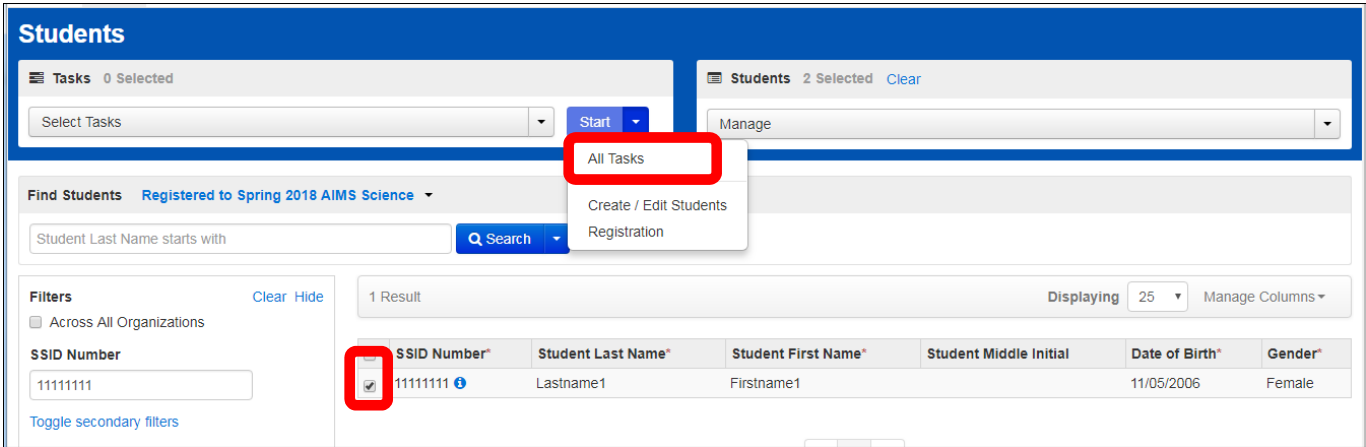
2. On the Students screen, search for the student either by name or SSID and select **Search**.



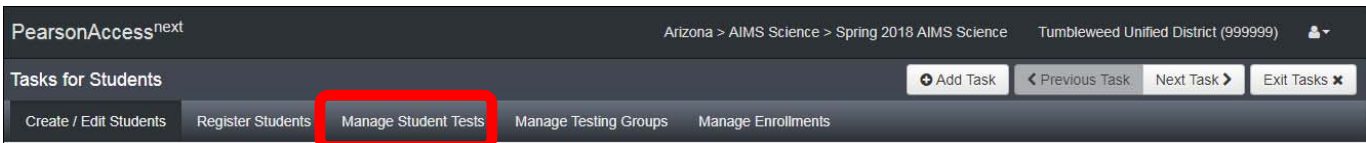
The image shows a screenshot of the PearsonAccess next interface. The top navigation bar includes 'Home', 'Setup', 'Testing', 'Reports', and 'Support'. The main content area is titled 'Students'. There are two task bars: 'Tasks 0 Selected' and 'Students 1 Selected Clear'. Below these is a search bar with the text 'Find Students Registered to Spring 2018 AIMS Science'. The search bar has a 'Search' button highlighted with a red box. Below the search bar is a filter section with a 'Clear Hide' link. The filter section has a checkbox for 'Across All Organizations' and a text input field for 'SSID Number' containing '11111111', which is highlighted with a red box. Below the filter section is a table with 1 result. The table has columns for 'SSID Number*', 'Student Last Name*', 'Student First Name*', 'Student Middle Initial', 'Date of Birth*', and 'Gender*'. The table contains one row with the following data: '11111111', 'Lastname1', 'Firstname1', an empty middle initial, '11/05/2006', and 'Female'.

SSID Number*	Student Last Name*	Student First Name*	Student Middle Initial	Date of Birth*	Gender*
11111111	Lastname1	Firstname1		11/05/2006	Female

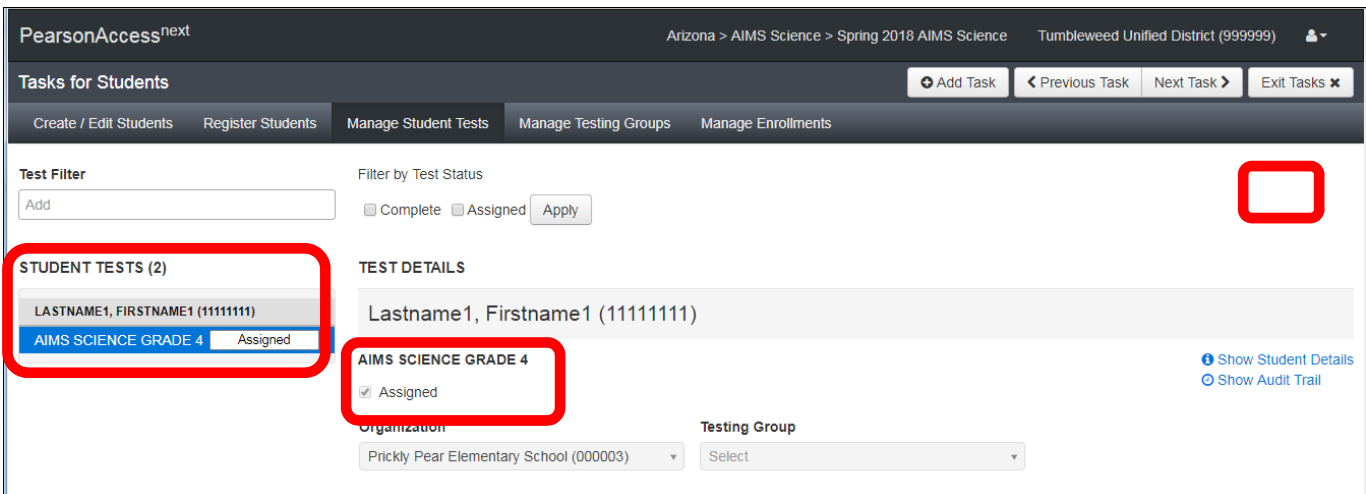
- Place a **check** in the box next to the student name(s) that need to be updated.
- From the **Start** drop-down menu, select **All Tasks**.



- On the Tasks for Students screen, select the **Manage Student Tests** tab.



- On the **Manage Student Tests** tab, select the student test on the left side of the screen. Uncheck the **Assigned** check box.
- Select **Save**.



- The student's test assignment has been removed. To add a new test assignment, follow the directions provided in Steps 1 -16 in the Adding New Students in PearsonAccess^{next} section (pages 26 – 30 of this document).

Creating/Editing Students Using the Student Registration Import

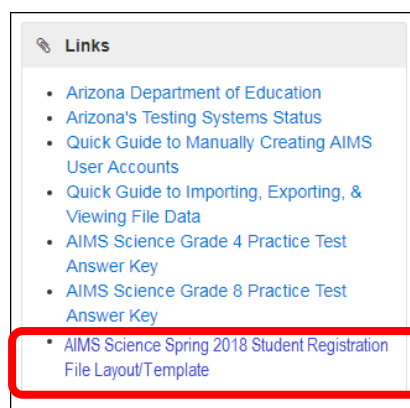
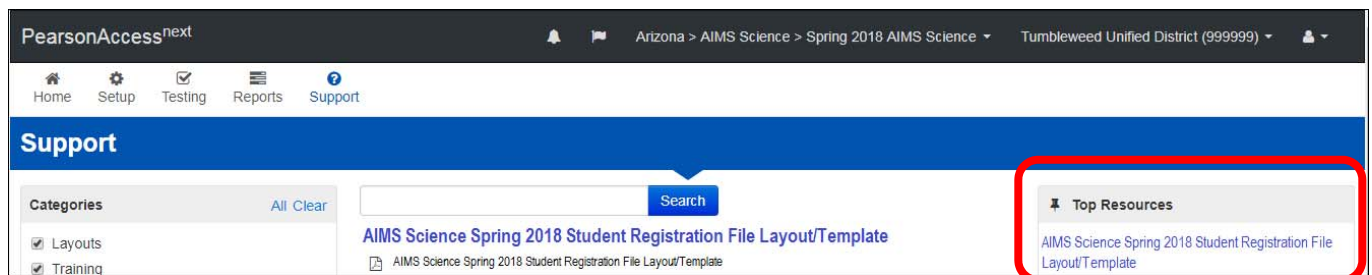
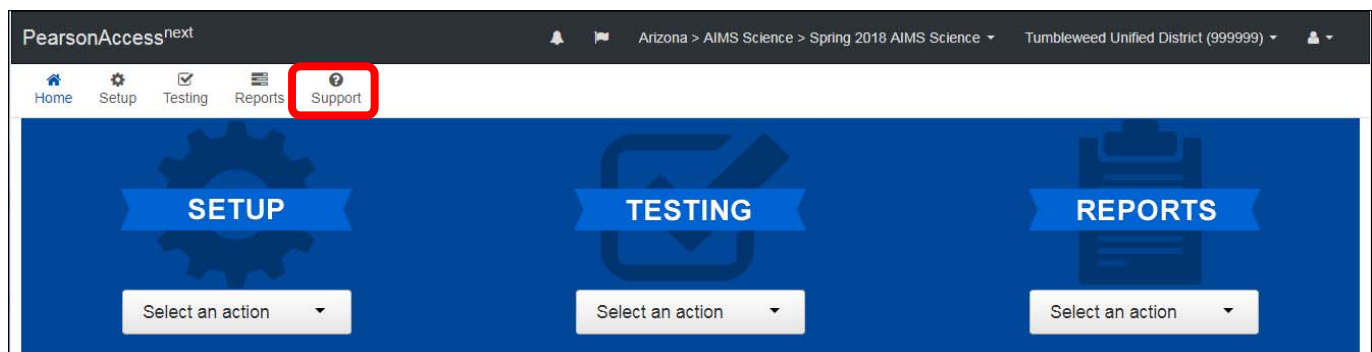
Another option to edit or create students in PearsonAccess^{next} is by uploading a Student Registration Import file. This method allows AIMS Science District Test Coordinators to edit and create student registrations in PearsonAccess^{next} at the same time.

To create or edit students via file upload in PearsonAccess^{next}:

1. There are two ways to begin the process:

- follow the directions Review Student Demographic Information in PearsonAccess^{next} Using the Student Registration Export (page 22 of this document), to download the Student Registration Export to use, or
- download the blank AIMS Science Spring 2018 Student Registration File Layout/Template from the **Support** section or **Links** section of PearsonAccess^{next} home page at the link below:

<https://az.pearsonaccessnext.com/customer/landing/search.action>

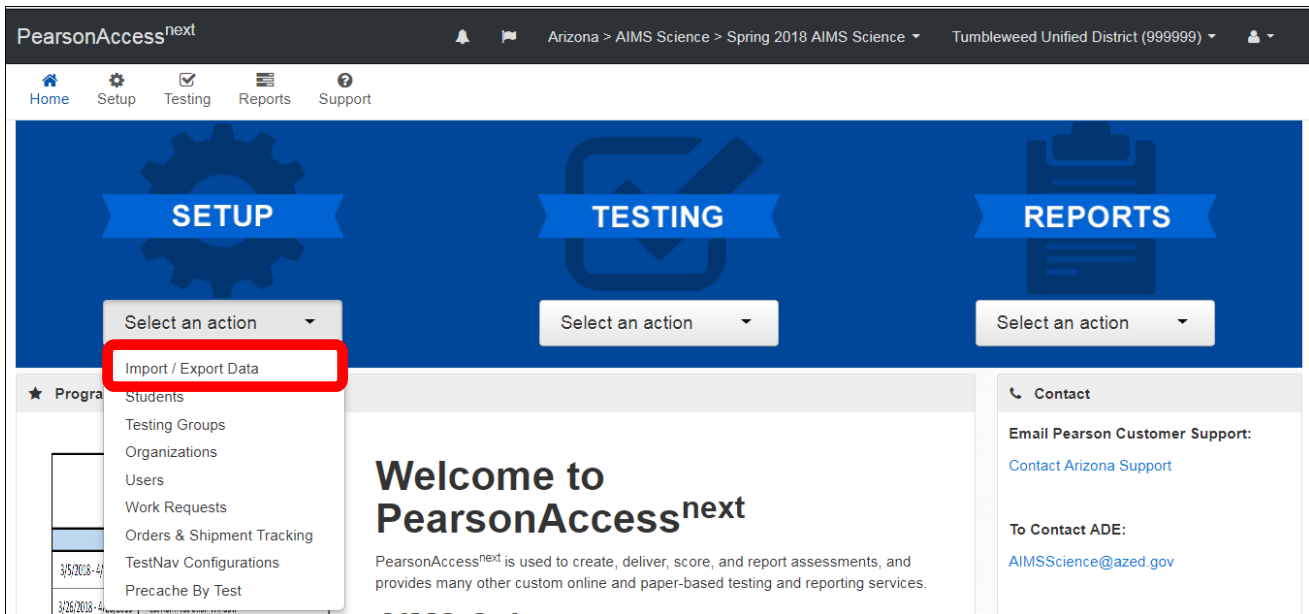


- The Student Registration Export file may be edited to change student test assignments, for students requiring Special Paper Version Tests, and it may also be used to add new students. Refer to the table below for the data file layout requirements.

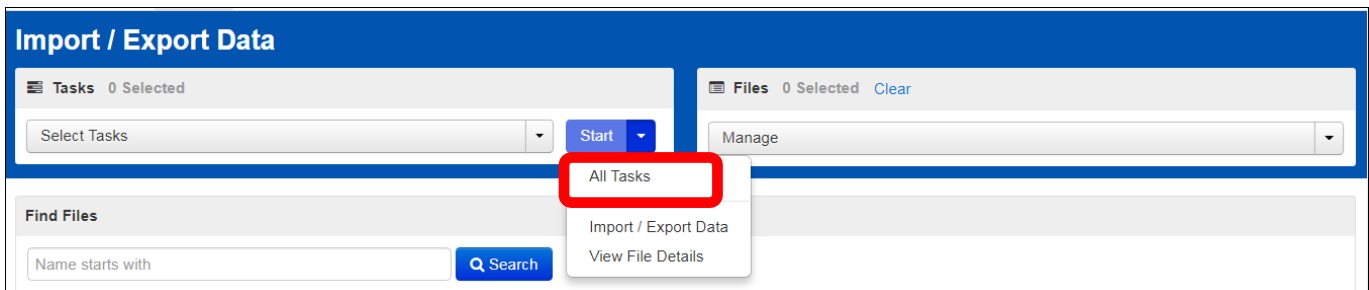
Student Registration File Layout

Field #	Field Name	Editable	Required	Valid Values
1	Organization Code	Y	Y	Numeric (0-9), Blank not allowed
2	Organization Name	Y	Y	A-Z, a-z, 0-9, - [dash], ' [apostrophe], . [period], () [left and right parentheses], & [ampersand], # [pound sign], / [forward slash], + [plus sign], or space
3	SSID Number	N	Y	Numeric, 0-9, *Must be unique
4	Student Last Name	Y	Y	A-Z, a-z, 0-9, dash (-), apostrophe ('), embedded spaces
5	Student First Name	Y	Y	A-Z, a-z, 0-9, dash (-), apostrophe ('), embedded spaces
6	Student Middle Initial	Y	N	A-Z, a-z, or blank
7	Date of Birth	Y	Y	Date (M=Month, D=Day, Y=Year), MM/DD/YYYY or YYYY-MM-DD
8	Hispanic or Latino	Y	Y	Y=Yes, N=No
9	White	Y	N	Y=Yes, N=No, or blank
10	Black or African American	Y	N	Y=Yes, N=No, or blank
11	Asian	Y	N	Y=Yes, N=No, or blank
12	American Indian or Alaskan Native	Y	N	Y=Yes, N=No, or blank
13	Native Hawaiian or Other Pacific Islander	Y	N	Y=Yes, N=No, or blank
14	Gender	Y	Y	M = Male, F = Female
15	Grade	Y	Y	Numeric, 04, 08 or blank
16	Cohort	Y	Y	20 = 2020, 21 = 2021 or blank
17	Special Education	Y	N	1 = Participating, Blank = Not Participating
18	EL Classification	Y	N	1 = Participating, Blank = Not Participating
19	Migrant	Y	N	1 = Participating, Blank = Not Participating
20	SES	Y	N	1 = Participating, Blank = Not Participating
21	Test Code	Y	N	Online Tests: AIMS04 = AIMS SCIENCE GRADE 4 AIMS08 = AIMS SCIENCE GRADE 8 AIMSHS = AIMS SCIENCE HIGH SCHOOL Special Paper Version Tests: AIMS04SPV = AIMS SCIENCE GRADE 4 SPV AIMS08SPV = AIMS SCIENCE GRADE 8 SPV AIMSHSPV = AIMS SCIENCE HIGH SCHOOL SPV If blank, set automatically based on Cohort and Grade Fields
22	Format	Y	N	online = Online If not = online, set automatically in load

3. Fill-in the AIMS Science Student Registration Import file according to the Data File Layout.
4. Save the AIMS Science Student Registration Import File as a **.csv** file.
5. To import the AIMS Science Student Registration Import file, from the AIMS Science home page, go to the **SETUP** section, select the **Select an action** drop-down menu, select **Import / Export Data**.



6. On the Import / Export Data screen, from the **Start** drop-down menu, select **All Tasks**.



On the Tasks for Importing and Exporting screen, Import / Export Data tab, from the **Type*** drop-down menu, select **Student Registration Import**.

7. Select **Choose File** and select the AIM Science Student Registration Import file you created earlier.
8. Select **Process**.

PearsonAccess^{next} Arizona > AIMS Science > Spring 2018 AIMS Science Tumbleweed Unified District (999999)

Tasks for Importing and Exporting

Import / Export Data View File Details

Type*
Student Registration Import

Don't modify student tests

Note: This import modifies students, student registrations and student tests. If you don't want student tests modified, check the box above.

Source File Additional e-mails
Choose File Student Regi... for UG.csv Enter a valid e-mail address

Process Reset

Optional: Creating Testing Groups

Testing Groups are optional for PearsonAccess^{next}. For those wanting to group students by classroom or testing days you may do so using the Testing Group function.

To create the optional testing groups in PearsonAccess^{next}:

1. Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Testing Groups**.

PearsonAccess^{next} Arizona > AIMS Science > Spring 2018 AIMS Science Tumbleweed Unified District (999999)

Home Setup Testing Reports Support

SETUP TESTING REPORTS

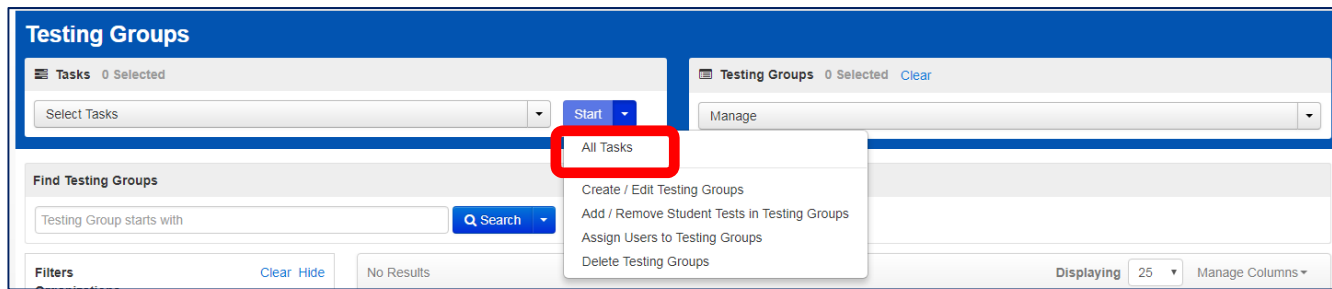
Select an action Select an action Select an action

★ Program
Import / Export Data
Students
Testing Groups
Organizations
Users
Work Requests
Orders & Shipment Tracking
TestNav Configurations
Precache By Test

Welcome to PearsonAccess^{next}
PearsonAccess^{next} is used to create, deliver, score, and report assessments, and provides many other custom online and paper-based testing and reporting services.

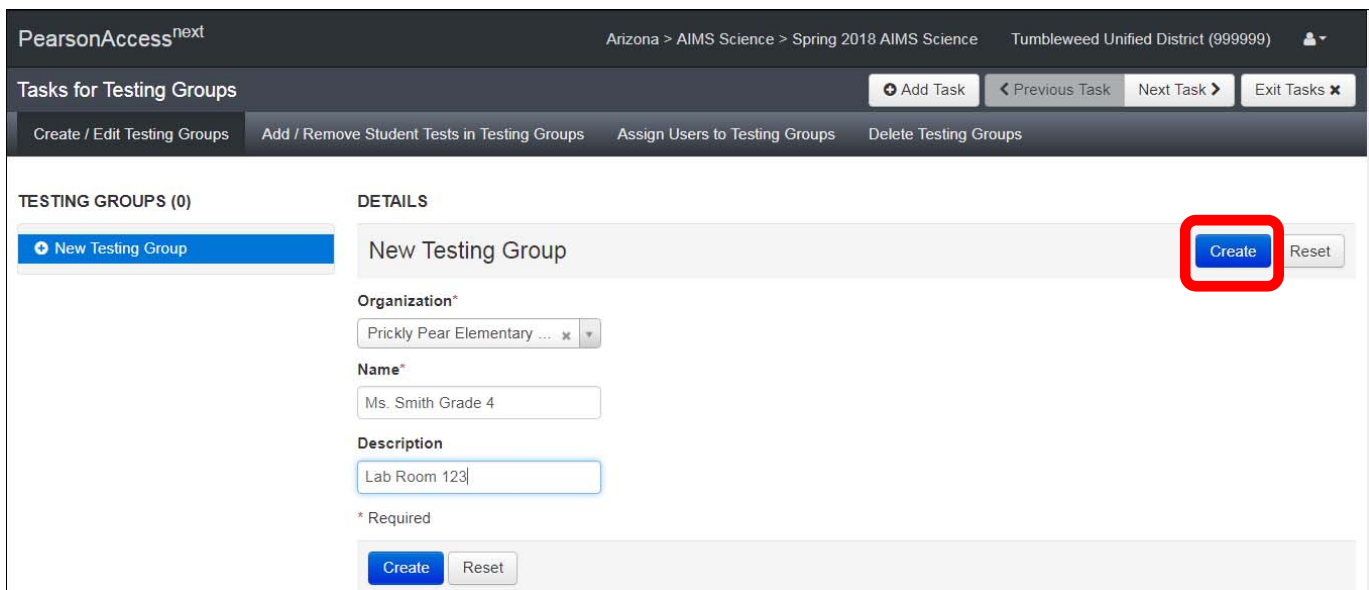
Contact
Email Pearson Customer Support:
Contact Arizona Support
To Contact ADE:
AIMSScience@azed.gov

2. On the Testing Groups screen, from the **Start** drop-down menu, select **All Tasks**.

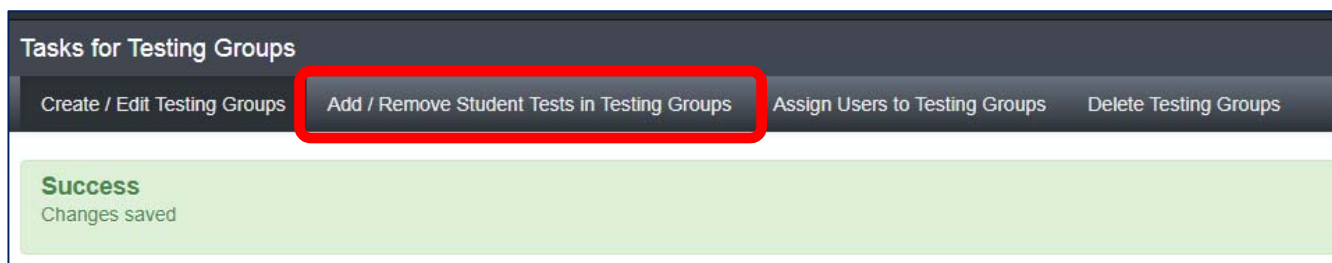


3. On the Tasks for Testing Groups screen, select the **Organization**, fill-in the **Name** field and, if desired a **Description**.

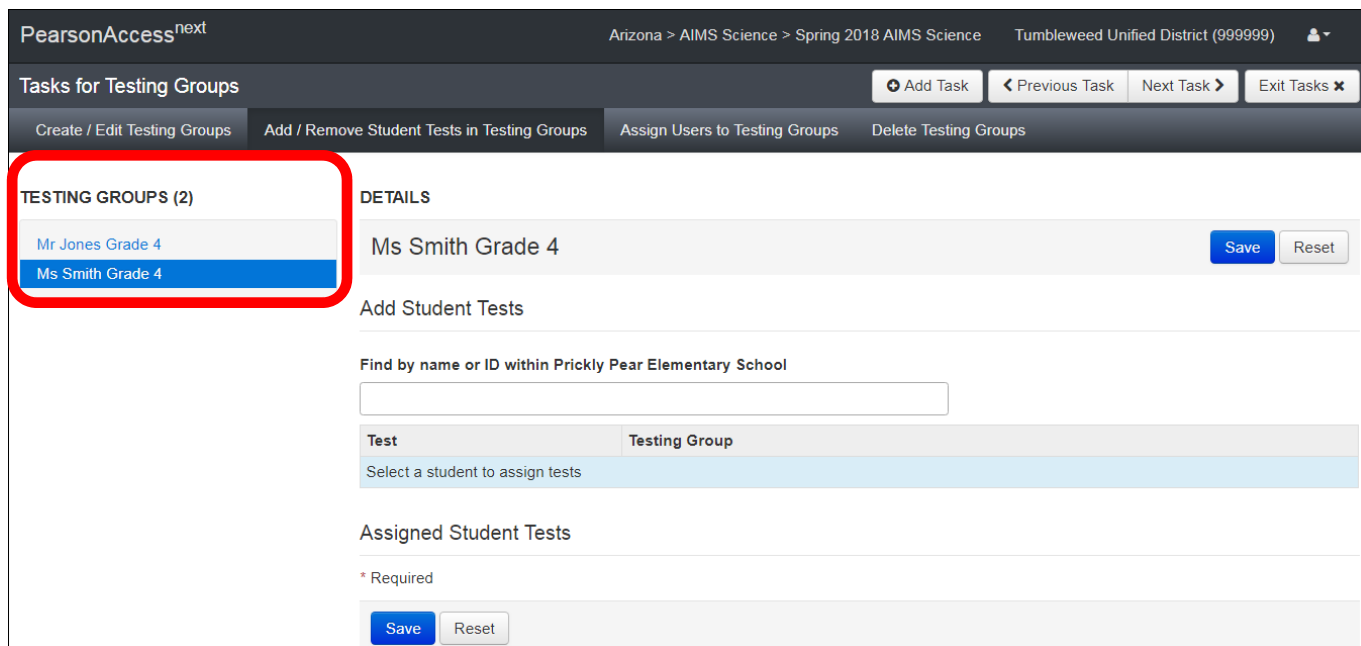
4. Select **Create**. The form will reset after creating each group. Repeat this process until all groups are created.



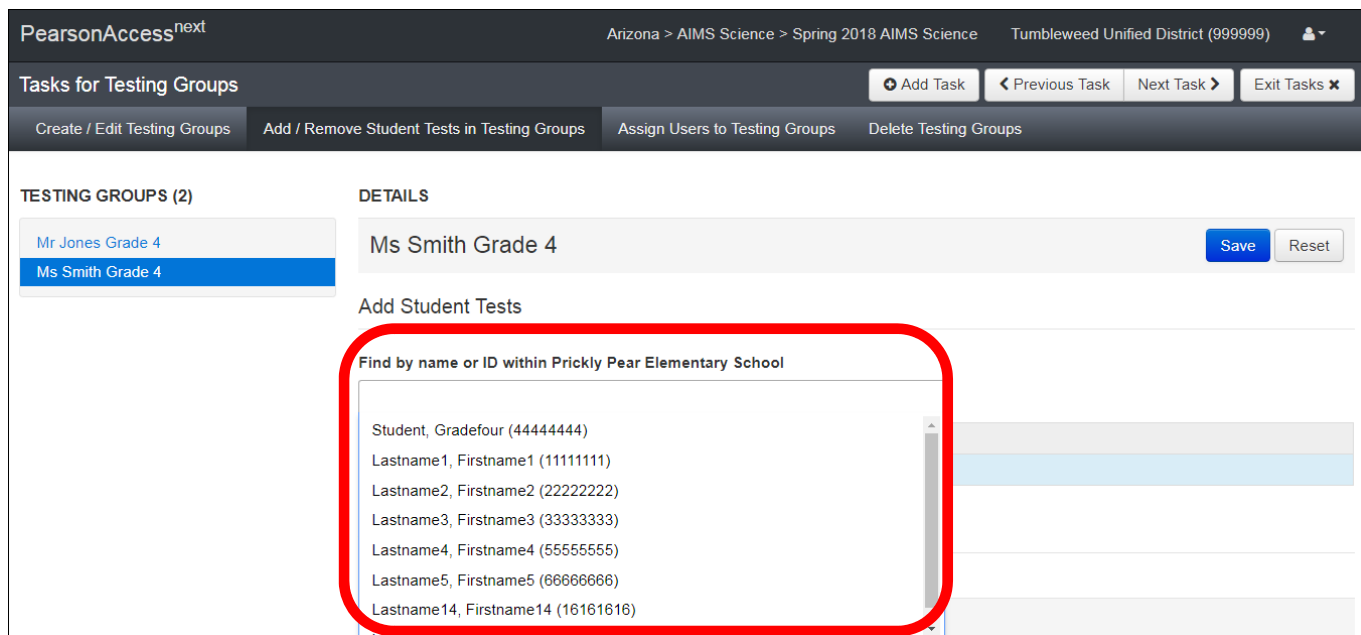
5. On the Tasks for Testing Groups screen, select **Add/Remove Student Tests in Testing Groups** tab.



6. On the left side of the screen, select the Testing Group from the Testing Group list.



7. Select in the **Find by name or ID within the Organization** field to activate the drop-down menu. By either scrolling through the list or typing in the student name (first or last) or the student's SSID to filter, to find the desired student.
8. Select the student name to add the student to the Testing Group. Repeat this until all students have been selected.



9. Once the students are selected, they will populate below the "Find by" filter.
Note: If a student is selected in error, you can remove the student by selecting the "x" in the student name box in the "Find by" filter.

10. Place a **check** in the box next for each student, then select **Save**. Repeat this process for each Testing Group Created.

DETAILS

Ms Smith Grade 4

Add Student Tests

Find by name or ID within Prickly Pear Elementary School

Test	Testing Group
<input type="checkbox"/> Lastname1, Firstname1 (11111111)	
<input checked="" type="checkbox"/> AIMS SCIENCE GRADE 4	
<input type="checkbox"/> Lastname2, Firstname2 R (22222222)	
<input checked="" type="checkbox"/> AIMS SCIENCE GRADE 4	

Assigned Student Tests

* Required

11. When all Testing Groups are created and populated, select the Exit Tasks button to return to access the home page.

PearsonAccess^{next} Arizona > AIMS Science > Spring 2018 AIMS Science Tumbleweed Unified District (999999)

Tasks for Testing Groups

Managing Test Sessions

Test Sessions in PearsonAccess^{next} are used to organize students into groups by Grade and Test Type. Students included in the Student Data Upload file provided by ADE will automatically be placed in an Online Test Session for their grade.

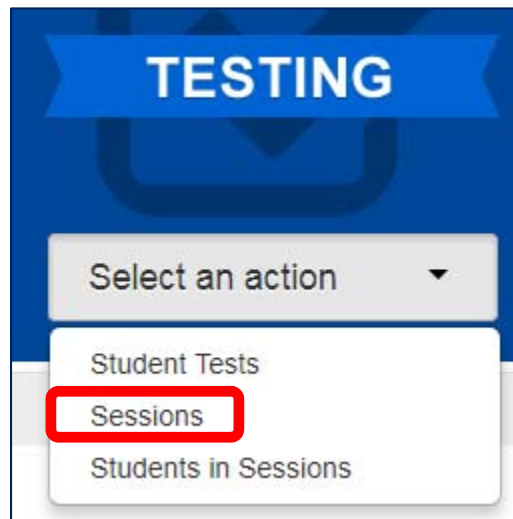
Districts that choose to utilize the Student Registration Import function in PearsonAccess^{next} to add new students, or to edit test assignments will also have sessions auto created. Students registered to an online test will be added to the Online Test Session and students registered to a Special Paper Version Test will be assigned to a separate session.

Districts or schools that add new students or edit test assignments through the user interface in PearsonAccessnext will have to create Test Sessions for the Special Paper Version Students and add new online testing students to the existing test sessions.

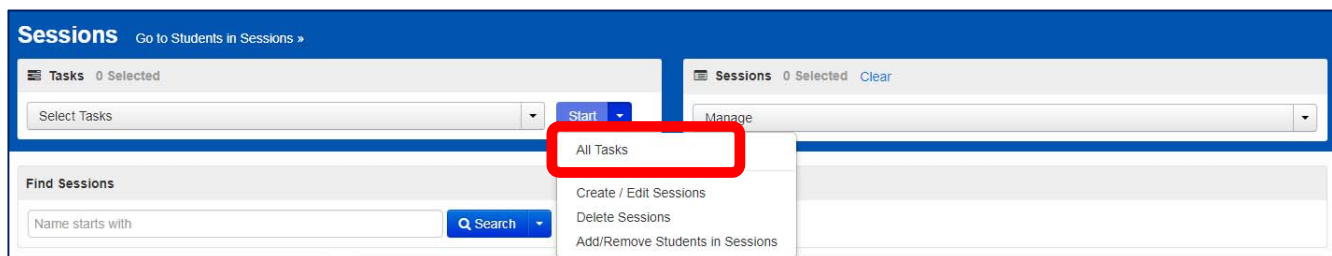
Creating a New Test Session

To manually create a new test session in PearsonAccess^{next}:

1. Go to the **TESTING** section, from the **Select an action** drop-down menu, select **Sessions**.



2. On the Sessions screen, from the **Start** drop-down menu, select **All Tasks**.



3. On the Tasks for Sessions screen, fill-in the New Session details.
 - a. Type the Session Name*. The name must be 35 characters or less and should distinguish between Online and SPV Test Sessions. For SPV Test Sessions, insert the following session name in all CAPS:
 - i. AIMS SCIENCE GRADE 4 SPV
 - ii. AIMS SCIENCE GRADE 8 SPV
 - iii. AIMS SCIENCE HIGH SCHOOL SPV
 - b. Select the Organization*.
 - c. Select the Test Assigned*. For this field, you will select the appropriate Grade and Test for the student. SPV sessions will have an SPV Test Assigned.
 - d. The Form Group Type* Field drop-down menu will populate with the appropriate Form Group Type based on the Test Assigned selection.
 - e. The **Scheduled Start Date** can be no earlier than March 26, 2018.
Note: All other fields are optional.
 - f. When you are finished, select **Create**.

The screenshot shows the 'Tasks for Sessions' interface in PearsonAccess next. The breadcrumb trail is 'Arizona > AIMS Science > Spring 2018 AIMS Science' and the user is logged in as 'Tumbleweed Unified District (999999)'. The main navigation bar includes 'Add Task', 'Previous Task', 'Next Task', and 'Exit Tasks'. Below this, there are tabs for 'Create / Edit Sessions', 'Delete Sessions', and 'Add/Remove Students in Sessions'. The 'SESSIONS (0)' section has a 'Create Session' button. The 'DETAILS' section is titled 'New Session' and contains the following fields:

- Session Name***: Text input field containing 'Grade 4 SPV'.
- Organization***: Dropdown menu showing 'Prickly Pear Elementary ...'.
- Test & Form**: Section containing:
 - Test Assigned***: Dropdown menu showing 'AIMS SCIENCE GRADE 4 SPV'.
 - Proctor Reads Aloud
 - Form Group Type***: Dropdown menu showing 'Accommodated'.
- Scheduling**: Section containing:
 - Scheduled Start Date***: Date input field showing '03/26/2018'.
 - Scheduled Start Time**: Time input field showing '01:00 AM' and a time zone dropdown set to 'CST'.
 - Lab Location**: Empty text input field.

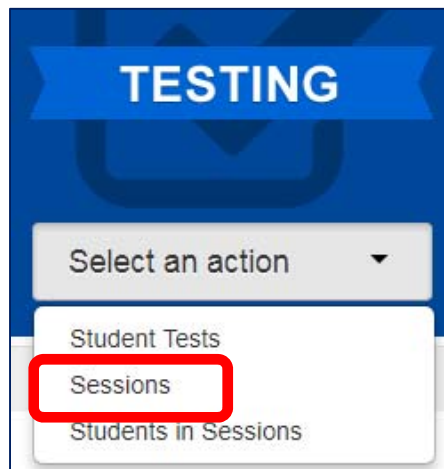
A red rectangular box highlights the 'Create' button in the top right corner of the 'New Session' form.

Viewing/Editing Special Paper Version (SPV) Test Session Names

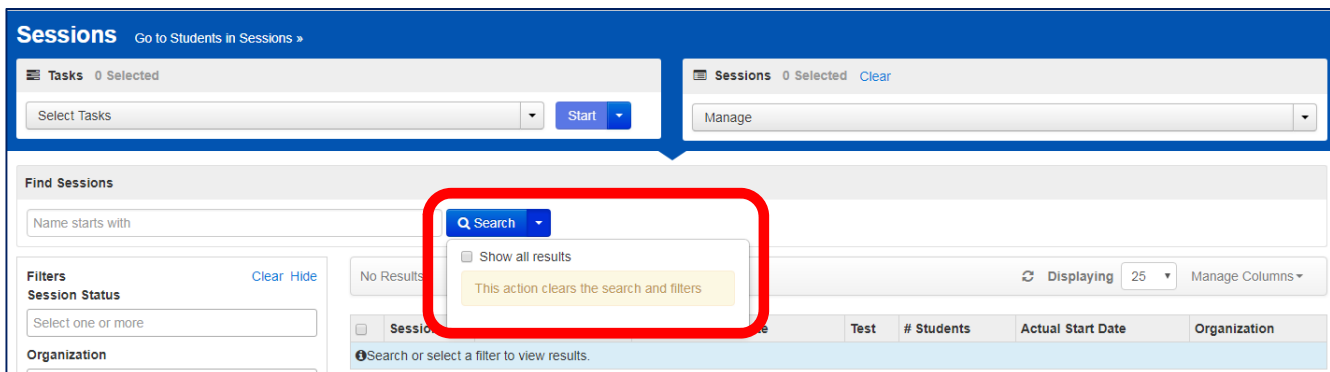
Districts that choose to utilize the Student Registration Import function in PearsonAccess^{next} to register students for a Special Paper Version Test (SPV) will need to rename the test session that is auto created.

To view and edit a test session for SPV Test Sessions name in PearsonAccess^{next}:

1. Go to the **TESTING** section, from the **Select an action** drop-down menu, select **Sessions**.



2. On the Sessions screen, select the **Search** drop-down menu, place a **check** in the box next to **Show All Results**.



- Review the Sessions that have been auto-created. Place a **check** in the box(es) next to all the Sessions for a SPV Test.
- From the **Start** drop-down menu, select **Create/Edit Sessions**.

Sessions Go to Students in Sessions »

Tasks 0 Selected Sessions 3 Selected Clear

Find Sessions

Name starts with 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

8 Results Displaying 25 Manage Columns

Session	Session Status	Scheduled Start Date	Test	# Students	Actual S
<input checked="" type="checkbox"/> AIMS SCIENCE GRADE 4	<input type="radio"/> Not Prepared	02/21/2018	AIMS SCIENCE GRADE 4 SPV	5	
<input type="checkbox"/> AIMS SCIENCE GRADE 4	<input type="radio"/> Not Prepared	02/20/2018	AIMS SCIENCE GRADE 4	5	
<input checked="" type="checkbox"/> AIMS SCIENCE GRADE 8	<input type="radio"/> Not Prepared	02/21/2018	AIMS SCIENCE GRADE 8 SPV	4	
<input type="checkbox"/> AIMS SCIENCE GRADE 8	<input type="radio"/> Not Prepared	02/20/2018	AIMS SCIENCE GRADE 8	4	
<input type="checkbox"/> AIMS SCIENCE HIGH SCHOOL	<input type="radio"/> Not Prepared	02/20/2018	AIMS SCIENCE HIGH SCHOOL	4	
<input checked="" type="checkbox"/> AIMS SCIENCE HIGH SCHOOL	<input type="radio"/> Not Prepared	02/21/2018	AIMS SCIENCE HIGH SCHOOL SPV	4	

- On the left side of the screen, select the **Session name** from the Sessions list.
- Under the DETAILS section, edit the **Session Name*** to include SPV in the name.
- Select **Save**.
- Repeat this process for each SPV test session to include **SPV** in the Session name.

Tasks for Sessions Add Task Previous Task Next Task Exit Tasks

Create / Edit Sessions

SESSIONS (3)

- Create Session
- AIMS SCIENCE GRADE 4
- AIMS SCIENCE GRADE 8
- AIMS SCIENCE HIGH SCHOOL

DETAILS

AIMS SCIENCE GRADE 4 Save Reset

Session Name* AIMS SCIENCE GRADE 4 SPV

Organization Prickly Pear Elementary School (000003)

Actual Start Date

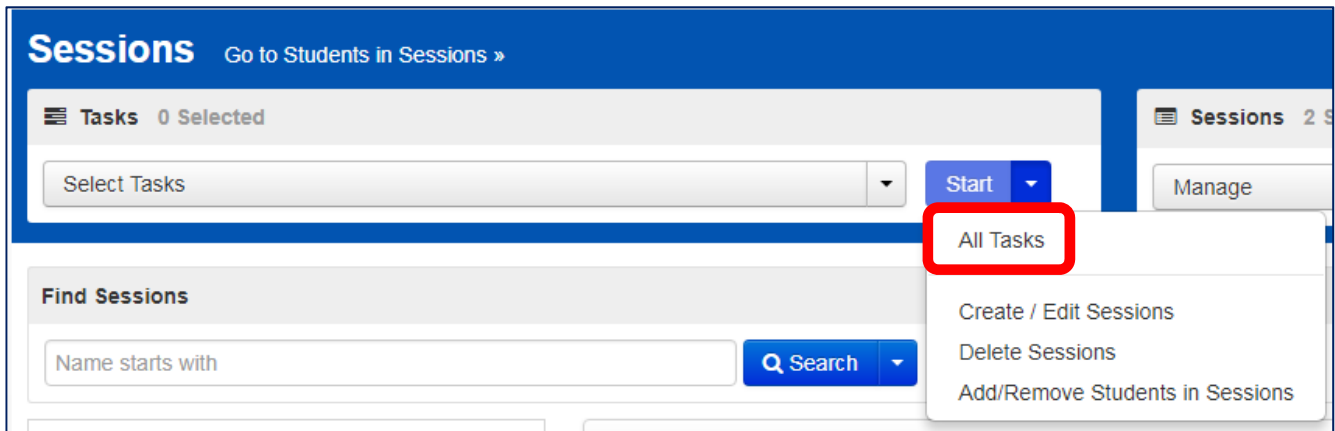
Adding Students to a Test Session

Sessions in PearsonAccess^{next} are used to organize students into groups by Grade and Test Type. Students included in the Student Data Upload file provided by ADE will automatically be placed in an Online Test Session by grade.

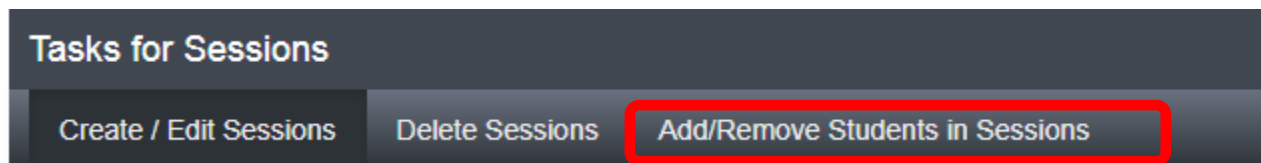
If a district changed a student test assignment from an online test to a Special Paper Version test through the PearsonAccess^{next} user interface, the student must be placed in a Special Paper Version Session.

To add students to an existing test session in PearsonAccess^{next}:

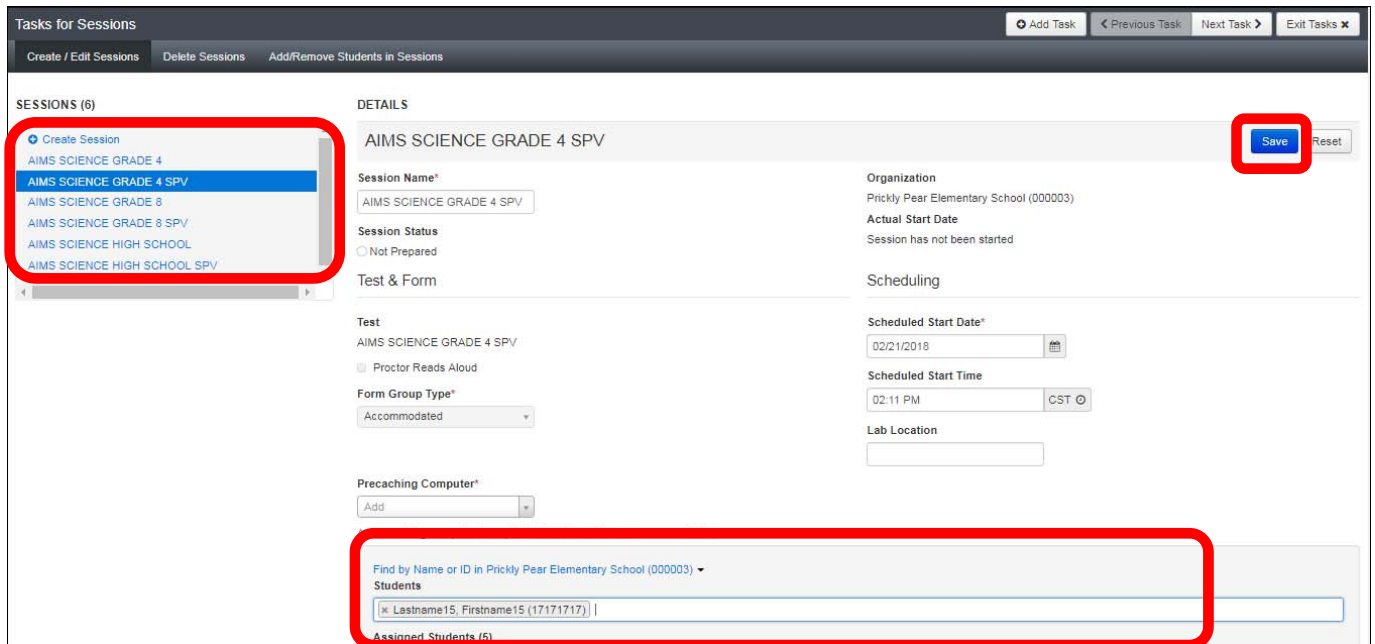
1. Go to the **TESTING** section, from the **Select an action** drop-down menu, select **Sessions**.
2. On the Sessions screen, from the **Start** drop-down menu, select **All Tasks**.



3. On the Tasks for Sessions screen, select the **Add/Remove Students** tab.



4. On the Add/Remove Students in Sessions tab, on the left side of the screen, select the **Session name** in the Sessions list.
5. Under the DETAILS section, select the "Find by" field to select students to add to the session.
6. Place a **check** in the box next to each selected student.
7. Select **Save**.



Preparing for Testing – Tasks for Test Administrators

Once all students have been added and assigned to a session, but no earlier than a couple of days before the scheduled testing day, the AIMS Science District Test Coordinator, School Test Coordinator, or Test Administrator may begin the preparations for testing day.

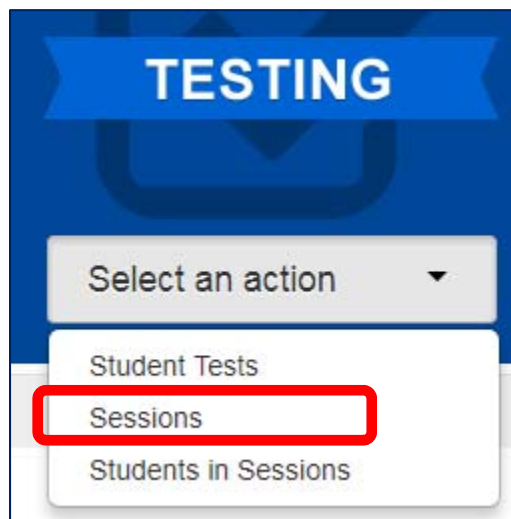
Session Resources

For the online AIMS Science test administration, this school year there is new testing terminology such as Seal Codes, Scheduled Sessions, Session Student Roster, and Testing Tickets, which are considered session resources.

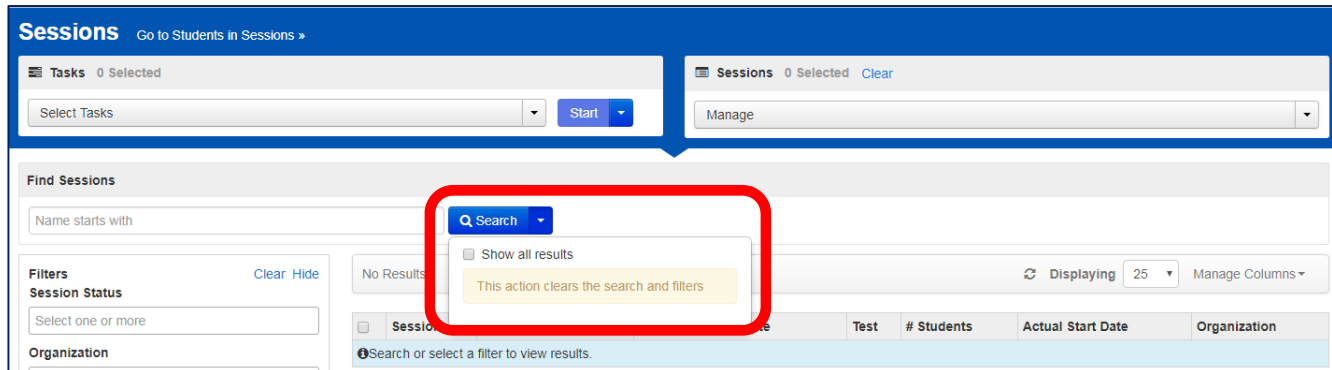
- **Seal Codes** are used to unlock each section of the test. Test Administrators will print out the list of Seal Codes so that they can provide the seal codes to students before administering each section on the testing day.
- **Scheduled Sessions** provides a list of all sessions created for an organization and the status of the session.
- **Session Student Roster** is a list of all students assigned to a session.
- **Testing Tickets** are printed for each student and provide the student's user name and password for logging in to TestNav 8, Pearson's online testing platform.

To access the various session resources in PearsonAccess^{next}:

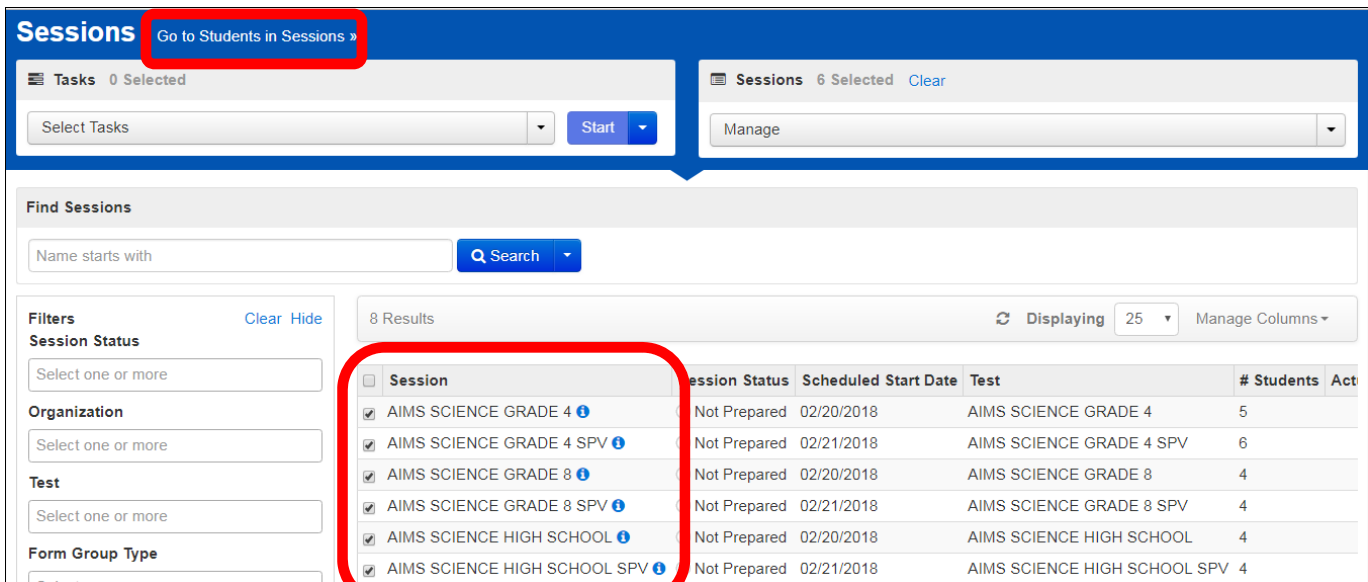
1. Go to the **TESTING** section, from the **Select an action** drop-down menu, select **Sessions**.



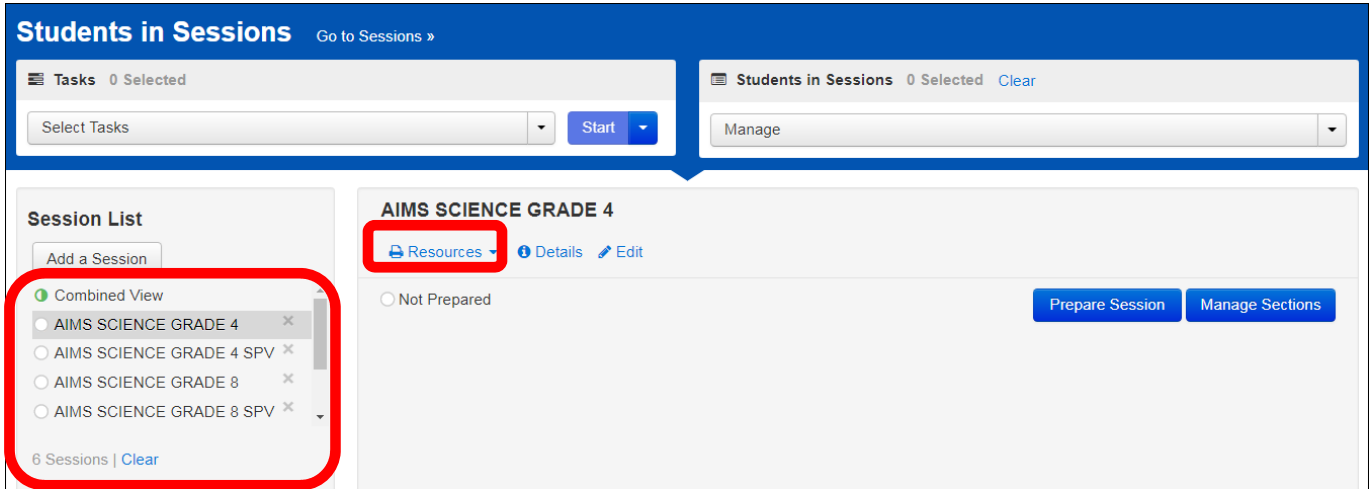
- On the Sessions screen, select the **Search** drop-down menu and **check** the Show All Results check box.



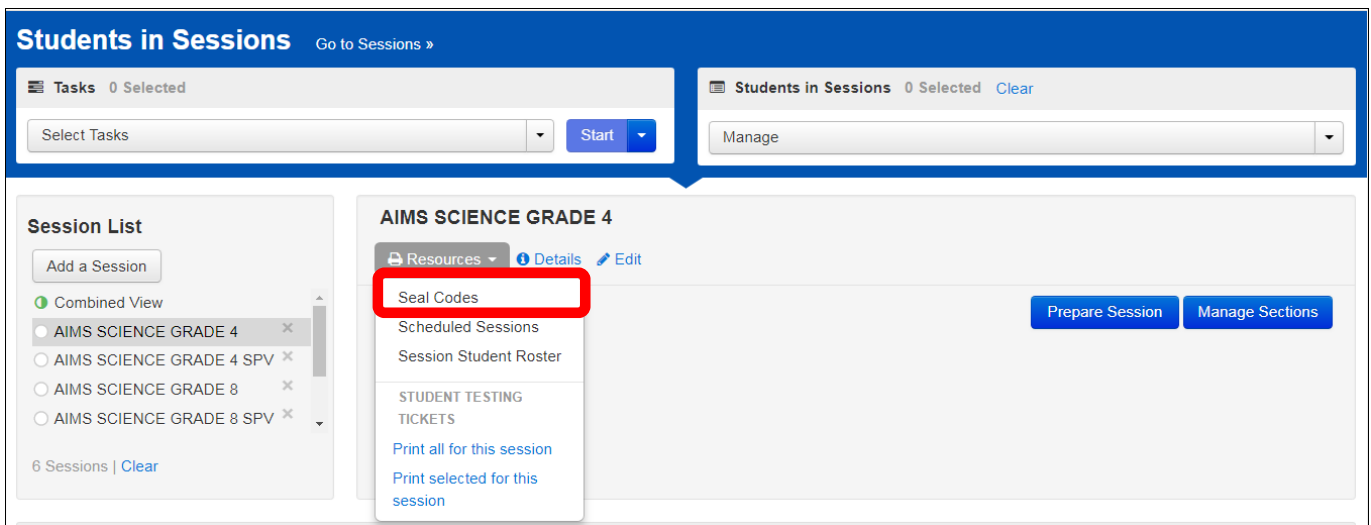
- On the Sessions screen, there are two ways to look at the sessions:
 - place a **check** in the box next to each session name you want to work with, or
 - place a **check** in the box in the header row to select all sessions
- On the top left side of the screen, select the **Go to Students in Sessions** link.



5. On the Students in Sessions screen, on the left side of the screen, select a session name from the Session List.



6. On the **Resources** drop-down menu, select **Seal Codes**.



Seal Codes

- The Seal Codes report will open in a new tab on your internet browser for the selected session. Each session will have a unique Seal Code report.

Note: The Seal Code Report should be treated as **secure** test material.

Seal Codes

Session Name
Test
Start Date
Location

Seal Codes are needed to unlock sections of a test. When a test section is sealed, students cannot proceed into the sealed section of the test.

Each sealed section requires a different Seal Code

The number of Seal Codes you will use is determined by the number of sealed sections in the test. You must use the Seal Codes in the exact order in which they are listed below. For instance, if the table contains two sealed sections, use only the first two Seal Codes and ignore the remainder.

Allow Access to **Section 1: Section 1**, by providing the Seal Code:

3514

Allow Access to **Section 2: Section 2**, by providing the Seal Code:

1866

- Go back to the PearsonAccess^{next} **Students in Sessions** tab on your internet browser. On the **Resources** drop-down menu, select **Scheduled Sessions**.

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

Tasks 0 Selected

Select Tasks [Start](#)

Students in Sessions 0 Selected [Clear](#)

Manage

Session List

[Add a Session](#)

Combined View

- AIMS SCIENCE GRADE 4 ×
- AIMS SCIENCE GRADE 4 SPV ×
- AIMS SCIENCE GRADE 8 ×
- AIMS SCIENCE GRADE 8 SPV ×

6 Sessions | [Clear](#)

AIMS SCIENCE GRADE 4

[Resources](#) [Details](#) [Edit](#)

- Seal Codes
- Scheduled Sessions
- Session Student Roster

STUDENT TESTING TICKETS

[Print all for this session](#)

[Print selected for this session](#)

[Prepare Session](#)
[Manage Sections](#)

Scheduled Sessions

9. The Scheduled Sessions report will open in a new tab in your internet browser.

Session Name	Status	Start Date	Test	Students	Organization	Location
AIMS SCIENCE GRADE 4	Not Prepared		AIMS SCIENCE GRADE 4	5	Prickly Pear Elementary School (000003)	
AIMS SCIENCE GRADE 4 SPV	Not Prepared		AIMS SCIENCE GRADE 4 SPV	6	Prickly Pear Elementary School (000003)	
AIMS SCIENCE GRADE 8	Not Prepared		AIMS SCIENCE GRADE 8	4	Prickly Pear Middle School (000002)	
AIMS SCIENCE GRADE 8 SPV	Not Prepared		AIMS SCIENCE GRADE 8 SPV	4	Prickly Pear Middle School (000002)	
AIMS SCIENCE HIGH SCHOOL	Not Prepared		AIMS SCIENCE HIGH SCHOOL	4	Prickly Pear High School (000001)	
AIMS SCIENCE HIGH SCHOOL SPV	Not Prepared		AIMS SCIENCE HIGH SCHOOL SPV	4	Prickly Pear High School (000001)	

10. Go back to the PearsonAccess^{next} **Students in Sessions** tab on your internet browser. On the **Resources** drop-down menu, select **Session Student Roster**.

The screenshot shows the PearsonAccess^{next} interface for 'Students in Sessions'. The breadcrumb trail is 'Arizona > AIMS Science > Spring 2018 AIMS Science'. The main header includes navigation links for Home, Setup, Testing, Reports, and Support. Below the header, there are two task bars: 'Tasks 0 Selected' and 'Students in Sessions 0 Selected'. The 'Students in Sessions' section is active, showing a 'Session List' on the left with 'AIMS SCIENCE GRADE 4' selected. The main content area is titled 'AIMS SCIENCE GRADE 4' and features a 'Resources' dropdown menu. The dropdown menu is open, showing options: 'Seal Codes', 'Scheduled Sessions', 'Session Student Roster' (highlighted with a red box), 'STUDENT TESTING TICKETS', 'Print all for this session', and 'Print selected for this session'. There are also 'Prepare Session' and 'Manage Sections' buttons.

Session Student Roster

11. The Session Student Roster report will open in a new tab on your internet browser.

Session Student Roster

Test Administration	Spring 2018 AIMS Science	Precaching Computer
Session Status	Not Prepared	Scheduled Start Date 02/20/2018
Session Name	AIMS SCIENCE GRADE 4	Scheduled Start Time 12:56 AM
Organization	Prickly Pear Elementary School (000003)	Actual Start Date
Test	AIMS SCIENCE GRADE 4	Actual Start Time
Proctor Reads Aloud	No	Lab Location
Form Group Type	Main	

5 Results

Student Name	Student Code	Date of Birth	Status	Form/Form Group	Username	Signature
Lastname1, Firstname1	11111111	2006-11-05	Ready		11111111	
Lastname2, Firstname2 R	22222222	2007-07-05	Ready		22222222	
Lastname3, Firstname3 E	33333333	2007-06-02	Ready		33333333	
Lastname4, Firstname4 G	55555555	2007-05-02	Ready		55555555	
Lastname5, Firstname5 M	66666666	2007-01-17	Ready		66666666	

12. Go back to the PearsonAccess^{next} **Students in Sessions** tab on your internet browser. From the **Resources** drop-down menu, you can select whether to print testing tickets for all students in a session (**Print all for this session**) or just for select students (**Print selected for this session**).

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

Tasks 0 Selected

Select Tasks Start

Students in Sessions 0 Selected [Clear](#)

Manage

Session List

[Add a Session](#)

- AIMS SCIENCE GRADE 8
- AIMS SCIENCE GRADE 8 SPV
- AIMS SCIENCE HIGH SCHOOL
- AIMS SCIENCE HIGH SCHOOL SPV

6 Sessions | [Clear](#)

AIMS SCIENCE HIGH SCHOOL

[Resources](#) | [Details](#) | [Edit](#)

- Seal Codes
- Scheduled Sessions
- Session Student Roster
- STUDENT TESTING TICKETS

[Print all for this session](#)

[Print selected for this session](#)

[Prepare Session](#) [Manage Sections](#)

Testing Tickets

13. To print testing tickets for select students:

- a. Enter information into Filters section on the bottom left section.
Note: If you created Testing Groups (pages 37-40 of this document) select the Testing Group Field and a menu of available testing groups will populate.
- b. Place a **check** in the check box by each student you want to print a testing ticket for.
- c. From the **Resources** drop-down menu, select **Print selected for this session**.

The screenshot shows the PearsonAccess interface for AIMS SCIENCE GRADE 4. On the left, there is a 'Session List' with 'AIMS SCIENCE GRADE 4' selected. Below it is a 'Find Students' section with a search bar and filters for Organization, SSID Number, and Testing Group. The 'Testing Group' is set to 'Ms Smith Grade 4'. On the right, the 'Resources' menu is open, showing 'Print selected for this session' highlighted. Below the menu is a table with 2 results:

SSID Number	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
<input checked="" type="checkbox"/> 11111111	Lastname1	Firstname1		11111111	AIMS SCIENCE GRADE 4 (AIMS SCIENCE GRADE 4)	Ready	Main
<input checked="" type="checkbox"/> 22222222	Lastname2	Firstname2	R	22222222	AIMS SCIENCE GRADE 4 (AIMS SCIENCE GRADE 4)	Ready	Main

14. The Testing Tickets will open in a new tab on your browser. From this screen, you may select an option to print one testing ticket per page, or multiple tickets per page.
Note: Testing Tickets should be treated as **secure** test material.

The screenshot shows the 'STUDENT TESTING TICKET' print format selection screen. At the top, there is a dropdown menu for 'Select a print format' set to 'Multiple Per Page'. Below this are two columns of student information:

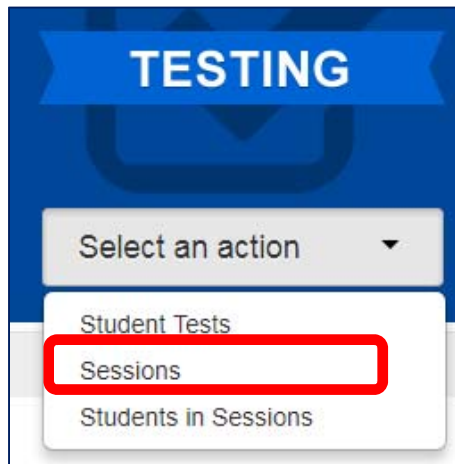
STUDENT TESTING TICKET		STUDENT TESTING TICKET	
Student:	Lastname1, Firstname1	Student:	Lastname2, Firstname2 R
SSID:	11111111	SSID:	22222222
Session:	AIMS SCIENCE GRADE 4	Session:	AIMS SCIENCE GRADE 4
Date of Birth:	11/05/2006	Date of Birth:	07/05/2007
Test:	AIMS SCIENCE GRADE 4	Test:	AIMS SCIENCE GRADE 4
Select Arizona in the application.		Select Arizona in the application.	
Username:	11111111	Password:	255412
Username:	22222222	Password:	d3b9ad

Preparing a Session

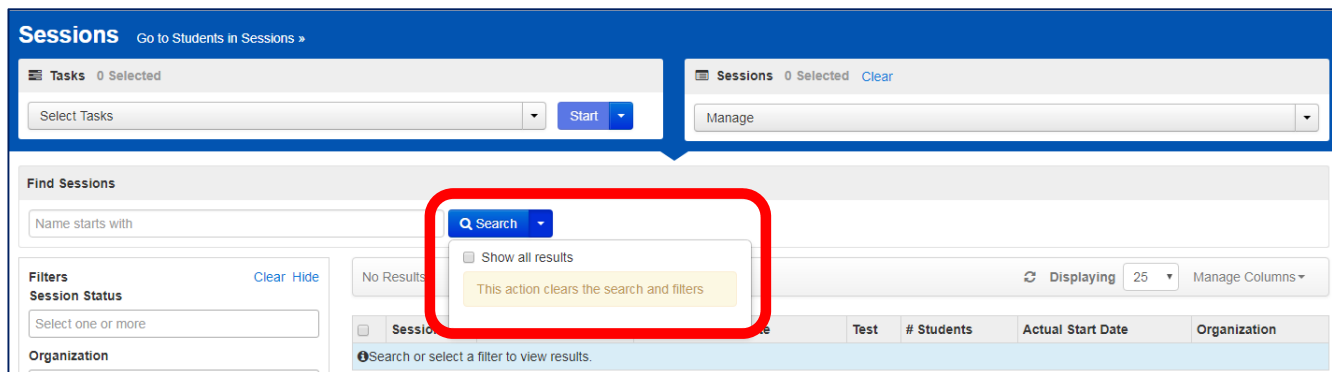
Preparing a Session is the action that links the students in the Session with their assigned form in TestNav 8, Pearson’s online testing platform. This step must be done prior to the first day of testing and can take time to complete this task, depending on how many students are in a Session.

To prepare for a test session in PearsonAccess^{next}:

1. Go to the **TESTING** section, from the **Select an action** drop-down menu, select **Sessions**.



2. On the Sessions screen, select the **Search** drop-down menu and check the **Show All Results** check box.



3. On the Sessions screen, there are two ways to select sessions:
 - a. place a **check** in the box next to each session name you want to work with, or
 - b. place a **check** in the box in the header row to select all sessions.
4. On the top left side of the screen, select the **Go to Students in Sessions** link.

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

Tasks 0 Selected Sessions 6 Selected [Clear](#)

Find Sessions

Name starts with [Search](#)

8 Results Displaying 25 [Manage Columns](#)

<input type="checkbox"/>	Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date
<input checked="" type="checkbox"/>	AIMS SCIENCE GRADE 4	<input type="radio"/> Not Prepared	02/20/2018	AIMS SCIENCE GRADE 4	5	
<input checked="" type="checkbox"/>	AIMS SCIENCE GRADE 4 SPV	<input type="radio"/> Not Prepared	02/21/2018	AIMS SCIENCE GRADE 4 SPV	6	
<input checked="" type="checkbox"/>	AIMS SCIENCE GRADE 8	<input type="radio"/> Not Prepared	02/20/2018	AIMS SCIENCE GRADE 8	4	
<input checked="" type="checkbox"/>	AIMS SCIENCE GRADE 8 SPV	<input type="radio"/> Not Prepared	02/21/2018	AIMS SCIENCE GRADE 8 SPV	4	
<input checked="" type="checkbox"/>	AIMS SCIENCE HIGH SCHOOL	<input type="radio"/> Not Prepared	02/20/2018	AIMS SCIENCE HIGH SCHOOL	4	
<input checked="" type="checkbox"/>	AIMS SCIENCE HIGH SCHOOL SPV	<input type="radio"/> Not Prepared	02/21/2018	AIMS SCIENCE HIGH SCHOOL SPV	4	

5. On the Students in Sessions screen, there are two ways to look at the sessions:
 - a. select a session name from the **Session List**, or
 - b. select the combined view to manage all the sessions at the same time.

Note: This task should be completed a day or two in advance of the scheduled testing day. Depending on the number of students assigned to the session, this could take several minutes.
6. Click the **Prepare Session** button.

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

Tasks 0 Selected Students in Sessions 2 Selected [Clear](#)

Session List [Add a Session](#)

- Combined View
- AIMS SCIENCE GRADE 4
- AIMS SCIENCE GRADE 4 SPV
- AIMS SCIENCE GRADE 8
- AIMS SCIENCE GRADE 8 SPV

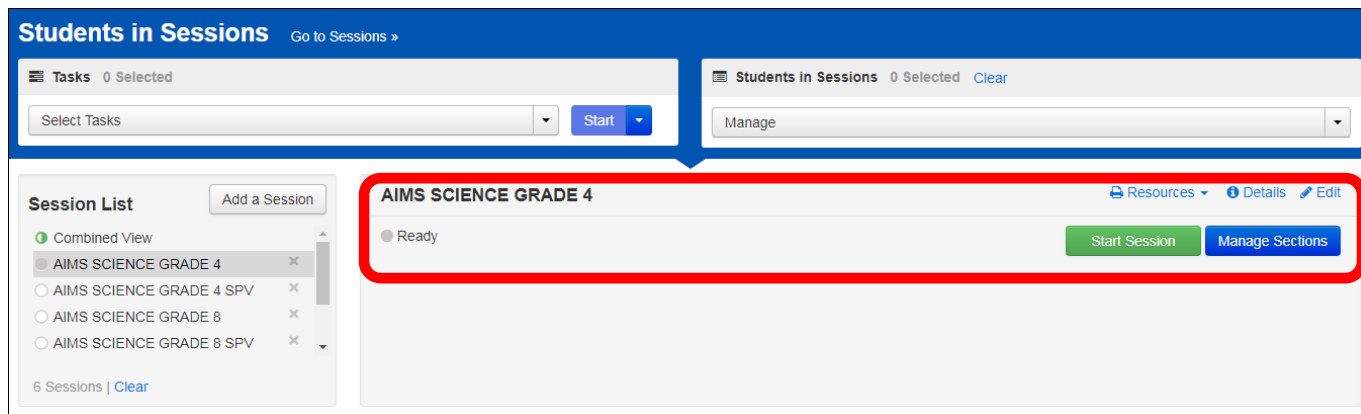
6 Sessions | [Clear](#)

AIMS SCIENCE GRADE 4

Not Prepared

[Prepare Session](#) [Manage Sections](#)

- When all test forms are assigned, the Session will show as Ready and the green Start Session button will appear.

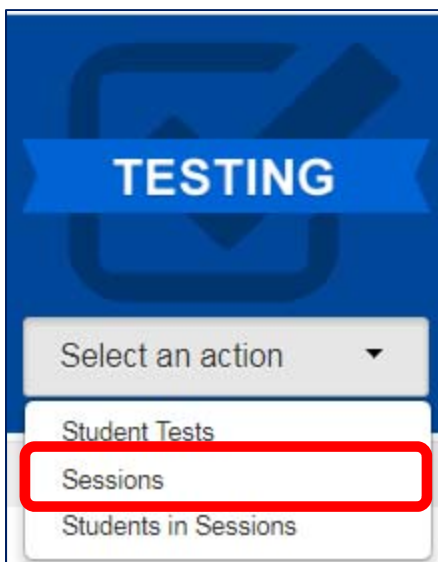


AIMS Science Testing Conditions and Accommodations

Universal Test Administration Conditions are specific testing situations and conditions that may be offered to any student in order to provide him/her a comfortable and distraction-free environment. Universal Tools such as Color Contrast, Answer Masking, Line Reader, and the Magnifier Tool are available in TestNav for all students.

Students who require specific test settings or testing accommodations must have those set before the student signs in to TestNav to begin testing. The selections made in PearsonAccess^{next} will turn on the tools as soon as the student signs in to TestNav, rather than the student turning on the tools through the User Menu in TestNav. If a student's accommodations are not set prior to sign in, ask the student to sign out of the test and follow the directions below to set the accommodations.

- To manage the test settings for a student, from the Home page, select **Sessions** from the Testing drop down menu.



- On the Sessions screen, click the **Search** drop down menu and check the **Show all results** check box. Next, place a check in the check box for the student's test session, then click the Go to Students in Sessions link.

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

Tasks 0 Selected Sessions 6 Selected [Clear](#)

Select Tasks Manage

Start

Find Sessions

Name starts with

Search Show all results

This action clears the search and filters

6 Results Displaying 25 Manage Columns

Session	Ready	Scheduled Start Date	Test	# Students	Actual Start Date
<input checked="" type="checkbox"/> AIMS SCIENCE GRADE 4	<input type="radio"/> Ready	10/30/2017	AIMS SCIENCE GRADE 4	9	
<input checked="" type="checkbox"/> AIMS SCIENCE GRADE 4 SPV	<input type="radio"/> Not Prepared	02/21/2018	AIMS SCIENCE GRADE 4 SPV	5	
<input checked="" type="checkbox"/> AIMS SCIENCE GRADE 8	<input checked="" type="radio"/> In Progress	10/30/2017	AIMS SCIENCE GRADE 8	3	02/21/2018 07:05:20 PM
<input checked="" type="checkbox"/> AIMS SCIENCE GRADE 8 SPV	<input type="radio"/> Not Prepared	02/21/2018	AIMS SCIENCE GRADE 8 SPV	4	
<input checked="" type="checkbox"/> AIMS SCIENCE HIGH SCHOOL	<input type="radio"/> Not Prepared	02/21/2018	AIMS SCIENCE HIGH SCHOOL	4	
<input checked="" type="checkbox"/> AIMS SCIENCE HIGH SCHOOL SPV	<input type="radio"/> Not Prepared	02/21/2018	AIMS SCIENCE HIGH SCHOOL SPV	4	

- On the Students in Sessions screen, select a session from the **Session List**, then place a check in the check box by the desired student test. **Select Student Tests.**

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

Tasks 0 Selected Students in Sessions 1 Selected [Clear](#)

Select Tasks Manage

Start

Session List [Add a Session](#)

- Combined View
- AIMS SCIENCE GRADE 4
- AIMS SCIENCE GRADE 4 SPV
- AIMS SCIENCE GRADE 8
- AIMS SCIENCE GRADE 8 SPV

6 Sessions | [Clear](#)

AIMS SCIENCE GRADE 4 [Resources](#) [Details](#) [Edit](#)

Ready [Start Session](#) [Manage Sections](#)

All Tasks
Student Test Statuses
Student Tests

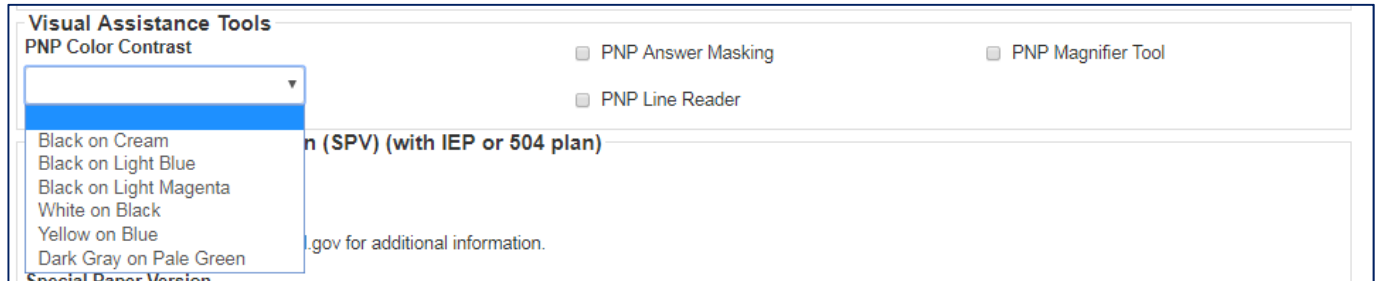
Find Students [In the selected session\(s\) above](#)

Search

9 Results Displaying 25 Manage Columns

SSID Number	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
<input type="checkbox"/> 11000111	RENEELNX	RENEELNX	R	6726619251	AIMS SCIENCE GRADE 4 (AIMS SCIENCE GRADE 4)	<input type="checkbox"/> Ready	Main
<input type="checkbox"/> 11000112	RENEELNY	RENEELNX	S	1143268024	AIMS SCIENCE GRADE 4 (AIMS SCIENCE GRADE 4)	<input type="checkbox"/> Ready	Main
<input type="checkbox"/> 11000113	RENEELNZ	RENEELNX	T	0484543446	AIMS SCIENCE GRADE 4 (AIMS SCIENCE GRADE 4)	<input type="checkbox"/> Ready	Main
<input type="checkbox"/> 11000114	RENEELNA	RENEELNX	A	2747634156	AIMS SCIENCE GRADE 4 (AIMS SCIENCE GRADE 4)	<input type="checkbox"/> Ready	Main
<input type="checkbox"/> 11000115	RENEELNB	RENEELNX	B	4244053203	AIMS SCIENCE GRADE 4 (AIMS SCIENCE GRADE 4)	<input type="checkbox"/> Ready	Main
<input checked="" type="checkbox"/> 22222222	Lastname2	Firstname2	R	22222222	AIMS SCIENCE GRADE 4 (AIMS SCIENCE GRADE 4)	<input type="checkbox"/> Ready	Main

4. On the Student Tests screen, find the Visual Assistance Tools section to turn the Universal Tools on as needed. Use the PNP Color Contrast drop down menu to select specific Color Contrast settings, or place a check in the check box for each of the desired tools.



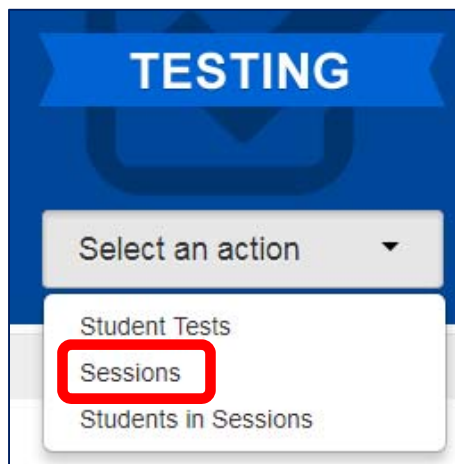
Testing Day Activities

Starting a Session and Unlocking Student Tests

On testing day, a test session must be started and students present for testing must be unlocked by the test administrator before the students can log into TestNav 8 with their credentials supplied in the Testing Ticket (see Testing Ticket section page 53).

To start a session on the day of testing in PearsonAccess^{next}:

1. Go to the **TESTING** section, from the **Select an action** drop-down menu, select **Sessions**.



2. On the Sessions screen, there are two ways to select sessions:
 - a. place a **check** in the box next to each session name you want to work with, or
 - b. place a **check** the box in the header row to select all sessions.
3. On the top left side of the screen, select the **Go to Students in Sessions** link.

The screenshot shows the 'Sessions' interface. At the top left, the 'Go to Students in Sessions' link is highlighted with a red box. Below this, there are two panels: 'Tasks' (0 Selected) and 'Sessions' (6 Selected). The 'Sessions' panel includes a 'Manage' dropdown. Below these is a 'Find Sessions' section with a search bar and a 'Search' button. On the left, there are filter sections for 'Session Status', 'Organization', 'Test', and 'Form Group Type'. The main area displays a table with 6 results. The first three rows of the table are highlighted with a red box. The table columns are: Session, Session Status, Scheduled Start Date, Test, # Students, and Act.

Session	Session Status	Scheduled Start Date	Test	# Students	Act
<input checked="" type="checkbox"/> AIMS SCIENCE GRADE 4	Ready	10/30/2017	AIMS SCIENCE GRADE 4	9	
<input checked="" type="checkbox"/> AIMS SCIENCE GRADE 4 SPV	Not Prepared	02/21/2018	AIMS SCIENCE GRADE 4 SPV	5	
<input checked="" type="checkbox"/> AIMS SCIENCE GRADE 8	In Progress	10/30/2017	AIMS SCIENCE GRADE 8	3	02/207.C
<input checked="" type="checkbox"/> AIMS SCIENCE GRADE 8 SPV	Not Prepared	02/21/2018	AIMS SCIENCE GRADE 8 SPV	4	
<input checked="" type="checkbox"/> AIMS SCIENCE HIGH SCHOOL	Not Prepared	02/21/2018	AIMS SCIENCE HIGH SCHOOL	4	
<input checked="" type="checkbox"/> AIMS SCIENCE HIGH SCHOOL SPV	Not Prepared	02/21/2018	AIMS SCIENCE HIGH SCHOOL SPV	4	

4. On the Students in Sessions screen, select the session name from the Session List.
5. If you are not sure which session your student is assigned to, there are two ways to find the student:
 - a. Select Combined View in the Session List and enter information into the Filters section on the bottom left section, or
 - b. Select a session from the Session List and scroll through the list of students assigned to each of the sessions.

Note: If you created Testing Groups, you may click in the Testing Group field to activate the Testing Group drop-down menu to select the appropriate group.

6. Take note of the Session name listed for the students present for testing.
7. Test Administrators have the option to start each session individually by clicking on each session in the Session List, or starting multiple sessions by using the Combined View in the Session List.
8. Click the **Start Session** button for individual sessions, or the **Start All Sessions** button if you are using the combined view.

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

Tasks 0 Selected Students in Sessions 0 Selected

Session List

- Combined View
- AIMS SCIENCE GRADE 4
- AIMS SCIENCE GRADE 4 SPV
- AIMS SCIENCE GRADE 8
- AIMS SCIENCE GRADE 8 SPV

6 Sessions | [Clear](#)

AIMS SCIENCE GRADE 4

Ready

Find Students [In the selected session\(s\) above](#)

Filters [Clear Hide](#)

Organization

Select one or more

SSID Number

Starts with

Starts with

Testing Group

Select one or more

9 Results Displaying 25

SSID Number	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
11000111	RENEELNX	RENEELNX	R	6726619251	AIMS SCIENCE GRADE 4 (AIMS SCIENCE GRADE 4)	<input type="button" value="Ready"/>	Main
11000112	RENEELNY	RENEELNX	S	1143268024	AIMS SCIENCE GRADE 4 (AIMS SCIENCE GRADE 4)	<input type="button" value="Ready"/>	Main
11000113	RENEELNZ	RENEELNX	T	0484543446	AIMS SCIENCE GRADE 4 (AIMS SCIENCE GRADE 4)	<input type="button" value="Ready"/>	Main
11000114	RENEELNA	RENEELNX	A	2747634156	AIMS SCIENCE GRADE 4 (AIMS SCIENCE GRADE 4)	<input type="button" value="Ready"/>	Main
11000115	RENEELNB	RENEELNX	B	4244053203	AIMS SCIENCE GRADE 4 (AIMS SCIENCE GRADE 4)	<input type="button" value="Ready"/>	Main

9. When a test session is started in PearsonAccess^{next}, all tests are locked. Test Administrators must unlock a student's test before the student is able to log into TestNav to begin testing.

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

Tasks 0 Selected Students in Sessions 0 Selected

Session List

- Combined View
- AIMS SCIENCE GRADE 4
- AIMS SCIENCE GRADE 4 SPV
- AIMS SCIENCE GRADE 8
- AIMS SCIENCE GRADE 8 SPV

6 Sessions | [Clear](#)

AIMS SCIENCE GRADE 4

In Progress

AIMS SCIENCE GRADE 4 (9 Student Tests)

Find Students [In the selected session\(s\) above](#)

Filters [Clear Hide](#)

Organization

Select one or more

SSID Number

Starts with

Starts with

9 Results Displaying 25

SSID Number	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
11000111	RENEELNX	RENEELNX	R	6726619251	AIMS SCIENCE GRADE 4 (AIMS SCIENCE GRADE 4)	<input type="button" value="Ready"/>	Main
11000112	RENEELNY	RENEELNX	S	1143268024	AIMS SCIENCE GRADE 4 (AIMS SCIENCE GRADE 4)	<input type="button" value="Ready"/>	Main
11000113	RENEELNZ	RENEELNX	T	0484543446	AIMS SCIENCE GRADE 4 (AIMS SCIENCE GRADE 4)	<input type="button" value="Ready"/>	Main

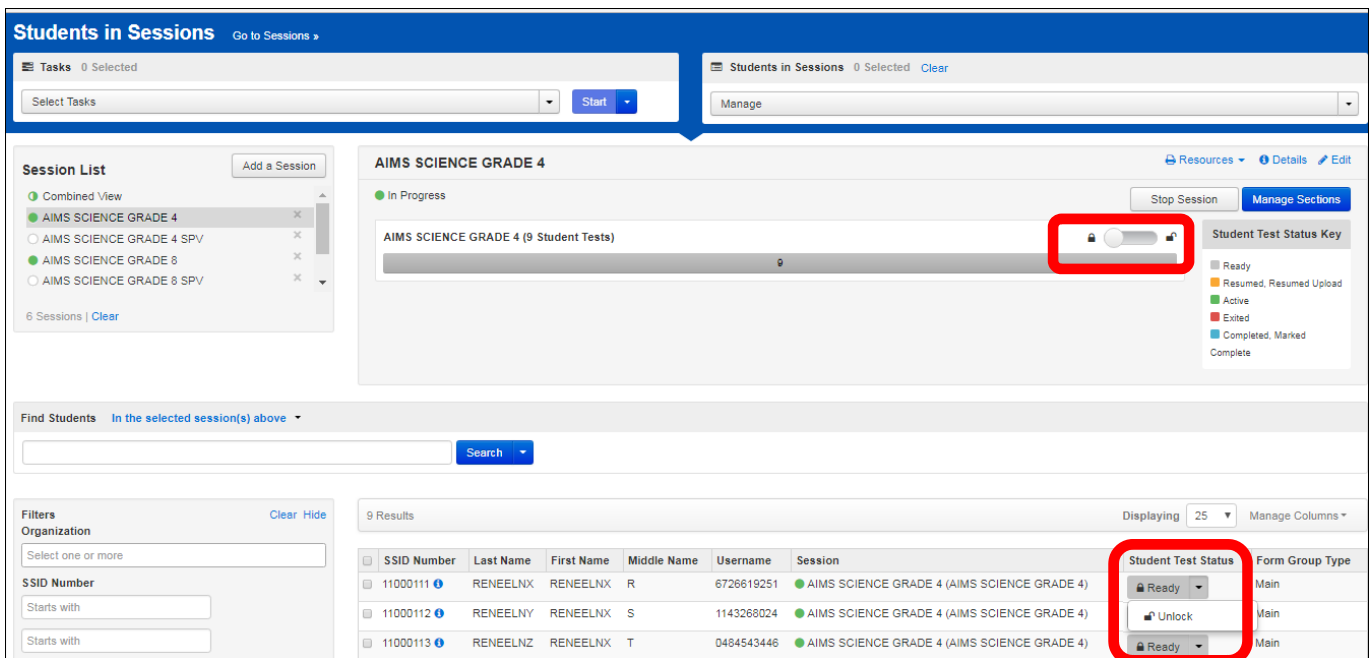
Student Test Status Key

-
-
-
-
-

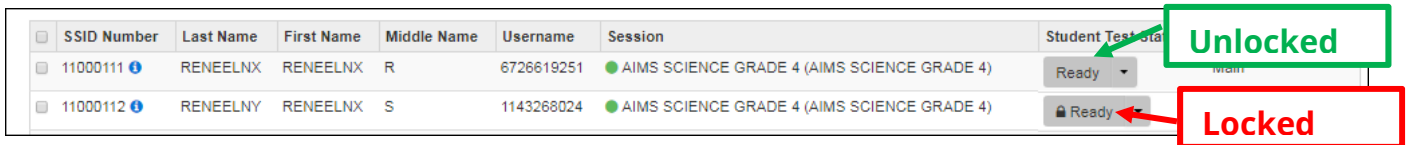
10. There are two ways to unlock tests for students

- a. For all students in a session, in the top portion of the screen, click and drag the lock/unlock switch to unlock all tests in a session. This method may be used for a single session, or with multiple sessions using the Combined View, or
- b. For individual students, in the bottom portion of the screen, click the Student Test Status drop down menu and select unlock for each student present for testing.

Note: If you created Testing Groups, you may click in the Testing Group field to activate the Testing Group drop-down menu to select the appropriate group.



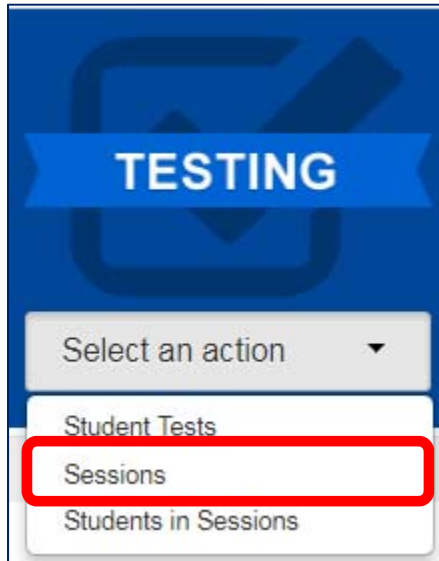
Verify the Student Test Status before the student attempts to Sign In to TestNav. The Student Test Status should be "Ready" and the lock icon should not be visible in the status box.



Managing Test Sections

PearsonAccess^{next} may be used to monitor a student's test progress and set students to begin a specific test section if a student is testing out of order.

1. To manage test sections, from the Home page, select **Sessions** from the Testing drop down menu.



- On the Sessions screen, click the **Search** drop down menu and check the **Show all results** check box. Next, place a check in the check box for the student's test session, then click the Go to Students in Sessions link.

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

Tasks 0 Selected Start Sessions 6 Selected Clear Manage

Find Sessions

Name starts with

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

6 Results Search Show all results This action clears the search and filters Displaying 25 Manage Columns

<input type="checkbox"/>	Session	Status	Scheduled Start Date	Test	# Students	Actual Start Date	Organization
<input checked="" type="checkbox"/>	MS SCIENCE GRADE 4	In Progress	10/30/2017	AIMS SCIENCE GRADE 4	9	02/21/2018 08:55:15 PM	Renee-District01
<input checked="" type="checkbox"/>	MS SCIENCE GRADE 4 SPV	Not Prepared	02/21/2018	AIMS SCIENCE GRADE 4 SPV	5		Renee-District01
<input checked="" type="checkbox"/>	MS SCIENCE GRADE 8	In Progress	10/30/2017	AIMS SCIENCE GRADE 8	3	02/21/2018 07:05:20 PM	Renee-District01
<input checked="" type="checkbox"/>	MS SCIENCE GRADE 8 SPV	Not Prepared	02/21/2018	AIMS SCIENCE GRADE 8 SPV	4		Renee-District01
<input checked="" type="checkbox"/>	MS SCIENCE HIGH SCHOOL	Not Prepared	02/21/2018	AIMS SCIENCE HIGH SCHOOL	4		Renee-District01
<input checked="" type="checkbox"/>	MS SCIENCE HIGH SCHOOL SPV	Not Prepared	02/21/2018	AIMS SCIENCE HIGH SCHOOL SPV	4		Renee-District01

- On the Students in Sessions screen, select a session from the **Session List**, then click the Manage Sections button.

Students in Sessions [Go to Sessions](#)

Tasks: 0 Selected [Start](#)

Students in Sessions: 0 Selected [Clear](#)

Session List [Add a Session](#)

- Combined View
- AIMS SCIENCE GRADE 4
- AIMS SCIENCE GRADE 4 SPV
- AIMS SCIENCE GRADE 8
- AIMS SCIENCE GRADE 8 SPV

6 Sessions | [Clear](#)

AIMS SCIENCE GRADE 4 [Resources](#) [Details](#) [Edit](#)

In Progress [Stop Session](#) [Manage Sections](#)

AIMS SCIENCE GRADE 4 (9 Student Tests) [Mixed](#)

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:

SSID Number:

Starts with:

9 Results Displaying 25 [Manage Columns](#)

SSID Number	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
11000111	RENEELNX	RENEELNX	R	6726619251	AIMS SCIENCE GRADE 4 (AIMS SCIENCE GRADE 4)	Ready	Main
11000112	RENEELNY	RENEELNX	S	1143268024	AIMS SCIENCE GRADE 4 (AIMS SCIENCE GRADE 4)	Ready	Main

4. The Manage Sections screen may be used to manage the entire session, or individual student tests. The top portion of the screen is used for managing the entire session. By clicking the **Set Current Section for All** button, the Test Administrator can move students to begin a desired section. Each row represents a test section in AIMS Science. To set a session to the desired test section, click the **Set Current Section for All** button on the corresponding row of the desired test section, then click **Save**.

MANAGE SECTIONS [Save](#) [Reset](#)

Session: [AIMS SCIENCE GRADE 4](#) AIMS SCIENCE GRADE 4 (9 Student Tests) [Refresh](#)

	Not Started	Started	Completed	Current	
Part 1	9	0	0	0	Set Current Section for All
Part 2	9	0	0	0	Set Current Section for All

9 Results [Clear Filters](#) Displaying 25

Students

Student Number	Last Name	First Name	Student Test Status	Section Status		
				1	2	Current Section
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
22222222	Lastname2	Firstname2	Ready	N	N	<input type="radio"/> 1 <input type="radio"/> 2
33333333	Lastname3	Firstname3	Ready	N	N	<input type="radio"/> 1 <input type="radio"/> 2

5. The lower portion of the screen is used to monitor status and manage test sections for individual students. The Section Status portion of the screen may be used to monitor a student's progress through the test. Each section of the test is represented in the Section Status columns. In each student row, a bubble reports the status for each test section
 - a. N - Not Started
 - b. S - Started
 - c. C - Completed

Students						
Student Number	Last Name	First Name	Student Test Status	Section Status		Current Section
				1	2	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
22222222	Lastname2	Firstname2	Ready	N	N	<input type="radio"/> 1 <input type="radio"/> 2
33333333	Lastname3	Firstname3	Ready	N	N	<input type="radio"/> 1 <input type="radio"/> 2
55555555	Lastname4	Firstname4	Ready	N	N	<input type="radio"/> 1 <input type="radio"/> 2

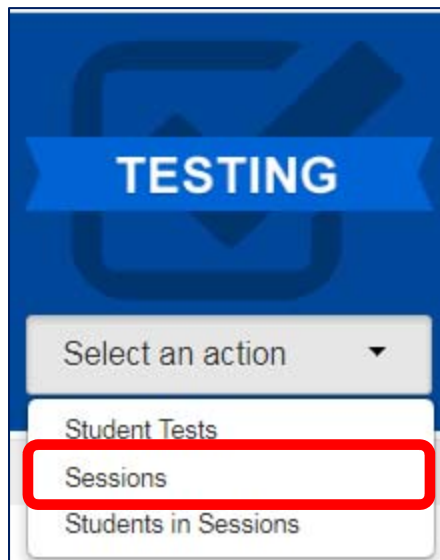
6. The Current Section portion of the screen may be used to move students to a desired test section. To set the current section for a student, click the radio button for the desired test section, then click **Save**.

Students						
Student Number	Last Name	First Name	Student Test Status	Section Status		Current Section
				1	2	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
22222222	Lastname2	Firstname2	Ready	N	N	<input type="radio"/> 1 <input type="radio"/> 2
33333333	Lastname3	Firstname3	Ready	N	N	<input type="radio"/> 1 <input type="radio"/> 2
55555555	Lastname4	Firstname4	Ready	N	N	<input type="radio"/> 1 <input type="radio"/> 2
66666666	Lastname5	Firstname5	Ready	N	N	<input type="radio"/> 1 <input type="radio"/> 2
11000114	RENEELNA	RENEELNX	Ready	N	N	<input type="radio"/> 1 <input type="radio"/> 2
11000115	RENEELNB	RENEELNX	Ready	N	N	<input type="radio"/> 1 <input type="radio"/> 2
11000111	RENEELNX	RENEELNX	Ready	N	N	<input type="radio"/> 1 <input type="radio"/> 2
11000112	RENEELNY	RENEELNX	Ready	N	N	<input type="radio"/> 1 <input type="radio"/> 2
11000113	RENEELNZ	RENEELNX	Ready	N	N	<input type="radio"/> 1 <input type="radio"/> 2

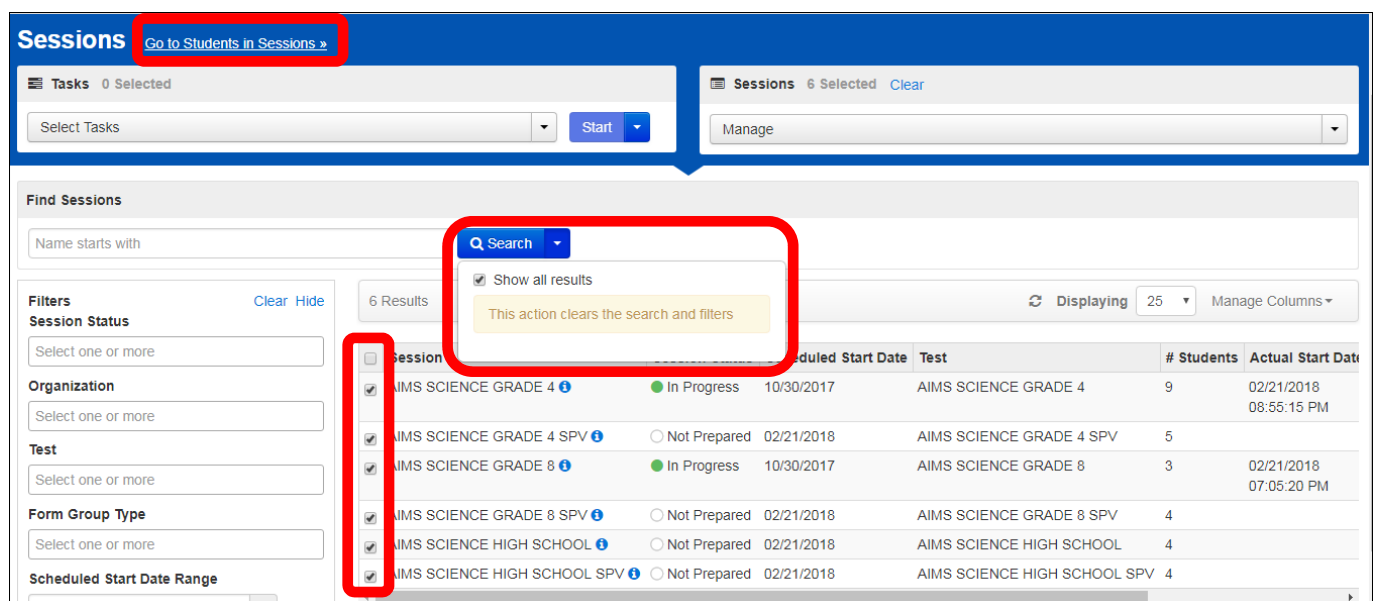
Resuming a Student Test

When a student signs out of TestNav or if a test times out, the student's test status changes to Exited, and the student's test must be resumed before the student may sign in to TestNav to complete testing.

1. To resume a student test, from the Home page, select **Sessions** from the Testing drop down menu.



2. On the Sessions screen, click the **Search** drop down menu and check the **Show all results** check box. Next, place a check in the check box for the student's test session, then click the Go to Students in Sessions link.



- On the Students in Sessions screen, select a session from the **Session List**, then place a check in the check box by the desired student test. The Student Test Status will be "Exited". Next, select All Tasks from the **Start** drop down menu.

The screenshot shows the 'Students in Sessions' interface. On the left, the 'Session List' is visible with 'AIMS SCIENCE GRADE 8' selected. The 'Start' dropdown menu is open, showing 'All Tasks' selected. Below, a table lists students with their 'Student Test Status' column highlighted, showing 'Exited' for the selected student.

SSID Number	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
<input type="checkbox"/>	77777777	Lastname6	Firstname6	P	77777777	Completed	Main
<input checked="" type="checkbox"/>	99999999	Lastname8	Firstname8	A	99999999	Exited	Main
<input type="checkbox"/>	10101010	Lastname9	Firstname9	J	10101010	Ready	Main

- On the Resume Student Tests tab, place a check in the Students in Sessions check box, and then click the **Resume** button.

The screenshot shows the 'Resume Student Tests' interface. The 'Resume Student Tests' tab is active. A table shows 'STUDENTS IN SESSIONS (1)' with a check box selected for the student. The 'Resume' button is highlighted.

STUDENT NAME (CODE)	SESSION (STUDENT TEST)	STUDENT TEST STATUS
<input checked="" type="checkbox"/> Lastname8, Firstname8 A (99999999)	AIMS SCIENCE GRADE 8 (AIMS SCIENCE GRADE 8)	Exited

- A confirmation page will show the Student Test Status as Resumed. The student may sign in to TestNav with the credentials supplied on the test ticket.

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

Mark Student Tests Complete **Resume Student Tests** Add Students to Sessions Remove Students from Sessions Move Students between Sessions Manage Student Tests

Manage Sections

Success
Changes saved

Resume Student Tests Resume Reset

STUDENTS IN SESSIONS (1)		DETAILS	
<input type="checkbox"/> STUDENT NAME (CODE)		SESSION (STUDENT TEST)	STUDENT TEST STATUS
<input type="checkbox"/> Lastname8, Firstname8 A (999999999) ⓘ		● AIMS SCIENCE GRADE 8 (AIMS SCIENCE GRADE 8)	Resumed

This action is not reversible.

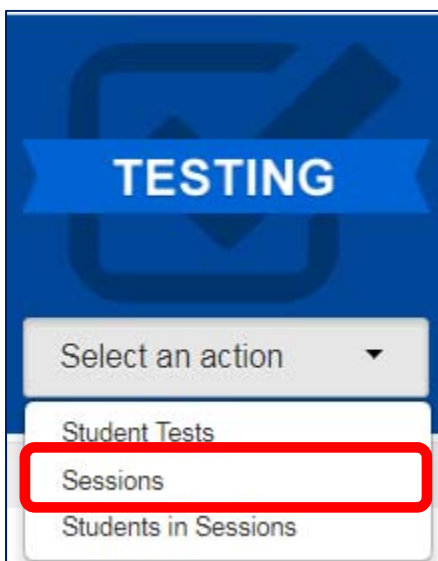
* Required

Resume Reset

Mark Student Tests Complete

There are 2 sections in the AIMS Science test. At the end of Section 1, the student submits their answers. At the end of Section 2, the student will "Submit Final Answers". Submitting final answers completes the test in the system so that it is scored. If test sessions are completed out of order, at the end of Section 2, students should be instructed to Sign Out of TestNav using the User Dropdown Menu, rather than submitting final answers. Once the two test sections are completed, Test Administrators must Complete the tests in PearsonAccess^{next}.

- To Complete a student test, from the Home page, select **Sessions** from the Testing drop down menu.



- On the Sessions screen, click the **Search** drop down menu and check the **Show all results** check box. Next, place a check in the check box for the student's test session, then click the Go to Students in Sessions link.

The screenshot shows the 'Sessions' interface. At the top, there are two tabs: 'Tasks' (0 Selected) and 'Sessions' (6 Selected). Below the tabs are search and filter options. A red box highlights the 'Go to Students in Sessions' link. Another red box highlights the 'Search' dropdown menu, which is open to show the 'Show all results' checkbox. A third red box highlights the 'Show all results' checkbox. Below the search options is a table of sessions with columns: Session, Status, Scheduled Start Date, Test, # Students, and Actual Start Date. The table contains six rows of session data. A red box highlights the first row of the table.

- On the Students in Sessions screen, select a session from the **Session List**, then place a check in the check box by the desired student test. Next, select All Tasks from the **Start** drop down menu.

The screenshot shows the 'Students in Sessions' interface. At the top, there are two tabs: 'Tasks' (0 Selected) and 'Students in Sessions' (1 Selected). Below the tabs are search and filter options. A red box highlights the 'Session List' on the left, which shows a list of sessions with checkboxes. Another red box highlights the 'Start' dropdown menu, which is open to show the 'All Tasks' option. Below the session list is a progress bar for 'AIMS SCIENCE GRADE 8 (3 Student Tests)'. A red box highlights the 'All Tasks' option in the 'Start' dropdown. Below the progress bar is a table of students with columns: SSID Number, Last Name, First Name, Middle Name, Username, Session, Student Test Status, and Form Group Type. The table contains three rows of student data. A red box highlights the first row of the table. Another red box highlights the 'Student Test Status' dropdown menu, which is open to show the 'Completed' option.

- On the Mark Student Test Complete tab, type the reason the test is being marked complete. Next, place a check in the checkbox by the desired student test, then click the Mark Complete button.

Tasks for Students in Sessions

Mark Student Tests Complete Resume Student Tests Add Students to Sessions Remove Students from Sessions Move Students between Sessions Manage Student Tests

Manage Sections

Mark Student Tests Complete Mark Complete Reset

Reason*
Student completed both sections.

Use the same Reason for checked Students in Sessions

STUDENTS IN SESSIONS (1)	DETAILS	STUDENT TEST STATUS
<input type="checkbox"/> STUDENT NAME (CODE)	SESSION (STUDENT TEST)	
<input checked="" type="checkbox"/> Lastname8, Firstname8 A (99999999) ⓘ	AIMS SCIENCE GRADE 8 (AIMS SCIENCE GRADE 8)	Resumed

This action is not reversible.

* Required

Mark Complete Reset

- A confirmation screen will show the Student Test Status been updated to “Marked Complete.”

Tasks for Students in Sessions

Mark Student Tests Complete Resume Student Tests Add Students to Sessions Remove Students from Sessions Move Students between Sessions Manage Student Tests

Manage Sections

Mark Student Tests Complete Mark Complete Reset

Reason*

Use the same Reason for checked Students in Sessions

STUDENTS IN SESSIONS (1)	DETAILS	STUDENT TEST STATUS
<input type="checkbox"/> STUDENT NAME (CODE)	SESSION (STUDENT TEST)	
<input checked="" type="checkbox"/> Lastname8, Firstname8 A (99999999) ⓘ	AIMS SCIENCE GRADE 8 (AIMS SCIENCE GRADE 8)	Marked Complete

This action is not reversible.

* Required

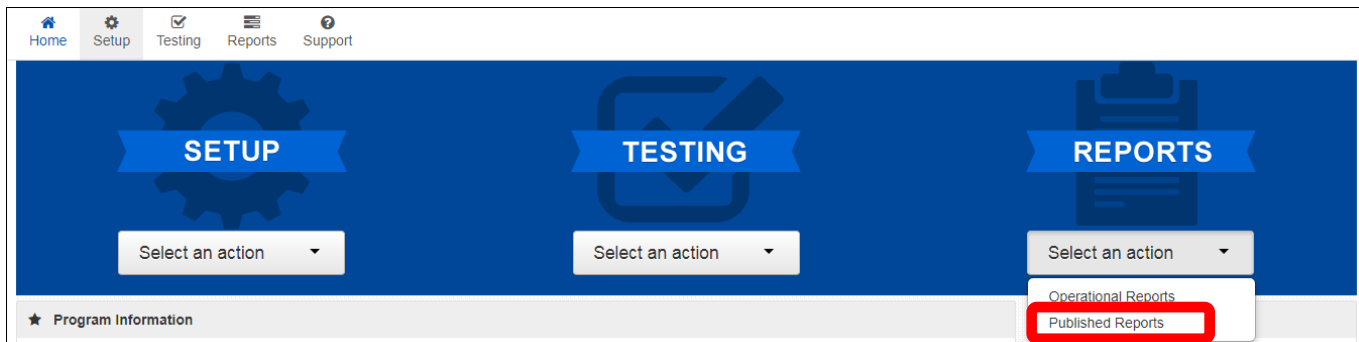
Mark Complete Reset

View Test Results

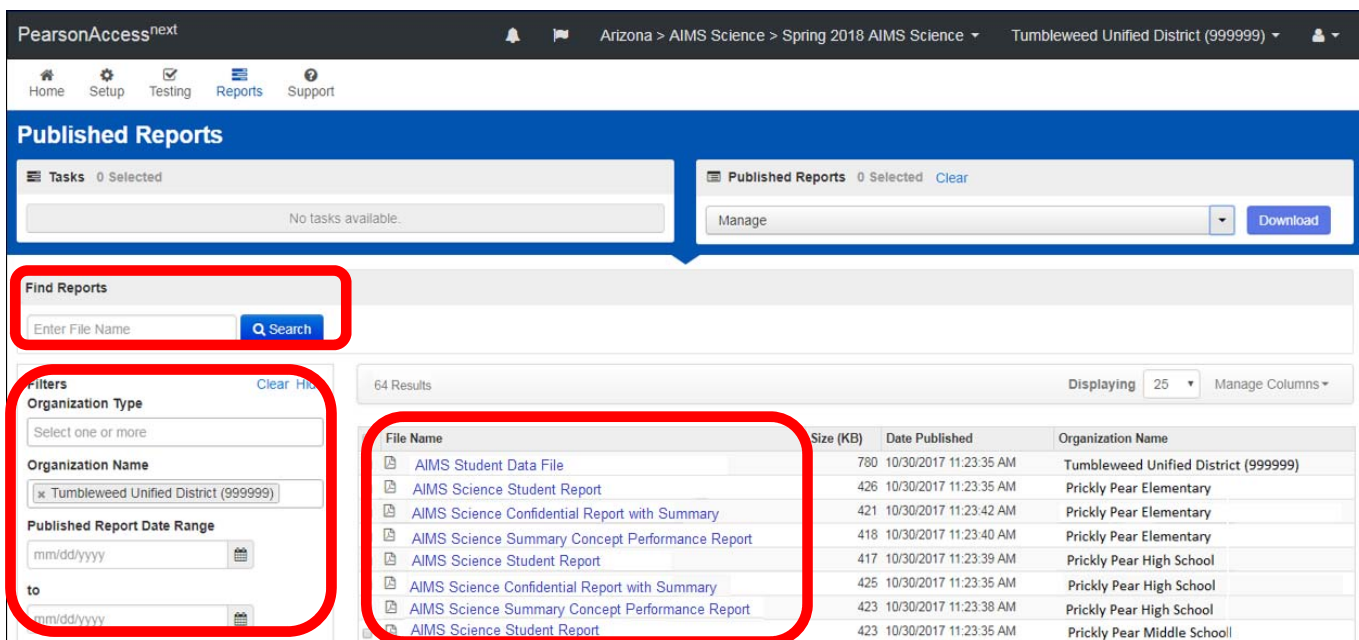
Student level results will available for the AIMS Science Spring 2018 administration in PearsonAccess^{next} starting on May 25, 2018. Published reports include the District Student Data file and PDF versions of the Student and Roster Reports.

To access the reports in PearsonAccess^{next}:

1. Go to the **REPORTS** section, from the **Select an action** drop-down menu, select **Published Reports**.



2. On the Published Reports screen, there are two ways to find reports:
 - a. enter information into the Find Reports filter, or
 - b. enter information into Filters section on the bottom left section.
3. Select the File Name to download and view the report or student data file.



Work Requests

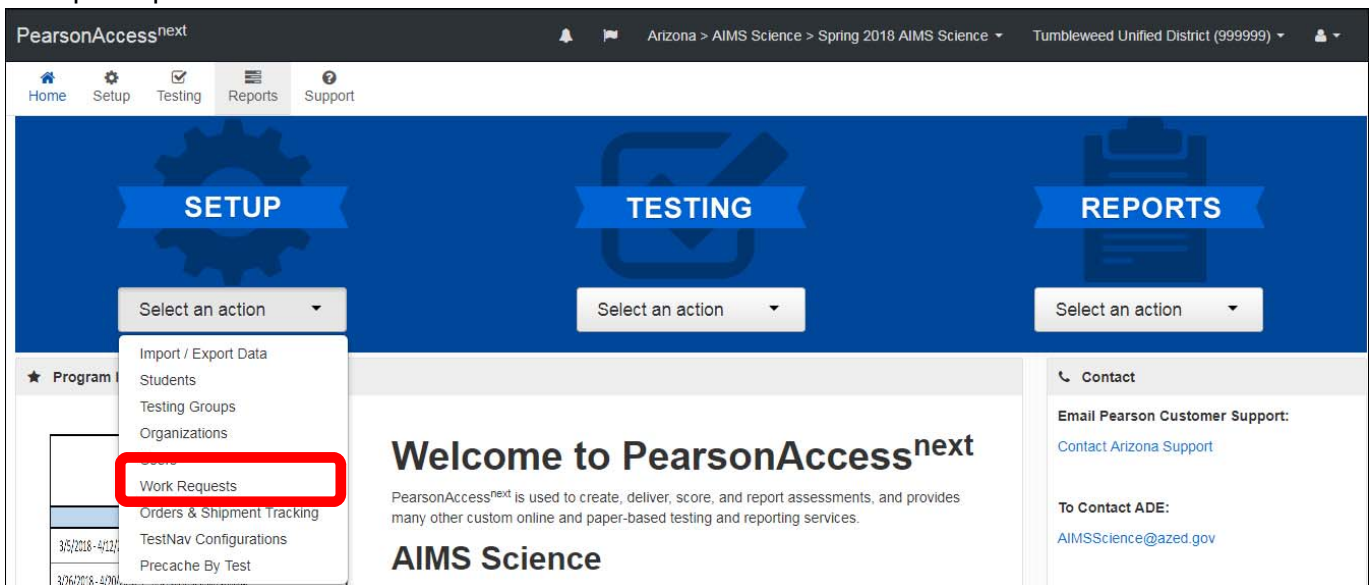
When a student transfers into your district or within schools in your district and the student requires an AIMS Science Test, the **AIMS Science District Test Coordinator** may submit a **Work Request** from inside of PearsonAccess^{Next} to have the student transferred from the releasing school to the new school. This work request will be sent to the releasing AIMS District Test Coordinator for approval. If this work request is for transfers within your own

district, the AIMS Science DTC will create the work request and then approve the work request. When using the **Work Request** in PearsonAccess^{Next} you do **not** need to notify ADE.

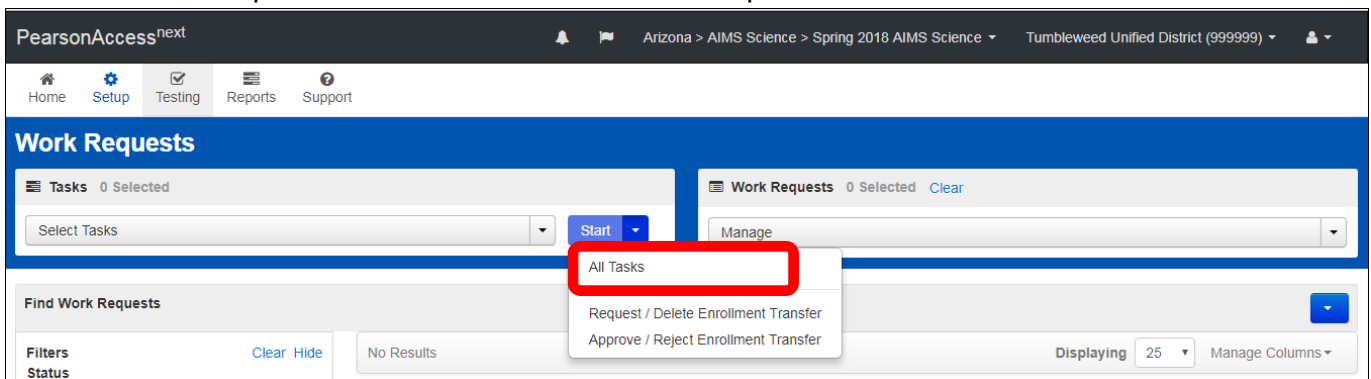
Information you will need to submit a student transfer **Work Request**:

- SSID
- Last name
- First name
- Middle initial - optional
- Date of birth

1. To submit a Work Request, from the Home page, select **Work Requests** from the Setup drop down menu.



2. On the Work Requests screen, select the Start drop down menu and select All Tasks.



3. From the Tasks for Work Requests screen, select the Request/Delete Enrollment Transfer tab. Complete the information on the New Enrollment Transfer and select

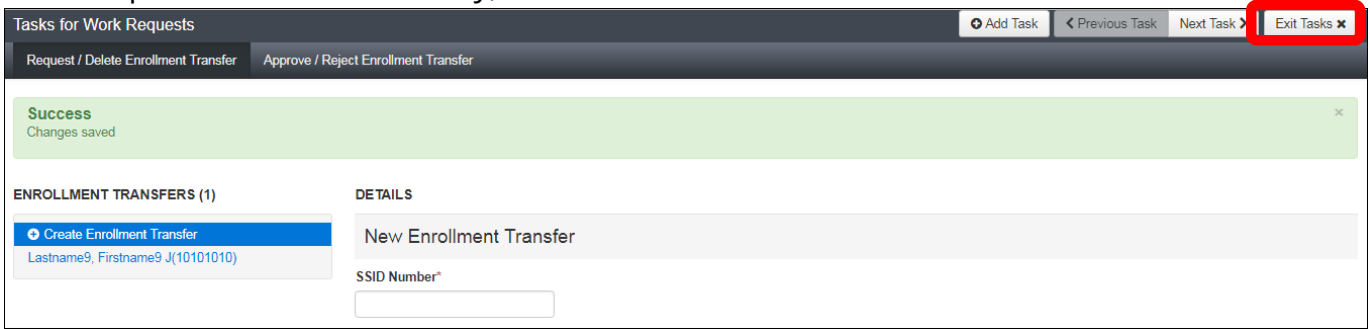
Search button.

The screenshot shows the PearsonAccess^{next} interface for 'Tasks for Work Requests'. The breadcrumb trail is 'Arizona > AIMS Science > Spring 2018 AIMS Science' and the user is 'Tumbleweed Unified District (999999)'. The main navigation bar includes 'Request / Delete Enrollment Transfer' (highlighted with a red box), 'Approve / Reject Enrollment Transfer', 'Add Task', 'Previous Task', 'Next Task', and 'Exit Tasks'. The left sidebar shows 'ENROLLMENT TRANSFERS (0)' with a 'Create Enrollment Transfer' button. The main content area is titled 'New Enrollment Transfer' and contains the following fields: 'SSID Number*' (10101010), 'Student Last Name*' (Lastname9), 'Student First Name*' (Firstname9), 'Student Middle Initial' (J), and 'Date of Birth*' (05/21/2002). A 'Search' button is highlighted with a red box at the bottom of the form.

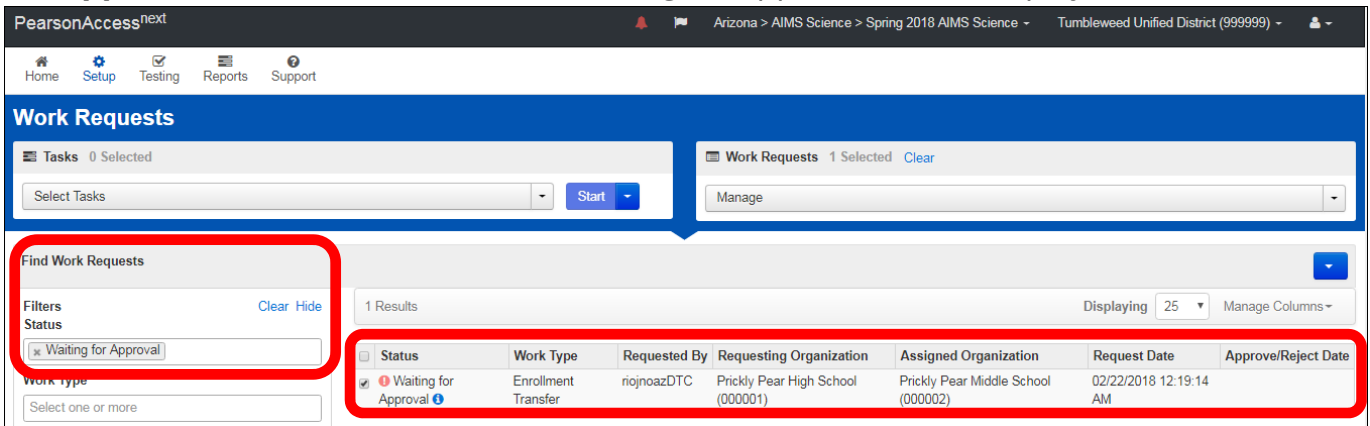
4. Enter the new organization where the student needs to be transferred to. Select the Send Request button.

The screenshot shows the PearsonAccess^{next} interface for 'Tasks for Work Requests'. The breadcrumb trail is 'Arizona > AIMS Science > Spring 2018 AIMS Science' and the user is 'Tumbleweed Unified District (999999)'. The main navigation bar includes 'Request / Delete Enrollment Transfer', 'Approve / Reject Enrollment Transfer', 'Add Task', 'Previous Task', 'Next Task', and 'Exit Tasks'. The left sidebar shows 'ENROLLMENT TRANSFERS (0)' with a 'Create Enrollment Transfer' button. The main content area is titled 'New Enrollment Transfer' and contains the following fields: 'SSID Number*' (10101010), 'Student Last Name*' (Lastname9), 'Student First Name*' (Firstname9), 'Student Middle Initial' (J), and 'Date of Birth*' (05/21/2002). A green message box states 'Student found. Enter the new organization below.' Below this, the 'Change Enrollment From' field is set to 'Prickly Pear Middle School (000002)'. The 'Change Enrollment To*' dropdown menu is highlighted with a red box and shows 'Prickly Pear High School (000001)'. A 'Send Request' button is highlighted with a red box at the bottom of the form.

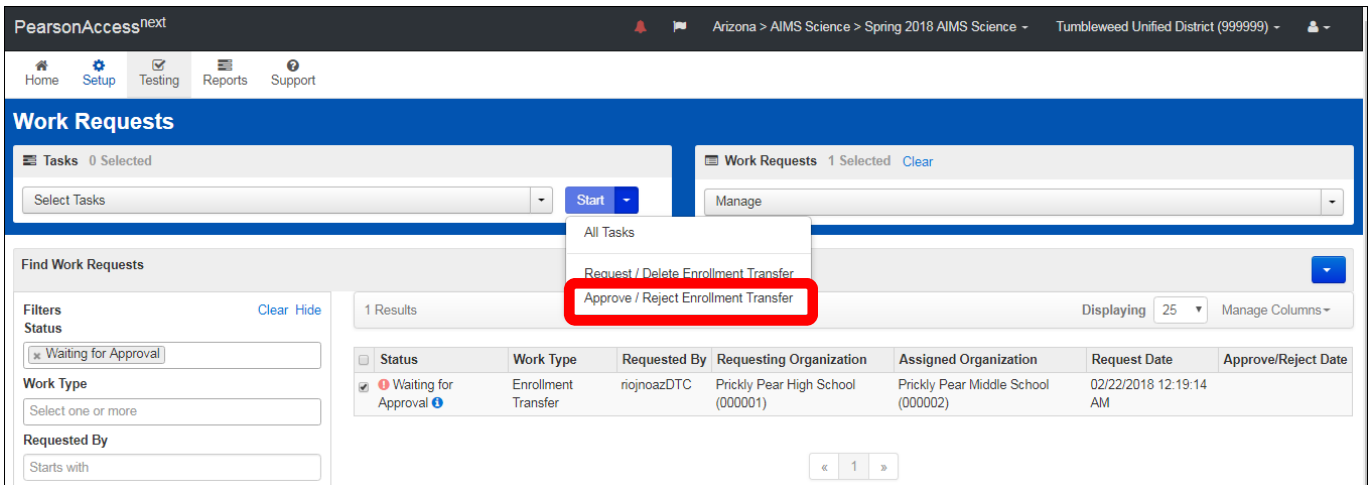
5. After request is sent successfully, select the Exit Tasks button.



6. To confirm or view requests that are pending approval, use the filter status **Waiting for Approval**. A list of work transfers waiting for approval will be displayed.



7. The AIMS District Test Coordinator from the releasing school district will receive an email notifying them of the work request. This DTC must verify that the student has withdrawn from their district (or, for transfers within the same district, verify the student has withdrawn from the releasing school) and approve the request in PearsonAccess^{Next}. From the **Start** drop down menu, select **Approve/Reject Enrollment Transfer**.



8. Select one **Enrollment Transfer** request at time from the left side of the screen. Select the **Approve** button, if you approve. If you reject the request enter a reason

for the **Reject Enrollment Transfer Reason** box, then select the **Reject** button.

The screenshot shows the 'Tasks for Work Requests' interface. At the top, there are navigation buttons: 'Add Task', 'Previous Task', 'Next Task', and 'Exit Tasks'. Below this is a tab labeled 'Approve / Reject Enrollment Transfer'. The main content area is divided into two sections: 'ENROLLMENT TRANSFERS (1)' on the left and 'DETAILS' on the right. In the 'ENROLLMENT TRANSFERS' section, a single entry 'Lastname9, Firstname9 J(10101010)' is highlighted. In the 'DETAILS' section, the student's information is listed: SSID Number (10101010), Student Last Name (Lastname9), Student First Name (Firstname9), Student Middle Initial (J), Date of Birth (2002-05-21), Change Enrollment From (Prickly Pear Middle School (000002)), and Change Enrollment To (Prickly Pear High School (000001)). Below this is a text box labeled 'Reject Enrollment Transfer Reason'. At the bottom right of the details section, there are 'Approve' and 'Reject' buttons. A 'Work Request Status' box on the far right indicates 'Waiting for Approval Request Received' on 02/22/2018.

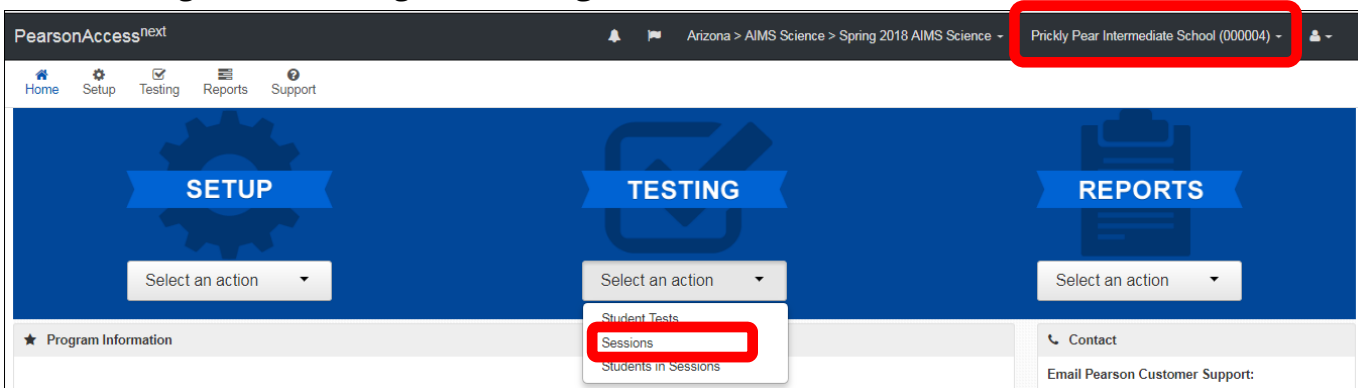
- The AIMS Science District Test Coordinator that submitted the original work request for a student transfer will receive an email indicating that the releasing district has approved the transfer request. The approved work requests are also listed in PearsonAccess^{Next}. Use the filters under **Find Work Requests** to search for approved Work Requests.

The screenshot shows the PearsonAccess^{next} dashboard for 'Arizona > AIMS Science > Spring 2018 AIMS Science'. The 'Work Requests' section is active, showing '1 Selected' and a 'Manage' button. Below this is the 'Find Work Requests' section. The 'Filters' menu is open, showing 'Status' with options: 'Waiting for Approval' (selected), 'Rejected', and 'Approved'. The main table area shows 'No Results' and a search prompt: 'Search or select a filter to view results.' The table headers are: Status, Work Type, Requested By, Requesting Organization, Assigned Organization, Request Date, and Approve/Reject Date.

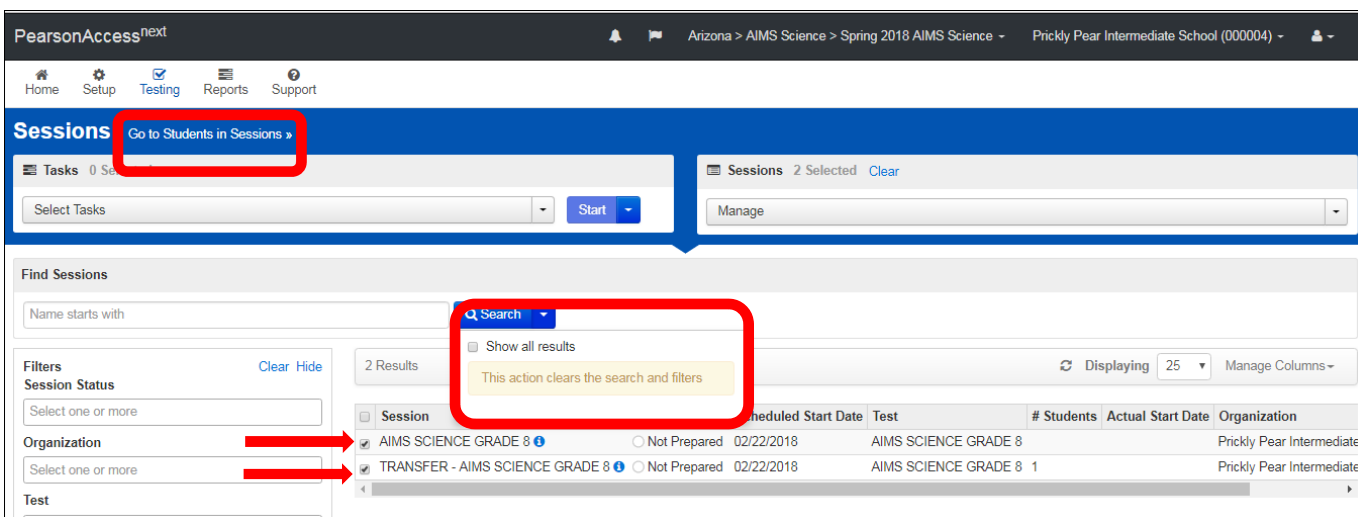
The screenshot shows the PearsonAccess^{next} dashboard for 'Arizona > AIMS Science > Spring 2018 AIMS Science'. The 'Work Requests' section is active, showing '1 Selected' and a 'Clear' button. Below this is the 'Find Work Requests' section. The 'Filters' menu is open, showing 'Status' with 'Approved' selected. The main table area shows '1 Results'. The table headers are: Status, Work Type, Requested By, Requesting Organization, Assigned Organization, Request Date, and Approve/Reject Date. The table contains one record:

Status	Work Type	Requested By	Requesting Organization	Assigned Organization	Request Date	Approve/Reject Date
Approved	Enrollment Transfer	nojnoazDTC	Prickly Pear High School (000001)	Prickly Pear Middle School (000002)	02/22/2018 12:19:14 AM	02/22/2018 12:44:21 AM

10. After the Work Request has been approved, the student will be assigned to a TRANSFER - AIMS Session at the new school. The student must be moved out of the Transfer Session and placed into a different Session. Change your organization to the receiving school, then go to **Testing** and select **Sessions**.



11. On the Sessions screen, click the **Search** drop down menu and check the **Show all results** check box. Next, place a check in the check box for the student's transfer test session and the session the student is moving into. Then click the **Go to Students in Sessions** link.



12. In the Students in Sessions screen, Select the **Transfer - AIMS Science session** from the **Session List**. Check the box next to the student's name. From the **Start** drop

down, select **Students**.

The screenshot shows the 'Students in Sessions' interface. On the left, the 'Session List' contains a session named 'TRANSFER - AIMS SCIENCE GRADE 8', which is highlighted with a red box. A dropdown menu is open, showing options like 'All Tasks', 'Student Test Statuses', and 'Students', with 'Students' highlighted by a red box. Below, a table lists students. The first student has a checked checkbox in the 'Student Test Status' column, highlighted with a red box.

SSID Number	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
7777777	Lastname6	Firstname6	P	7777777	TRANSFER - AIMS SCIENCE GRADE 8 (AIMS SCIENCE GRADE 8)	<input checked="" type="checkbox"/> Ready	Main

13. Select the **Move Students Between Sessions** tab. Check the session that the student will be moved into. Select the **Move** button.

The screenshot shows the 'Move Students between Sessions' dialog box. The 'Move Students between Sessions' tab is highlighted with a red box. The 'Sessions' list contains two sessions: 'AIMS SCIENCE GRADE 8' and 'TRANSFER - AIMS SCIENCE GRADE 8'. The 'AIMS SCIENCE GRADE 8' session is selected with a radio button, highlighted by a red box. The 'Move' button is also highlighted with a red box.

If the move was successful, you will receive a Success message. Select Exit Tasks.

The screenshot shows the PearsonAccess next interface. At the top, the breadcrumb navigation reads "Arizona > AIMS Science > Spring 2018 AIMS Science" and the school name is "Prickly Pear Intermediate School (000004)". The main header is "Tasks for Students in Sessions". Below this are three tabs: "Add Students to Sessions", "Remove Students from Sessions", and "Move Students between Sessions". In the top right corner, there are buttons for "Add Task", "Previous Task", "Next Task", and "Exit Tasks". The "Exit Tasks" button is highlighted with a red box. A green success message banner at the top left reads "Success Changes saved" and is also highlighted with a red box. Below the banner is the "Move Students between Sessions" section, which includes a "Tests" dropdown menu set to "AIMS SCIENCE GRADE 8", a "Sessions" list containing "AIMS SCIENCE GRADE 8" and "TRANSFER - AIMS SCIENCE GRADE 8", and a "Create Session" button. At the bottom, a student selection table is shown for "Prickly Pear Intermediate School (000004)".

Student	TRANSFER - AIMS SCIENCE GRADE 8	AIMS SCIENCE GRADE 8
Lastname6, Firstname6 P (77777777) ⓘ	<input type="checkbox"/>	<input type="checkbox"/>
AIMS SCIENCE GRADE 8, AIMS SCIENCE GRADE 8	<input type="checkbox"/>	<input checked="" type="checkbox"/>