

AIMS SCIENCE
SPRING 2019
PearsonAccess^{next}
User's Guide

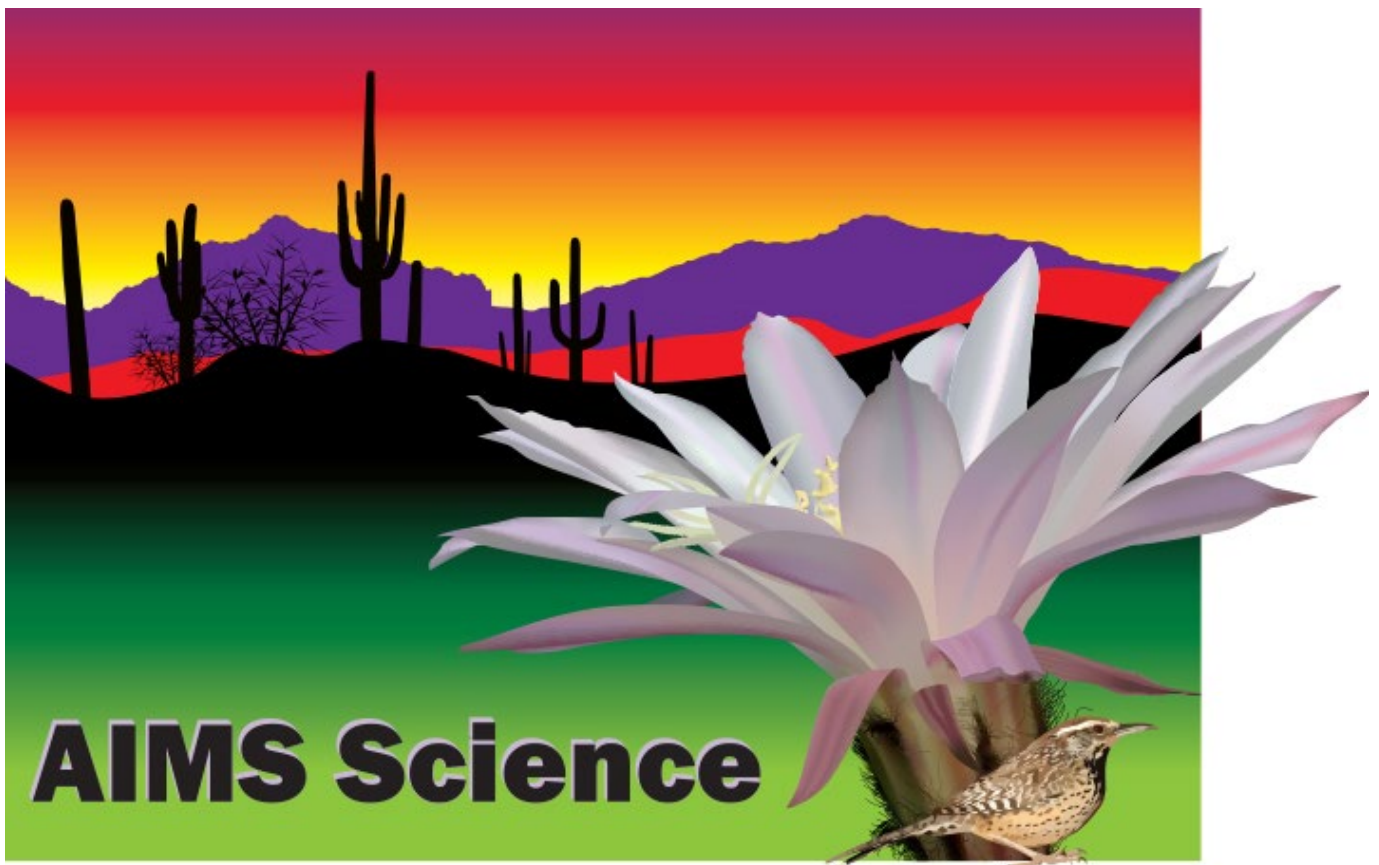


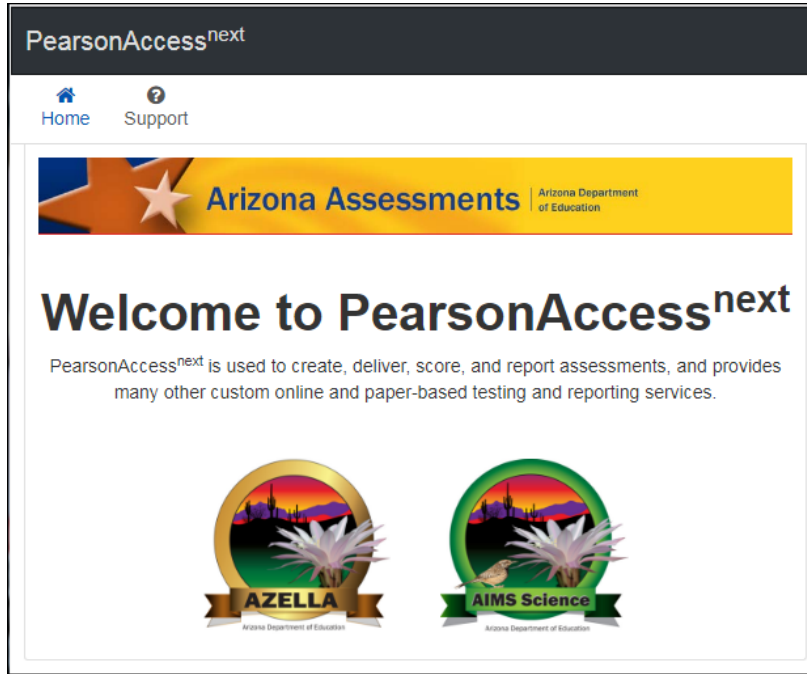
Table of Contents

Welcome to PearsonAccess ^{next}	4
Support.....	4
Change Test Administration	5
Change District or School View.....	5
Verify Contact Information and Shipping Address.....	6
Managing Users	7
Creating New Users.....	8
Manually Create New Users	8
Manually Editing Users	9
Manually Deleting Users.....	10
Import/Export Users	11
Additional Orders	14
Managing Students.....	16
View Student Registration Report.....	16
Manually Creating New Students	18
Adding Students to a Test Session	20
Editing a Student Test Assignment.....	21
Edit Student Demographic Information.....	22
Create/Edit Students from a File Import.....	23
Optional: Creating Testing Groups	26
Special Paper Version Accommodations.....	27
Preparing for Testing.....	31
Session Resources.....	31
Seal Codes.....	32
Scheduled Sessions.....	33
Session Student Roster.....	34
Testing Tickets	35
Preparing a Session.....	36

- Testing Conditions and Accommodations 37
- Testing Day Activities..... 38
 - Starting a Session and Unlocking Student Tests 38
 - Managing Test Sections 40
 - Resuming a Student Test..... 41
- Reports..... 42
- Work Requests 43

Welcome to PearsonAccess^{next}

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} User's Guide* will focus on tasks related to the AIMS Science Test Administration.



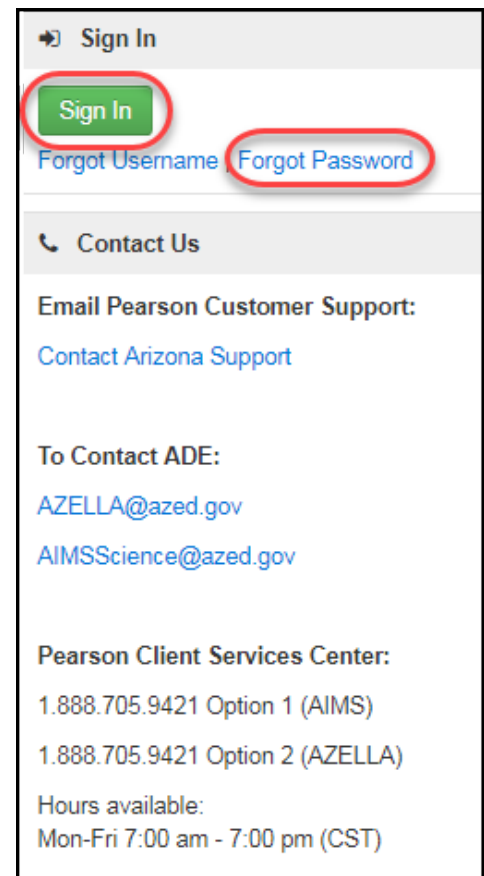
PearsonAccess^{next} (PAN) is the website to access the AIMS Science Test administration. Your Username and Password give you access to all test administration functions. **Sign In** information is located on the right side of the Home Page. Your Username will be your email account. Passwords must be reset each year. If you forgot your password, use the **Forgot Password** link to have the password reset.

Support

If you have questions about PearsonAccess^{next}, or for trouble logging in, 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 select the **Contact Arizona Support** link under the **Contact Us** section of the Home Page.

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

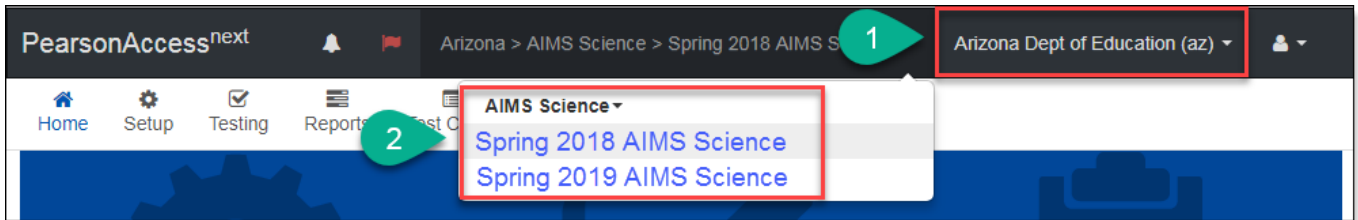


Change Test Administration

If you have access to both AIMS Science and AZELLA, change the test administration for the correct program.

To change the test administration:

1. Select the **Organization Name** in the black task bar across the top of the screen. This will open the Organization drop-down menu.
2. From the **Test Administration** drop-down menu, select **Spring 2019 AIMS Science**.



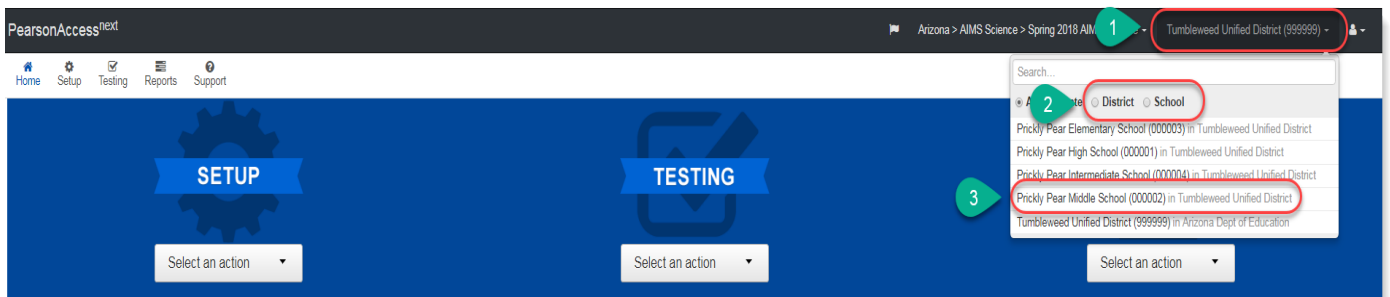
Change District or School View

To change district view:

1. On the 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 district to view information.

To change school view:

1. On the 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 **School** radio button.
3. Select the school to view information.



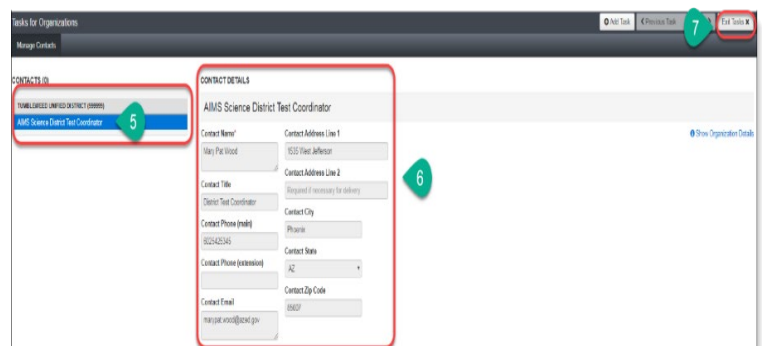
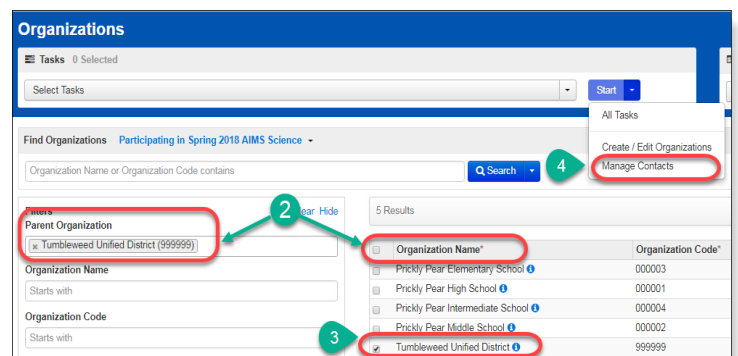
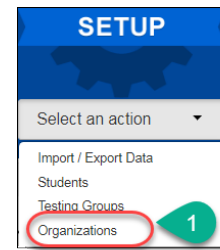
Verify Contact Information and Shipping Address

AIMS Science District Test Coordinators need to verify their contact information and 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 and shipping information and the district's shipping address for Spring 2019 AIMS Science go to PearsonAccess^{next}.

The district name displayed on the black task bar across the top of the screen is the district contact and shipping information that is being verified.

1. Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Organizations**.
2. Click on the **Parent Organization** text field. Select the district name from the drop down menu. The district and schools will populate under the **Organization Name*** column.
3. In the **Organization Name*** column, place a **check mark** in the box next to the district name.
4. Go to the **Start** drop-down menu, select **Manage Contacts**.
5. Under the district name on the left side, select **AIMS Science District Test Coordinator** to view **CONTACT DETAILS**.
6. Contact information refers to the AIMS Science District Test Coordinator. Verify the **CONTACT DETAILS**. If the District Test Coordinator's name, phone number (main), email, or address (including city, state, and zip code) are incorrect, email the AIMS Science State Test Coordinator at AIMSScience@azed.gov.
7. Select the **Exit Tasks** button.
8. If you are the AIMS Science District Test Coordinator with more than one district, you must change the district name in the black task bar across the top of the screen. Repeat steps 1 -7.



Managing Users

District Test Coordinators and School Test Coordinators have permission in PearsonAccess^{next} to create User Accounts. Below are 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	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

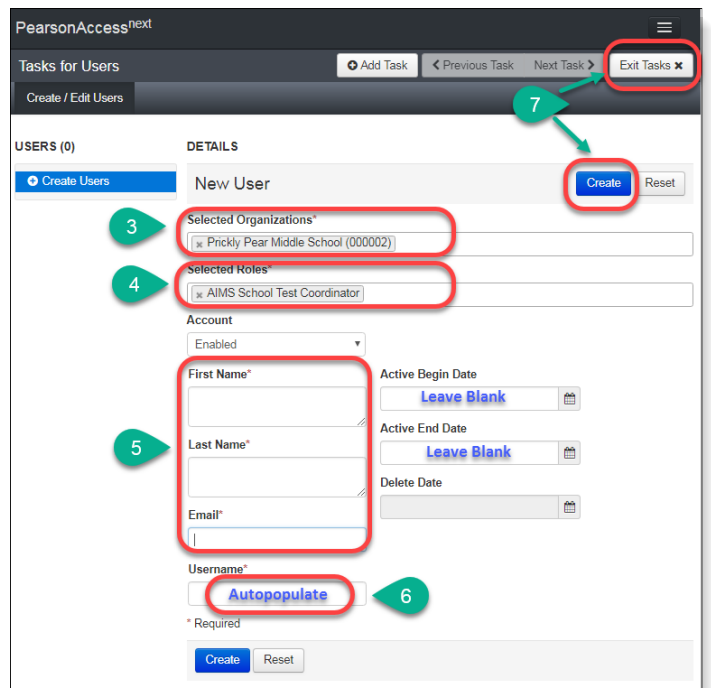
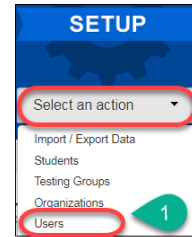
Creating New Users

Each test administration has its own set of AIMS Science users. You may only create user accounts as described in the User Role Matrix table on page 7.

Users can be added either manually or through a file import.

Manually Create New Users

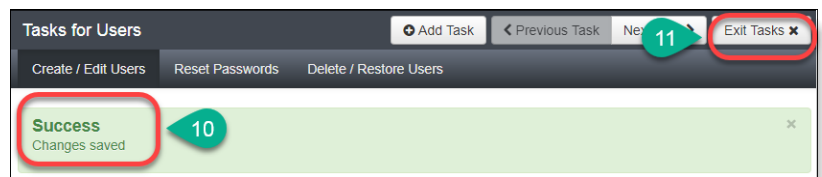
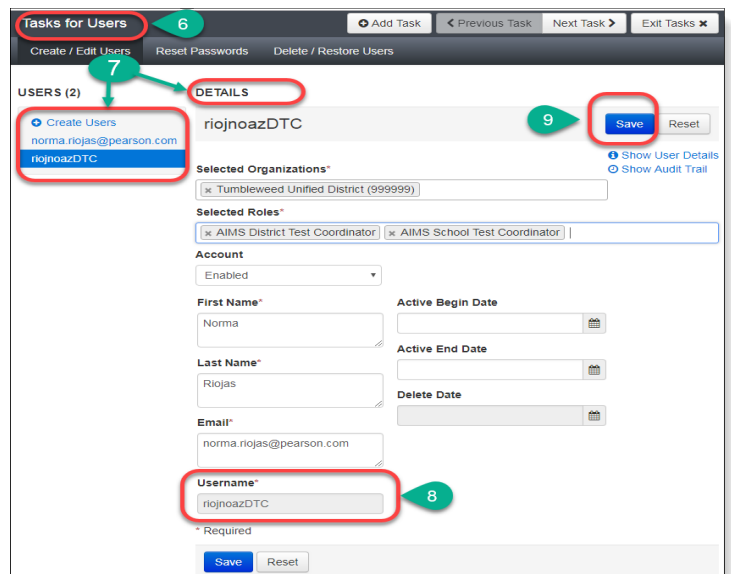
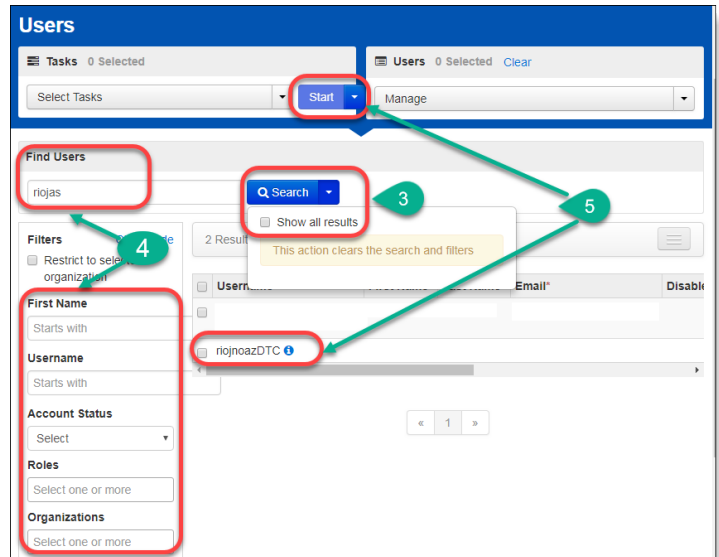
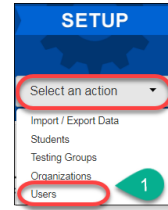
- To add new users, go to the **SETUP** section. Click on the **Select an action** drop-down menu and select **Users**. This menu will look different for the various user roles. You may only create user accounts as described in the User Role Matrix table on page 7.
- On the Users screen, from the **Start** drop-down menu, select **Create/Edit Users**.
- Click on the **Selected Organizations*** field. Select your organization (district or school) from the drop-down menu.
- Click on the **Selected Roles*** field. Select the appropriate User Role(s) from the drop-down menu.
- Fill-in the **First Name***, **Last Name***, **Email*** address of the user you are creating.
- The **Username*** field will auto-populate once you enter the user's e-mail address. Do not edit the **Username*** field once the email address is filled-in completely.
- When you have filled-in and verified the information on the entire form, select the **Create** button and **Exit Tasks**.



Note: New users will receive a **Welcome** e-mail with instructions on next steps to access their PearsonAccess^{next} account. Updated users will not receive an email but will have their access updated immediately in PearsonAccess^{next}.

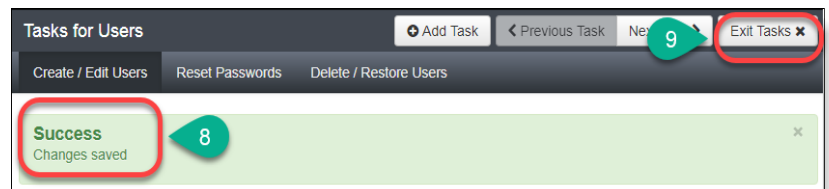
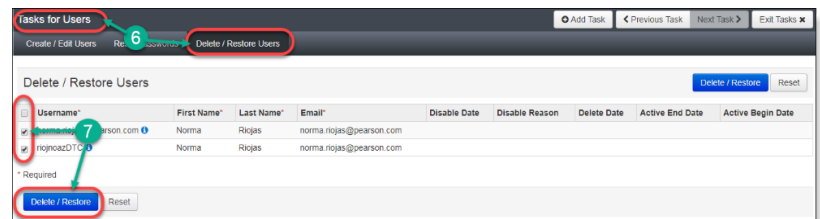
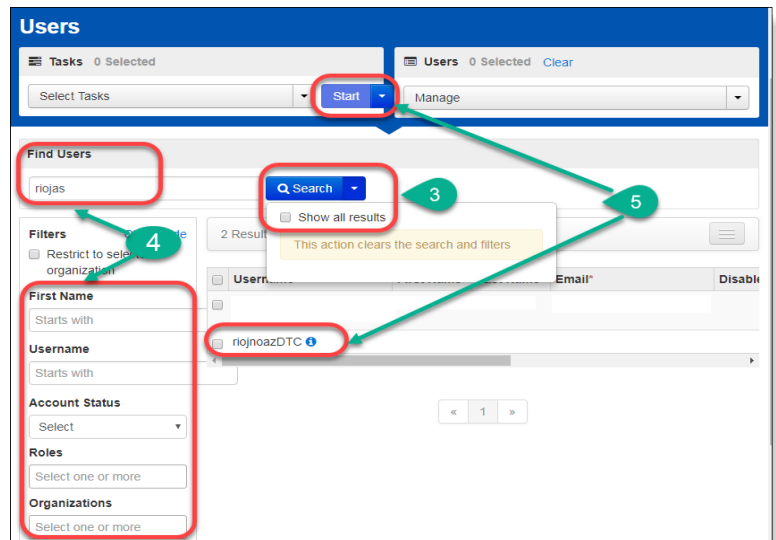
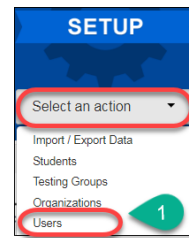
Manually Editing Users

- To edit users, go to the **SETUP** section. Click on the **Select an action** drop-down menu and select **Users**.
- On the **Users** screen, search either by individual users or by roles.
- To search for all users, select the **Search** button and select **Show all Results**.
- To search for individual users, at the **Find Users** field, enter either last name or email. Select **Search**. Other options for filtering can be under **Filters**, search by **First Name**, **Username**, **Roles**, or **Organizations**.
- Place a **check mark** next to the user(s) that need(s) to be updated. Select the **Start** button and select **All Tasks**.
- The **Tasks for Users** screen will open. The list of users is on the left side.
- Select a user to be updated and user information will be listed under **DETAILS**.
- Note: **Username*** cannot be changed. If **Username*** needs to be changed, the previous account must be deleted, and a new account must be created.
- Update the user information and select **Save**.
- A green **Success Changes saved** screen will appear.
- Continue to make changes for all users. When all updates have been made and saved, click **Exit Tasks**.



Manually Deleting Users

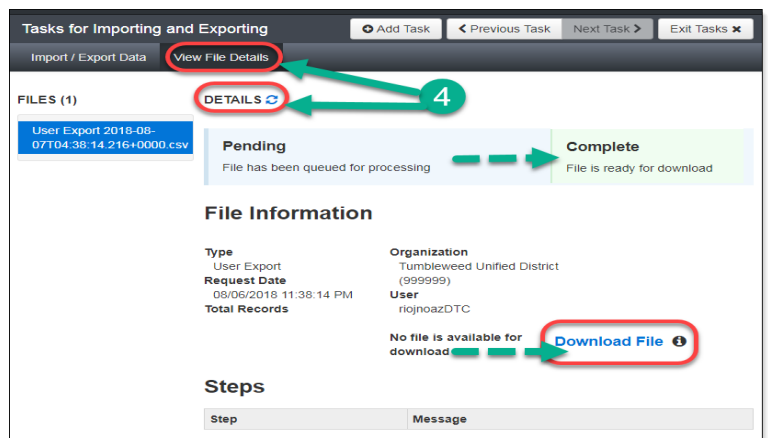
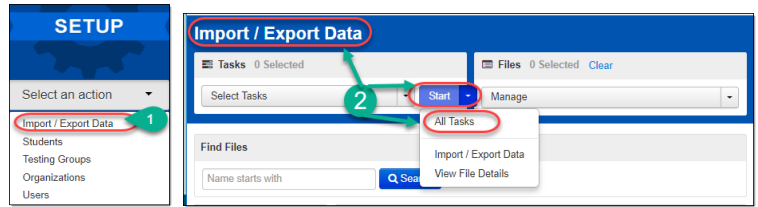
1. To edit users, go to the **SETUP** section. Click on the **Select an action** drop-down menu and select **Users**.
2. On the **Users** screen, search either by individual users or by roles.
3. To search for all users, select the **Search** button and select **Show all Results**.
4. To search for individual users, at the **Find Users** field, enter either last name or email. Select **Search**. Other options for filtering can be made under **Filters**, search by **First Name**, **Username**, **Roles**, or **Organizations**.
5. Place a **check mark** next to the user(s) that need(s) to be updated. Select the **Start** button and select **All Tasks**.
6. The **Tasks for Users** screen will open. Select the **Delete/Restore Users** tab.
7. Place a **check mark** next to the user(s) to be deleted. Click on the **Delete/Restore** button.
8. A green **Success Changes saved** screen will appear.
9. Continue to make changes (deletions) for all users. When all updates have been made and saved, click **Exit Tasks**.



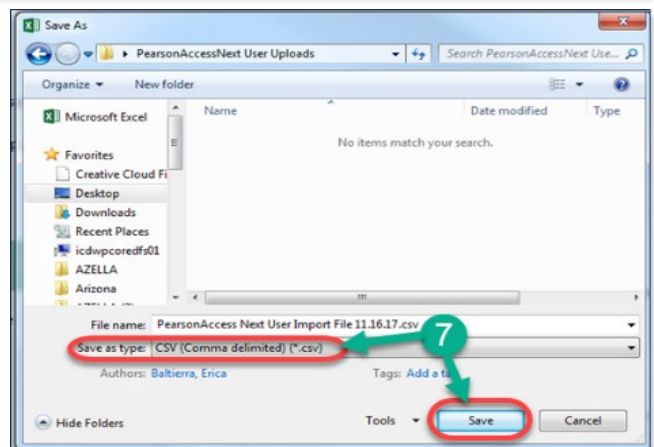
Import/Export Users

User data can be downloaded from PAN and user data can be updated with new users, current user changes, and user deletions with a single upload.

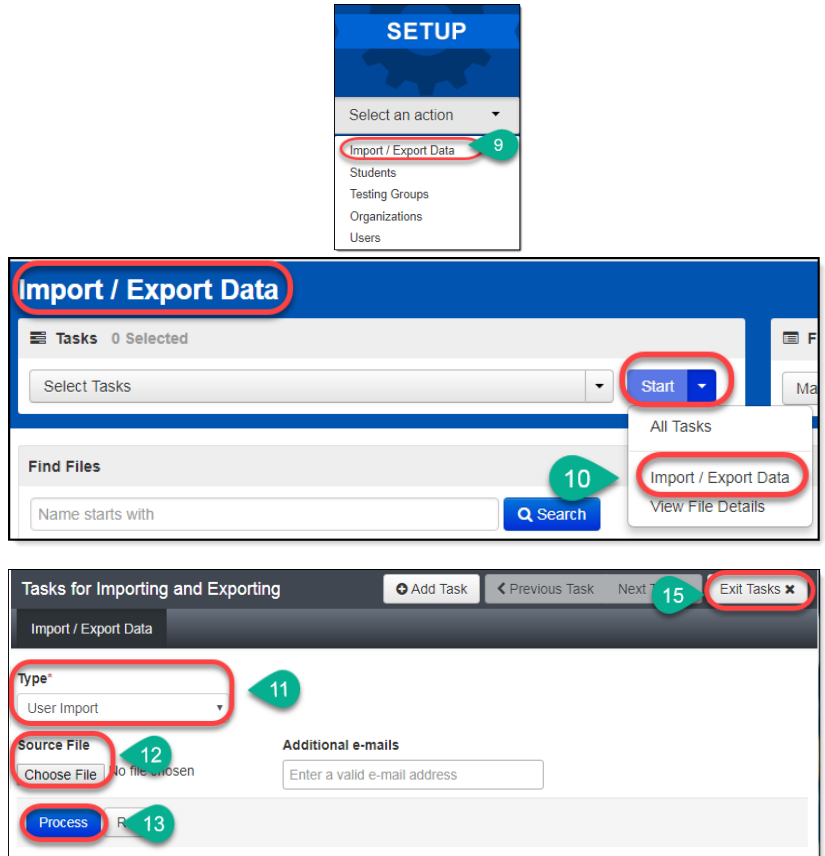
- To import new users and update existing users, go to the **SETUP** section, click on the **Select an action** drop-down menu and select **Import/Export Data**.
- On the **Import/Export Data** screen, from the **Start** drop-down menu, select **All Tasks**.
- At the **Import/Export** tab, select the **Type*** drop-down menu, select **User Export** and select **Process**.
- The next screen is at the **View File Details** tab. The report will take a few minutes to process. Select the **DETAILS** refresh button to update the status of the report. When the file has processed, the link will appear. Select the link to download the file.
- 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.
- Using the downloaded file as a template, the District or School Test Coordinator can update/fill-in rows to edit or create new users using the User File layout on page 13.
- 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**.
- Login back into PearsonAccess^{next}.



Action	Username	First Name	Last Name	Email	Authorized Organizations	Roles	Active Begin Date	Active End Date	Disabled	Disable Reason
u	stouser01	Jane	Doe	jane.doe@districtone.com		000003 schoolCoord			No	
u	stouser02	John	Smith	john.smith@districtone.com		000003 schoolCoord			No	



9. Go to the **SETUP** section, click on the **Select an action** drop-down menu, and select **Import/Export Data**.
10. On the **Import/Export Data** screen, from the **Start** drop-down menu, select **Import/Export Data**.
11. On the **Tasks for Importing and Exporting** screen, select the **Type*** drop-down menu and select **User Import**.
12. Under **Source File**, select **Choose File** to find and select the user import file you updated.
13. Select **Process**.
14. When the import is complete, you will see the Complete confirmation message.
15. Select **Exit Tasks**.



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}.

AIMS Science User File Layout

FIELD #	NAME (Display Name in UI)	FIELD NAME (FILE HEADER TITLE)	READ ONLY (Y/N)	REQUIRED (Y/N)	MIN LENGTH	MAX LENGTH	VALID VALUES	Additional Notes
1	Action	Action	N	Y	1	1	C = Create U = Update	Fill-in a C to create a new record Fill-in a U to update an existing record
2	Username	Username	N	Y	8	100	No validations on data Blank not allowed	Type User's Email Address
3	First Name	First Name	N	Y	1	50	No validations on data Blank not allowed	Type User's First Name
4	Last Name	Last Name	N	Y	1	50	No validations on data Blank not allowed	Type User's Last Name
5	Email	Email	N	Y	1	100	Must be valid email address	Type User's Email Address
6	Authorized Organizations	Authorized Organizations	N	Y		Variable		<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., 00 1234).
7	Roles	Roles	N	Y		Variable		<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 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
8	Active Begin Date	Active Begin Date	N	N		10	Format as: MM/DD/CCYY MM is the 2-digit month DD is the 2-digit day CC is the century YY is the 2-digit year	Leave column 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.
9	Active End Date	Active End Date	N	N		10	Format as: MM/DD/CCYY MM is the 2-digit month DD is the 2-digit day CC is the century YY is the 2-digit year	Leave column 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.
10	Disabled	Disabled	N	N		3	Yes = Account is disabled No = Account is not disabled or Blank	Leave column 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.
11	Disabled Reason	Disabled Reason	Y*	N		1000	No validations on data	Leave column 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

Additional Orders

If an additional order is needed, the AIMS Science District Test Coordinator is to place **one** consolidated additional order for the entire district. All additional orders are approved by the AIMS Science State Test Coordinator prior to being shipped.

1. Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Orders & Shipment Tracking**.
2. On the **Orders Shipment and Tracking** screen, click the **Start** drop-down menu, and select **All Tasks**.
3. The **Organization (Code)** auto-fills with the organization name. Verify that the Organization (Code) is for the correct district.
4. In the **Date Needed*** field enter today's date. Note: The **Reason** and **Special Instruction** fields are not required and may be left blank.
5. Verify the **Ship To** information is correct. If there is an error in the address, do not continue with this order. Immediately contact AIMSScience@azed.gov to update the contact information.
6. Select **Add Items** to open the **Edit Materials Order** screen.
7. On the **Edit Materials Order** screen, enter the quantity of each item needed.
8. Select **Save**.

Note: If you are ordering any SPV booklets, you must also order labels.

Tasks for Orders

ADDITIONAL ORDERS

DETAILS

New Order

Organization (Code) [Tumbleweed Unified District (99999)]

Date Needed*

Reason

Special Instruction

Ship To

Contact information

Shipping Address

Materials Order

0 Items Add Items...

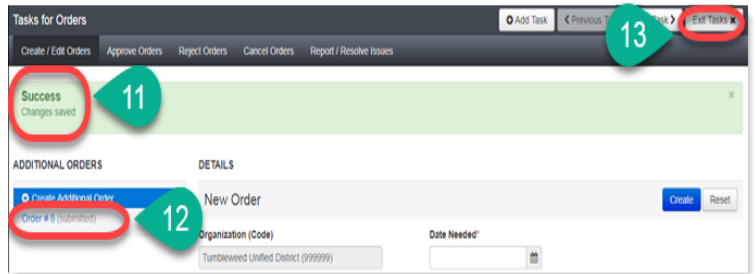
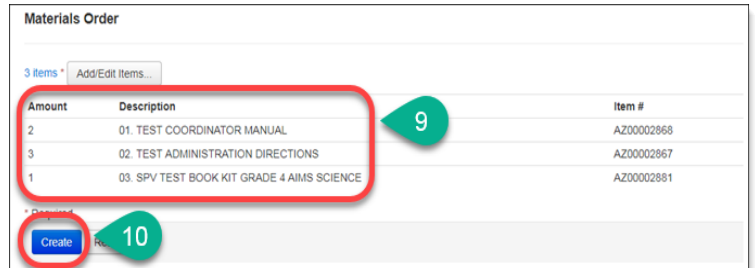
* Required

Create Reset

Edit Materials Order

Amount	Description	Item #	Subject	Type	Grade
2	01. TEST COORDINATOR MANUAL	AZ00002933	Not Subject Specific	Miscellaneous	All
3	02. TEST ADMINISTRATION DIRECTIONS	AZ00002932	Not Subject Specific	Miscellaneous	All
1	03. SPV TEST BOOK GRADE 4 AIMS SCIENCE	AZ00002929	Science	Test Book	Grade 4
0	04. SPV TEST BOOK GRADE 8 AIMS SCIENCE	AZ00002930	Science	Test Book	Grade 8
0	05. SPV TEST BOOK HS AIMS SCIENCE	AZ00002931	Science	Test Book	High School
0	06. LARGE PRINT TEST BOOK GRADE 4 AIMS SCIENCE	AZ00002925	Science	Large Print	Grade 4
0	07. LARGE PRINT TEST BOOK GRADE 8 AIMS SCIENCE	AZ00002926	Science	Large Print	Grade 8
0	08. LARGE PRINT TEST BOOK HS AIMS SCIENCE	AZ00002927	Science	Large Print	High School
0	09. BRAILLE TEST BOOK GRADE 4 AIMS SCIENCE	AZ00002922	Science	Braille	Grade 4
0	10. BRAILLE KIT GRADE 8 AIMS SCIENCE	AZ00002948	Science	Braille	Grade 8
0	11. BRAILLE TEST BOOK HS AIMS SCIENCE	AZ00002924	Science	Braille	High School
0	12. UPS NONSCOREABLE SHIPPING LABEL	AZ00002950	Not Subject Specific	Miscellaneous	All
0	13. GREEN NONSCOREABLE LABEL	AZ00002947	Not Subject Specific	Miscellaneous	All
0	14. RETURN BOX - 11 1/2 X 9 1/2 X 3	AZ00000567	Not Subject Specific	Miscellaneous	All
0	15. RETURN BOX - 11 1/2 X 9 1/2 X 6	AZ00000566	Not Subject Specific	Miscellaneous	All
0	16. RETURN BOX - 11 1/2 X 9 1/2 X 12	AZ00000565	Not Subject Specific	Miscellaneous	All

9. The **Edit Materials Order** screen will close and take you back to the **Materials Orders** screen. The **Materials Order** section will update and show your selections and quantities. Verify that the information entered is correct.
10. If the order is complete for the entire district, select **Create**.
11. A green **Success Changes saved** confirmation message will show once the order has been created.
12. On the left of the screen, select the **Additional Order** hyperlink to review the order.
13. Select **Exit Tasks**.



Note: After 24 hours, login back into PearsonAccess^{next} to confirm that the Additional Order has been approved by the ADE.

Managing Students

ADE will provide Pearson with an initial Student Registration Information file to upload in February into PearsonAccess^{next}. The date for this upload is available on the District Test Coordinator Important Tasks Checklist.

The initial Student Registration Information (SRI) file will include student demographic information extracted from AzEDS based on district and school enrollments. Initial uploads will automatically register students for online testing, including placing students in online test sessions by grade level.

Districts may begin reviewing students in PearsonAccess^{next} any time after the initial SRI file upload. The initial SRI file will not include information regarding student IEP requirements or accommodations.

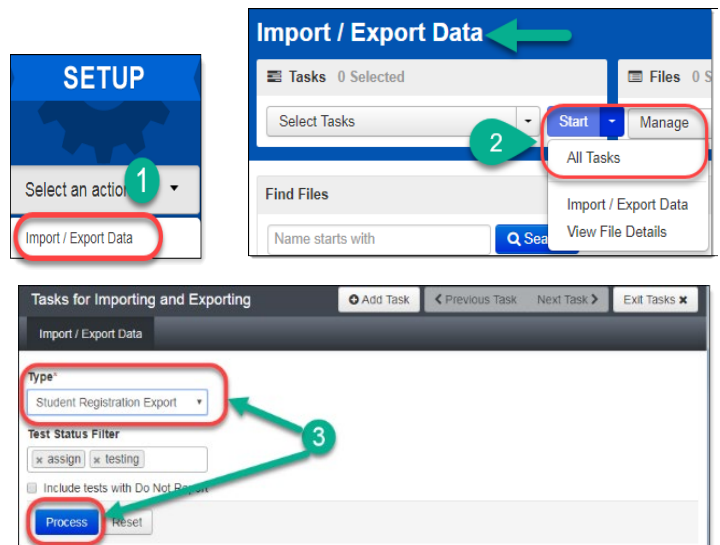
District and School Test Coordinators can run a report in PearsonAccess^{next} to view the students that have been registered for testing for AIMS Science using the Student Registration Export.

This is a list of the tasks that can be done through Managing Students in PearsonAccess^{next}.

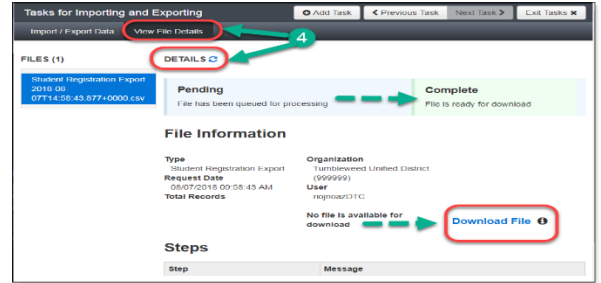
- Manage Student Registration – District and School Test Coordinators can view students that are currently registered in PearsonAccess^{next}.
- Add New Students – Any student enrolled in the school after Pearson’s initial Student Registration Information file upload into PearsonAccess^{next} will need to be added.
- Edit Student Demographic Information.
- Add/Edit Special Paper Version Accommodations.
- Edit a Student Test Assignment.
- Identify Students that require Special Paper Version Tests and assign students to a Special Paper Version Test Session.
- Create/Edit Students using the Student Registration Import file upload.

View Student Registration Report

1. To view the Student Registration Report, go to **SETUP**, click on the **Select an action** drop-down menu, and select **Import/Export Data**.
2. On the **Import/Export Data** screen, from the **Start** drop-down menu, select **All Tasks**.
3. On the **Tasks for Importing and Exporting** screen and at the **Import/Export Data** tab, select the **Type*** drop-down menu, select **Student Registration Export** and click **Process**.



- The next screen is at the **View Files Details** tab. The report will take a few minutes to process. Select the **DETAILS** refresh button to update the status. When the file has completed processing, the green **Complete** confirmation message and **Download File** link will appear. Select **Download File** to download the file.



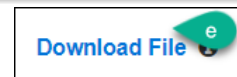
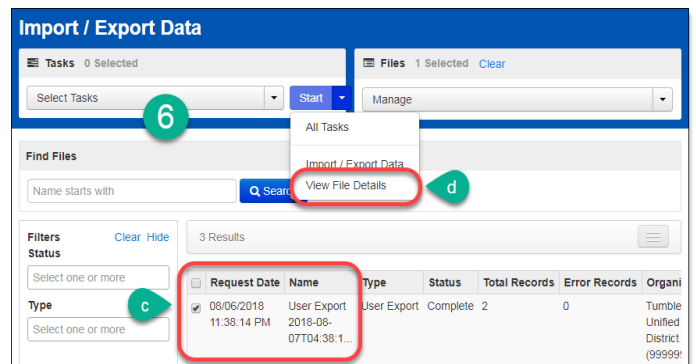
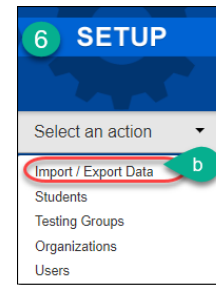
- The **Student Registration Export** file is an Excel spreadsheet. The file will contain all the students who are registered to take the AIMS Science test.

Note: This file is secure. All student level information must be used confidentially in accordance to state and federal privacy laws.

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 American
00003	Prickly Pear Elementary School	11111111	Lastname1	Firstname1		11/9/2006	Y			Y
00003	Prickly Pear Elementary School	22222222	Lastname2	Firstname2	R	7/9/2007	N	Y		
00003	Prickly Pear Elementary School	33333333	Lastname3	Firstname3	E	6/2/2007	N	Y		
00003	Prickly Pear Elementary School	55555555	Lastname4	Firstname4	G	5/2/2007	N	Y		
00003	Prickly Pear Elementary School	66666666	Lastname5	Firstname5	M	1/17/2007	Y			Y
00002	Prickly Pear Middle School	77777777	Lastname6	Firstname6	P	6/19/2002	N	Y		
00002	Prickly Pear Middle School	88888888	Lastname7	Firstname7		6/9/2002	N	Y		
00002	Prickly Pear Middle School	99999999	Lastname8	Firstname8	A	6/9/2003	N	Y		
00002	Prickly Pear Middle School	10101010	Lastname9	Firstname9	J	5/21/2002	N	Y		
00001	Prickly Pear High School	12121212	Lastname10	Firstname10	C	12/19/1997	N			Y
00001	Prickly Pear High School	13131313	Lastname11	Firstname11		12/12/2001	Y			
00001	Prickly Pear High School	14141414	Lastname12	Firstname12		12/19/2000	Y			
00001	Prickly Pear High School	15151515	Lastname13	Firstname13	R	1/4/2003	Y			

- Optional: You can log out of the **View Files Details** screen while the file is being generated. PearsonAccess^{next} will send you an email stating that the export file is complete.

- Login to 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 mark** in the box next to the file name.
- From the **Start** drop-down menu, select **View File Details**.
- Select the **Download File** link.



Manually Creating New Students

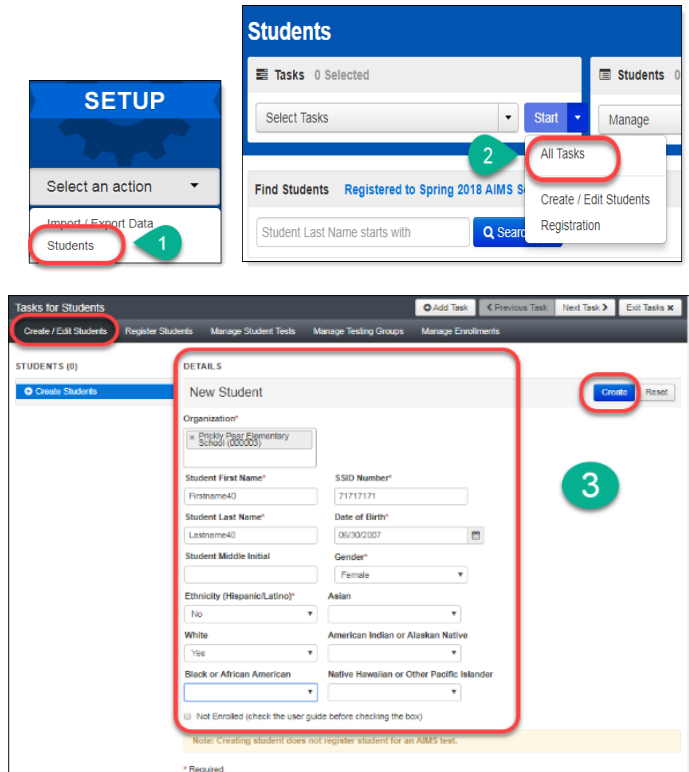
When manually creating a new student the following three tasks (tabs) must be completed for each student.

- Task 1– Create Student
- Task 2– Register Student
- Task 3– Test Assignment

Task 1 – Create Student

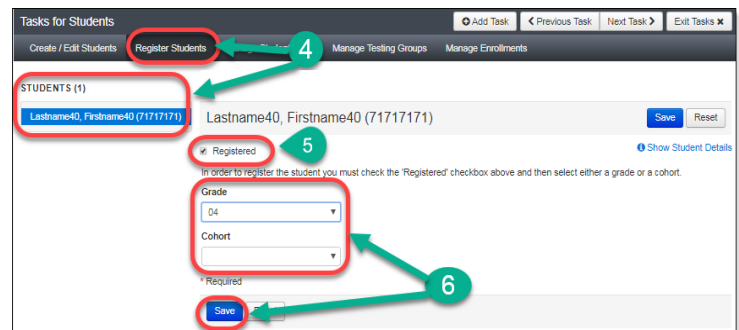
1. Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Students**.
2. From the **Start** drop-down menu, select **All Tasks**.
3. On the **Tasks for Students** screen and at the **Create/Edit Students** tab, fill-in the **New Student** details.

Note: Check the **Not Enrolled** box 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**. You will receive a green **Success Changes saved** screen.



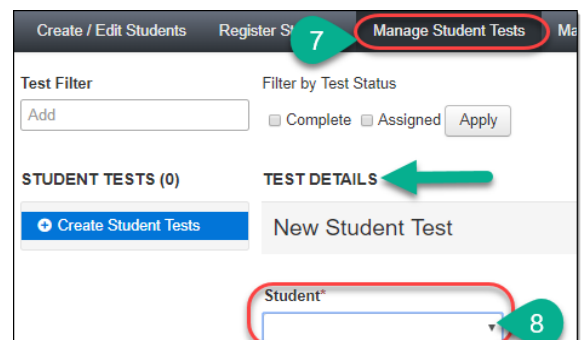
Task 2 – Register Student

4. Select the **Register Students** tab on the task bar. Under **STUDENTS** select the student's name.
5. Under the details, place a **check mark** in the box next to **Registered** to activate the form.
6. Complete the form with the student's **Grade** or **Cohort**. Select **Save**. You will receive a green **Success Changes saved** screen.



Task 3 – Test Assignment

7. Select the **Manage Student Tests** tab on the task bar.
8. In the **TEST DETAILS** section, under **Student***, select the student's name from the drop-down menu.



9. Under **Test***, select the appropriate test from the drop-down menu. To assign a Special Paper Version (SPV) test, the students must have a current IEP or 504 Plan that restricts them from using a computer.
10. Under **Organization***, select the appropriate school for the student.
11. Optional: **Testing Group** field. This field may be left blank. If you have not created groups, this will not be an option available in the drop-down menu.
12. Under **Format***, select **Online** for either the regular tests and the SPV tests.
13. For an online test, under **Non-Embedded Accommodations** and/or **Visual Assistance Tools**, place a **check mark** in the box for any accommodations required by the student's IEP/504 Plan.
14. When finished selecting accommodations and/or tools, from the **Special Paper Version** drop-down menu, select **Paper**, **Braille**, or **Large Print**.
15. **Check** the box to confirm that steps 1-4 have been completed. Click **Create**.

TEST DETAILS

New Student Test Create Reset

Student* 9
 Firstname, Lastname A(1234! ▾

Test* 11
 AIMS SCIENCE GRADE 4 ▾

Organization* 10
 Prickly Pear Elementary School (00 ▾

Testing Group
 Select ▾

Format* 12
 Online ▾

Non-Embedded Accommodations

Adult Transcription Sign Test Content 13 Translate Directions

Assistive Technology Simplified Directions Translation Dictionary

Visual Assistance Tools

Special Paper Version

Paper ▾ 14

By checking this box, I confirm that I have completed steps 1 – 4 above SPV test accommodation. 15

* Required

Create Reset

Note: To add a Special Paper Version accommodation for a new student, see Special Paper Version Accommodations on page 27.

Adding Students to a Test Session

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

1. Go to **TESTING**, select **Sessions**.
2. Search for the test session that was created under **Find Sessions**. Click **Search**.
3. Place a **check mark** next to the test session for the correct school.
4. Go to **Start**, select **All Tasks**.
5. On the **Tasks for Sessions** screen, select the **Add/Remove Students in Sessions** tab.
6. On the left side of the screen, select the session name from the **SESSIONS** list.
7. Under the **DETAILS** section, select the **Find by name** field to select students to add to the session.
8. Place a **check** in the box next to each selected student.
9. Select **Save**.

The screenshots illustrate the following steps:

- TESTING** menu: 'Sessions' is selected (1).
- Sessions** screen: 'AIMS Science High School' is selected in the 'Find Sessions' list (2), and 'Search' is clicked. The 'Start' dropdown menu is open, and 'All Tasks' is selected (4).
- Tasks for Sessions** screen: The 'Add/Remove Students in Sessions' tab is selected (5). The 'SESSIONS (1)' list on the left shows 'AIMS SCIENCE HIGH SCHOOL' selected (6). Under the 'DETAILS' section, the 'Find by name or ID within Tumbleweed Unified District' dropdown is selected (7), and the search field contains 'v Lastname91, Firstname91 (91919191)'. A table of students is shown with the first student checked (8):

Student	Group	Organization
<input checked="" type="checkbox"/> Lastname91, Firstname91 (91919191)		Prickly Pear High School
- The 'Save' button is clicked (9).

Editing a Student Test Assignment

The student data upload will register all students to an Online test. If you identify a student that is in the wrong Grade, or Cohort, or requires a Special Paper Version test, you must change their Test Assignment. For instructions on SPV, please see the Special Paper Version Accommodations section on page 27.

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

1. Go to **SETUP**, select **Students**.
2. Search either by individual student by entering their name or SSID and select **Search** or select **Show All Results**.
3. Place a **check** in the box next to the student name(s) that need(s) to be updated.
4. From the **Start** drop-down menu, select **All Tasks**.
5. Select the **Manage Student Tests** tab on the black task bar across the top.
6. On the left side under **STUDENT TESTS**, select the assigned test that is identified under the student's name.
7. Test Details will auto-populate for the student, **uncheck** the **Assigned** box. Select **Save**.
8. The student's test assignment has been removed.
9. To add a new test assignment, remain on the **Manage Student Tests** tab, under **Student***, select the student's name.
10. Select **Organization***. Select the correct school.
11. Select **Test***. Select the appropriate test.
12. **Testing Group**, leave blank. Optional.
13. Select **Type***. Select **Online**.
14. Select **Create**.

The screenshots illustrate the following steps:

- Screenshot 1:** The 'SETUP' menu is open, and 'Students' is selected (1).
- Screenshot 2:** The 'Students' search page is shown. The search filter is set to 'by Ignoring Spring 2018 AIMS Science Registration' (2). The 'Start' dropdown menu is open, and 'All Tasks' is selected (4). A student with SSID 71717171 is selected (3).
- Screenshot 3:** The 'Manage Student Tests' tab is selected (5). Under 'STUDENT TESTS (1)', the test 'AIMS SCIENCE GRADE 4' is selected (6). The 'Assigned' checkbox is unchecked (7). The 'Save' button is clicked (8).
- Screenshot 4:** The 'Manage Student Tests' tab is selected (9). The 'New Student Test' form is shown. The 'Student*' field is populated with 'Lastname40, Firstname40 (71717171)' (9). The 'Organization*' field is set to 'Prickly Pear Elementary School (000003)' (10). The 'Test*' field is set to 'AIMS SCIENCE GRADE 4' (11). The 'Testing Group' field is left blank (12). The 'Type*' field is set to 'Online' (13). The 'Create' button is clicked (14).

Edit Student Demographic Information

Demographic information includes the Student's Name, SSID Number, Date of Birth, Gender, and Ethnicity.

Note: Check with your District Test Coordinator before selecting the **Not Enrolled** check box. This is rarely used.

- To edit *student demographic information*, go to the **SETUP** section, from the **Select an action** drop-down menu, select **Students**.
- On the **Students** screen, search by either **Last Name** or **SSID Number**, click **Search**. Additional option would be to click **Search** and place a **check** next to **Show all Results**.
- Place a **check** in the box(es) next to the student name(s) that need to be updated.
- On the **Students** screen, from the **Start** drop-down menu, **select Create/Edit Students**.
- On the **Tasks for Students** screen and under the **STUDENTS** list, select the student to be edited.
- Edit all demographic information for student and select **Save**.
- Continue editing any additional students, if necessary. Click **Exit Tasks** when all students have been edited.

The screenshots show the following steps:

- SETUP** screen: The 'Select an action' dropdown menu is open, and 'Students' is selected. A red box highlights the 'Students' option, with a green circle '1' next to it.
- Students** screen: The search filters are set to 'SSID Number' with the value '71717171'. The 'Search' button is highlighted with a red box and a green circle '2'. A 'Show all results' checkbox is also highlighted with a red box and a green circle '2'.
- Students** screen: The search results show one student with SSID Number '71717171' and Lastname '40'. A red box highlights the checkbox next to the student name, with a green circle '3' next to it.
- Tasks for Students** screen: The 'Start' dropdown menu is open, and 'Create / Edit Students' is selected. A red box highlights this option, with a green circle '4' next to it.
- Tasks for Students** screen: The 'STUDENTS (1)' list shows 'Lastname40, Firstname40 (71717171)'. A red box highlights this entry, with a green circle '5' next to it.
- Tasks for Students** screen: The 'Create / Edit Students' form is shown. A red box highlights the entire form area, with a green circle '6' next to it. The 'Save' button is highlighted with a red box and a green circle '7'.

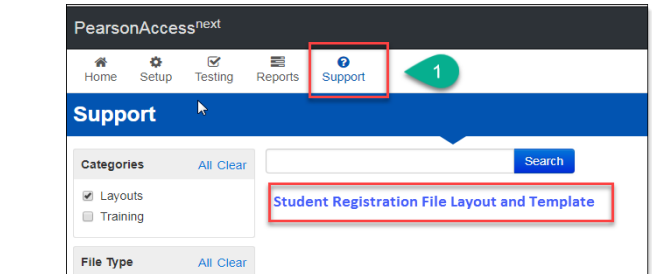
Create/Edit Students from a File Import

The Student Registration Import (SRI) is an option that can be used to create or edit students, create or edit student registrations, or change a test assignment at the same time.

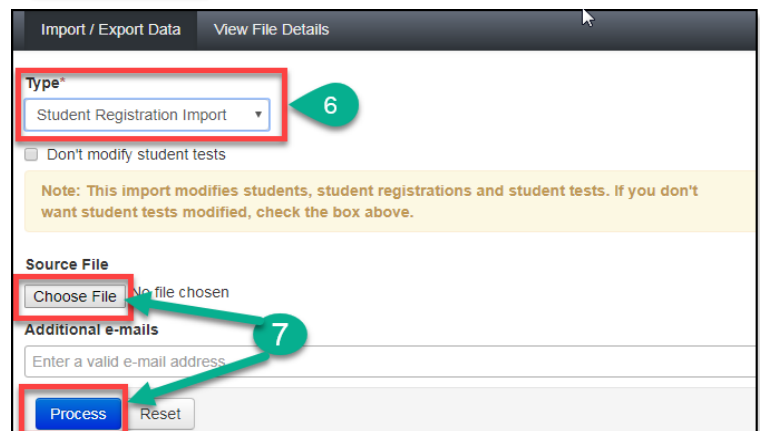
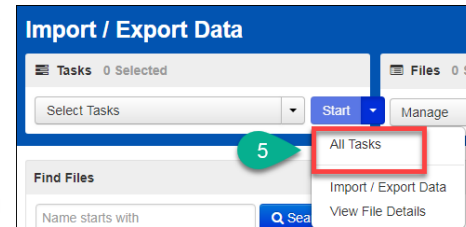
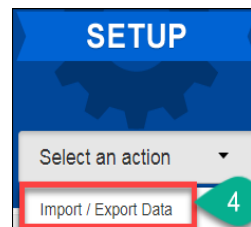
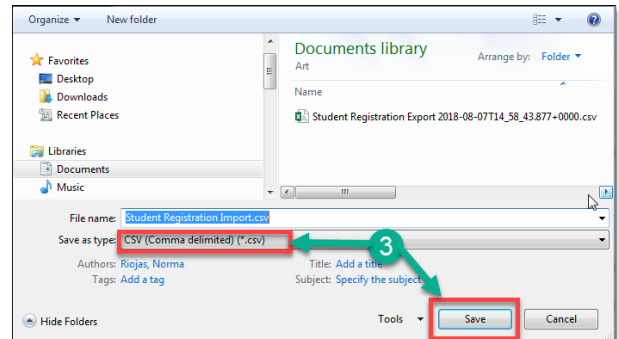
To create or edit students via an SRI file upload in PearsonAccess^{next}:

1. Download the blank AIMS Science Student Registration File Layout/Template from the **Support** section.
2. Fill-in the AIMS Science Student Registration Import file according to the Data File Layout tab. See next page for file layout.
3. Save the AIMS Science Student Registration Import File as a .csv file to your desktop.
4. To import the AIMS Science Student Registration Import file, go to the **SETUP** section, click on **Select an action**, select **Import / Export Data**.
5. On the **Import / Export Data** screen, from the **Start** drop-down menu, select **All Tasks**.
6. On the **Tasks for Importing and Exporting** screen, from the **Type*** drop-down menu select **Student Registration Import**.
7. Select **Choose File** and AIMS Science Student Registration Import file you created earlier. Select **Process**.

Note: Do not select the **Don't modify student tests** box.



	A	B	C	D	E	F	G	H	I
1	Organization Code	Organization Name	SSID Number	Student Last Name	Student First Name	Student I	Date of Birth	Hispanic c	White
2	000003	Prickly Pear Elementary School	44444444	Student	Gradefour		4/4/2008	Y	
3	000003	Prickly Pear Elementary School	55555555	Lastname4	Firstname4	G	5/2/2007	N	Y
4	000003	Prickly Pear Elementary School	66666666	Lastname5	Firstname5	M	1/17/2007	Y	
5	000004	Prickly Pear Intermediate School	77777777	Lastname6	Firstname6	P	6/19/2002	N	Y



STUDENT REGISTRATION File Layout: AIMS Science Spring 2019

FIELD #	NAME (Display Name in UI)	FIELD NAME (FILE HEADER TITLE)	READ ONLY (Y/N)	REQUIRED (Y/N)	MIN LENGTH	MAX LENGTH	VALID VALUES
1	Organization Code	Organization Code	N	Y	7	7	Numeric (0-9) Blank not allowed Records with blank and invalid values in this field will be rejected.
2	Organization Name	Organization Name	N	N	1	35	
3	SSID Number	SSID Number	Y	Y	8	11	Numeric, 0-9 *Must be unique
4	Student Last Name	Student Last Name	N	Y	1	75	A-Z, a-z, 0-9, dash (-), apostrophe ('), embedded space Records with blank and invalid values in this field will be rejected.
5	Student First Name	Student First Name	N	Y	1	75	A-Z, a-z, 0-9, dash (-), apostrophe ('), embedded space Records with blank and invalid values in this field will be rejected.
6	Student Middle Initial	Student Middle Initial	N	N		1	A-Z, a-z or blank
7	Date of Birth	Date of Birth	N	Y		10	Date (M-Month, D-Day, Y-Year) MM/DD/YYYY
8	Ethnicity (Hispanic/Latina)	Hispanic/Latina	N	Y	1	1	Y-Yes N-No
9	White	White	N	N		1	Y-Yes N-No or blank
10	Black or African American	Black or African American	N	N		1	Y-Yes N-No or blank
11	Asian	Asian	N	N		1	Y-Yes N-No or blank
12	American Indian or Alaskan Native	American Indian or Alaskan Native	N	N		1	Y-Yes N-No or blank
13	Native Hawaiian or Other Pacific Islander	Native Hawaiian or Other Pacific Islander	N	N		1	Y-Yes N-No or blank
14	Gender	Gender	N	Y		1	M - Male F - Female Records with blank and invalid values in this field will be rejected.
15	Grade	Grade	N	Y*	2	2	Numeric 04, 08 or Blank Grade must be present for students participating in Grades 4 & 8 Science. Must be blank for students participating in HS Science test.
16	Cohort	Cohort	N	Y*	2	2	21 - 2021 22 - 2022 or Blank Cohort must be present for students participating in HS Science. Must be blank for students participating in Grades 4 & 8 Science test.
17	Special Education	Special Education	N	N		1	1 - Participating Blank - Not Participating
18	EL Clarification	EL Clarification	N	N		1	1 - Participating Blank - Not Participating
19	Migrant	Migrant	N	N		1	1 - Participating Blank - Not Participating
20	SES	SES	N	N		1	1 - Participating Blank - Not Participating
21	Test Code	Test Code	N	N		8	AIMS04 - AIMS SCIENCE GRADE 4 AIMS08 - AIMS SCIENCE GRADE 8 AIMSHS - AIMS SCIENCE HIGH SCHOOL If blank, test automatically based on Cohort and Grade fields.
22	Format	Format	N	N		10	online - Online If not - online, test automatically in lead.

At times, when the SRI file has completed processing in PearsonAccess^{next} and issues/errors are encountered, the message **Complete with Issues** will display on the screen.

This issue may be due to a student who was in the SRI file but already exists in PearsonAccess^{next} with another school or district. Refer to the image for sample issues.

When this occurs, the District Test Coordinator needs to submit a **Work Request** in PearsonAccess^{next}. This will request for the student to be transferred from one school/district to another school/district. If the **Work Request** has not been processed within 3-4 days, contact the ADE at AIMSScience@azed.gov.

Refer to directions beginning on page 43.

Complete with Issues
Some records were not saved, see the error list for details

File Information

Type Student Registration Import	Organization Sample School District (000000)
Name Sample SD.csv	User abcd.efgh@klmnop.org
Request Date 01/24/2019 11:18:11 AM	Download File
Total Records 255	Download Students Created
Successful Records 12	
Error Records 243	

Steps

Step	Message
Format Verification	Complete
Import	Encountered 243 records with issues, data for these records was not saved
Generate Error Files	Complete

Errors

[Download Records in Error](#)

[Download Error Messages](#)

Record Number	Message
2	The Test AZP04 is already assigned to this student in organization Picky Pear School.
12	The Test AZP04 is already assigned to this student in organization Picky Pear School.
15	The Test AZP04 is already assigned to this student in organization Picky Pear School.

Note: Students cannot be deleted from PearsonAccess^{next}. A student will be removed when another district/charter adds the student to their registration.

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**.
2. Select **All Tasks** from the **Start** drop-down menu.
3. Select the **Create/Edit Testing Groups** tab. 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. Select the **Add/Remove Student Tests in Testing Groups** in **Testing Groups** tab.
6. On the left side of the screen, select the Testing Group from the list.
7. Select the **Find by name or ID within the Organization** 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 name or ID within the Organization** filter. *Note:* If a student is selected in error, you can remove the student by selecting the "x" by the student's name.
10. Place a **check** in the box next for each student, then select **Save**. Repeat this process for each Testing Group created.
11. Select the **Exit Tasks** button.

The screenshots illustrate the following steps:

- Screenshot 1:** The 'SETUP' section is shown with the 'Testing Groups' option selected in the 'Select an action' dropdown.
- Screenshot 2:** The 'Testing Groups' page is shown with 'All Tasks' selected in the 'Start' dropdown menu.
- Screenshot 3:** The 'Create/Edit Testing Groups' tab is active. The 'Organization' is set to 'Prickly Pear Intermediate...', the 'Name' is 'Mrs Smith Grade 4', and the 'Description' is 'Lab Room 123'. The 'Create' button is highlighted.
- Screenshot 4:** The 'Add/Remove Student Tests in Testing Groups' tab is active. The 'Mrs Smith Grade 4' testing group is selected from the list on the left. The search filter 'Find by name or ID within Prickly Pear Intermediate School' is used to find the student 'Lastname18, Firstname18', who is selected. The student's name is then populated in the search filter. Finally, the student is added to the testing group, and the 'Save' button is highlighted.

Special Paper Version Accommodations

Students that require a Special Paper Version test must be identified in PearsonAccess^{next}. Before assigning a Special Paper Version (SPV) test to student(s), a Special Paper Version test session must be created.

There are four steps that must be completed to assign a Special Paper Version test to a student:

- Step One – Create a Special Paper Version Test Session
- Step Two – Identify Students for Special Paper Version Accommodations
- Step Three – Move Students to a Special Paper Version Test Session
- Step Four – Place an Additional Order for a Special Paper Version Test

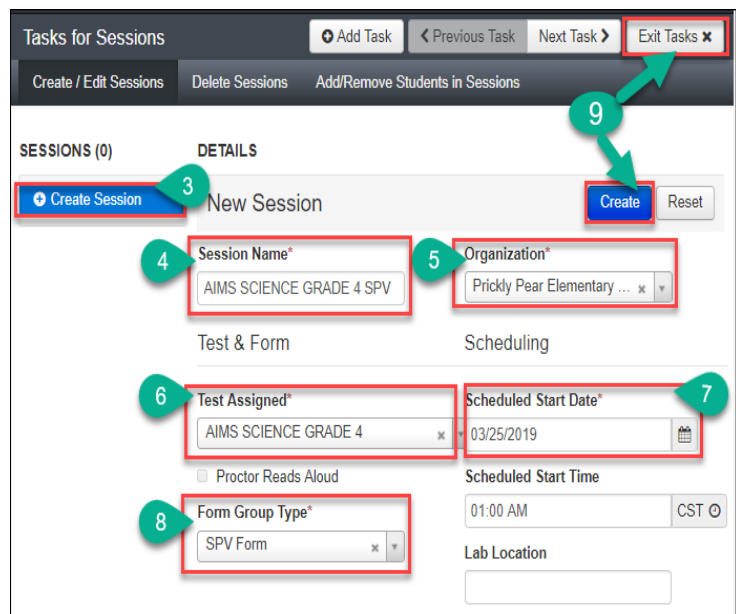
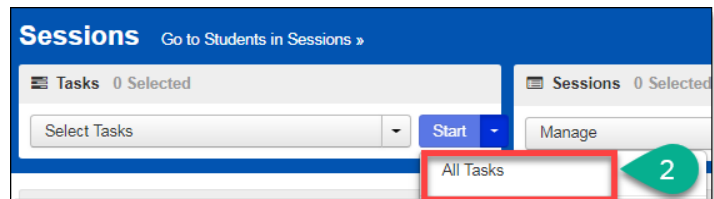
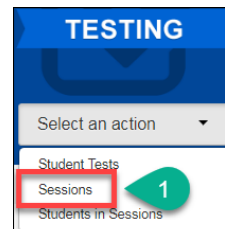
Step One – Create a Special Paper Version Test Session

A Special Paper Version test session must be created for each grade level at each school that has an SPV student. Test sessions must be created using only the names listed below in all CAPS.

1. Go to **TESTING**, click on **Select an action**, select **Sessions**.
2. Go to **Start**, select **All Tasks**.
3. On the **Tasks for Sessions** screen, at the **Create/Edit Sessions** tab, select **Create Session**.
4. Select **Session Name***. Create one of the following test session names in all CAPS.

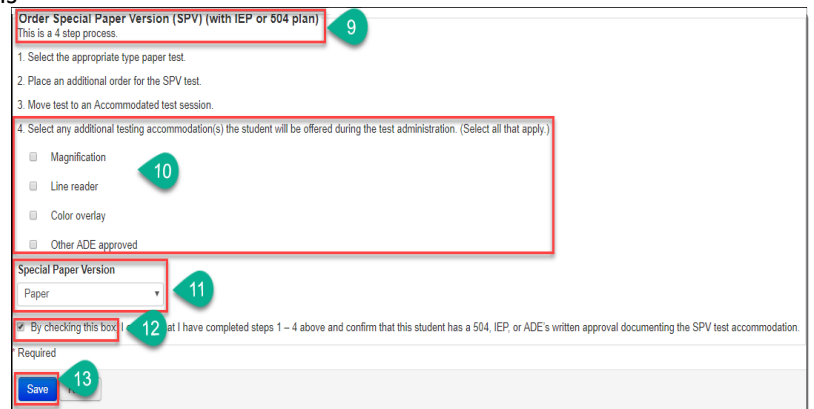
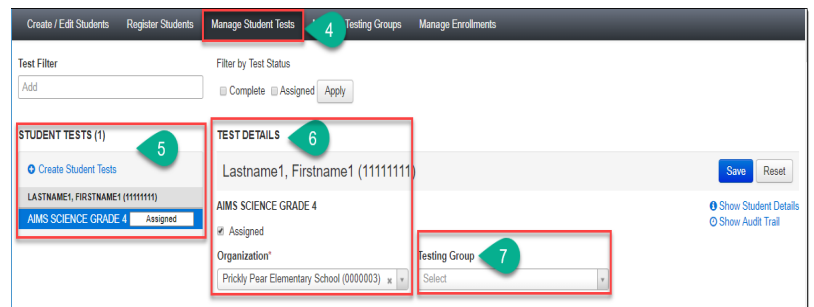
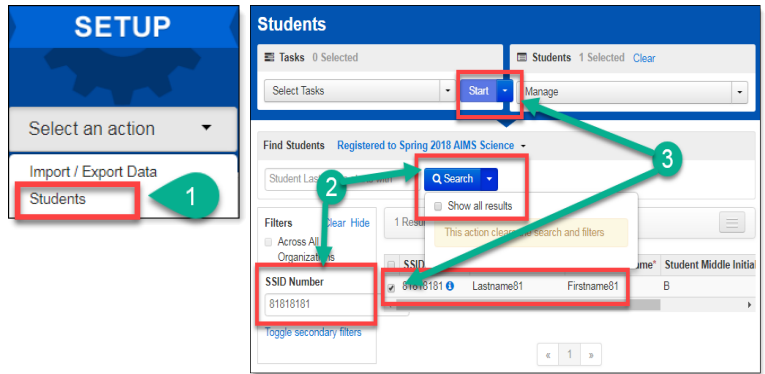
AIMS SCIENCE GRADE 4 SPV
AIMS SCIENCE GRADE 8 SPV
AIMS SCIENCE HIGH SCHOOL SPV

5. Select **Organization***, select the school name from the drop-down menu. SPV test sessions must be created for each school that has an SPV student.
6. Select **Test Assigned***. Use the drop-down menu to select the appropriate grade and test to be assigned to the test session.
7. Enter the **Scheduled Start Date***. It can be no earlier than the first day of testing. All other fields are optional.
8. Select **Form Group Type***. Use the drop-down menu to select **SPV Form**.
9. Select **Create**. Select **Exit Tasks**.



Step Two – Identify Students for Special Paper Version Accommodations

1. Go to **Setup**, select **Students**.
2. Search either by individual student by entering their **SSID Number** or go to the **Search** button, select **Show All Results**.
3. Place a **check mark** next to student(s) that must be updated with a SPV accommodation. Select **Start** button, select **All Tasks**.
4. Click on the **Manage Student Tests** tab on the black task bar across the top.
5. On the left side under **STUDENT TESTS**, select the assigned test that is identified under student's name.
6. **TEST DETAILS** will auto-populate for the student.
7. Testing Group, may be left blank (Optional).
8. Skip over the **Non-Embedded Accommodations** and **Visual Assistance Tools** sections. Do not fill-in these sections out for SPV tests.
9. Move down to the **Order Special Paper Version (SPV) (with IEP or 504 plan) (4 step process)** section.
10. Select any additional testing accommodations the student will be offered.
11. Click on the **Special Paper Version** and select Paper, Braille or Large Print.
12. Place a **check** in the box to confirm the student has a 504, IEP, or ADE's written approval.
13. Select **SAVE** for an existing student when editing the test assignment. Or, select **Create** if the student is being manually created with the user interface.

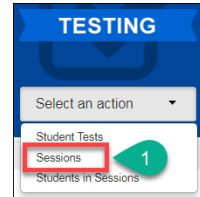


Step Three – Move Student to a Special Paper Version Test Session

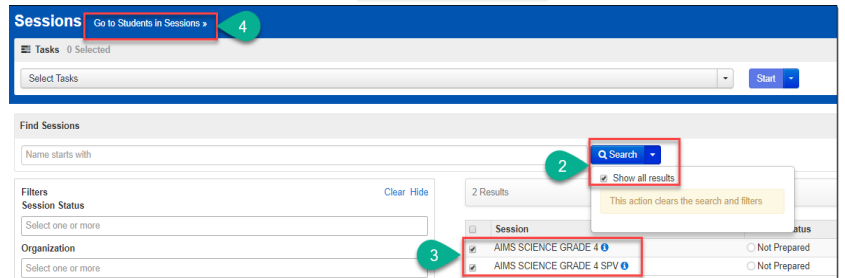
If a district changed a student test assignment from an online test to a Special Paper Version test through the PearsonAccess^{next} user interface, the student must be placed in a Special Paper Version Session.

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

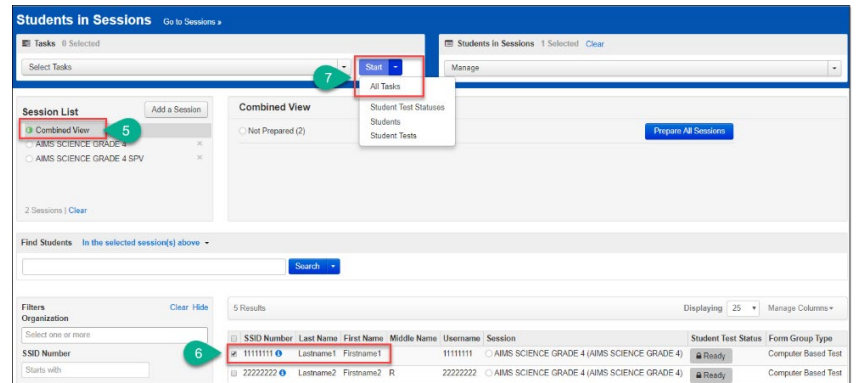
1. Go to **TESTING**, select **Sessions**.
2. To search for the computer based test session and the SPV test session, click on **Search**, select **Show all results**.
3. Place a **check mark** next to both the computer based test session and the SPV test session for the correct school.



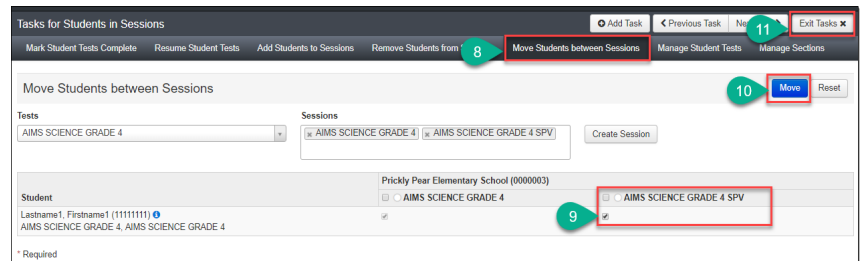
4. Click on the **Go to Students in Sessions** link.
5. Under the **Session List**, select **Combined View**.



6. Place a **check mark** next to the student(s) name(s) that will be moved to the SPV test session.



7. Go to **Start** and select **All Tasks**.
8. Select the **Move Students between Sessions** tab.



9. **Check** the box of the session the student is being moved to (SPV session).
10. Select **Move**.
11. Click **Exit Tasks**.

Step Four – Place an Additional Order for a Special Paper Version Test Materials

1. Follow the directions for Ordering Special Paper Version Accommodation Materials in the steps below.
2. ADE will approve all Special Paper Version Tests based on needs of students identified for Special Paper Version Accommodations. Steps One to Three must be completed prior to submitting an additional order.

Ordering Special Paper Version Accommodation Materials

If a Special Paper Version accommodation is needed, the AIMS Science District Test Coordinators is to place **one** consolidated additional order for the entire district. All additional orders are approved by the AIMS Science State Test Coordinator prior to being shipped.

1. Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Orders & Shipment Tracking**.
2. On the **Orders Shipment and Tracking** screen, click the **Start** drop-down menu, and select **All Tasks**.
3. The Organizational (Code) auto-fills with the organization name. Verify the Organization (Code) is for the correct district.
4. In **Date Needed*** field enter today's date. *Note:* The Reason and Special Instruction fields are not required and can be left blank.
5. Verify the Ship To information is correct. If there is an error in the address, do not continue with this order. Immediately contact AIMSScience@azed.gov to update the contact information.
6. Select **Add Items** to open the **Edit Materials Order** screen.
7. On the **Edit Materials Order** screen, enter the quantity of each item needed.
8. Select **Save**.

Note: If you are ordering any SPV booklets, you must also order labels.

Tasks for Orders

Additional Orders

Details

New Order

Organization (Code): Tumbleweed Unified District (999999)

Date Needed*

Reason

Special Instruction

Ship To

Contact Information

Contact Name*: Mary Pat Wood

Job Title: District Test Coordinator

Email: marypat.wood@azed.gov

Phone: 6025425345

Fax

Shipping Address

Address Line 1*: 1535 West Jefferson

Address Line 2

City*: Phoenix

State*: AZ

Zipcode*: 85007

Materials Order

0 Items

Add Items

* Required

Create Reset

Edit Materials Order

Amount	Item #	Description	Item #	Subject	Type	Grade
2	01	TEST COORDINATOR MANUAL	AZ00002933	Not Subject Specific	Miscellaneous	All
3	02	TEST ADMINISTRATION DIRECTIONS	AZ00002932	Not Subject Specific	Miscellaneous	All
1	03	SPV TEST BOOK GRADE 4 AIMS SCIENCE	AZ00002929	Science	Test Book	Grade 4
0	04	SPV TEST BOOK GRADE 8 AIMS SCIENCE	AZ00002930	Science	Test Book	Grade 8
0	05	SPV TEST BOOK HS AIMS SCIENCE	AZ00002931	Science	Test Book	High School
0	06	LARGE PRINT TEST BOOK GRADE 4 AIMS SCIENCE	AZ00002925	Science	Large Print	Grade 4
0	07	LARGE PRINT TEST BOOK GRADE 8 AIMS SCIENCE	AZ00002926	Science	Large Print	Grade 8
0	08	LARGE PRINT TEST BOOK HS AIMS SCIENCE	AZ00002927	Science	Large Print	High School
0	09	BRILLE TEST BOOK GRADE 4 AIMS SCIENCE	AZ00002922	Science	Braille	Grade 4
0	10	BRILLE KIT GRADE 8 AIMS SCIENCE	AZ00002948	Science	Braille	Grade 8
0	11	BRILLE TEST BOOK HS AIMS SCIENCE	AZ00002924	Science	Braille	High School
0	12	UPS NONSCOREABLE SHIPPING LABEL	AZ00002950	Not Subject Specific	Miscellaneous	All
0	13	GREEN NONSCOREABLE LABEL	AZ00002947	Not Subject Specific	Miscellaneous	All
0	14	RETURN BOX - 11 1/2 X 9 1/2 X 3	AZ00005567	Not Subject Specific	Miscellaneous	All
0	15	RETURN BOX - 11 1/2 X 9 1/2 X 6	AZ00005566	Not Subject Specific	Miscellaneous	All
0	16	RETURN BOX - 11 1/2 X 9 1/2 X 12	AZ00005565	Not Subject Specific	Miscellaneous	All

Preparing for Testing

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.

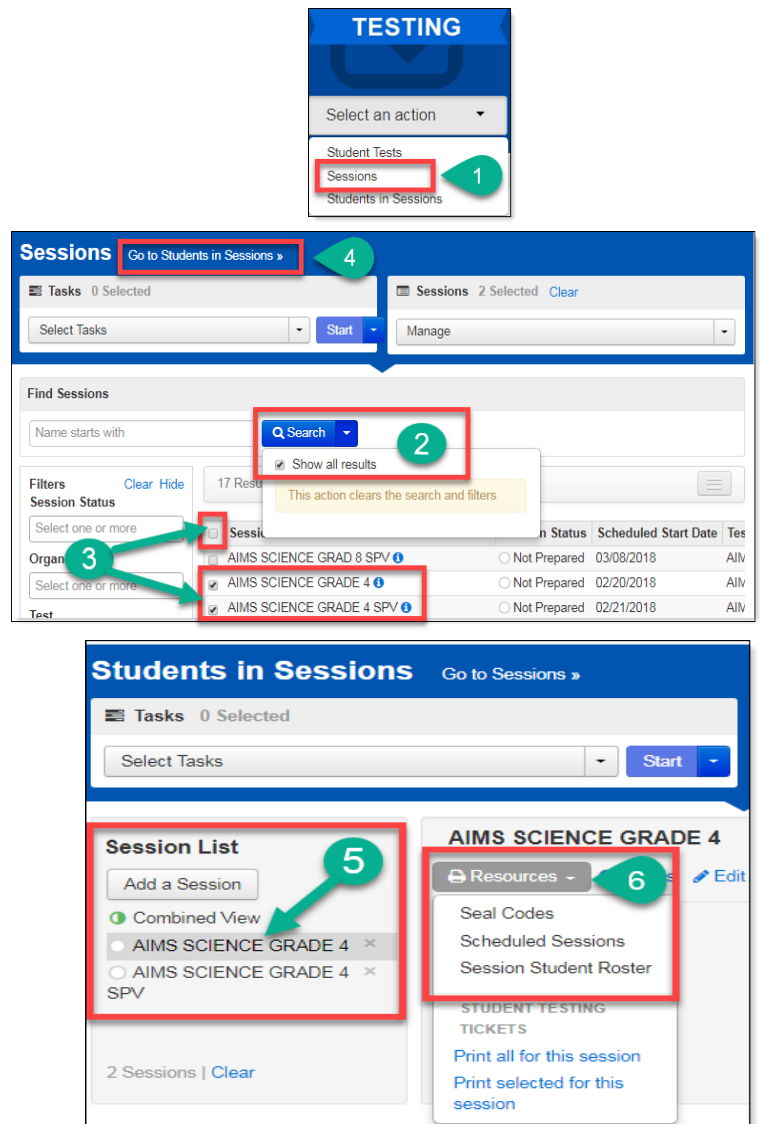
Session Resources

Below are descriptions of the session resources that will be used:

- **Seal Codes** are used to unlock each section of the test. The seal codes are provided to students before administering each section on the testing day.
- **Scheduled Sessions** provides a list of all the sessions created and session status for an organization.
- **Session Student Roster** is a list of all students assigned to a session.
- **Testing Tickets** provides 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 **TESTING**, select **Sessions**.
2. On the **Sessions** screen, select **Search** and check the **Show All Results** box.
3. On the **Sessions** screen, there are two ways to look at the 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. Select **Go to Students in Sessions** link.
5. On the **Students in Sessions** screen, select a session name from the **Session List**.
6. Select the **Resources** drop-down menu to see the list of session resources.

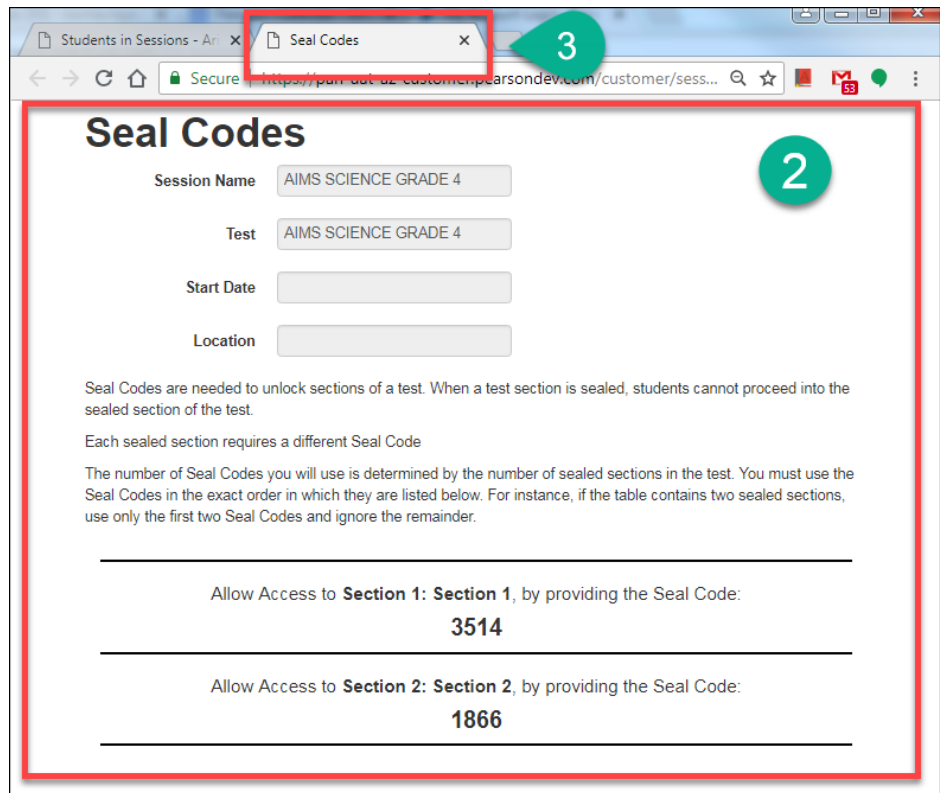
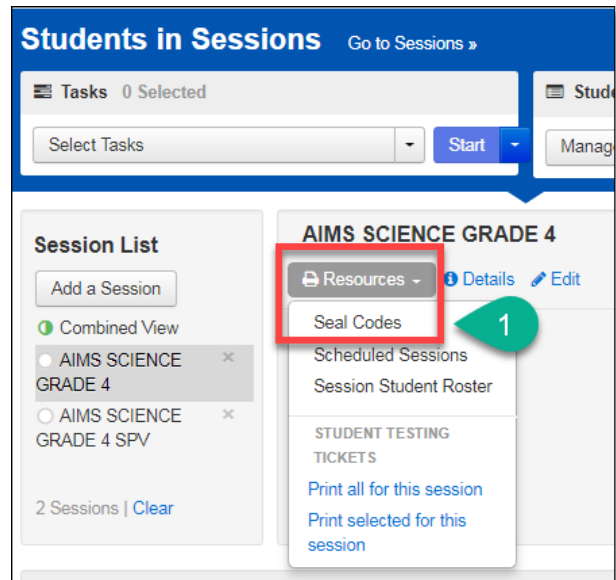


Seal Codes

Seal Codes are used to unlock each section of the test. The seal codes are provided to students before administering each section on testing day.

1. On the **Resources** drop-down, select **Seal Codes**.
2. 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.
3. Close the tab on your internet browser that displays the Seal Codes when finished.

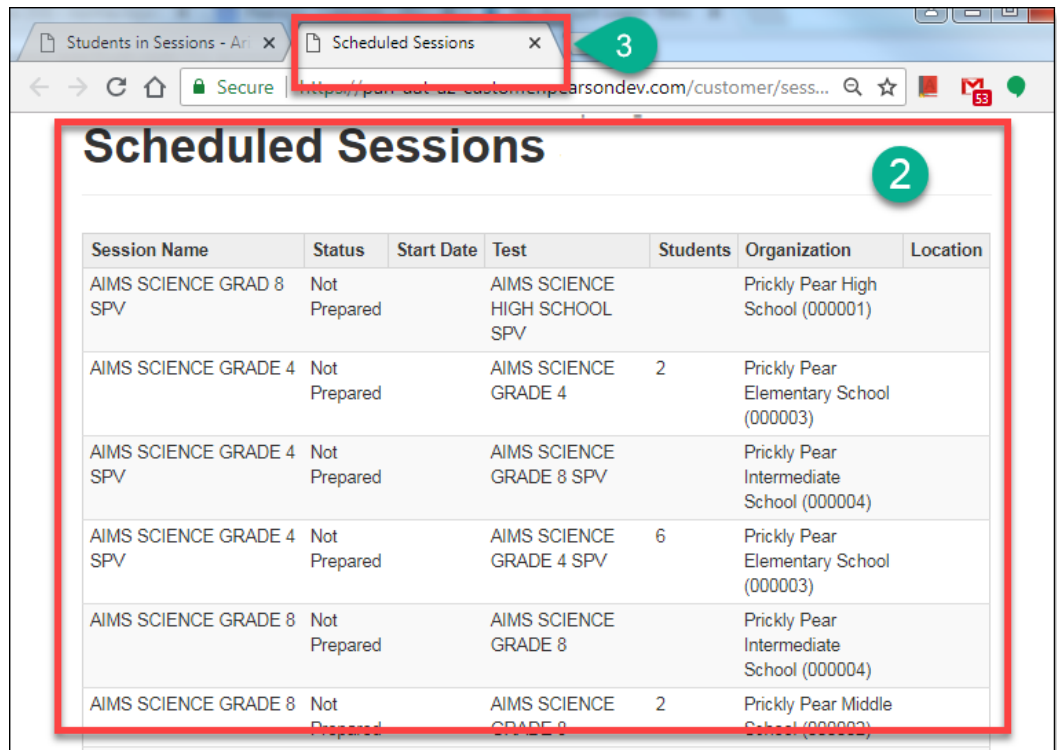
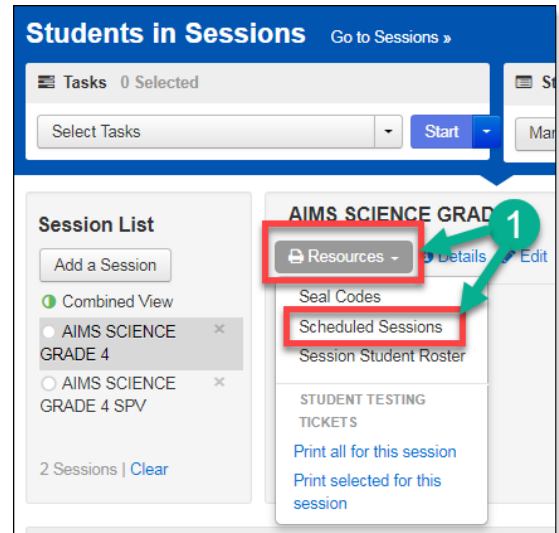
Note: The Seal Code Report should be treated as **secure** test material.



Scheduled Sessions

Scheduled Sessions provides a list of all sessions created and session status for an organization.

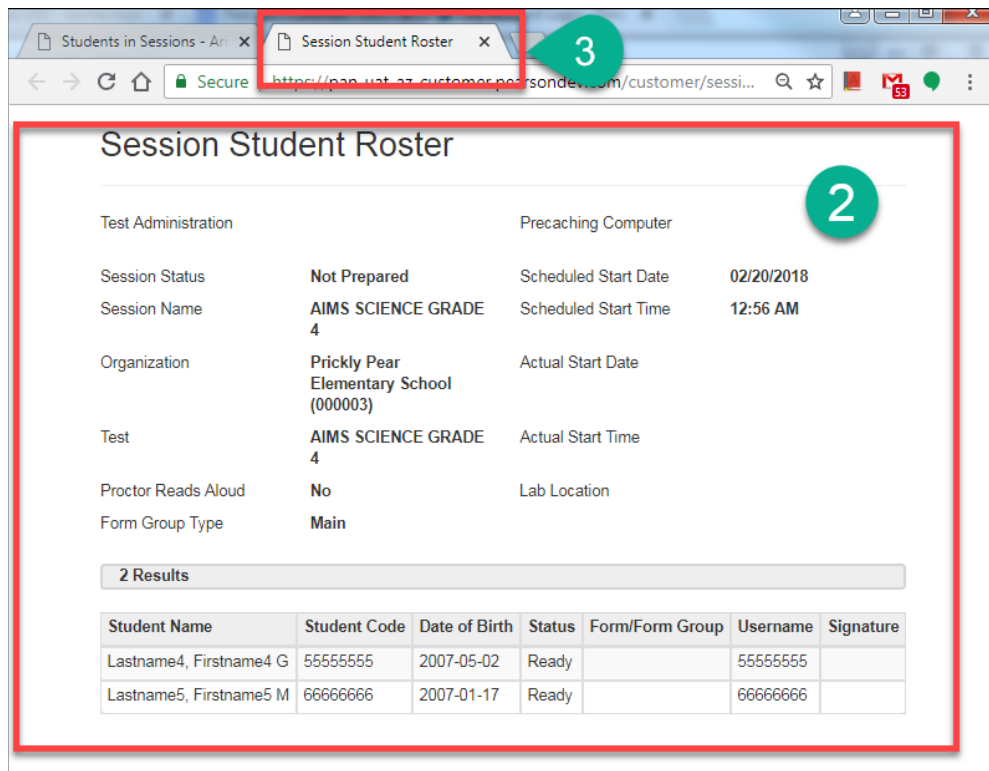
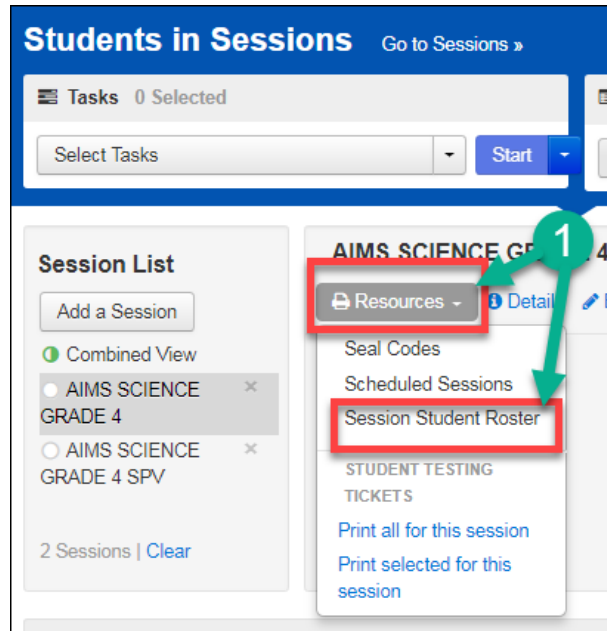
1. On the **Resources** drop-down menu, select **Scheduled Sessions**.
2. The **Scheduled Sessions** report will open in a new tab in your internet browser.
3. Close the tab on your internet browser that displays the **Scheduled Sessions** report when finished.



Session Student Roster

The Session Student Roster is a list of all students assigned to a session.

1. On the **Resources** drop-down menu, select **Session Student Roster**.
2. The **Session Student Roster** report will open in a new tab in your internet browser for the selected session.
3. Close the tab on your internet browser that displays the **Session Student Roster** when finished.



Testing Tickets

Testing Tickets are printed for each student. It provides the student's username and password for logging in to TestNav 8, Pearson's online testing platform.

1. On 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 selected students (**Print selected for this session**).
2. To print testing tickets for select students:
 - a. You can search for students by entering information into Filters.
 - b. Place a **check** in the 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**.
3. The **Testing Tickets** will open in a new tab on your browser.
4. You may select to print one testing ticket per page, or multiple tickets per page.
5. Close the tab on your internet browser that displays the **Testing Tickets** when finished.

Note: Testing Tickets should be treated as **secure** test material.

The screenshots illustrate the following steps:

1. In the 'Students in Sessions' interface, the 'Resources' dropdown menu is expanded, showing options to 'Print all for this session' or 'Print selected for this session'.
2. The 'Find Students' search results table is shown, with two rows of student data. The first row is checked, indicating selection for printing.
3. The browser's address bar shows the URL for the testing tickets, and the 'Select a print format' dropdown menu is set to 'Per Page'.
4. Two individual 'STUDENT TESTING TICKET' pages are displayed, each containing student information and login credentials for the 'AIMS SCIENCE GRADE 4' session.

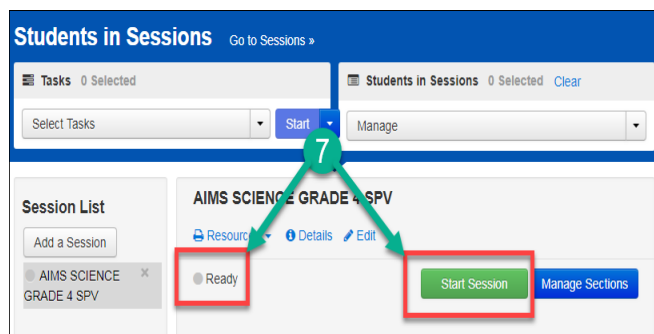
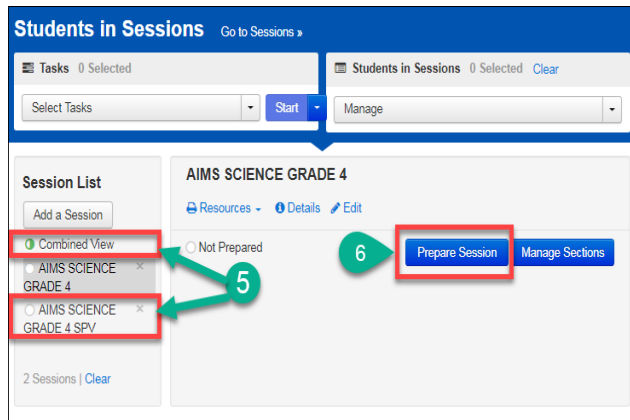
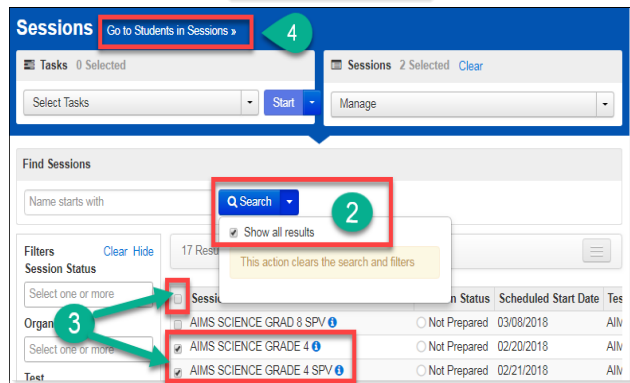
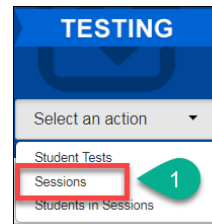
Preparing a Session

Preparing a Session is the action that links the students in the Session with their assigned form in TestNav. This step must be done prior to the first day of testing.

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

1. Go to **TESTING**, select **Sessions**.
2. On the **Sessions** screen, select **Search** and check the **Show All Results** box.
3. On the **Sessions** screen, there are two ways to look at the 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. Select Go to Students in Sessions link.
5. On the Students in Sessions screen, there are two ways to view the sessions:
 6. Select a session name from the Session List, or
 7. Select the Combined View to manage all the sessions at the same time.
8. Click the **Prepare Session** button.
9. When all test forms are assigned, the Session will show as **Ready** and the green **Start Session** button will appear.

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.



Testing Conditions and Accommodations

Universal Test Administration Conditions are specific testing situations and conditions that may be offered to any student to provide him/her with 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. If a student's accommodations are not set prior to sign in, the student needs to sign out of the test. Follow the directions below to set the accommodations.

1. Go to **Testing**, select **Sessions**.
2. On the **Sessions** screen, select **Search** and check the **Show All Results** box.
3. On the **Sessions** screen, there are two ways to look at the 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. Select **Go to Students in Sessions** link.
5. On the **Students in Sessions** screen, select a session name from the **Session List**.
6. Place a **check mark** in the box by the desired student test. Select **Student Tests**.
7. On the **Tasks for Students in Session** screen, select the **Manage Student Test** tab.
8. Find the **Visual Assistance Tools** section. Use the **PNP Color Contrast** drop-down menu to select specific color contrast settings or place a **check mark** in the boxes for each of the desired tools.

The screenshots illustrate the following steps:

- Step 1:** The 'TESTING' menu is shown with 'Sessions' highlighted.
- Step 2:** The 'Sessions' screen shows a search bar and a 'Show all results' checkbox.
- Step 3:** The 'Sessions' screen shows a table of sessions with checkboxes for selection.
- Step 4:** The 'Students in Sessions' screen shows a 'Session List' and a table of students with checkboxes.
- Step 5:** The 'Manage Student Tests' screen shows details for a student, including a 'Visual Assistance Tools' section with checkboxes for 'PNP Color Contrast', 'PNP Answer Masking', and 'PNP Magnifier Tool'.

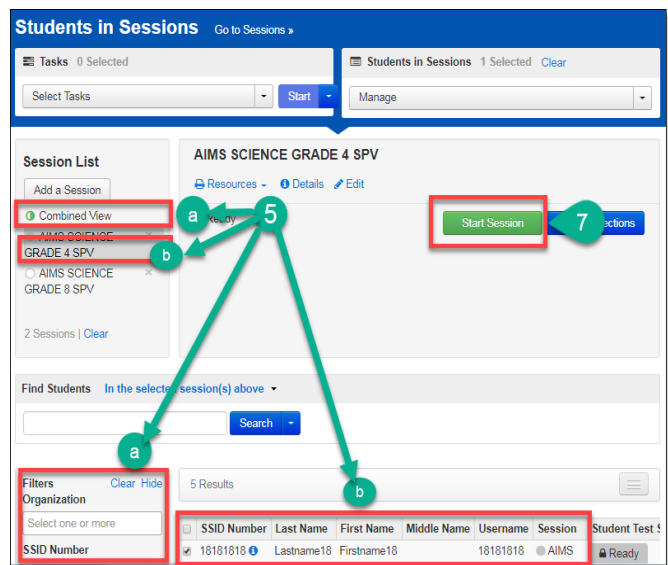
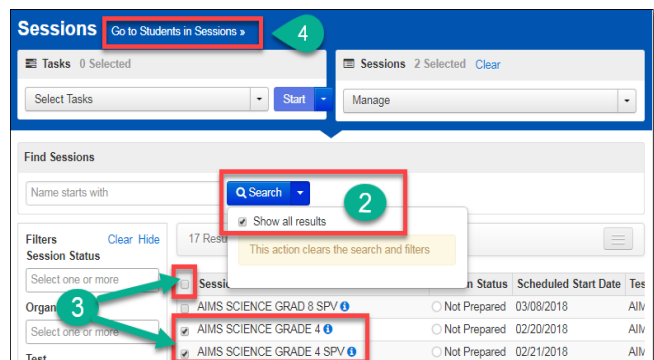
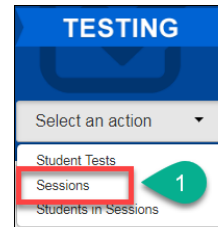
Testing Day Activities

Starting a Session and Unlocking Student Tests

On testing day, a test session must be started. Students present for testing must be unlocked before the students can login to TestNav.

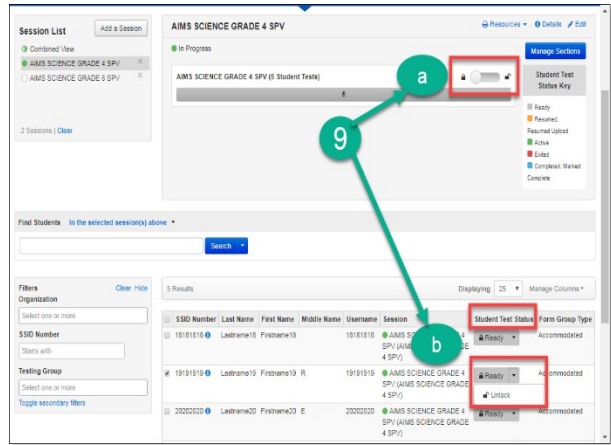
To start a session on the day of testing in PearsonAccess^{next}:

1. Go to **TESTING** section, select **Sessions**.
2. On the **Sessions** screen, select **Search** and check the **Show All Results** 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** the box in the header row to select all sessions.
4. Select **Go to Students in Sessions** link.
5. There are two ways to find the student:
 - a. Select **Combined View** in the **Session List** and enter information into the **Filters** section, or
 - b. Select a session name from the **Session List** and scroll through the list of students assigned to each of the sessions.
6. Test Administrators can 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**.
7. Click the **Start Session** button for individual sessions, or the **Start All Sessions** button if you are using the combined view.
8. 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 login to TestNav to begin testing.



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

9. There are two ways to unlock tests for students:
 - a. To unlock **all** tests in a session, click and drag the lock/unlock switch. This method may be used for a single session, or with multiple sessions using the Combined View,
 - or
 - b. For individual students, go to **Student Test Status**. Select **Unlock** for each student present for testing.



10. The student should be in **Ready** status and the lock icon should not be visible in the **Student Test Status** box.

SSID Number	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
18181818	Lastname18	Firstname18		18181818	AIMS SCIENCE GRADE 4 SPV (AIMS SCIENCE GRADE 4 SPV)	Ready	LOCKED
19191919	Lastname19	Firstname19	R	19191919	AIMS SCIENCE GRADE 4 SPV (AIMS SCIENCE GRADE 4 SPV)	Ready	UNLOCKED

Managing Test Sections

PearsonAccess^{next} may be used to monitor a student's testing progress. It may be used to see if a student is testing out of order or to begin students at a specific test section. 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. The lower portion of the screen is used to monitor status and manage test sections for individual students.

1. Go to **TESTING** section, select **Sessions**.
2. On the **Sessions** screen, select **Search** and check the **Show All Results** box.
3. On the **Sessions** screen, there are two ways to select sessions:
 - a. place a **check mark** in the box next to each session name you want to work with, or
 - b. place a **check mark** the box in the header row to select all sessions.
4. Select **Go to Students in Sessions** link.
5. On the **Students in Sessions** screen, select a session from the **Session List**. Click on **Manage Sections**.
6. Top Portion: Each row represents a test section. To set a session to the desired test section, click the **Set Current Section for All** button on the desired test section. Click **Save**.
7. Lower Portion: The **Section Status** columns monitors a student's test progress. In each student row, a bubble reports the status for each test section
 - N - Not Started
 - S - Started
 - C – Completed
8. The **Current Section** may be used to move students to a desired test section. Click the radio button to the desired test section. Click **Save**.

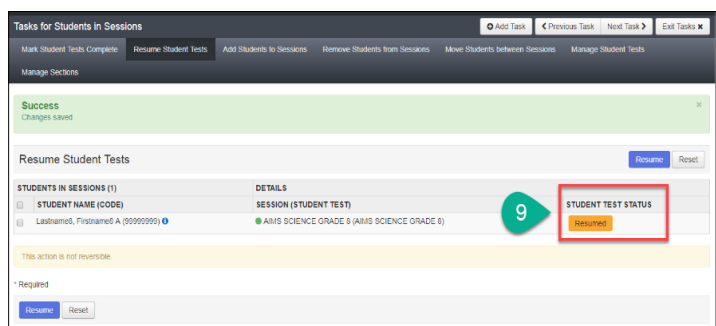
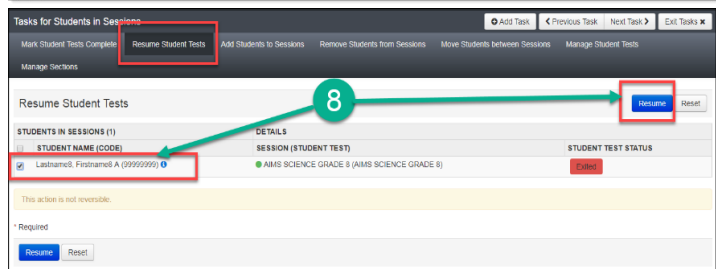
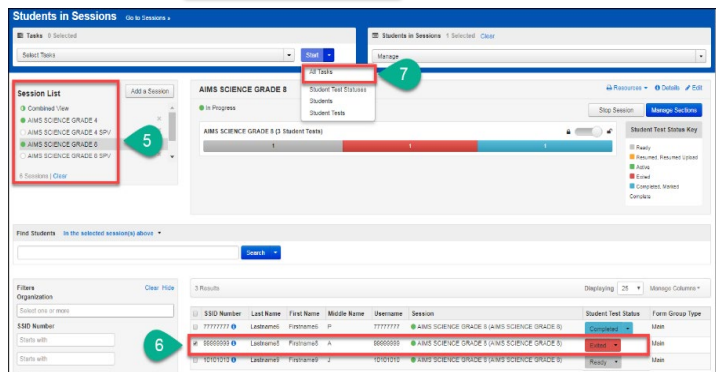
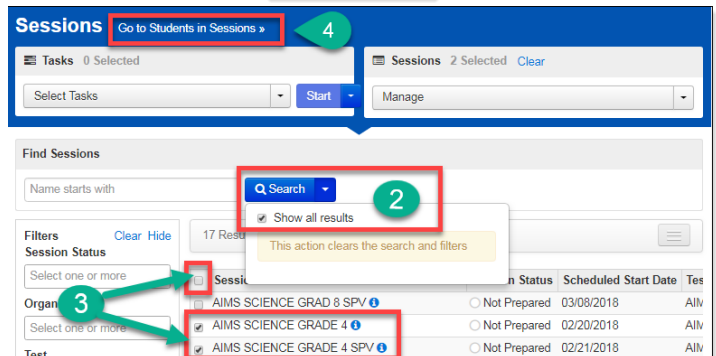
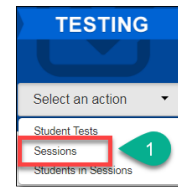
The screenshots illustrate the following steps:

- TESTING** menu: 'Sessions' is selected.
- Sessions** screen: Search is used, and 'Show all results' is checked. Sessions are selected.
- Students in Sessions** screen: A session is selected from the 'Session List', and 'Manage Sections' is clicked.
- Manage Sections** screen: The top portion manages the entire session, and the lower portion manages individual students. The 'Set Current Section for All' button is used to select a section, and the 'Save' button is clicked. The 'Section Status' and 'Current Section' columns are highlighted.

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**. The student's test must be resumed to complete testing in TestNav.

1. Go to **Testing**, select **Sessions**.
2. On the **Sessions** screen, select **Search** and check the **Show All Results** 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** the box in the header row to select all sessions.
4. Select **Go to Students in Sessions** link.
5. On the **Students in Sessions** screen, select a session from the **Session List**.
6. Place a **check** by the student test that is in **Exited** status.
7. Go to **Start**, select **All Tasks**.
8. On the **Resume Student Tests** tab, place a **check** on the student that needs to be resumed in the **Students in Sessions**. Click **Resume**.
9. 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.

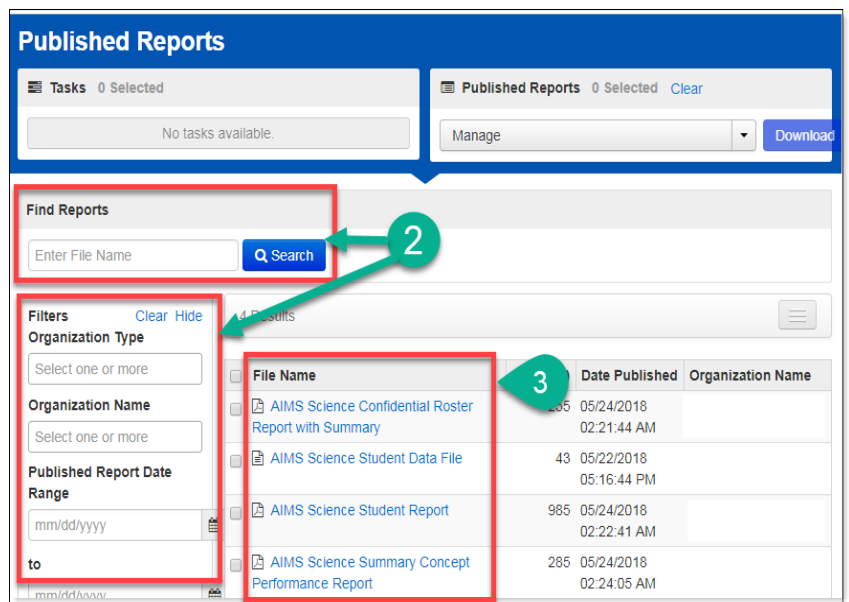
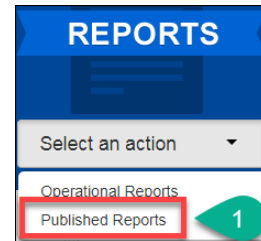


Reports

Student level results will be available in May. Published reports include the District Student Data file and the PDF versions of the Student and Roster Reports.

To access the reports in PearsonAccess^{next}:

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



Work Requests

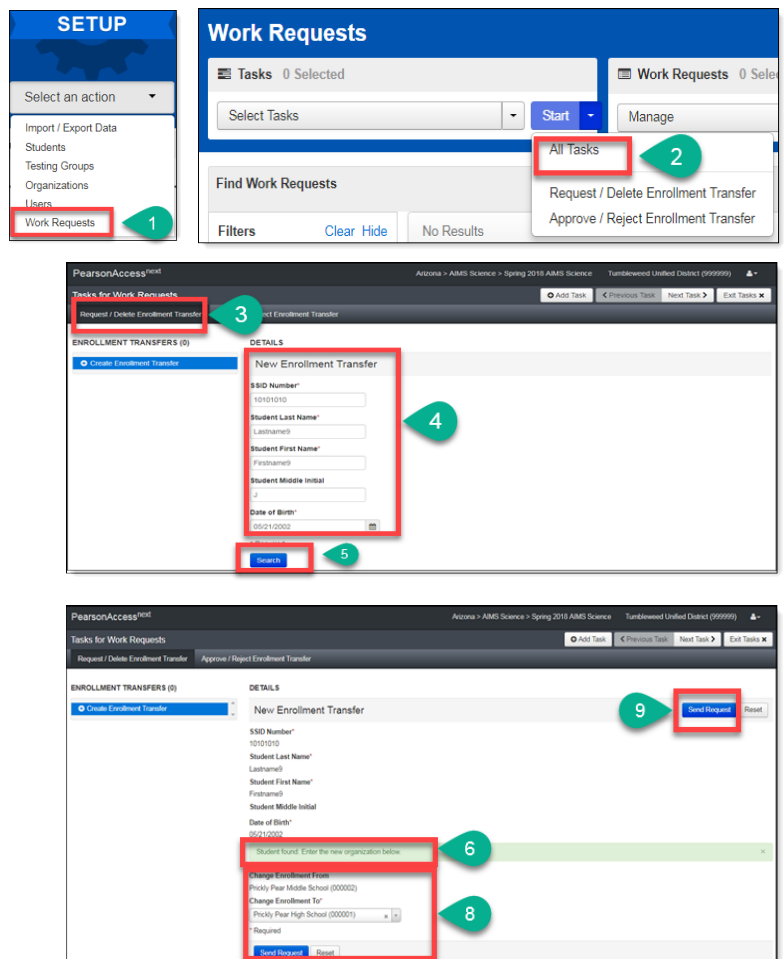
When a student transfers into your district or within schools in your district and the student requires an AIMS Science Test, the administrator may submit a **Work Request** from inside of PearsonAccess^{next} to have the student transferred from the releasing school to the new school. This work request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

The following is the information you will need to submit a student transfer **Work Request**:

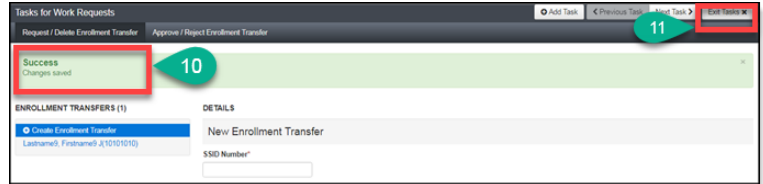
- SSID
- Last name
- First name
- Middle initial - optional
- Date of birth

To submit a work request for a new student who transferred into the district:

1. Go to **Setup**, select **Work Requests**.
2. Go to Start, select All Tasks.
3. From the Tasks for Work Requests screen, select the Request/Delete Enrollment Transfer tab.
4. Complete the information on the New Enrollment Transfer.
5. Select Search.
6. You should receive a green message bar. Student Found. Enter the new organization below.
7. Change Enrollment From – will indicate the school that the student is currently listed in PAN.
8. Complete **Change Enrollment To** – select the school name (not district) where the student needs to be transferred to.
9. Click **Send Request**.

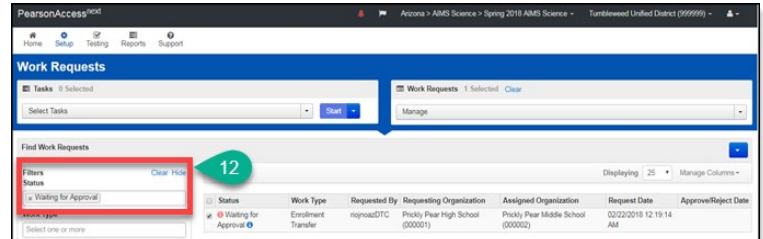


10. A green **Success Changes saved** confirmation message will appear. An email will be sent to the releasing district.



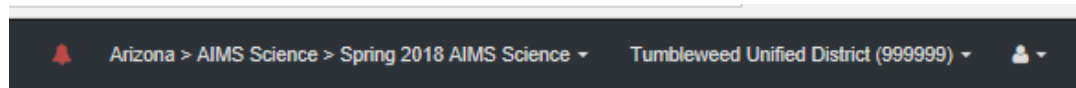
11. Select the **Exit Tasks** button.

12. To confirm or view requests that are pending approval, use the filter status **Waiting for Approval**.



13. The AIMS District Test Coordinator from the releasing district will receive an email notifying them of the work request.

The releasing district will have a red bell on the black task bar indicating that a Transfer Request requires action:



14. If the student is transferring schools within the same district, the AIMS Science District Test Coordinator must create a New Enrollment Transfer and must also approve the transfer from the releasing school.