



Importing Fall Sessions for the Winter and Spring Through Year Windows

This document will walk you through how to transfer your Through Year test session settings in PearsonAccess Next (PAN) for the Fall window to also be applied to the Winter and Spring windows, so that you don't need to manually create sessions more than once.

Note: This document focuses on sessions for the Operational grades of 4, 6, and 8, but it can also be used for the Field Test Grades 5 and 7, which will only have 2 windows starting in January of next year.

Before using this document, manually create a test session in PAN for the Fall window for your school, using the instructions in the *Test Administration Manual* (Section 6.2.2, "Manual Creation of Test Sessions"), or found in the "Create a Test Session in PearsonAccess^{next}" user guide on the Portal at <http://delaware.pearsonaccessnext.com/manuals/>. Make sure that you have added students from the auto-created session to the session you manually created. Then, take the following steps:

1. After logging in to PAN and ensuring the year/administration and organization information is correct in the upper right of the home page, navigate to *Setup > Import/Export Data*.
2. On the next screen, select **Session Create/Move Export** from the Type dropdown. You may leave all other fields blank; however, if you created sessions for multiple grades at your school, you may want to use the Grade Level when Assessed filter on this page to use the steps in this document for sessions for each grade separately. Select the **Process** button.

PearsonAccess^{next}

Tasks for Importing and Exporting

Import / Export Data

Type*

Session Create/Move Export

Grade Level When Assessed

Select Grade(s) to limit results

Subject

Select Subject(s) to limit results

Include Completed and Marked Complete Tests

Process Reset

- Wait for the file to finish processing on the next screen. You may select the Refresh icon next to Details to see the latest status.
- If the processing was successful, you will see a green Complete message indicating that you can download the file. Select **Download File** on the page to download the file locally to your computer.
- Open and review the Excel file. Notice that each student will have 3 rows of test information, corresponding to the 3 Through Year windows noted in Column M. Now look at **Column K** (Session Name), highlighted in the screenshot (showing mock student information) below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Student T	Org Code	Last Name	First Name	Middle Name	Student C	Local Code	Local ID	Filler	Filler	Session Name	Student T	Test Name	Test Code	Form Group	Type
2	d4b0808f-05-0001	DEALNCU	DEALFNCL	A		20420919						assign	Grade 4 Social Studies Spring	SSSGR4		
3	2b4759ea-05-0001	DEALNCU	DEALFNCL	A		20420919						assign	Grade 4 Social Studies Winter	SSWGR4		
4	7e00816f-05-0001	DEALNCU	DEALFNCL	A		20420919					Test Session	assign	Grade 4 Social Studies Fall	SSFGR4	Main	

- To associate students with sessions in the future Through Year windows, for each student fill out the rows associated with the Winter and Spring windows with an appropriate session name in Column K. Although the name can be similar, **do not choose the exact same session name** that was chosen for the Fall window. Do not change the information in any other column in the file. The screenshot below shows a simple example filled out.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Student T	Org Code	Last Name	First Name	Middle Name	Student C	Local Code	Local ID	Filler	Filler	Session Name	Student T	Test Name	Test Code	Form Group	Type
2	d4b0808f-05-0001	DEALNCU	DEALFNCL	A		20420919					Test Session Spring	assign	Grade 4 Social Studies Spring	SSSGR4		
3	2b4759ea-05-0001	DEALNCU	DEALFNCL	A		20420919					Test Session Winter	assign	Grade 4 Social Studies Winter	SSWGR4		
4	7e00816f-05-0001	DEALNCU	DEALFNCL	A		20420919					Test Session	assign	Grade 4 Social Studies Fall	SSFGR4	Main	

- Re-save the file with a "Session Import" name.
- Log back in to PAN and ensure the year/administration and organization information is correct in the upper right of the home page.

- Navigate to *Setup > Import/Export Data*.
- On the next screen, select **Session Create/Move Import** from the Type dropdown and select the file you saved in Step 7 where it says "Choose File". Select the **Process** button.

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Tasks for Importing and Exporting

Import / Export Data

Type*

Session Create/Move Import

Source File

Choose File No file chosen

Ignore Error Threshold

Process Reset

- Wait for the file to finish processing on the next screen. You may select the Refresh icon next to Details to see the latest status.
- If the processing was successful, you will see a green Complete message indicating that the file was imported successfully into PAN. If you see a red "Complete with issues" message, download the file and check for any missing data or issues with formatting, then re-save the file and import it into PAN again.
- Navigate to *Testing > Sessions*. You should see the new sessions for the Winter and Spring windows that were created from the import process. The screenshot below shows the result of the import of the mock sessions added in Step 6. The sessions will then only need to be prepared and started by the time the other windows start.

<input type="checkbox"/>	Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Organization
<input type="checkbox"/>	Test Session ⓘ	<input type="radio"/> Not Prepared	2023-09-13	Grade 4 Social Studies Fall	1		05-PV-Test-School (05-
<input type="checkbox"/>	Test Session Spring ⓘ	<input type="radio"/> Not Prepared	2023-09-14	Grade 4 Social Studies Spring	1		05-PV-Test-School (05-
<input type="checkbox"/>	Test Session Winter ⓘ	<input type="radio"/> Not Prepared	2023-09-14	Grade 4 Social Studies Winter	1		05-PV-Test-School (05-

- Repeat Steps 2-13 for as many Fall manual sessions you created from the auto-created session for the school, relating to different classrooms/teacher or accommodations. If you used the Grade Level when Assessed filter in Step 2, you'll want to keep track of which grades you've created new sessions for, and which still need to be done.