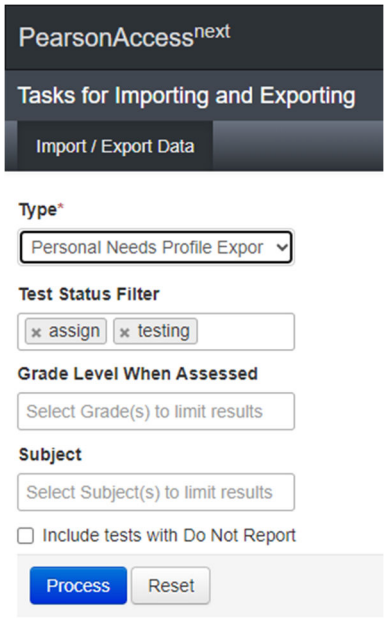
Setting Student Accommodations for the Through Year Windows

This document will walk you through how to set accommodations for students for the 3 Through Year windows (Fall, Winter, and Spring), according to 2 different methods used in PearsonAccess Next (PAN):

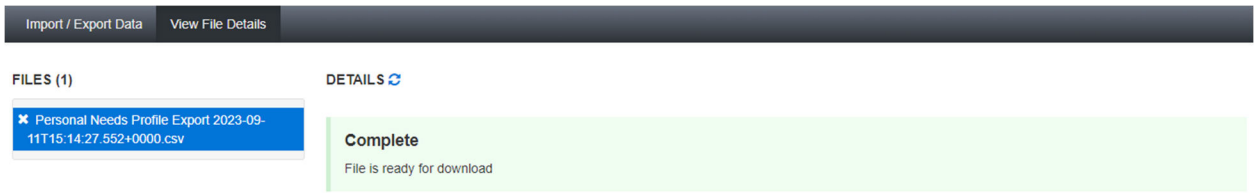
- Using a Personal Needs Profile (PNP) document for your school to import multiple student accommodations into PAN
- If needed, manually editing student accommodations in PAN if the accommodations change over the year

Using the PNP

1. Log in to PAN. Ensure your access is set to the current administration/year and correct organization in the upper right of the home screen.
2. Navigate to *Setup* > *Import/Export Data*.
3. Select *Import/Export Data* under the Tasks dropdown in the upper left, then select the **Start** button.
4. On the next screen, select **Personal Needs Profile Export** in the Type dropdown. You may leave all other fields unchanged; however, if you want to separate out students by grade, make selections in the Grade Level when Assessed filter. Select the **Process** button.



5. 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.
6. 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.



7. Open and review the PNP file and make note of **Column H**. This column accounts for the test codes for the student; please note there are separate test codes for each Through Year window, according to the following table.

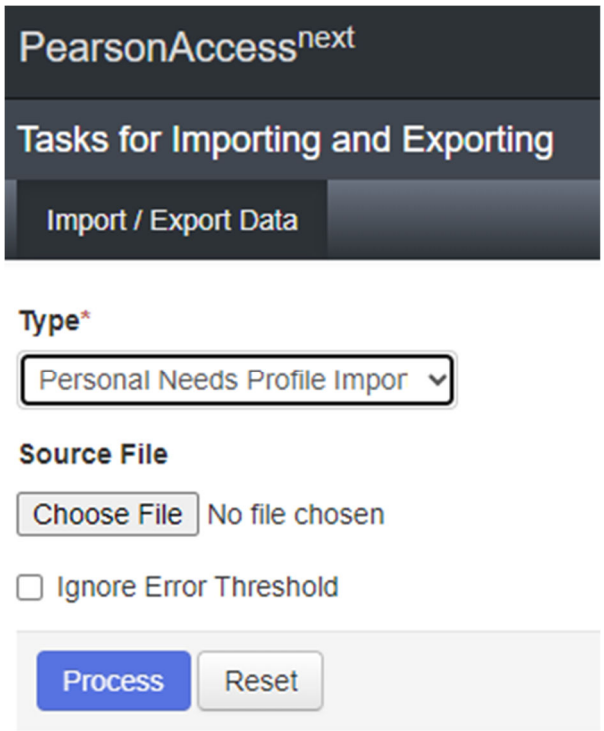
TY Test Window	Grade 4	Grade 6	Grade 8
Fall	SSFGR4	SSFGR6	SSFGR8
Winter	SSWGR4	SSWGR6	SSWGR8
Spring	SSSGR4	SSSGR6	SSSGR8

8. **Without changing any of the information in Columns A-H of the Personal Needs Profile**, enter specific accommodations information for each student in Columns I-AL, copying the same entry for each of the 3 rows designating each Through Year window. For each accommodation that a student should have, enter

"Y" in that column. Here's an example from last year of how it will look (with student information blanked out):

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Responsit	Responsit	SSID	LastOrSuri	FirstName	MiddleNa	Birthdate	TestCode	Braille	Paper-Per	ASL	Spanish	Translatio	Frequentl	SmallGrou	Specified/	Filler	HumanScr	GenEdWit	TextToSpe	TextT
2	10	613	200127	[redacted]				SSFGR8							Y					Y	
3	10	613	200127					SSSGR8							Y					Y	
4	10	613	200127					SSWGR8							Y					Y	
5	10	613	250578					SSFGR8							Y			Y		Y	
6	10	613	250578					SSSGR8							Y			Y		Y	
7	10	613	250578					SSWGR8							Y			Y		Y	

9. When you are done making changes for each student, save the PNP file with a new name labeled "Personal Needs Profile Import". Note: If you indicated in Step 4 that you wanted separate PNP files created per multiple grades at your school, repeat the steps above for each grade needed.
10. Log in again to PAN and navigate to *Setup* > *Import/Export Data*.
11. Select *Import/Export Data* under the Tasks dropdown and select the **Start** button.
12. On the next screen, select **Personal Needs Profile Import** under the Type dropdown and select the **Process** button after choosing the new file (using the "Choose File" button) you saved in Step 9 for the PNP.



13. 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.
14. 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.

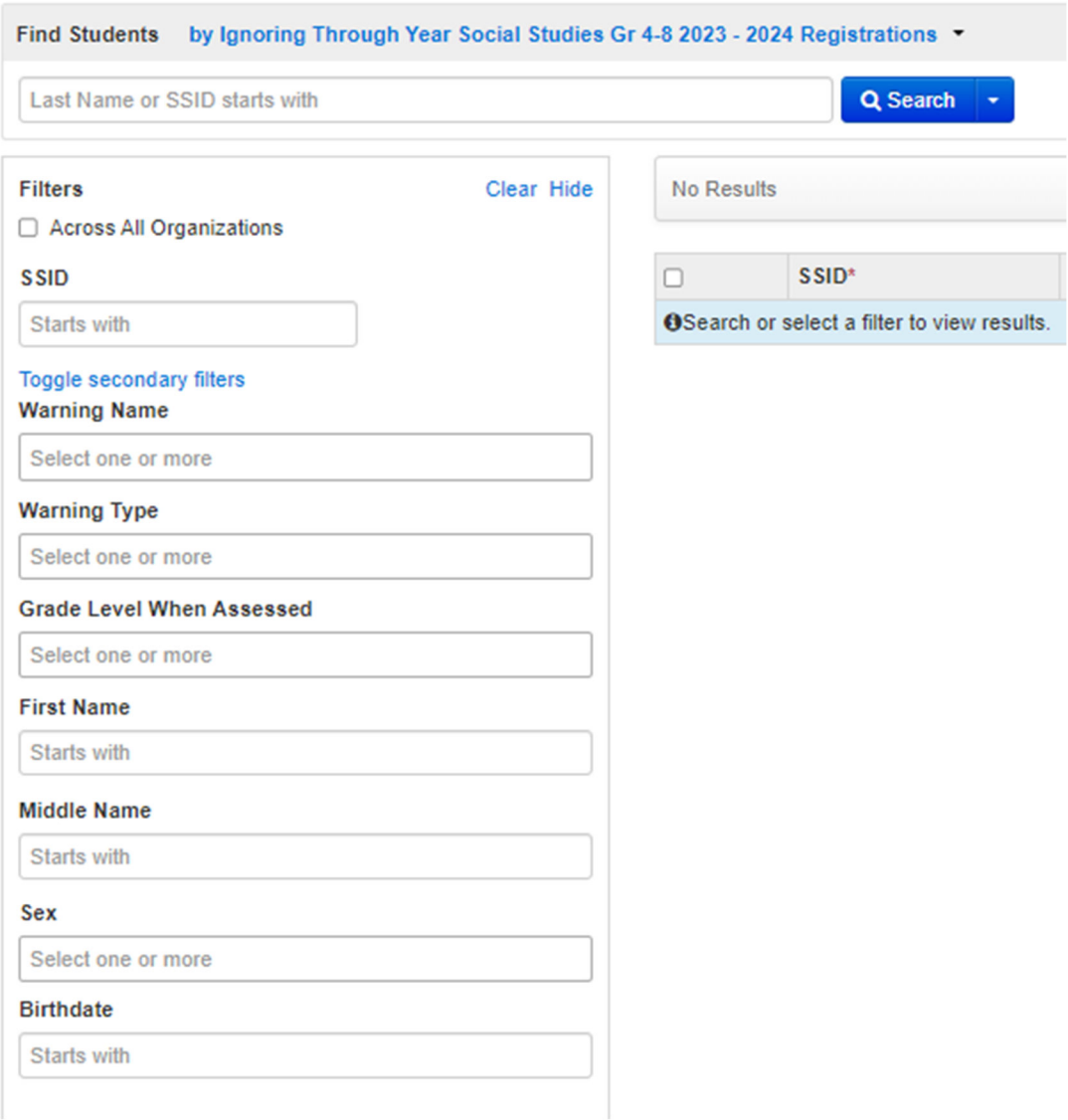
15. If the file import was successful, all students will be set up with the accommodations noted on the PNP, and no further action will be needed for each window after the Fall window. You may review the assigned accommodations for individual students on the View Student Tests page in PAN (see Steps 2 and 3 in the next section in this document for the full navigation to this page).
16. **Important**: For any students requiring paper-based accommodations (e.g., paper test booklets, Braille, Large Print) or other accommodations so noted, approval must be given by the Department of Education. Please contact Michelle Jackson (michelle.jackson@doe.k12.de.us) for approval before the students can receive these accommodations and (if applicable) the correct test forms. See Appendix C in the *Test Administration Manual* for a full listing of the accommodations that require approval by the DOE. You can also review pages 6-7 in this document for references to accommodations that require approval.

Manually Entering Accommodations in PAN

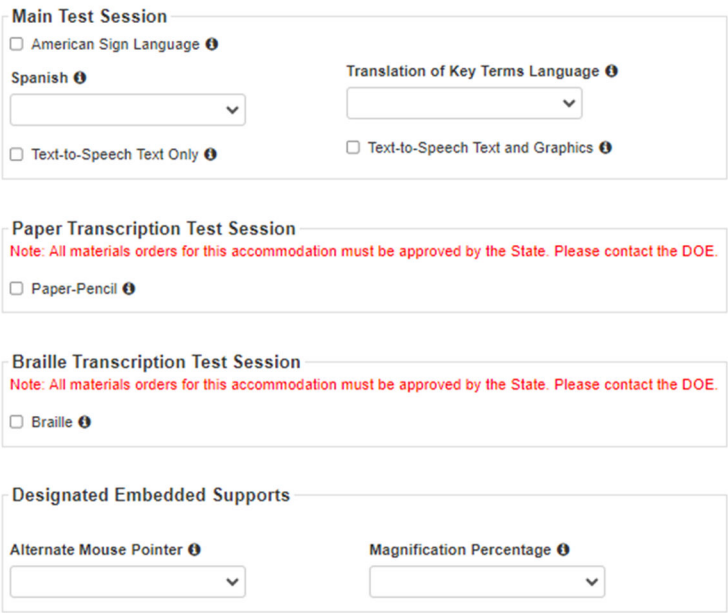
Note: The steps in this section can only be followed by District Test Coordinators and School Test Coordinators.

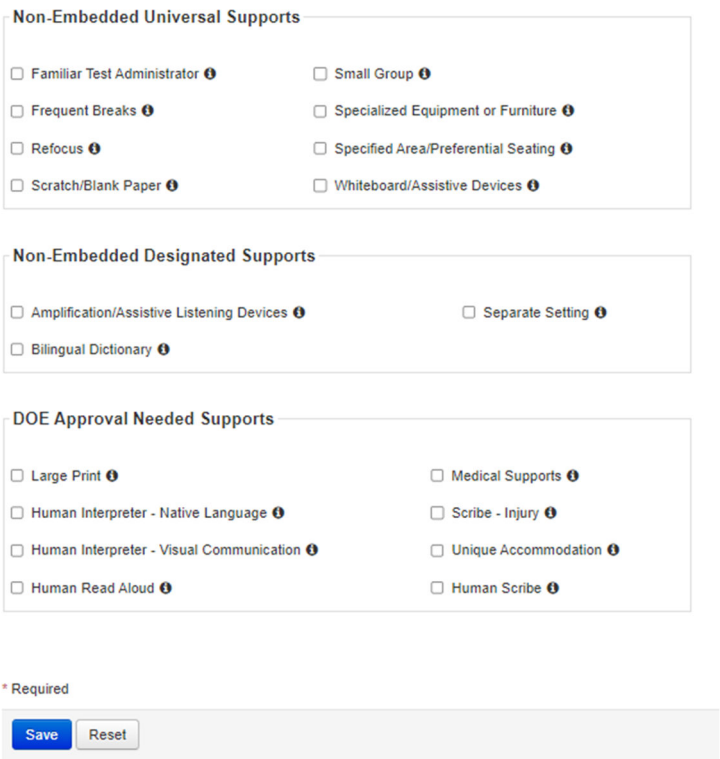
If accommodations for a student change over a year and in between the testing windows, take the following steps:

1. Log in to PAN. Ensure that your access is associated with the current administration/year and correct organization in the upper right of the home page.
2. Navigate to *Students*. On the screen, use the filters on the left to restrict results to particular students or groups of students. Then select the **Search** button.



3. For each student found in the search results, **before the testing window that you are changing accommodations for**, check the box next to the student that you want to edit accommodations for. Then, select *View Student Tests* under the Tasks dropdown and select the **Start** button.
4. Select the specific test (according to the test code) for the student on the left, then modify any of the marked entries on the page (shown in the 2 screenshots below) to indicate a change in accommodations for the Winter or Spring windows. Finally, select the **Save** button





5. As long as the editing of accommodations is done before the testing window starts, the student's accommodations will be adjusted, including a change to their test form assignments if applicable. As with using the PNP profile, please **contact Michelle Jackson at the DOE for the approval of any paper-based accommodations or other accommodations requiring DOE approval**, if those were added for a student.