

Add Students to a Test Session in PearsonAccess Next

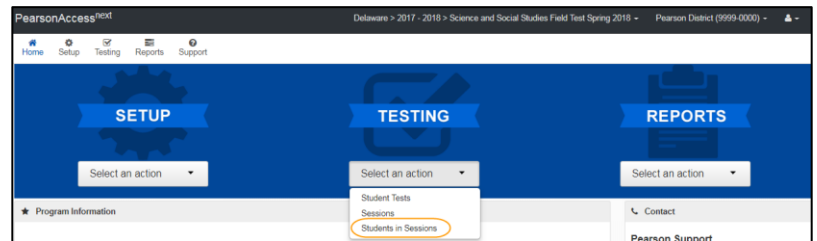
DDOE will be providing Pearson student data files that Pearson will load to PearsonAccess Next nightly. Once loaded, students will be available to be added to a test session. Students must be added to a test session in order for them to test.

Students can be added to a test session any time after a test session is created. This document includes how to add students to a test session, remove students from a test session, and move students between test sessions.

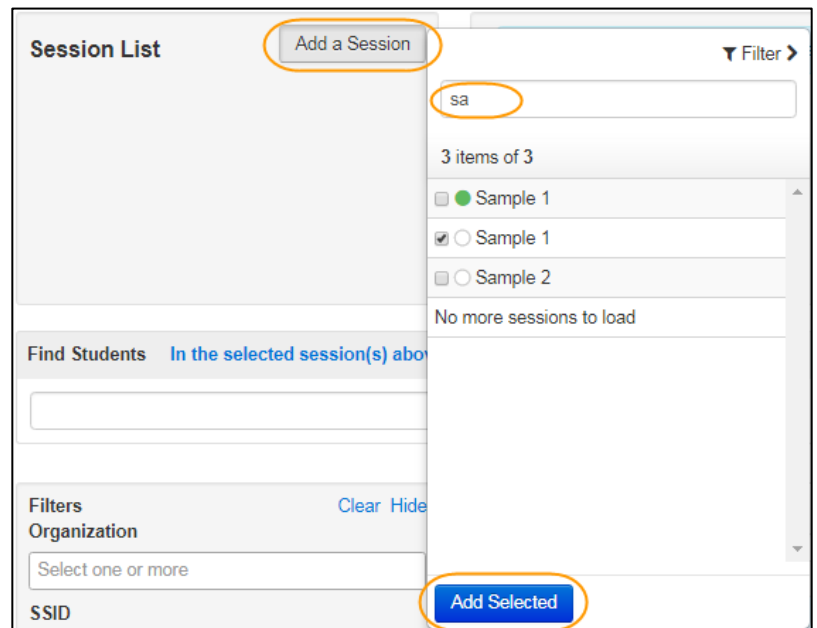
Add Students to a Test Session

Pearson loads student data files received from DDOE in to PearsonAccess Next. Once loaded, students will be available to be added to a test session.

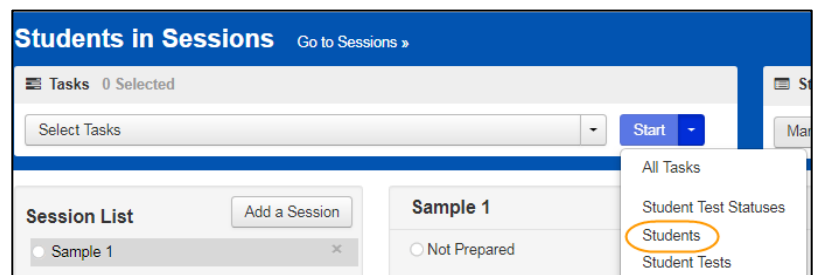
1. From the Home page, under **Testing**, select **Students in Sessions**.



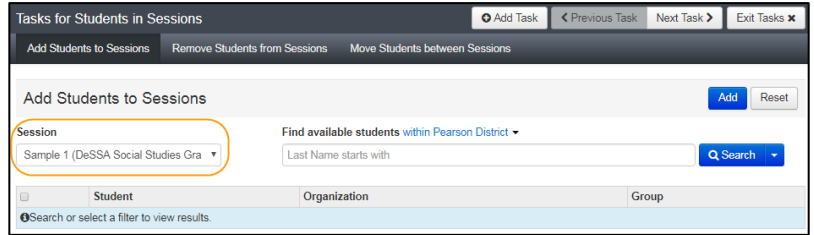
2. In the **Session List**, select **Add a Session**. In the Session field name, begin entering the name of the test session. Select the checkbox next to the test session, and select **Add Selected**.



3. Select the dropdown menu to the right of the **Start** button and select **Students**.



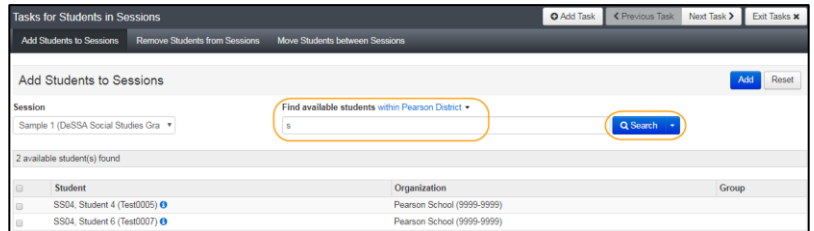
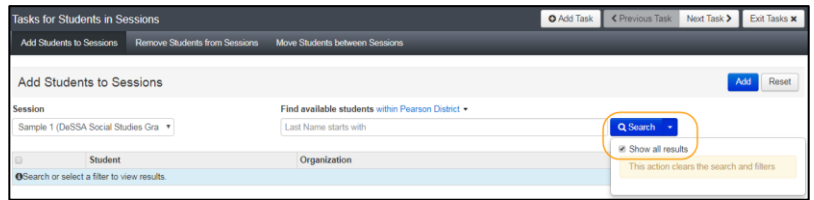
4. On the Add Students to Sessions tab, under the Session dropdown, select the test session.



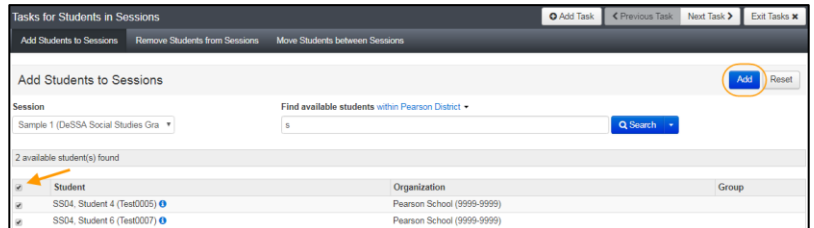
5. Select students. There is no limit on how many students can be added to a test session (see the Note at the bottom of the page).

Note: Students will only be available to add to a test session if they: 1) are eligible for the test assigned, including grade and subject, provided via precode file; 2) are not already in another test session for the same grade and subject.

- To view all students with eligibility: Select the dropdown menu next to **Search** and select the checkbox next to **Show all results**.
- To search for students individually: Under **Find available students within (your school)**, begin entering the student's last name in the Last Name starts with field.



6. Add students to the test session by selecting the top left checkbox to select all students on the page or the checkboxes next to individual students from the list that appears below and select **Add**.

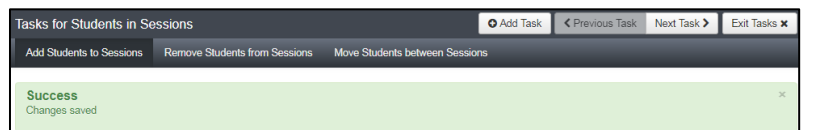


Note: If you select the checkbox at the top on the left, it will automatically select all the students on that page (up to 25 students). If you have more than 25 students, at the bottom of the page, select the next page to select additional students proceeding to the next step.



Once Add is selected, a "Success, Changes saved" message will appear on the green bar.

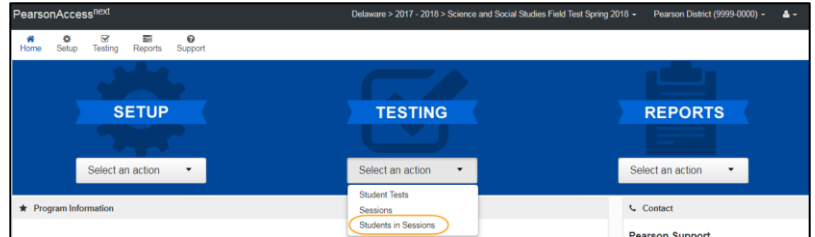
To add additional students at a later time, follow the same steps.



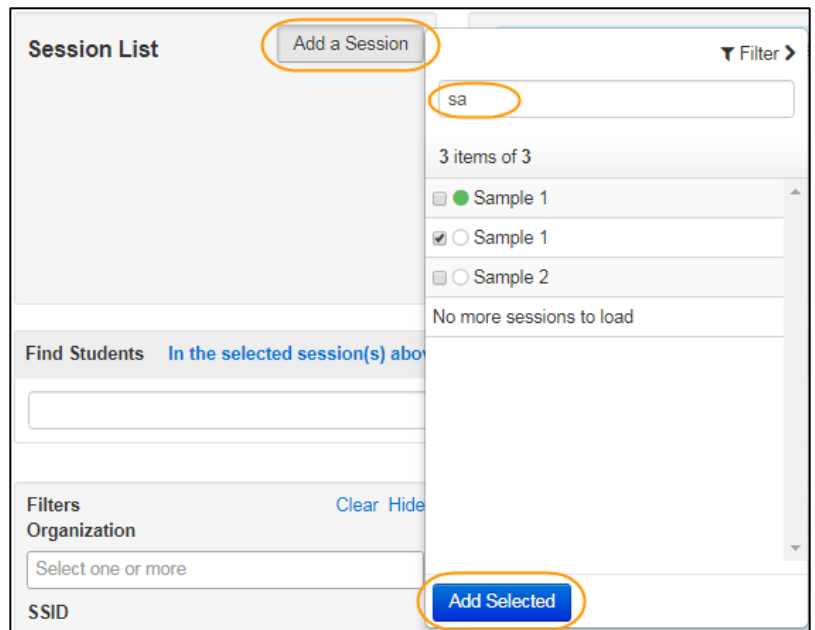
Remove Students from a Test Session and Move Students Between Test Sessions (as needed)

Before you remove or move students, check each student's status. Only students in "Ready" status can be removed from a test session. Students can only be moved between test sessions that are for the same test assigned. Students in "Active" or "Complete" status cannot be moved between test sessions.

1. From the Home page, under **Testing**, select **Students in Sessions**.



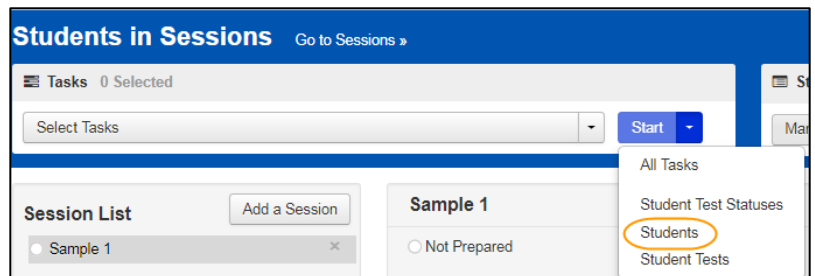
2. Add the test session to the Session List.



3. Select the top left checkbox to select all or the checkboxes next to individual students you want to remove or move.

<input checked="" type="checkbox"/>	SSID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Field Test
<input checked="" type="checkbox"/>	Test0007	SS04	Student 6		Test0007	<input type="radio"/> Sample 1 (DeSSA Social Studies Grade 4 Field Test)	Ready	Online
<input checked="" type="checkbox"/>	Test0005	SS04	Student 4		Test0005	<input type="radio"/> Sample 1 (DeSSA Social Studies Grade 4 Field Test)	Ready	Online

4. Select the dropdown menu to the right of the **Start** button and select **Students**.



5. Remove or move students using the steps listed below.
 - To remove students from the test session:
 - i. Select the **Remove Students from Sessions** tab.
 - ii. Select the top left checkbox to select all or select the checkboxes next to individual students and then select **Remove**.

Once Remove is selected, a “Success, Changes saved” message will appear on the green bar and the student(s) will not display in the test session.

- To move students between test sessions:
 - i. Select the **Move Students between Sessions** tab.
 - To move the students to an existing test session: In the Sessions field, begin entering the test session you want to move the student to or select the field to view all available test sessions for that grade and subject. Select the test session.
 - To move the student to a new test session: Select **Create Session**. Enter the required information as indicated by the asterisks (*). Select **Create**.

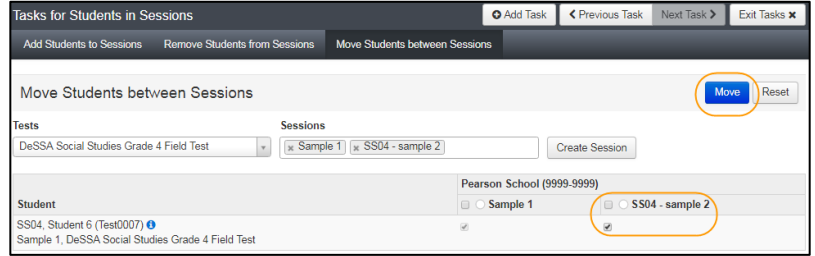
STUDENT NAME (CODE)	SESSION	STUDENT TEST	STUDENT TEST STATUS
<input checked="" type="checkbox"/> SS04, Student 4 (Test0005)	<input type="radio"/> Sample 1	DeSSA Social Studies Grade 4 Field Test	Ready
<input checked="" type="checkbox"/> SS04, Student 6 (Test0007)	<input type="radio"/> Sample 1	DeSSA Social Studies Grade 4 Field Test	Ready

Both test sessions will now appear under the Sessions filed and next to the student(s). The test session the student is currently in will have the checkbox selected.

- ii. Select the checkbox next to the test session you want to move the student to and select **Move**.

Once Move is selected, a “Success, Changes saved” message will appear on the green bar and the checkbox will now appear under the test session.

6. Select **Exit Tasks** at the top right to return to the Students in Sessions screen.



Tasks for Students in Sessions

Add Students to Sessions Remove Students from Sessions Move Students between Sessions

Move Students between Sessions **Move** Reset

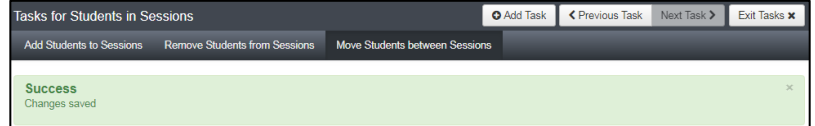
Tests: DeSSA Social Studies Grade 4 Field Test

Sessions: Sample 1 SS04 - sample 2 Create Session

Student: Pearson School (9999-9999)

SS04 - Student 6 (Test0007) Sample 1 SS04 - sample 2

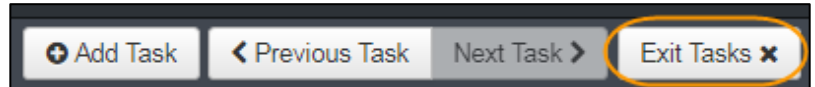
Sample 1, DeSSA Social Studies Grade 4 Field Test



Tasks for Students in Sessions

Add Students to Sessions Remove Students from Sessions Move Students between Sessions

Success
Changes saved



Tasks for Students in Sessions

Add Task Previous Task Next Task Exit Tasks

+ Add Task < Previous Task Next Task > **Exit Tasks** x