

Document Overview

The purpose of this document is to provide information on how to use PearsonAccess^{next} to successfully create online test sessions for students or move students in existing test sessions to different sessions. Users can export student test data, update the file with session information, and import the updated file to add/move corresponding tests into online test sessions.

Note: An Assessment Coordinator, or other designated individual with the appropriate PearsonAccess^{next} user roles, are able to access the Session Create/Move Import and Export files.

Document Contents

Document Overview	1
Directions For Exporting Student Session Information	2
How to Export Students through the Session Create/Move	2
How to Update and Import the Session Create/Move File.....	3
Session Create/Move File Field Definitions	4
Resources	7



Directions for Exporting Student Session Information

How to Export Students through the Session Create/Move

Note: Moving a student test from one session to another can only occur within the same testing organization (i.e., school). Student demographic and accommodation data cannot be updated during this Create/Move process; use the Student Registration Export/Import process for this purpose.

This section provides information on how to use PearsonAccess^{next} to successfully create or update online test sessions for students who are registered to test. District Assessment Coordinators (DACs) and School Assessment Coordinators (SACs) can export student test data, update the file with session information, and import the updated file to add/move student tests into sessions.

Step	Directions
1. Create a Session Export File	<ul style="list-style-type: none"> ● Choose the administration year from the dropdown in the main menu of PearsonAccess^{next}.
2. Export Session Create/Move File	<ul style="list-style-type: none"> ● Go to Setup > Import/Export Data. ● Select Import/Export Data under the Tasks dropdown and click Start. ● Under Type, select Session Create/Move Export. <ul style="list-style-type: none"> ○ Grade Level When Assessed and/or Subject parameters are available to include specific results in the file export. ○ Check the “Include Completed and Marked Complete Tests” box to include completed tests in the file export. ● Click Process.
3. View File Details	<ul style="list-style-type: none"> ● Go to the View File Details tab for file processing information. ● When the file is indicated as Complete, select Download File.



Directions for Updating & Importing Student Session Information

How to Update and Import the Session Create/Move File

Step	Directions
<p>1. Update Student Session Information</p>	<ul style="list-style-type: none"> ● Update the exported file with session changes in Column K. <ul style="list-style-type: none"> ○ Adding a Session Name into a blank field in Column K creates a session and places the student into the new session. ○ Changing the name of a session from the current <i>existing</i> session to another session moves the student into the other session when imported. ● Save the updated file as a .CSV file. <p>Notes: Each time a file is imported, the corresponding student tests are added/moved to the specified session for that organization. If the Session Name listed on the import file does not already exist for the corresponding school, it is created. For the session details, Start Date defaults to the date the session was created and the Form Group Type defaults to Main (through the user interface, update the Form Group Type after the session is created if the students in the session require an Auditory/Signed Presentation Script). Students are not removed from sessions when the session field is left blank on import.</p>
<p>2. Import Session Create/Move File</p>	<ul style="list-style-type: none"> ● Choose the administration from the dropdown in the top banner of PearsonAccess^{next}. ● Go to Setup > Import/Export Data. ● Select Import/Export Data under the Tasks dropdown and click Start. ● Under Type, select Session Create/Move Import. ● Click Choose File and select the locally saved Session Create/Move file. ● Click Process. ● When the import is completed, the student is added to the appropriate online test session.



Session Create/Move File Field Definitions

Column Letter	Field Name	Required	Field Length	Field Definitions and Notes	Expected Values
A	Student Test UUID	Y	36	A unique number or alphanumeric code automatically assigned to the student by PearsonAccess ^{next} .	A-Z 0-9 - No embedded spaces
B	Organization Code	Y	30	The student's testing organization code (CO-DDDD-SSSS).	A-Z 0-9 - No embedded spaces
C	Last or Surname	Y	100	The full legal last name borne in common by members of a family.	A-Z 0-9 . - ' (Standard Apostrophe) Embedded Spaces
D	First Name	Y	100	The full legal first name given to a person at birth, baptism, or through legal change.	A-Z 0-9 . - ' (Standard Apostrophe) Embedded Spaces
E	Middle Name	N	100	A full legal middle name given to a person at birth, baptism, or through legal change.	A-Z 0-9 . - ' (Standard Apostrophe) Embedded Spaces Blank
F	Student Code (SASID)	Y	50	A unique number or alphanumeric code assigned to a student by CDE.	A-Z 0-9 No embedded spaces Blank



Column Letter	Field Name	Required	Field Length	Field Definitions and Notes	Expected Values
G	Local Student Identifier	N	50	A unique number or alphanumeric code assigned to a student by a school system or any other entity.	A-Z 0-9 No embedded spaces Blank
H	Local ID	N/A	1	Field not used in Colorado	N/A
I	Filler	N/A	N	This field is a placeholder for possible future data.	N/A
J	Filler	N/A	N	This field is a placeholder for possible future data.	N/A
K	Session Name	N	50	The description of the place where an assessment is administered. Do not use commas in Session Names.	A-Z 0-9 - .) (& / + ' (Standard Apostrophe) embedded spaces Blank
L	Student Test Status	Y	7	Status of student's test in an online test session	Assign Testing Attempt



Column Letter	Field Name	Required	Field Length	Field Definitions and Notes	Expected Values
M	Test Name	Y	50	Grade Level and Subject of student's test registration	Grade 03 Math Grade 04 Math Grade 05 Math Grade 06 Math Grade 07 Math Grade 08 Math Grade 03 ELA Grade 04 ELA Grade 05 ELA Grade 06 ELA Grade 07 ELA Grade 08 ELA Grade 03 CSLA Grade 04 CSLA Grade 05 Science Middle School Science High School Science
N	Test Code	Y	8	Identifier assigned to the test name	CMAS MAT03 = Grade 03 Math MAT04 = Grade 04 Math MAT05 = Grade 05 Math MAT06 = Grade 06 Math MAT07 = Grade 07 Math MAT08 = Grade 08 Math ELA03 = Grade 03 ELA ELA04 = Grade 04 ELA ELA05 = Grade 05 ELA ELA06 = Grade 06 ELA ELA07 = Grade 07 ELA ELA08 = Grade 08 ELA SLA03 = Grade 03 CSLA SLA04 = Grade 04 CSLA SC05S = Grade 05 Science SCMSS = Grade 08 Science SCHSS = High School Science



Resources

Resource	Information
Pearson Colorado Customer Support	If assistance is needed, contact the Colorado Support Center at 888-687-4759 or visit co.pearsonaccessnext.com and select Contact COLORADO Support . Monday - Friday 7:00 am - 6:00 pm (MST)