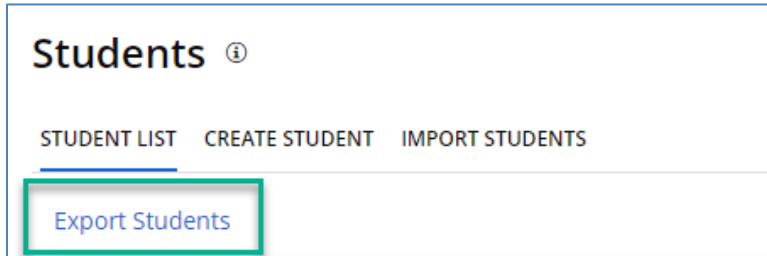


Tasks to Complete by Monday, February 7

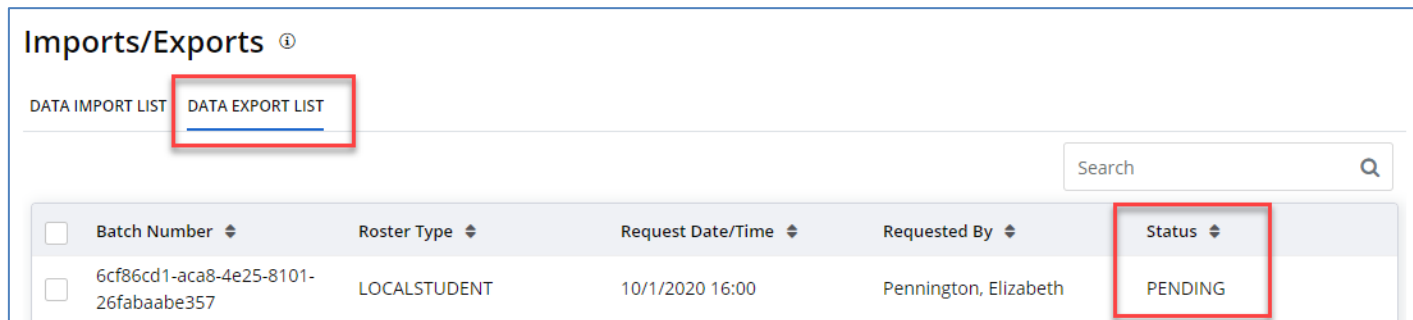
1. Verifying/Updating Student Data and Demographics

To verify and update your school student data and demographics follow the steps outlined below.

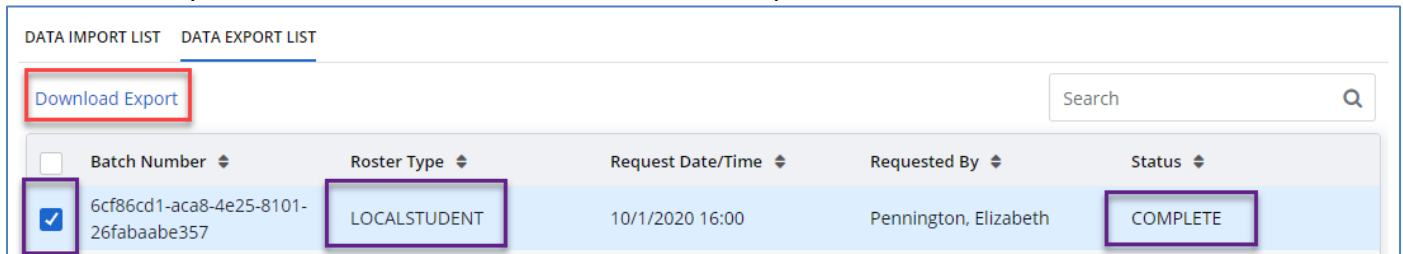
1. Log into Pearson Access (PA)
2. On the left select Students



3. Within Students select Export Students
4. Once download is complete locate the file under Imports/Exports



5. Select the file you would like to view and click Download Export



6. Open and Verify the Student data and demographics in Local Student Accommodations Files
 - a. Verify all student data loaded is accurate.
 - i. If you make any updates, put a **U** in **Column A**.
 - b. If there are missing students add them to the file.
 - i. Put an **I** in **Column A**
 - ii. Complete all required fields (**Columns A-D, F-G, I-J**)
 - c. For any students that need to be removed.
 - i. Put a **D** in in **Column A** to delete the student.
 - d. Reference the Local Student Accommodations File Layout and Sample for field definitions and requirements: <https://bie.mypearsonsupport.com/technology-setup/>

Tasks to Complete by Monday, February 7

2. Add Student Accommodations

Using the same Local Student Accommodation File, you verified and edited above, add accommodations for students with an IEP and 504 Plan.

1. Follow the instructions in the Local Student Accommodations File Layout noted above. This document will tell you which columns to update for each accommodation:
<https://bie.mypearsonsupport.com/technology-setup/>

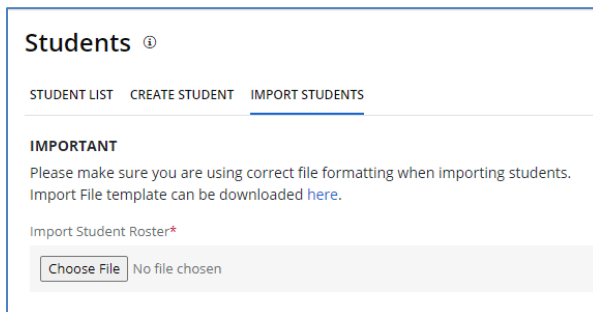
Reminders:

- There should only be 1 record (1 line) in the file per student
- If the student has more than 1 accommodation noted in their IEP/504 plan, only assign the accommodation that supports all or most of their needs.
- If the student needs an accommodation for both ELA/Math, ensure you mark “Y” in the appropriate column for both content areas.

After you have verified and updated the Local Student Accommodations File, it’s time to import the file.

Import Local Student Accommodation File

1. Log into Pearson Access (PA)
2. On the left select Students



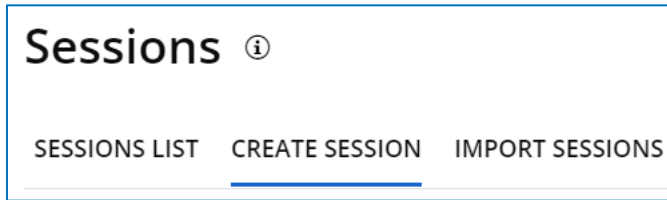
3. Under Students > Import Students
4. Choose File
5. Click Submit. You will receive the message below.

SUCCESS. Import Students successfully initiated. You can track the status of your import by navigating to Menu>Imports/Exports.

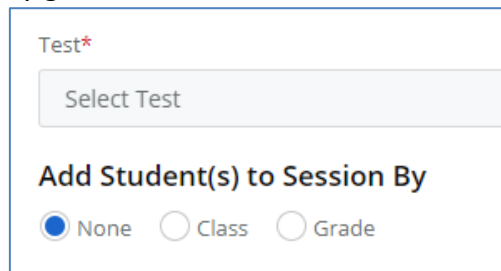
Tasks to Complete by Monday, February 7

3. Session Creation

1. Log into Pearson Access (PA)
2. On the left select Session



3. Create Session
4. Complete All Required Fields
 - a. Session Naming Convention:
 - i. Name by Grade Level:
 1. Course.Grade.setting info (for example: ELA.Grade 6.Online)
 - ii. Name by Class:
Course.ClassName.setting info (for example: Math.Algebra1.SmithClass)
 - b. Testing Mode
 - i. Choose Online or Paper
 - c. Test
 - i. Select Test being administered in this session
 - d. Add Student(s) to Session By
 - i. During session creation, you can add the student by class (if you have classes loaded) or by grade



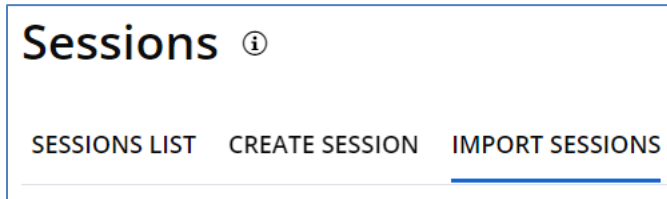
- ii. Pearson recommends loading students by Grade for 3-8 sessions since students are only allowed to take on-grade level tests.
 - e. Test Schedule:
 - i. Window start and end must be during the time you will be conducting testing
 - ii. If dates and times are not within the window, students will not be able to log in to TestNav.
 - iii. **BIE Allowed Testing times are Monday – Friday, during regular school hours**
5. Create Session

Note: Sessions cannot be created before January 25, 2022. You can add students by Grade or Class during session setup or add later. See below for specific steps.

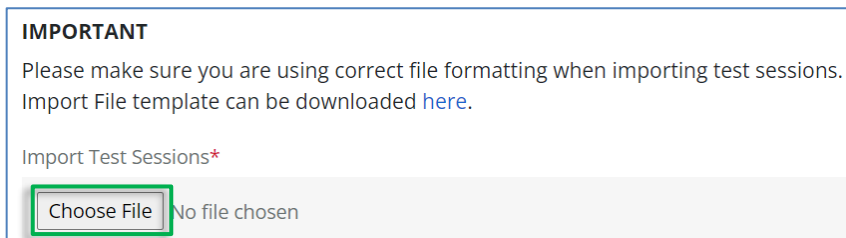
Tasks to Complete by Monday, February 7

4. Import Sessions

1. Log into PA
2. On the left select Sessions



3. Import Sessions
4. Select Choose File under Import Test Sessions



- a. In the **IMPORTANT** section is an Import File template available for download
- b. Complete all required values in the Import File template, then select Choose File (note that some values are **Required** and some are **Optional**)
 - i. Indicator (**Required**):
Set to I
 - ii. Student SID (**Required**):
250 student limit
 - iii. Student First Name (**Optional**)
 - iv. Student Last Name (**Optional**)
 - v. Org Code (**Required**):
The school where the session(s) will be created
 - vi. Session (**Required**):
Session names must be less than 250 characters and must be unique to the school where the session exists
 - vii. Administration (**Required**):
Must be a valid administration name that the school is participating in
 - viii. Test Code (**Required**):

Test Name	Testing Mode	Test Code
Grade 3 ELA	Online	ELA03bipcspr22E
	Paper	ELA03bipcspr22P
Grade 4 ELA	Online	ELA04bipcspr22E
	Paper	ELA04bipcspr22P
Grade 5 ELA	Online	ELA05bipcspr22E
	Paper	ELA05bipcspr22P
Grade 6 ELA	Online	ELA06bipcspr22E
	Paper	ELA06bipcspr22P

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Grade 7 ELA	Online	ELA07bipcspr22E
	Paper	ELA07bipcspr22P
Grade 8 ELA	Online	ELA08bipcspr22E
	Paper	ELA08bipcspr22P
Grade 11 ELA	Online	ELA11bipcspr22E
	Paper	ELA11bipcspr22P
Grade 3 Math	Online	MAT03bipcspr22E
	Paper	MAT03bipcspr22P
Grade 4 Math	Online	MAT04bipcspr22E
	Paper	MAT04bipcspr22P
Grade 5 Math	Online	MAT05bipcspr22E
	Paper	MAT05bipcspr22P
Grade 6 Math	Online	MAT06bipcspr22E
	Paper	MAT06bipcspr22P
Grade 7 Math	Online	MAT07bipcspr22E
	Paper	MAT07bipcspr22P
Grade 8 Math	Online	MAT08bipcspr22E
	Paper	MAT08bipcspr22P
Geometry	Online	GEO01bipcspr22E
	Paper	GEO01bipcspr22P
Algebra I	Online	ALG01bipcspr22E
	Paper	ALG01bipcspr22P
Algebra II	Online	ALG02bipcspr22E
	Paper	ALG02bipcspr22P
Integrated Math I	Online	MAT11bipcspr22E
	Paper	MAT11bipcspr22P
Integrated Math II	Online	MAT21bipcspr22E
	Paper	MAT21bipcspr22P
Integrated Math III	Online	MAT31bipcspr22E
	Paper	MAT31bipcspr22P

ix. Mode (**Required**):

Paper or Online (Test Code and Mode must match or record will not load and system will report an error)

x. Start Date (**Optional**):

Required only for new sessions, must be in MM/DD/YYYY format, and must start within the administration window

xi. End Date (**Optional**):

Required only for new sessions, must be in MM/DD/YYYY format, must end within the administration window, and must end less than or equal to 180 days from the Start Date

xii. Start Time (**Optional**):

Must be in HH:MM format, and is required if an End Time has been specified

xiii. End Time (**Optional**):

Must be in HH:MM format, and is required if a Start Time has been specified

Tasks to Complete by Monday, February 7

- xiv. Days of Testing (**Optional**):
Valid values are Su, M, Tu, W, Th, F, and Sa, and in new sessions only needs to be specified for the first student
- xv. Timezone (**Optional**):
If not specified, set to the user preferred timezone

5. Submit

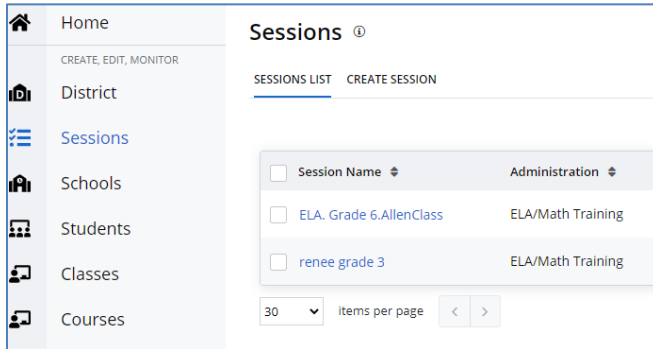
Note: Sessions cannot be created before January 25, 2022.

Tasks to Complete by Monday, February 7

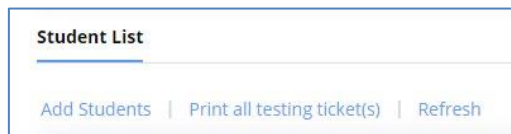
5. Add Students to Test Session

If you did not add students during test session creation, you can do so now following the instructions below.

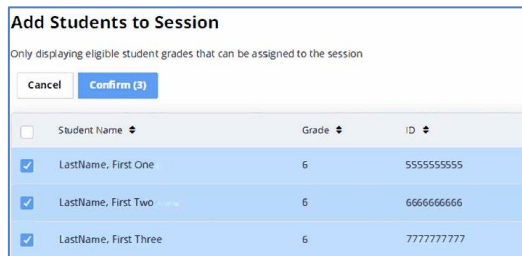
1. Log into Pearson Access (PA)
2. On the left select Session
3. Click on desired session



4. Select Add Students



5. From the list of eligible students, check the box next to the name of the students you would like to add to the session



6. Click "Confirm"

After you complete these steps, students are considered "registered". To verify all students in your school have been assigned as test and test session go to your home screen in the top-left corner.

