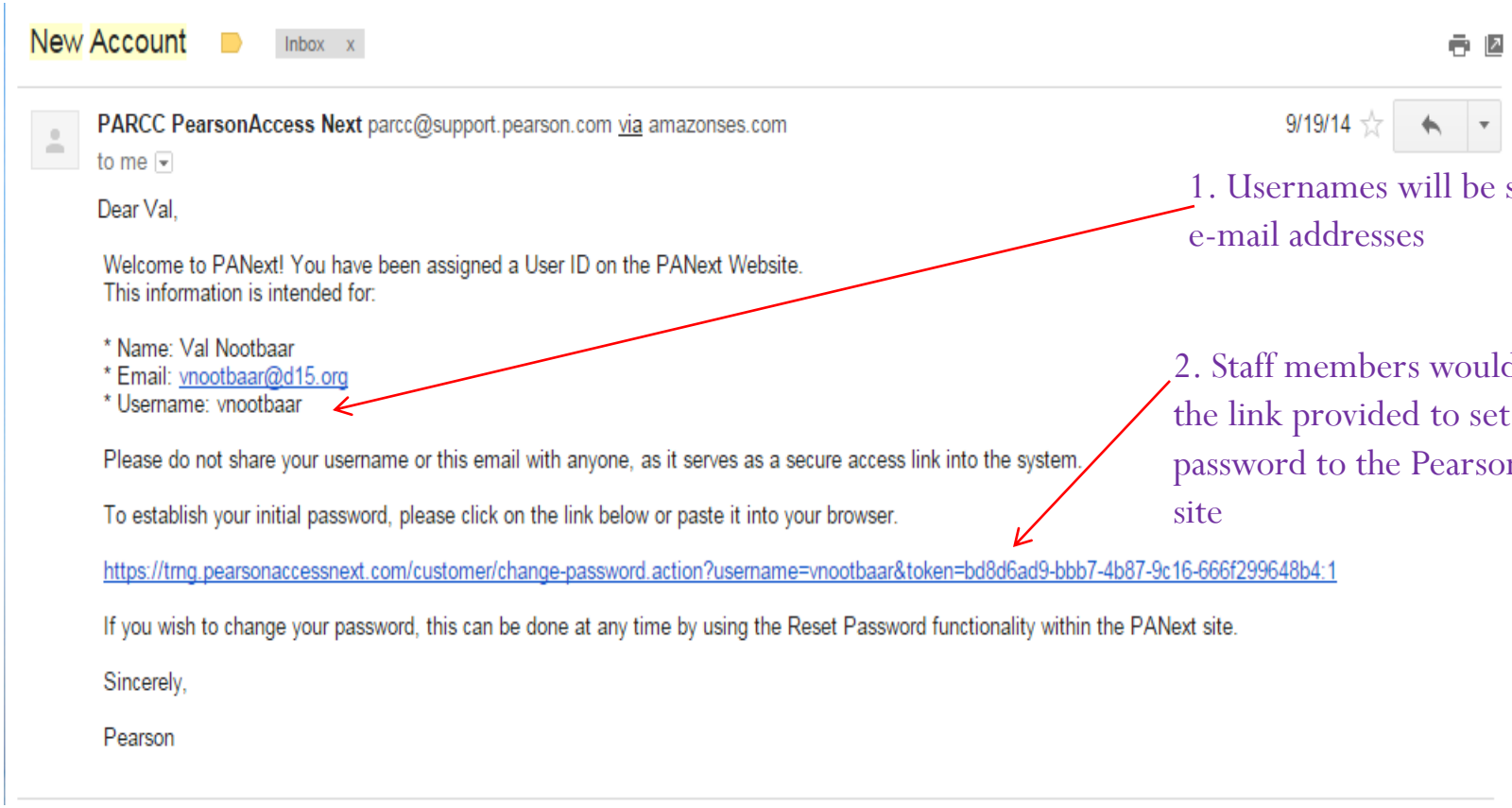
# Test Administrators Guide to PearsonAccess Next

# Objectives

- Activating Your PearsonAccess Next Account
- Signing into PearsonAccess Next
- Navigating PearsonAccess Next
- Locating YOUR test session
- Student Login Process
- Monitoring and Controlling Student Tests
- Resuming Students Tests

# Activating Your PearsonAccess Next Account

- Staff members should have received an account activation e-mail from PearsonAccess Next similar to the one below



New Account Inbox x

**PARCC PearsonAccess Next** parcc@support.pearson.com via amazonses.com 9/19/14

to me

Dear Val,

Welcome to PANext! You have been assigned a User ID on the PANext Website.
This information is intended for:

* Name: Val Nootbaar
* Email: vnootbaar@d15.org
* Username: vnootbaar

Please do not share your username or this email with anyone, as it serves as a secure access link into the system.

To establish your initial password, please click on the link below or paste it into your browser.

https://trng.pearsonaccessnext.com/customer/change-password.action?username=vnootbaar&token=bd8d6ad9-bbb7-4b87-9c16-666f299648b4:1

If you wish to change your password, this can be done at any time by using the Reset Password functionality within the PANext site.

Sincerely,

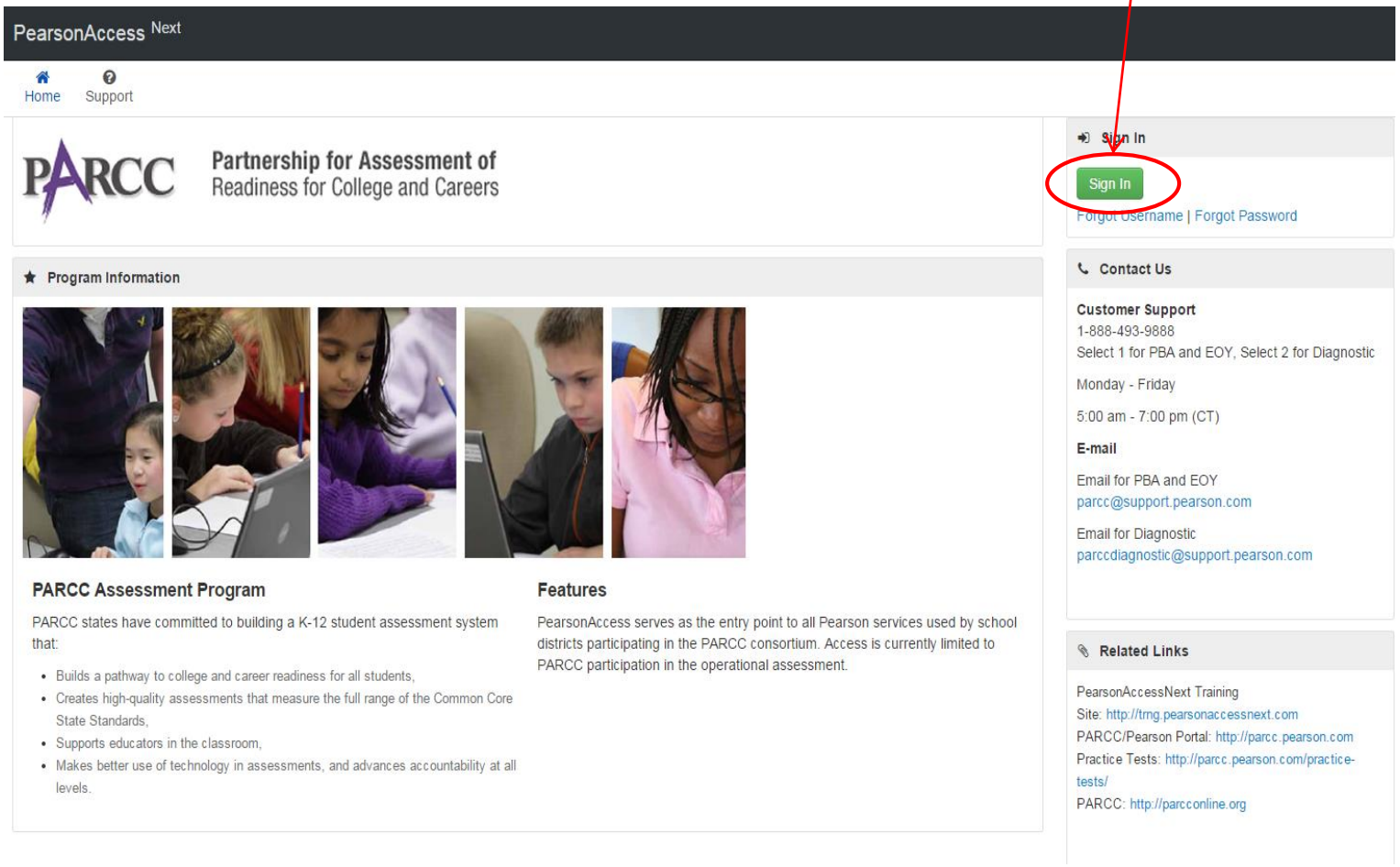
Pearson

1. Usernames will be staff members e-mail addresses

2. Staff members would then follow the link provided to set up their password to the PearsonAccess Next site

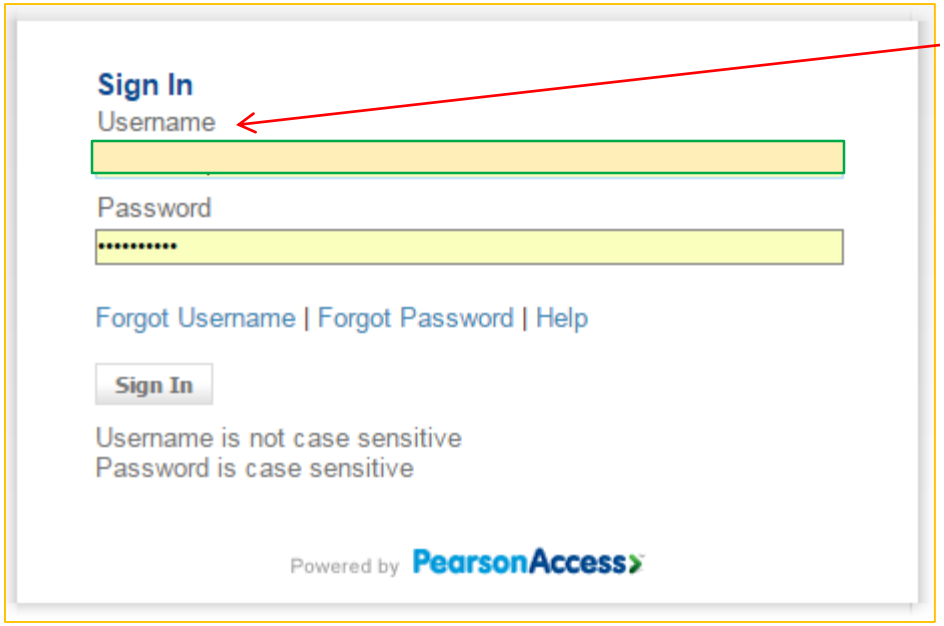
# Signing into PearsonAccess Next

- PearsonAccess Next can be accessed by going to http://il.pearsonaccessnext.com/ and clinking on the "Sing In" button



# Log in Screen

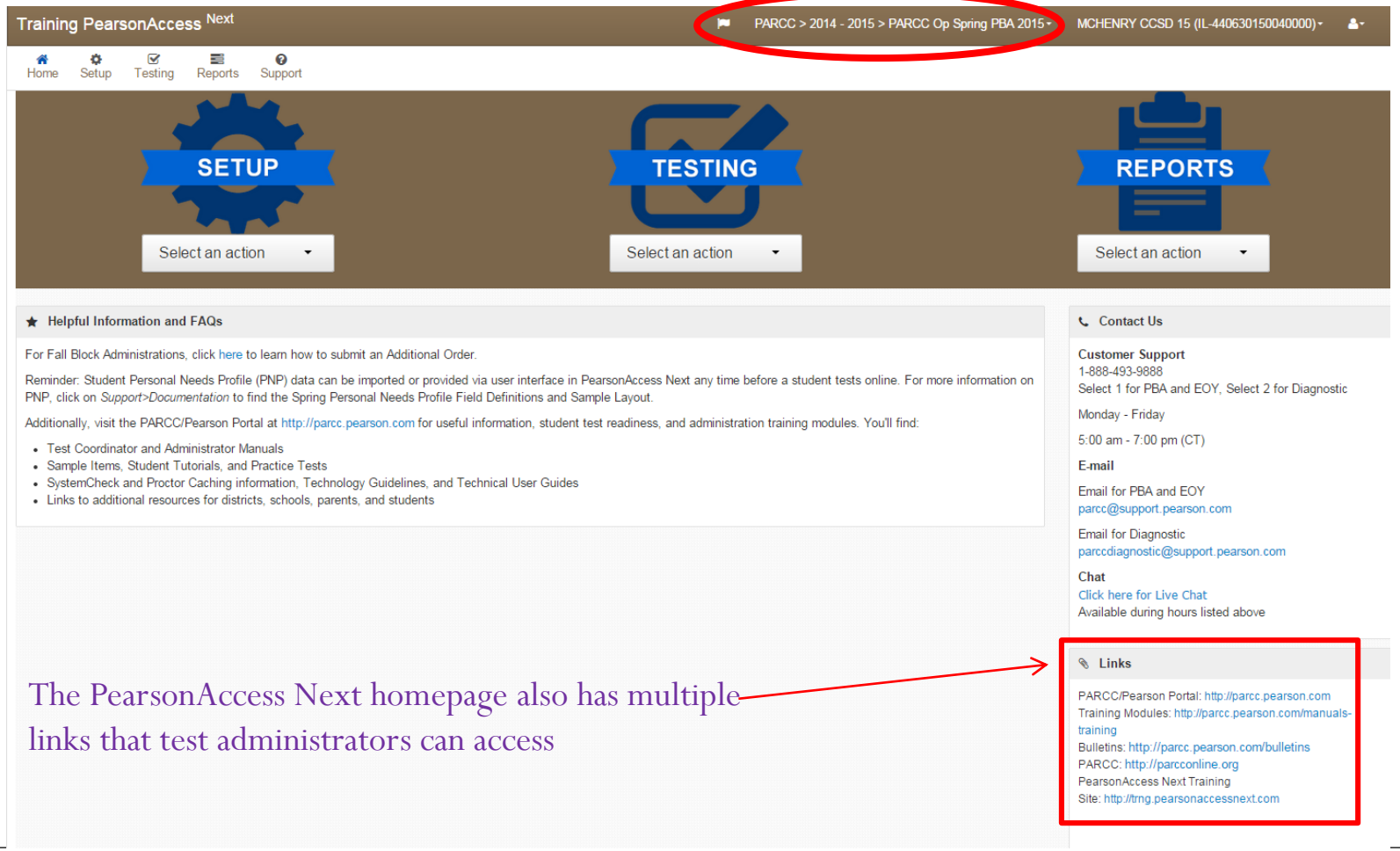
- The sign in screen will then appear and you will enter your username and password




Your Username will be your e-mail address

# Navigating PearsonAccess Next

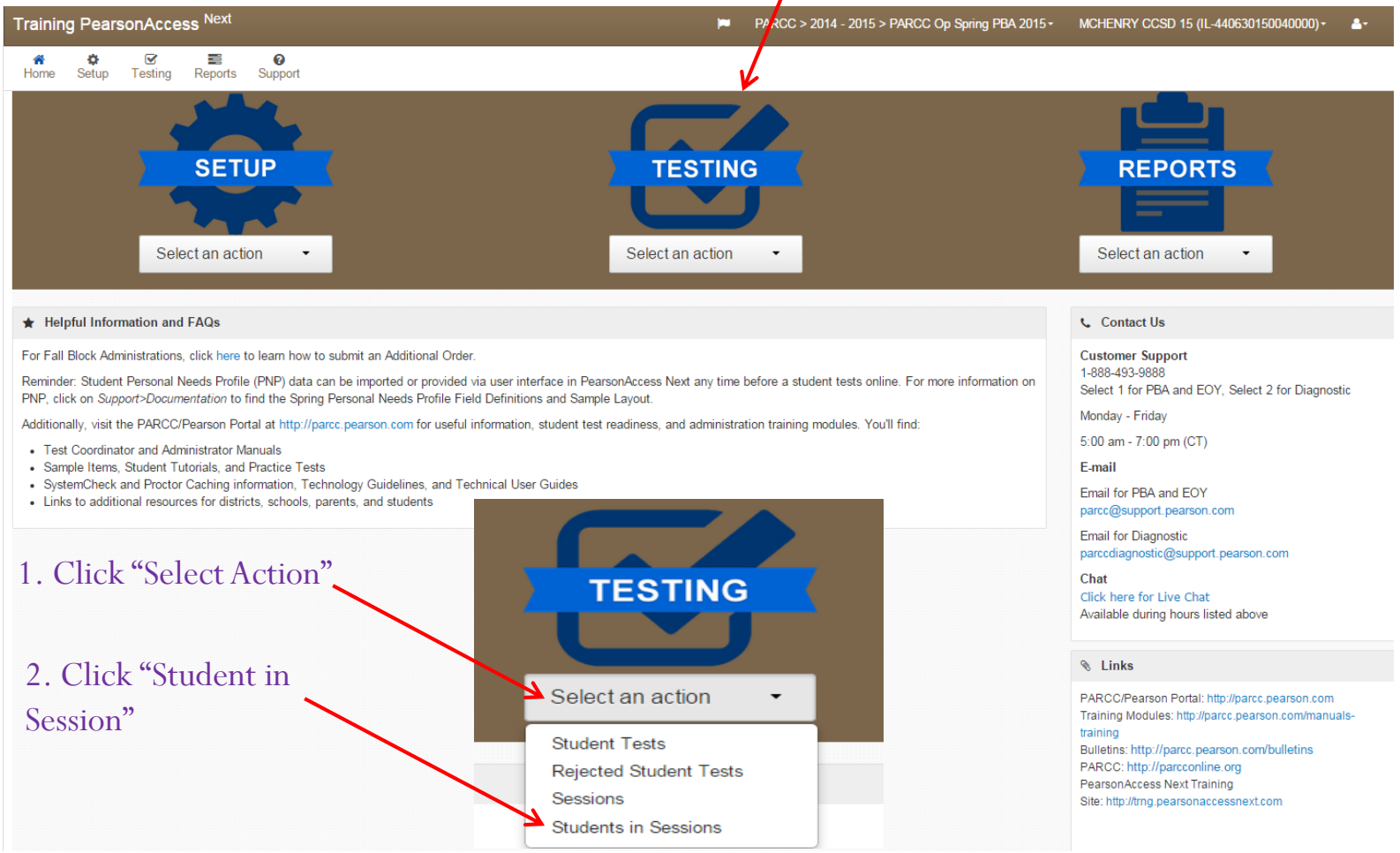
- Before working within PearsonAccess Next, verify that you are working in the correct administration time frame. This line should read "PARCC>2014-2015>PARCC Op Spring PBA 2015"




The PearsonAccess Next homepage also has multiple links that test administrators can access

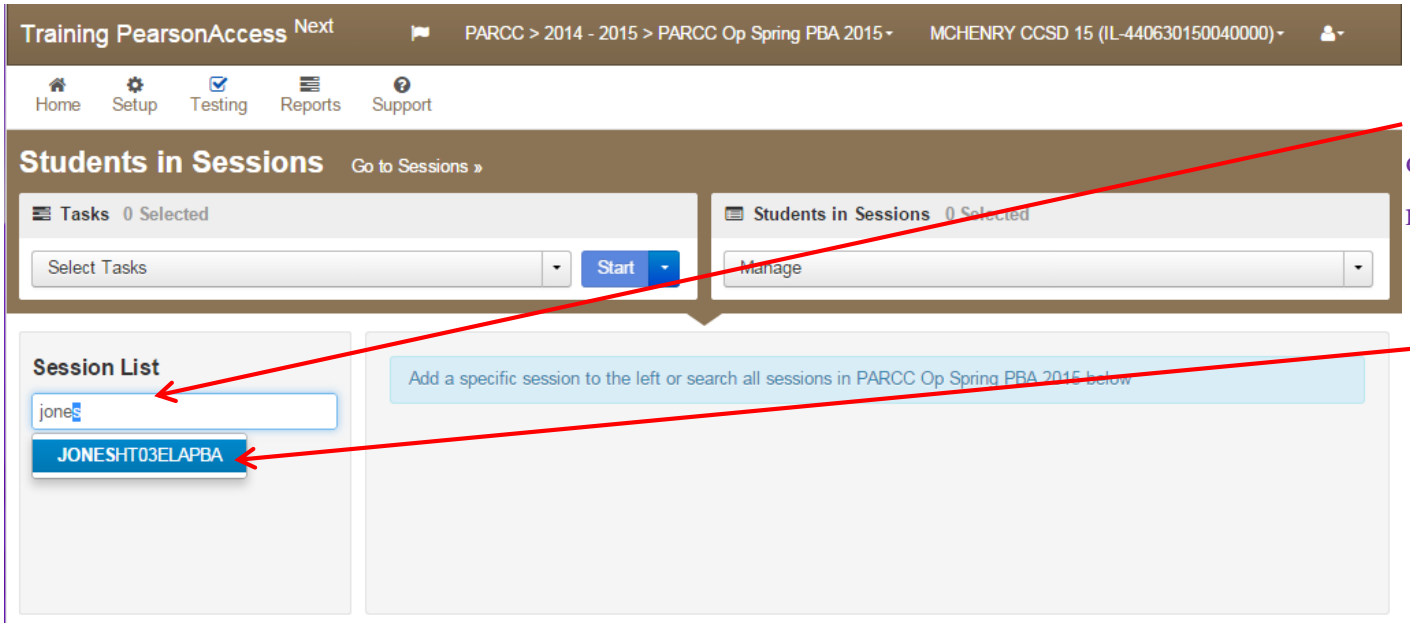
# Navigating PearsonAccess Next

- Test Administrates will primarily use the "Testing" area within PearsonAccess Next.



# Test Administrators: Students in Sessions

- This is the primary screen that Test Administrators will utilize when administering the PARCC assessment.




1. Using the "Session List" dialogue box, begin typing the name of your assigned session

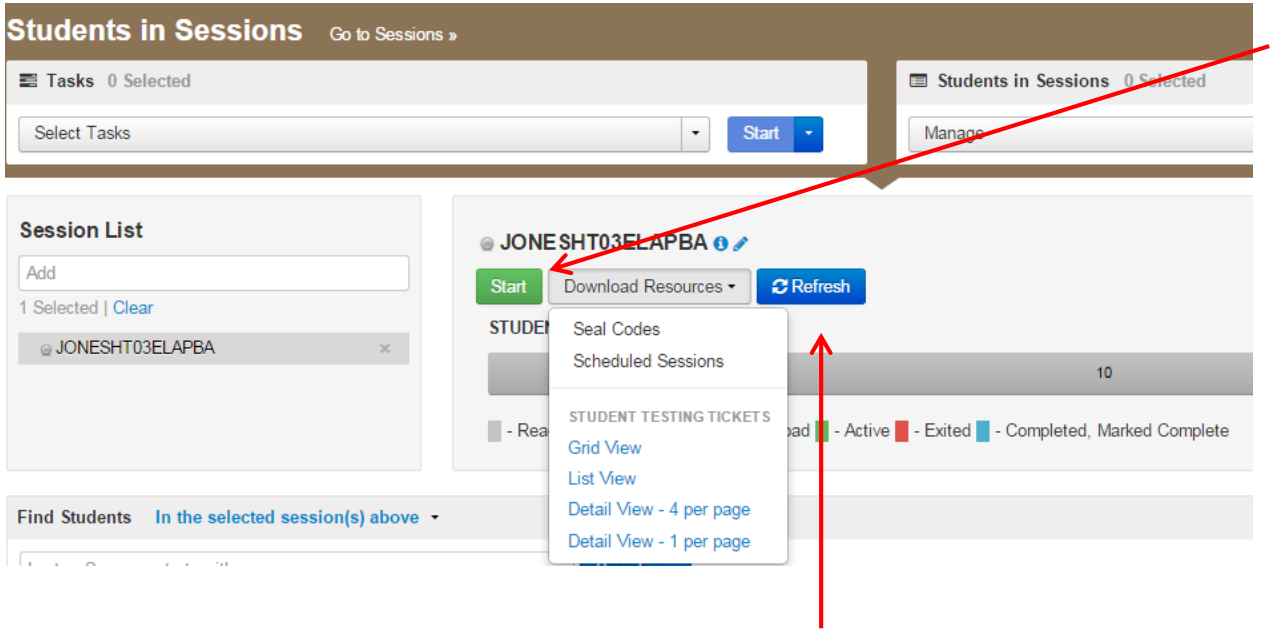
2. Select the Session Name that you wish to manage

**Session names** will **ALL** begin with the Test Administrators Last name. All Test Administrators will be assigned to 2 session (one for Math one for ELA)

Example: Jones HT 03 ELA PBA
Jones HT 03 MATH PBA

# Monitoring and Controlling Student Tests

- The first part of the screen that will appear when you select your session will indicate the overall status of the test, and provide access to Seal Codes and Student Testing Tickets




1. This I where you would "Start" and "Stop" the test for the students. A student will not be able to log into the test until this "Start" button has been selected.
**Please note** that once you "Start" the test, the button will turn red and say "Stop"
2. You will not "Stop" the test until ALL students have completed ALL units of the test

2. "Download Resources" allows you to print Seal Codes and Student Testing Tickets

The Student Statues on the second half of the screen will **Not** update automatically. Click the blue "Refresh" button to display the current status of your students testing progress

# Seal Codes

- Seal Codes are used to unlock sections of a test. When a test section is sealed, students cannot proceed into the sealed section of the test. Each section of a test has a different seal code. These seal codes must be used in order.

## Seal Codes

Session Name: JONESHT03ELAPBA

Test: Grade 3 ELA/Literacy

Start Date:

Location:

Seal Codes are needed to unlock sections of a test. When a test section is sealed, students cannot proceed into the sealed section of the test.

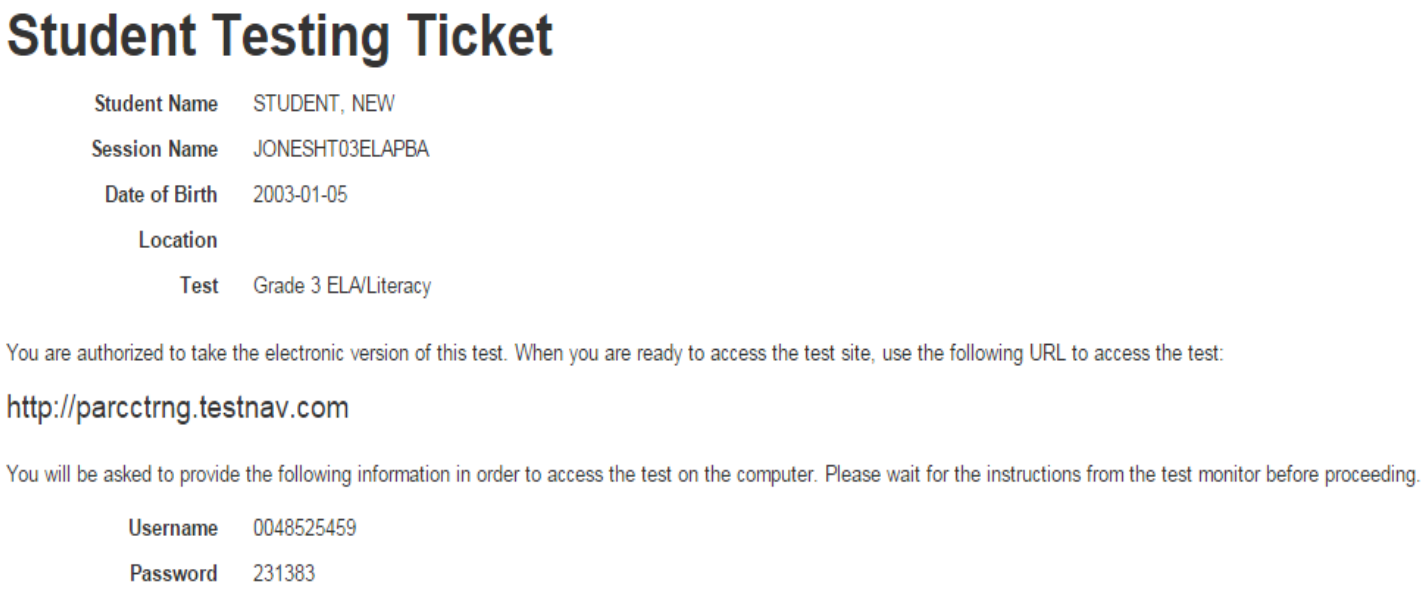
Each sealed section requires a different Seal Code

The number of Seal Codes you will use is determined by the number of sealed sections in the test. You must use the Seal Codes in the exact order in which they are listed below. For instance, if the table contains two sealed sections, use only the first two Seal Codes and ignore the remainder.

| Order | Seal Code |
|---|---|
| 1 | 5053 |
| 2 | 9903 |
| 3 | 4418 |

# Student Testing Tickets

- Student Testing Tickets need to be provided to each student. Each ticket is specific to each student so it is important that the testing tickets are given to the correct student. <u>These tickets must also be collected after the students finish their test.</u>
- These testing tickets also have the students username and password that will allow the student to log into TestNav.



## Student Testing Ticket

| | |
|---|---|
| **Student Name** | STUDENT, NEW |
| **Session Name** | JONESHT03ELAPBA |
| **Date of Birth** | 2003-01-05 |
| **Location** | |
| **Test** | Grade 3 ELA/Literacy |

You are authorized to take the electronic version of this test. When you are ready to access the test site, use the following URL to access the test:

http://parcctrng.testnav.com

You will be asked to provide the following information in order to access the test on the computer. Please wait for the instructions from the test monitor before proceeding.

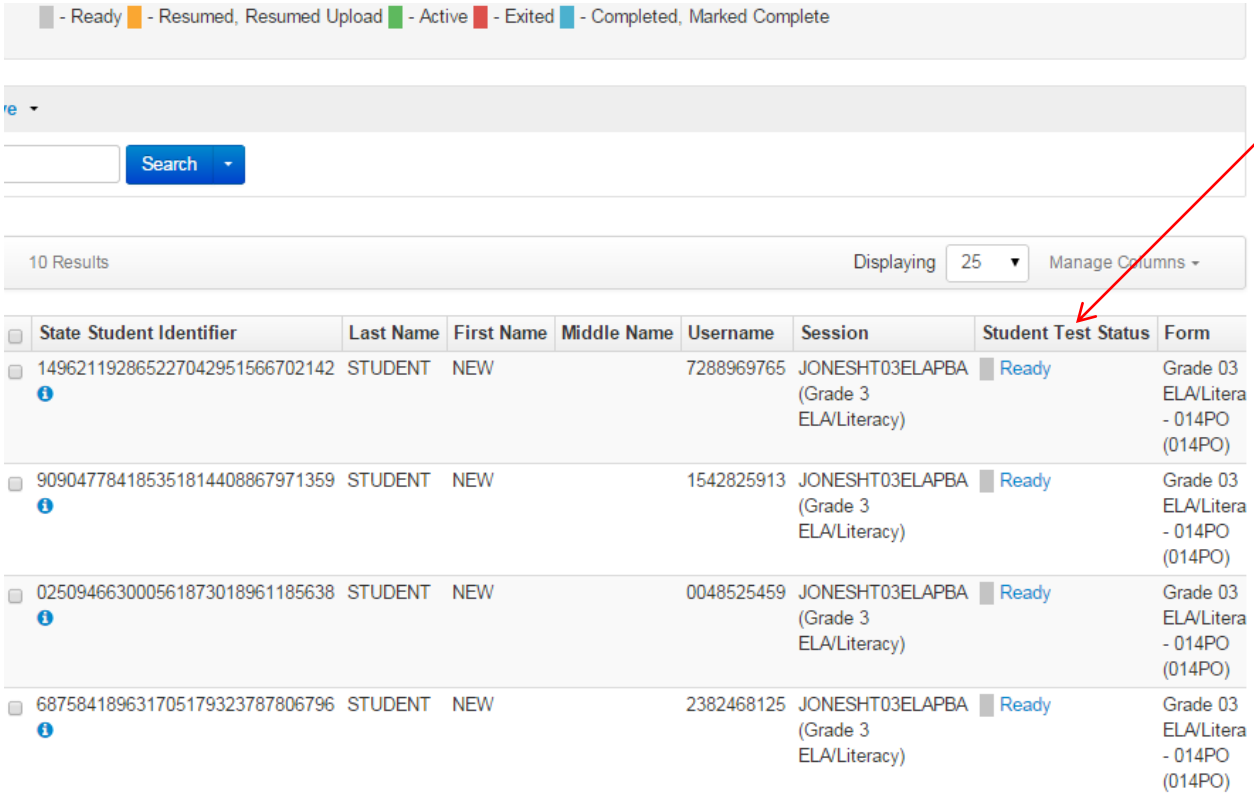
| | |
|---|---|
| **Username** | 0048525459 |
| **Password** | 231383 |

# Students Logging into TestNav

- Students will open their Chromebooks but they will NOT log into the Chromebook
- Students will click on the "Apps" in the lower right hand corner
- They will then click on "TestNav" this will take them to the "Sign in" screen where students will enter their username and password that is located on their "Student Testing Tickets"
- Note: Students will not be able to exit the TestNav app unless they power off the Chromebook

# Monitoring Students Tests

- The second part of the screen will display the students that are enrolled in your particular session. The test administrator will also be able to see each students individual testing status



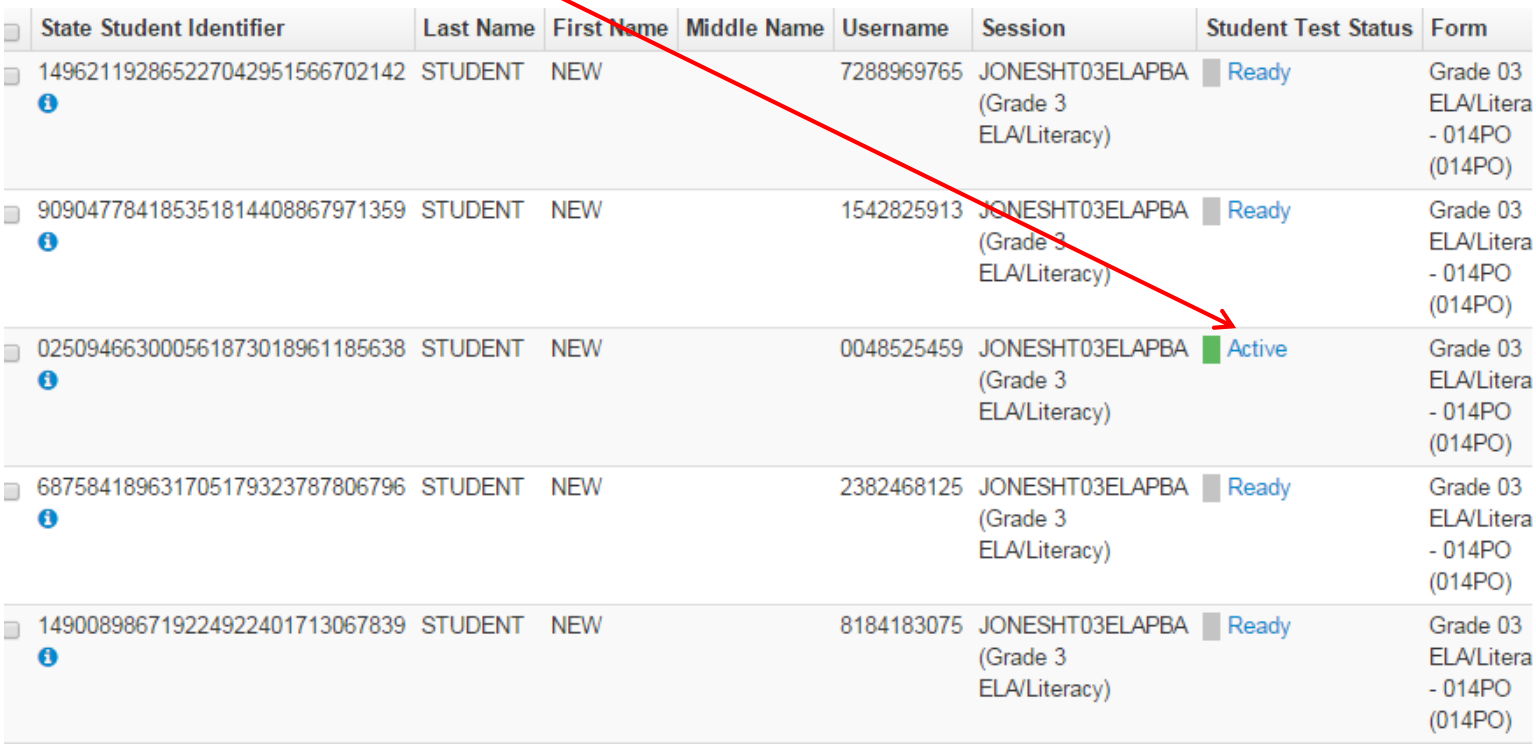

The "Students Test Status" will change as the student proceeds with the test.

# Student Test Statuses

- The student statuses will initially be marked as "Ready"
- The student statues will change to:
  - "**Active**" as soon as they log into the test
  - "**Resumed**" as soon as the student exits the test and re-logs in
    - Note: If a student is "kicked out" of the TestNav app, the Test Administrator must resume the students test before they will be able to log into the test to finish (this process will be explained on another slide"
  - "**Exited**" as soon as a student finishes a section of the test and logs out
  - "**Completed**" as soon as the student completes all sections of the test and submits his or her test

# Monitoring Student Progress

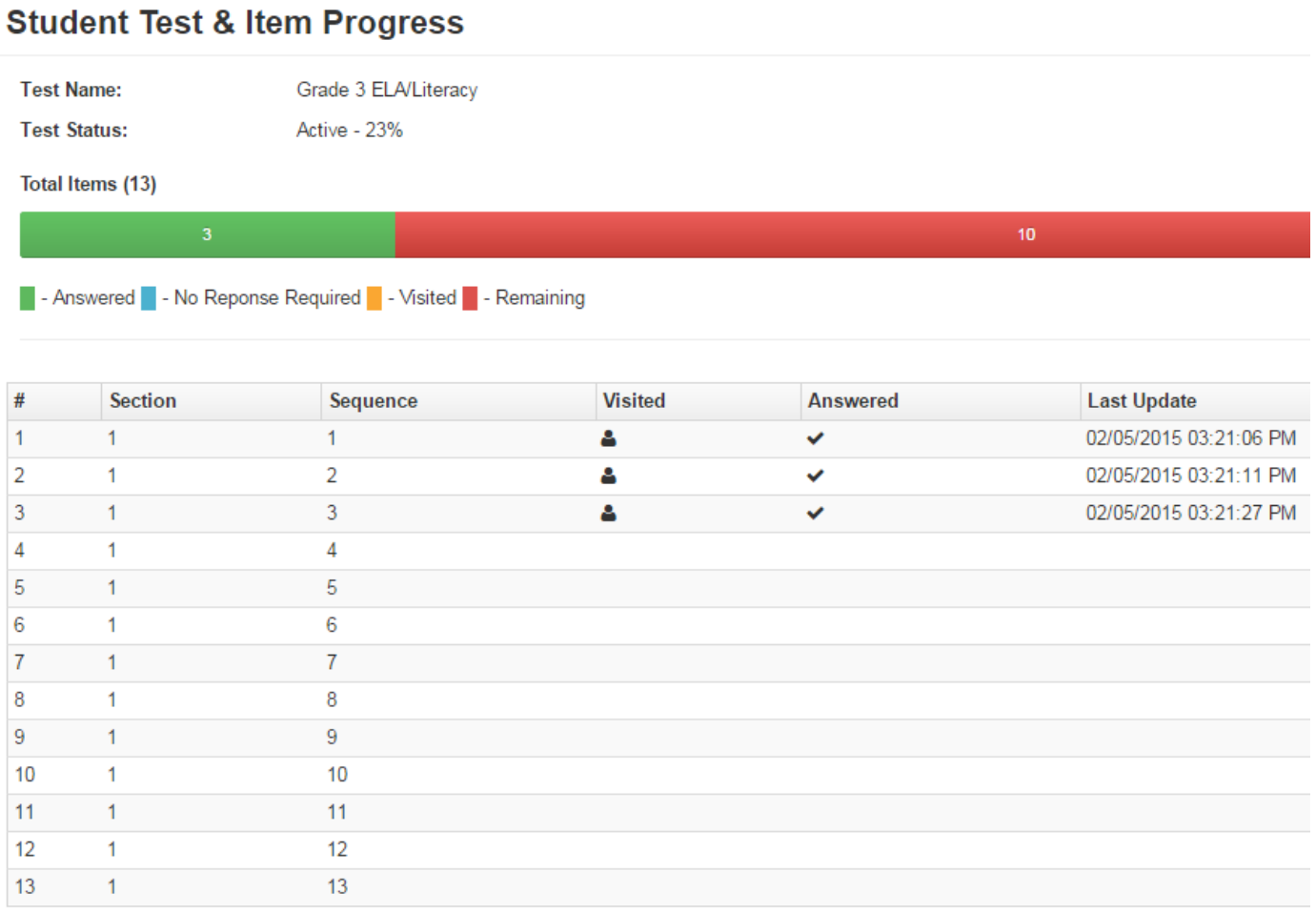
- As students work through the test questions, the Test Administrator is able to check on the students progress by clicking on "Active"



| State Student Identifier | Last Name | First Name | Middle Name | Username | Session | Student Test Status | Form |
|---|---|---|---|---|---|---|---|
| 14962119286522704295156670214 2 | STUDENT | NEW | | 7288969765 | JONESHT03ELAPBA (Grade 3 ELA/Literacy) | Ready | Grade 03 ELA/Litera - 014PO (014PO) |
| 90904778418535181440886797135 9 | STUDENT | NEW | | 1542825913 | JONESHT03ELAPBA (Grade 3 ELA/Literacy) | Ready | Grade 03 ELA/Litera - 014PO (014PO) |
| 02509466300056187301896118563 8 | STUDENT | NEW | | 0048525459 | JONESHT03ELAPBA (Grade 3 ELA/Literacy) | Active | Grade 03 ELA/Litera - 014PO (014PO) |
| 68758418963170517932378780679 6 | STUDENT | NEW | | 2382468125 | JONESHT03ELAPBA (Grade 3 ELA/Literacy) | Ready | Grade 03 ELA/Litera - 014PO (014PO) |
| 14900898671922492240171306783 9 | STUDENT | NEW | | 8184183075 | JONESHT03ELAPBA (Grade 3 ELA/Literacy) | Ready | Grade 03 ELA/Litera - 014PO (014PO) |

# Monitoring Student Progress

- You will then get a screen that shows you what questions have been "visited" by the student and what questions have been "answered"



**Student Test & Item Progress**

**Test Name:** Grade 3 ELA/Literacy

**Test Status:** Active - 23%

**Total Items (13)**

3 | 10

- Answered - No Reponse Required - Visited - Remaining

| # | Section | Sequence | Visited | Answered | Last Update |
|---|---|---|---|---|---|
| 1 | 1 | 1 | ✔ | ✔ | 02/05/2015 03:21:06 PM |
| 2 | 1 | 2 | ✔ | ✔ | 02/05/2015 03:21:11 PM |
| 3 | 1 | 3 | ✔ | ✔ | 02/05/2015 03:21:27 PM |
| 4 | 1 | 4 | | | |
| 5 | 1 | 5 | | | |
| 6 | 1 | 6 | | | |
| 7 | 1 | 7 | | | |
| 8 | 1 | 8 | | | |
| 9 | 1 | 9 | | | |
| 10 | 1 | 10 | | | |
| 11 | 1 | 11 | | | |
| 12 | 1 | 12 | | | |
| 13 | 1 | 13 | | | |

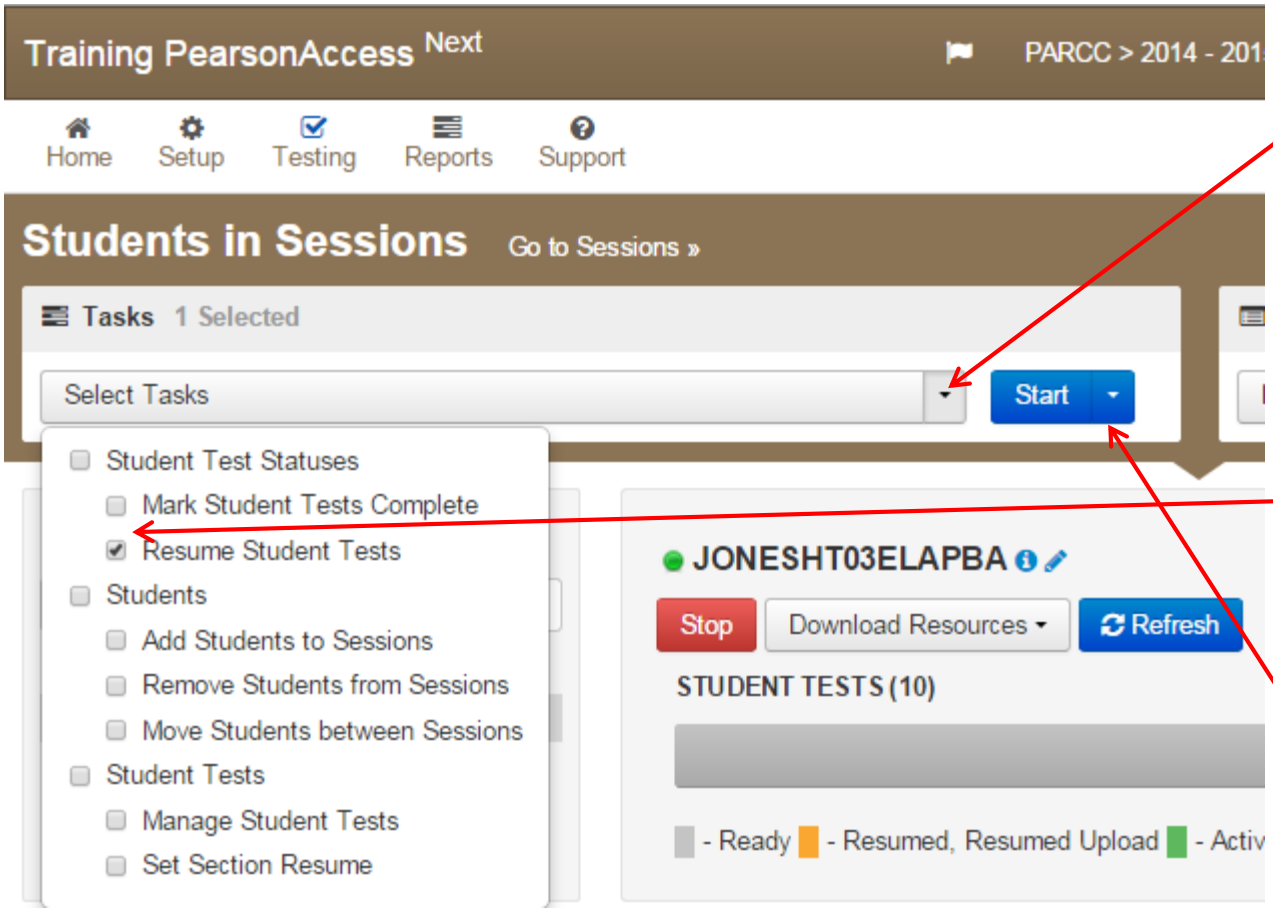
# Resuming Students Tests

- When a student exits a test prior to completing the section, the Test Administrator will need to **Select** the student and **Resume** their test
  - Students may accidently exit the test before completion or the test might unintentionally exit them from the test.
  - To **Select** a student: find the student that is "Exited" and "check" the box next to their State Student Identifier

10 Results | Displaying 25 | Manage Columns

| State Student Identifier | Last Name | First Name | Middle Name | Username | Session | Student Test Status | Form |
|---|---|---|---|---|---|---|---|
| 14962119286522704295156702142 | STUDENT | NEW | | 7288969765 | JONESHT03ELAPBA (Grade 3 ELA/Literacy) | Ready | Grade 03 ELA/Litera - 014PO (014PO) |
| 90904778418535181440886797135 9 | STUDENT | NEW | | 1542825913 | JONESHT03ELAPBA (Grade 3 ELA/Literacy) | Ready | Grade 03 ELA/Litera - 014PO (014PO) |
| 02509466300056187301896118563 8 | STUDENT | NEW | | 0048525459 | JONESHT03ELAPBA (Grade 3 ELA/Literacy) | Exited | Grade 03 ELA/Litera - 014PO (014PO) |
| 68758418963170517932378780679 6 | STUDENT | NEW | | 2382468125 | JONESHT03ELAPBA (Grade 3 ELA/Literacy) | Ready | Grade 03 ELA/Litera - 014PO (014PO) |

# Resuming Students Tests



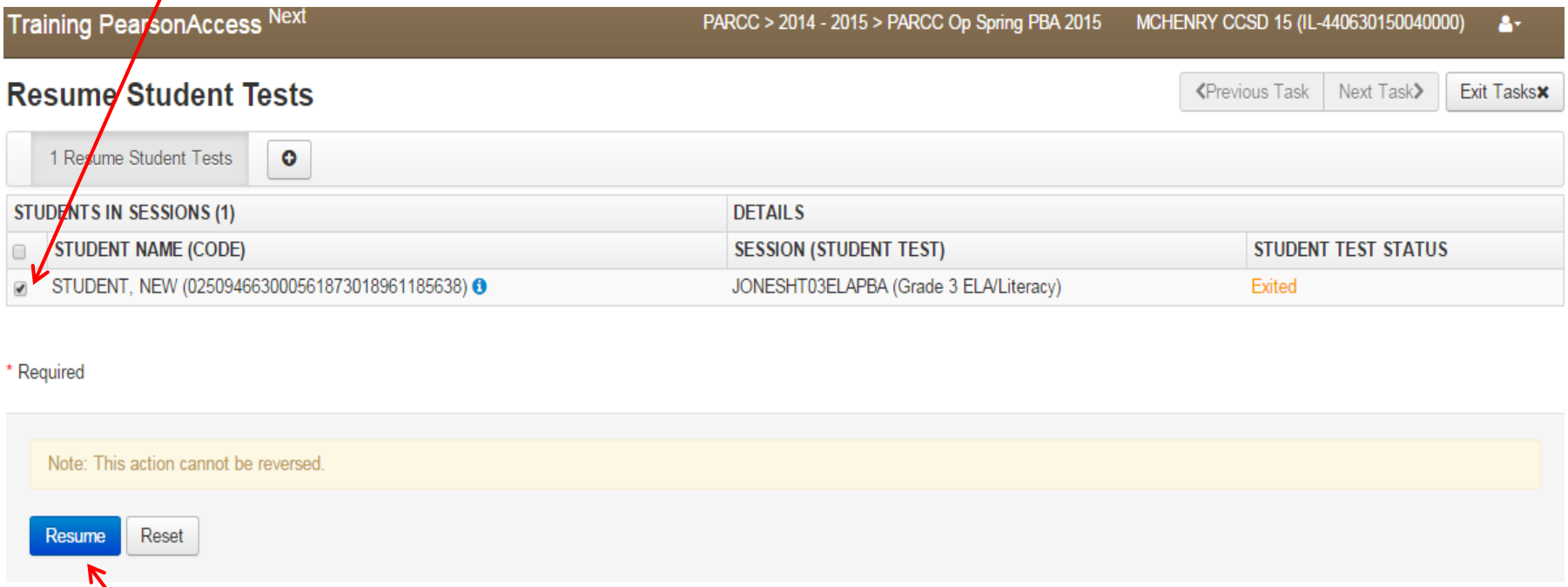

1. Click the Arrow next to "Select Task"

2. "Check" the box next to "Resume Student Tests"

3. Click the blue "Start" button

# Resuming Students Tests

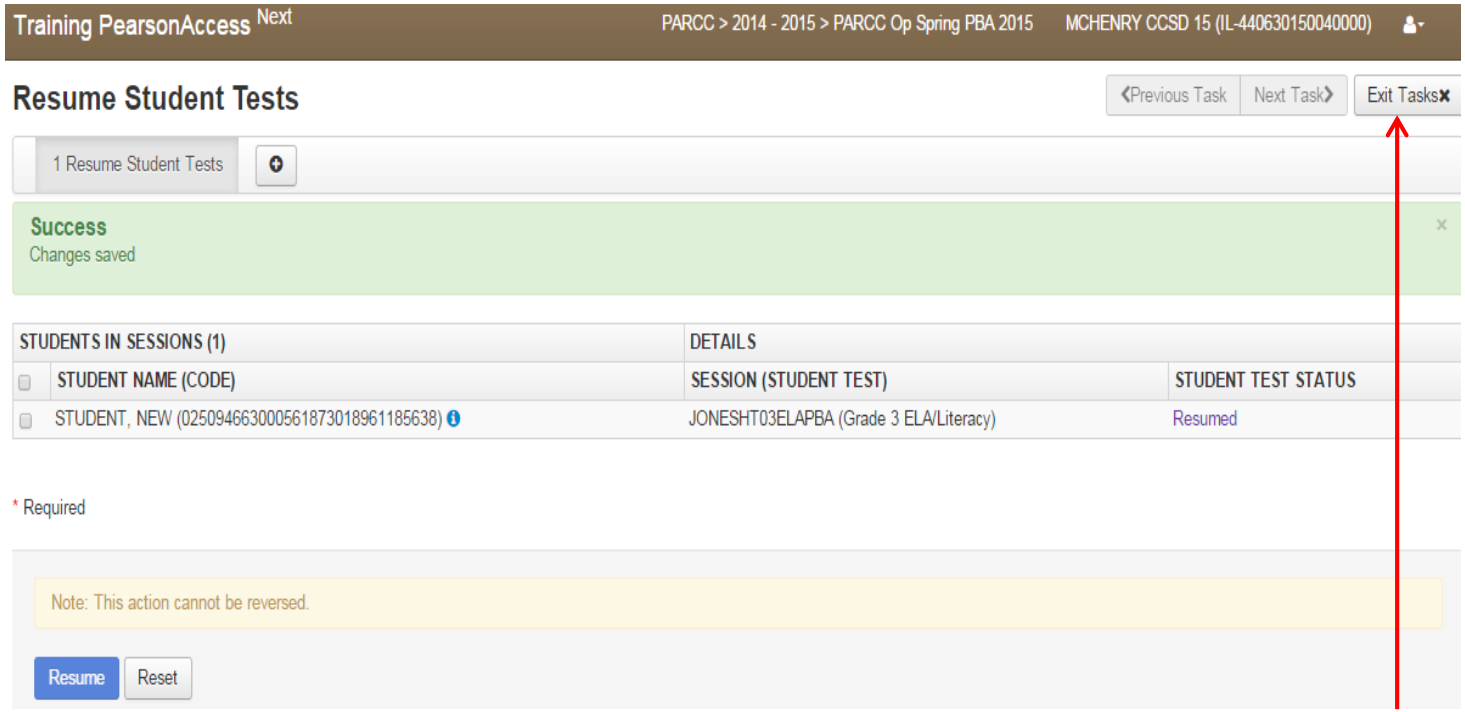
1. "Check" the box next to the students name




2. Click the blue "Resume" button

# Resuming Students Tests

- Once the student's test has been resumed, he or she may log back into TestNav and resume their test where they left off




The Test Administrator can then click on the "Exit Task" button to return to the monitoring screen

# “Stop” Test Session

- The Test Administrator will “Stop” the test session once all students have completed all units of the test session
- The test can remain open for several days until the students have completed the test.
  - This allows for students to “make up” any unit that they have not completed