

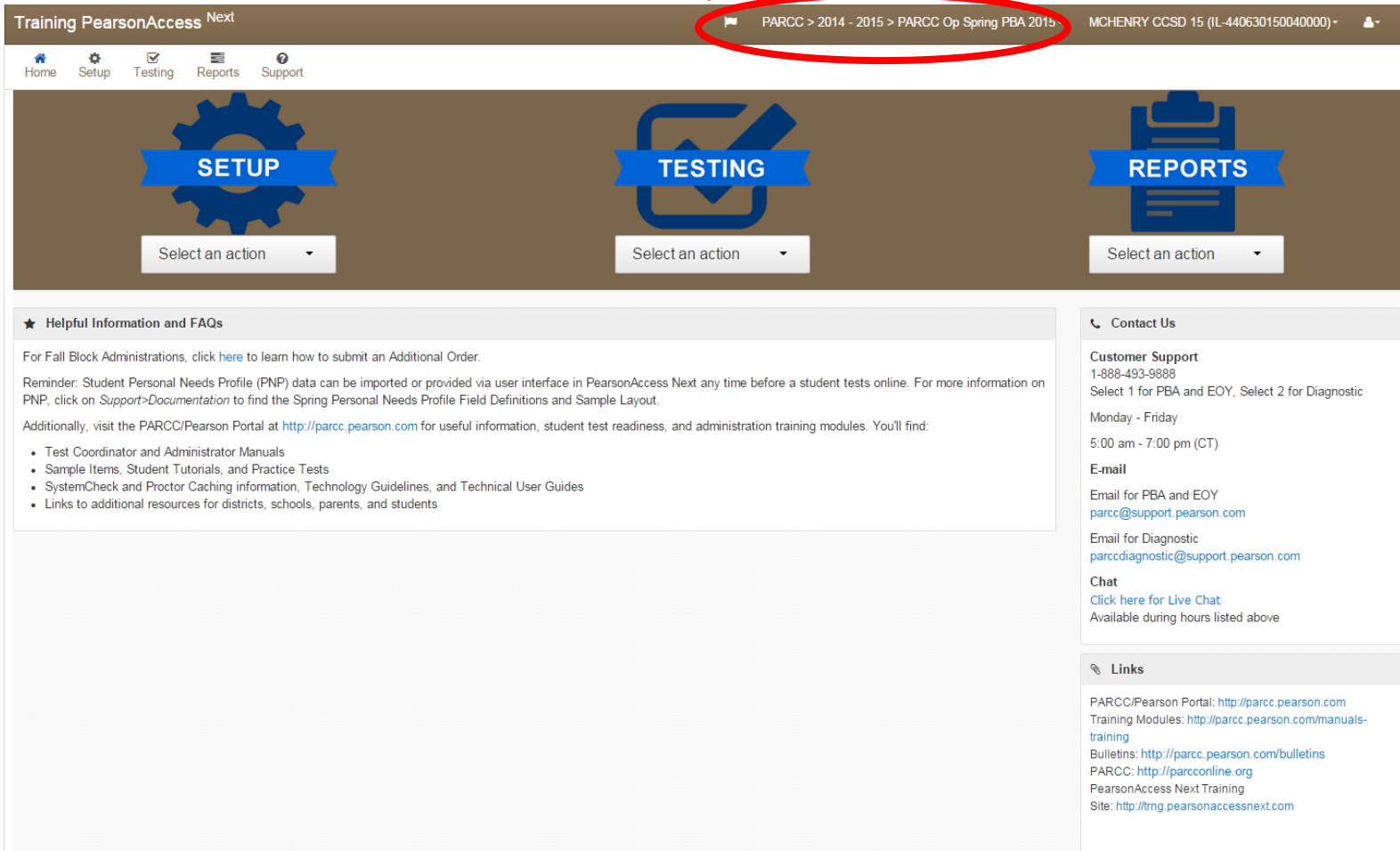
Test Administrators Guide to PearsonAccess Next and Printing of Test Tickets



**Partnership for Assessment of
Readiness for College and Careers**

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 screenshot shows the PearsonAccess Next interface. At the top, the breadcrumb navigation path is "PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015", which is circled in red with a red arrow pointing to it from the text above. The breadcrumb is followed by the user's name and ID: "MCHENRY CCSD 15 (IL-440630150040000)". Below the breadcrumb is a navigation menu with icons for Home, Setup, Testing, Reports, and Support. The main content area features three large buttons: "SETUP" with a gear icon, "TESTING" with a checkmark icon, and "REPORTS" with a clipboard icon. Each button has a "Select an action" dropdown menu below it. On the left side, there is a "Helpful Information and FAQs" section with a star icon, containing text about Fall Block Administrations and a list of links to manuals, tutorials, and guides. On the right side, there is a "Contact Us" section with a telephone icon, providing customer support information, including a phone number, email addresses for PBA and EOY, and a link for live chat. At the bottom right, there is a "Links" section with a magnifying glass icon, listing various external links such as the PARCC/Pearson Portal, training modules, bulletins, and the PearsonAccess Next Training site.

Training PearsonAccess^{Next}

PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015 MCHENRY CCSD 15 (IL-440630150040000)

Home Setup Testing Reports Support

SETUP
Select an action

TESTING
Select an action

REPORTS
Select an action

★ **Helpful Information and FAQs**

For Fall Block Administrations, click [here](#) to learn how to submit an Additional Order.

Reminder: Student Personal Needs Profile (PNP) data can be imported or provided via user interface in PearsonAccess Next any time before a student tests online. For more information on PNP, click on *Support>Documentation* to find the Spring Personal Needs Profile Field Definitions and Sample Layout.

Additionally, visit the PARCC/Pearson Portal at <http://parcc.pearson.com> for useful information, student test readiness, and administration training modules. You'll find:

- Test Coordinator and Administrator Manuals
- Sample Items, Student Tutorials, and Practice Tests
- SystemCheck and Proctor Caching information, Technology Guidelines, and Technical User Guides
- Links to additional resources for districts, schools, parents, and students

📞 **Contact Us**

Customer Support
1-888-493-9888
Select 1 for PBA and EOY, Select 2 for Diagnostic
Monday - Friday
5:00 am - 7:00 pm (CT)

E-mail
Email for PBA and EOY
parcc@support.pearson.com
Email for Diagnostic
parccdiagnostic@support.pearson.com

Chat
[Click here for Live Chat](#)
Available during hours listed above

🔍 **Links**

PARCC/Pearson Portal: <http://parcc.pearson.com>
Training Modules: <http://parcc.pearson.com/manuals-training>
Bulletins: <http://parcc.pearson.com/bulletins>
PARCC: <http://parcconline.org>
PearsonAccess Next Training
Site: <http://rng.pearsonaccessnext.com>

Navigating PearsonAccess Next

- Test Administrators will primarily use the “Testing” area within PearsonAccess Next.

The screenshot shows the PearsonAccess Next interface. At the top, there is a navigation bar with the title "Training PearsonAccess Next" and a breadcrumb trail: "PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015 > MCHENRY CCSD 15 (IL-440630150040000)". Below the navigation bar is a main menu with icons for Home, Setup, Testing, Reports, and Support. The main content area features three large buttons: "SETUP" (gear icon), "TESTING" (checklist icon), and "REPORTS" (clipboard icon). Each button has a "Select an action" dropdown menu. A red arrow points from the "Testing" button in the main menu to the "Testing" button in the main content area. Below the main content area, there is a "Helpful Information and FAQs" section with a link to "Submit an Additional Order" and a reminder about PNP data. To the right, there is a "Contact Us" section with customer support information, including a phone number, email addresses, and a live chat link. At the bottom, there is a "Links" section with various URLs. In the foreground, a red arrow points from the text "1. Click 'Select Action'" to the "Select an action" dropdown menu of the "TESTING" button. Another red arrow points from the text "2. Click 'Student in Session'" to the "Students in Sessions" option in the dropdown menu.

1. Click “Select Action”

2. Click “Student in Session”

Test Administrators: Students in Sessions

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

Training PearsonAccess Next PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015 - MCHENRY CCSD 15 (IL-440630150040000)

Home Setup Testing Reports Support

Students in Sessions Go to Sessions »

Tasks 0 Selected Select Tasks Start

Students in Sessions 0 Selected Manage

Session List

jone

JONESHT03ELAPBA

Add a specific session to the left or search all sessions in PARCC Op Spring PBA 2015 below

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: BasfordSDW HT 03 ELA PBA

BasfordSDW HT 03 MATH PBA

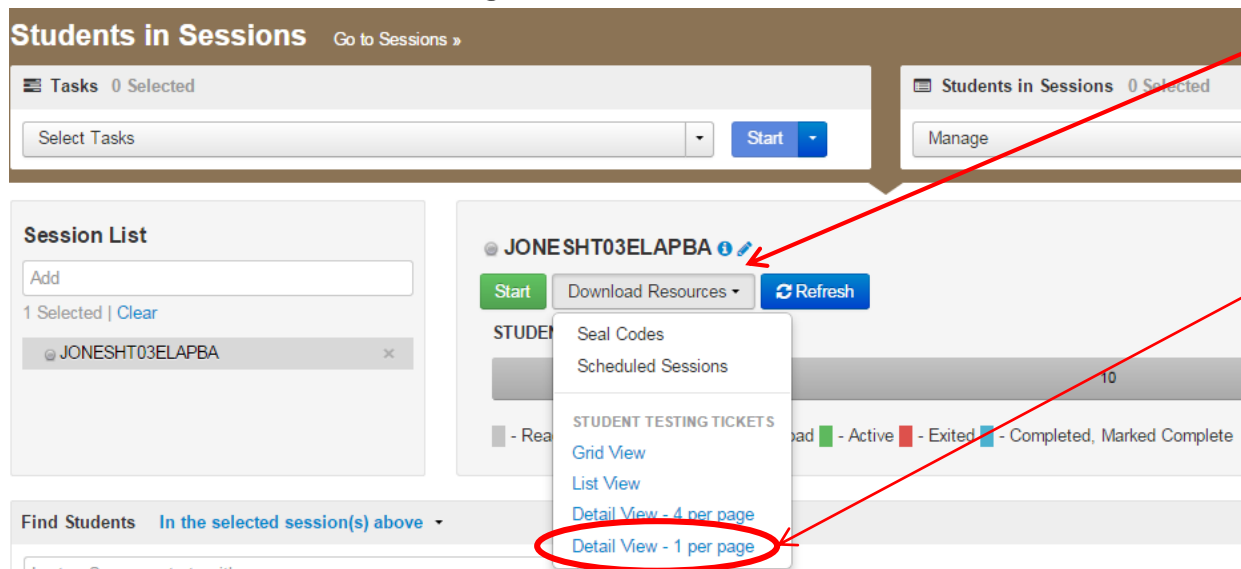
1. Using the “Session List” dialogue box, begin typing the name of your assigned session

2. Select the Session Name that you wish to manage.

For example you would type in BasfordSDW HT 03 ELA PBA and click on that session. You would then type in BasfordSDW HT 03 MATH PBA and click on that session. This will allow you to manage and print Student Testing tickets for that session

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



The Student Statuses 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

1. “Download Resources” allows you to print Seal Codes and Student Testing Tickets. Click on “Download Resources” and then click on “Detail View- 1 per page” to print your student test tickets

2. This is 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”

3. You will not “Stop” the test until ALL students have completed ALL units of the test

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. These tickets must also be collected after the students finish their test.
- 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 student's individual testing status

Legend: ■ - Ready ■ - Resumed, Resumed Upload ■ - Active ■ - Exited ■ - Completed, Marked Complete

Search

10 Results Displaying 25 Manage Columns

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form
<input type="checkbox"/>	149621192865227042951566702142	STUDENT	NEW		7288969765	JONESHT03ELAPBA (Grade 3 ELA/Literacy)	■ Ready	Grade 03 ELA/Litera - 014PO (014PO)
<input type="checkbox"/>	909047784185351814408867971359	STUDENT	NEW		1542825913	JONESHT03ELAPBA (Grade 3 ELA/Literacy)	■ Ready	Grade 03 ELA/Litera - 014PO (014PO)
<input type="checkbox"/>	025094663000561873018961185638	STUDENT	NEW		0048525459	JONESHT03ELAPBA (Grade 3 ELA/Literacy)	■ Ready	Grade 03 ELA/Litera - 014PO (014PO)
<input type="checkbox"/>	687584189631705179323787806796	STUDENT	NEW		2382468125	JONESHT03ELAPBA (Grade 3 ELA/Literacy)	■ Ready	Grade 03 ELA/Litera - 014PO (014PO)

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 statuses 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”

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form
<input type="checkbox"/>	149621192865227042951566702142	STUDENT	NEW		7288969765	JONESHT03ELAPBA (Grade 3 ELA/Literacy)	<input type="checkbox"/> Ready	Grade 03 ELA/Litera - 014PO (014PO)
<input type="checkbox"/>	909047784185351814408867971359	STUDENT	NEW		1542825913	JONESHT03ELAPBA (Grade 3 ELA/Literacy)	<input type="checkbox"/> Ready	Grade 03 ELA/Litera - 014PO (014PO)
<input type="checkbox"/>	025094663000561873018961185638	STUDENT	NEW		0048525459	JONESHT03ELAPBA (Grade 3 ELA/Literacy)	<input checked="" type="checkbox"/> Active	Grade 03 ELA/Litera - 014PO (014PO)
<input type="checkbox"/>	687584189631705179323787806796	STUDENT	NEW		2382468125	JONESHT03ELAPBA (Grade 3 ELA/Literacy)	<input type="checkbox"/> Ready	Grade 03 ELA/Litera - 014PO (014PO)
<input type="checkbox"/>	149008986719224922401713067839	STUDENT	NEW		8184183075	JONESHT03ELAPBA (Grade 3 ELA/Literacy)	<input type="checkbox"/> 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)







■ - 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 accidentally 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 ▾

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form
<input type="checkbox"/>	149621192865227042951566702142 	STUDENT	NEW		7288969765	JONESHT03ELAPBA (Grade 3 ELA/Literacy)	<input type="checkbox"/> Ready	Grade 03 ELA/Litera - 014PO (014PO)
<input type="checkbox"/>	909047784185351814408867971359 	STUDENT	NEW		1542825913	JONESHT03ELAPBA (Grade 3 ELA/Literacy)	<input type="checkbox"/> Ready	Grade 03 ELA/Litera - 014PO (014PO)
<input checked="" type="checkbox"/>	025094663000561873018961185638 	STUDENT	NEW		0048525459	JONESHT03ELAPBA (Grade 3 ELA/Literacy)	<input checked="" type="checkbox"/> Exited	Grade 03 ELA/Litera - 014PO (014PO)
<input type="checkbox"/>	687584189631705179323787806796 	STUDENT	NEW		2382468125	JONESHT03ELAPBA (Grade 3 ELA/Literacy)	<input type="checkbox"/> Ready	Grade 03 ELA/Litera - 014PO (014PO)

Resuming Students Tests

Training PearsonAccess Next PARCC > 2014 - 2015

Home Setup Testing Reports Support

Students in Sessions Go to Sessions »

Tasks 1 Selected

Select Tasks Start

- Student Test Statuses
 - Mark Student Tests Complete
 - Resume Student Tests
- Students
 - Add Students to Sessions
 - Remove Students from Sessions
 - Move Students between Sessions
- Student Tests
 - Manage Student Tests
 - Set Section Resume

JONESHT03ELAPBA

Stop Download Resources Refresh

STUDENT TESTS (10)

- Ready - Resumed, Resumed Upload - Active

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

Resume Student Tests

[←Previous Task](#) [Next Task→](#) [Exit Tasks✕](#)

1 Resume Student Tests 

STUDENTS IN SESSIONS (1)	DETAILS	
<input type="checkbox"/> STUDENT NAME (CODE)	SESSION (STUDENT TEST)	STUDENT TEST STATUS
<input checked="" type="checkbox"/> STUDENT, NEW (025094663000561873018961185638) 	JONESHT03ELAPBA (Grade 3 ELA/Literacy)	Exited

* Required

Note: This action cannot be reversed.

[Resume](#) [Reset](#)

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

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Resume Student Tests

<Previous Task Next Task> Exit Tasks✕

1 Resume Student Tests

Success
Changes saved

STUDENTS IN SESSIONS (1)	DETAILS	
<input type="checkbox"/> STUDENT NAME (CODE)	SESSION (STUDENT TEST)	STUDENT TEST STATUS
<input type="checkbox"/> STUDENT, NEW (025094663000561873018961185638) ⓘ	JONESHT03ELAPBA (Grade 3 ELA/Literacy)	Resumed

* Required

Note: This action cannot be reversed.

Resume Reset

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