Agenda

• Field Test Updates
• PearsonAccess
  – Adding Users
• Data and Pearson Access
• PARCC Support Documents
• Questions and Answers
PARCC Contacts

• Superintendent can add users in PearsonAccess, giving them full control.

• To be added to the Illinois PARCC Field Test listserv, send an email to dfrederk@isbe.net.
Will ISBE provide a parent letter to inform them of the field test?

• Yes. Within the next week we will be providing a parent letter signed by Superintendent Koch. There is also a version that districts can customize and sign themselves.
Student Data Uploads

Continue to submit your related Student Course Assignments and PARCC Accommodations in SIS. ISBE will continue to populate the SIS PARCC data report on Wednesday and Friday evenings. Every Friday the PARCC data will be extracted from SIS and sent to PearsonAccess.
**Student Data Uploads**

Here are the absolute deadlines when PARCC is requiring data to be loaded:

<table>
<thead>
<tr>
<th>Component</th>
<th>Test</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>PBA</td>
<td>Online</td>
<td>2/7/2014</td>
</tr>
<tr>
<td>PBA &amp; EOY</td>
<td>Online</td>
<td>2/7/2014</td>
</tr>
<tr>
<td>EOY</td>
<td>Paper</td>
<td>2/28/2014</td>
</tr>
<tr>
<td>EOY</td>
<td>Online</td>
<td>3/20/2014</td>
</tr>
</tbody>
</table>

If you have already uploaded this data, no further uploads are required. You can log in to your PearsonAccess account to check your field test student data.
How do I add accommodations for my field test students?

• There are three ways to do this:
  – Enter the accommodations in a batched file using the Pre-ID file generated through SIS. For help with this, call the SIS Help Desk at 217-558-3600.
  – Enter the accommodations in a batched file on PearsonAccess. For help with this, call the PARCC Support Center at 1-888-493-9888.
  – Enter the accommodations one student at a time on PearsonAccess. For help with this, call the PARCC Support Center at 1-888-493-9888.
PearsonAccess
Adding Users – One Method

1. Log In to PearsonAccess
2. Select Administrative Management
3. Select View User Accounts
4. Select Export to Excel
5. Modify the Excel file (save as .csv)
6. Select Administrative Management
7. Select Send User Account File
8. Upload Your User File
9. Verify results
1. Sign In
2. Select Administrative Management
(Users need to be added on both sites)
3. Select Administrative Management
4. Select *Export to Excel*
5. Edit Excel File (.csv)
<table>
<thead>
<tr>
<th>Column Letter</th>
<th>Field Name</th>
<th>Field Definition</th>
<th>Expected Values</th>
<th>Required? Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Action</td>
<td>Contains the code representing the action to be taken for the record. <em>C</em> = Create <em>U</em> = Update</td>
<td><em>C</em> or <em>U</em> (Case Sensitive)</td>
<td>Y</td>
</tr>
</tbody>
</table>
| B             | User Id                   | Populate with user’s email address. If the user’s email address is already taken, an error message will be received upon upload.  
This is case sensitive, so if you enter a user ID in all caps, the user must log in using all caps.  
(USER@EXAMPLE.COM vs user@example.com)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ID must be unique to all other users and a minimum of 8 characters long                                                                                                                                                                                                                                                                                                                                                                                                 | Y             |
| C             | First Name                | Contains the user’s first name.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                              | Y             |
| D             | Middle Name               | Contains the user’s middle name.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | N              |
| E             | Last Name                 | Contains the user’s last name.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Y              |
| F             | Email                     | User’s email address. The e-mail address is used to supply login instructions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Y              |
| G             | Authorized Organizations  | Contains the organization codes associated to the user. **The values in this field should represent ALL organizations associated to the user.**  
All Entity IDs must be prepended with State Code and hyphen. For example, IA-xxxxx.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Multiple organizations must be separated by a colon.                                                                                                                                                                                                                                                                                                                                                         | Y             |
| H             | Roles                     | Contains the role(s) associated to the user. **The values in this field should represent ALL**  
Multiple roles must be separated by a colon.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Y              |
6. Select Send User Account File
7. Select Send User Account File
   - Browse is available
8. Press “Send” to Upload the User file
PARCC Support Documents

- [http://parcc.pearson.com/tms](http://parcc.pearson.com/tms)
Training Modules

- SystemCheck Tool
- SDU Upload Overview
- Setting Up an Infrastructure Trial/Dress Rehearsal
- Technical Setup
- Test Administration for Computer-Based Testing
- Test Administration for Paper-Based Testing
- Emerging Technologies and Security with Computer-Based Testing
- Accessibility Features and Accommodations with Computer-Based Testing
- [http://parcc.pearson.com/support](http://parcc.pearson.com/support)
Contact

• Field Test 1-866-317-6034
  – Dan Frederking at dfrederk@isbe.net

• PARCC General Information
  – Dan Long at ilparcc@gmail.com

• PARCC Technology
  – Wes Bruce at ilassesstech@gmail.com