

## Rostering Students into Pearson PAN for IKA Schools

Please follow the directions below to download your 2022-23 IAR Student Rosters in Pearson PAN and upload your current 2023-24 IAR Roster.

1. Log into Pearson PAN and make sure you toggle the year to select the 2022-2023 "**IAR Spring 2023**" next to your school's name.
2. Go to "**Setup**" and select the top choice, "**Import/Export Data**".
3. Click on "**Select Tasks**" and then click on "**Import/Export Data**" then press "**Start**".
4. Under the "**Type**" drop down, select "**Student Registration Export**".
5. **Be sure that it is set to CSV and UNCLICK "Assign" and "Testing". Important Step!**
6. Press the "**Process**" button.
7. Wait for the download to complete, you may need to hit the "**recycle**" button next to word "**Details**".
8. After it's complete, please click the "**Download File**" Button.
9. Open the file in EXCEL and make all the necessary changes (*remove 8<sup>th</sup> graders or students no longer in IKA or at your school, move everyone's grade level up; also make sure to change each test to one grade level up, and add any new students you may have to the bottom of the list. Please leave the ID columns blank and make sure you have two entries per new student, one for ELA and one for Math*).
10. **Save the EXCEL file as CSV and add your school's name to the file name and save document.**
11. Go back into Pearson PAN and toggle the year to 2023-2024 "**IL Spring 2024 (IAR and ISA)**".
12. Select "**Setup**" and the top choice "**Import/Export Data**".
13. Click on "**Select Tasks**" and then click on "**Import/Export Data**" then press "**Start**".
14. Under the "**Type**" drop down, select "**Student Registration Import**".
15. Make sure CSV is the File Layout Type and select "**Choose File**" and attach your EXCEL spreadsheet here and hit "**Process**".
16. Wait for the download to complete, you may need to hit the "**recycle**" button next to word "**Details**".
17. When it's complete and it states the number of students (it should be doubled the number of students you have) and no errors go to "**Setup**" and select "**Students**" and they should all be listed there.

If you have any problems with the download or upload process, please contact Rob Potempa at [rpotempa@isbe.net](mailto:rpotempa@isbe.net) for support.