Invest in Kids Act

Student Registrations
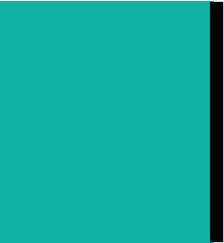
Steps to Add or Update Student Accommodations, sessions, and classes via the Student Registration Import

1. Export the Student Registration File from PearsonAccess^{next}

2. Add or update Student Accommodations, Class Name and Session Name on the Student Registration Export File

3. Import to PearsonAccessnext

PearsonAccess^{next}

Student Registration/Accommodations – Import

Student records can be imported using the SR/PNP layout and templates found on the il.mypearsonsupport.com Customer Support site on the Invest in Kids Act tab.

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Student Registration Export

Districts/Schools should not assign accommodations until the initial student import is completed.

1. Export the SR/PNP file:
   Select the Setup drop-down menu, then select Import/Export Data. From the Select Tasks bar, select Import/Export Data, then Start.

2. Select Student Registration Export.
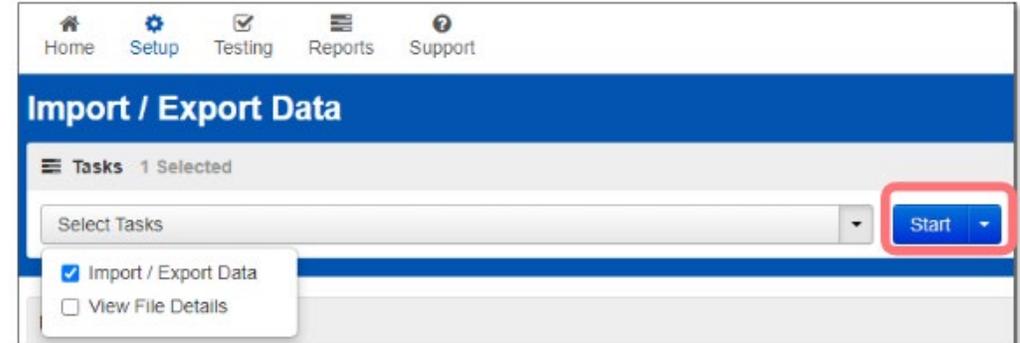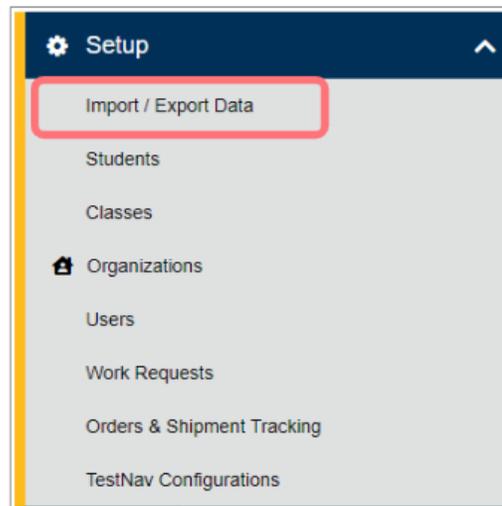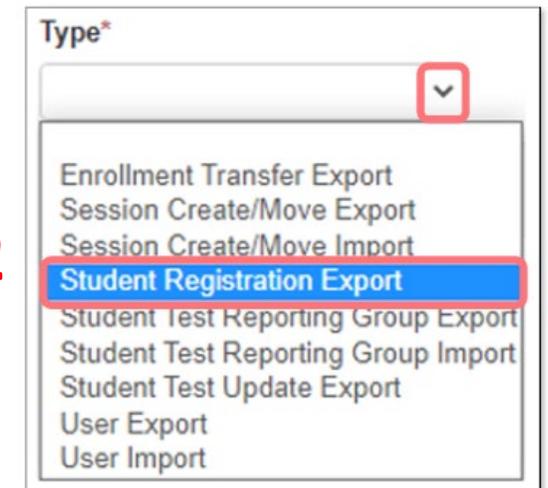
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Student Registration Export

3. Select CSV **File Layout Type**.
Test Status Filter will auto-populate *assign and testing*.
4. Select **Grade Level When Assessed**.
5. Select **Subject**.
6. Select **Process** to export the file.
A Pending status message will display.
Click the **Refresh Icon** next to Details to complete the download
7. Select **Download File**.

Type*

Student Registration Export

File Layout Type

CSV

Test Status Filter

× assign   × testing

Grade Level When Assessed

Select Grade(s) to limit results

Subject

Select Subject(s) to limit results

☐ Include tests with Void Test Score Code

Process   Reset

DETAILS ↻

Pending
File has been queued for processing

Download File ⓘ

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Interim SR_PNP Detailed Layout - (Student and Session Information)

Add the New/Current District Code on columns B and D. 999999999_X0000

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Valid Value = IL	Testing District RCDTS Code from SIS	Testing School RCDTS Code from SIS	Home District RCDTS Code from SIS not required if same as testing	Home School RCTDS Code from SIS not required if same as testing	State Student ID from SIS	Local Student ID from SIS	Assigned within PAN				YYYY-MM-DD will accept MM/DD/YYYY	F = Female M = Male	Display the English name of language in the dropdown, not the 3 char code.	03 = Third grade 04 = Fourth grade 05 = Fifth grade 06 = Sixth grade 07 = Seventh grade 08 = Eighth grade system will add leading zero 3
2	State Abbreviation	Testing District Code	Testing School Code	Home District Code	Home School Code	State Student Identifier	Local Student Identifier	Unique Pearson Student ID	Last or Surname	First Name	Middle Name	Birthdate	Sex	Home Language	Grade Level When Assessed
3	IL	111111111110000	111111111111111	111111111110000	111111111111111	999999999			Example	StudentA	M	2003-05-30	F		03

	AS	AT	AU	AV	AW	AX
1	Populate for computer-based testing if creating sessions via this import	class name can be used to manually add students to sessions by groups			ELA03 ELA04 ELA05 ELA06 ELA07 ELA08 MAT03 MAT04 MAT05 MAT06 MAT07 MAT08	P = Paper O = Online Default is online
2	Session Name	Class Name	Test Administrator	Staff Member Identifier	Test Code	Test Format
3	Math 4 Session2				MAT04	O
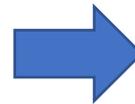
➡ Columns (AS-AX) can be populated to create sessions by using the import.

Interim SR_PNP Detailed Layout - (Accommodation Information)

	BA	BB	BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL
1	Y = Yes Blank	Y = Yes Blank	Y = Yes Blank	Y = Yes Blank	Y = Yes Blank	Y = Yes Blank	Y = Yes Blank if Y, Multiple choice answer options in TestNav will default to being covered when item first presented	Y = Yes Blank	Options 01-06 Blank (see field definitions document) will launch text and background color changes in TestNav	Y=Yes Blank If Y, ASL form assigned American Sign Language Human Signer through ASL Video. See Field Definitions document and AF&A Manual for more information.	Y=Yes Blank If Y, a screen reader form will be assigned to be used with a 3rd party external support. See Field Definitions document and AF&A Manual for more information.	Y=Yes Blank If Y, a non-screen reader form will be assigned that needs assistive technology applications to deliver the form. See Field Definitions document and AF&A Manual for more information.
2	Frequent Breaks	Separate/Alternate Location	Small Group Testing	Specialized Equipment or Furniture	Specified Area or Setting	Time of Day	Answer Masking	Student Reads Assessment Aloud to Self	Color Contrast	ASL Video	Assistive Technology - Screen Reader	Assistive Technology - Non-Screen Reader
3			Y						01			

	BM	BN	BO	BP	BQ	BR	BS	BT	BU	BV
1	Y=Yes Blank If Y, a closed captioning form will be assigned that provides subtitling. See Field Definitions document and AF&A Manual for more information.	Y=Yes Blank Used in conjunction with the Screen Reader form. Uses external device which converts the text from the Screen Reader into Braille. See Field Definitions document and AF&A Manual for more information.	Y=Yes Blank If Y, a paper form of the test is supplied. Test format field must be changed from the default O=Online to P=Paper	Y=Yes Blank If Y, a Large Print paper form of the test is supplied. Test format field must be changed from the default O=Online to P=Paper	01= UEB/Unified English Braille Blank if 01, a hard copy Braille test with embedded tactile graphics is suppplied. Test format field must be changed from the default O=Online to P=Paper	Y=Yes Blank If expected value equals "Y"; then the following criteria must be met or record will error: Test code populated with an ELA Subject, Test Format populated with "O", Student with Disabilities populated with either "504", "IEP", OR "B", and Assistive Technology – Non-Screen Reader populated with "Y"	Y=Yes Blank A human signer will sign the test directions	Y=Yes Blank Student records answers in test book. Responses MUST BE transcribed to answer document.	01 = Braille Writer 02 = Braille Notetaker Blank Response is captured by Braille Writer or Notetaker.	C = uses calculator on non-calculator seciont T - uses mathematics tolls on non-calculator section B = Uses both calculator and tools on non-calc section blank Student is allowed to use a hand held calculator on non-calculator section.
2	Closed Captioning for ELA/L	Refreshable Braille Display for ELA/L	Alternate Representation - Paper Test	Large Print	Braille with Tactile Graphics	Extensions	Human Signer for Test Directions	Answers Recorded in Test Book	Braille Response	Calculation Device and Mathematics Tools
3										

	CJ	CK	CL	CM
1	01=Human Scribe 99=Other Blank An accommodation for a student who incurs a temporary disabling condition shortly before or during the assessment	EL IEP504 Both Blank Student receives extended time	Pearson field export only	Y
2	Emergency Accommodation	Extended Time	PreID Barcode Number	End of Record
3		IEP		Y

1. Download Export File
2. Open file on Computer
3. Add/Update Student Accommodations and class session details
4. Save as a .csv File

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Student Registration / Accommodations - Import

Verify these steps have been completed:

1. Use the SR/PNP export
2. All records from the export do not need to be re-imported. You can import only students with accommodations or classes to add or update.
3. All core student demographic information, including the State Student ID as listed in PearsonAccess, <u>must</u> be included on the SR/PNP import.
4. To maintain leading zeros, either convert columns to text format or format the cells for 15 bytes.
5. The file must be in .csv format prior to upload.
6. Use the operational report to confirm the SR/PNP information.
7. Only upload session information once.

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Student Registration/Accommodations – Import

1. File Layout Type can be fixed or csv.

2. Sessions will be auto created, if the session field is completed. If you do not want sessions to be created, check the "Don't auto-create" box.

3. Importing will modify students, registrations and tests. Click on the "Don't modify student tests" box if you don't want to modify a students' test.

4. Select Choose File.

5. Select Process.

Tasks for Importing and Exporting

Import / Export Data

Type*

Student Registration Import ▾

File Layout Type

CSV ▾

☐ Don't auto-create Test Sessions for online testing

Note: If this test administration is set to auto-create test sessions but you do not want test sessions created from this import, check the box above.

☐ Don't modify student tests

Note: This import modifies students, student registrations and student tests. If you don't want student tests modified, check the box above.

Source File   Additional e-mails

Choose File   No file chosen   Enter a valid e-mail address

Process   Reset

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Student Registration

1. Complete the information in the layout or add accommodations to SR/PNP export.

2. Save file as a .csv file.

3. Under the Setup drop down menu, select Import/Export Data. Then, from the Select Tasks bar, select Import/Export Data, then Start.

4. In the Type drop down, select Student Registration Import.

Type*

Enrollment Transfer Export
Enrollment Transfer Import
Session Create/Move Export
Session Create/Move Import
Student Registration Export
Student Registration Import
Student Test Reporting Group Export
Student Test Reporting Group Import
Student Test Update Export
Student Test Update Import
User Export
User Import
Z ISBE Z
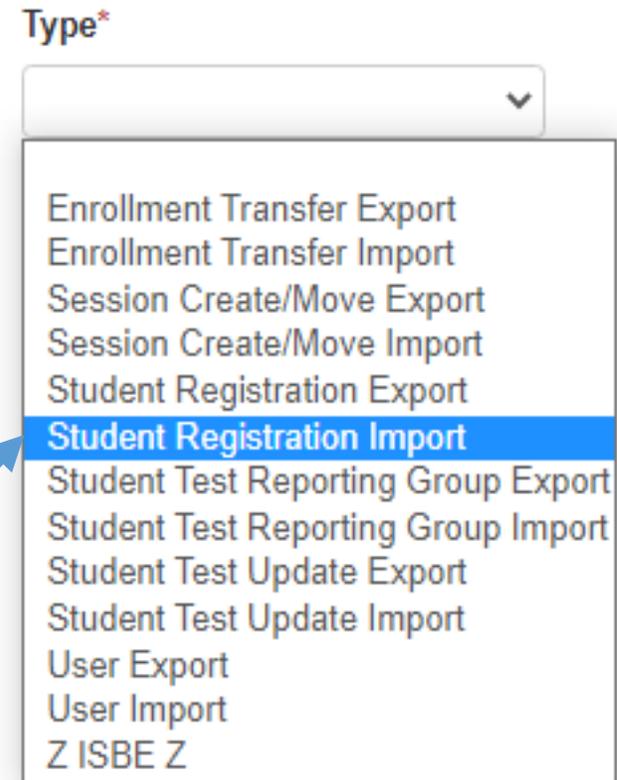
PearsonAccess^{next}

Student Registration / Accommodations – Import

- Check the import view detail page to confirm there were no records in error.

- The import detail screen will indicate the number of records that imported successfully as well as any records in error.