



Adding Users with File Import in PARCC Assessment System PearsonAccess Next

Illinois State Board of Education



Adding Users – Manually (previous)

1. Go to PearsonAccessNext Training site
 - <https://trng.pearsonaccessnext.com>
2. Sign In
3. Under Setup, select an Action – “Users”
4. On “Users” page select “Create/Edit User” from Tasks
5. Select Organization (District or School)
6. Select Role (District TC or Tech Coord.)
7. Enter User details (email for user name)
8. Create User
9. Receive confirmation

5-8 on the
same
screen



Adding Users – Import File


1. Go to PearsonAccessNext Training site
 - <https://trng.pearsonaccessnext.com>
2. Sign In
3. Under Setup, select an Action –
“Import/Export Data”
4. On “Import” page select “Import/Export Data”
from Tasks and click “Start”
5. Select “User Import” from Type drop down
6. “Browse” to the file location click “Process”
7. View Results



1. Go to the Illinois PearsonAccess Next Training site <https://trng.pearsonaccessnext.com>

PearsonAccess ^{Next}

[Home](#) [Support](#)




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

Sign In

[Sign In](#)

[Forgot Username](#) | [Forgot Password](#)

Program Information



PARCC Assessment Program

PARCC states have committed to building a K-12 student assessment system that:

- Builds a pathway to college and career readiness for all students.
- Creates high-quality assessments that measure the full range of the Common Core State Standards.
- Supports educators in the classroom.
- Makes better use of technology in assessments, and advances assessment for all students.

Features

PearsonAccess serves as the entry point to all Pearson services used by school districts participating in the PARCC consortium. Access is currently limited to PARCC participation in the operational assessment.

Contact Us

Call Center
1-888-493-9888
Monday - Friday
5:00 am - 7:00 pm (CT)

E-mail
PARCC@support.pearson.com

Content contained is licensed under a Creative Commons Attribution-ShareAlike 3.0 Unported License



2. Sign In

Sign In

Username

Password

[Forgot Username](#) | [Forgot Password](#) | [Help](#)

Username is not case sensitive
Password is case sensitive

Powered by **PearsonAccess** >



3. Under Setup – Select an action – Click on **Import/Export Data** from the dropdown

The screenshot shows the 'Training PearsonAccess Next' interface. At the top, there is a navigation bar with the text 'PARCC > 2014 - 2015 > Fall Block - PBA' and 'AWESOME DISTRICT (ZZ-111090)'. Below this is a secondary navigation bar with icons for Home, Setup, Testing, Results, and Support. The main content area features three large blue 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. The 'SETUP' dropdown menu is open, showing a list of options: 'Import / Export Data', 'Students', 'Classes', 'Organizations', 'Users', and 'Orders & Shipment Tracking'. The 'Import / Export Data' option is circled in red. Below the main content area, there is a 'Contact Us' section with contact information for the Call Center and E-mail. At the bottom of the page, there are links for 'Privacy Policy' and 'Terms of Use'.



4. On “User” page – Select “Create/Edit User” from Select Tasks

Training PearsonAccess ^{Next} PARCC > 2014 - 2015 > Training > AWESOME DISTRICT (ZZ-111090)

Home Setup Testing Reports Support

Import / Export Data

Tasks 1 Selected **Files** 0 Selected

Select Tasks Import / Export Data View File Details Start

Name starts with Search

Filters [Clear](#) [Hide](#)

Status

Type

1 Results Displaying 25 Manage Columns

<input type="checkbox"/>	Name	Type	Status	Total Records	Error Records	Request Date	Organization	User
<input type="checkbox"/>	ZZ_User_File wb 1.csv	User Import	Complete	2	0	2014-09-19 08:17 AM	AWESOME DISTRICT (ZZ-111090)	wesbruce3@gmail.c

[Privacy Policy](#) | [Terms of Use](#)

Copyright © 1998-2014 Pearson Education, Inc. or its affiliate(s). All rights reserved.

ALWAYS LEARNING PEARSON



5. Select “User Import” from Type drop down
6. “Browse” to the file location click “Process”

Training PearsonAccess Next

Import / Export Data

1 Import / Export Data +

Type*

User Import ▼

Source File

C:\Users\Wes\SkyDrive\ Browse...

* Required

Process Reset



7. View Results Pending

Training PearsonAccess Next PARCC > 2014 - 2015 > Training AWESOME DISTRICT (ZZ-111090)

View File Details ◀ Previous Task Next Task ▶

1 Import / Export Data 2 View File Details +

Files (1)

- ZZ_User_File wb 1.csv

Details ↻

Pending
File has been queued for processing

File Information

Type User Import	Organization AWESOME DISTRICT (ZZ-111090)
Name ZZ_User_File wb 1.csv	User wesbruce3@gmail.com
Request Date 2014-09-19 08:57 AM	Download File ⓘ
Total Records 0	
Successful Records	
Error Records	

Steps

Step	Message
------	---------



7. View Results Success

Training PearsonAccess ^{Next} PARCC > 2014 - 2015 > Training AWESOME DISTRICT (ZZ-111090)

View File Details [◀ Previous Task](#) [Next Task ▶](#) [Exit Tasks ✕](#)

1 Import / Export Data 2 View File Details

Files (3)

- ZZ_User_File wb 2.csv
- ZZ_User_File wb 2.csv
- ZZ_User_File wb 1.csv

Details

Complete
Saved information for all records in the file

File Information

Type User Import	Organization AWESOME DISTRICT (ZZ-111090)
Name ZZ_User_File wb 2.csv	User wesbruce3@gmail.com
Request Date 2014-09-19 09:15 AM	Download File
Total Records 1	
Successful Records 1	
Error Records 0	

Steps

Step	Message
------	---------



Results with Errors Part 1

Training PearsonAccess [Next](#) PARCC > 2014 - 2015 > Training AWESOME DISTRICT (ZZ-111090)

View File Details [◀ Previous Task](#) [Next Task ▶](#) [Exit Task](#)

1 Import / Export Data 2 View File Details

Files (1)

- ZZ_User_File wb 1.csv

Details

Complete with issues
Some records were not saved, see the error list for details

File Information

Type	User Import	Organization	AWESOME DISTRICT (ZZ-111090)
Name	ZZ_User_File wb 1.csv	User	wesbruce3@gmail.com
Request Date	2014-09-19 08:57 AM	Download File	
Total Records	2		
Successful Records	0		
Error Records	2		

Steps



Results with Errors Part 2

Steps

Step	Message
Import	Encountered 2 records with issues, data for these records was not saved
Generate Error Files	Complete

Errors

[Download Records in Error](#) ⓘ

[Download Error Messages](#) ⓘ

Record Number	Message
2	An existing or deleted user with the username: kwalker@email.com, already exists.
3	An existing or deleted user with the username: testuser@email.com, already exists.



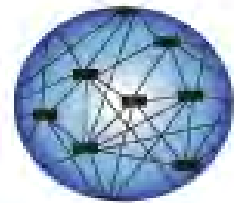
Excel csv File

action												
	A	B	C	D	E	F	G	H	I	J	K	L
1	action	username	firstName	lastName	email	authorizedOrgani	roles	activeBegin	activeEnd	disabled	disableReason	
2	C	kwalker@eamil.com	Kit	Walker	kwalker@eamil.c	ZZ-111090	LEA_DIST_TC					
3	C	srogers@email.com	Steve	Rogers	srogers@email.c	ZZ-111090-0007	SCHOOL_INST_TC					
4	C	dprince@email.com	Diana	Prince	dprince@email.c	ZZ-111090	LEA_DIST_TC					
5	C	astark@email.com	Anthony	Stark	astark@email.co	ZZ-111090-0007	SCHOOL_INST_TC:TECHNOLOGY_COORDINATOR					
6												
7												
8												



Contact

- Website
 - <http://www.isbe.net/assessment/parcc.htm>
- Assessment 1-866-317-6034
 - assessment@isbe.net
- PARCC Technology
 - Wes Bruce at ilassesstech@gmail.com
- PARCC/Pearson Support Desk
 - 1-888-493-9888 or
PARCC@support.pearson.com



DYNAMIC™
LEARNING MAPS

Loading DLM Users in Educator Portal





Educator Portal



<https://educator.cete.us>





Activating Educator Portal User Account

KITE-support@ku.edu

----- Original message -----

From: <KITE-support@ku.edu>

Date: Tue, Jan 21, 2014 at 3:00 PM

Subject: Activate your Account for KITE Assessment Administration

To: lastname, firstname

Your account has been approved for access to KITE.

Your username is your email address with all lowercase letters.

To activate your account and set up your password click on the following link.

<http://educator.cete.us/AART/activate.htm?an=14984efe-2085-4cf0-ab60-62654b38dbfc>

Please contact your local Assessment Coordinator or administrator if you did not request this account or are uncertain why you are receiving this email.

This link to activate your account will expire in 20 days.





Creating User Accounts

1. Log into **Educator Portal**
2. Click on the **Configurations** tab
3. Click on the **Users** tab
4. Select Action: **Add User Manually**
5. Enter User Information: **First Name, Last Name, Email Address, and Educator Identifier** (Optional)
6. Select Organization: **Illinois**
7. Select **District**
8. Select **School**
9. Select **Role**
10. Click on **Save**





1. Log into Educator Portal



SIGN IN TO EDUCATOR PORTAL

USERNAME:

PASSWORD:

Sign In »

[Forgot Password?](#)

If you wish to create an account, click [here](#).





2. Click on the **Configurations** tab

K·I·T·E™
EDUCATOR PORTAL

Home Test Management **Configuration** Site Map

Logged in as Jessica Dare, State Assessment Administrator - Illinois

Sign Out

MY PROFILE

QUICK LINKS

- Add New Test
- Monitor Session
- Rosters
- Student





3. Click on the **Users** tab

The screenshot shows the KITE Educator Portal interface. At the top left is the KITE logo with the text "K·I·T·E™ EDUCATOR PORTAL". To the right, it says "Logged in as Jessica Dare," followed by a dropdown menu showing "State Assessment Administrator - Illinois". A "Sign Out" link is in the top right corner. Below the header is a navigation bar with buttons for "Home", "Test Management", "Configuration", and "Site Map". The main content area is titled "Configuration: Rosters". Below this title is a horizontal menu of tabs: "Rosters", "Students", "Organization", "Roles", "Instructional Tools Support", and "Users". The "Users" tab is highlighted with a red circle. To the right of the tabs are two blue navigation arrows (left and right). Below the tabs is a "Select Action*" dropdown menu with "Select" as the current selection.



4. Select Action: Add User Manually

The screenshot shows the KITE Educator Portal interface. At the top right, there is a "Sign Out" link and a dropdown menu showing the user is logged in as "Jessica Dare" with the role "State Assessment Administrator - Illinois". Below this is a navigation bar with "Home", "Test Management", "Configuration", and "Site Map". The main content area is titled "Configuration: Users" and contains a sub-navigation bar with "Rosters", "Students", "Organization", "Roles", "Instructional Tools Support", and "Users". A "Select Action*" dropdown menu is open, with "Add User Manually" highlighted by a red circle. Other options in the dropdown include "Select", "View Users", and "Update User".



5. Enter User Information: **First Name, Last Name, Email Address, and Educator Identifier**

USER INFORMATION

FIRST NAME:*

LAST NAME:*

EMAIL ADDRESS:*

EDUCATOR IDENTIFIER:





6. Select State: **Illinois**

SELECT ORGANIZATION & ASSIGN ROLES

STATE:*

Select

Select

Illinois





7. Select District

SELECT ORGANIZATION & ASSIGN ROLES

STATE:*

DISTRICT:

SCHOOL:





8. Select School

SELECT ORGANIZATION & ASSIGN ROLES

STATE:*

DISTRICT:

SCHOOL:





9. Select Role: Teacher or PD User

ROLES:*

	Available Roles	Default Role
<input type="checkbox"/>	PD User	<input type="radio"/>
<input type="checkbox"/>	Scorer	<input type="radio"/>
<input type="checkbox"/>	State Assessment Administrator	<input type="radio"/>
<input type="checkbox"/>	System Administrator	<input type="radio"/>
<input type="checkbox"/>	Teacher	<input type="radio"/>
<input type="checkbox"/>	Test Administrator (Q&Q Person)	<input type="radio"/>
<input type="checkbox"/>	Test Proctor	<input type="radio"/>





10. Click on Save

Configurations: Users - Add User Manually

Save

USER INFORMATION

FIRST NAME:*

LAST NAME:*

EMAIL ADDRESS:*

EDUCATOR IDENTIFIER:





Educator Portal



<https://educator.cete.us>





Contacts

DLM Help Desk

DLM-support@ku.edu

(855) 277 - 9751

Student Assessment Division:

Jessica Dare – Springfield Office

jdare@isbe.net

(866) 317 - 6034

DLM Illinois Webpage

<http://dynamiclearningmaps.org/illinois>

