



# PARCC Field Test Update

January 31, 2014

Illinois State Board of Education



# 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](mailto: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:

Component	Test	Deadline
PBA	Online	2/7/2014
PBA & EOY	Online	2/7/2014
EOY	Paper	2/28/2014
EOY	Online	3/20/2014

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



## SIGN IN TO YOUR ACCOUNT

Sign in to access district and school services.

**SIGN IN**

## SIGN IN TO YOUR ACCOUNT

To access the Training Center used by PARCC districts and schools, please sign in below.

**SIGN IN**

1. Sign In
2. Select Administrative Management  
(Users need to be added on both sites)

[PearsonAccess Public](#) > [PearsonAccess Secure](#)

[Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

Home

Organizations

Student Data

Test Setup

Test Management

Test Results

Welcome, Wes Bruce

# PearsonAccess

Welcome to the state's gateway to services designed to help you register students for testing, order testing materials, and analyze test results.

## Organizations

### [View Organizations](#)

- View Organizations

### [Send Organization File](#)

- Send Organization File

## Student Data

### [Send Student Data](#)

- Send student files to the system
- Check for problems with sent files

## Test Setup

### [Enter Administration Details](#)

- Submit supplemental test administration information

## Test Management

### [Register Students](#)

- Assign students to paper & online tests
- Update student demographic data



[Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

[Home](#) | [Organizations](#) | [Student Data](#) | [Test Setup](#) | [Test Management](#)

[Home](#) > [Administrative Management](#)

## Administrative Management

[Return to Home](#)

### Security

[View User Accounts](#)

[Send User Account File](#)

### Reports

#### Order Reports

[Additional Order Material Summary](#)  
[Additional Order Detail](#)  
[Participation Count Totals](#)

#### Create Reports

### System Status

#### System Monitoring

[Students Currently Testing](#)  
[Test Session Summary](#)

#### Request Status

[Customer Support Requests](#)

### Help



### Administrative Management

Many program-level administrative functions are accessed from Administrative Management, such as organizations, user accounts and roles, reports, and system status.

**Note:** You see only those administrative management functions for which you have been given permission.

**Security** refers to user accounts. "Users" are educational personnel who have test administrative duties. An educator must have an account before performing any tasks in the system.

**Reports** are reports about test administrative activities. They are not reports of student test results.

**System Status** lists reports about

3. Select Administrative Management



4. Select Export to Excel



[Home](#) > [Administrative Management](#) > View User Accounts

# View User Accounts

[Return to Administrative Management](#)

New User | Mark User As ▼ | Reset Password | **Export to Excel**

0 Users Selected

<input type="checkbox"/>	<input checked="" type="checkbox"/> User ID	<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> E-mail Address
<input type="checkbox"/>	<a href="#">BBleilPARCC</a> View Account Activity	Bleil, Bryan	bryan.bleil@pears



5. Edit Excel File (.csv)

The screenshot shows the Microsoft Excel interface with a CSV file named 'rc.wesbruce3@gmail.com-user-list - Excel'. The ribbon includes FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, and VIEW. The data table is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Action	User Id	First Name	Middle Name	Last Name	Email	Authorize	Roles	Locked	Start Date	End Date	Deleted
2	U	newuser1	FirstName	X	LastName	newuser1	IA	State	FALSE	1/1/2014 0:00	#####	FALSE
3	U	newuser2	FirstName	V	LastName	newuser2	IA	State	FALSE	1/1/2014 0:00	#####	FALSE
4	U	wesbruce	Wes		Bruce	wesbruce	IA	LEA/Distri	FALSE	1/28/2014 11:14	#####	FALSE
5	U	wesbruce	Wes	D	Bruce	wesbruce	IA	State	FALSE	1/1/2014 0:00	#####	FALSE
6	U	wesbruce	Wesley		Bruce	wesbruce	IA-001-12	School/In	FALSE	1/1/2014 0:00	#####	FALSE
7												
8												



## User File Layout Template Field Definitions

Column Letter	Field Name	Field Definition	Expected Values	Required? Y/N
A	Action	Contains the code representing the action to be taken for the record. C = Create U =Update	C or U (Case Sensitive)	Y
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. ( <a href="mailto:USER@EXAMPLE.COM">USER@EXAMPLE.COM</a> vs <a href="mailto:user@example.com">user@example.com</a> )	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. <b>The values in this field should represent ALL organizations associated to the user.</b>  <b>All Entity IDs must be prepended with State Code and hyphen. For example, IA-xxxx.</b>	Multiple organizations must be separated by a colon.	Y
H	Roles	Contains the role(s) associated to the user. <b>The values in this field should represent ALL</b>	Multiple roles must be separated by a colon.	Y



[Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

[Home](#) | [Organizations](#) | [Student Data](#) | [Test Setup](#) | [Test Management](#)

[Home](#) > [Administrative Management](#)

## Administrative Management

[Return to Home](#)

### Security

 [View User Accounts](#)

 [Send User Account File](#)

### Reports

#### Order Reports

 [Additional Order Material Summary](#)

 [Additional Order Detail](#)

 [Participation Count Totals](#)

#### Create Reports

### System Status

#### System Monitoring

 [Students Currently Testing](#)

 [Test Session Summary](#)

#### Request Status

 [Customer Support Requests](#)

### Help

<< ?

### Administrative Management

Many program-level administrative functions are accessed from Administrative Management, such as organizations, user accounts and roles, reports, and system status.

**Note:** You see only those administrative management functions for which you have been given permission.

**Security** refers to user accounts. "Users" are educational personnel who have test administrative duties. An educator must have an account before performing any tasks in the system.

**Reports** are reports about test administrative activities. They are not reports of student test results.

**System Status** lists reports about

6. Select Send User Account File



- 7. Select Send User Account File - Browse is available
- 8. Press "Send" to Upload the User file

Current organization

Home > [Administrative Management](#) > Send User Account File

### Send User Account File

[Return to Administrative Management](#)

**Send User Account File**

File Name  
Illinois Sample File.csv

File processing may require up to 24 hours

**File Status Notification**

Primary Contact: wesbruce3@gmail.com

E-mail Additional Contacts

Additional Contacts: dfreder@isbe.net

File Name	Sent By	Sent Date	Status	Messages
<a href="#">(3) Sample Wes User File for Training Center (or) Operational site.csv</a>	wesbruce3@gmail.com	01/30/2014 08:41 AM	Complete with problems	<a href="#">Processing.com</a>
<a href="#">(3) Sample Wes User File for upload.csv</a>	wesbruce3@gmail.com	01/30/2014 08:37 AM	Rejected	<a href="#">System Error</a>
<a href="#">(3) Sample Wes User File for Training Center (or) Operational site.csv</a>	wesbruce3@gmail.com	01/30/2014 08:32 AM	Complete with problems	<a href="#">Processing.com</a>



# PARCC Support Documents

- <http://parcc.pearson.com/tms>

## Available Modules

Choose a module below.



[Technology Training](#) >

### Setting Up An Infrastructure Trial/Dress Rehearsal

This module will help prepare LEAs/districts for PARCC computer-based assessments with a low-stakes, dry run. An Infrastructure Trial/Dress Rehearsal provides an opportunity to review device, network, and staff readiness.

Length: 30 minutes

[Launch](#) ✓ 1/14/2014

### Technology Setup

This module addresses the technical setup for your network and devices in preparation for computer-based testing during the PARCC Spring 2014 Field Test.

Length: 45 minutes

[Launch](#) ✓ 1/14/2014



# 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>



Partnership for Assessment of  
Readiness for College and Careers

Powered by **PearsonAccess**

Home Support Training Center

Home > Support > Resources

## Support

### Resources

Technology Information **Manuals and Documents** Templates Training

Results 1-3 of 3

Name	Publication Date
<a href="#">PearsonAccess User Guide</a>	12/15/2013
<a href="#">Test Coordinator Manual for Paper-Based Testing</a>	01/10/2014
<a href="#">Test Coordinator Manual for Computer-Based Testing</a>	01/15/2014

Page 1 Results 1-3 of 3

#### SIGN IN TO YOUR ACCOUNT

Sign in to access district and school services.

[SIGN IN](#)

#### CONTACT US

**Call Center**  
1-888-493-9888  
Monday - Friday  
6:00 am - 8:00 pm (CST)

**E-mail**  
[PARCC@support.pearson.com](mailto:PARCC@support.pearson.com)

#### RELATED LINKS

[About PARCC](#)  
[SystemCheck Tool](#)





# Contact

- Field Test 1-866-317-6034
  - Dan Frederking at [dfrederk@isbe.net](mailto:dfrederk@isbe.net)
- PARCC General Information
  - Dan Long at [ilparcc@gmail.com](mailto:ilparcc@gmail.com)
- PARCC Technology
  - Wes Bruce at [ilassesstech@gmail.com](mailto:ilassesstech@gmail.com)