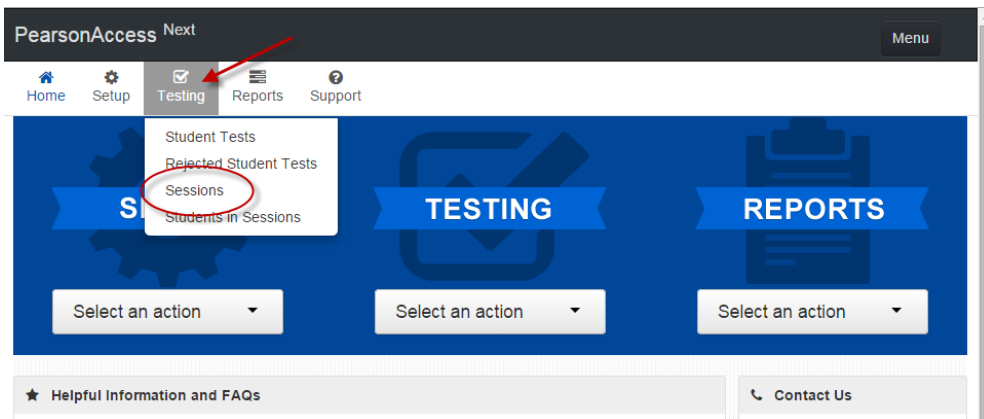


Teacher Guide – PARCC Live Testing

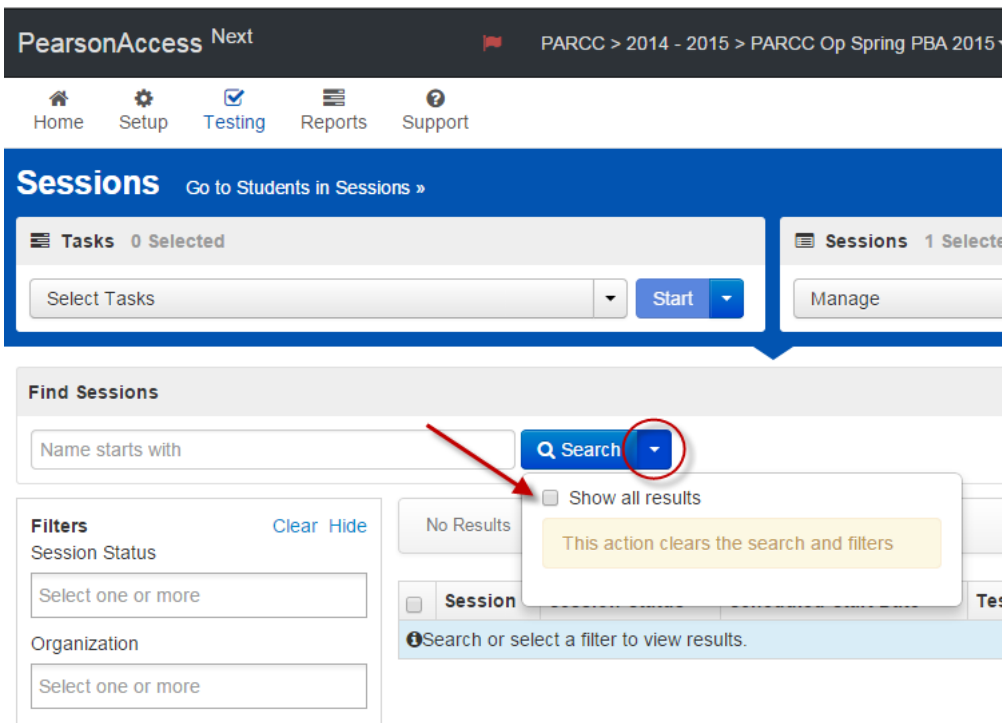
You should have received a packet with your testing materials including Student Testing Tickets, Seal Codes, Script, Scratch Paper, and Time Tracking sheet.

STARTING THE ONLINE TEST (this may be done while students are getting settled)

1. Log on to nm.pearsonaccessnext.com
2. Click on Testing and select Sessions.



3. Use the Drop down menu next to the Search button and click Show all results. (Alternatively, you may use the Find Sessions function to narrow down the list).



4. Check the box next to your session name.
5. Click on Go to Students in Sessions.

Sessions [Go to Students in Sessions »](#)

Tasks 0 Selected **5** Sessions 2 Selected

Find Sessions

Name starts with

2777 Results Displaying 25

Filters

Session Status
Select one or more

Organization
Select one or more

Test
Select one or more

Form Group Type
Select one or more

| Session | Session Status | Scheduled Start Date | Test | # Students | Actual Start Date | On |
|--|----------------|----------------------|----------------------|------------|-------------------|----|
| <input type="checkbox"/> 10610000-6002-129747 | Not Started | 2015-02-13 | Grade 5 ELA/Literacy | 1 | | HU |
| <input type="checkbox"/> 10610000-6005-137187 | Not Started | 2015-02-13 | Grade 4 ELA/Literacy | 6 | | BE |
| <input checked="" type="checkbox"/> 10610000-6005-137187 | Not Started | 2015-02-13 | Grade 5 ELA/Literacy | 11 | | BE |
| <input type="checkbox"/> 10610000-6002-132788 | Not Started | 2015-02-13 | Grade 4 ELA/Literacy | 4 | | DU |
| <input type="checkbox"/> 10610000-6009-031986 | Not Started | 2015-02-13 | Grade 4 ELA/Literacy | 1 | | DU |
| <input type="checkbox"/> 10610000-6009-031986 | Not Started | 2015-02-13 | Grade 5 ELA/Literacy | 2 | | DU |
| <input type="checkbox"/> 10610000-6018-200773 | Not Started | 2015-02-13 | Grade 5 ELA/Literacy | 2 | | MI |

6. Click on the Session Name in the Session List on the left.
7. Select the students who are testing. The top check box will allow you to select all students or you can individually check the box next to individual students. **DO NOT select any absent students.**
8. Click the Start button.

Students in Sessions [Go to Sessions »](#)

Tasks 0 Selected **10 Selected**

Session List

Add

1 Selected |

10610000-6005-137187

10610000-6005-137187

STUDENT TEST S (11)

11

- Ready - Resumed, Resumed Upload - Active - Exited - Completed, Marked Complete

Find Students

Last or Surname starts with

11 Results Displaying 25

| <input type="checkbox"/> | State Student Identifier | Last Name | First Name | Middle Name | Username | Session | Student Test Status | Form |
|-------------------------------------|--------------------------|-----------|------------|-------------|----------|---|---------------------|------|
| <input checked="" type="checkbox"/> | 10610000-6005-137187 | ... | ... | ... | ... | 10610000-6005-137187 (Grade 5 ELA/Literacy) | Ready | |
| <input checked="" type="checkbox"/> | 10610000-6005-137187 | ... | ... | ... | ... | 10610000-6005-137187 (Grade 5 ELA/Literacy) | Ready | |
| <input checked="" type="checkbox"/> | 10610000-6005-137187 | ... | ... | ... | ... | 10610000-6005-137187 (Grade 5 ELA/Literacy) | Ready | |
| <input checked="" type="checkbox"/> | 10610000-6005-137187 | ... | ... | ... | ... | 10610000-6005-137187 (Grade 5 ELA/Literacy) | Ready | |
| <input checked="" type="checkbox"/> | 10610000-6005-137187 | ... | ... | ... | ... | 10610000-6005-137187 (Grade 5 ELA/Literacy) | Ready | |
| <input checked="" type="checkbox"/> | 10610000-6005-137187 | ... | ... | ... | ... | 10610000-6005-137187 (Grade 5 ELA/Literacy) | Ready | |
| <input checked="" type="checkbox"/> | 10610000-6005-137187 | ... | ... | ... | ... | 10610000-6005-137187 (Grade 5 ELA/Literacy) | Ready | |
| <input checked="" type="checkbox"/> | 10610000-6005-137187 | ... | ... | ... | ... | 10610000-6005-137187 (Grade 5 ELA/Literacy) | Ready | |
| <input checked="" type="checkbox"/> | 10610000-6005-137187 | ... | ... | ... | ... | 10610000-6005-137187 (Grade 5 ELA/Literacy) | Ready | |
| <input checked="" type="checkbox"/> | 10610000-6005-137187 | ... | ... | ... | ... | 10610000-6005-137187 (Grade 5 ELA/Literacy) | Ready | |
| <input checked="" type="checkbox"/> | 10610000-6005-137187 | ... | ... | ... | ... | 10610000-6005-137187 (Grade 5 ELA/Literacy) | Ready | |

9. Once the students are settled at the computers and you have started the test, follow the script provided by Pearson. It will tell you exactly how to log the students in, and get them going.
10. Make sure you are keeping track of the time.
11. If the computer you are using is a laptop, make sure it does not power down or go into power saving mode. This could shut down the session and you will have to resume the tests.
12. Please **DO NOT Mark Tests Complete**, this will be done when ALL students have completed testing.

If you are having any technology issues, please contact:

APS Support Desk 505-830-8080

Pearson Support Desk 1-888-493-9888

If you have any administration questions, please contact:

Instructional Accountability 872-6870

Dorothy Muña 872-6832

Eleanor Andrews 880-3787

Ann Lesley 848-8751

Claudine Sanchez 872-6812

Lori Boylan 872-6842