

Training PearsonAccess

<http://trng.pearsonaccessnext.com>

Training PearsonAccess ^{Next}

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Partnership for Assessment of
Readiness for College and Careers

★ Program Information



PARCC Assessment Program

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



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.

➔ Sign In

[Sign In](#)

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

☎ Contact Us

Customer Support

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

E-mail

PARCC@support.pearson.com

🔗 Related Links

- [PearsonAccess Next Training Site](#)

Accounts for test reps will be generated on Tuesday 12/9/14. Test reps will receive an email from PARCC@support.pearson.com with information on how to set up their password.



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[Related Links](#)

- [PearsonAccess Next Training Site](#)

After you log in please confirm you are logged into the correct organization. The organization can be found in the upper right hand corner of the home page. If you do not have the correct organization please contact AnnMarie Lesley 848-8752 or Claudine Sanchez 872-6812 or Lori Boylan 872-6842

Training PearsonAccess Next

PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015

ACOMA ELEMENTARY (NM-001-204)

Home Setup Testing Reports Support

SETUP

Select an action

TESTING

Select an action

REPORTS

Select an action

★ Important Dates

- Fall Block Participation and Enrollment Window 09/08/14 - 10/08/14
- PARCC Fall/Winter block PBA Testing Window is 12/01/14 - 12/19/14
- PARCC Fall/Winter block EOY Testing Window is 12/15/14 - 01/16/15

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PARCC@support.pearson.com

Chat
[Click here for Live Chat](#)
Available during hours listed above

Creating User Accounts

- Under Setup click on Users

Training PearsonAccess Next

PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015 ▾ ALBUQUERQUE DIST OFFICE (NM-001) ▾

Home Setup Testing Reports Support

- Import / Export Data
- Students
- Classes
- Organizations
- Users
- Orders & Shipment Tracking
- Test Nav Configurations

TESTING

REPORTS

Select an action ▾

Select an action ▾

★ Important Dates

Fall Block Participation and Enrollment Window 09/08/14 - 10/08/14

PARCC Fall/Winter block PBA Testing Window is 12/01/14 - 12/19/14

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E-mail
PARCC@support.pearson.com

Chat
Operators are currently offline. [Click here to leave a message](#)
Available during hours listed above

<https://trng.pearsonaccessnext.com/customer/index.action>

Creating User Accounts

- Click on Select Task
- Select Create/Edit Users
- Click Start


The screenshot displays the 'Training PearsonAccess Next' interface. The top navigation bar shows the current location: 'PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015' and the user's office: 'ALBUQUERQUE DIST OFFICE (NM-001)'. The main content area is titled 'Users' and features a 'Select Tasks' dropdown menu with the following options:

- Create / Edit Users
- Reset Passwords
- Delete / Restore Users

The 'Start' button is highlighted with an orange arrow. Below the dropdown menu is a search bar with a 'Search' button. The table below shows the user list with columns: Username*, First Name*, Last Name*, Email*, Disable Date, and Delete Date. The table is currently empty, displaying 'No Results' and a message: 'Search or select a filter to view results.'

Creating User Accounts

- All asterisk fields are required
- We suggest using email accounts as username
- Click on Create once all required fields are complete

1 Create / Edit Users 

Users (0)

[+ Create Users](#)

Details

Selected Organizations*

Selected Roles*

Account

Username*
Active Begin Date

Last Name*
Active End Date

First Name*
Delete Date

Email*

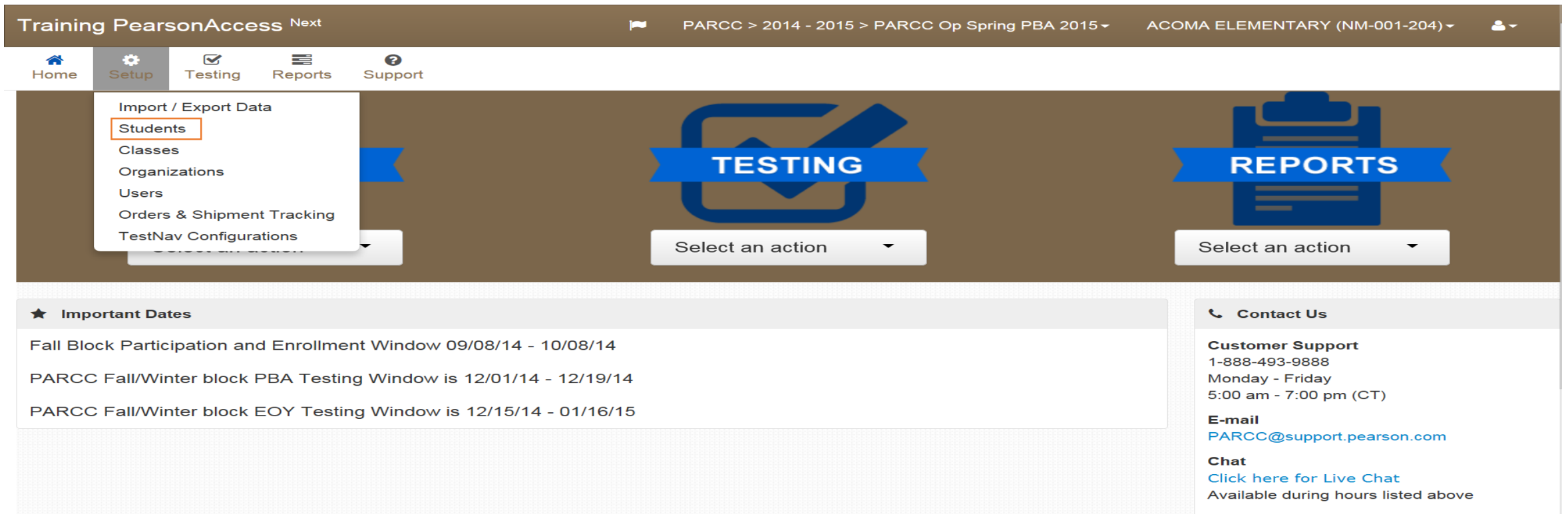
* Required

Creating User Accounts

- Once account is created staff member will receive an email from PARCC@support.pearson.com that will prompt them to create their password.

Generating Sample Students

- Under the Setup tab click on Students



The screenshot displays the Training PearsonAccess Next web application interface. At the top, the header includes the text "Training PearsonAccess Next" and navigation links for "PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015" and "ACOMA ELEMENTARY (NM-001-204)". Below the header is a navigation bar with tabs for "Home", "Setup", "Testing", "Reports", and "Support". The "Setup" tab is active, and a dropdown menu is open, listing options: "Import / Export Data", "Students" (highlighted with an orange border), "Classes", "Organizations", "Users", "Orders & Shipment Tracking", and "TestNav Configurations". Below the navigation bar, there are three main sections: "TESTING" with a blue checkmark icon and a "Select an action" dropdown, "REPORTS" with a blue clipboard icon and a "Select an action" dropdown, and "Important Dates" with a star icon. The "Important Dates" section lists three key periods: "Fall Block Participation and Enrollment Window 09/08/14 - 10/08/14", "PARCC Fall/Winter block PBA Testing Window is 12/01/14 - 12/19/14", and "PARCC Fall/Winter block EOY Testing Window is 12/15/14 - 01/16/15". On the right side, there is a "Contact Us" section with "Customer Support" information (1-888-493-9888, Monday - Friday, 5:00 am - 7:00 pm (CT)), "E-mail" information (PARCC@support.pearson.com), and "Chat" information (Click here for Live Chat, Available during hours listed above).

Generating Sample Students

- Under select task select Generate Sample Students then click Start

The screenshot shows the 'Students' management interface in Training PearsonAccess Next. The breadcrumb trail is 'PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015 > ACOMA ELEMENTARY (NM-001-204)'. The navigation bar includes Home, Setup, Testing, Reports, and Support. The 'Students' section has a 'Tasks' dropdown menu with 0 Selected, which is currently open. The dropdown menu lists the following options:

- Create / Edit Students
- Registration
 - Enroll Students
 - Register Students
 - Manage Student Tests
 - Manage Classes
- Generate Sample Students

An orange arrow points to the 'Generate Sample Students' option. To the right of the dropdown is a 'Start' button with a dropdown arrow. Another orange arrow points to this 'Start' button. Below the dropdown menu, there are input fields for 'State Student Identifier', 'Local Student Identifier', and 'PARCC Student Identifier', each with a 'Starts with' label. A search bar with a 'Search' button is also present. The main content area shows 'No Results' and a table with the following columns: State Student Identifier*, Local Student Identifier, Last or Surname*, First Name*, Birthdate*, and Sex*. A message at the top of the table states 'No results found.'

Generating Sample Students

1 Generate Sample Students

Generate Students

Organization*

ACOMA ELEMENTARY... x

[Create New Class](#) ←

Existing Class Name

Select

Grade Level When Assessed* ⓘ

Select

Test*

Select

Test Format*

Select

Number Of Students (1 to 99)*


Generate Reset ←

* Required


- All asterisk fields must be completed
- Click on Create New Class
- Enter class name
- Use drop down to select appropriate grade to be assessed
- Use drop down to select appropriate test
- Select Online under test format
- Enter number of students you wish to generate tickets for
- Click Generate


Generating Sample Students

You should receive confirmation. Once you receive your confirmation click on Exit Task

Training PearsonAccess Next PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015 SIERRA ALTERNATIVE (NM-001-594) 

Generate Sample Students <Previous Task Next Task> Exit Tasks✕

1 Generate Sample Students 


Success
2 Students Generated successfully. 

Generate Students

Organization*

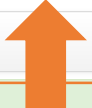
[Create New Class](#)

Existing Class Name

Grade Level When Assessed* 

Test*

Test Format*



Creating a Test Session

- Click on Testing
- Click on Sessions

The screenshot displays the Pearson Training interface. At the top, the header reads "Training Pearson Access Next" with a "Next" link. Below the header, the breadcrumb trail shows "PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015", and the user location is "ALBUQUERQUE DIST OFFICE (NM-001)". The main navigation bar includes "Home", "Setup", "Testing", "Reports", and "Support". The "Testing" menu is open, showing options: "Student Tests", "Rejected Student Tests", "Sessions", and "Students in Sessions". An orange arrow points to the "Sessions" option. Below the navigation bar, there are three large buttons: "TESTING", "REPORTS", and "Sessions" (partially visible). Each button has a "Select an action" dropdown. At the bottom, there are two sidebars: "Important Dates" and "Contact Us".

Training Pearson Access Next

PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015 ALBUQUERQUE DIST OFFICE (NM-001)

Home Setup Testing Reports Support

Student Tests
Rejected Student Tests
Sessions
Students in Sessions

TESTING

REPORTS

Select an action

Select an action

Select an action

★ Important Dates

Fall Block Participation and Enrollment Window 09/08/14 - 10/08/14
PARCC Fall/Winter block PBA Testing Window is 12/01/14 - 12/19/14
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Contact Us

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Monday - Friday
5:00 am - 7:00 pm (CT)

E-mail
PARCC@support.pearson.com

Creating a Test Session

- Click on Select Task
- Select Create/Edit Sessions
- Click Start

Training PearsonAccess Next

PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015 ▾ ALBUQUERQUE DIST OFFICE (NM-001) ▾

Home Setup Testing Reports Support

Sessions

Go to Students in Sessions »

Tasks 0 Selected

Select Tasks ▾ **Start** ▾

- Create / Edit Sessions
- Precaching Test Content
- Delete Sessions
- [Show Students in Sessions & Control Sessions](#)

Sessions 0 Selected

Manage ▾

Search

Filters Clear Hide

Session Status

Select one or more

Organization

Select one or more

Test

No Results

Displaying 25 ▾ Manage Columns ▾

<input type="checkbox"/>	Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Organization
Search or select a filter to view results.							

100% ▾

Creating a Test Session

- All asterisk fields must be filled in
- Click on Precaching Computer it is automatically generated to the District Caching Server if you do not see 011-PARCC-01 please contact us
- Click on Find by Class
- Click Save on the bottom of the page

Details

Session Name*

SESSION NAME

Test & Form

Test Assigned*

Test

Proctor Reads Aloud

Form Group Type*

Add

Use Custom TestNav Settings

If one or more precaching computer configurations are available, this field is required.

Precaching Computer*

011-PARCC-01

Find by Class in SIERRA ALTERNATIVE (NM-001-594)

Find by Name or ID in SIERRA ALTERNATIVE (NM-001-594)

Find by Class in SIERRA ALTERNATIVE (NM-001-594)

* Required

Save Reset

Students in Sessions

- Click on Testing
- Select Session

The screenshot displays the Pearson Access Next user interface. At the top, the header includes the text "Training PearsonAccess Next" and navigation links for "PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015" and "SIERRA ALTERNATIVE (NM-001-594)". Below the header is a navigation bar with icons for Home, Setup, Testing, Reports, and Support. An orange arrow points to the "Testing" icon. A dropdown menu is open under "Testing", listing "Student Tests", "Rejected Student Tests", "Sessions", and "Students in Sessions". Another orange arrow points to the "Sessions" option. Below the navigation bar, the "Sessions" page is visible, featuring a "Tasks" section with a "Start" button and a "Sessions" section with a "Manage" button. The main content area includes a "Find Sessions" search bar, a "Filters" sidebar with "Session Status" and "Organization" filters, and a table with columns: Session, Session Status, Scheduled Start Date, Test, # Students, Actual Start Date, and Organization. The table currently shows "No Results" and a message: "Search or select a filter to view results."

Students in Sessions

- Click on Search
- Select Search All
- Select appropriate Class

Find Students In the selected session(s) above ▾

Last or Surname starts with **Search** ▾

Show all results
This action clears the search and filters

No Results Displaying 25 ▾ Manage Columns ▾

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	F
Search or select a filter to view results.								

← ————— →

Filters Clear Hide

Organization
 Select one or more

State Student Identifier
 Starts with

Local Student Identifier
 Starts with

UIN
 Starts with

Class
 Select one or more
[Toggle secondary filters](#)

Students in Sessions

- After you selected your class
- Click on Go to Students in Session

Training PearsonAccess ^{Next}

PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015 > SIERRA ALTERNATIVE (NM-001-594)

Home Setup Testing Reports Support

Sessions

Go to Students in Sessions »

Tasks 0 Selected | Sessions 1 Selected

Select Tasks | Start | Manage

Find Sessions

Name starts with [] Search

5 Results | Refresh | Displaying 25 | Manage Columns

<input type="checkbox"/>	Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start
<input checked="" type="checkbox"/>	PRACTICE 2 ⓘ	Started	2014-12-04	Grade 3 Mathematics	5	
<input type="checkbox"/>	PRACTICE 4TH ⓘ	Started	2014-12-05	Grade 4 Mathematics	7	2014-12-05 AM
<input type="checkbox"/>	PRACTICE ⓘ	Not Started	2014-12-02	Grade 3 ELA/Literacy	2	

Sessions

- Click on class under Session List

Training PearsonAccess Next

PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015 > SIERRA ALTERNATIVE (NM-001-594)

Home Setup Testing Reports Support

Students in Sessions

Go to Sessions »

Tasks 0 Selected | Start | Manage

Students in Sessions 0 Selected | Manage

Session List

Add

1 Selected | Clear

PRACTICE

Add a specific session to the left or search all sessions in PARCC Op Spring PBA 2015 below

Find Students In the selected session(s) above

- Click on Download Resources

Select Tasks | Start | Manage

Session List

Add

1 Selected | Clear

PRACTICE

PRACTICE

Start | Download Resources | Update Cache | Refresh

STUDENT TESTS (3)

3

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

Find Students

In the selected session(s) above

Last or Surname starts with | Search

3 Results | Displaying 25 | Manage Columns

State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Status
624516743278449437997543228873	STUDENT	NEW		7637992341	PRACTICE (Grade 3)	Ready

Sessions

- Click on Student Testing Tickets

Select Tasks Start Manage

Session List

Add

1 Selected | [Clear](#)

PRACTICE

PRACTICE

Start Download Resources Update Cache Refresh

STUDE Seal Codes
Scheduled Sessions
Student Testing Tickets

3

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

Find Students In the selected session(s) above

Last or Surname starts with Search

Filters Clear Hide

Organization

Select one or more

State Student Identifier

Starts with

3 Results Displaying 25 Manage Columns

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Stud
<input type="checkbox"/>	624516743278449437997543228873	STUDENT	NEW		7637992341	PRACTICE (Grade 3	Re

- Print out student tickets
- NOTE: For practice test the test code serves as the password.

Student Testing Ticket

Student Name STUDENT, NEW

Session Name PRACTICE

Location

Test Grade 3 ELA/Literacy

You are authorized to take the electronic version of this test. When you are ready to access the test site, use the following URL to access the test:

<http://parcctrng.testnav.com>

You will be asked to provide the following information in order to access the test on the computer. Please wait for the instructions from the test monitor before proceeding.

Username 5397024436

Password

Test Code 25ab89

Student Testing Ticket

Student Name STUDENT, NEW

Session Name PRACTICE

Sessions

- Select all students
- Click Start

<http://parcctrng.testnav.com>

The screenshot shows the PARC Testing Nav interface. At the top, there are two dropdown menus: "Select Tasks" and "Manage". Below these is a "Session List" sidebar with an "Add" button and a search box. An orange arrow points from the "Add" button to the "PRACTICE" session in the list. The main area shows the "PRACTICE" session details, including a "Start" button, "Download Resources", "Update Cache", and "Refresh" buttons. Below this is a "STUDENT TESTS (3)" section with a progress bar and a legend for student statuses: Ready (grey), Resumed (orange), Active (green), Exited (red), and Completed (blue). At the bottom, there is a "Find Students" section with a search box and a "Search" button. An orange arrow points from the search box to the "Results" section, which displays a table of student data.

State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Stud
<input type="checkbox"/>	624516743278449437997543228873	STUDENT	NEW	7637992341	PRACTICE (Grade 3)	Re

The screenshot shows the sign-in page of the PARC Testing Nav interface. The page has a header with "TN8" on the left and "Not Signed In" with a user icon on the right. Below the header is a "HOME" navigation bar. The main content area features a "Sign In" form with two input fields: "Username" and "Password". A blue "Sign In" button is located below the fields. At the bottom right of the form, there is a "Click To Test Audio" link with a speaker icon.

Contact Information

- AnnMarie Lesley – lesley@aps.edu
848-8752
- Lori Boylan - lori.boylan@aps.edu
872-6842
- Claudine Sanchez – sanchez_cl@aps.edu
872-6812

