

CMAS: PARCC Deleting Non-tested Students and Removing Multiple Test Assignments

This document contains information on how to delete student enrollments and test registrations from your organization in PearsonAccess^{next}. This function cannot be used on any started or completed student tests or as a step to move a student record between schools within a district. CAUTION: This delete function is not reversible. If a deleted student needs to be tested, the student will need to be re-entered in PearsonAccess^{next}.

The Add-on Role: Delete Student Role is needed to perform the tasks outlined in this document.

The document is divided into two sections:

1. Deleting non-tested students that have officially withdrawn from your district.
2. Removing multiple test assignments for a student, retaining one ELA and one Math test assignment under a single enrollment and registration for that student.

Contents

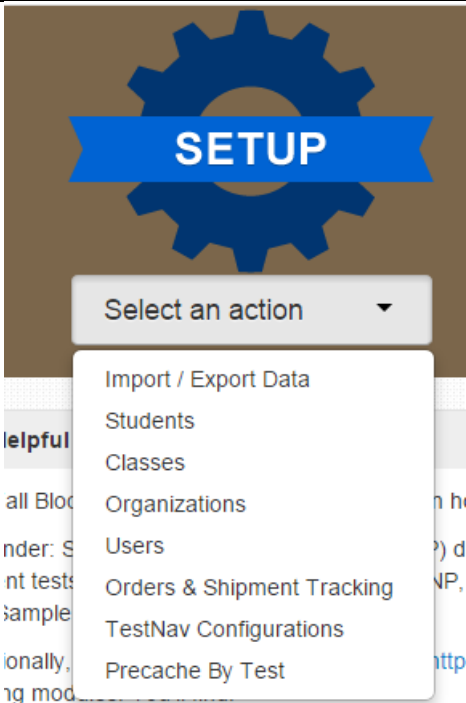
Deleting Non-tested Students	3
Using the PearsonAccess ^{next} User Interface	3
Using the Student Registration File	6
Removing Multiple Test Assignments.....	10
Using the PearsonAccess ^{next} User Interface (delete function does not work).....	10
Using the Student Registration File	10

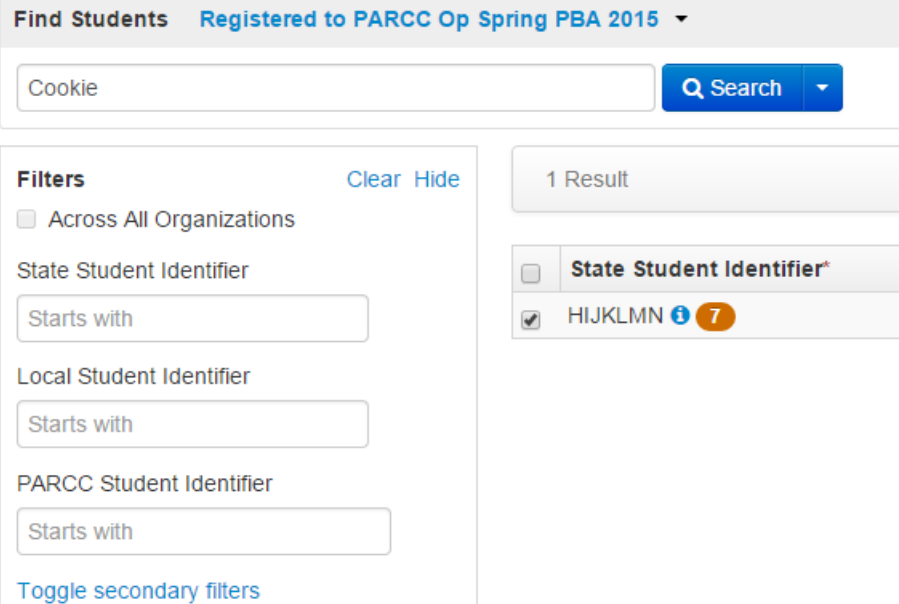
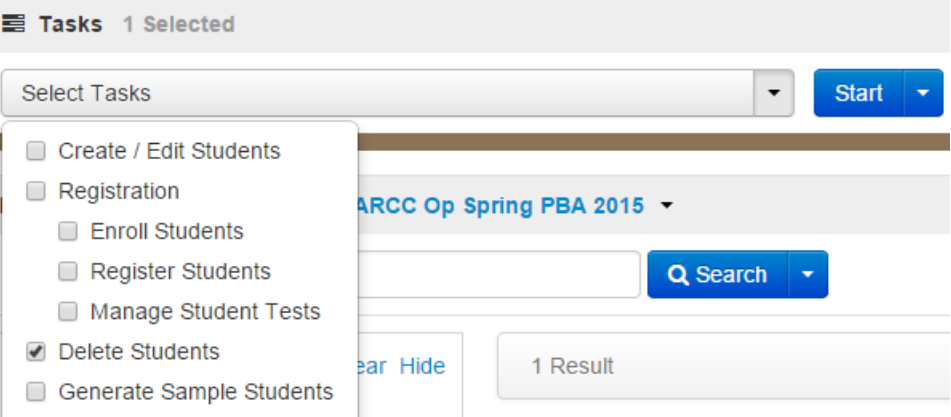
Deleting Non-tested Students

Scenario: The student has officially withdrawn from your district.

Using the PearsonAccess^{next} User Interface

NOTE: The UI will only allow a district to delete a student if not already been picked up by another district in PearsonAccess^{next}. If the student is enrolled in another district in PearsonAccess^{next}, the student enrollment must be removed.

1. Log into PearsonAccess ^{next}		
2. Select Setup>Students		

<p>3. Search for student(s)>Place checkmark next to student(s)</p>	
<p>4. Select Tasks>Delete Students a. Start</p>	

5. Select the student(s)>Delete

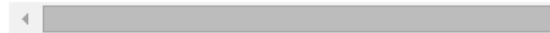
Delete Students

1 Delete Students



Students (1)

<input type="checkbox"/>	STUDENT	State Student Identifier*	Lo
<input checked="" type="checkbox"/>	COOKIE, PEANUTBUTTER (HIJKLMN)	HIJKLMN	



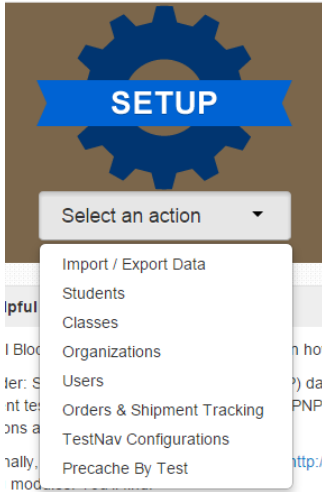
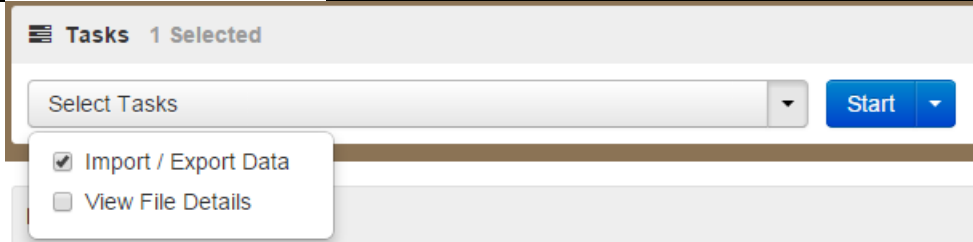
* Required

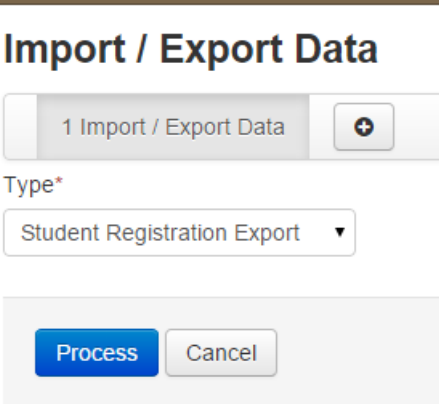
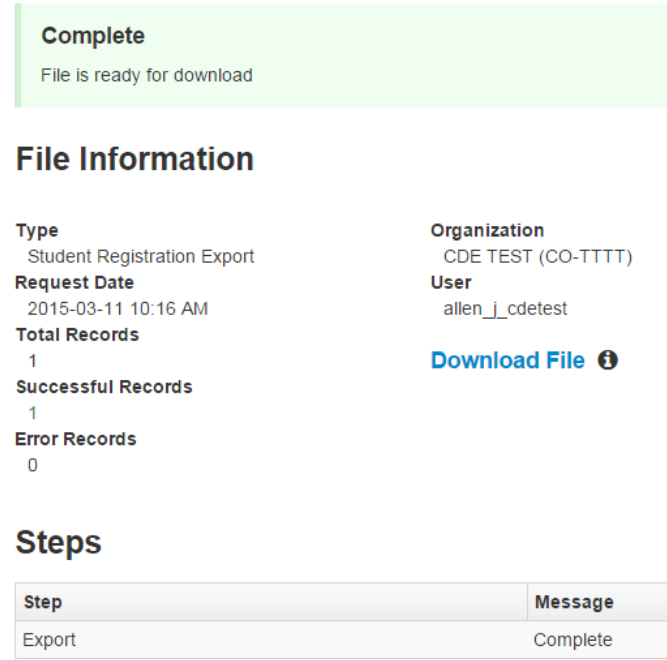
This action cannot be reversed.

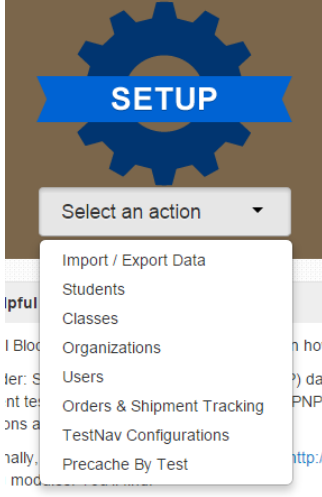
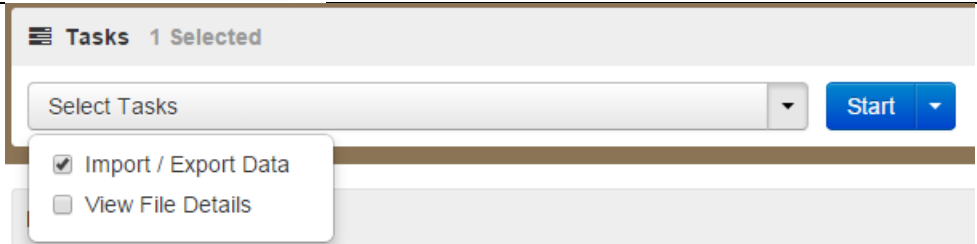
Delete

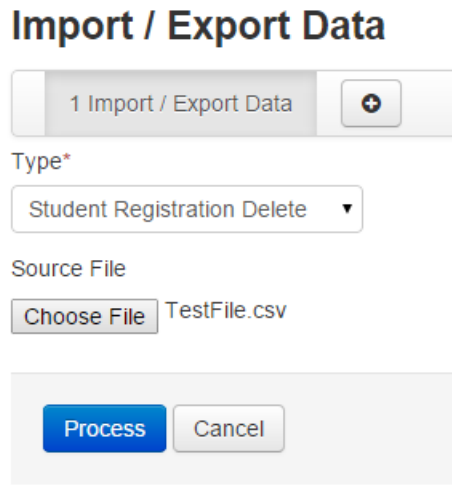
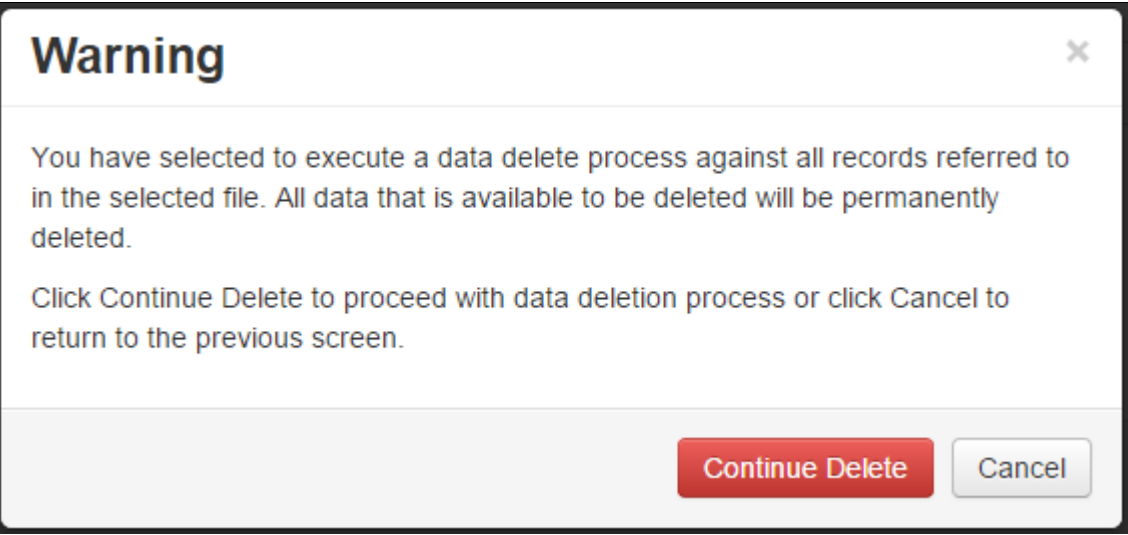
Reset

Using the Student Registration File

Download a Student Registration File	
1. Log into PearsonAccess ^{next}	
2. Select Setup>Import/Export Data	
3. Select Tasks>Import/Export Data a. Start	

<p>4. Select Type>Student Registration Export a. Process</p>					
<p>5. After receiving a confirmation from PearsonAccess^{next}, download the file.</p>	 <table border="1"> <thead> <tr> <th>Step</th><th>Message</th></tr> </thead> <tbody> <tr> <td>Export</td><td>Complete</td></tr> </tbody> </table>	Step	Message	Export	Complete
Step	Message				
Export	Complete				
<p>6. Save the file locally.</p>					
<p>7. Open the file in Excel. Note: If you are importing the file into excel, use the file import function and import all data in 'text' format.</p>					

8. Retain only the records for all non-tested students that have officially withdrawn from your district.	
9. Save the file locally.	
Upload the file	
10. Log into PearsonAccess ^{next}	
11. Select Setup>Import/Export Data	
12. Select Tasks> Import/Export Data a. Start	

<p>13. Select</p> <ol style="list-style-type: none"> Type> Student Registration Delete Choose File>Select the file you saved in step 10 Select Process 	
<p>14. You will receive a warning message</p> <ol style="list-style-type: none"> Select Continue Delete 	
<p>15. After receiving an email from PearsonAccess^{next}, check the file status for any errors that need to be fixed. If there are errors, fix errors and re-import the file.</p>	

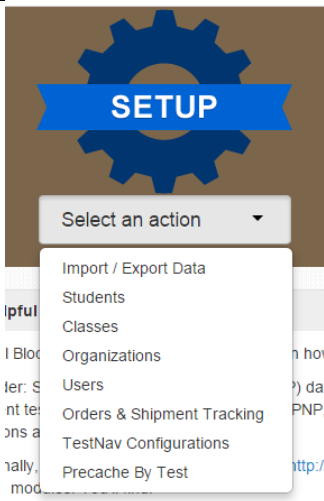
Removing Multiple Test Assignments

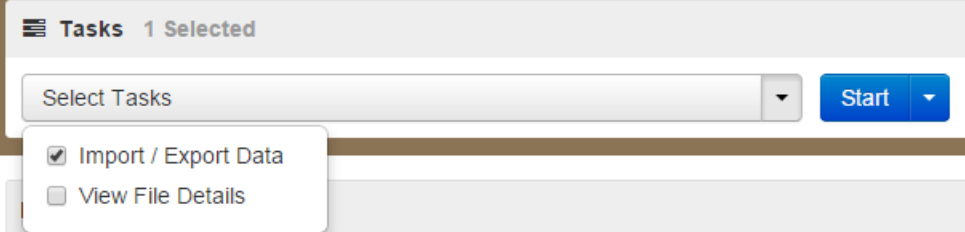
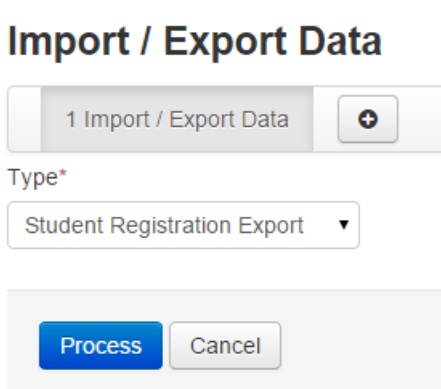
Scenario: The student is still enrolled in your district but has multiple ELA and Math test assignments. These directions can be used to clean up the data in PearsonAccess^{next} so the student has one ELA and one Math test assignment used to administer the test.

Using the PearsonAccess^{next} User Interface

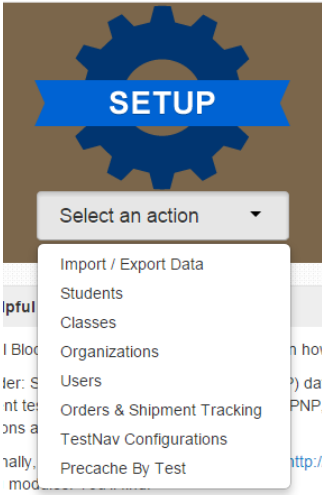
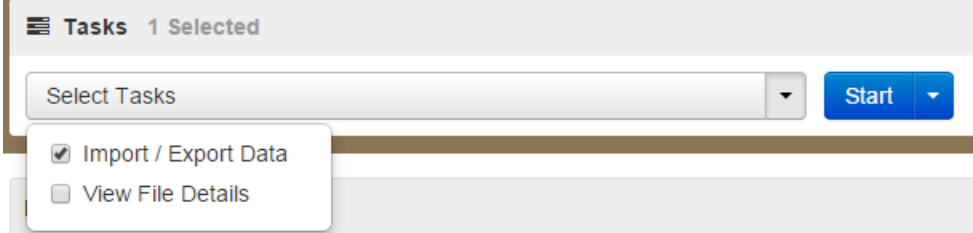
The delete function will not work. Student test assignments must be removed individually. See the directions posted on Avocet by searching for “unassign test” and selecting the PearsonAccess^{next} Online User Guide link in the search results.

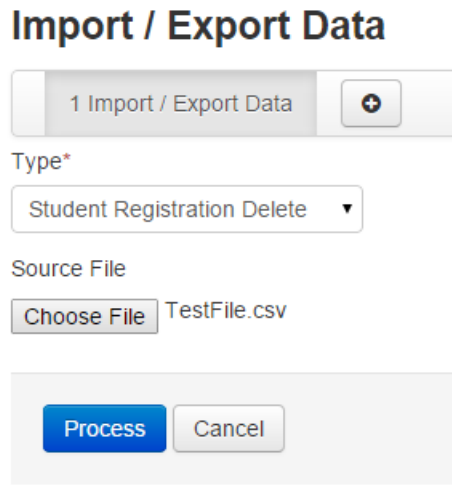
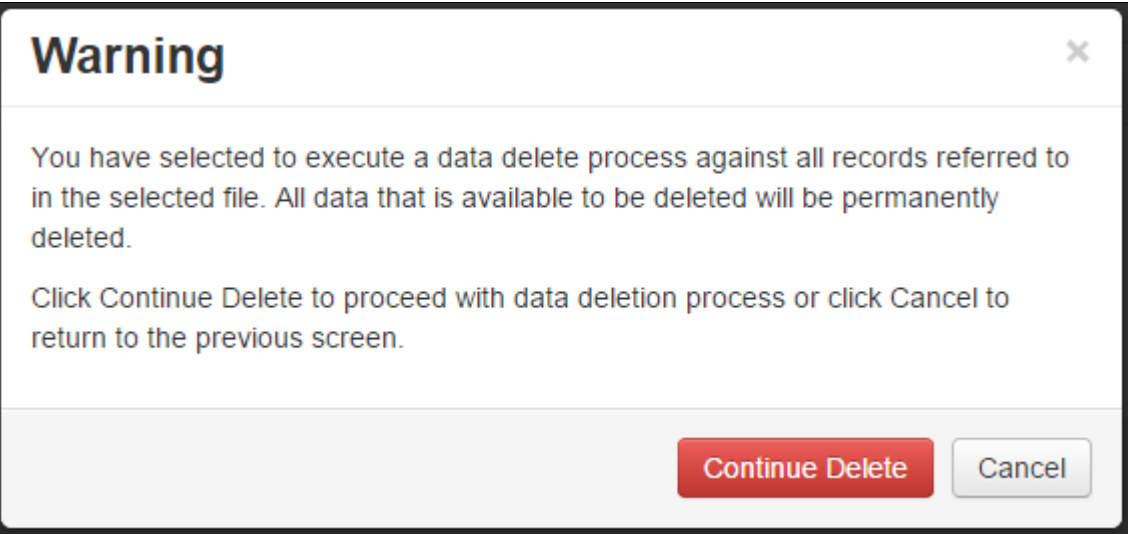
Using the Student Registration File

Download a Student Registration File	
1. Log into PearsonAccess ^{next}	
2. Select Setup>Import/Export Data	 A screenshot of the PearsonAccess ^{next} user interface. At the top, there is a blue gear icon with a white banner across it that says "SETUP". Below the gear is a dropdown menu with the text "Select an action". The dropdown menu is open, showing a list of options: "Import / Export Data", "Students", "Classes", "Organizations", "Users", "Orders & Shipment Tracking", "TestNav Configurations", and "Precache By Test". The "Import / Export Data" option is highlighted.

<p>3. Select Tasks>Import/Export Data</p> <p>a. Start</p>	
<p>4. Select Type>Student Registration Export</p> <p>a. Process</p>	

5. After receiving a confirmation from PearsonAccess ^{next} , download the file.	<div><div>Complete</div><div>File is ready for download</div></div> <div><div>File Information</div><div><div><div>Type</div><div>Student Registration Export</div></div><div><div>Request Date</div><div>2015-03-11 10:16 AM</div></div><div><div>Total Records</div><div>1</div></div><div><div>Successful Records</div><div>1</div></div><div><div>Error Records</div><div>0</div></div></div><div><div>Organization</div><div>CDE TEST (CO-TTTT)</div></div><div><div>User</div><div>allen_j_cdetest</div></div><div><div>Download File</div><div></div></div></div> <div><div>Steps</div><table><thead><tr><th>Step</th><th>Message</th></tr></thead><tbody><tr><td>Export</td><td>Complete</td></tr></tbody></table></div>	Step	Message	Export	Complete
Step	Message				
Export	Complete				
6. Save the file locally.					
7. Open the file in Excel. Note: If you are importing the file into excel, use the file import function and import all data in ‘text’ format.					
8. Retain only the multiple enrollments and registrations that need to be deleted.					
9. Save the file locally.					
Upload the file					
10. Log into PearsonAccess ^{next} .					

<p>11. Select Setup>Import/Export Data</p>	
<p>12. Select Tasks> Import/Export Data a. Start</p>	

<p>13. Select</p> <ol style="list-style-type: none"> Type> Student Registration Delete Choose File>Select the file you saved in step 10 Select Process 	
<p>14. You will receive a warning message</p> <ol style="list-style-type: none"> Select Continue Delete 	
<p>15. After receiving an email from PearsonAccess^{next}, check the file status for any errors that need to be fixed. If there are errors, fix errors and re-import the file.</p>	