Creating Sample Students in the PearsonAccess™ Training Center
Spring 2019 CMAS and CoAlt: Math, ELA, Science and Social Studies

Districts and schools may use the PearsonAccess™ Training Center to perform infrastructure trials (CMAS Site Readiness), interact with the PearsonAccess™ User Interface prior to testing, administer practice tests, and demonstrate CoAlt score entry through a secure environment using auto-generated sample student information.

To create sample students within the Training Center:

1. Log in to the Training Center. (Training Center screens have a BROWN background, not blue.)
   - https://trng-co.pearsonaccessnext.com/

2. Select the administration.

3. On the home page, click Setup; select Students from menu.

4. Next, select Generate Sample Students from Tasks menu; click Start to continue.
5. The following fields will need to be completed:
   - **Organization**: Select your school/organization.
   - **Class**: Add an Existing Class Name or you may choose to create a new class. Classes are useful for adding large numbers of students to a session at once.
   - **Grade Level When Assessed**
   - **Test**: Select one of the tests available from the drop-down menu.
   - **Test Format**: Select **Online** for CBT, **Paper** for PBT, or **Alternate** for CoAlt.
   - **Number of Students**: Input a number between 1 and 99.

6. Click **Generate**.

7. A confirmation screen will appear once the sample students have been created.
   - Sample CMAS CBT students can be added into sample online test sessions to administer ePATs in the **CMAS Spring 2019** administration.
   - Sample CoAlt students can be assigned Test Examiners and CoAlt score entry can be practiced/demonstrated in the **CoAlt: Science and Social Studies Spring 2019**.
   - Sample student records in the **CMAS Site Readiness** administration can be assigned Site Readiness forms to complete an infrastructure trial (not for student use).