

# CoAlt: Science and Social Studies in PearsonAccess<sup>next</sup>

CoAlt: Science and Social Studies assessments are taken by a very small number of students with significant cognitive disabilities. These assessments are based on the Extended Evidence Outcomes (EEOs) of the Colorado Academic Standards (CAS).

While the CoAlt assessments are paper-based, the scores (recorded by the Test Examiner) must be entered into the online PearsonAccess<sup>next</sup> Score Entry form in order to produce an Individual Student Report (ISR). This task must be completed by the Test Examiner. To access student tests in the CoAlt administration for score entry, the PearsonAccess<sup>next</sup> Test Examiner role is needed. This document contains step-by-step directions for completing the following tasks:

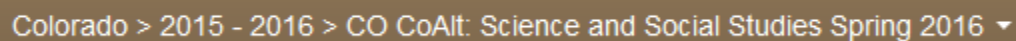
- Create a Test Examiner in PearsonAccess<sup>next</sup>
- Assign a Test Examiner to a Student Test
- Enter Scores for a Student Test
- Verify Completion of Score Entry

## Create a Test Examiner in PearsonAccess<sup>next</sup>

District Assessment Coordinators (DACs) and School Assessment Coordinators (SACs) can create Test Examiner accounts in PearsonAccess<sup>next</sup>. DACs and SACs can also add the Test Examiner role to existing PearsonAccess<sup>next</sup> user accounts. Accounts can be created or updated through the User Interface (UI) or through the User File import/export process.

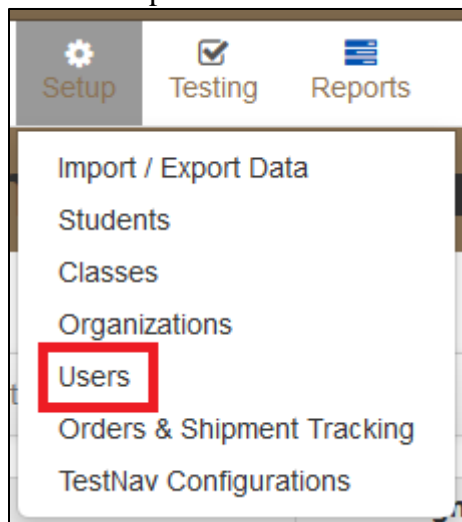
### Create New Account through the UI

1. Select the CoAlt administration and the appropriate organization.

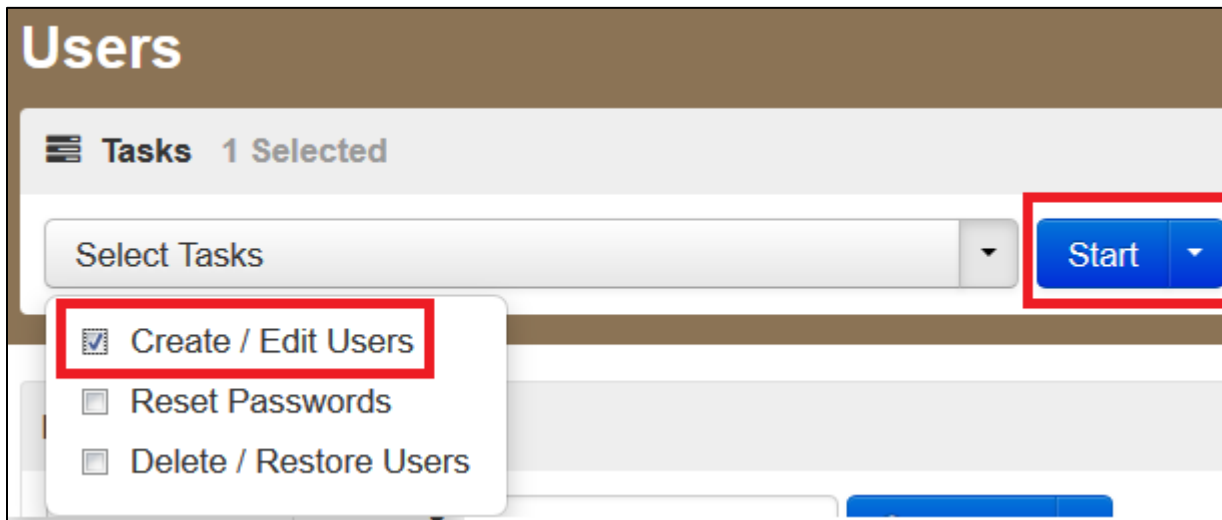


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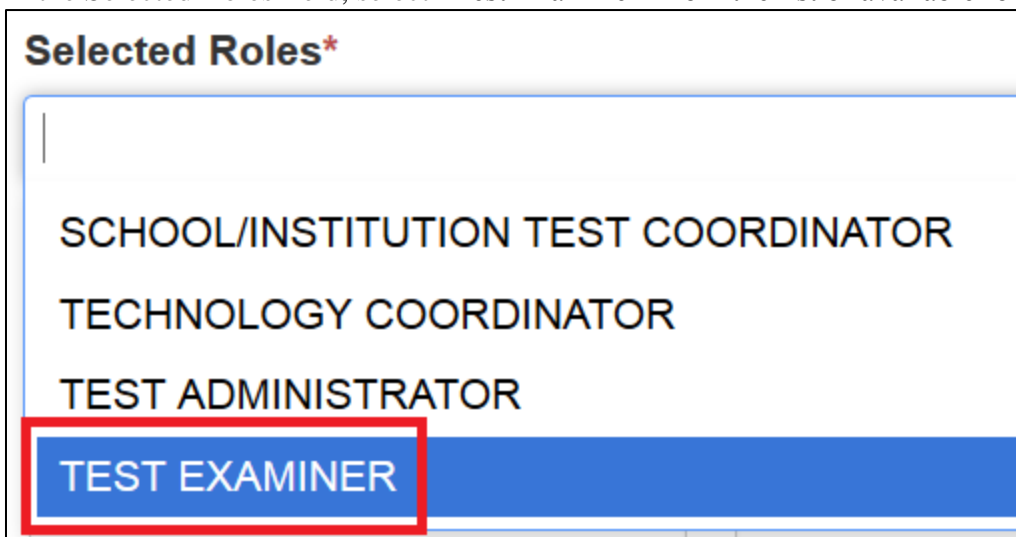
2. Select Setup > Users.



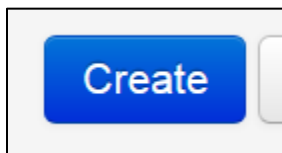
3. Select Create/Edit Users from the Tasks drop-down and select Start.



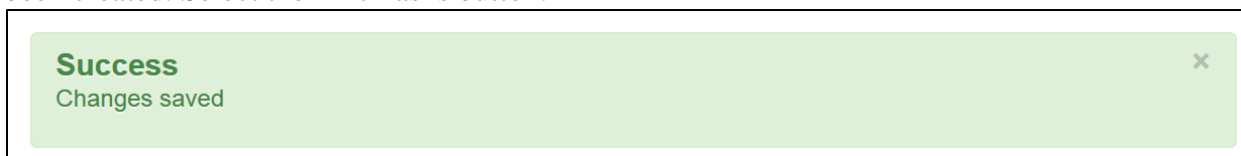
4. Complete the necessary fields for the New User on the Details screen.
  - a. In the Selected Roles field, select “Test Examiner” from the list of available roles.



5. Select Create.



6. Once the green “Success: Changes saved” message appears at the top of the screen, the new account has been created. Select the Exit Tasks button.



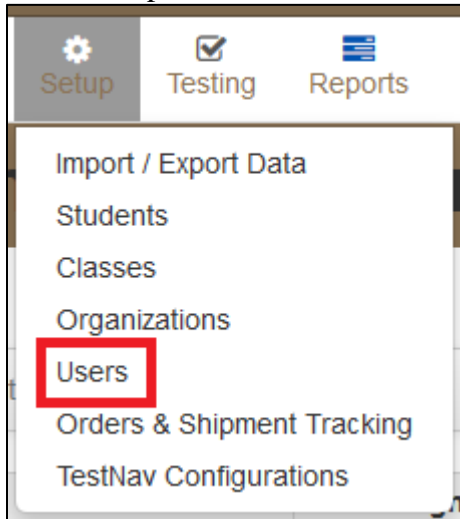
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## Update Existing Account through the UI

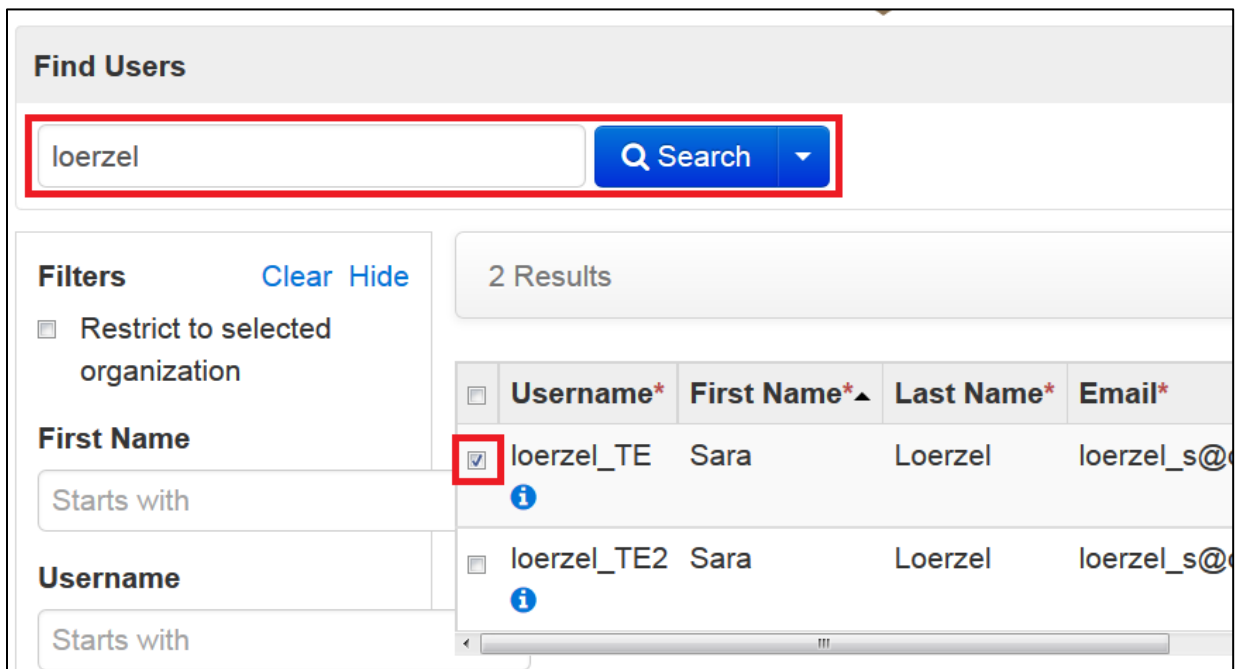
1. Select the CoAlt administration and the appropriate organization.

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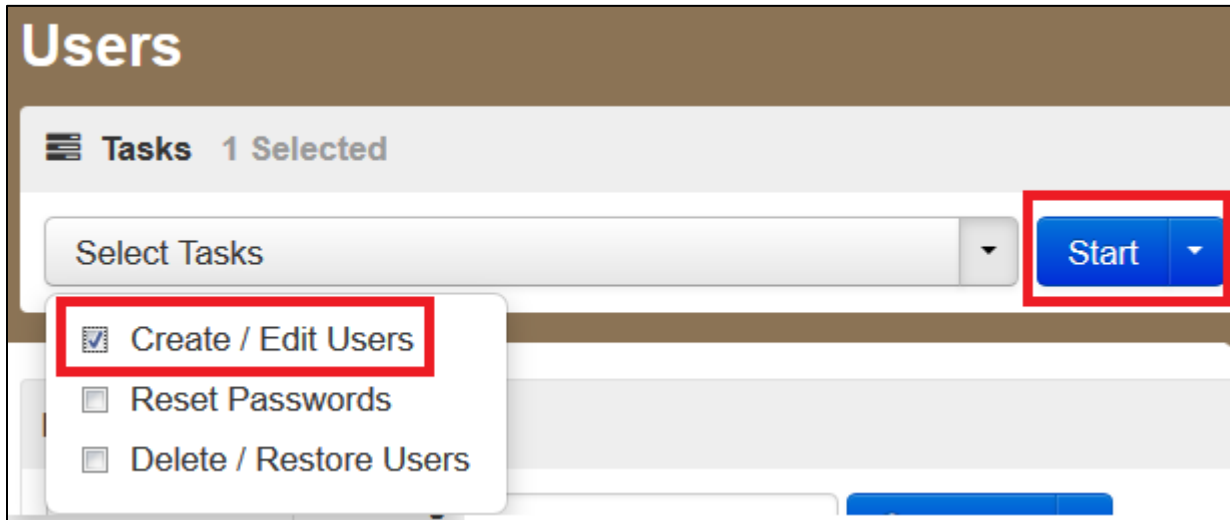
2. Select Setup > Users.



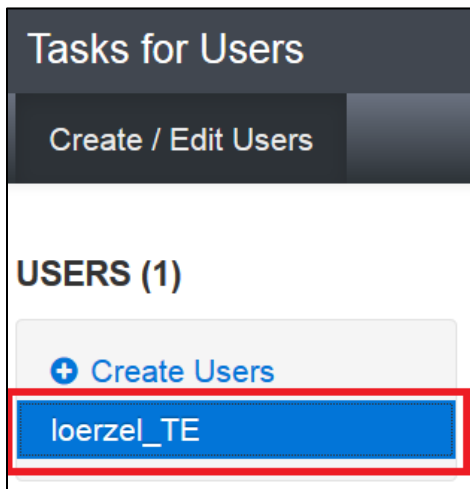
3. Use the Find Users search box to locate the account and select the checkbox next to the Username.



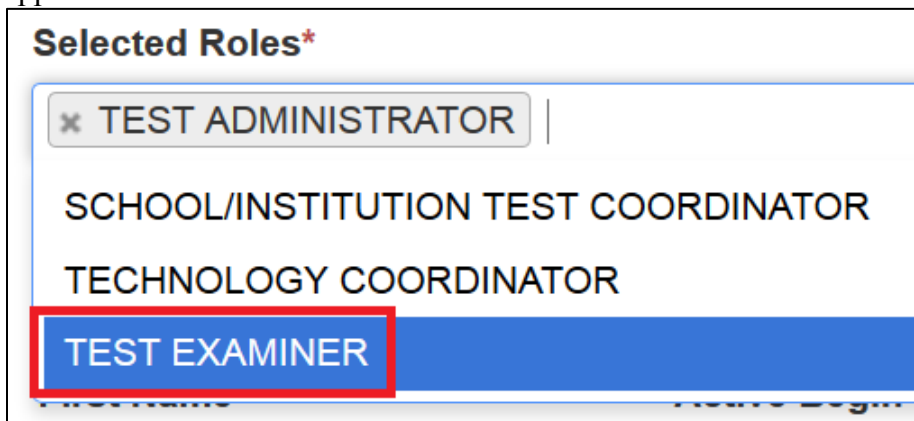
4. Select Create/Edit Users from the Tasks drop-down and select Start.



5. Select the username from the list of Users.



6. Select the white space next to the existing roles in the Selected Roles box. A list of available roles will appear. Select "Test Examiner".



7. Select the Save button.

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loerzel\_TE Save Reset

**Selected Organizations\*** Show User Details

× COLLIN (CO-0000-CCCC)

**Selected Roles\***

× TEST ADMINISTRATOR × TEST EXAMINER

- Once the green “Success: Changes saved” message appears at the top of the screen, the account has been updated. Select the Exit Tasks button.



### Create/ Update Account through a User File Import/Export

Directions for creating or updating user accounts through the file import/export process are found in the *PearsonAccess<sup>next</sup> Online User Guide* at

<https://support.assessment.pearson.com/display/PAsup/PearsonAccess+Next+Online+User+Guide>.

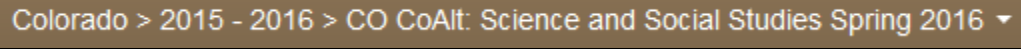
To create a new Test Examiner account or add the Test Examiner role to an existing account TEST\_EXAMINER should be entered in Column Letter G in the user file.

Column Letter	Field Name	Expected Value
G	Roles	TEST_EXAMINER

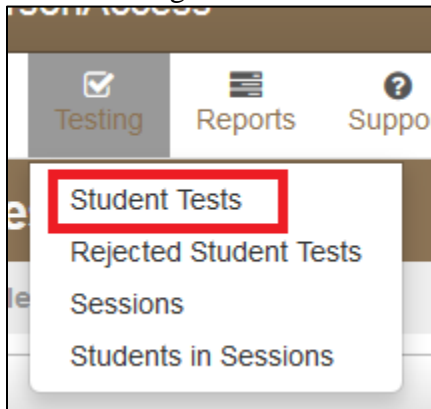
## Assign a Test Examiner to a Student Test

Test Examiners must be assigned to student tests before they can enter scores for students. School Assessment Coordinators or District Assessment Coordinators must complete this task.

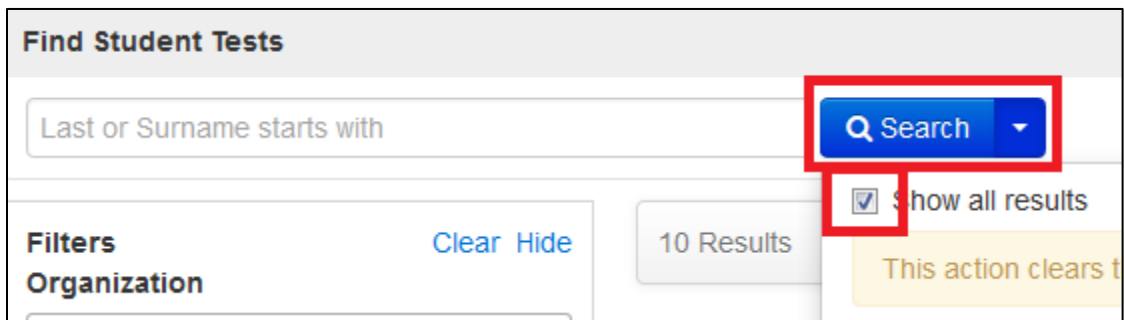
1. Select the CoAlt administration and the appropriate organization.



2. Select Testing > Student Tests.



3. Locate the student by typing the student's last name into the search box or by selecting the Search drop-down and "Show all results".

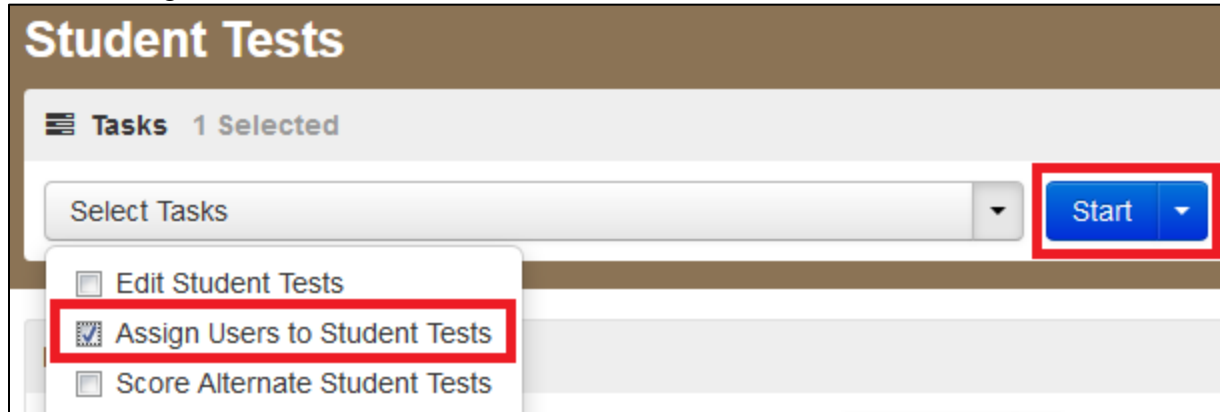


4. Select the checkbox in line with the student's name (additional students can also be selected at the same time if Test Examiners need to be assigned to multiple students).

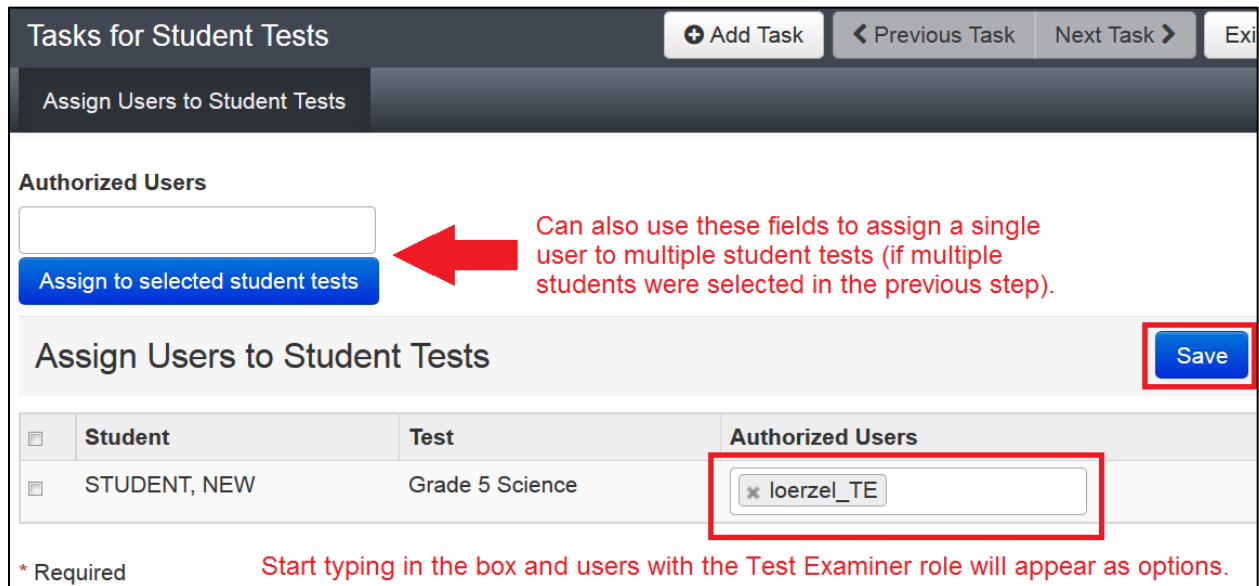
<input type="checkbox"/>	Student	Organization	Test	Test Format*	Status*	UII
<input checked="" type="checkbox"/>	STUDENT, NEW ⓘ	COLLIN (CO-0000-CCCC)	Grade 5 Science	Alternate	Assignment	
<input type="checkbox"/>	STUDENT, NEW ⓘ	COLLIN (CO-0000-CCCC)	Grade 5 Science	Alternate	Assignment	
<input type="checkbox"/>	STUDENT, NEW ⓘ	COLLIN (CO-0000-CCCC)	Grade 5 Science	Alternate	Assignment	

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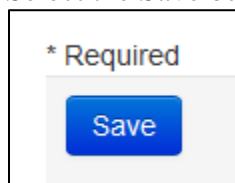
5. Select “Assign Users to Student Tests” and then select the Start button.



6. Enter the Test Examiner’s user name in the Authorized Users box in line with the student’s name. If a single Test Examiner will be assigned to multiple students and the students were selected in the previous step, the Authorized Users box at the top of the screen can be used instead to assign that user to multiple students at once.



7. Select the Save button.



8. Once the green “Success: Changes saved” message appears at the top of the screen, the user has been assigned to the student(s). Select the Exit Tasks button.

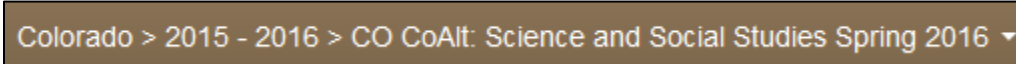


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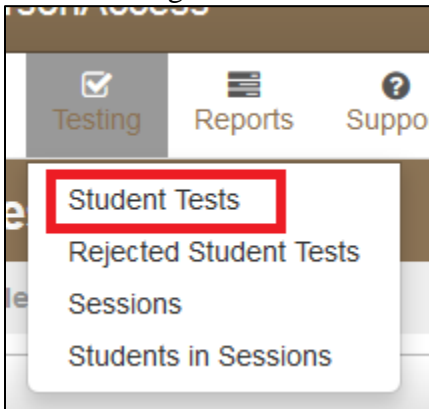
## Enter Scores for a Student Test

CoAlt scores must be entered into PearsonAccess<sup>next</sup> after the CoAlt assessment has been administered to the student by the Test Examiner. Score entry can be completed by the Test Examiner (as long as their user account has been assigned to the Student Test in PearsonAccess<sup>next</sup>), the School Assessment Coordinator, or the District Assessment Coordinator.

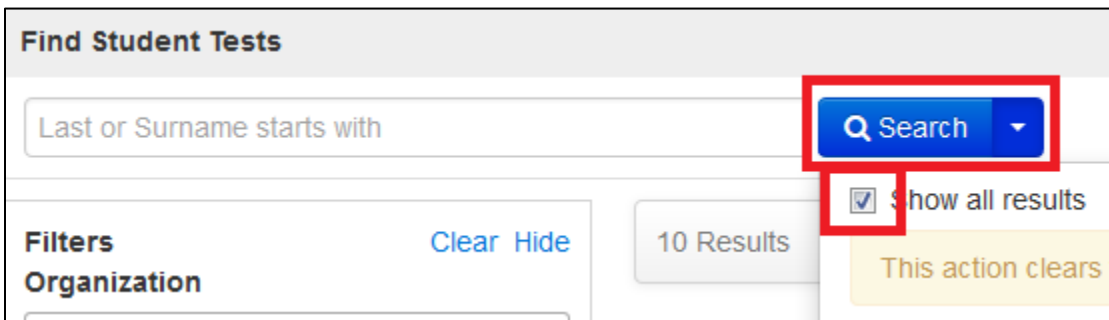
1. Select the CoAlt administration and the appropriate organization.



2. Select Testing > Student Tests.



3. Locate the student by typing the student's last name into the search box or by selecting the Search drop-down and "Show all results".



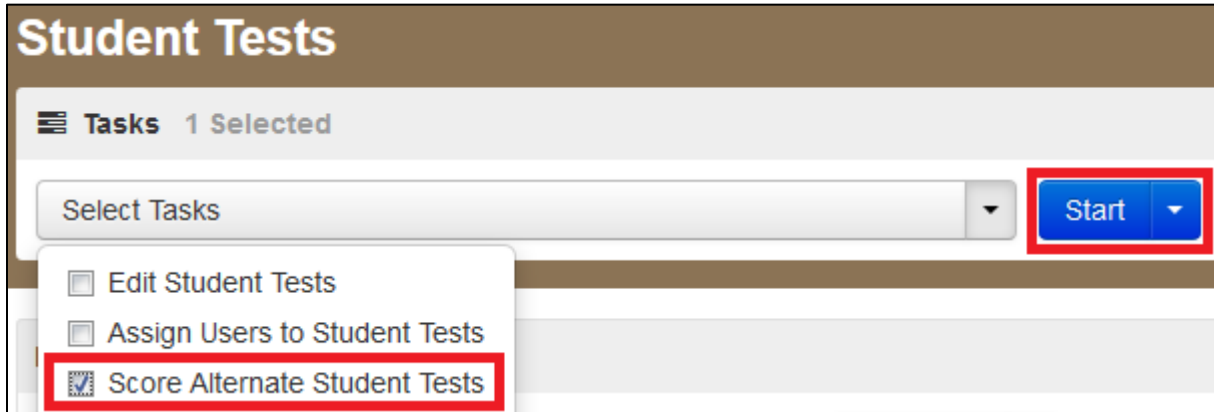
4. Select the checkbox in line with the student's name (additional students can also be selected at the same time if scores need to be entered for multiple students).

<input type="checkbox"/>	Student	Organization	Test	Test Format*	Status*	UII
<input checked="" type="checkbox"/>	STUDENT, NEW	COLLIN (CO-0000-CCCC)	Grade 5 Science	Alternate	Assignment	
<input type="checkbox"/>	STUDENT, NEW	COLLIN (CO-0000-CCCC)	Grade 5 Science	Alternate	Assignment	
<input type="checkbox"/>	STUDENT, NEW	COLLIN (CO-0000-CCCC)	Grade 5 Science	Alternate	Assignment	



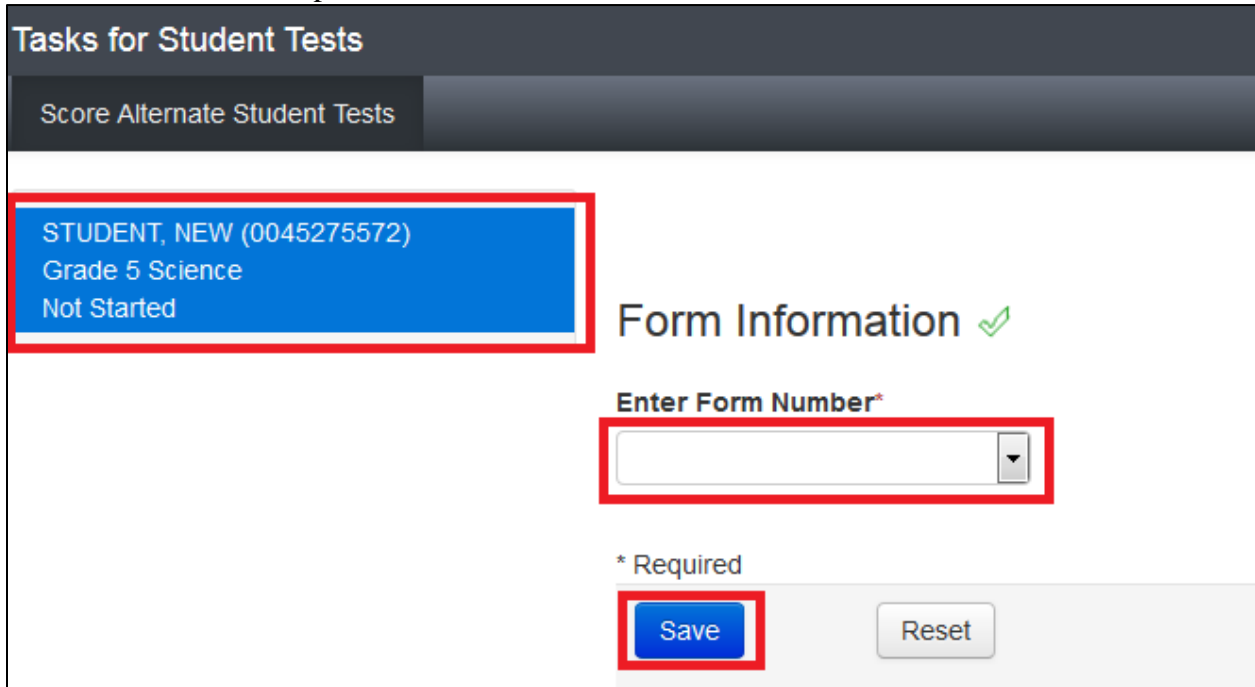
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5. Select “Score Alternate Student Tests” and then select the Start button.



The screenshot shows the 'Student Tests' interface. At the top, there is a header 'Student Tests' and a sub-header 'Tasks 1 Selected'. Below this is a 'Select Tasks' dropdown menu. A red box highlights the 'Start' button to the right of the dropdown. The dropdown menu is open, showing three options: 'Edit Student Tests', 'Assign Users to Student Tests', and 'Score Alternate Student Tests'. The 'Score Alternate Student Tests' option is selected, indicated by a checkmark and a red box around it.

6. Select the student’s name on the left side of the screen, select the appropriate form number from the Enter Form Number drop-down, and select the Save button.



The screenshot shows the 'Tasks for Student Tests' interface. At the top, there is a header 'Tasks for Student Tests' and a sub-header 'Score Alternate Student Tests'. Below this is a list of student tasks. A red box highlights a student entry: 'STUDENT, NEW (0045275572)', 'Grade 5 Science', and 'Not Started'. To the right of the student list is a 'Form Information' section with a green checkmark. Below this is an 'Enter Form Number\*' dropdown menu, which is highlighted with a red box. Below the dropdown is a '\* Required' label. At the bottom, there are two buttons: 'Save' and 'Reset'. The 'Save' button is highlighted with a red box.

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7. Enter the accommodations that are listed in the student's IEP and also the accommodations that were used for test administration under the Pre-Test Information. Select the Save button.

## Pre-Test Information

IEP	Test Accommodations (check all that apply)	Grade 5 Science
<input type="checkbox"/>	Assistive technology	<input type="checkbox"/>
<input type="checkbox"/>	Braille	<input type="checkbox"/>
<input type="checkbox"/>	Eye gaze	<input type="checkbox"/>
<input type="checkbox"/>	Modified picture symbols	<input type="checkbox"/>
<input type="checkbox"/>	Objects	<input type="checkbox"/>
<input type="checkbox"/>	Sign language	<input type="checkbox"/>
<input type="checkbox"/>	Translation into student's native language	<input type="checkbox"/>
<input type="checkbox"/>	Other	<input type="checkbox"/>
<input type="checkbox"/>	None	<input type="checkbox"/>

\* Required

8. Enter the scores for the student under Enter Scores.

## Enter Scores

Item 1

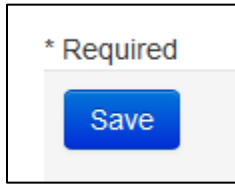
- a. Optional: Enter responses to the Test Administration Questions.

## Test Administration Questions

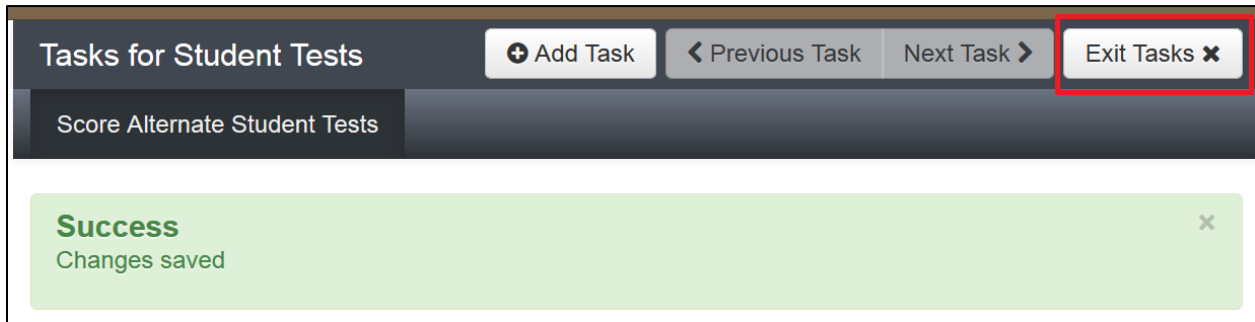
Test Administration Questions

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9. Select the Save button.



10. Once the green “Success: Changes saved” message appears at the top of the screen, the scores have been saved. Select the Exit Tasks button.

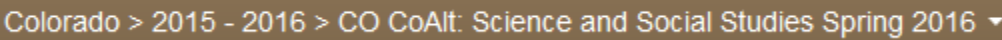


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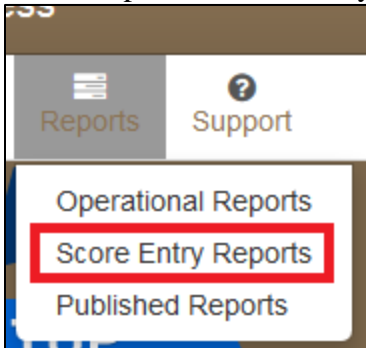
## Verify Completion of Score Entry

DACs and SACs can access Score Entry Reports through PearsonAccess<sup>next</sup> to verify the status of student tests across the district or school. Two types of reports are available: Summary Reports and Status Reports. The Summary Reports contain Student Test status counts by test/grade across the district or school; the Status Reports contain Student Test status by individual student across the district or school. These reports can be displayed through the UI or downloaded as .csv files.

1. Select the CoAlt administration and the appropriate organization.

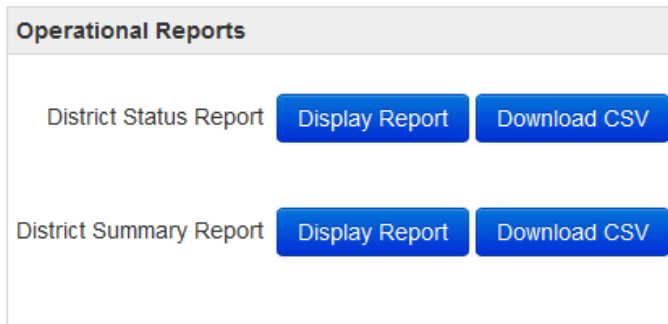


2. Select Reports > Score Entry Reports.

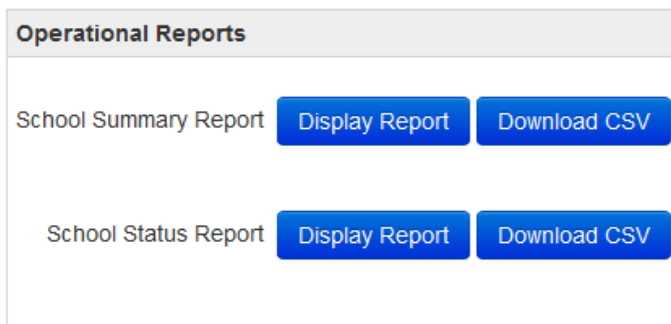


- a. The Score Entry Reports screen will appear. Based on the selected organization, the report options will be either “District” or “School” level:

### District



### School



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3. Select “Display Report” or “Download CSV” for the Summary Report.
  - a. Verify Student Test status counts by test/grade in the Not Started, In Progress, and Completed columns.

## Summary Report

[Download CSV](#) [Exit Report](#)

1 Results

School	Test	Test Assignments	Not Started	In Progress	Completed	Invalidated
COLLIN	Grade 5 Science	10	7	1	2	0

4. Select “Display Report” or “Download CSV” for the Status Report.
  - a. Verify individual student test status in the Status column.

## Status Report

[Download CSV](#) [Exit Report](#)

10 Results

School	Student Name	SASID Number	Grade	Test	Status
COLLIN	STUDENT, NEW	0045275572	05	Grade 5 Science	Completed
COLLIN	STUDENT, NEW	6625688496	05	Grade 5 Science	Completed
COLLIN	STUDENT, NEW	3060160777	05	Grade 5 Science	Not Started
COLLIN	STUDENT, NEW	1605510646	05	Grade 5 Science	In Progress
COLLIN	STUDENT, NEW	7149173999	05	Grade 5 Science	Not Started