



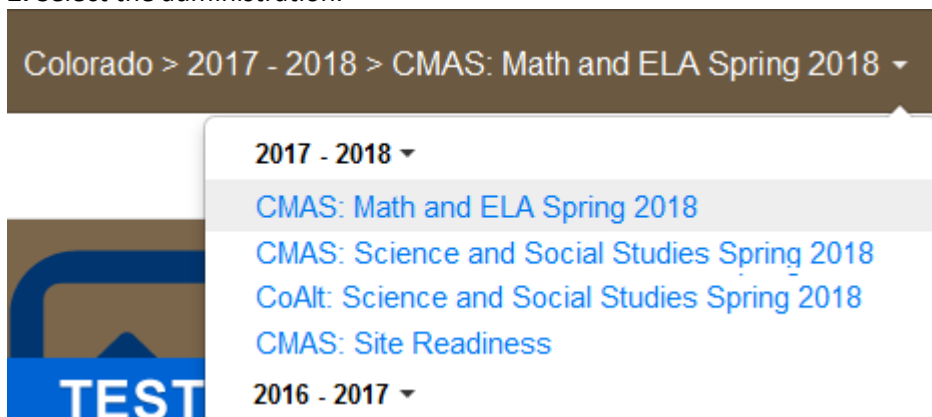
## Creating Sample Students in the PearsonAccess<sup>next</sup> Training Center Spring 2018 CMAS and CoAlt: Math, ELA, Science and Social Studies

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

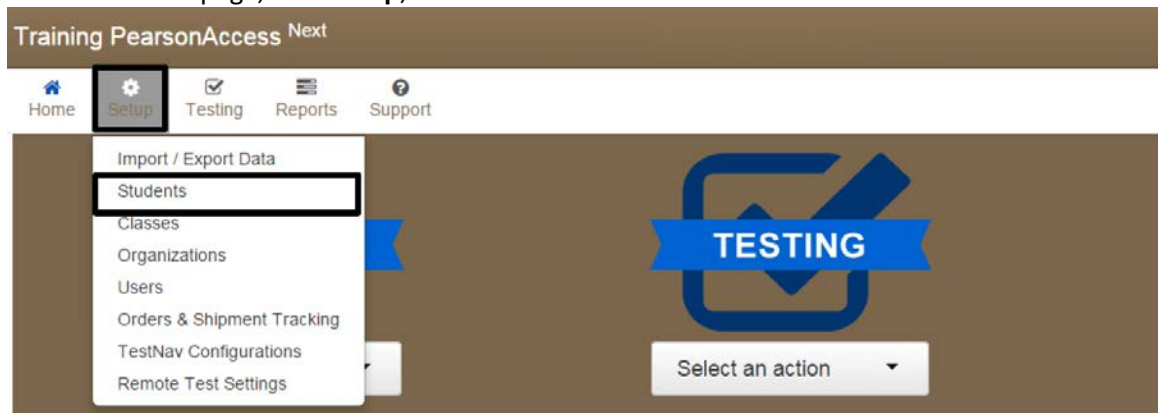
To create sample students within the Training Center:

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

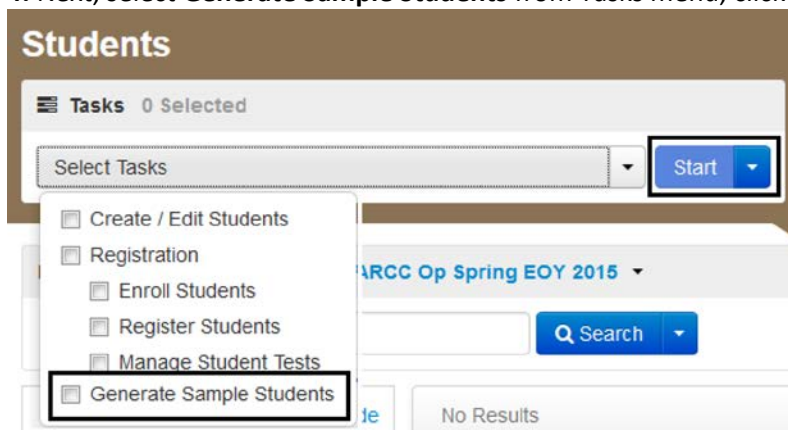
2. Select the administration.



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.

## Generate Sample Students

1 Generate Sample Students 

### Generate Students

Organization\*


Select 

[Create New Class](#)

Existing Class Name

Select 


Grade Level When Assessed\* 



Test\*



Select 

Test Format\*



Number Of Students (1 to 99)\*

\* Required

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 practice tests in the **CMAS: Math and ELA Spring 2018** administration and ePATs in the **CMAS: Science and Social Studies Spring 2018** 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 2018**.
- Sample student records in the **CMAS: Site Readiness** administration can be assigned Site Readiness forms to complete an infrastructure trial (not for student use).