

## Removing students from PearsonAccess<sup>Next</sup> that have officially withdrawn from your district BEFORE the test window opens.

This document outlines the process for districts to request the Assessment Unit to remove students that have **OFFICIALLY WITHDRAWN** from the districts **BEFORE** the CMAS: PARCC ELA and Mathematics PBA testing window opens. Information on how to handle students that withdraw from a district during the PBA test window will be provided in a separate document.

Districts must have their data updated in PearsonAccess<sup>Next</sup> by end of day on **Thursday, February 19** and/or **Thursday February 26**. The Assessment Unit will be purging these students Friday February 20<sup>th</sup> and Friday February 27. The document contains directions for both a Student Registration Import File and through the PearsonAccessNext User Interface.

Remember to complete this process for both PBA and EOY.

If students are registered in two districts, there is a possibility that when the Assessment Unit uploads the delete student file that the original district registration will not be totally deleted. All test and session registrations for the original district will be deleted, but possibly not the assignment to the district. Pearson is working to correct this.

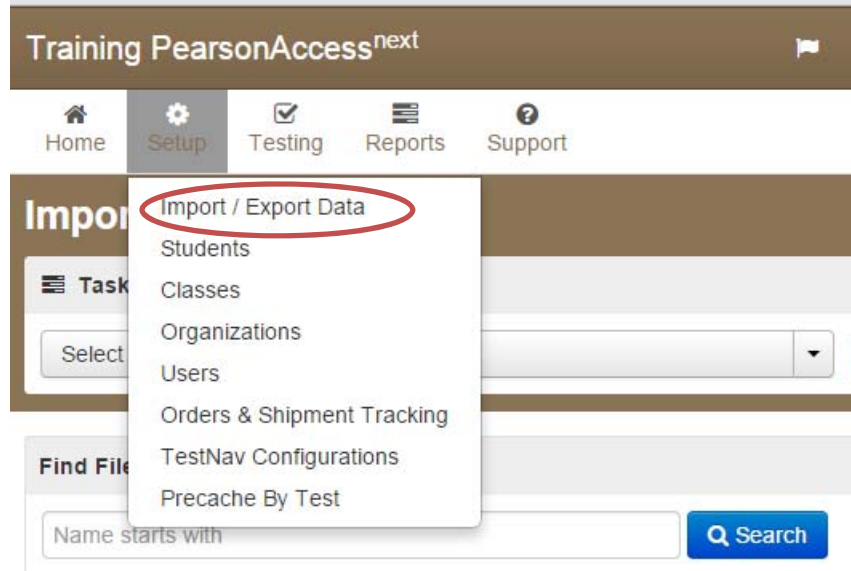
### Directions using a Student Registration File extract

Note: Screenshots are from the PearsonAccess<sup>Next</sup> Training Site and use sample student data – please remember to perform these actions in PearsonAccess<sup>Next</sup> “Live”.

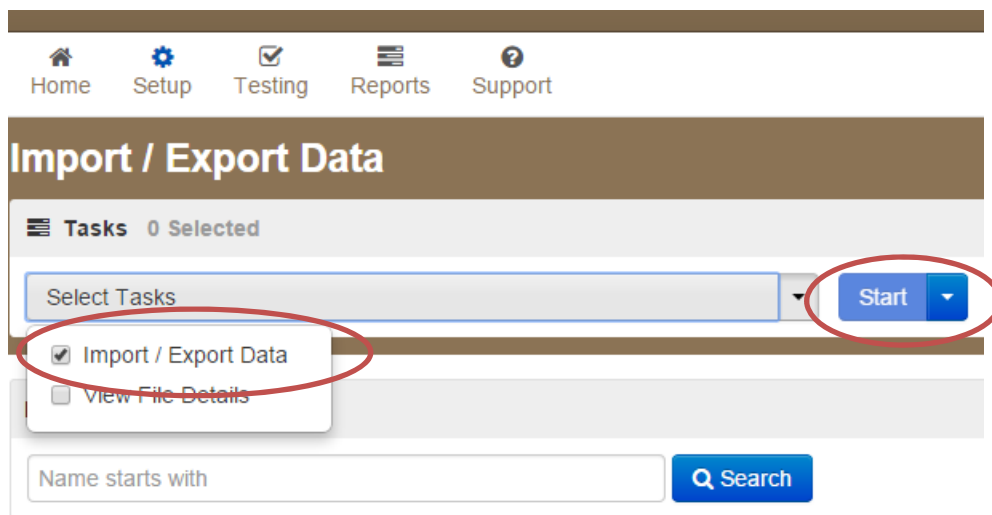
1. Log into PearsonAccess<sup>Next</sup>.
2. Check the top of the window to ensure you are working in the Spring 2015 PBA administration.



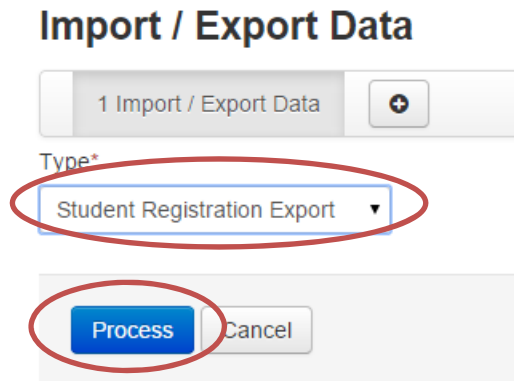
3. Extract a Student Registration File from PearsonAccess Next.
  - a. Under Set-up, choose Import/Export Data



- b. Using the Select Tasks menu, put a checkmark next to Import/Export data and then select Start.



- c. On the Import/Export Data Screen, select “Student Registration Export” and then select the Process button.



**Import / Export Data**

1 Import / Export Data

Type\*

Student Registration Export

Process Cancel

- d. You receive an email indicating the file has processed. Once the file has processed, select Download File on the details screen.

**Details**

**Complete**

File is ready for download

**File Information**

**Type**  
Student Registration Export

**Request Date**  
2015-02-17 12:48 PM

**Total Records**  
3

**Successful Records**  
3

**Error Records**  
0

**Organization**  
CDE TEST SCHOOL 2 (CO-TTTT-1111)

**User**  
allen\_j@cde.state.co.us

**Download File**

4. Save the student registration export locally and import the file to Microsoft Excel. (Note: use the file import wizard in Excel to maintain the proper format for all fields.) See [PPT](#) starting on slide 22 for directions.

5. For students that have officially withdrawn from your district, enter the following in Optional State Data 8 (column AI):
  - a. **District**=student officially withdrew from district and is enrolled in another Colorado School District.
  - b. **State**=student officially withdrew from district and moved out of state.
  - c. **CoAlt**=Students who will take the CoAlt DLM assessment.
  - d. **Unknown**= student officially withdrew from district and destination is unknown.

	AH	AI	AJ	
6	Optional State Data 7	Optional State Data 8	Assessment Session Location	A
		DISTRICT		
		STATE		
		UNKNOWN		

6. Save the updated student registration file to your desktop. Note: You may choose to save your entire file or just the records marked in step 5 for deletion.
7. Upload the Student registration file saved in step 6 to PearsonAccess<sup>Next</sup>. Follow steps 1a and 1b above and then,
  - a. On the Import/Export Data Screen, select “Student Registration Import”
  - b. Select Choose file and select the file that you saved in step 6.
  - c. Select the Process button.

**Import / Export Data**

1 Import / Export Data

Type\*

Student Registration Import

☐ Don't modify student tests

**Note: This import modifies students, stu**

Source File

Choose File No file chosen

Process Cancel

8. You will receive an email when your file has processed. It is recommended that you check your file after upload. You can check by either pulling down a new student registration import using step 1 above or checking a handful of students through the PearsonAccess<sup>Next</sup> User Interface. Directions for how to access Optional State Data 8 via the User Interface Directions for using the PearsonAccess<sup>Next</sup> User Interface section of this document.
9. Change to the Spring EOY administration.



10. Repeat steps 3-8 for the EOY Component.

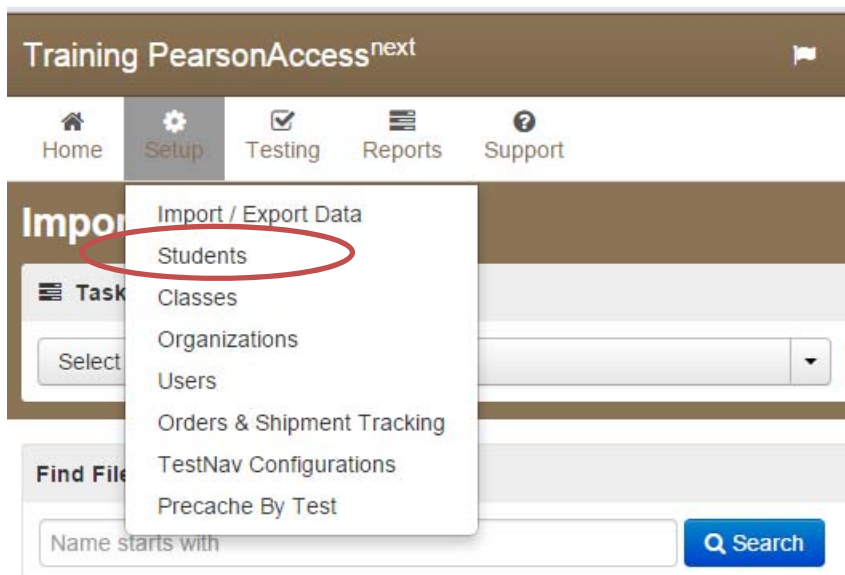
## Directions for using the PearsonAccessNext User Interface

Note: Screenshots are from PearsonAccess<sup>Next</sup> Training Site and use sample student data – please remember to perform these actions in PearsonAccess<sup>Next</sup> “Live”.

1. Log into PearsonAccess<sup>Next</sup>.
2. Check the top of the window to ensure you are working in the Spring 2015 PBA administration.



3. Under Setup, choose Students.



4. Search for the student(s) using the find student options or filters.

**Find Students** Registered to PARCC Op Spring PBA 2015 ▾

COOKIE Q Search

**Filters** Clear Hide

☐ Across All Organizations

State Student Identifier  
Starts with (minimum 4 character)

Local Student Identifier  
Starts with (minimum 4 character)

PARCC Student Identifier  
Starts with (minimum 4 characters)

[Toggle secondary filters](#)

No Results

☐ **State Student Identifier\***  
Search or select a filter to view

5. Place a checkmark next to student(s) that need to be marked as withdrawn from your district.

3 Results Displaying 25 ▾ Manage Columns ▾

<input checked="" type="checkbox"/>	State Student Identifier*	Local Student Identifier	Last or Surname*	First Name*	Birthdate*	Sex*
<input checked="" type="checkbox"/>	QWERTJ ⓘ 7		COOKIE	GINGERBREAD	2004-01-15	Female
<input checked="" type="checkbox"/>	OPQRSTU ⓘ		COOKIE	OATMEAL	2004-02-15	Female
<input checked="" type="checkbox"/>	HIJKLMN ⓘ 1		COOKIE	PEANUTBUTTER	2004-12-12	Male

6. Using the Select Tasks menu, put a checkmark next to Import/Export data and then select Start.

Select Tasks Start ▾

- ☐ Create / Edit Students
- ☐ Registration
- ☐ Enroll Students
- ☒ Register Students
- ☐ Manage Student Tests
- ☐ Merge Students (exactly 2 students)
- ☐ Delete Students
- ☐ Generate Sample Students

Spring PBA 2015 Registrations ▾

Q Search ▾

3 Results

☐ **State Student Identifier\*** **Local S**

- Click on the first student to be updated.

### Students (3)

COOKIE, GINGERBREAD (QWERTJ)
7
COOKIE, OATMEAL (OPQRSTU)
COOKIE, PEANUTBUTTER (HIJKLMN)
1

- Scroll down to the bottom of the Register Students screen to the optional State Data Section.  
Enter one of the following codes.
  - District**=student withdrew from district and enrolled in another Colorado School District.
  - State**=student withdrew from district and moved out of state
  - CoAlt**=Students who will take the CoAlt DLM assessment.
  - Unknown**= student withdrew from district and destination is unknown

Optional State Data	
Optional State Data 2	Optional State Data 3
<input type="text"/>	<input type="text"/>
Optional State Data 4	Optional State Data 5
<input type="text"/>	<input type="text"/>
Optional State Data 6	Optional State Data 7
<input type="text"/>	<input type="text"/>
Optional State Data 8	
<input type="text" value="DISTRICT"/>	

\* Required

- Select Save.
- Repeat steps 5-7 for all students that have withdrawn from your district.
- Change to the Spring EOY administration.

PARCC > 2014 - 2015 > PARCC Op Spring EOY 2015 ▾

- Repeat steps 3-9 for the EOY Component.