

# Student Registration Export/Import for Text to Speech (TTS) and IEP/504 Calculator

## Spring 2022 Kentucky Summative Assessments (KSA)

The purpose of this document is to provide instructions to export the Student Registration Export (SRE) data file, add TTS **and/or** IEP/504 Calculator value (Y) to the data file and upload the updated Student Registration Import (SRI) data file into PearsonAccess<sup>next</sup> (PAN). The student data in PAN was provided by the Kentucky Department of Education (KDE) from an Infinite Campus pull on February 25, 2022.

**These steps must be followed before adding student(s) to a session(s).**

Section I (page 2-3) provides the template of the SRE/SRI layout with definitions of each field and the valid values for each field.

Section II (pages 4-10) provides step by step instructions to pull an SRE from PAN.

Section III (pages 11-16) provides step by step instructions to import the SRI back in to PAN.

Section IV (pages 17-22) shows how to add TTS **and/or** IEP/504 Calculator to an individual student record using the User Interface (UI) in PAN. The third section of this document contains a table with the list of fields and definitions that will be present in the data file.

**NO updates are to be made to the file except the addition of a “Y” in the TTS **and/or** the IEP/504 Calculator field. TTS **must** be added to the student(s) record before the session the student has been placed in is prepared.**

Section V (pages 23-27) provides step by step instructions on how to remove the TTS **and/or** IEP/504 Calculator flag from the student record, **this can only be done in the User Interface (UI).**

The Student Registration Export (SRE) allows DACs and BACs to export data for all their students and indicate which students should receive the TTS **and/or** the IEP/504 Calculator accommodations.

**Important note:** The TTS **and/or** IEP/504 Calculator field will **always** be blank on the Student Registration Export file, even if the flag was previously set. Use the SRE to add the TTS **and/or** IEP/504 Calculator accommodation for those students who don't already have the TTS **and/or** IEP/504 Calculator accommodation set.

# Section I: Student Registration File Layout & SRE/SRI Template

The file layout below provides definitions of the columns, field length of columns and valid values on the export/import files. The SRE allows DACs and BACs to export data for all students and indicate which students should receive the TTS **and/or** IEP/504 Calculator accommodation.

**Important note:** the TTS **and/or** IEP/504 Calculator field will always be blank on the SRE file, even if the flag was previously set. Use the SRE to add the TTS accommodation for those students who don't already have the TTS accommodation set.

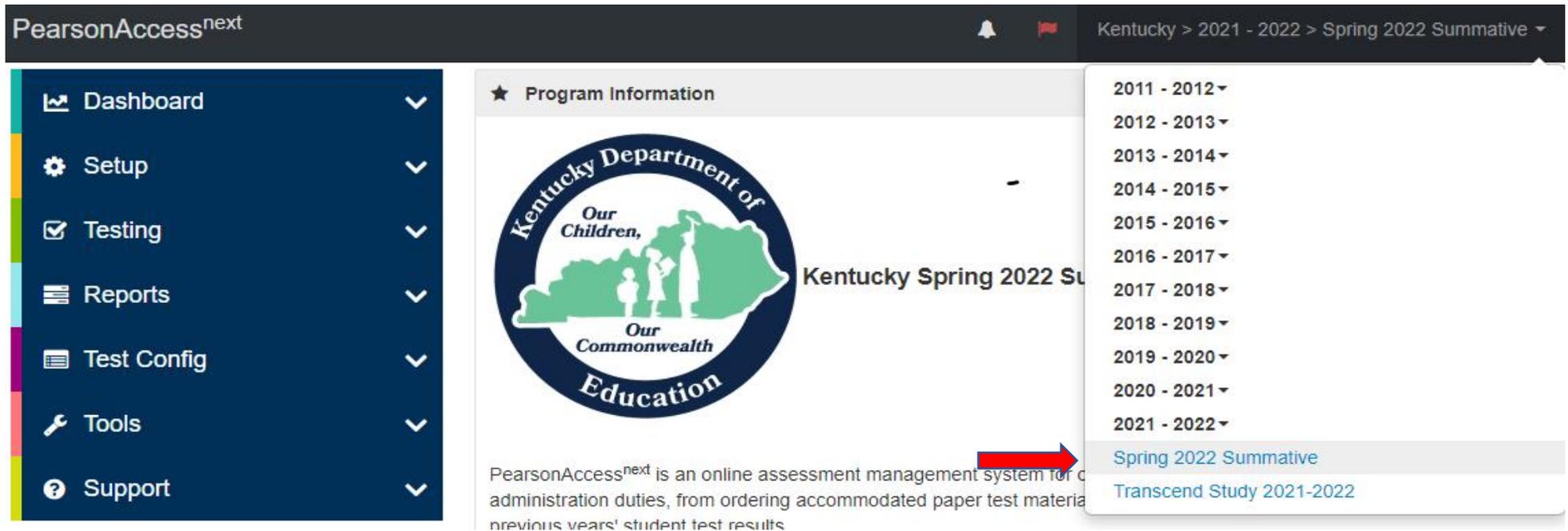
## Student Registration File Layout

Reference	CSV Column	Position		Field Length	Display Name	CSV Header Name	Tool Tip for UI	Placeholder Text for UI	Min Length	Max Length	Required ?	Valid Values
		First	Last									
1	A	1	6	6	Organization	School Code			6	6	Y	Numeric
2	B	7	16	10	State Student Identification Number (SSID)	State Student Identification Number (SSID)			10	10	Y	Alpha, 0-9 and embedded space
3	C	17	26	10	OAA Student ID Number	OAA Student ID Number				10	N	Alphanumeric, blank
4	D	27	61	35	Student Last Name	Last Name				35	Y	A-Z, a-z, hyphens, apostrophe, spaces
5	E	62	96	35	Student First Name	First Name				35	Y	A-Z, a-z, hyphens, apostrophe, spaces
6	F	97	131	35	Student Middle Name	Middle Name				35	N	A-Z, a-z, hyphens, apostrophe, spaces
7	G	132	139	8	DOB	DOB			8	8	Y	Numeric, 0-9 Format is Month, Day, Year (MMDDCCYY) Month - values 01-12 Day - values 01-31 Valid value for Year (CCYY)
8	H	140	140	1	Gender	Gender				1	N	M, F, blank
9	I	141	142	2	Grade	Grade				2	Y	03, 04, 05, 06, 07, 08, 10, 11
10	J	143	150	8		Test Code				8	N	GR03READ - GR08READ, GR10READ GR03MATH - GR08MATH, GR10MATH GR04SCI, GR07SCI, GR11SCI GR05SS, GR08SS, GR11SS GR05ODW, GR08ODW, GR11ODW GR05EM, GR08EM, GR11EM GR35SUR, GR611SUR
11	K	151	151	1	Filler	Filler				1		
12	L	152	152	1	Text to Speech (TTS)	Text to Speech				1	N	Y = Yes blank
13	M	153	153	1	IEP/504 Calculator	IEP/504 Calculator				1	N	Y = Yes blank



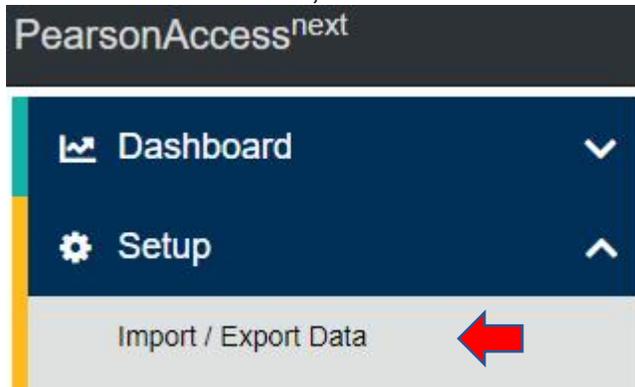
## Section II: Student Registration Export (SRE)

1. Log in to PearsonAccess<sup>next</sup>.
2. Select **Spring 2022 Summative** from the administration dropdown menu at the top of the screen:



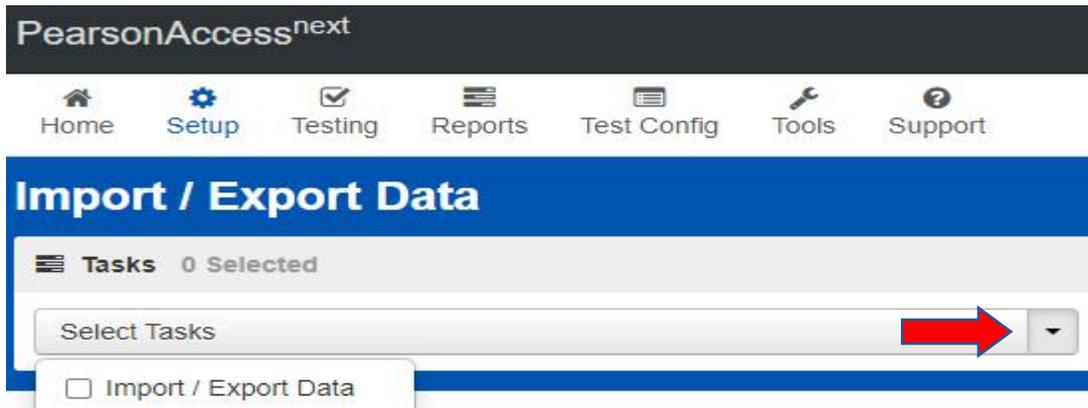
The screenshot shows the PearsonAccess<sup>next</sup> interface. The top navigation bar includes the PearsonAccess<sup>next</sup> logo, a notification bell, a flag icon, and a breadcrumb trail: Kentucky > 2021 - 2022 > Spring 2022 Summative. A left sidebar contains a menu with items: Dashboard, Setup, Testing, Reports, Test Config, Tools, and Support. The main content area is titled "Program Information" and features the Kentucky Department of Education logo with the text "Our Children, Our Commonwealth Education". Below the logo, there is a description of PearsonAccess<sup>next</sup> as an online assessment management system. A dropdown menu is open on the right side of the page, listing years from 2011-2012 to 2021-2022. The "Spring 2022 Summative" option is highlighted in blue, and a red arrow points to it from the main content area.

3. In the **SETUP** section, click on "select an action" dropdown menu, and select **Import/Export Data**.

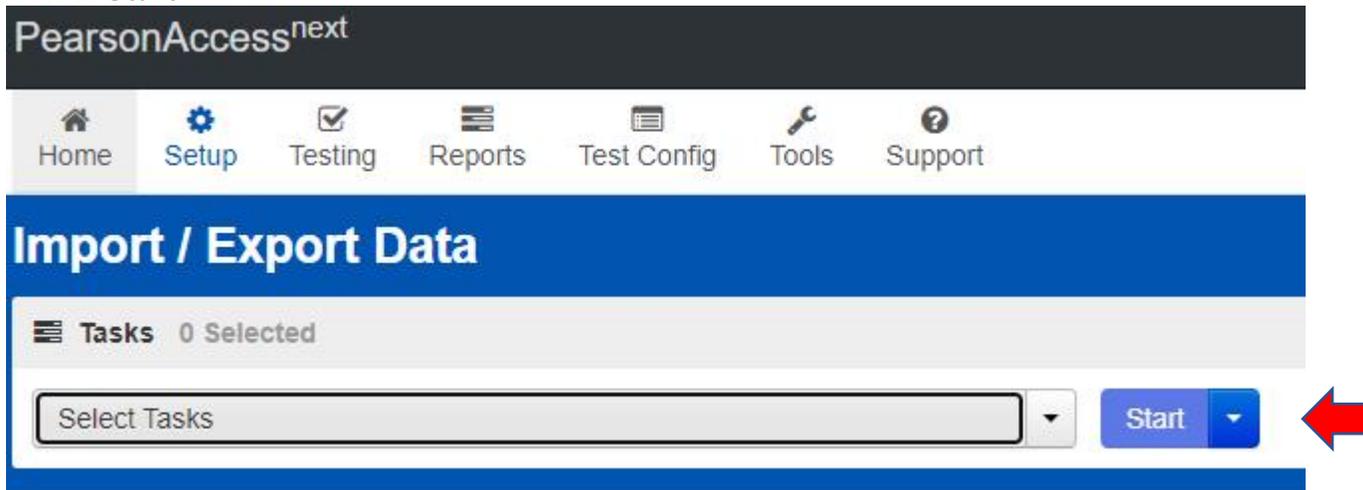


The screenshot shows the PearsonAccess<sup>next</sup> interface with the "Setup" section expanded. The "Setup" menu item is highlighted with a white background and a white upward-pointing arrow. Below the "Setup" menu, the "Import / Export Data" option is visible, and a red arrow points to it from the right.

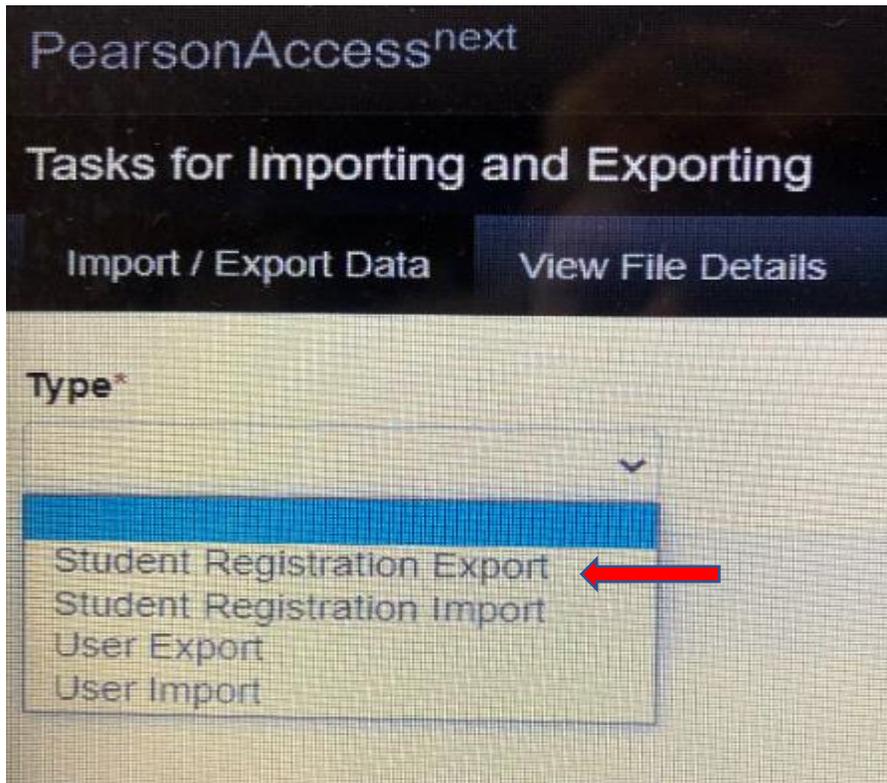
4. In **Select Tasks** dropdown menu, select **Import/Export Data**.



5. Select **Start**.



6. In the **Type** dropdown menu, select **Student Registration Export**.



7. In the **File Layout Type** dropdown menu, select the type of file to be exported (**CSV only**). Leave **Test Status Filter**, **Grade** and **Subject** as they are and select **Process**.

## Tasks for Importing and Exporting

Import / Export Data

View File Details

### Type\*

Student Registration Export

### File Layout Type

CSV

### Test Status Filter

× assign

× testing

### Grade

Select Grade(s) to limit results

### Subject

Select Subject(s) to limit results

Include tests with Do Not Report

Process

Reset

8. The **View File Details** screen will appear after selecting **Process**. This screen will show the processing status. Select the  icon to refresh the screen.

PearsonAccess<sup>next</sup> Kentucky > 2021

Tasks for Importing and Exporting +

Import / Export Data **View File Details**

**FILES (2)**

- Student Registration Export 2021-02-19T13:47:19.124+0000.csv
- Student Registration Export 2021-02-19T16:59:08.292+0000.csv**

**DETAILS**  

**Pending**  
File has been queued for processing

**File Information**

**Type**  
Student Registration Export

**Request Date**  
02/19/2021 10:59:08 AM

**Total Records**

**Organization**  
Kentucky (ky)

**User**  
KyprogramTeam

**No file is available for download**

**Steps**

Step	Message
------	---------

9. After the file processes, the **View File Details** screen will show a **Complete** message, and the number of **Successful Records** will be indicated. The number of **Error Records** processed will also be indicated.

## Tasks for Importing and Exporting

Import / Export Data    View File Details

### FILES (2)

Student Registration Export 2021-02-19T13:47:19.124+0000.csv
Student Registration Export 2021-02-19T16:59:08.292+0000.csv

### DETAILS

**Complete**  
File is ready for download

## File Information

**Type**  
Student Registration Export  
**Request Date**  
02/19/2021 10:59:08 AM  
**Total Records**  
330  
**Successful Records**  
330  
**Error Records**  
0

**Organization**  
Kentucky (ky)  
**User**  
KyprogramTeam

[Download File](#) 

## 10. Download File:

### File Information

**Type**

Student Registration Export

**Request Date**

01/14/2022 11:19:49 AM

**Total Records**

214

**Successful Records**

214

**Error Records**

0

**Organization**

Kentucky (ky)

**User**

INT-KY-PT-GK

[Download File](#) ⓘ

The file will be a CSV file. This will be a file of the students for your district (DAC/school BAC), depending on the person requesting the file.

School Code	State Student Identification Number (SSID)	OAA Stud	Last Name	First Name	Middle Name	DOB	Gender	Grade	Test Code	Filler	Text to Speech	IEP/504 Calculator
562001	6549873101		INT	INTKY LAST STUD CBA		3012011	M	3	GR03MATH			
765412	2022044010		INTLNAMEADDY	INTFNAMEADDY	K	8112017	M	4	GR04READ			
765412	2022030005		INTLNAMEABO	INTFNAMEABO	T	7102017	M	4	GR04SCI			
765412	2022044010		INTLNAMEADDY	INTFNAMEADDY	E	8112017	M	4	GR04MATH			
765412	4444444444		INTLNAMEAAK	INTFNAMEAAK	P	9022015	F	5	GR05READ			
765412	5555555555		INTLNAMEAAK	INTFNAMEAAK	F	9022015	F	5	GR35SUR			
765412	6666666666		INTLNAMEAAK	INTFNAMEAAK	D	9022015	F	5	GR05ODW			
765412	7777777777		INTLNAMEAAK	INTFNAMEAAK	A	9022015	F	5	GR05EM			
765412	8888888888		INTLNAMEAAK	INTFNAMEAAK	E	9022015	F	5	GR05SS			
765412	9999999999		INTLNAMEAAK	INTFNAMEAAK	B	9022015	F	5	GR05MATH			

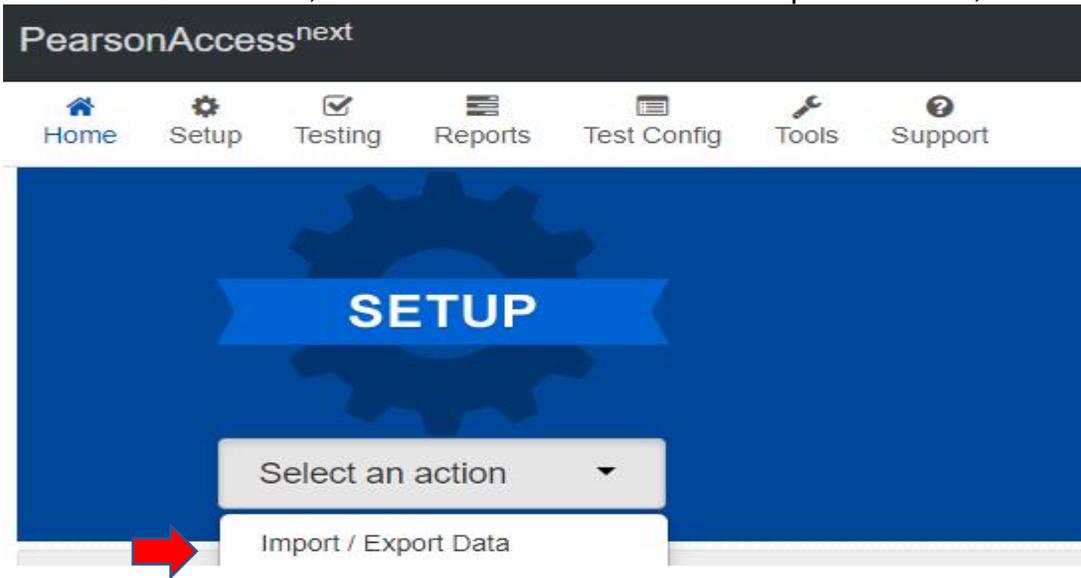
**Note:** Make sure to keep Field Length per template on page 2.

## Section III: Import Updated SRI into PAN

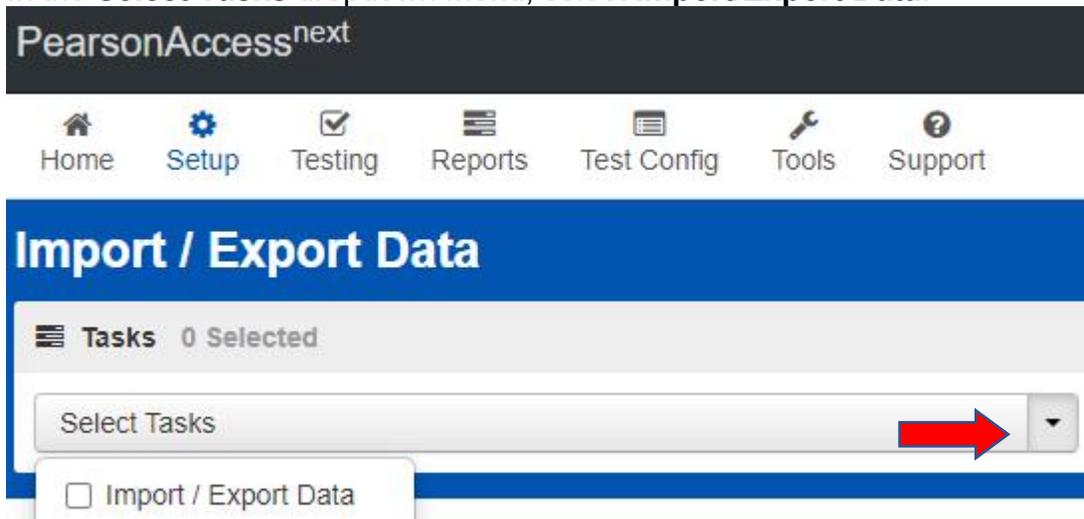
1. For students requiring TTS **and/or** IEP/504 Calculator during the test administrations, place a “Y” in column L for TTS and M for IEP/504 Calculator. Do **NOT** make any updates to the file other than adding the TTS value. Once updates are made save the file as a CSV and perform the following import process to load the file back into PAN.
2. Select the admin from the administration dropdown menu on the top of the screen:

The screenshot displays the PearsonAccessnext interface. On the left is a dark blue navigation sidebar with the following menu items: Dashboard, Setup, Testing, Reports, Test Config, Tools, and Support. The main content area is titled "Program Information" and features the Kentucky Department of Education logo, which includes the text "Our Children, Our Commonwealth" and "Education". To the right of the logo, the text "Kentucky Spring 2022 Su" is partially visible. A dropdown menu is open on the right side of the screen, listing various academic years from 2011-2012 to 2021-2022. The "Spring 2022 Summative" option is highlighted in light blue, and a red arrow points to it from the text below. Below the dropdown menu, the text "PearsonAccessnext is an online assessment management system for c" and "administration duties, from ordering accommodated paper test materia" is partially visible.

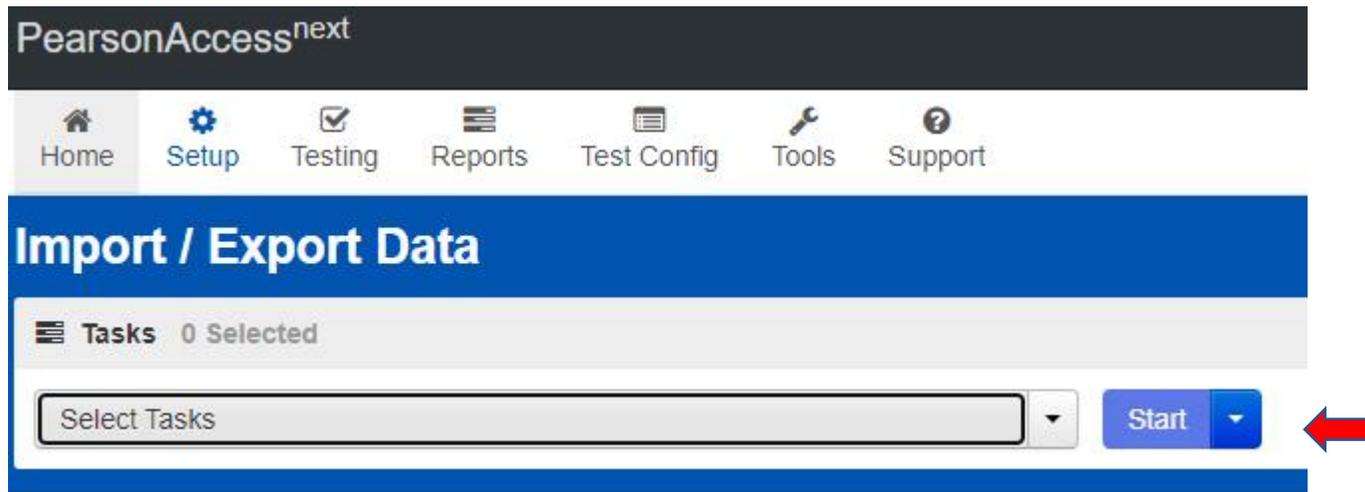
3. In the **SETUP** section, click on the “select an action” dropdown menu, and then select **Import/Export Data**.



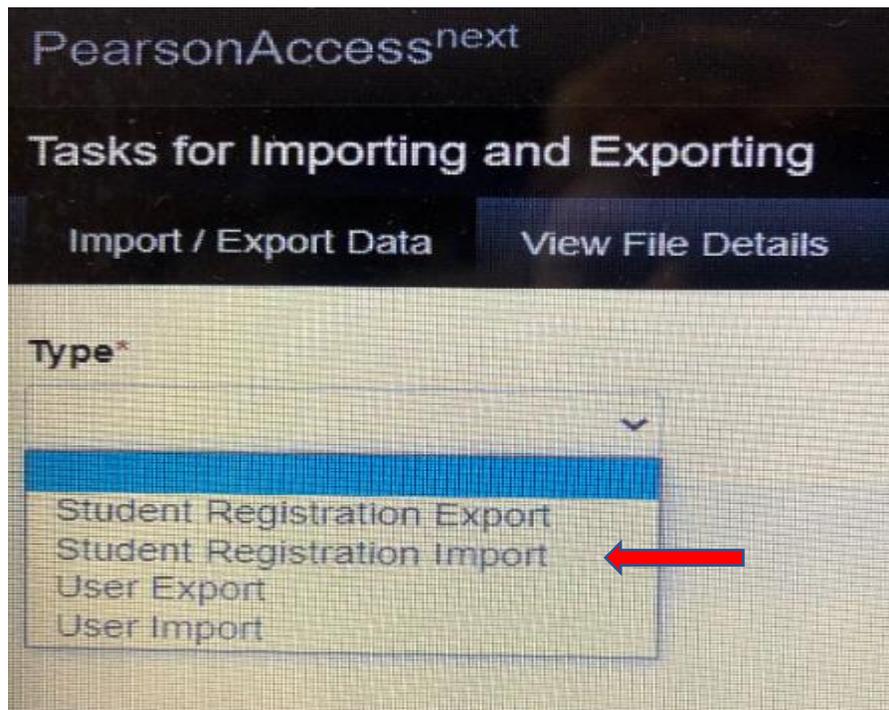
4. In the **Select Tasks** dropdown menu, select **Import/Export Data**.



5. Select **Start**.



6. In the **Type** dropdown menu, select **Student Registration Import**.



7. In the **File Layout Type** dropdown menu, select the type of file to be imported (**CSV only**). Do **NOT** select auto-create or modify student online testing. **Choose File** updated with TTS **and/or** IEP/504 Calculator, select **Process**.

### Tasks for Importing and Exporting + Add Task

Import / Export Data    View File Details

**Type\***  
Student Registration Import

**File Layout Type**  
CSV

Don't auto-create Test Sessions for online testing  
*Note: If this test administration is set to auto-create test sessions but you do not want test sessions created from this import, check the box above.*

Don't modify student tests  
*Note: This import modifies students, student registrations and student tests. If you don't want student tests modified, check the box above.*

**Source File**                      **Additional e-mails**

No file chosen                     

Ignore Error Threshold

8. The **View File Details** screen will appear after selecting **Process**. This screen will show the processing status. Select the  icon to refresh the screen. There will be multiple status messages that can display.

**Details** 

**Pending**

File has been queued for processing

**Details** 

**Processing**

File is currently being processed

**Details** 

**Complete**

Saved information for all records in the file

9. After the file processes, the **View File Details** screen will show a **Complete** message, and the number of **Successful Records** will be indicated. The number of **Error Records** processed will also be indicated.

The screenshot shows the 'Tasks for Importing and Exporting' interface. The 'View File Details' tab is active. Under 'FILES (1)', the file 'SRI 20210219.csv' is listed. The 'DETAILS' section shows a green 'Complete' status with the message 'Saved information for all records in the file.' Below this is the 'File Information' section, which includes the following details:

<b>Type</b>	Student Registration Import	<b>Organization</b>	SCM DEMO KY MIDDLE (757002)
<b>Name</b>	SRI 20210219.csv	<b>User</b>	KyprogramTeam
<b>Request Date</b>	02/19/2021 02:34:57 PM	<b>Download File</b>	
<b>Total Records</b>	7		
<b>Successful Records</b>	7		
<b>Error Records</b>	0		

10. If there are errors, they will be displayed at the bottom of the screen, there is an option to download an error records file, this file contains all records in error, correct the errors and use this file to import the updated file via the SRI.

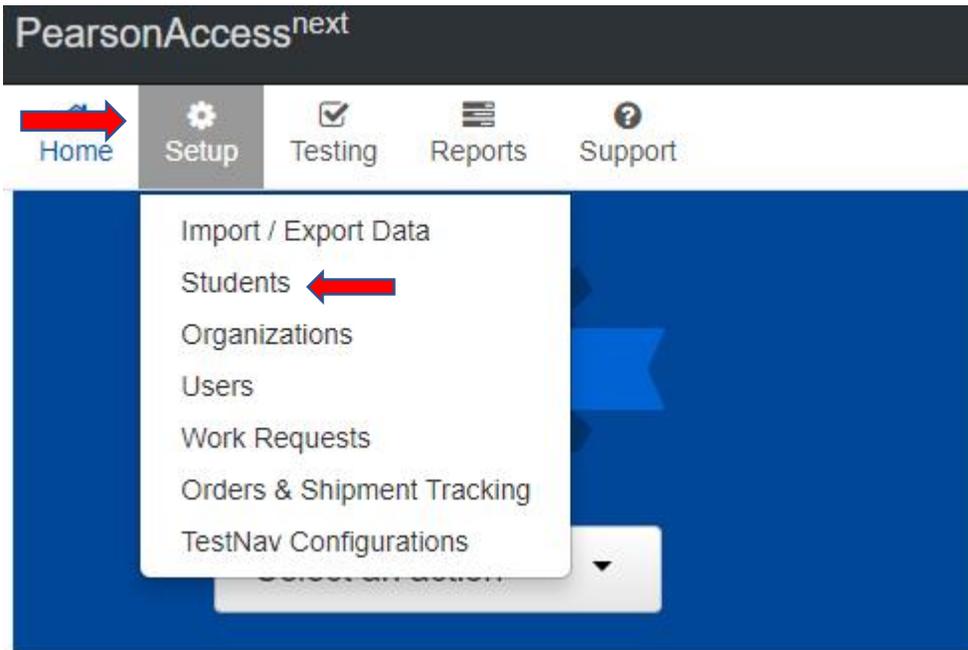
**Helpful Hint:** The records without errors will be imported into PearsonAccess<sup>next</sup>. Records with errors will need to be corrected and re-imported into PearsonAccess<sup>next</sup>. As instructed above use the error records file to correct/update and reload as an SRI.

# Section IV: Adding TTS and/or IEP/504 Calculator to Individual Student Records Through the User Interface (UI)

1. Login to PearsonAccess<sup>next</sup>.
2. Select the admin from the administration dropdown menu on the top of the screen:

The screenshot displays the PearsonAccess<sup>next</sup> interface. On the left is a dark blue navigation sidebar with the following items: Dashboard, Setup, Testing, Reports, Test Config, Tools, and Support. The main content area is titled "Program Information" and features the Kentucky Department of Education logo, which includes the text "Our Children, Our Commonwealth" and "Education". To the right of the logo, the text "Kentucky Spring 2022 Su" is partially visible. Below the logo, a red arrow points to a dropdown menu that lists years from "2011 - 2012" to "2021 - 2022". The "Spring 2022 Summative" option is highlighted in light blue, and "Transcend Study 2021-2022" is also visible below it. The top of the page shows the PearsonAccess<sup>next</sup> logo, a notification bell, a flag icon, and a breadcrumb trail: "Kentucky > 2021 - 2022 > Spring 2022 Summative".

3. Select **Setup** and then from the dropdown menu select **Students**.



4. The Students screen will appear. Key in the SSID in the **SSID** box and click search. Once student appears, **Select** the box in front of the SSID for the student and click **All Tasks**.

The screenshot shows the 'Students' interface. At the top, there is a 'Tasks' section with '0 Selected' and a 'Start' dropdown menu. Below this is a search bar with the text 'Student Last Name starts with' and a 'Search' button. To the right of the search bar, a dropdown menu is open, showing options: 'All Tasks' (highlighted with a red arrow), 'Create / Edit Students', and 'Registration'. On the left side, there is a 'Filters' section with a 'Clear Hide' link. Under 'Filters', there is a checkbox for 'Across All Organizations'. Below that is a section for 'Pearson Student Id Number' with a 'Starts with' input field. At the bottom of the filters is a section for 'State Student Identification Number (SSID)' with an input field containing '5555555555' (highlighted with a red arrow). On the right side, there is a table with '1 Result'. The table has columns for 'State Student Identification Number (SSID)\*' and 'Student'. The first row has a checked checkbox, the SSID '5555555555' (highlighted with a red arrow), and the student name 'SCMFI'.

State Student Identification Number (SSID)*	Student
<input checked="" type="checkbox"/> 5555555555	SCMFI

5. The following screens are called User Interface (UI). Click **Manage Student Tests**.

**Tasks for Students**

Create / Edit Students   Register Students   **Manage Student Tests**   Manage Enrollments

**STUDENTS (1)**

+ Create Students

SCMFIVE, SCMECHO (9366447283)

**DETAILS**

SCMFIVE, SCMECHO (9366447283)

**Organization\***

x SCM DEMO KY MIDDLE (757002)

**State Student Identification Number (SSID)\***

5555555555

**Pearson Student Id Number\***

9366447283

**Student Last Name\***

SCMFIVE

6. The next screen shows a grade 5 student. Grade 5 students will be tested in Reading, Mathematics, Social Studies, Editing and Mechanics, and On-Demand Writing. The student's IEP or 504 Plan will determine if TTS is to be marked for one or all subjects and IEP/504 Calculator for mathematics.

If TTS is to be added, click on both the Test to Speech box and the TTS Form 1 Flag box, click **SAVE**.

If the IEP/504 Calculator is to be added, click the box in front of IEP/504 Calculator, click **SAVE**.

#### STUDENT TESTS (6)

<a href="#">+ Create Student Tests</a>	
INTLNAMEABA, INTFNAMEABA INTMNAMEABA (0556796183)	
Grade 5 Editing & Mechanics	Assigned
<b>Grade 5 Mathematics</b>	<b>Assigned</b>
Grade 5 On-Demand Writing	Assigned
Grade 5 Reading	Assigned
Grade 5 Social Studies	Assigned
Grades 3-5 Survey	Assigned

#### TEST DETAILS

INTLNAMEABA, INTFNAMEABA INTMNAMEABA (0556796183)[Save](#) [Reset](#)

Grade 5 Mathematics [Show Student Details](#)  
[Show Audit Trail](#)

Assigned

Organization\* Group Name

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Status\* Type\*  Do Not Report

Do Not Report Reason

IEP/504 Calculator Test Administrator

**Text to Speech**

Check BOTH boxes if Text to Speech (TTS) is needed for this student.

Text to Speech (TTS)

TTS Form 1 Flag

7. To check if TTS and /or IEP/504 Calculator has been applied to a student record, verify in the UI or there is an indicator icon (TTS and/or CALC) in the session list of students:

**STUDENT TESTS (6)**

[+ Create Student Tests](#)

INTLNAMEABA, INTFNAMEABA INTMNAMEABA (0556796183)

- Grade 5 Editing & Mechanics Assigned
- Grade 5 Mathematics Assigned
- Grade 5 On-Demand Writing Assigned
- Grade 5 Reading Assigned
- Grade 5 Social Studies Assigned
- Grades 3-5 Survey Assigned

**TEST DETAILS**

INTLNAMEABA, INTFNAMEABA INTMNAMEABA (0556796183) [Save](#) [Reset](#)

Grade 5 Mathematics [Show Student Details](#)  
[Show Audit Trail](#)

Assigned

Organization\* Group Name

INTKYNEWORG D1S13 (765413) Select

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Status\* Type\*  Do Not Report

Assignment Online Do Not Report Reason

IEP/504 Calculator Test Administrator [Text Box]

IGNORE

**Text to Speech**

Check BOTH boxes if Text to Speech (TTS) is needed for this student.

Text to Speech (TTS)

TTS Form 1 Flag

OR

In the **Student in Sessions** the students are listed. To the right of the **Pearson Student Id Number** the “TTS Form 1” and the “Calc” which indicates students in the sessions that have the TTS and IEP/504 Calculator accommodation.

1 Results

<input type="checkbox"/>	Pearson Student Id Number	Last Name	First Name	Middle Name	Username	Se
<input type="checkbox"/>	1516964997 <span style="font-size: small;"> ⓘ TTS Calc Form1</span>	INTLNAMEACW	INTFNAMEACW	W	7356205815	○ I (Gr Ma

**NOTE: TTS must be added to a student record before adding the student to a session.**

# Section V: Removing TTS from Student Record in UI

1. Login to PearsonAccess<sup>next</sup>.
2. Select the admin from the administration dropdown menu on the top of the screen:

The screenshot shows the PearsonAccess<sup>next</sup> interface. On the left is a dark blue sidebar with navigation options: Dashboard, Setup, Testing, Reports, Test Config, Tools, and Support. The main content area is titled "Program Information" and features the Kentucky Department of Education logo with the text "Our Children, Our Commonwealth" and "Education". To the right of the logo, the text "Kentucky Spring 2022 Su" is partially visible. At the top right, a breadcrumb trail reads "Kentucky > 2021 - 2022 > Spring 2022 Summative". A dropdown menu is open, listing years from "2011 - 2012" to "2021 - 2022". The "Spring 2022 Summative" option is highlighted in grey, and a red arrow points to it from the text below. Below the dropdown, the text "PearsonAccess<sup>next</sup> is an online assessment management system for c administration duties, from ordering accommodated paper test materia" is partially visible.

3. Select **Setup** and then from the dropdown menu, select **Students**.

PearsonAccess<sup>next</sup>

- Dashboard
- Setup** ←
- Import / Export Data
- Students ←
- Classes
- Organizations
- Users

★ Program Information



The logo for the Kentucky Department of Education is circular with a blue border. Inside the border, the text "Kentucky Department of Education" is written in white. In the center, there is a gold silhouette of the state of Kentucky. Inside the silhouette, the words "Our Children," are written in white at the top, and "Our Commonwealth" is written in white at the bottom. In the middle of the silhouette, there are three white figures: a child, a woman, and a man.

4. The **Students** screen will appear. Key in the SSID for the student(s) that need to have TTS **and/or** IEP/504 Calculator removed in the **SSID** box and click search. Once student(s) appear, **Select** the box in front of the SSID for the student(s), click the **Start Dropdown** and click **All Tasks**.

The screenshot shows the 'Students' interface. At the top, there is a 'Tasks' section with '0 Selected' and a 'Start' dropdown menu. The 'Start' dropdown is open, showing options: 'All Tasks' (highlighted with a red arrow), 'Create / Edit Students Registration', and 'Registration'. Below this is a search bar with the text 'Find Students by Ignoring 2021 Assessments Registrations'. The search input field contains 'Student Last Name starts with' and a 'Search' button. To the left, there are filter sections: 'Filters' with a 'Clear Hide' link, 'Across All Organizations' (unchecked), 'Pearson Student Id Number' with a 'Starts with' input field, and 'State Student Identification Number (SSID)' with an input field containing '555555555' (highlighted with a red arrow). On the right, a table shows '1 Result' with columns 'State Student Identification Number (SSID)\*' and 'Student'. The table contains one row with a checked checkbox, the SSID '555555555', and the student name 'SCMFI' (highlighted with a red arrow).

State Student Identification Number (SSID)*	Student
<input checked="" type="checkbox"/> 555555555	SCMFI

5. The following screens are called User Interface (UI). Click **Manage Student Tests**.

**Tasks for Students**

Create / Edit Students   Register Students   **Manage Student Tests**   Manage Enrollments

**STUDENTS (1)**

+ Create Students

INTLNAMEABA, INTFNAMEABA INTMNAMEABA  
(0556796183)

**DETAILS**

INTLNAMEABA, INTFNAME

Organization\*

\* INTKYNEWORG D1S13  
(765413)

State Student Identification Number (SSII)

2022050003

Pearson Student Id Number\*

0556796183

Student Last Name\*

INTLNAMEABA

Student First Name\*

INTFNAMEABA

Student Middle Name

INTMNAMEABA



6. This next screen shows the student(s) and their assigned tests. Click the subject, remove the checkmarks from the Text to Speech, TTS Form 1 for TTS, and the check box in front of the IEP/504 Calculator Flag boxes, and click **SAVE**. Repeat for each subject to remove TTS from all subjects.

STUDENT TESTS (6)

<a href="#">+ Create Student Tests</a>	
INTLNAMEABA, INTFNAMEABA INTMNAMEABA (0556796183)	
Grade 5 Editing & Mechanics	Assigned
<b>Grade 5 Mathematics</b>	Assigned
Grade 5 On-Demand Writing	Assigned
Grade 5 Reading	Assigned
Grade 5 Social Studies	Assigned
Grades 3-5 Survey	Assigned

TEST DETAILS

INTLNAMEABA, INTFNAMEABA INTMNAMEABA (0556796183) Save Reset

Grade 5 Mathematics Show Student Details  
Show Audit Trail

Assigned

Organization\*  x Group Name

Status\*  Type\*  x  Do Not Report

Do Not Report Reason

IEP/504 Calculator  Test Administrator

**Text to Speech**  
Check BOTH boxes if Text to Speech (TTS) is needed for this student.

Text to Speech (TTS)

TTS Form 1 Flag