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

Spring 2024 Kentucky Summative Assessments (KSA)

The purpose of this document is to provide instructions to export the Student Registration Export (SRE) data file, add TTS, IEP/504 Calculator value (Y) to the data file, add Class name and/or add a Test Administrator and upload the updated Student Registration Import (SRI) data file into PearsonAccess^{next} (PAN). The student data in PAN was provided by the Kentucky Department of Education (KDE) from an Infinite Campus pull on March 18, 2024. DACs and BACs will not have access to the student data until March 25, 2024.

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 4-9) provides step by step instructions to pull an SRE from PAN.

Section III (pages 10-15) provides step by step instructions to import the SRI into PAN. This section 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, adding Test Administrator And/or the Class Name.

TTS must be added to the student(s) record before adding the student(s) to a session.

Section IV (pages 16-21) shows how to add TTS and/or IEP/504 Calculator and Test Administrator, to an individual student record using the User Interface (UI) in PAN.

Section V (pages 22-26) provides step by step instructions on how to remove the TTS **and/or** IEP/504 Calculator flag and Test Administrator 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; from that file indicate students that are to receive the TTS **and/or** the IEP/504 Calculator accommodations. It will also allow them to add a Test Administrator, and the Class Name.

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 do not already have the 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: Use the SRE to add the TTS and the IEP/504 Calculator accommodation for those students who do not already have the accommodation set. Test Administrator and Class Name may also be added on the SRI.

Student Registration File Layout

Refe renc	CSV Colum	Display Name	CSV Header Name	Tool Tip for UI	Placeholder Text for UI	Min Length	Max Length	Required	Valid Values
1	A	Organization	School Code			6	6	Y	Numeric
2	В	State Student Identification Number (SSID)	State Student Identification Number (SSID)			10	10	Ŷ	Alpha, 0-3 and embedded space
3	c	OAA Student ID Number	OAA Student ID Number		5/		10	N	Alphanumeric, blank
4	D	Student Last Name	Last Name		1		35	Y	A-Z, a-z, hyphens, apostrophe, spaces
5	E	Student First Name	First Name	1			35	Ŷ	A-Z, a-z, hyphens, apostrophe, spaces
6	F	Student Middle Name	Middle Name		<u></u>		35	N	A-Z, a-z, hyphens, apostrophe, spaces
7	G	DOB	DOB			8	8	Ŷ	Numeric, 0-9 Format is Month, Day ,Year (MMDDCCYY) Month - values 01 - 12 Day - values 01 - 31 Valid value for Year (CCYY)
8	н	Gender	Gender	1		-	1	N	M, F, blank
9	1	Grade	Grade	1		1	2	Ŷ	03, 04, 05, 06, 07, 08, 10, 11
10	18	<do display="" in="" not="" ui=""></do>	Test Code				8	N	GR03READ - GR08READ, GR10READ GR03MATH - GR08MATH, GR10MATH GR04SCI, GR07SCI, GR11SCI GR05SS, GR08SS, GR11SS GR05ODW, GR08ODW, GR110DW GR05EM, GR08EM, GR11EM GR35SUR, GR611SUR
11	K	Filler	Filler			1	1	() ()	
12	L	Text to Speech (TTS)	Text to Speech				1	N	Y = Yes blank
13	м	IEP/504 Calculator	IEP/504 Calculator				1	N	Y = Yes blank
14	N	Test Administrator	Test Administrator				35	N	Alphanumeric
15	0	Class Name	Class Name	This field can be used to add students to test sessions by groups (i.e. Class Name) through the UI. Students and tests are registered to a Class.			45	N	A-Z, a-z, 0-3 -'.() % / + Space Blank

SRE/SRI Template

School Code	SSID	OAA Student ID	Last Name	First Name	Middle Name	DOB	Gender	Grade	Test Code	Filler	Text to Speech	IEP/504 Calculator	Test Administrator	Class Name
111 1											for an and the second second			·
			92. (2) 20 - 20							5. 17				
			2 C				-			×				
			89 97 74		l. l.									
			0 0 							0X			· · · · · · · · · · · · · · · · · · ·	
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			Ne 97. 74 - 83											
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	2									2				
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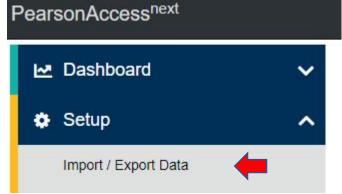
The only editable columns for an SRI are the Text to Speech, IEP/504 Calculator. Test Administrator, and Class Name.

Section II: Student Registration Export (SRE)

- 1. Log in to PearsonAccess^{next}.
- 2. Select **Spring 2024 Summative** from the administration dropdown menu at the top of the screen:



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



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

A Home	Setup	Testing	Reports	Test Config	Tools	8 Support	
npo	rt / Ex	port D	Data				
mpo	rt / Ex	port D	oata				
	rt / Ex s 0 Sele		ata				
)ata				

5. Select Start.

Pearso	nAcces	ss ^{next}						
A Home	¢ Setup	⊠ Testing	Reports	Test Config	Tools	0 Support		
Impo	rt / Ex	port D	ata					
📰 Task	s O Sele	cted						
Select	Tasks] ▼ Star	t 🔽 🔶

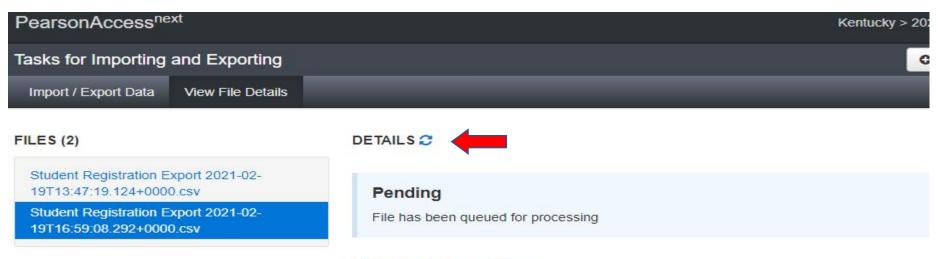
6. In the **Type** dropdown menu, select **Student Registration Export**.

Tasks for Importing	and Exporting
Import / Export Data	View File Details
Гуре*	
Гуре*	←

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 Ex	kport 🗸
File Layout Type	
CSV	
Test Status Filter	
× assign × testing	
Grade	
Select Grade(s) to limit r	results
Subject	
Select Subject(s) to limit	t results
Include tests with Do N	Not Report
Process Reset	

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



File Information

Туре	Organization
Student Registration Export	Kentucky (ky)
Request Date	User
02/19/2021 10:59:08 AM	KyprogramTeam
Total Records	
	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)	DETAILS
Student Registration Export 2021-02- 19T13:47:19.124+0000.csv	Complete
Student Registration Export 2021-02- 19T16:59:08.292+0000.csv	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

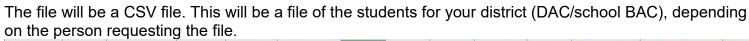
Download File 0

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 ①



	N				12 C								17 No. 18 No.	
School Code	SSID	OAA Student ID	Last Name	First Name	Middle Name	DOB	Gender	Grade	Test Code	Filler	Text to Speech	IEP/504 Calculator	Test Administrator	Class Name
757003	96881	1	STUDENT	NEW		20120823	F	10	GR10READ		fature and materia			·
757003	91228		STUDENT	NEW		20120823	F	10	GR10READ	5				
757003	56215		STUDENT	NEW		20120823	F	10	GR10READ					
757003	83135		STUDENT	NEW		20120823	F	10	GR10READ					
757003	55463		STUDENT	NEW		20120823	F	10	GR10READ				2	
757003	65206		STUDENT	NEW		20120823	M	10	GR10READ					
757003	63178		STUDENT	NEW		20120823	F	10	GR10READ	22. 				
757003	30417		STUDENT	NEW		20120823	M	10	GR10READ	2				
757003	6977		STUDENT	NEW		20120823	F	10	GR10READ					
757003	75124		STUDENT	NEW		20120823	F	10	GR10READ	5				
757003	10809		STUDENT	NEW		20120823	F	10	GR10READ					
757003	42453		STUDENT	NEW		20120823	F	10	GR10READ					
757003	92622		STUDENT	NEW		20120823	M	10	GR10READ				2	
757003	7980		STUDENT	NEW		20120823	F	10	GR10READ					
757003	33617		STUDENT	NEW		20120823	M	10	GR10READ	2	12		()	
757003	45276		STUDENT	NEW		20120823	M	10	GR10READ					
757003	53693		STUDENT	NEW		20120823	M	10	GR10MATH					

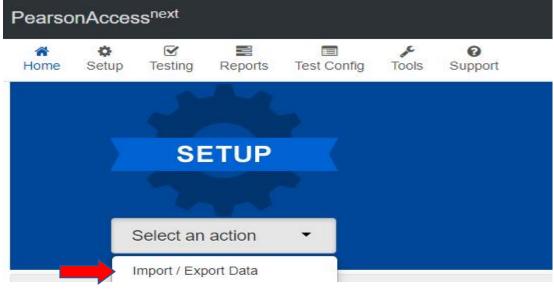
Note: Make sure to keep Field Length per the template on page 2.

Section III: Import Updated SRI into PAN

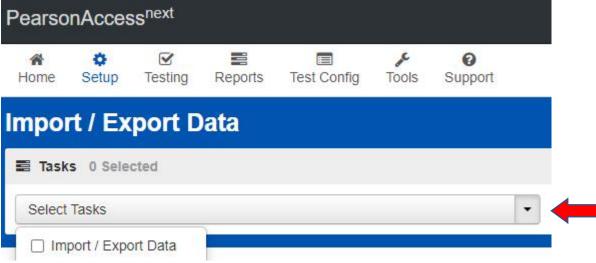
- 1. For students requiring TTS **and/or** IEP/504 Calculator during the test administrations, place a "Y" in column L for TTS and "M" for IEP/504 Calculator. Adding Class Name can be a descriptive name, Grace GR5 RDG, it is to the discretion of the person creating the Class Name for the naming convention. Test Administrator may be added at this time also. 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:

PearsonAccess ^{next}		A 💆	Kentucky > 2023 - 2024 > Spring 2024 Summative -
🗠 Dashboard	✓ Program Information	i (2011 - 2012 -
🌣 Setup	×		2012 - 2013 - 2013 - 2014 -
☑ Testing			2014 - 2015 - 2015 - 2016 -
≣ Reports	Ŷ ŶŶŶ	Kentucky Spring 2024 Summative	2016 - 2017 - 2017 - 2018 -
Test Config	Kentucky Departmer		2018 - 2019 - 2019 - 2020 -
✓ Tools	×		2020 - 2021 - 2021 - 2022 -
	PearsonAccess ^{next} is an o	nline assessment management system for online and paper testing. With PearsonAccess ^{next} authorized users t test session, adding student to sessions, and view current and previous years' student test results.	2022 - 2023 -
Support			2023 - 2024 - Spring 2024 Summative

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



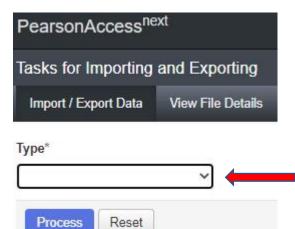
4. In the Select Tasks dropdown menu, select Import/Export Data.



5. Select Start.

A Home	¢ Setup	☑ Testing	Reports	Test Config	Tools	0 Support	
Home	Octup	resting	Reports	icst coning	10013	Support	
Impo	t/Ex	port D	ata				
Impo	t/Ex	port D	ata				
			ata				
	t / Ex		ata				

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 Expor	ting	O Add Task
Import / Export Data View File D	etails	_
ſype*		
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 crea	ted from this import, check the box abo
Don't modify student tests		
Note: This import modifies studer	ts, student registrations and student tests. If you don't want student te	sts modified, check the box above.
Source File	Additional e-mails	
	Additional e-mails Enter a valid e-mail address	
Source File Choose File No file chosen		

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

Tasks for Importing a	nd Exporting		
Import / Export Data	View File Details		
FILES (1)	DE	TAILS 😂	
SRI 20210219.csv		Complete Saved information for all records in the file.	
	Fi	ile Information	
	Nai S	tudent Registration Import me RI 20210219.csv	Organization SCM DEMO KY MIDDLE (757002) User KyprogramTeam
	0: Tot 7 Suc 7	ror Records	Download File ()

10. If there are errors, they will be displayed at the bottom of the screen where 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.

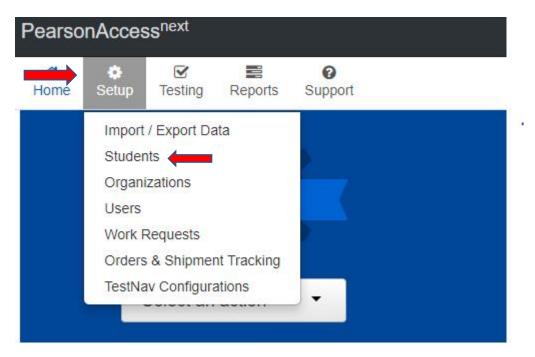
Helpful Hint: The records without errors will be imported into PearsonAccess^{next}, records with errors will need to be corrected and re-imported into PearsonAccess^{next}. As instructed above, use the error records file to correct/update and reload as an SRI.

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

- 1. Login to PearsonAccess^{next}.
- 2. Select the admin from the administration dropdown menu on the top of the screen:



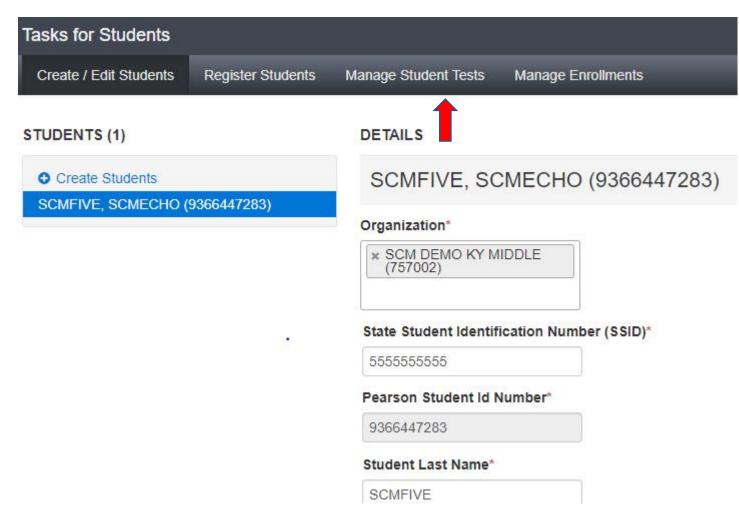
3. Select **Setup** and then from the dropdown menu select **Students**.



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**.

Students		
Tasks 0 Selected		🔳 Stud
Select Tasks	 ✓ Start 	Manag
	All Tasks	-
Find Students by Ignoring 2021 Assessments	Registrations - Create / Edit Stud	lents
Student Last Name starts with	Q Search - Registration	
Filters Clear Hide	1 Result	
Across All Organizations		
Pearson Student Id Number	State Student Identification Number (SSID)*	Studer
Starts with	555555555	SCMFI
State Student Identification Number (SSID)		
5555555555		

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



6. The next screen shows a grade 5 student. Grade 5 students will test 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.

If a Test Administrator is to be added, add it in the Test Administrator box below. This is a 35-character field.

STUDENT TESTS (5)		TEST DETAILS				
• Create Student Tests		STUDENT, NEW (2	2431714985)			Save Reset
X STUDENT, NEW (2431714985)		Grade 5 Editing and Mechan				Show Student Details
Grade 5 Editing and Mechanics	Assigned		lics			Show Student Details O Show Audit Trail
Grade 5 Mathematics	Assigned	Assigned				
Grade 5 On-Demand Writing	Assigned	Organization*		Class Name 0		
Grade 5 Reading	Assigned	SCM DEMO KY ELEM (757)	001) × ×	Select	×	
Grade 5 Social Studies	Assigned					
		Test Status*	Type*		Do Not Report	
		Assigned	✓ Online	× *	Do Not Report Reason	
		✓ IEP/504 Calculator	Test Admin	Test Administrator		
			SMITH GR	5 E&M		
		Text to Speech Check BOTH boxes if Text to Text to Speech (TTS)	o Speech (TTS) is ne	eded for this student.		

🗹 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 below:

STUDENT TESTS (5)		TEST DETAILS				
• Create Student Tests		STUDENT, NEW (2431714985)			Save Reset	
X STUDENT, NEW (2431714985)		Crade 5 Editing and Machanica				Show Student Details
Grade 5 Editing and Mechanics	Assigned	Grade 5 Editing and Mechanics				 Show Student Details Show Audit Trail
Grade 5 Mathematics	Assigned					
Grade 5 On-Demand Writing	Assigned	Organization*		Class Name 0		
Grade 5 Reading	Assigned	SCM DEMO KY ELEM (757001)	x v	Select	¥	
Grade 5 Social Studies	Assigned					
		Test Status* Assigned ✓ IEP/504 Calculator	Type* Online Test Adminis SMITH GR5		Do Not Report Do Not Report Reason	
	=	Text to Speech Check BOTH boxes if Text to Speech Image: Check BOTH boxes if Text to Speech (TTS) Image: Check BOTH boxes if Text to Speech (TTS) Image: Check BOTH boxes if Text to Speech (TTS) Image: Check BOTH boxes if Text to Speech (TTS) Image: Check BOTH boxes if Text to Speech (TTS)	eech (TTS) is nee	ded for this student.		

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	1 Results							
	Pearson Student Id Number	Last Name	First Name	Middle Name	Username	See		
	1516964997 3 TTS Calc Form1	INTLNAMEACW	INTFNAMEACW	W	7356205815	O I (Gr Ma		

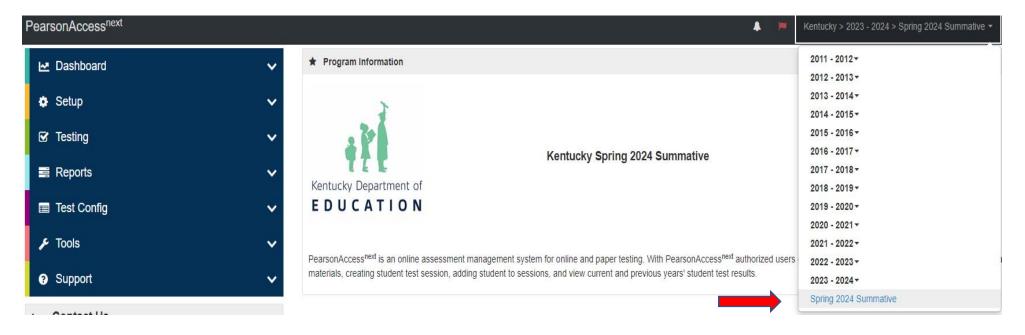
NOTE: TTS must be added to a student record before adding the student to a session.

OR

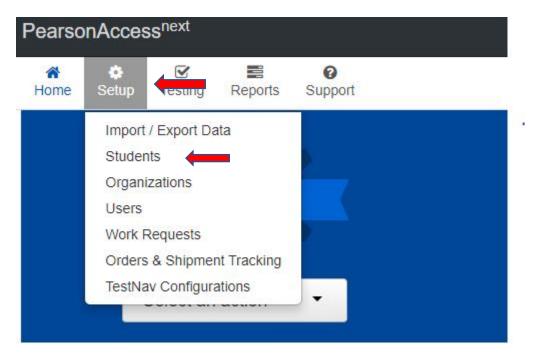
Student Test Update in the Import/Export Data screen. Data can be viewed but not updated and imported.

Section V: Removing TTS from Student Record in UI

- 1. Login to PearsonAccess^{next}.
- 2. Select the admin from the administration dropdown menu on the top of the screen:



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



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**.

Students		
Tasks 0 Selected		Stud
Select Tasks	▼ Start ▼	Manag
	All Tasks 🔶	_
Find Students by Ignoring 2021 Assessments Student Last Name starts with	Create / Edi	
Student Last Name stans with	Q Search - Registration	
Filters Clear Hide	1 Result	
Across All Organizations		
Pearson Student Id Number	State Student Identification Number (SSI	D)* Studer
Starts with	555555555	SCMFI
State Student Identification Number (SSID)	•	
the second se		

5. In the UI, Click Manage Student Tests.

Create / Edit Students	Register Students	Manage Student Tests Manage Enrollments
	5	
STUDENTS (1)		DETAILS
Create Students		INTLNAMEABA, INTFNAM
INTLNAMEABA, INTFN	AMEABA INTMNAMEA	NBA I
(0556796183)		Organization*
		* INTKYNEWORG D1S13 (765413)
		State Student Identification Number (SS
		2022050003
		Pearson Student Id Number*
		0556796183
		Student Last Name*
		INTLNAMEABA
		Student First Name*
		INTENAMEABA
		Student Middle Name
		INTMNAMEABA

6. The screen below 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/or the check boxes in front of the IEP/504 Calculator Flag, and click **SAVE**. Repeat for each subject to remove the accommodation from all subjects.

STUDENT TESTS (5)		TEST DETAILS				
• Create Student Tests		STUDENT, NEW (2431714985)				Save Reset
X STUDENT, NEW (2431714985)		Crede 5 Edition and Machanian				Charu Chudeat Dataile
Grade 5 Editing and Mechanics	Assigned	Grade 5 Editing and Mechanics				 Show Student Details Show Audit Trail
Grade 5 Mathematics	Assigned	Assigned				
Grade 5 On-Demand Writing	Assigned	Organization*		Class Name 0		
Grade 5 Reading	Assigned	SCM DEMO KY ELEM (757001)	× ×	Select		
Grade 5 Social Studies	Assigned			·		
		Test Status* Assigned ✓ ✓ IEP/504 Calculator	Type* Online Test Adminis		Do Not Report	
		Text to Speech Check BOTH boxes if Text to Speec ✓ Text to Speech (TTS) ✓ TTS Form 1 Flag				