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

Student Registration Export/Import for adding students to Class

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. DACs and BACs will not have access to the student data until the opening of the testing administration. See the **Important Dates** tab in the [Kentucky Portal](#) for details.

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

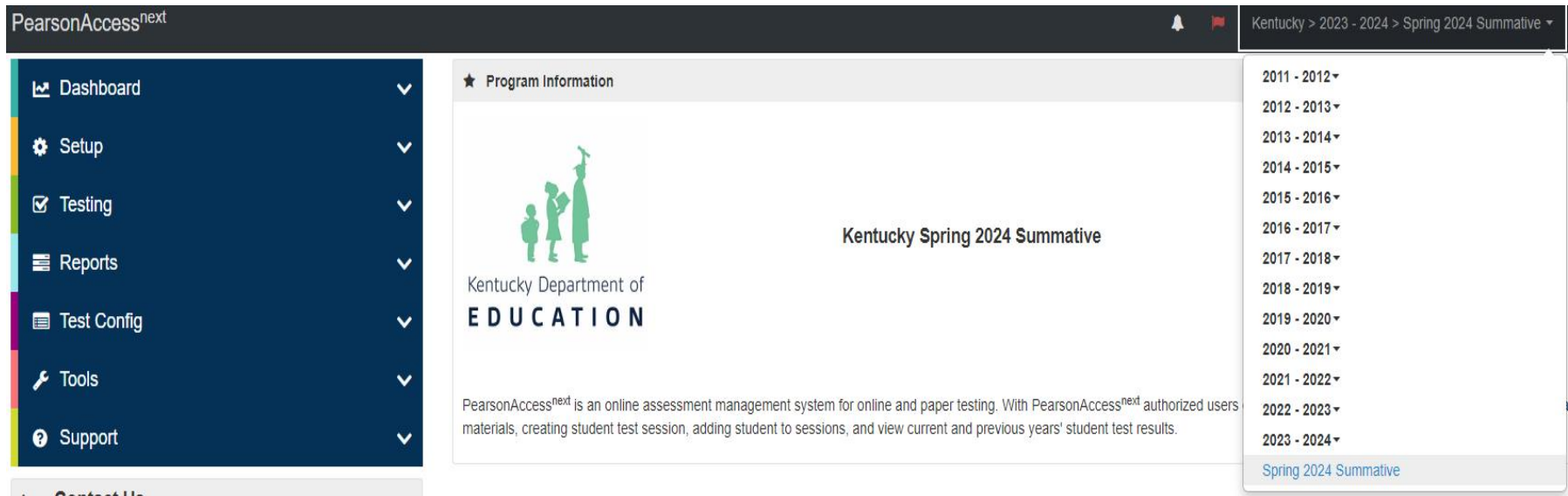| Reference	CSV Column	Display Name	CSV Header Name	Tool Tip for UI	Placeholder Text for UI	Min Length	Max Length	Required?	Valid Values
1	A	Organization	School Code			6	6	Y	Numeric
2	B	State Student Identification Number (SSID)	State Student Identification Number (SSID)			10	10	Y	Alpha, 0-9 and embedded space
3	C	OAA Student ID Number	OAA Student ID Number				10	N	Alphanumeric, blank
4	D	Student Last Name	Last Name				35	Y	A-Z, a-z, hyphens, apostrophe, spaces
5	E	Student First Name	First Name				35	Y	A-Z, a-z, hyphens, apostrophe, spaces
6	F	Student Middle Name	Middle Name				35	N	A-Z, a-z, hyphens, apostrophe, spaces
7	G	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	Gender	Gender				1	N	M, F, blank
9	I	Grade	Grade				2	Y	03, 04, 05, 06, 07, 08, 10, 11
10	J	<do not display in UI>	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	Filler	Filler				1		
12	L	Text to Speech (TTS)	Text to Speech				1	N	Y = Yes blank
13	M	IEP/504 Calculator	IEP/504 Calculator				1	N	Y = Yes blank
14	N	Test Administrator	Test Administrator				35	N	Alphanumeric
15	O	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, 0-9 - ' . ( ) & / + 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

The only editable columns for an SRI are the Text to Speech, IEP/504 Calculator. Test Administrator, and Class Name.
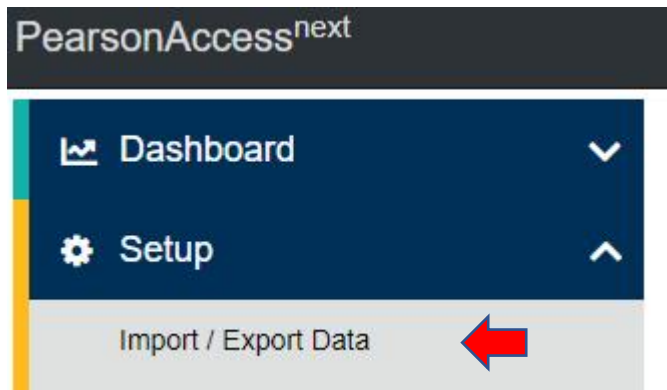
Section II: Student Registration Export (SRE)

1. Log in to PearsonAccess^next^.

2. Select the current Kentucky Assessment administration year from the 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**.

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**.

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.

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.
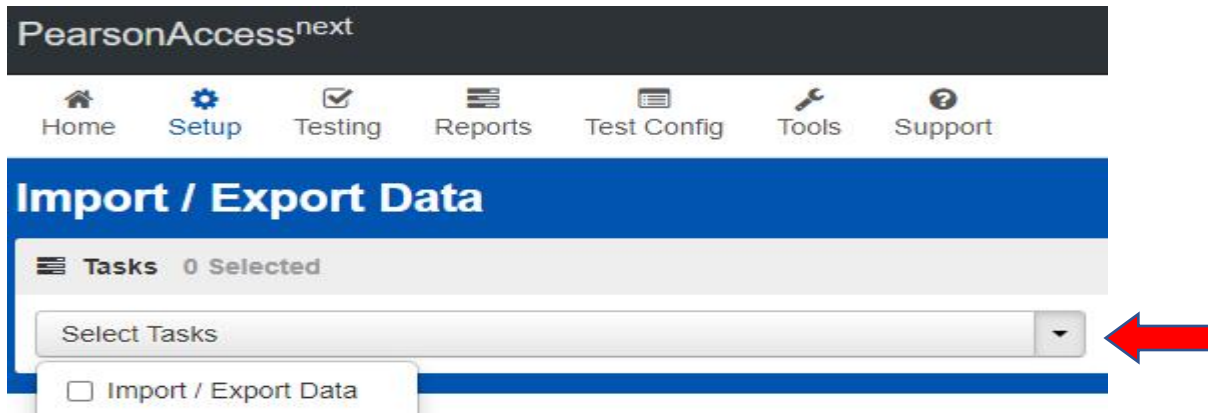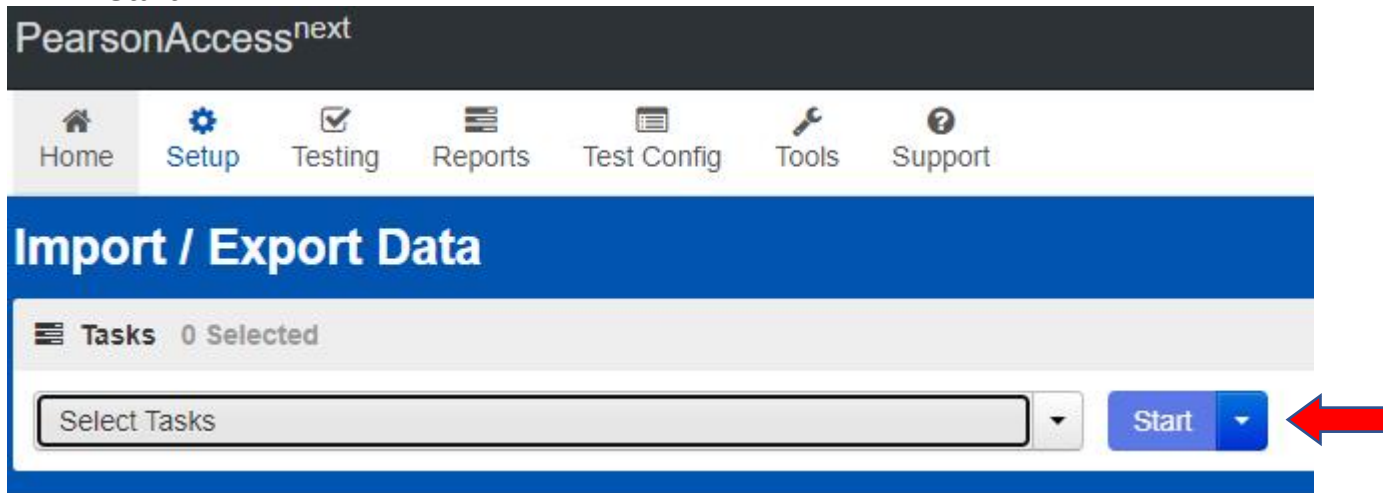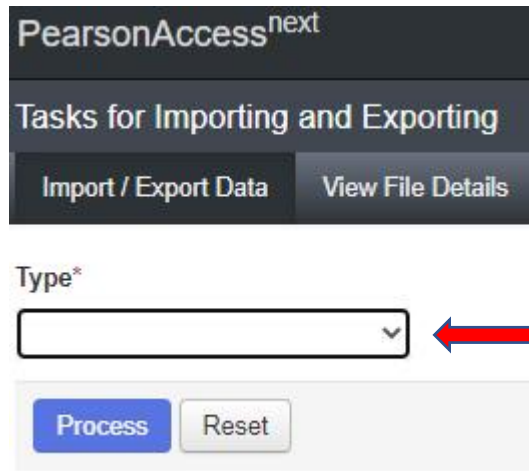
Tasks for Importing and Exporting

| 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 ℹ ⬅

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	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		STUDENT	NEW		20120823	F	10	GR10READ					
757003	91228		STUDENT	NEW		20120823	F	10	GR10READ					
757003	56215		STUDENT	NEW		20120823	F	10	GR10READ					
757003	83135		STUDENT	NEW		20120823	F	10	GR10READ					
757003	55463		STUDENT	NEW		20120823	F	10	GR10READ					
757003	65206		STUDENT	NEW		20120823	M	10	GR10READ					
757003	63178		STUDENT	NEW		20120823	F	10	GR10READ					
757003	30417		STUDENT	NEW		20120823	M	10	GR10READ					
757003	6977		STUDENT	NEW		20120823	F	10	GR10READ					
757003	75124		STUDENT	NEW		20120823	F	10	GR10READ					
757003	10809		STUDENT	NEW		20120823	F	10	GR10READ					
757003	42453		STUDENT	NEW		20120823	F	10	GR10READ					
757003	92622		STUDENT	NEW		20120823	M	10	GR10READ					
757003	7980		STUDENT	NEW		20120823	F	10	GR10READ					
757003	33617		STUDENT	NEW		20120823	M	10	GR10READ					
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 current Kentucky Assessment administration year from the dropdown menu at the top of the screen:

3. In the **SETUP** section, click on the "select an action" dropdown menu, and then select **Import/Export Data**.
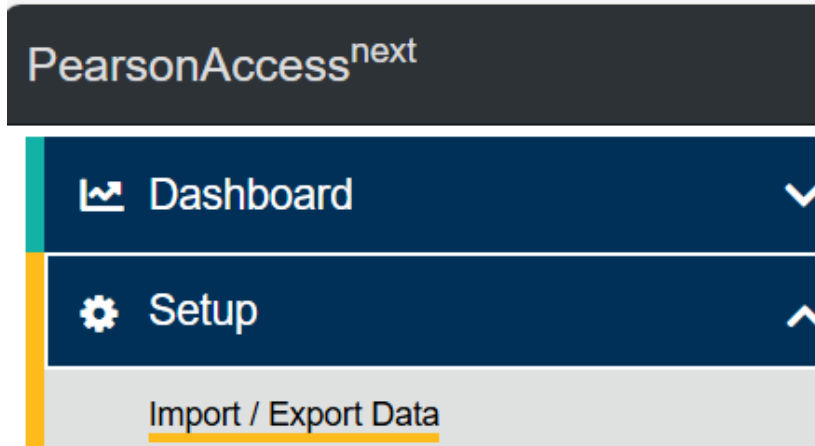
4. In the **Select Tasks** dropdown menu, select **Import/Export Data**.
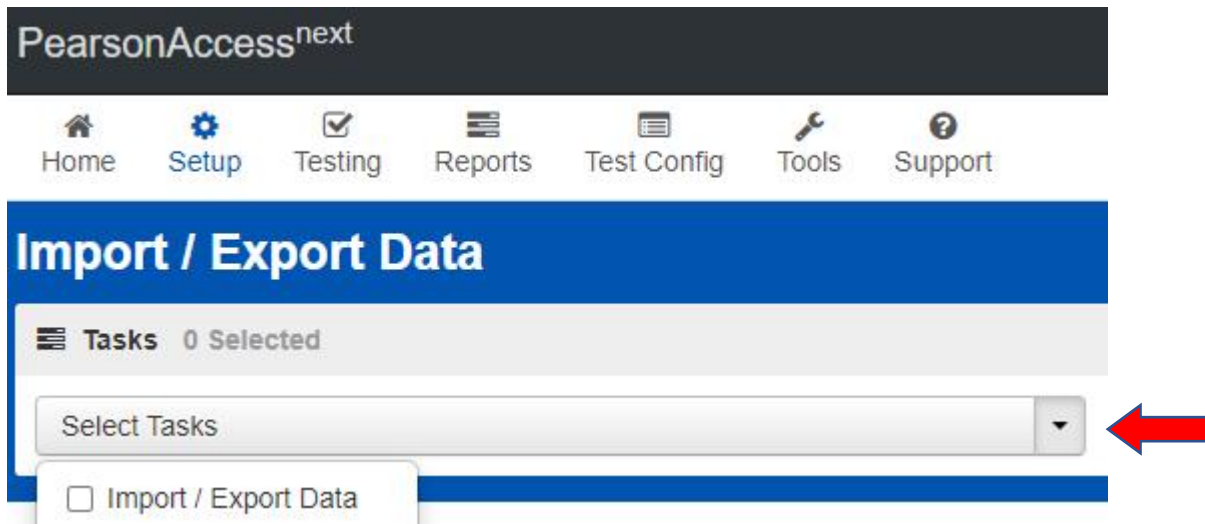
5. Select **Start**.
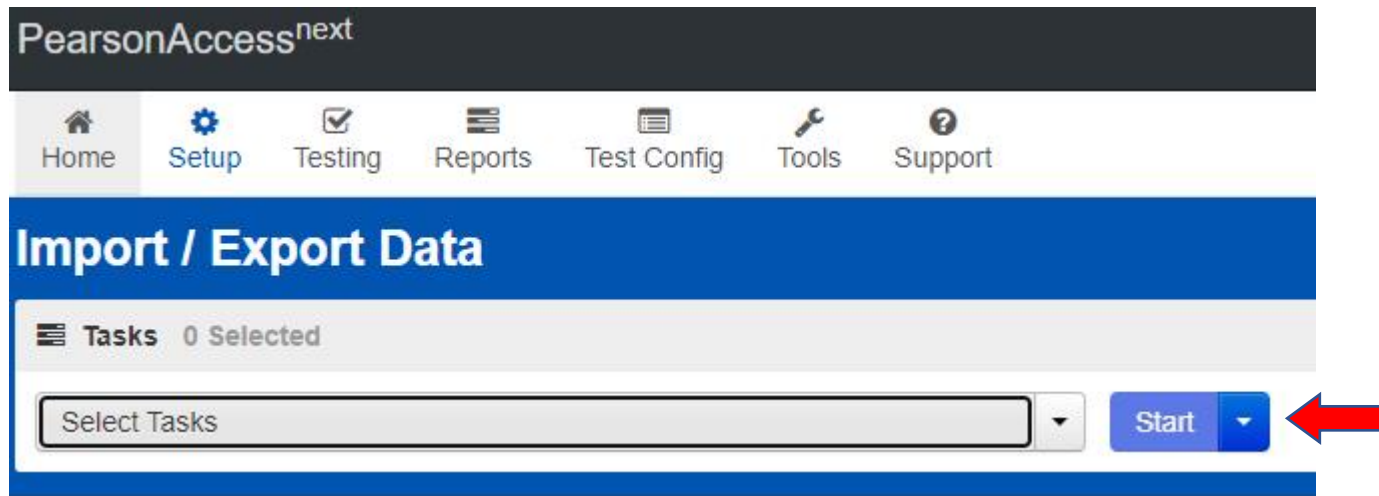
6. In the **Type** dropdown menu, select **Student Registration Import**.
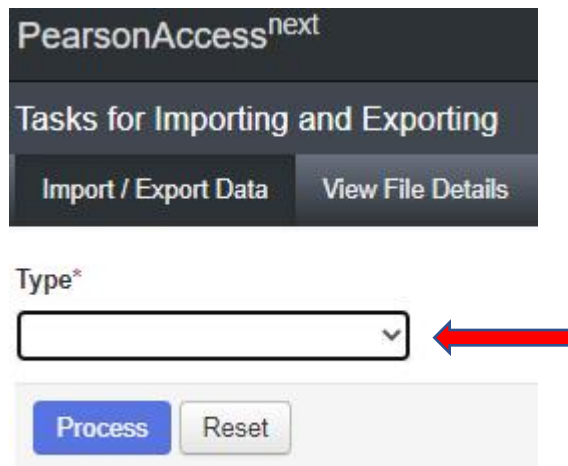
7. In the **File Layout Type** dropdown menu, select the type of file to be imported (**CSV only**). Do **NOT** select auto-create or modify student online testing. **Choose File** updated with TTS **and/or** IEP/504 Calculator, select **Process**.

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**

Choose File   No file chosen   Enter a valid e-mail address

⬅

☐ Ignore Error Threshold

⬅ **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. 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.

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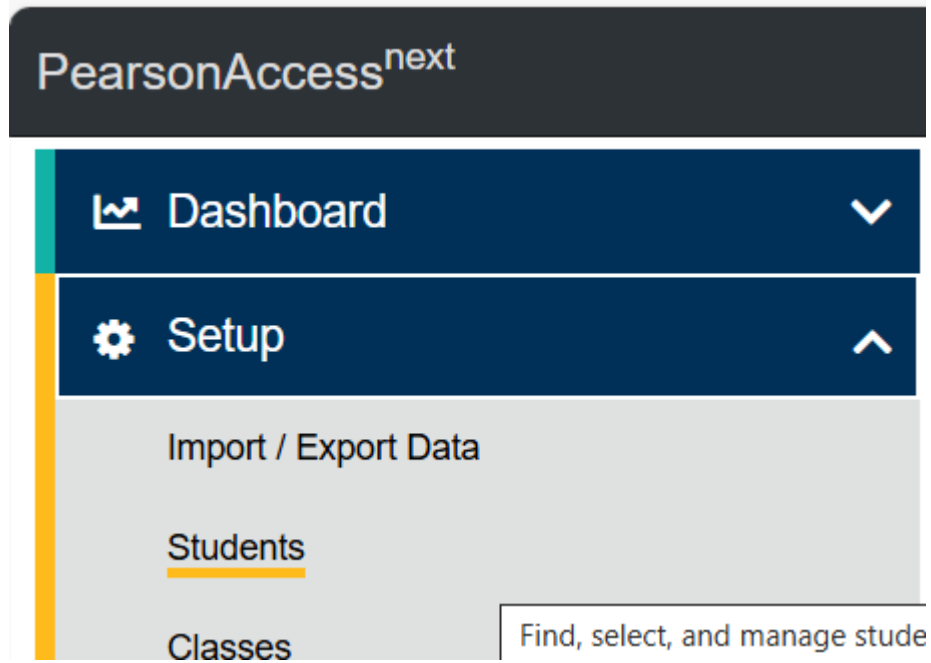
Helpful Hint: The records without errors will be imported into PearsonAccess[next], records with errors will need to be corrected and re-imported into PearsonAccess[next]. As instructed above, use the error records file to correct/update and reload as an SRI.

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 current Kentucky Assessment administration year from the dropdown menu at the top of the screen:

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

PearsonAccess^{next}

📈 Dashboard

⚙ Setup

Import / Export Data

Students

Classes

Find, select, and manage stude

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**.

5. The following screens are called the 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*

× 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 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)

⊕ Create Student Tests

✖ STUDENT, NEW (2431714985)

Grade 5 Editing and Mechanics	Assigned
Grade 5 Mathematics	Assigned
Grade 5 On-Demand Writing	Assigned
Grade 5 Reading	Assigned
Grade 5 Social Studies	Assigned

TEST DETAILS

STUDENT, NEW (2431714985)   Save   Reset

Grade 5 Editing and Mechanics   ❶ Show Student Details
                                             ⊙ Show Audit Trail

☑ Assigned

Organization*   Class Name ❶
SCM DEMO KY ELEM (757001)   ✖ ▾   Select ▾

Test Status*   Type*   ☐ Do Not Report
Assigned   ▾   Online   ✖ ▾   Do Not Report Reason

                       Test Administrator
☑ IEP/504 Calculator   SMITH GR5 E&M

┌ 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 below:

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.

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 current Kentucky Assessment administration year from the dropdown menu at the top of the screen:

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

PearsonAccess^{next}

📈 Dashboard ⌄

⚙ Setup ⌃

Import / Export Data

Students

Classes

Find, select, and manage stude

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**.

5. In the UI, Click **Manage Student Tests**.

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)

⊕ Create Student Tests

✕ STUDENT, NEW (2431714985)

Grade 5 Editing and Mechanics	Assigned
Grade 5 Mathematics	Assigned
Grade 5 On-Demand Writing	Assigned
Grade 5 Reading	Assigned
Grade 5 Social Studies	Assigned

TEST DETAILS

STUDENT, NEW (2431714985)   Save   Reset

Grade 5 Editing and Mechanics   ⓘ Show Student Details
                                                 ⊘ Show Audit Trail

☑ Assigned

Organization*   Class Name ⓘ

SCM DEMO KY ELEM (757001)   ✕ ▾   Select   ▾

Test Status*   Type*   ☐ Do Not Report
Assigned   ∨   Online   ✕ ▾   Do Not Report Reason

                     Test Administrator
☑ IEP/504 Calculator
                     SMITH GR5 E&M

┌─ Text to Speech ──────────────────────────────────
│ Check BOTH boxes if Text to Speech (TTS) is needed for this student.
│
│ ☑ Text to Speech (TTS)
│
│ ☑ TTS Form 1 Flag
└───

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