

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

Ref# reac	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

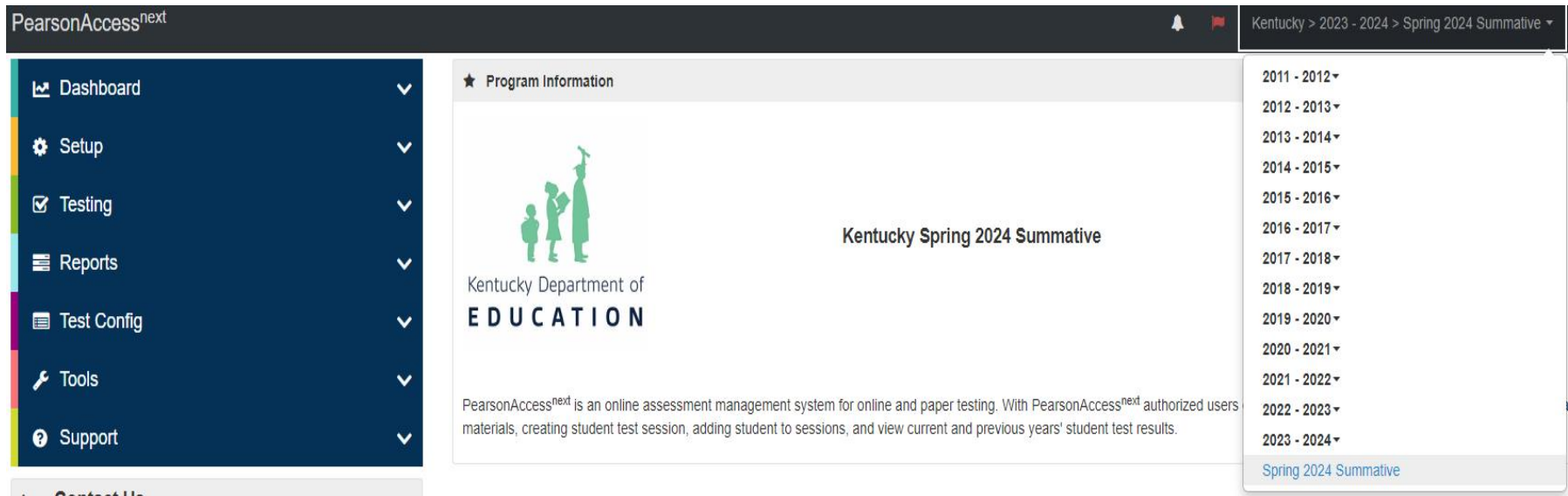
SRE/SRI Template

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.

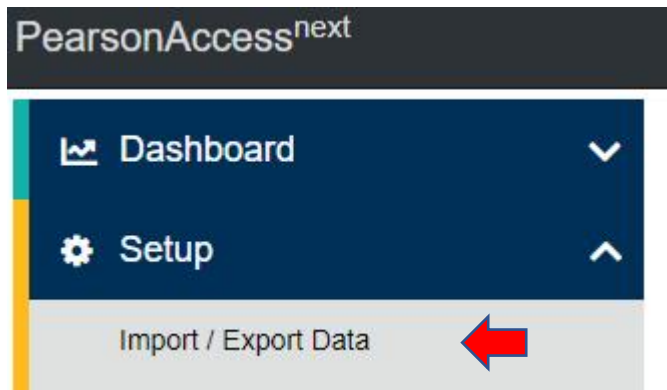
Section II: Student Registration Export (SRE)

1. Log in to PearsonAccess^{next}.
2. Select the current Kentucky Assessment administration year from the dropdown menu at the top of the screen:



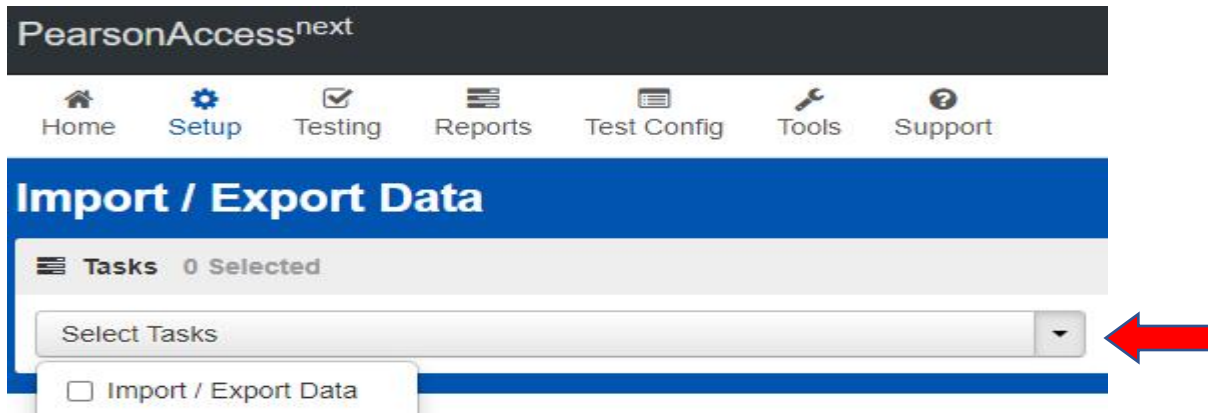
The screenshot shows the PearsonAccess^{next} interface. The top navigation bar includes the logo, a notification bell, a flag, and a breadcrumb trail: "Kentucky > 2023 - 2024 > Spring 2024 Summative". A left sidebar contains menu items: Dashboard, Setup, Testing, Reports, Test Config, Tools, and Support. The main content area is titled "Program Information" and displays "Kentucky Spring 2024 Summative" with the Kentucky Department of Education logo. A dropdown menu is open on the right, listing years from 2011-2012 to 2023-2024, with "Spring 2024 Summative" selected and highlighted in blue.

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

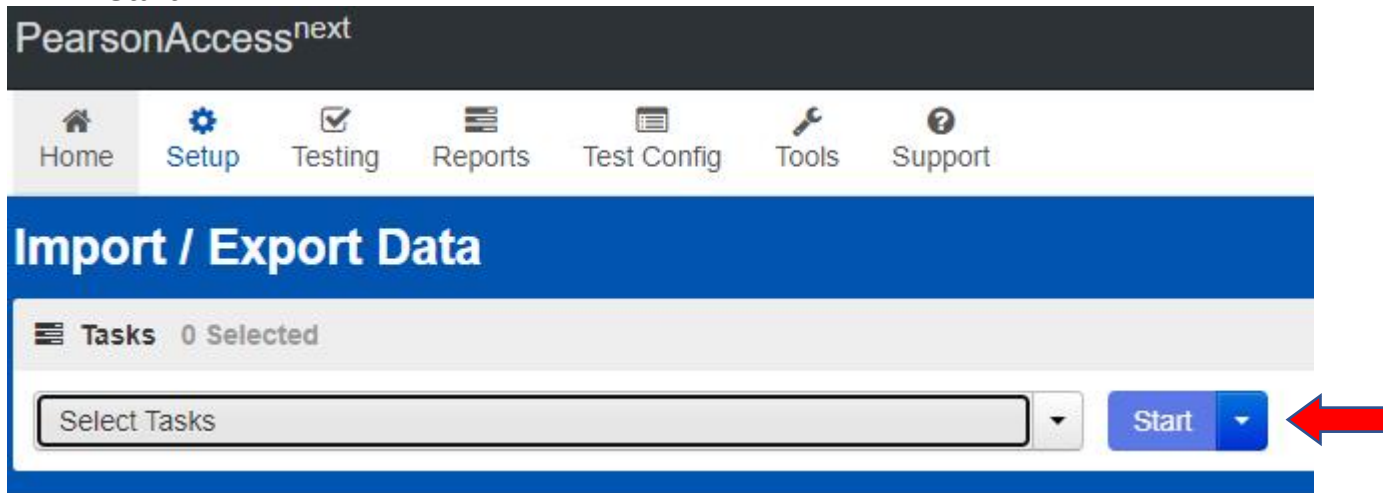


The screenshot shows the PearsonAccess^{next} interface with the "Setup" menu item expanded. The "Import / Export Data" option is highlighted in a light gray bar, and a red arrow points to it from the right.

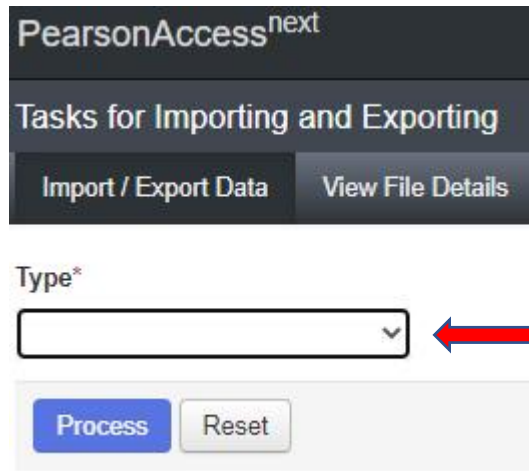
4. In **Select Tasks** dropdown menu, select **Import/Export Data**.



5. Select **Start**.



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



PearsonAccess^{next}

Tasks for Importing and Exporting

Import / Export Data View File Details

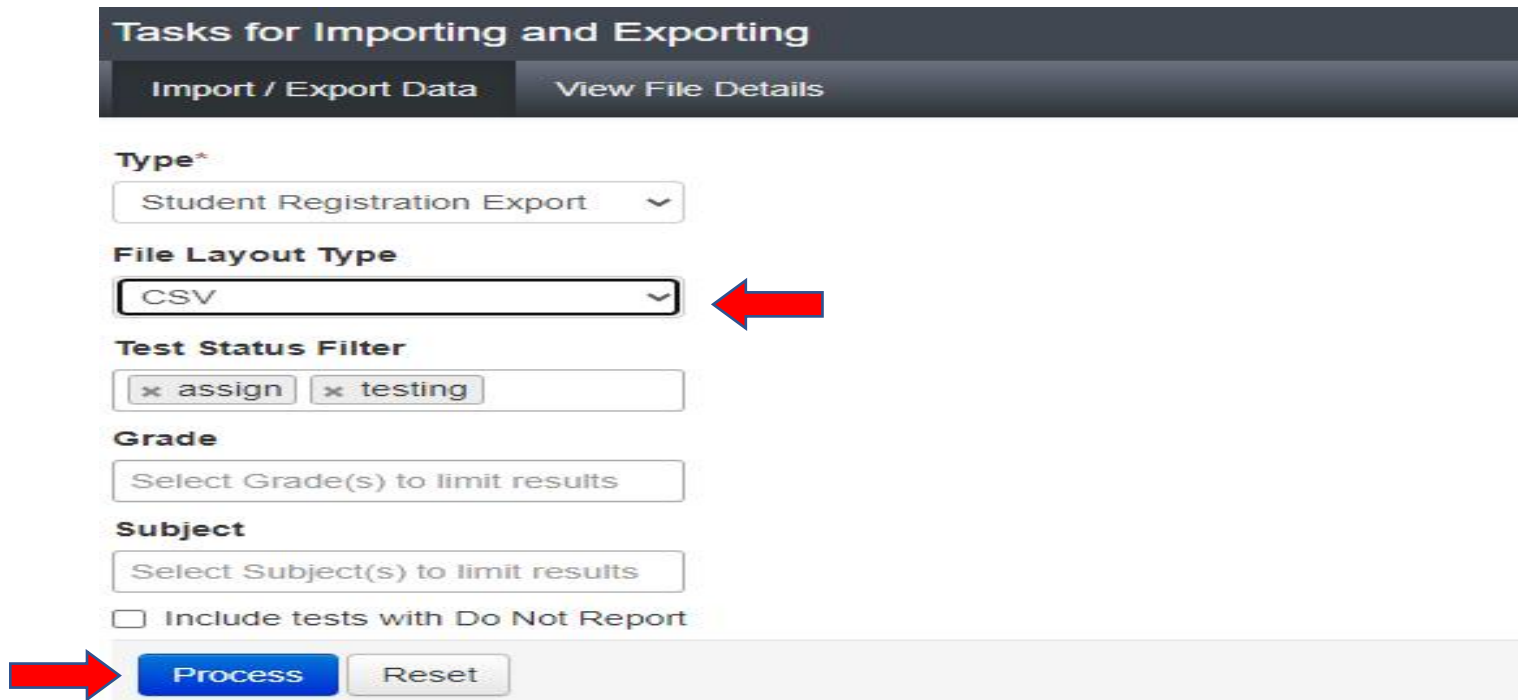
Type*

[Dropdown menu]

Process Reset

A red arrow points to the dropdown menu.

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

A red arrow points to the 'File Layout Type' dropdown menu, and another red arrow points to the 'Process' button.

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^{next} 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	Organization Kentucky (ky)
Request Date 02/19/2021 10:59:08 AM	User 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)

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	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					

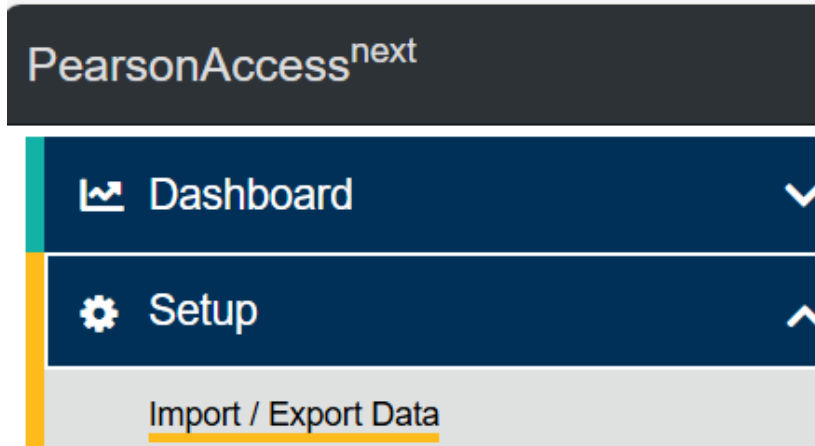
Note: Make sure to keep Field Length per the template on page 2.

Section III: Import Updated SRI into PAN

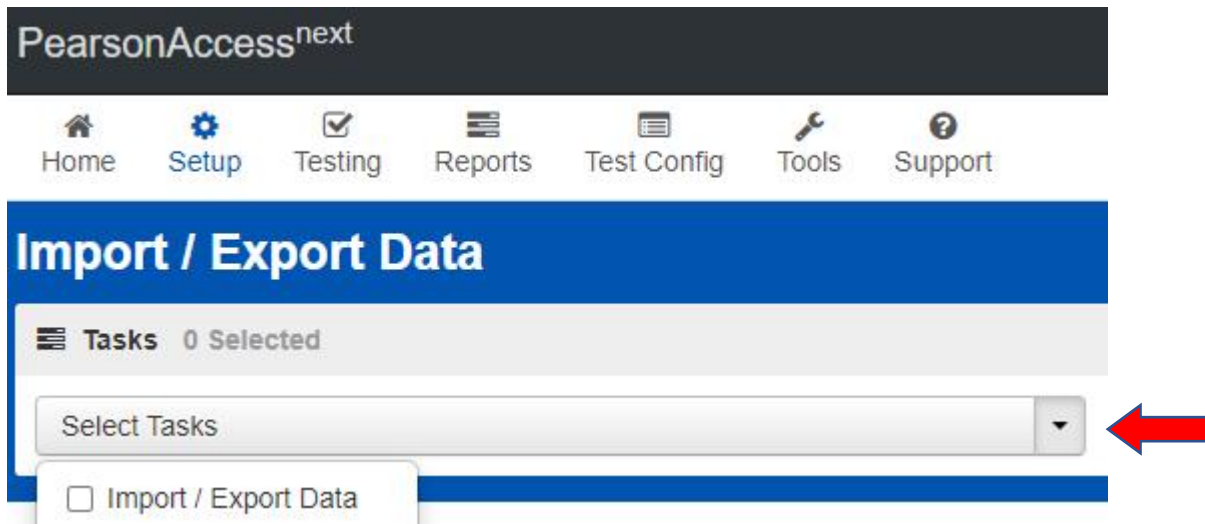
1. For students requiring TTS **and/or** IEP/504 Calculator during the test administrations, place a “Y” in column L for TTS and “M” for IEP/504 Calculator. Adding Class Name can be a descriptive name, Grace GR5 RDG, it is to the discretion of the person creating the Class Name for the naming convention. 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:

The screenshot displays the PearsonAccess^{next} web application 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 and the text "Kentucky Spring 2024 Summative". Below the logo is a brief description of the system. At the top right, a breadcrumb trail shows "Kentucky > 2023 - 2024 > Spring 2024 Summative". A dropdown menu is open, listing assessment years from 2011-2012 to 2023-2024, with "Spring 2024 Summative" selected and highlighted in light blue.

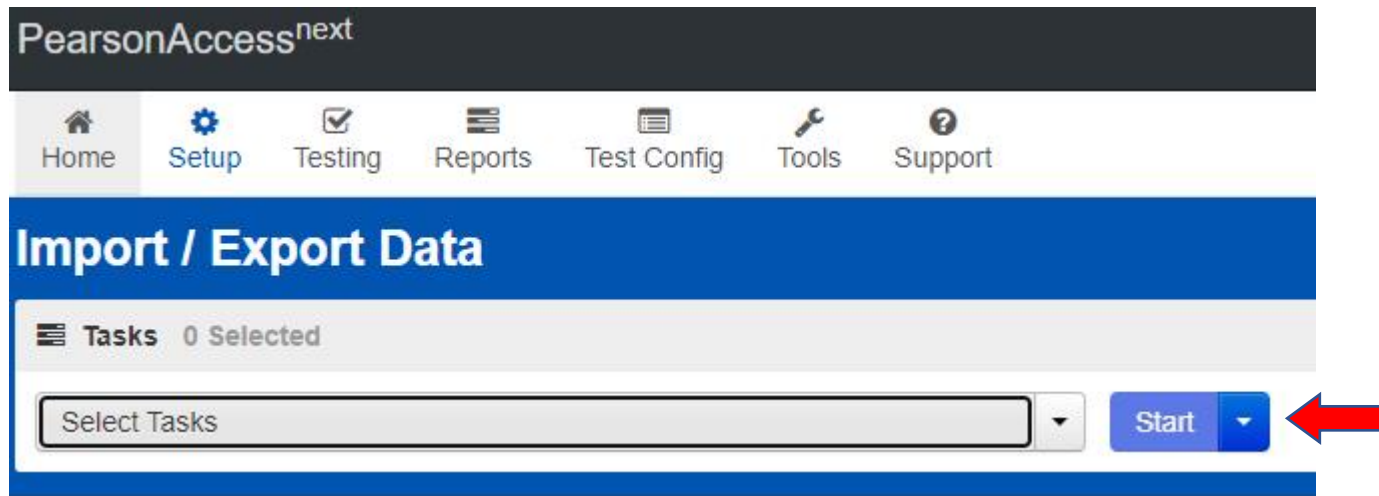
3. In the **SETUP** section, click on the “select an action” dropdown menu, and then select **Import/Export Data**.



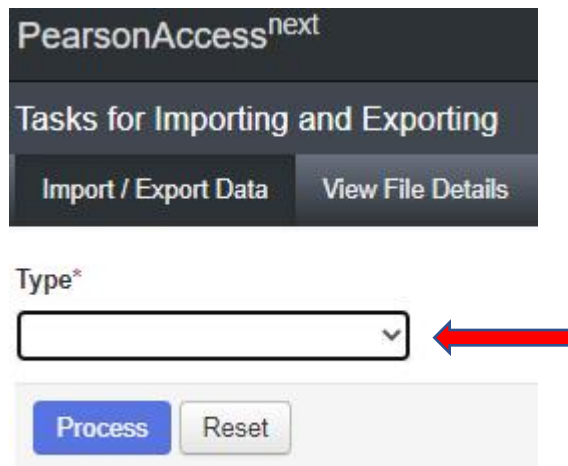
4. In the **Select Tasks** dropdown menu, select **Import/Export Data**.



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

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.

The screenshot shows a web interface for file management. At the top, there is a dark header with the text 'Tasks for Importing and Exporting'. Below this, there are two tabs: 'Import / Export Data' and 'View File Details', with the latter being active. The main content area is divided into two columns. The left column, titled 'FILES (1)', contains a single file entry: 'SRI 20210219.csv'. The right column, titled 'DETAILS', features a green banner with the word 'Complete' and the text 'Saved information for all records in the file.'. Below this, the 'File Information' section is displayed in a two-column layout. The left column lists: 'Type: Student Registration Import', 'Name: SRI 20210219.csv', 'Request Date: 02/19/2021 02:34:57 PM', 'Total Records: 7', 'Successful Records: 7', and 'Error Records: 0'. The right column lists: 'Organization: SCM DEMO KY MIDDLE (757002)', 'User: KyprogramTeam', and a 'Download File' link with an information icon.

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

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.

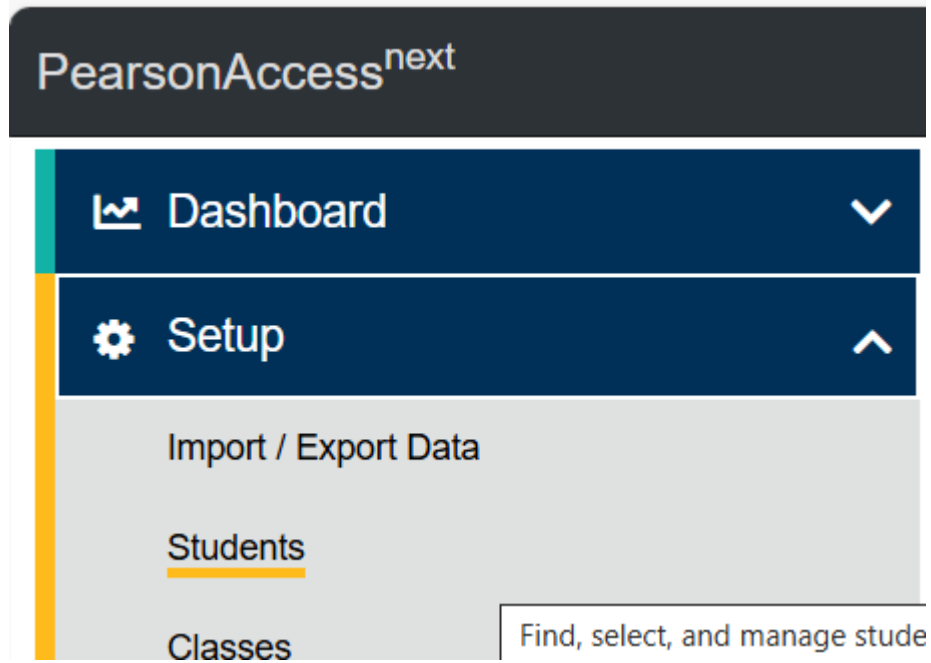
Helpful Hint: The records without errors will be imported into PearsonAccess^{next}, records with errors will need to be corrected and re-imported into PearsonAccess^{next}. As instructed above, use the error records file to correct/update and reload as an SRI.

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:

The screenshot displays the PearsonAccess^{next} user 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 and the text "Kentucky Spring 2024 Summative". Below this is a descriptive paragraph about the system. At the top right, a breadcrumb trail shows "Kentucky > 2023 - 2024 > Spring 2024 Summative". A dropdown menu is open, listing assessment years from 2011-2012 to 2023-2024, with "Spring 2024 Summative" highlighted at the bottom.

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 for 'Find Students' with the filter 'by Ignoring 2021 Assessments Registrations'. The search criteria is 'Student Last Name starts with'. A search button is present. On the left, there are filters: 'Across All Organizations' (unchecked), 'Pearson Student Id Number' (Starts with), and 'State Student Identification Number (SSID)' (5555555555). A red arrow points to the SSID input field. On the right, a table shows '1 Result' with one student entry: 'State Student Identification Number (SSID)*' (5555555555) and 'Student' (SCMFI). A red arrow points to the checkbox next to the SSID. A dropdown menu is open from the 'Start' button, with 'All Tasks' selected, indicated by a red arrow.

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

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	
x 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) x Select

Test Status* Type* Do Not Report

Assigned Online Do Not Report Reason

IEP/504 Calculator Test Administrator

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:

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

Test Status* Type* Do Not Report

IEP/504 Calculator Do Not Report Reason

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

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 TTS Calc Form1	INTLNAMEACW	INTFNAMEACW	W	7356205815	<input type="radio"/> I (Gr Ma

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

OR

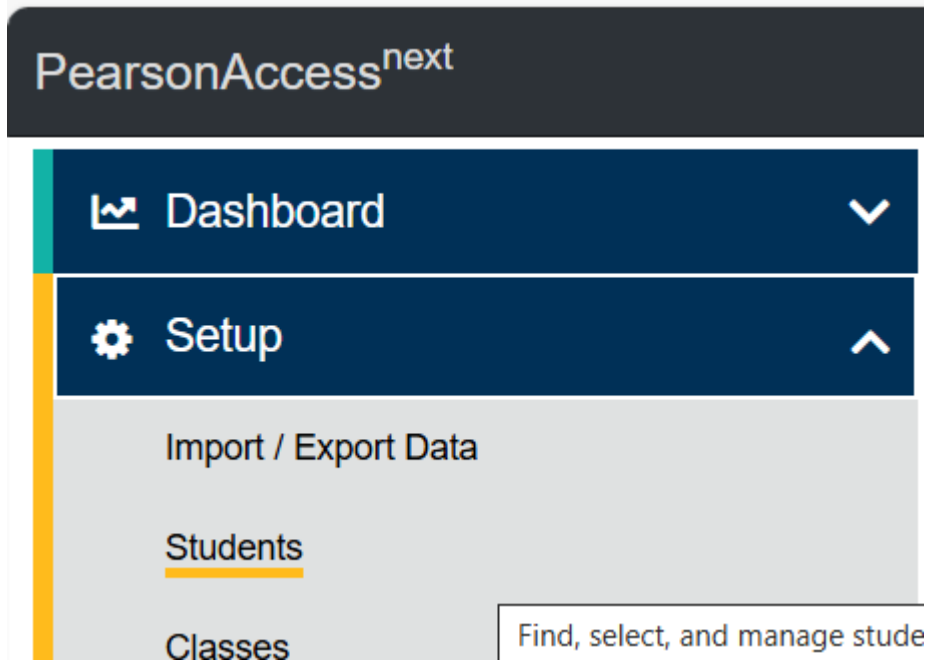
Student Test Update in the Import/Export Data screen. Data can be viewed but not updated and imported.

Section V: Removing TTS from Student Record in UI

1. Login to PearsonAccess^{next}.
2. Select the current Kentucky Assessment administration year from the dropdown menu at the top of the screen:

The screenshot displays the PearsonAccess^{next} user 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 and the text "Kentucky Spring 2024 Summative". Below the logo, a paragraph describes PearsonAccess^{next} as an online assessment management system. At the top right, a breadcrumb trail reads "Kentucky > 2023 - 2024 > Spring 2024 Summative". A dropdown menu is open, showing a list of years from "2011 - 2012" to "2023 - 2024", with "Spring 2024 Summative" highlighted at the bottom.

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**.

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 'Student Last Name starts with' and a 'Search' button. To the left, there are filters: 'Across All Organizations' (unchecked), 'Pearson Student Id Number' (starts with), and 'State Student Identification Number (SSID)' (5555555555, highlighted with a red arrow). On the right, there is a table with 1 result. The table has columns for 'State Student Identification Number (SSID)*' and 'Student'. The row shows '5555555555' (checked with a blue box, highlighted with a red arrow) and 'SCMFI'.

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

5. In the 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. 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	
X 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) x Select

Test Status* Type* Do Not Report

Assigned Online Do Not Report Reason

IEP/504 Calculator Test Administrator

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