

Session Resources 15 steps

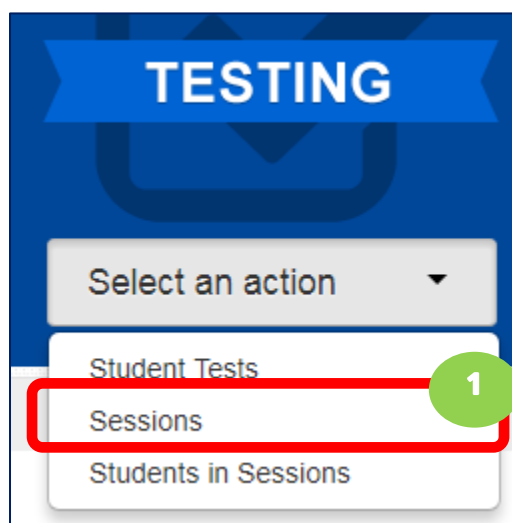
Once all students have been added and assigned to a session, but no earlier than a couple of days before the scheduled testing day, the AZELLA District Test Coordinator, School Test Coordinator, or AZELLA Test Administrator may begin the preparations for testing day.

For online Placement Tests Stages III – V there are several session resources:

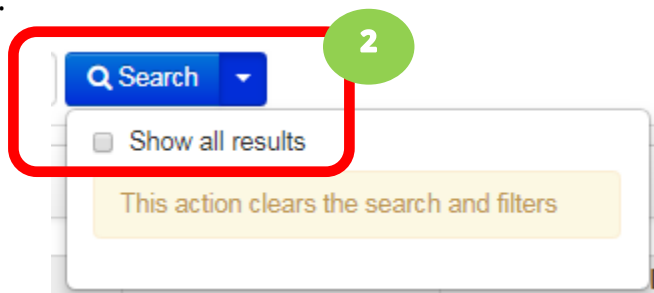
- **Scheduled Sessions** report provides a list of all sessions created for an organization and the status of the session.
- **Session Student Roster** is a list of all students assigned to a session.
- **Testing Tickets** are printed for each student and provide the student's user name and password for signing in to TestNav 8, Pearson's online testing platform.

To access the various session resources in PearsonAccess^{next}:

1. Go to the **TESTING** section, from the **Select an action** drop-down menu, select **Sessions**.



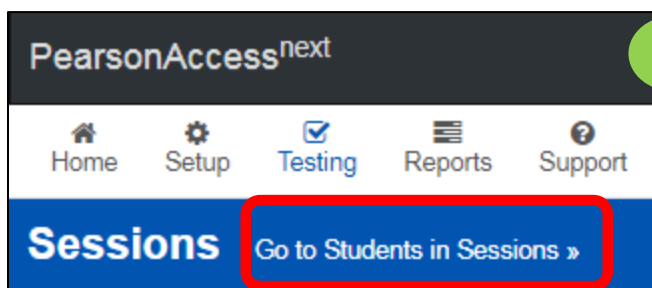
2. On the Sessions screen, select the **Search** drop-down menu and **check** the Show All Results check box.



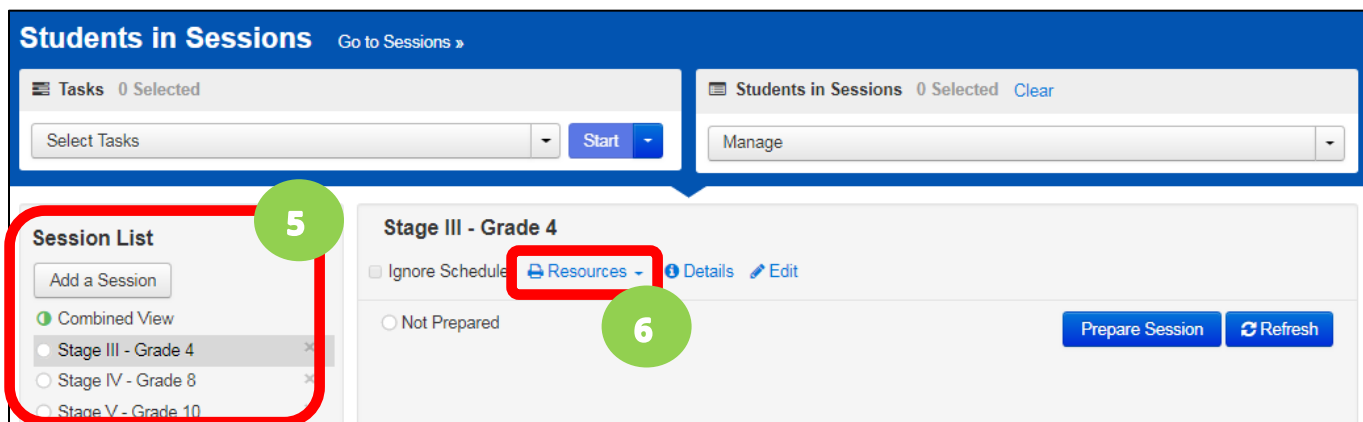
3. On the Sessions screen place a **check** in the box in the header row to select all sessions.

<input type="checkbox"/>	Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Organization
<input checked="" type="checkbox"/>	Stage III - Grade 4	<input type="radio"/> Not Prepared	06/15/2018	AZELLA Stage III Placement Test	1		Erica Elementary School (987000)
<input type="checkbox"/>	Stage IV - Grade 8	<input type="radio"/> Not Prepared	06/15/2018	AZELLA Stage IV Placement Test	2		Erica Elementary School (987000)
<input type="checkbox"/>	Stage V - Grade 10	<input type="radio"/> Not Prepared	06/15/2018	AZELLA Stage V Placement Test	2		Erica Elementary School (987000)

4. On the top left side of the screen, select the **Go to Students in Sessions** link.

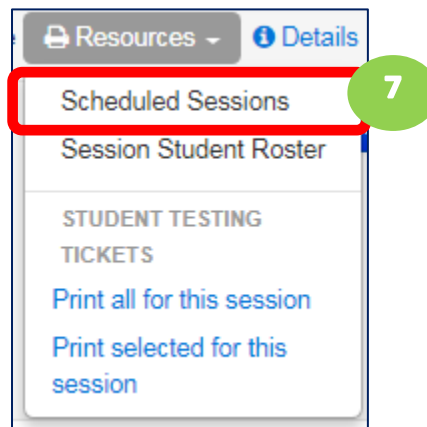


5. On the Students in Sessions screen, on the left side of the screen, select a session name from the **Session List**.
6. Click the **Resources** link



Scheduled Sessions

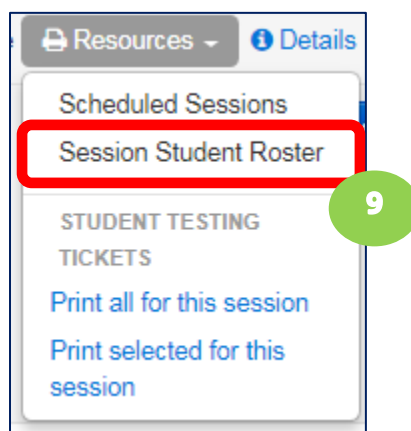
7. Select Scheduled Sessions from the Resources dropdown menu.



8. The Scheduled Sessions report will open in a new tab in your internet browser.

Session Name	Status	Start Date	Test	Students	Organization	Location
Stage III - Grade 3 SPV	Ready		AZELLA Stage III Placement Test	1	Erica Elementary School (987000)	
Stage III - Grade 3	In Progress	06/12/2018	AZELLA Stage III Placement Test	2	Erica Elementary School (987000)	
Stage III - Grade 4	Not Prepared		AZELLA Stage III Placement Test	1	Erica Elementary School (987000)	
Stage IV - Grade 8	Not Prepared		AZELLA Stage IV Placement Test	2	Erica Elementary School (987000)	
Stage V - Grade 10	Not Prepared		AZELLA Stage V Placement Test	2	Erica Elementary School (987000)	

9. Go back to the PearsonAccess^{next} **Students in Sessions** tab on your internet browser. On the **Resources** drop-down menu, select **Session Student Roster**.



Session Student Roster

10. The Session Student Roster report will open in a new tab on your internet browser.

Session Student Roster

Test Administration	AZELLA Placement 2018-2019	Precaching Computer	
Session Status	In Progress	Scheduled Start Date	06/12/2018
Session Name	Stage III - Grade 3	Scheduled Start Time	01:00 AM
Organization	Erica Elementary School (987000)	Actual Start Date	06/12/2018
Test	AZELLA Stage III Placement Test	Actual Start Time	01:00 PM
Proctor Reads Aloud	No	Lab Location	
Form Group Type	Main		

2 Results

Student Name	Student Code	Date of Birth	Status	Form/Form Group	Username	Signature
OnlineForm, StudentA	993012427	2009-06-12	Battery	Stage III - Main	5829498642	
Sample, Sample D	706768944	2007-03-07	Battery	Stage III - Main	5356589339	

11. Go back to the PearsonAccess^{next} **Students in Sessions** tab on your internet browser. From the **Resources** drop-down menu, you can select whether to print testing tickets for all students in a session (**Print all for this session**) or just for select students (**Print selected for this session**).

Resources ▾

Details ⓘ

Scheduled Sessions

Session Student Roster

STUDENT TESTING TICKETS

Print all for this session

Print selected for this session

Testing Tickets

12. Enter information into Filters section on the bottom left section.

Note: If you created Testing Groups select the Testing Group Field and a menu of available testing groups will populate.

13. Place a **check** in the check box by each student you want to print a testing ticket for.

14. To print testing tickets for select students, from the **Resources** drop-down menu, select **Print selected for this student**.

The screenshot shows the Pearson Access Next interface. On the left, the 'Session List' section has a filter for 'Stage III - Grade 4' selected. Below it, the 'Find Students' section has a search bar. The 'Filters' section on the bottom left has fields for 'Pearson Student Code' and 'SSID Number'. The main area shows a table of results for 'Stage III - Grade 4'. A red box highlights the 'Find Students' search bar (labeled 12). Another red box highlights the 'Pearson Student Code' and 'SSID Number' filter fields (labeled 13). A third red box highlights the 'Resources' dropdown menu, which is open and shows the option 'Print selected for this session' (labeled 14).

Pearson Student Code	Last Name	First Name	Middle Name	Username	Session	S III Listening	S III Reading	S III Writing Part 1	S III Writing Part 2
006250278	Gradefour	StageIII		9889495267	Stage III - Grade 4 (AZELLA Stage III Placement Test)	Ready	Ready	Ready	Ready

15. The Testing Tickets will open in a new tab on your browser. From this screen, you may select an option to print one testing ticket per page, or multiple tickets per page.

Note: Testing Tickets should be treated as **secure** test material.

The screenshot shows two sample 'STUDENT TESTING TICKET' printouts side-by-side. The left ticket is for 'OnlineForm, StudentA' with SSID 993012427, Session 'Stage III - Grade 3', Date of Birth '06/12/2009', and Test 'AZELLA Stage III Placement Test'. The right ticket is for 'Sample, Sample D' with SSID 706768944, Session 'Stage III - Grade 3', Date of Birth '03/07/2007', and Test 'AZELLA Stage III Placement Test'. Both tickets include instructions to 'Select Arizona in the application' and provide a Username and Password. A green circle labeled 15 is in the bottom right corner.