Pearson Access Next (PAN) Quick Guide

2016 – 2017
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System Requirements
The minimum requirements for all workstations accessing PearsonAccess\textsuperscript{next} (PAN) are listed below.

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When you are pre-caching content, do not use Chrome.

Log in to the System

Log in to PAN
2. In the Log In for Administrators box on the right side of the webpage, select STAAR Alternate 2, TELPAS, and TAKS Assessment Management System.
3. Click Sign In.
4. Enter the username and password. (Username created by Houston ISD user, not PAN system).
5. Click Sign In.

Change Your Test Administration
1. Click the menu in the upper right of the page to view the test administrations available to you.
2. Click the test administration you want to select.
Setup - Users

View User Account Information
1. From Setup > Users, search to find the user(s) you want to view or click the down arrow next to the Search button to reveal and select the Show All Results check box.
2. Click the information icon in the Username column. If this column is not visible, click Manage Columns, select the check box for Username, and click Apply.

Create/Edit Users
1. From Setup > Users, if you want to edit the details on one or more existing user(s), search to find the user(s) you want to edit. Select the user(s) you want to edit.
2. Open the task list and select Create / Edit Users and click Start.
   a. To edit a user, select a user from the list at the left of the screen. Edit the data on the screen and click Save.
   b. To create a user, select Create Users. Enter data on the screen. Click Create.

Setup - Students

View Student Account Information
1. From Setup > Students, search to find the student(s) you want to edit or click the down arrow next to the Search button, select the Show all result option to reveal all results. You can change the Find Students setting to show students who are not registered by selecting by ignoring test Registrations.
2. Click the information icon in the Username column. If this column is not visible, click Manage Columns, select the check box for PEIMS ID, and click Apply.

Enroll Students
1. From Setup > Students, search to find the student(s) you want to edit.
2. Mark the box next to student records to select the students you wish to view or edit.
3. Open the task list and select Enroll Students and click Start.
4. If the student does not have an organization, type your organization’s name then select the box for your organization and click Save.

Update Student & Program Information
1. From Setup > Students, search to find the student(s) you want to edit.
2. Mark the box next to student records to select the students you wish to view or edit.
3. Open the task list and select Register Students and click Start.
4. Select a student name from the list at the left to view that student’s information. Including: Grade Level, Local Student ID, Reporting CDC (County-District-Campus), Local Use Code, and Agency Use Codes.
5. Enter or make changes to the student information and click Save.

Manage Student Tests
1. From Setup > Students, search to find the student(s) you want to edit.
2. Open the task list and select Manage Student Tests and click Start.
3. Click Create Students Tests in the left table and complete the form to the right by selecting the dropdown items: Student, Test, Organization, and Format, other items are not required to assign the test.
4. Removing test assignment: Select the test you wish to remove under Student Tests on the left table.
5. Unmark Assigned.

Manage Groups
1. From Setup > Students, search to find the students(s) whose group membership you want to manage or click the down arrow next to the Search button to reveal and select the option to show all results and select the students(s).
2. Open the task list and select Manage Groups and click Start.
3. Click Create to create a new group, if desired. You will be required to enter and save information for the group before it appears in the list.
4. Click in the search area under the Create button to search for existing groups and add them to the list of those being managed.
5. Select the box in each student row to make that student a member of the group in the matching group column. Click Save to finish.

Testing – Sessions

View Created Sessions information
1. From Testing > Sessions, search to find the student(s) you want to edit or click the down arrow next to the Search button, select the Show all result option to reveal all results.
2. Click the information icon in the Username column. If this column is not visible, click Manage Columns, select the check box for Session, and click Apply.

Create/Edit Session
1. From Testing > Sessions, open the task list and select Create / Edit Test Sessions. Click Start.
2. Click Create Session and enter the required details.
3. Click Create.
Adding Students While Creating or Editing a Test Session
1. **From Testing > Sessions**, search to find your test session(s). Select the session(s) you wish to edit.
2. Open the task list and select **Create / Edit Sessions** and click **Start**.
3. If you are creating a session, select **Create Session**. If you are editing a session, select the session from the list.
4. Under Students, click in the Add students to session box to begin searching. You can change the **Find by** setting to **Select by Group** instead of **by Name or ID**. Available students or groups will be listed.
5. Click a listed student or group to include them in the session. When you have made your student or group selection(s) click **Save**.

View or Edit an Online Test Session
1. **From Testing > Sessions**, search to find test session(s) you wish to view or edit, or click the down arrow next to the **Search** button to reveal and select the option to show all results. Select the session(s) you want to view or edit
2. Open the task list and select **Create / Edit Sessions** and click **Start**.
3. Select a session from the **Sessions** list at the left of the screen. View the session details. Make any desired changes. Click **Save** to keep your changes, if any were made.

Pre-cache Content
**Reminder:** You will precache the test content using **Internet Explorer 10 or higher, with an updated Java**.

**Method 1:** Cache Test Content by Test – this downloads all test forms for the selected test for all test sessions. You can also view cached content.
1. **From Setup > Precache by Test**, mark the boxes to select one or more tests from the list.
2. Select one **Precache Server** from the list.
3. Click **Precache**.
4. To view cached test content on your server without caching again, click on the information icon next to your server.

**Method 2:** Precache the testing session, while creating sessions. In the sessions task, Precaching Test Content is an option you can select while you create/edit your sessions.
1. **From Testing > Sessions**
2. Click the dropdown next to search then click the box to **Show all results**
3. Select the session from the list.
4. Click on the **Select Tasks** dropdown menu, then select **Precaching Test Content** and press **Start**.
5. Click **Precache**. You can also click **View Status** at any time to view caching status. **If content is not appearing when precaching and there are no students in the session, add students to the test session and try again.**
6. An information page displays that caching is in progress and the parameters being used. At the same time, the Proctor Cache application will open. From that application you can view caching progress.

Print Student Test Tickets

Student test tickets contain the log in credentials that students need in order to access their assigned online tests. When logging in, students will use the TestNav app. Please disregard the URL web address printed on the tests tickets – It is not needed when using the TestNav app.

To print student test tickets, follow these steps:
1. **From Testing > Students in Sessions**, add test session(s) to the **Sessions** list on the left of the page.
2. Click a session to select it from the list.
   a. **If you have trouble finding your session, go to Testing > Sessions and select the test session(s) that contain the students whose status you wish to view.**
   b. **Return to Students in Sessions and the session(s) will already be listed.**
3. Open the **Resources** menu and select **Print all for this session.** (or select specific student and select Print selected for this session)
4. In the test tickets window that appears, select a format from the dropdown menu. The selected format will appear on screen.
5. Use your browser's print function to print the test tickets on paper.
During Online Testing; Start and Monitor Online Tests

Before starting a session you need to prepare the sessions. This step takes the information provided when users created sessions to assign students to the correct test forms. Users should prepare sessions a week before testing, as part of the proctor caching process. Sessions must be unlocked before students can assess their tests in TestNav.

Prepare a Test Session
1. From Testing > Students in Sessions, add test session(s) to the Sessions list on the left of the page.
2. Click a session to select it from the list. If you have trouble finding your session, go to Testing > Sessions and select the test session(s).
3. Click the Prepare Sessions button.

Unlock all Students’ Tests
1. From Testing > Students in Sessions, add test session(s) to the Sessions list on the left of the page.
2. Click a session to select it from the list. If you have trouble finding your session, go to Testing > Sessions and select the test session(s).
3. Click the unlock icon on the lock/unlock slider.

Start a Test Session
1. From Testing > Students in Sessions, add test session(s) to the Sessions list on the left of the page.
2. Click a session to select it from the list. If you have trouble finding your session, go to Testing > Sessions and select the test session(s).
3. Click Start.

Stop a Test Session
1. From Testing > Students in Sessions, add test session(s) to the Sessions lists on the left of the page.
2. Click a session to select it from the list. If you have trouble finding your session, go to Testing > Sessions and select the test session(s).
3. Click Stop.

Transcribe Sessions
1. From Testing > Students in Sessions, add test session(s) to the Sessions list on the left of the page.
2. Click a session to select it from the list. If you have trouble finding your session, go to Testing > Sessions and select the test session(s).
3. Ensure the test session is started. Session must be unlocked before starting the session.
4. Click the Launch Test link in the “Answer Input” column.
5. The student test will launch in TestNav. Click Start Test Now to begin transcription.

Mark Student Tests Complete

Most of the time, test sessions start and student testing goes smoothly, and students finish their tests and are automatically marked Complete when they exit their test. Mark Test Complete is used in special cases.

Student tests are marked complete when a student has not finished testing in the usual manner and is not going to return to the test. For example, when a student became sick and couldn’t finish, a student was disruptive and not allowed to stay in the testing lab, or a student’s computer crashed and prevented them from continuing the test. These students would end up with a status of Exited and need to be Marked Complete.

A test session cannot be stopped until all students have a status of Complete or Marked Complete, making this step necessary.
Find the Student

1. From Testing > Students in Sessions, add test session(s) to the Session List on the left of the page. If you have trouble finding your session, go to Testing > Sessions and select the test session(s) that contain the students whose status you want to view. Return to Students in Sessions and the session(s) will already be listed.
2. Click a session to select it from the list. Click Refresh to update the data being displayed.
3. Search to find the student(s) whose status you want to view or click the down arrow next to the Search button to reveal and select the option to show all results. You can change the Find Students setting to show only students in your currently selected session or in all available sessions.

Test Score Codes

A student’s test is automatically scored when the student clicks the Submit Final Answers button at the end of the test. It is not necessary to make a selection in the Score Code drop-down menu for a test to be scored.

S = Score
Score students test.
A = Absent
Student absent throughout the testing window. A student should NOT be marked absent if the student was absent on the testing days but also fits one of the score designations below.
X = ARD Decision
Student does not participate in the test on the basis of the student’s disability, as determined by the ARD committee in conjunction with the LPAC and documented in the student’s IEP.
O = Other Student Not to Be Scored
Student experiences a test administration irregularity or illness during testing.

Reports

Published Reports

1. From Reports > Published Reports search to find your report.
2. To download reports you can:
   - Double-click a single report, or
   - Select multiple reports and then go to Published Report task menu and re-select the reports and click Download.

Operational Reports to Find Student and Test Session Information

1. From Reports > Operational Reports, select Students & Registrations AND Online Testing, because related information is found in both categories.
2. You will be shown a list of available reports. Click the title of the report you want to view. This list is different for each testing program, based on the testing contract details.
3. If a report is not yet available or if you want a new one to be created, click Request Report Refresh. You can change the parameters to be used when the report is created, such as to only display the results for a specific organization. Click Refresh Report.
4. When a report is available, it will be listed on the page. Click Download Report to download a file with the requested information.

Accommodations Information
Installing TestNav

1. Click the Windows icon. In Search Programs and File type: Software Center and you will see Software Center as a selection.
2. Select Software Center.
3. Under Available Software select TestNav 1.5.2. If it is not available, it may be already installed. Verify installation under Installed Software.

Monitoring Online Systems
It is a good practice to monitor the students’ progress online and monitor your proctor caching server when issues with the internet connection are occurring.

Monitor Student Tests
1. From Testing > Students in Sessions, add test session(s) to the Sessions list on the left of the page.
2. Click a session to select it from the list. If you have trouble finding your session, go to Testing > Sessions and select the test session(s). Return to Students in Sessions and the session(s) will already be listed.
3. Click on the student status box under the Student Test Status column. This displays the number of questions answered, visited, and remaining (unanswered) with a data and time.

Monitor Server Content and Students
1. From Setup > Precache by Test, mark the boxes to select one or more tests from the list.
2. Choose the Precache Server from the list.
3. Click on the information icon next to your server. The popup window shows the cached tests.
4. Click on the Clients tab to view student devices who are saved on the server.

Network & Power Issues: Call the Network Operations Center (NOC) @ 713-556-8800, then Student Assessment. The student(s) are able to continue testing. The student responses are saved on the cached server and locally on the student’s device.