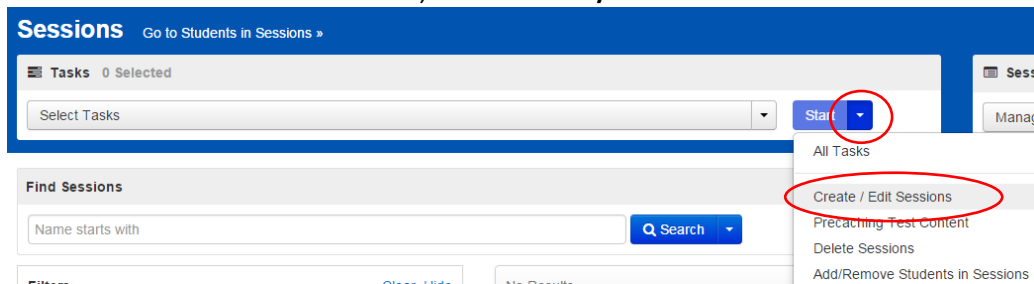


Create a Test Session

1. Sign in to PearsonAccessNEXT at mn.pearsonaccessnext.com (verify the MCA 2022 test administration is selected)
2. Under **Testing** click **Select an action** and select **Sessions**
3. To the right of Select Tasks click the down arrow next to Start, select **Create / Edit Sessions**

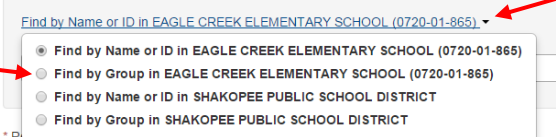


4. On the New Session screen enter the required information (* = required field) notes for special fields follow:
 - Session Name*
 - ❖ Example: *WMS-8-Smith-P3-Reading*
 - ❖ *building-grade-teacher-period-subject*
 - Form Group Type*
 - Main – used for most student tests (Math, Reading & Science)
 - Data Entry – DO NOT USE
 - Science Script – ONLY use when you are administering online Science with a script in an individual setting (must also assign the Science MCA Script test)
 - Precaching Computer* - APPS01

Add Students to the Test Session – when creating the session

Add students by selecting individual students or by selecting an entire group of students at once. To switch between methods you must save your changes. The default is to search for individual students.

5. To add individual students to the test session, select the box that says **Add students to session**. Wait while Pearson searches.....or start typing the name
6. Select the student from the list that appears. Click to the right of the student that you added to get the list again. You can also enter a student's name or MARSS/SSID number to search for a particular student.
7. To add an entire group of students at once, select the drop-down arrow next to **Find by Name or ID in "school name"** link.
8. Select the **Find by Group** radio button.

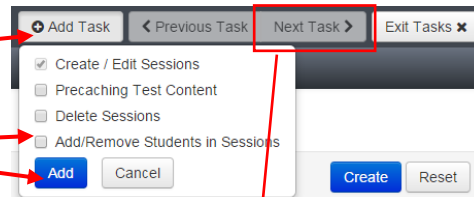


9. Select the box that says **Add students by group** and then select your group from the list that appears.
10. After students or groups have been added to the test session, select **Create** (or **Save** when adding additional students).

To Add or Remove Students to an existing session

From the DETAILS page (step 10 above) start at #11. From the Home page start at #13.

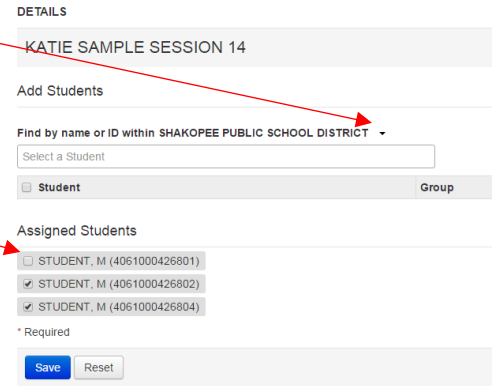
11. Click on + **Add Task** in the upper right hand corner, select **Add/Remove Students in Sessions** and click **Add**
12. Click on **Next Task >** and skip to #16.



From the Home page

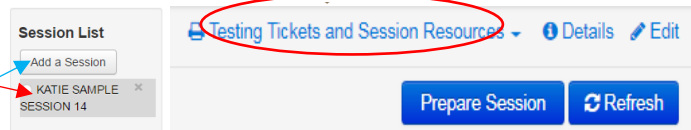
13. **Testing > Sessions**
14. Under **Find Sessions** click the down arrow next to **Search** and select **Show all results** select the session need
15. Under **Tasks** click the down arrow next to **Start** and select **Add/Remove Students in Sessions**

- Add students individually (click on the name then check the box to the left) or by group – select the down arrow to change to group
- Remove students by deselecting individuals under the Assigned Students section
- Click **Save** when finished



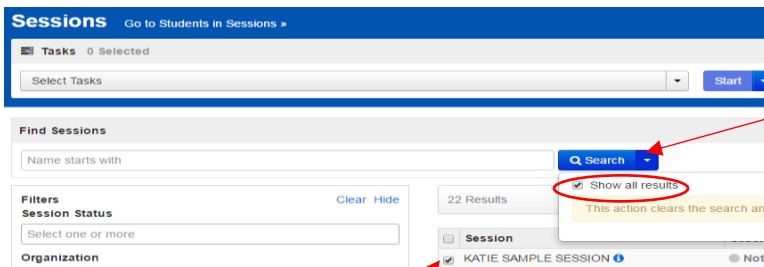
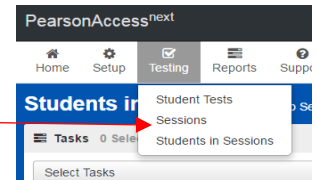
Print Student Test Tickets

- After the session has been created, sign in to PearsonAccessNEXT
- Under **Testing** click **Students In Sessions** –OR– **Select an action** and select **Students in Sessions**
- Select your session in the **Session List** and the **Testing Tickets and Session Resources** button become available. Go to step #4 if you found your session.



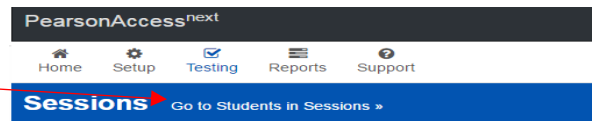
If no sessions are listed in the **Session List**:

- Click **Add a Session** and start typing your session name, then click on your session name when it appears in the list and **Add Selected**. Go back to step #3.
- OR- Click on **Testing** and select **Sessions**

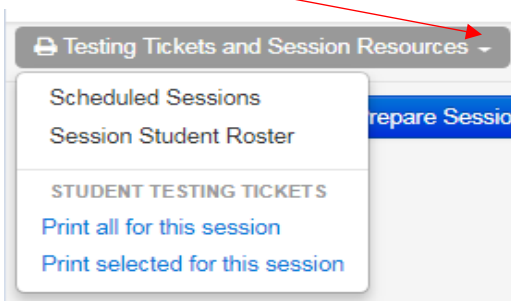


- Under **Find Sessions** click the down arrow next to **Search** and select **Show all Results**. All sessions will show up in the list.

- Select the box to the left of your session
- Click on **Go to Students in Sessions**
- Go back to step #3



- Click on the down arrow next to **Testing Tickets and Session Resources**, select **Print all for this session**.



To print tickets for selected students, select the checkbox next to the student(s). Then select **Print selected for this session** from the dropdown.

**The print format defaults to 1 Per Page, however you can change this by selecting a different print option from the dropdown menu (1 Per Page, Multiple Per Page, Grid, List).