Use this step-by-step guide to actively monitor student online MCA testing. This is one way to do this but keep in mind there are several ways to get to the same views/screens in AccessNext.

1. Once you're in Pearson AccessNext navigate to **Testing**  $\rightarrow$  **Sessions** 

| Pearso           | nAcces     | s <sup>next</sup> |                      |                | Minnesota > 2020 - 2021 > MCA 202   |
|------------------|------------|-------------------|----------------------|----------------|---|
| <b>∦</b><br>Home | ¢<br>Setup | ✓<br>Testing      | Reports              | 0<br>Support   |   |
|                  |            | 4                 |                      | 6              |   |
|                  |            |                   | SETU                 | JP             | TESTING   |
|                  |            |                   |                      | 5              |   |
|                  |            | Sele              | ct an actio          | on 🔻           | Select an action  |
|                  |            | 🛕 Stu             | ident inform         | nation in this | system is personally identifiable information (PI Student Tests<br>Sessions en accessing and using Students in Sessions |
| \star Wel        | come to P  | earsonAcc         | cess <sup>Next</sup> |                |   |
| Select a         | n action f | rom one of        | f the dropdo         | own menus u    | nder an icon to begin a task.   |

2. Select the desired grade and test subject or otherwise use the filters until you find the session(s) you're looking for.

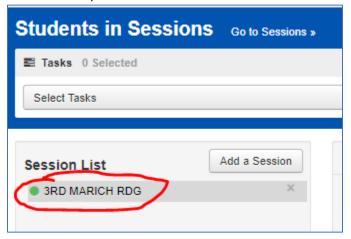
NOTE: You can click on the Search button and select "Show all results" if you're not seeing any sessions

| Go to Students in Sessions »         |                    |            |
|--------------------------------------|--------------------|------------|
| E Tasks 0 Selected                   |                    |            |
| Select Tasks                         |                    | • Star     |
| Find Sessions                        |                    |            |
| Name starts with                     | Q Search           | -          |
| Filters Clear Hide<br>Session Status | 51 Results         |            |
| Select one r more                    | Session            | Session S  |
| Organization                         | 3RD BROGAN MATH () | Ready      |
| Select one or more                   | 3RD BROGAN RDG 8   | Stopped    |
| Test                                 | 3RD ELLERTON MATH  | O Not Pres |
| V-                                   | 3RD ELLERTON RDG 0 | In Progr   |
| Grade 03 Reading MCA                 | 3RD HEGGEN MATH    | O Not Pres |
| Grade 04 Reading MCA                 |                    | 0.001110   |

 Left click the box(es) next to the desired session(s) and click on *Go to Students In Sessions* link at the top of your screen

| Sessions Go to Students in Sessi | 1S »       |                     |               |
|----------------------------------|------------|---------------------|---------------|
| E Tasks 0 Selected               |            |                     |               |
| Select Tasks                     |            |                     | • Start       |
| Find Sessions                    |            |                     |               |
| Name starts with                 |            | Q Search            | •             |
| Filters<br>Session Status        | Clear Hide | 9 Results           |               |
| Select one or more               |            | Session             | Session Statu |
| Organization                     |            | 3RD BROGAN RDG ()   | Stopped       |
| Select one or more               |            |                     |               |
| Test                             |            | 3RD ELLERTON RDG () | In Progress   |
| Seading MCA                      |            | 3RD HEGGEN RDG ()   | O Not Prepare |
| Form Group Type                  |            | 3RD JAX RDG ()      | Stopped       |
| Select one or more               |            |                     |               |
| Scheduled Start Date Range       | \          | 3RD MAKE UP READING |               |
| Select one                       | •          | 3RD MARICH RDG ()   | In Progress   |

4. Click on the desired session in the Session List menu. "Combined View" will be an option if you've selected multiple sessions.



You can now track the session's progress at a high level. You may need to use the *Search* ("Select All") button if you don't see any students. Click the blue arrow icon 
(in sessions with less than 50 students) if you want to see more detailed information like specific item numbers for your testers.

| ssion         | 3RD MARICH RDG                         |                     |            |             | Testing Tickets and Ses        | sion Resources 👻 🚯 Details 🥜 Edit  |
|---------------|--|---------------------|------------|-------------|--------------------------------|--|
| ×             | In Progress                            |                     |            |             |                                | Stop Session 2 Refresh   |
|               | 3RD MARICH RDG (20 Student Teer)       |                     |            |             | A                              | Student Test Status<br>Key   |
|               |  |                     | 17         |             |                                | Ready<br>Resumed, Resumed<br>Upload<br>Active<br>Exited<br>Completed, Marked<br>Complete |
| ove -         |  |                     |            |             |                                |  |
|               | Search •                               |                     |            |             |                                |  |
|               | Show all results                       |                     |            |             |                                |  |
| r Hide        | 20 Results This action clears the sear | ch and filters      |            |             | Displa                         | aying 100 V Manage Columns *   |
|               | MARSS/SSID Last Name Fi                | rst Name Middle Nam | e Username | Session     | S                              | tudent Test Status Form Group Type   |
| D MARIC       |  |                     |            |             |                                | Grade 03 Reading MCA   |
| Test Statuses | ✓ Total Students: 20                   |                     |            | V           |                                | C Refresh  |
|               |  |                     |            | Test Status | Answered - No<br>Test Duration | Response Required - Visited - Remaining  |
| dent Name     |  |                     |            | Resumed     | 00:30:25                       | Test Progress  |
|               |  |                     |            | Completed   | 23:57:49                       | 50 n/a 0 0   |
|               | 0                                      |                     |            | Completed   | 24:19:24                       | 50 n/a 0 0   |
| _             | 0                                      |                     |            | Completed   | 24:30:42                       | 50 n/a 0 0   |
|               | 0                                      |                     |            | Completed   | 24:22:55                       | 50 n/a 0 0   |
|               | 0                                      |                     |            | Completed   | 24:10:18                       | 50 n/a 0 0   |
|               | 0                                      |                     |            | Completed   | 23:59:33                       | 50 n/a 0 0   |
|               |  |                     |            | Completed   | 24:19:45                       | 50 n/a 0 0   |
|               | (240224)                               |                     |            | Active      | 01:23:52                       | 50 n/a 0 0   |

NOTES: The detailed progress screen will open in a new tab in your browser (Chrome users). **Test Progress** does not refresh automatically so hit the **Refresh** button when you want an update. After hitting the button, you'll need to wait 30 seconds until you can refresh again.

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## Using Pearson AccessNext to Track MCA Testing Progress

- 6. You can also drill directly into a student test to see the most recent item they have completed in the *Students in Sessions* screen. This is the only way to see individual progress when there are more than 50 students in a session.
  - a. Locate the desired student and click the green *Active* button next to their name and session in the *Student Test Status* column in the results section (lower right quadrant).

|   |                                    | Displaying | 100 🗸 1        |
|---|------------------------------------|------------|----------------|
|   | Session                            | Studer     | nt Test Statu: |
| 4 | GR8 READING (Grade 08 Reading MCA) | Active     | e 💌            |

b. This will open a new pop-up window

| Student Test & Item Progress |   |                                 |             |             |  |  |  |  |  |  |  |
|------------------------------|---|---------------------------------|-------------|-------------|--|--|--|--|--|--|--|
| Test                         | Test Name: Grade 08 Reading                                     |                                 |             |             |  |  |  |  |  |  |  |
| Test                         | MCA<br>Test Status: Active - 100%                               |                                 |             |             |  |  |  |  |  |  |  |
| Tota                         | I Items (53)  |                                 |             |             |  |  |  |  |  |  |  |
|                              |   |                                 |             | 53          |  |  |  |  |  |  |  |
| - /                          | 🖉 - Answered 📕 - No Response Required 📕 - Visited 📕 - Remaining |                                 |             |             |  |  |  |  |  |  |  |
| _                            |   |                                 |             |             |  |  |  |  |  |  |  |
|                              |   |                                 |             |             |  |  |  |  |  |  |  |
|                              | <b>a</b> <i>t</i>   |                                 | 11 - 1 - 1  |             |  |  |  |  |  |  |  |
| #                            | Section   | Sequence                        | Visited     | Answered    | Last Update  |  |  |  |  |  |  |
|                              | Section   | Sequence<br>Web Content         | Visited     | Answered    | Last Update<br>04/21/2021 09:45:52 AM                                      |  |  |  |  |  |  |
|                              |   | -                               |             |             | -  |  |  |  |  |  |  |
| #                            | 1   | Web Content                     | 4           | *           | 04/21/2021 09:45:52 AM   |  |  |  |  |  |  |
| #<br>1<br>2                  | 1   | Web Content                     | ۵<br>۵      | *           | 04/21/2021 09:45:52 AM<br>04/21/2021 09:45:56 AM                           |  |  |  |  |  |  |
| #<br>1<br>2<br>3             | 1<br>1<br>1   | Web Content<br>1<br>Web Content | 2<br>2<br>2 | *<br>*<br>* | 04/21/2021 09:45:52 AM<br>04/21/2021 09:45:56 AM<br>04/21/2021 09:46:00 AM |  |  |  |  |  |  |

c. From there scroll down to see the last recorded item that's been answered (*Sequence* column)

| coru | , |             |          |   |                        |
|------|---|-------------|----------|---|------------------------|
| 42   | 2 | Web Content | ۵        | ~ | 04/21/2021 10:20:07 AM |
| 43   | 2 | 26          | ۵        | * | 04/21/2021 10:20:40 AM |
| 44   | 2 | 27          | ۵        | * | 04/21/2021 10:22:23 AM |
| 45   | 2 | 28          | ۵        | * | 04/21/2021 10:23:37 AM |
| 46   | 2 | 29          | ۵        | ~ | 04/21/2021 10:24:29 AM |
| 47   | 2 | 30          | ۵        | ~ | 04/21/2021 10:25:51 AM |
| 48   | 2 | Web Content | <b>å</b> | ~ | 04/21/2021 10:26:03 AM |
| 49   | 2 | Web Content | <b>å</b> | ~ | 04/21/2021 10:27:46 AM |
| 50   | 2 | 31          | ۵        | ~ | 04/21/2021 10:31:50 AM |
| 51   | 2 | 32          | ۵        | ~ | 04/21/2021 10:32:49 AM |
| 52   | 2 | 33          | ۵        | ~ | 04/21/2021 10:33:15 AM |
| 53   | 2 | 34          | <b>4</b> | ~ | 04/21/2021 10:33:37 AM |
|      |   |             |          |   |                        |

NOTE: This view is from an online reading test, less detailed information is available for the online Science MCA test.