



Kathy Cox
State Superintendent of Schools

PearsonAccess
GHSGT Participation Counts
and User Accounts
July 2009

PearsonAccess – Agenda

Single Login

- **Resource Materials**
- **User Accounts**
- **Contact Information (Profile)**
- **Authorizations**
- **Add Schools/Delete Schools/Change School Name**
- **Participation Counts (Enrollment)**
- **Additional Orders**
- **Order Tracking**

Training Center

Home Support **Training Center**

[Home](#) > Training Center

Training Center



Learn how to use
PearsonAccess

Welcome to the PearsonAccess Training Center! The "Log into PearsonAccess Training Site" button below allows you to access a demo version of PearsonAccess for training purposes only. With this system, you can currently learn how to Manage Test Sessions.

Training Center 

Log into PearsonAccess Training Site 

[Confidentiality Agreement](#)

Copyright © 2009 Pearson Education, Inc. or its affiliate(s). All rights reserved.

WE WILL LEAD THE NATION IN IMPROVING STUDENT ACHIEVEMENT.

Georgia Landing Page



PearsonAccess

Home

Support

Training Center



PearsonAccess is used to create, deliver, score, report and analyze summative, and assessments and provides many other custom online and paper-based testing and reporting services.

Create, Deliver, Score, Report, & Analyze

- Send student data
- Manage participation counts
- Register students for testing
- View test results

[Log into PearsonAccess](#)

Support

- [Resources](#)
- [FAQs](#)

Phone

888-597-1103

E-mail

gaeoct@support.pearson.com

Monday thru Friday

7:00 am - 8:30 pm (EST)

[Go To Support](#)

Related Links

[Georgia Department of Education](#)

Phone

888-597-1103

E-mail

gaeoct@support.pearson.com

Monday thru Friday

7:00 am - 8:30 pm (EST)

WE WILL LEAD THE NATION IN IMPROVING STUDENT ACHIEVEMENT.

Login Page

Please login...

Welcome to the PearsonAccess Georgia web site.
Please log in to access these services.

User Name:

Password:

Login

Cancel

[Forgot your user name or password?](#)
[Need help signing in?](#)

If you forget your
password

Resource Materials

[Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

Home | Student Data | Test Setup | Test Management | Test Results

Current organization: Georgia Dept of Educat

Welcome, Marlyin Robert

Latest News

PearsonAccess

Welcome to the state's gateway to services designed to help you register students for testing, order testing materials, and analyze test results.

Student Data	Test Setup	Test Management	Test Results
<p><u>Send Student Data</u></p> <ul style="list-style-type: none">• Send student files to the system• Check for problems with sent files <p><u>Manage Student Data</u></p> <ul style="list-style-type: none">• Filter and sort students• View total student counts• Change student data	<p><u>Enter Administration Details</u></p> <ul style="list-style-type: none">• Submit supplemental test administration information <p><u>Manage Participation Counts</u></p> <ul style="list-style-type: none">• Enter student counts to order test materials <p><u>Order Additional Materials and Tracking</u></p> <ul style="list-style-type: none">• Order additional materials	<p><u>Register Students</u></p> <ul style="list-style-type: none">• Assign students to paper & online tests• Update student demographic data before testing• View student counts by administration <p><u>Manage Test Sessions</u></p> <ul style="list-style-type: none">• View online test sessions• Add registered students to a test session• Proctor test sessions	<p><u>View Publications</u></p> <ul style="list-style-type: none">• View, download, print and publish and external organization

Home

Student Data

Test Setup

Test Management

Test Results

Current organization: Georgia Dept

Help



[Home](#) > Support

Support

[Return to Home](#)

Support

The Support screen provides a range of system support materials, including frequently asked questions (FAQs) about different functions, how to contact Pearson if you have a question, and various downloadable resources, such as product manuals, templates, and tutorials.

Resources



Top Resources

[TestNav Technology Guidelines](#)

Resource Categories

[Downloads](#)

[Templates](#)

[Training](#)

[User Documentation](#)

[Worksheets](#)

Click on User Documentation

[View All Resources...](#)

FAQs

Con

[Georgia](#)

Phone

888-59

E-mail

[gaeoc](#)

Mon

7:00 a

Help



Support

The Support screen provides a range of system support materials, including frequently asked questions (FAQs) about different functions, how to contact Pearson if you have a question, and various downloadable resources, such as product manuals, templates, and tutorials.

[Home](#) > [Support](#) > Resources

Resources

[Return to Support](#)

Downloads

Templates

Training

User Documentation

Worksheets

User Documentation

Results: 1-4 of 4

<input checked="" type="checkbox"/> Document Name	<input checked="" type="checkbox"/> Description
PEM Solutions Technology Guidelines Recommended Hardware and Software (4/2009)	-
TestNav Technology Guidelines (4/2009)	-
GA User Roles	-
GA User Guide	-

User Guide and User Roles

Results: 1-4 of 4

PearsonAccess Home Page

Georgia Home > PearsonAccess Secure

[Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

Home | Student Data | Test Setup | Test Management | Test Results

Welcome, Kris Arens

Latest News

PearsonAccess

Welcome to the state's gateway to services designed to help you register students for testing, order testing materials, and analyze test results.

Student Data	Test Setup	Test Management	Test Results
<p>Send Student Data</p> <ul style="list-style-type: none">Send student files to the systemCheck for problems with sent files <p>Manage Student Data</p> <ul style="list-style-type: none">Filter and sort studentsView total student countsChange student data	<p>Enter Administration Details</p> <ul style="list-style-type: none">Submit supplemental test administration information <p>Manage Participation Counts</p> <ul style="list-style-type: none">Enter student counts to order test materials <p>Order Additional Materials and Tracking</p> <ul style="list-style-type: none">Order additional materialsTrack orders and view shipment information	<p>Register Students</p> <ul style="list-style-type: none">Assign students to paper & online testsUpdate student demographic data before testingView student counts by administration <p>Manage Test Sessions</p> <ul style="list-style-type: none">View online test sessionsAdd registered students to a test sessionProctor test sessions <p>Resolve Student Test Alerts</p> <ul style="list-style-type: none">Examine and resolve issues with completed tests	<p>View Published Reports</p> <ul style="list-style-type: none">View, download and print access to daily published reports and extracts by organization <p>Request Printed Reports</p> <ul style="list-style-type: none">Request paper reports based on title

PEM SOLUTIONS
PEARSON EDUCATIONAL MEASUREMENT

Copyright © 2009 Pearson Education, Inc. or its affiliate(s). All rights reserved.

[Trademarks](#) | [Disclaimer](#) | [Privacy Policy](#)

WE WILL LEAD THE NATION IN IMPROVING STUDENT ACHIEVEMENT.

Help



Administrative Management

Many program-level administrative functions are accessed from Administrative Management, such as user accounts and roles, organizations, and reports.

Note: You see only those administrative management functions for which you have been given permission.

Organizations are entities in the organizational hierarchy, such as a state, system, or school. An organization must "exist" in the system before it can participate in testing activities.

Security refers to user accounts. "Users" are educational personnel

[Home](#) > Administrative Management

Administrative Management

[Return to Home](#)

Organizations

 [View Organizations](#)

Security

 [View User Accounts](#)
 [Send User Account File](#)

Reports

Order Reports

 [Additional Order Material Summary](#)
 [Additional Order Detail](#)

Click on View User Accounts to view current users or to add new users

Add a New User

PearsonAccess Public > PearsonAccess Secure

[Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

Home Student Data Test Setup Test Management Test Results

Current organization: **APPLING COUNTY BOARD OF EDUCATION** [change organization](#)

Home > [Administrative Management](#) > View User Accounts

View User Accounts

[Return to Administrative Management](#)

 **New User** |  Mark User As ▾ |  Reset Password |  Export to Excel |

0 Users Selected Results: None Found

<input checked="" type="checkbox"/> User ID	<input checked="" type="checkbox"/> Name	Email Address	<input checked="" type="checkbox"/> Roles	<input checked="" type="checkbox"/> Organizations	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Deleted? Not Deleted
No records were found						

Results: None Found

Help << ?

User Accounts

The user accounts that you can view are based on your own role and the current organization selected. Some of the accounts are view-only, whereas others may be editable.

User accounts contain personal and system-related data about that user. Click on a User ID to view more details about that user account.

Click **New User** to create a new user account.

The **Roles** column shows the testing roles assigned to that user. Each "role" contains a set

Help << ?

New User Account

This screen allows you to create a new user account.

After you complete the screen and click **Save**, a notification is automatically sent to that user's email address. The email contains a link to the login screen where the new user can choose a password and enter the site.

- You can assign more than one **User Role** by selecting the check box next to each role that you want to assign.
- As an option, you can specify an account Start Date and End Date. **Note that an account expires on 1:00 a.m. on the End Date.** For example, an End Date of 05/15/2007 means that the user will be able to log in only until 12:59 a.m. on 05/15/2007.

Note: The **Initial Token** field displays a system-generated identifier when you create the user. This field displays the word "success" after the new user has successfully logged-in.

New User Account

[Return to View User Accounts](#)

Save Cancel

Required

Demographic Information

▶ User ID: Start Date:

▶ First Name: End Date:

Middle Name: Initial Token: **GqAlUyqMkJmVxWZtC7YtoeeihAM5h7ep**

▶ Last Name: ▶ Email Address:

User Locked:

Roles

▶ User Roles:

Check All

Program Team Staff District Test Coordinator Help Desk

Proctor School Test Coordinator State

Organizations

▶ Available Organizations:

Georgia Dept of Education

Save Cancel

Authorizations – User Roles

- **Proctors**
 - Reset own password
 - View, add, delete, edit sessions
 - Student authorization tickets
 - Seal codes
 - Start/Stop Sessions
 - Resume test
 - Mark test complete
 - View student

Authorizations – User Roles

- **School Coordinators** (Proctor roles with the addition of the below)
 - Edit own user account and others at a same level or at Proctor level
 - Reset password at same level or at Proctor level
 - View organization
 - View participation in a test administration
 - View administration details
 - Online testing – add, view, edit, delete sessions
 - Add/Remove students from session
 - View published reports

Authorizations – User Roles

- **System Coordinators** (School Coordinator and Proctor roles plus)
 - **Export/Send user account file**
 - **Add contacts**
 - **Delete contacts**
 - **View/edit participation counts**
 - **View summary of participation counts**
 - **Submit student data upload files**
 - **Order additional materials**
 - **View/track initial shipment and additional orders**

Ability to Add Multiple Users

PearsonAccess Public > PearsonAccess Secure

[Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

Home Student Data Test Setup Test Management Test Results

Current organization: **APPLING COUNTY BOARD OF EDUCATION** [change organization](#)

Home > [Administrative Management](#) > View User Accounts

View User Accounts

[Return to Administrative Management](#)

New User | Mark User As | Reset Password | **Export to Excel**

0 Users Selected Results: None Found

User ID	Name	Email Address	Roles	Organizations	Status	Deleted? Not Deleted
No records were found						

Results: None Found

Help << ?

User Accounts

The user accounts that you can view are based on your own role and the current organization selected. Some of the accounts are view-only, whereas others may be editable.

User accounts contain personal and system-related data about that user. Click on a User ID to view more details about that user account.

Click **New User** to create a new user account.

The **Roles** column shows the testing roles assigned to that user. Each "role" contains a set of permissions, which determine what a user can do.

Example of User Upload List

	B	C	D	E	F	G	H	I	J	K	
1	User Id	First Name	Middle Name	Last Name	Email	Authorized	Roles	Locked	Start Date	End Date	Dele
2	Roseli	Lisa		Rose	lisa.rose@pearson.com	GA	Program Team Staff	FALSE	6/5/09	6/5/10	FA
3	Teacaa	Aaaa		Teacher	teacher.aaa@doe.k12.ga.us	6041111	School Test Coordinator	FALSE	6/12/09	6/12/10	FA
4	procex	Example		Proctor	proctor.example@doe.k12.us	9991010	Proctor	FALSE			FA
5											
6											
7											
8											
9											

Note: the file must be in a csv format to upload to PearsonAccess

Upload User File

PearsonAccess Public > PearsonAccess Secure

[Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

Home Student Data Test Setup Test Management Test Results

Current organization: **Georgia Dept of Education** [change organization](#)

Help << ?

Administrative Management

Many program-level administrative functions are accessed from Administrative Management, such as user accounts and roles, organizations, and reports.

Note: You see only those administrative management functions for which you have been given permission.

Organizations are entities in the organizational hierarchy, such as a state, system, or school. An organization must "exist" in the system before it can participate in testing activities.

Security refers to user accounts. "Users" are educational personnel

[Home](#) > [Administrative Management](#)

Administrative Management

[Return to Home](#)

Organizations

[View Organizations](#)

Security

[View User Accounts](#)

[Send User Account File](#)

Reports

Order Reports

[Additional Order Material Summary](#)

[Additional Order Detail](#)

View Organization (System/School)

PearsonAccess Public > PearsonAccess Secure

[Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

Home Student Data Test Setup Test Management Test Results

Current organization: Georgia Dept of Education [change organization](#)

Home > Administrative Management

Administrative Management

[Return to Home](#)

Organizations

[View Organizations](#)

Security

[View User Accounts](#)
[Send User Account File](#)

Reports

Order Reports

- [Additional Order Material Summary](#)
- [Additional Order Detail](#)
- [Registration Court Totals](#)

Help << ?

Administrative Management

Many program-level administrative functions are accessed from Administrative Management, such as user accounts and roles, organizations, and reports.

Note: You see only those administrative management functions for which you have been given permission.

Organizations are entities in the organizational hierarchy, such as a state, system, or school. An organization must "exist" in the system before it can participate in testing activities.

Security refers to user accounts. "Users" are educational personnel

Click on System Name

PearsonAccess Public > PearsonAccess Secure

[Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

Home Student Data Test Setup Test Management Test Results

Current organization: ATLANTA PUBLIC SCHOOLS [change organization](#)

Home > Administrative Management > View Organization

View Organization

[Return to Administrative Management](#)

View By: System School

0 Entities Selected Results: 1 to 1 of 1

New Organization | X Delete

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> ID	<input checked="" type="checkbox"/> Parent Organization
<input type="checkbox"/> ATLANTA PUBLIC SCHOOLS	7610000	Georgia Dept of Education (GA)

Results: 1 to 1 of 1

Help << ?

Organizations

An **organization** is an entity in the organizational hierarchy, such as a state, system, or school.

An organization must exist in the system before that organization can participate in testing or test-related activities, such as ordering materials, etc.

- If you have access to more than one type of organization, select the organization type in the **View By** field.

View an Organization

To view an organization, click on an organization name to view more details about the organization.

Test Administration

PearsonAccess Public > PearsonAccess Secure

[Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

Home Student Data Test Setup Test Management Test Results

Current organization: Georgia Dept of Education [change organization](#)

Home > [Administrative Management](#) > [View Organization](#) > Organization Details

Georgia Dept of Education (GA) Details

[Return to View Organization](#)

Organization Details Contacts **Test Administrations**

Test Administrations

Results: 1 to 4 of 4

 Copy Participations

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Participation
GA EOCT Mid-Month 2009-2010	Yes Change
GA EOCT Winter 2009	Yes Change
GHSGT Fall 2009	Yes Change
GHSGT Winter 2009	Yes Change

Results: 1 to 4 of 4

Help << ?

Test Administrations

Before an organization can take part in a particular test administration, the organization must be "participating" in that administration.

- A "Yes" or "No" in the Participating column indicates whether an organization is participating in a test administration.
- Click **Change** to change the participation status of an organization.
- Click a test administration name to see further details about that organization's participation in the administration.

Responsibilities

PearsonAccess Public > PearsonAccess Secure

[Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

Home Student Data Test Setup Test Management Test Results

Current organization: **APPLING COUNTY BOARD OF EDUCATION** [change organization](#)

[Home](#) > [Administrative Management](#) > [View Organization](#) > [Organization Details](#) > Enter Administration Details

APPLING COUNTY BOARD OF EDUCATION (601000) Details

GHSGT Winter 2009 Test Administration

[Return to Organization Details](#)

Administration Details **Classes** **Responsibilities** Tests

Responsibility Edit

Responsibilities	Contact
District Test Coordinator - Mailing	Cindy Schell, Appling County Board of Education, 249 BLACKSHEAR HWY, BAXLEY, GA, 31513
District Test Coordinator - Shipping	Cindy Schell, Appling County Board of Ed, 249 Blackshear Hwy, BAXLEY, GA, 31513

Help << ?

Responsibilities

Shows a list of testing-related responsibilities and the assigned contact person.

- A person must be designated as Contact before the person can be assigned to a responsibility.

Mailing and Shipping Address

Add/Delete/Change School Name

The screenshot shows a web application interface for Administrative Management. At the top, there are navigation links: [Your Account](#), [Administrative Management](#), [Support](#), and [Logout](#). Below these are buttons for [Home](#), [Student Data](#), [Test Setup](#), [Test Management](#), and [Test Results](#). A status bar indicates the current organization is **APPLING COUNTY BOARD OF EDUCATION** with a [change organiza](#) link.

The main content area is titled **Administrative Management** and includes a [Return to Home](#) link. It is divided into three sections:

- Organizations**: Contains a [View Organizations](#) link. A yellow callout box with the text "Click on View Organizations" points to this link.
- Security**: Contains [View User Accounts](#) and [Send User Account File](#) links.
- Reports**: Contains an **Order Reports** section with a link for [Additional Order Material Summary](#).

A left-hand sidebar contains a **Help** section with a question mark icon. It includes a sub-section for **Administrative Management** with the text: "Many program-level administrative functions are accessed from Administrative Management, such as user accounts and roles, organizations, and reports." Below this is a **Note**: "You see only those administrative management functions for which you have been given permission." Further down, it defines **Organizations** as entities in the organizational hierarchy and **Security** as referring to user accounts.

Add a New School

[Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

Home Student Data Test Setup Test Management Test Results

Current organization: **APPLING COUNTY BOARD OF EDUCATION** [change organization](#)

Home > [Administrative Management](#) > View Organization

View Organization

[Return to Administrative Management](#)

View By: System School

0 Entities Selected Results: 1 to 5 of 5

New Organization | Delete

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> ID	<input checked="" type="checkbox"/> Parent Organization
<input type="checkbox"/> APPLING CO HIGH	6012050	APPLING COUNTY BOARD OF EDUCATION (6010000)
<input type="checkbox"/> APPLING COUNTY HIGH	6010103	APPLING COUNTY BOARD OF EDUCATION (6010000)
<input type="checkbox"/> APPLING COUNTY MIDDLE SCHOOL	6010195	APPLING COUNTY BOARD OF EDUCATION (6010000)
<input type="checkbox"/> BAXLEY WILDERNESS INSTITUTE	6010109	APPLING COUNTY BOARD OF EDUCATION (6010000)
<input type="checkbox"/> Example School	6010101	APPLING COUNTY BOARD OF EDUCATION (6010000)

Results: 1 to 5 of 5

Click on School to view all schools

Click on New Organization

Help

Organizations

An **organization** is an entity in the organizational hierarchy, such as a state, system, or school.

An organization must exist in the system before that organization can participate in testing or test-related activities, such as ordering materials, etc.

- If you have access to more than one type of organization, select the organization type in the **View By** field.

View an Organization

To view an organization, click on an organization name to view more details about the

Add a New School

[Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

Home Student Data Test Setup Test Management Test Results

Current organization: **APPLING COUNTY BOARD OF EDUCATION** [change organiza](#)

Home > [Administrative Management](#) > View Organization

View Organization

[Return to Administrative Management](#)

New Organization

Type: School - Required

Parent Organization: <Select>

ID:

Name:

Save Cancel

Save Cancel

Help

Organizations

An **organization** is an entity in the organizational hierarchy, such as a state, system, or school.

An organization must exist in the system before that organization can participate in testing or test-related activities, such as ordering materials, etc.

- If you have access to more than one type of organization, select the organization type in the **View By** field.

View an Organization

To view an organization, click on an organization name to view more details about the

Enter State School Code
(3 digit System Code, 4 digit
School Code)

Delete a School

[Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

Home Student Data Test Setup Test Management Test Results

Current organization: **APPLING COUNTY BOARD OF EDUCATION** [change organiza](#)

Home > [Administrative Management](#) > View Organization

View Organization

[Return to Administrative Management](#)

View By: System School

0 Entities Selected Results: 1 to 5 of 5

 New Organization |  Delete

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> ID	<input checked="" type="checkbox"/> Parent Organization
<input type="checkbox"/> APPLING CO HIGH	6012050	APPLING COUNTY BOARD OF EDUCATION (6010000)
<input type="checkbox"/> APPLING COUNTY HIGH	6010103	APPLING COUNTY BOARD OF EDUCATION (6010000)
<input type="checkbox"/> APPLING COUNTY MIDDLE SCHOOL	6010195	APPLING COUNTY BOARD OF EDUCATION (6010000)
<input type="checkbox"/> BAXLEY WILDERNESS INSTITUTE	6010109	APPLING COUNTY BOARD OF EDUCATION (6010000)
<input type="checkbox"/> Example School	6010101	APPLING COUNTY BOARD OF EDUCATION (6010000)

Results: 1 to 5 of

Help << ?

Organizations

An **organization** is an entity in the organizational hierarchy, such as a state, system, or school.

An organization must exist in the system before that organization can participate in testing or test-related activities, such as ordering materials, etc.

- If you have access to more than one type of organization, select the organization type in the **View By** field.

View an Organization

To view an organization, click on an organization name to view more details about the

To delete a school, click on the box to the left of the school name and then click **Delete**

Change a School Name

[Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

Home Student Data Test Setup Test Management Test Results

Current organization: **APPLING COUNTY BOARD OF EDUCATION** [change organization](#)

Home > [Administrative Management](#) > [View Organization](#) > Organization Details

APPLING CO HIGH (6012050) Details

[Return to View Organization](#)

Organization Details Contacts Test Administrations

Organization Master Record		Edit
ID:	6012050	
Name:	APPLING CO HIGH	
Parent Organization:	6010000 - APPLING COUNTY BOARD OF EDUCATION	
Closed:	No	

Click on Edit and update the School Name

Help << ?

Organization Details

Shows the Organization Master Record.

- Click **Edit** to change the organization ID or name.
- Click **Change** to change the parent organization. (The parent organization is one level above the current organization.)

Help



Organization Details

Shows the Organization Master Record.

- Click **Edit** to change the organization ID or name.
- Click **Change** to change the parent organization. (The parent organization is one level above the current organization.)

[Home](#) > [Administrative Management](#) > [View Organization](#) > Organization Details

APPLING CO HIGH (6012050) Details

[Return to View Organization](#)

Organization Details

Contacts

Test Administrations

Organization Master Record

Save

Cancel

ID: **6012050**

Name:

Parent Organization: **6010000 - APPLING COUNTY BOARD OF EDUCATION**

Closed:

- Required

Click on Save

You may also mark a school as closed

Participation (enrollments)

PearsonAccess Public > PearsonAccess Secure

[Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

Home | Student Data | **Test Setup** | Test Management | Test Results

Overview | [Enter Administration Details](#) | [Manage Participation Counts](#) | [Order Additional Materials and Tracking](#)

Current organization: **Georgia Dept of Education** [change organization](#)

Help << ?

Test Setup
Test Setup activities help you to prepare for both paper and online testing.

To provide supplemental administration data such as test dates and material receiving and pickup information, click **Enter Administration Details**.

To order paper testing materials, click **Manage Participation Counts**.

To order additional paper testing materials (after the initial order) or to track orders and view shipment information, click **Order Additional Materials and Tracking**.

Note: Each task can be performed

[Home](#) > Test Setup Overview

Test Setup Overview

GHSGT Winter 2009 [Change](#)

[Return to Home](#)

Task	Dates
 Enter Administration Details <ul style="list-style-type: none">Submit supplemental test administration information	N/A - N/A
 Manage Participation Counts <ul style="list-style-type: none">Enter student counts to order test materials	07/13/2009 - 07/24/2009
 Order Additional Materials and Tracking <ul style="list-style-type: none">Order additional materialsTrack orders and view shipment information	10/12/2009 - 11/13/2009

Status of Participation Counts

Access Public > PearsonAccess Secure

[Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

Home Student Data **Test Setup** Test Management Test Results

Overview | Enter Administration Details | **Manage Participation Counts** | Order Additional Materials and Tracking

Current organization: **APPLING COUNTY BOARD OF EDUCATION** [change organization](#)

Home > Test Setup > Manage Participation Counts

Manage Participation Counts

GHSGT Winter 2009 [Change](#)

[Return to Test Setup](#)

Results: 1 to 4 of 4

Send E-Mail Notification | Reports

Name	ID	Type	Status
APPLING CO HIGH	6012050	School	Complete
APPLING COUNTY HIGH	6010103	School	In Progress
APPLING COUNTY MIDDLE SCHOOL	6010195	School	Not Started
BAXLEY WILDERNESS INSTITUTE	6010109	School	Not Started

Results: 1 to 4 of 4

Participation Counts
When you enter participation counts, you are providing the number of students that will be given the test.
Participation counts are used for ordering testing materials for testing, such as test questions, answer documents, and print materials, etc.
You can review and update participation counts until the closing date. (The opening and closing dates are listed on the Test Setup Overview screen.)
Click on an organization name to view the participation counts.
When closing date, an order for

Enter Participation Counts

[Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

[Home](#) | [Student Data](#) | **Test Setup** | [Test Management](#) | [Test Results](#)

[Overview](#) | [Enter Administration Details](#) | **Manage Participation Counts** | [Order Additional Materials and Tracking](#)

Current organization: **APPLING COUNTY BOARD OF EDUCATION** [change organization](#)

Help << ?

Participation Counts

When you enter **participation counts**, you are providing the number of students that will take a given test.

Participation counts are used for ordering testing materials for paper testing, such as test booklets, answer documents, large print materials, etc.

You can review and update participation counts until the closing date. (The opening and closing dates are listed on the Test Setup Overview screen.)

- Click on an organization name to view the participation counts.

On the closing date, an order for

[Home](#) > [Test Setup](#) > Manage Participation Counts

Manage Participation Counts

GHSGT Winter 2009 [Change](#)

[Return to Test Setup](#)

Note: Participation Counts must be entered before 07/31/2009.

Participation Counts Edit [Back to Status List](#)

Organization	Test	GPS			GPS/QCC			QCC		
		Counts	Large Print	Braille	Counts	Large Print	Braille	Counts	Large Print	Braille
APPLING COUNTY MIDDLE SCHOOL 6010195	ELA	0	0	0	0	0	0	0	0	0
	Math							0	0	0
	Science	0	0	0	0	0	0	0	0	0
	Social Studies				0	0	0	0	0	0

Status: **Not Started**

Edit [Back to Status List](#)

Help



Participation Counts

When you enter **participation counts**, you are providing the number of students that will take a given test.

Participation counts are used for ordering testing materials for paper testing, such as test booklets, answer documents, large print materials, etc.

You can review and update participation counts until the closing date. (The opening and closing dates are listed on the Test Setup Overview screen.)

- Click on an organization name to view the participation counts.

On the closing date, an order for

[Home](#) > [Test Setup](#) > Manage Participation Counts

Manage Participation Counts

GHSGT Winter 2009 [Change](#)

[Return to Test Setup](#)

Note: Participation Counts must be entered before 07/31/2009.

Participation Counts

Organization	Test	GPS			GPS/QCC			QCC		
		Counts	Large Print	Braille	Counts	Large Print	Braille	Counts	Large Print	Braille
APPLING COUNTY MIDDLE SCHOOL 6010195	ELA	<input type="text" value="0"/>								
	Math							<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	Science	<input type="text" value="0"/>								
	Social Studies				<input type="text" value="0"/>					

Status: **Not Started**

Complete Participation Counts

Overview | Enter Administration Details | **Manage Participation Counts** | Order Additional Materials and Tracking

Current organization: **APPLING COUNTY BOARD OF EDUCATION**

Home > [Test Setup](#) > Manage Participation Counts

Manage Participation Counts

GHSGT Winter 2009 [Change](#)

[Return to Test Setup](#)



You have successfully saved the participation counts for APPLING CO HIGH, and the participation count status is In Progress.

If you are finished entering participation counts and would like to set the status to Complete for APPLING CO HIGH, click Yes-Complete Enrollment.

If you do not want to set the status to Complete, but you would like to view the list of schools click No-Return to List of Schools.

If you do not want to set the status to Complete, but you would like to continue entering participation counts click No-Return to Enter Participation Counts.

What would you like to do next?

- [Yes-Complete Enrollment](#)
- [No-Return to List of Schools](#)
- [No-Return to Enter Participation Counts](#)

Help << ?

Participation Counts

When you enter **participation counts**, you are providing the number of students that will take a given test.

Participation counts are used for ordering testing materials for paper testing, such as test booklets, answer documents, large print materials, etc.

You can review and update participation counts until the closing date. (The opening and closing dates are listed on the Test Setup Overview screen.)

- Click on an organization name to view the participation counts.

On the closing date, an order for paper testing materials is automatically submitted and shipped, based on the participation counts.

To complete participation counts

To Continue Entering Counts

PearsonAccess Public > PearsonAccess Secure

[Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

[Home](#) | [Student Data](#) | **Test Setup** | [Test Management](#) | [Test Results](#)

[Overview](#) | [Enter Administration Details](#) | **Manage Participation Counts** | [Order Additional Materials and Tracking](#)

Current organization: **APPLING COUNTY BOARD OF**

[Home](#) > [Test Setup](#) > Manage Participation Counts

Manage Participation Counts

GHSGT Winter 2009 [Change](#)

[Return to Test Setup](#)



You have successfully completed the participation counts for APPLING CO HIGH.

What would you like to do next?

- [Go back to List of Schools](#)
- [Go to Next School](#)

Help << ?

Participation Counts

When you enter **participation counts**, you are providing the number of students that will take a given test.

Participation counts are used for ordering testing materials for paper testing, such as test booklets, answer documents, large print materials, etc.

You can review and update participation counts until the closing date. (The opening and closing dates are listed on the Test Setup Overview screen.)

- Click on an organization name to view the participation counts.

On the closing date, an order for

Summary of Counts

Public > PearsonAccess Secure

[Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

Home | Student Data | **Test Setup** | Test Management | Test Results

Overview | Enter Administration Details | **Manage Participation Counts** | Order Additional Materials and Tracking

Current organization: **APPLING COUNTY BOARD OF EDUCATION**

Home > Test Setup > Manage Participation Counts

Manage Participation Counts

GHSGT Winter 2009 [Change](#)

[Return to Test Setup](#)

Send E-Mail Notification | Reports

Name	ID	Type	Status
APPLING CO HIGH	6012050	School	Completed
APPLING COUNTY HIGH	6010103	School	In Progress
APPLING COUNTY MIDDLE SCHOOL	6010195	School	Not Started
BAXLEY WILDERNESS INSTITUTE	6010109	School	Not Started

Note: A red circle highlights the 'Reports' dropdown menu, which contains the option 'Participation Count Totals' with a sub-description: 'Summary of participation counts for each organization.'

Participation Counts – Summary

Help << ?

Participation Count Totals

This report shows the total test quantities summarized by organization and test name.

- When you View By organization the Participation Count Totals reflect the selected organization.

[Home](#) > [Test Setup](#) > [Manage Participation Counts](#) > Participation Count Totals

Participation Count Totals

GHSGT Winter 2009 [Change](#)

[Return to Manage Participation Counts](#)

View By: System School

Name	Test	GPS				GPS/QCC				Counts	Large Print
		Counts	Large Print	Braille	Online Tests	Counts	Large Print	Braille	Online Tests		
APPLING COUNTY BOARD OF EDUCATION (6010000)	ELA	16	1	0	0	12	0	0	0	2	0
	Math	0	0	0	0	0	0	0	0	26	0
	Science	24	0	1	0	12	0	0	0	1	0
	Social Studies	0	0	0	0	0	0	0	0	0	0

Item can be entered and updated until the day the window closes

Help



Orders

You use **Orders** to order **additional** paper materials (short shipments, etc.), check on the status of existing orders, and track order shipments.

Note: The main method for ordering materials is by entering participation counts during test setup (see Test Setup > Manage Participation Counts).

- To view order details, click on the order name.
- To order additional materials, click the **Order Additional Materials and Tracking** link.
- To see the status of materials shipped back to Pearson, select **View By: Shipments to Pearson**.

[Home](#) > [Test Setup](#) > Order Additional Materials and Tracking

Order Additional Materials and Tracking

GHSGT Winter 2009 [Change](#)

[Return to Test Setup](#)

View By: Orders from Pearson Shipments to Pearson

[Approve](#) | [Delete](#) | [Reports](#)

[Show Search](#)

[Order](#) [Sales Order Num](#)

	Additional Order Material Summary	Additional Order Detail	Total Material Summary	Total Order Detail
	Summary of material quantities ordered	Details of materials ordered by each division	Summary of all material quantities	Details of all materials for each division

Additional Order Material Summary
Summary of material quantities ordered

Additional Order Detail
Details of materials ordered by each division

Total Material Summary
Summary of all material quantities

Total Order Detail
Details of all materials for each division

Order Additional Materials & Tracking

Home Student Data **Test Setup** Test Management Test Results

Overview | Enter Administration Details | Manage Participation Counts | Order Additional Materials and Tracking

Current organization: Georgia Dept of Ed

Help << ?

Test Setup
Test Setup activities help you to prepare for both paper and online testing.

To provide supplemental administrative data for test-related activities, click **Enter Administration Details**.

To order paper testing materials, click **Manage Participation Counts**.

To order additional paper testing materials (after the initial order) or to track orders and view shipment information, click **Order Additional Materials and Tracking**.

Note: Each task can be performed

Home > Test Setup Overview

Test Setup Overview

GA EOCT Mid-Month 2009-2010 [Change](#)

[Return to Home](#)

Task

 [Enter Administration Details](#)

- Submit supplemental test administration information

 [Manage Participation Counts](#)

- Enter student counts to order test materials

 [Order Additional Materials and Tracking](#)

- Order additional materials
- Track orders and view shipment information

Ordering Additional Materials

[Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

Home Student Data **Test Setup** Test Management Test Results

Overview Enter Administration Details Manage Participation Counts **Order Additional Materials and Tracking**

Current organization: **APPLING COUNTY BOARD OF EDUCATION** [change organization](#)

Home > Test Setup > Order Additional Materials and Tracking

Order Additional Materials and Tracking

GHS GT Fall 2009 [Change](#)

[Return to Test Setup](#)

View By: Orders from Pearson Shipments to Pearson

[Order Additional Materials](#) | [Approve](#) | [Delete](#) | [Reports](#)

Show Search Results: 1 to 2 of 2

<input type="checkbox"/>	Order	Sales Order Number	Status	Organization	Submission Date	Approval Date	Delivery Date	Confirm
<input type="checkbox"/>	Additional Order (17029)		Awaiting Approval	APPLING COUNTY BOARD OF EDUCATION	07/14/2009			
<input type="checkbox"/>	Additional Order (17030)		Awaiting Approval	APPLING COUNTY BOARD OF EDUCATION	07/14/2009			

Results: 1 to 2 of 2

Results: 1 to 2 of 2

Help

Orders

You use **Orders** to order **additional** paper materials (short shipments, etc.), check on the status of existing orders and track order shipments.

Note: The main method for ordering materials is by entering participation counts during test setup (see Test Setup > Manage Participation Counts).

- To view order details, click on the order name.
- To order additional materials, click the **Order Additional Materials and Tracking** link.
- To see the status of materials shipped back to Pearson, select **View By: Shipments to Pearson**.

Click on the order to obtain tracking information

Order Status and Tracking

<input type="checkbox"/>	Order	Sales Order Number	Status	Organization	Submission Date ▲	Approval Date	Delivery Date	Confirmation
<input type="checkbox"/>	Test Materials (19195)	1381858/1	Delivered	Washington District	09/20/2007		09/07/2007	
<input type="checkbox"/>	Additional Order (21876)		Awaiting Approval	Davenport District	10/28/2007			

Shipment #1 Details				
Box Number	Status	Expected Arrival	Delivery Date	Tracking Number
	Delivered	09/07/2007	09/07/2007	FedEx - 629636311970955

Ability to track shipments, both initial distribution and additional orders

Implementation Schedule

- Winter GHS GT Participation/Enrollment Counts will be entered through PearsonAccess *July 20-31*
- EOCT Fall Mid-Month Administrations *August 10 – 21, September 21 – 25, October 19 - 23, November 16 - 20*
- Fall GHS GT additional materials order to be entered on PearsonAccess *September 1 – September 24*
- Winter EOCT Administration *November 30 – January 8*

Before training workshops

- **Review User's Guide**
- **Become familiar with Training Site**
- **Bring your questions to the workshops**
- **Verify Profile information**
 - **Contact name and phone number**
 - **Shipping and mailing addresses**
 - **Must contain fax number and e-mail address**
- **Verify school codes are up-to-date with current state school codes**

Training Schedule

- **July**
 - **User's Guide posted**
 - **User Id's for Training Site sent July 13**
 - **Detailed training for Systems via Elluminate**
 - **July 13** - GHSGT participation counts, user accounts, contact information
 - **July 22, 23, 28** – review of participation counts, user accounts, contact information, introduction to EOCT online testing
- **August**
 - **One on one trainings with Systems**
 - **Call Pearson to schedule**

Contacts

Georgia Department of Education

GHS GT

Dr. Kay Ellen Rutledge 404-463-5047

krutledg@doe.k12.ga.us

EOCT

Dr. Paula Rufus 404-656-5975

prufus@doe.k12.ga.us

Contact Information

Pearson

EOCT

Robin Jindrich-Cecil 800-627-7990 ext. 21-6973

GHS GT

Nancy Milder 800-627-7990 ext. 21-6476

georgia@support.pearson.com

Customer Service Center 1- 888-705-9414