Go to www.texasassessment.com

Click on "For Administrators" then scroll to the bottom and click on "Go to STAAR Alternate 2 and TELPAS"
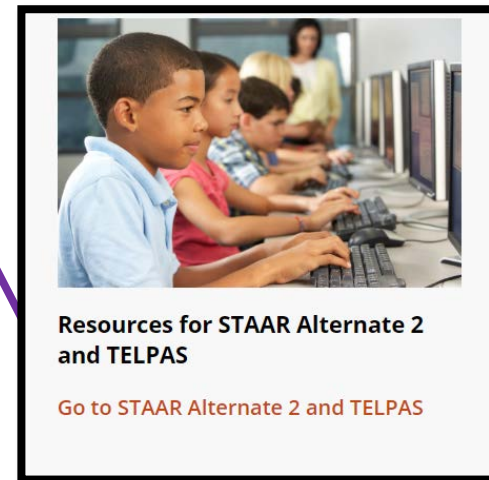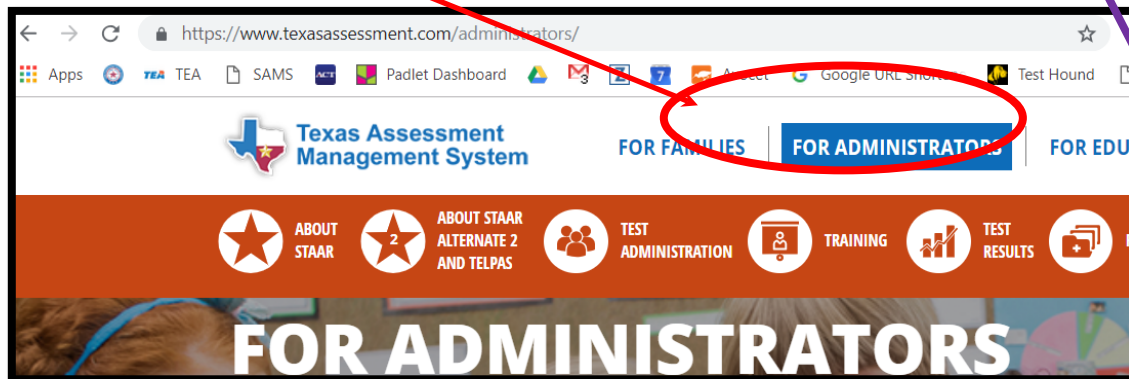
You will be re-directed to the Pearson Access Next. Please sign in.
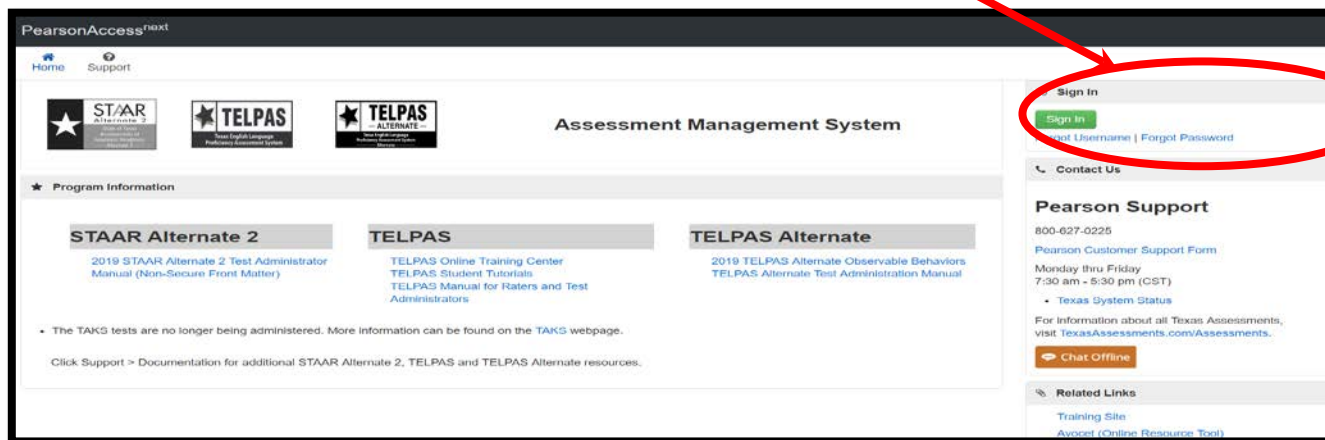
Years of US School will be uploaded with your registration file. However, if you find yourself adding them manually please follow these steps:

To Enter US School years

1. Select the test administration from the dropdown menu at the top of the screen.
2. Go to *Setup > Students*.
3. Open the task list, select "Create / Edit Students" and "Registration," and click **Start**.
4. Select the Register Students tab to update the student information including Years in U.S. Schools, Students with Interrupted Formal Education (SIFE), and Unschooled Asylee/ Refugee status.

Prepare Test Sessions: Sessions must be prepared before a session can be started.
1. Go to Testing>Students in Sessions
2. Select the correct session from the Session List and then select the **Prepare Session** button. If your session is not in the Session List, click the **Add a Session** button, enter the search criteria, select your session, and click the **Add Selected** button.
3. Click the Prepare Session or Prepare All button.
Once the process is complete, the session will appear in a "Ready" status.
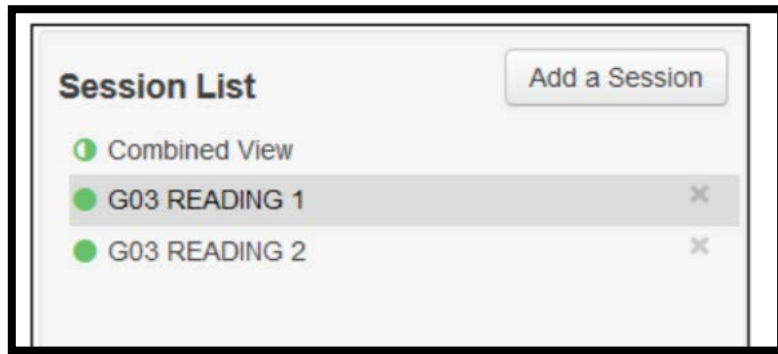The session is now ready to start.
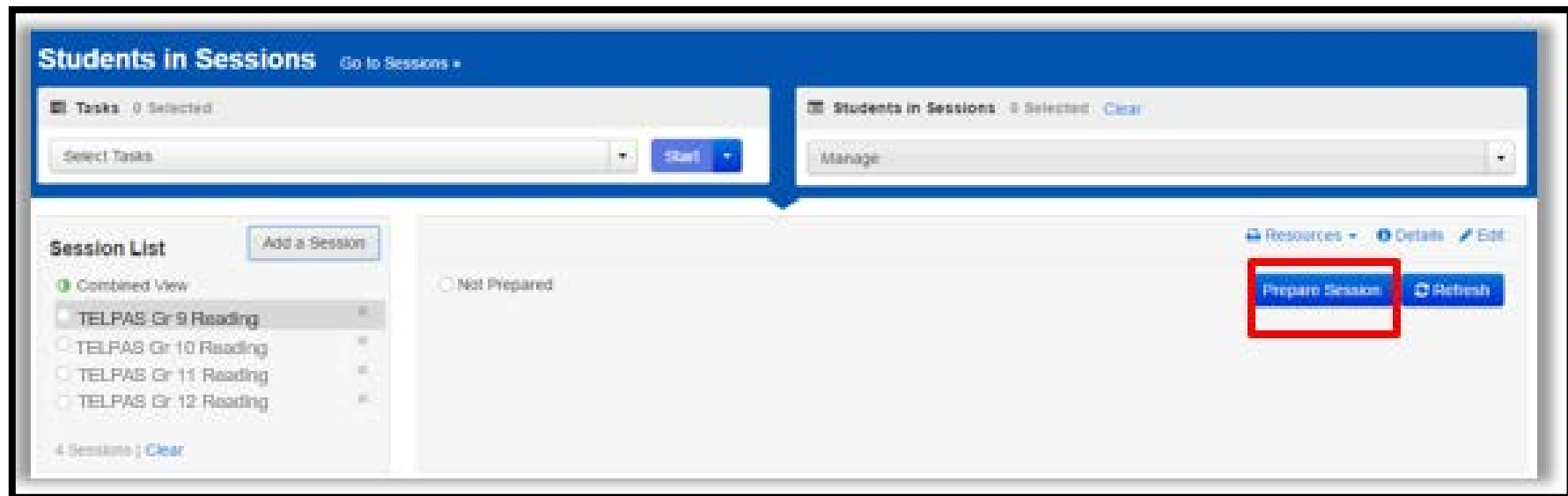
Print Student Test Tickets and Session Rosters.

Each student must have a testing ticket to sign into an online test.
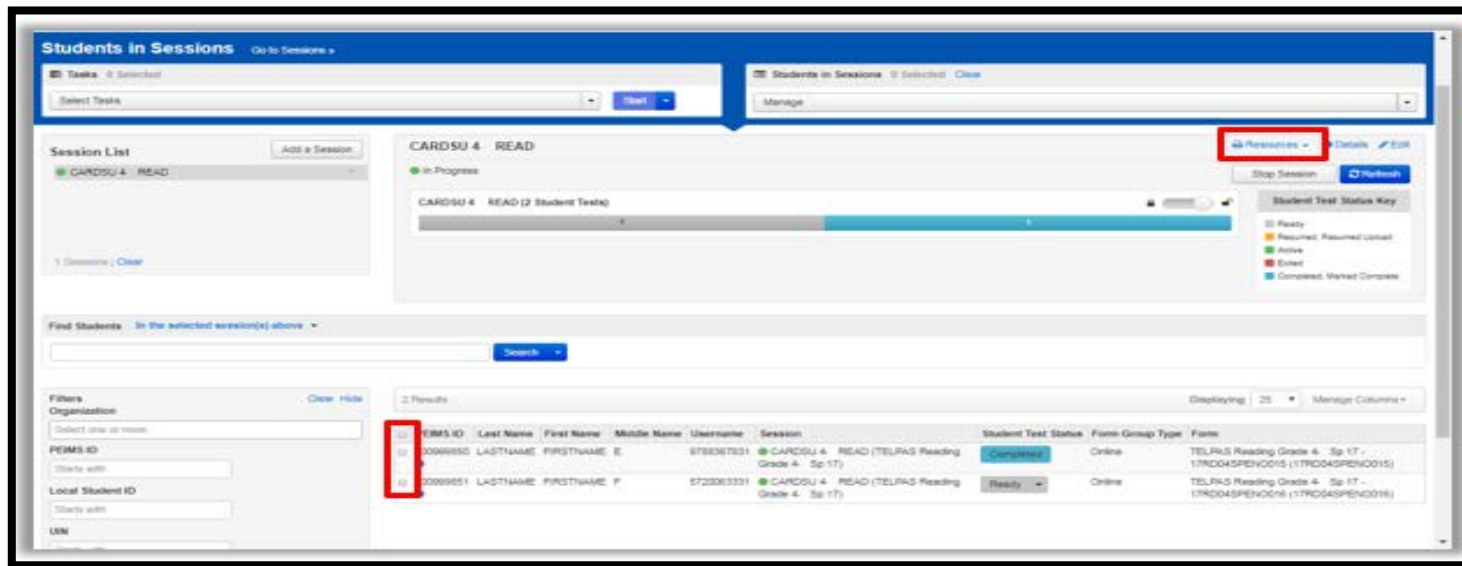
Go to Testing>Students in Sessions

Add test session(s) to the Session List on the left.

Click a session to select it in the Session List.

If you only want to print selected tickets, click the checkbox next to the name of each student whose ticket you want to print.

Open the Resources dropdown menu and select either "Print all for this session" or "Print selected for this session."
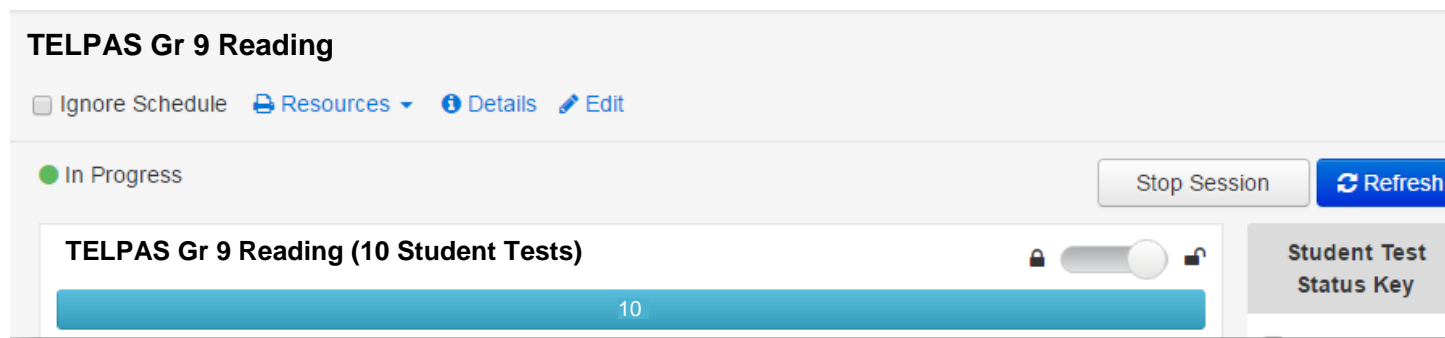
Students in a session will not be able to sign in and begin the test until the session has been started and unlocked. It is recommended that all session be started at the beginning of the TELPAS window.

1. Go to Testing>Students in Sessions.
2. Add the applicable test session(s) to the Session List on the left. Click Refresh to update the data displayed.
3. Click a session to select it in 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.
4. Click Start Session.

After a session is prepared and started, it must be unlocked before students can access their tests in TestNav. If a student is added to a session, the new test will be added as locked.

To Unlock All Students' Tests in a Session:

1. Go to Testing>Students in Sessions.
2. Click the correct session in the Session List.
3. Locked students appear with a lock symbol next to "Ready" in the "Student Test Status" column. To unlock the test, click the dropdown menu in the "Student Test Status" column and select "Unlock."

TELPAS Gr 9 Reading

☐ Ignore Schedule   🖨 Resources ▾   ⓘ Details   ✏ Edit

● In Progress   Stop Session   ⟳ Refresh

TELPAS Gr 9 Reading (10 Student Tests)   🔒⚫️🔓   Student Test Status Key

10

Lock a Test:

A student can be locked to prevent access even if the session status is "In Progress." This step may be taken if the student test ticket has been printed for a student by the student is not yet participating (e.g. , the student is absent on the assigned testing day).

To lock a test for all students in a session.

1. Go to Testing>Students in Sessions.
2. Select an "In Progress" session in the Session List.
3. Slide the lock icon to lock the test for all students.

To lock a test for all students in a session.
1. Go to Testing>Students in Sessions; select an "In Progress" session from the Session List.
2. Select a student with "Ready" status.
3. Click the down arrow on the status button and select "Lock."

Resume a Test:
1. From Testing>Students in Sessions.
2. Search to find a student.
3. Click the down arrow next to the student's test status and select either "Resume" or "Resume Upload."
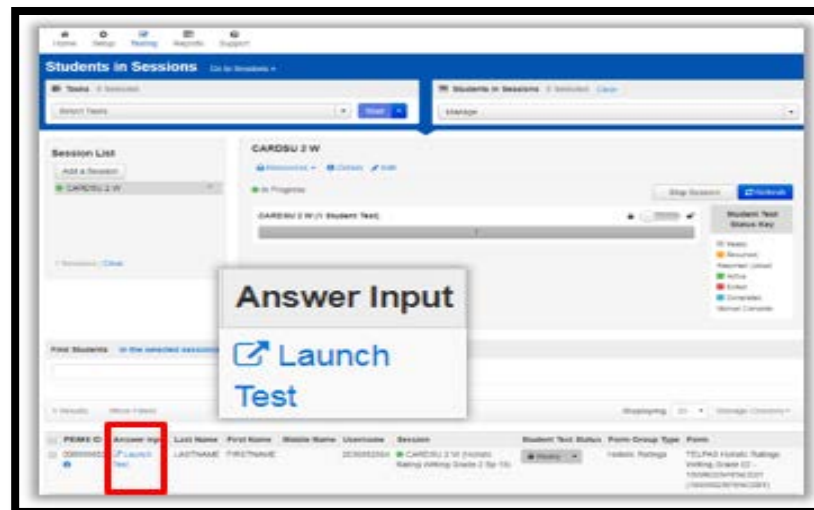
Stop Test Sessions:
After all students have completed the test and submitted their responses, manually stop the test session.
1. Go to Testing>Students in Sessions.
2. Add the test session(s) to the Session List on the left.
3. Click Refresh to update the data displayed.
4. Click a session to select it in the list.
   a. If you have trouble finding your session, go to Testing>Sessions and select the test session(s).
   b. Return to Students in Sessions and the session(s) will be listed.
5. Click Stop Session.

Enter TELPAS Holistic Ratings:
To Access a Holistic Rating Form
1. Go to Testing > Students in Sessions.
2. Click the session in the Session List. Only one session can be selected to access online rating forms. Users cannot be in the Combined View.
3. Ensure the test session is started and unlocked.
4. Click the Launch Test link in the Answer Input column.

5. The student test will launch in TestNav.
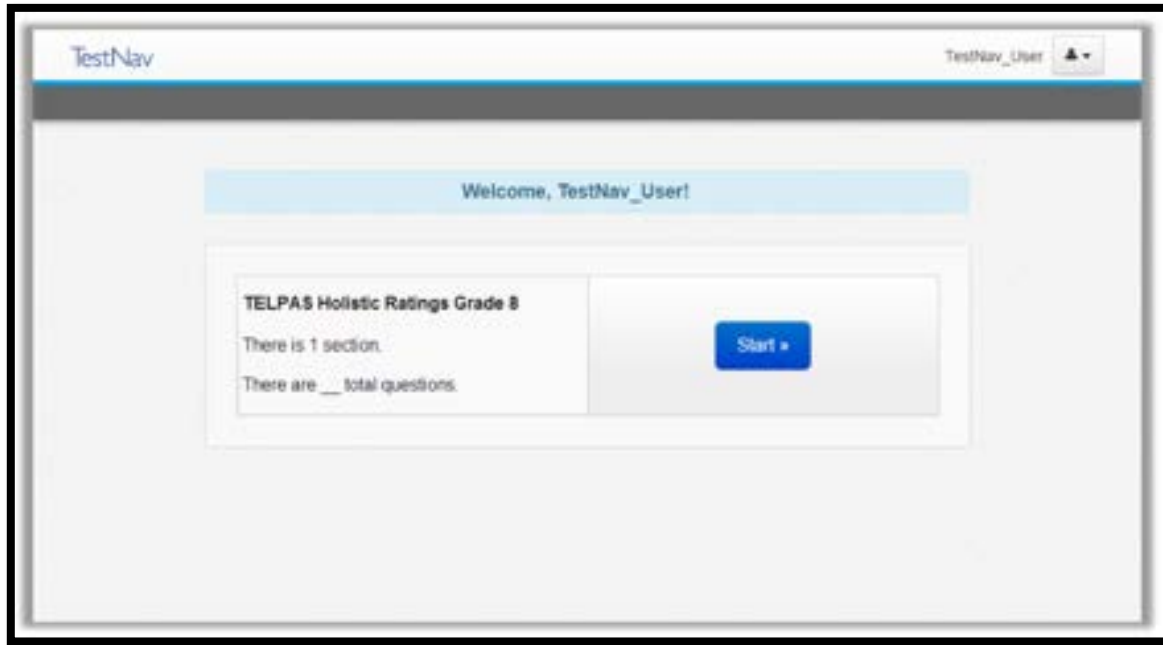
Stop Test Sessions

After all students have completed the test and submitted their responses, manually stop the test session in the Assessment Management System. Any students who were absent and who may test at a later date may remain in Ready status and should be removed from a completed session and moved to a make-up session.
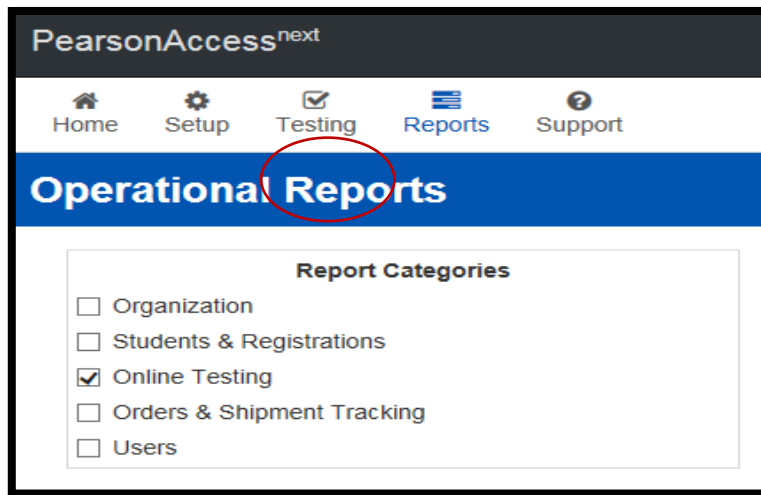
To Stop a Session

1.   Go to *Testing > Students in Sessions*.
2.   Add the test session(s) to the Session List on the left.
3.   Click **Refresh** to update the data displayed.
4.   Click a session from the Session List.
5.   Click **Stop Session**.

View the Status of TELPAS at the campus level:

1. Go to Reports>Operational Reports
2. Check "Online Testing" and click TELPAS Combined Status Report (District and Campus Level)
3. Click Request Report Refresh.
4. Under Report Parameters, select the district or a campus in the Filtered Organization dropdown menu.
5. Enter information as needed in the other fields if you are looking for a specific status information, or leave blank for a complete report.

6. Click Refresh Report and wait for the report to complete. You can click the icon with the circular arrows next to the report title to see if the report has finished running.

PearsonAccess^next

Home   Setup   Testing   Reports   Support

Operational Reports

Report Categories
- ☐ Organization
- ☐ Students & Registrations
- ☑ Online Testing
- ☐ Orders & Shipment Tracking
- ☐ Users

TELPAS Summary Report (District and Campus Level)
This report displays the status of the entry of K-12 TELPAS holistic rating information and grades 2-12 listening & speaking and reading tests for a district and the campuses within that district. The report indicates the number of students with each status (Not Started, Incomplete, and Completed) for each portion of the assessment. This report can be used to track the progress of a district or campus throughout the testing window.

TELPAS Combined Status Report (District and Campus Level)
This report displays the status of the K-12 TELPAS holistic rating entry and grades 2-12 listening & speaking and reading test for each student registered within a selected organization. This allows coordinators to verify holistic ratings and rater information, completion of TELPAS listening & speaking and reading tests for grades 2-12, and entry of Years in U.S. Schools information. Certain key elements must be completed before the system will acknowledge a record as complete.

Monitoring Student Tests

Status	Description
Ready	The student has not started the test.
Active	The student has logged in and started the test.
Exited	The student has exited the test without submitting answers. (The student cannot resume the test unless authorized by the campus test coordinator or the test administrator, if applicable.)
Resumed	The student has been authorized to resume the test but has not yet logged in.
Resumed Upload	The student has been authorized to resume the test, and any responses saved locally will be uploaded.
Completed	The student's submitted test data have been processed.
Marked Complete	The student has exited the test and will not resume the same test. The test has been submitted for scoring.

TELPAS Alternate - 2021 Online Activities

1. Select the TELPAS Alternate administration.
2. Go to *Testing* > *Student Tests*.
3. Search for and select the student(s) whose ratings you want to enter.
4. Open the Select Tasks list, select "Score Alternate Student Tests," and click **Start**.
5. Select the student you want to enter ratings for.
6. Enter the ratings from the Observable Behaviors Document.
7. Click **Save**.
8. Once you have saved and verified all ratings, click **Submit**. After you click **Submit**, you cannot make any changes to the ratings.
9. Repeat steps 5–9 for each student listed on the left.