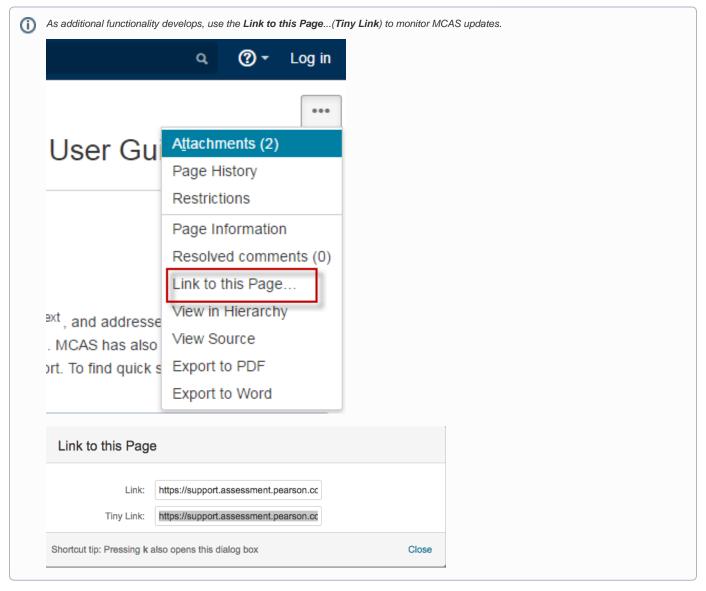
# MCAS Reference for the PearsonAccess Next Online User Guide

PearsonAccess<sup>next</sup> is the online test management system Massachusetts uses to administer MCAS. It is used to manage:

- User accounts
- · Student registration
- Test sessions

The PearsonAccess<sup>next</sup> Online User Guide is generic to all states and programs that use PearsonAccess<sup>next</sup>, and addresses all functionality in PearsonAccess<sup>next</sup>. This MCAS Reference page outlines MCAS tasks and functions in PearsonAccess<sup>next</sup>. MCAS has also created quick guides that address specific tasks, like managing users in PearsonAccess<sup>next</sup> and loading a Student Registration Import. To find quick start guides, go to the MCAS support center, and click the PearsonAccess<sup>next</sup> and Technology Setup tabs.



Use these links to jump to specific sections on this page:

- Accessing PearsonAccess Next
- Using PearsonAccess Next
  - Getting Started
  - Set Up Technology Configurations
  - Set Up User Accounts
  - Prepare for Testing
  - Manage Testing

Additional Information

# Accessing PearsonAccess Next

- To access PearsonAccess<sup>next</sup> go to http://mcas.pearsonaccessnext.com and select Sign in to PearsonAccess<sup>next</sup>
- For the training site go to trng-mcas.pearsonaccessnext.com.

To learn how to Sign In, see System Basics.

## Using PearsonAccess Next

Tasks listed on this page are in chronological order (may vary slightly). The timing of some tasks may overlap.



Some features are only available to some user accounts. Each user account has a user role(s) and permissions associated with it. These permissions control the data the user can view and actions the user can perform. If you do not see a specific feature, your account is not configured to access it.

To view the User Role Matrix for PearsonAccess<sup>next</sup>, go to mcas.pearsonsupport.com and select the PearsonAccess<sup>next</sup> tab.

# **Getting Started**

- 1. Confirm that the computers you will use to monitor and manage testing meet the stated System Requirements for PearsonAccess<sup>next</sup>.
- 2. Learn the System Basics.
- 3. Learn how to Import and Export Data.

### **Set Up Technology Configurations**

To prepare TestNav configurations in PearsonAccessnext for online testing, view the following online user guide pages:

- 1. Configure Response File Backup Locations.
- 2. Manage Proctor Caching.
- 3. Create a configuration, as described in Configure TestNav for Proctor Caching.

Department of Elementary and Secondary Education recommends using ProctorCache software to Precache Test Content in order to ensure all content is cached before the test starts.

#### **Set Up User Accounts**

To setup users, view the following online user guide pages:

- 1. Create a User Account.
- 2. Manage Users.

#### **Prepare for Testing**

There are a variety of tasks related to preparing for testing. Some of these tasks are view-only for MCAS.

To prepare for testing, view the following online user guide pages:

- 1. Create a Student Record.
- 2. Manage Student Tests.
- 3. Create a Session.
- 4. Add a Student to a Session.
- 5. Configure TestNav for Proctor Caching

#### **Manage Testing**

Perform these tasks while testing is in progress:

- 1. Start a Session and Unlock Tests/Sessions.
- 2. Retrieve Resources for an Online Test Student Test Tickets to download and print.
- 3. Move a Student Test Between Sessions.
- 4. Monitor or Change Student Test Status.
- 5. Remove a Student from a Session.

#### Additional Information

Changes to Student Information: Any changes to student data in PearsonAccess<sup>next</sup> must also be made in Student Information Management System (SIMS). Contact your district SIMS coordinator to report any changes (go to profiles.doe.mass.edu/search/search.aspx?leftNavID=11239, click Function, select SIMS Contact, and click Get Results).