

# MTAS Score Entry User Guide for District Assessment Coordinators and Assessment Administrators

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This guide provides instructions on the administrative tasks related to Minnesota Test of Academic Skills (MTAS) score entry for PearsonAccess Next users with the role of District Assessment Coordinator (DAC) or Assessment Administrator (AA).

**NOTE:** Instructions for entering LCI and MTAS score data in PearsonAccess Next are available in the [MTAS Score Entry User Guide for Test Administrators](#) (PearsonAccess Next > Resources & Training > User Guides).

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## User Roles and Teacher Assignments

If teachers (i.e., users with the MTAS Score Entry user role) are entering MTAS score data, the DAC or AA must first assign them to student tests. Teacher assignments are not needed if the person entering MTAS score data in your district has a DAC or AA user role. The MTAS Score Entry user role should **not** be added to users with the DAC or AA user role.

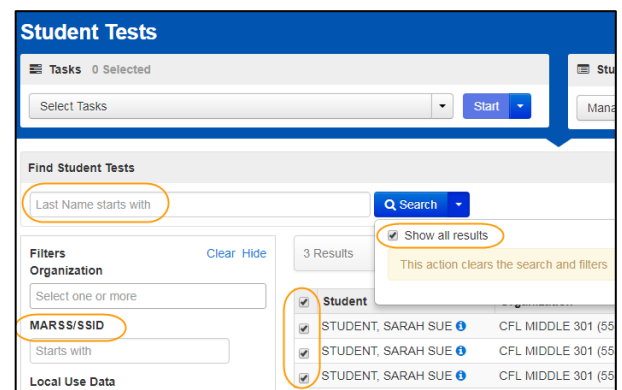
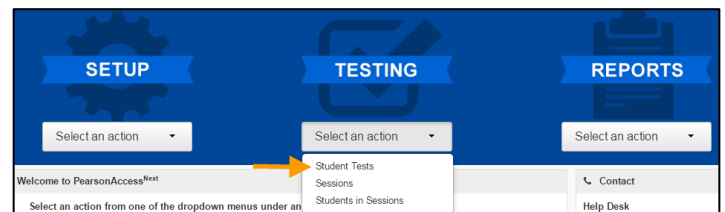
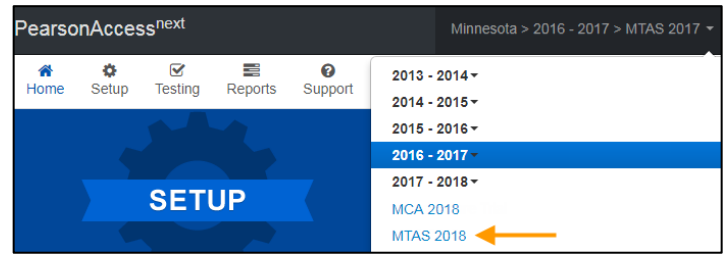
To enter Learner Characteristics Inventory (LCI) data **only**, teacher assignment is not required.

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## Assign a Teacher to a Student Test

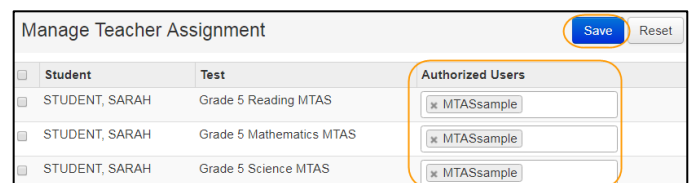
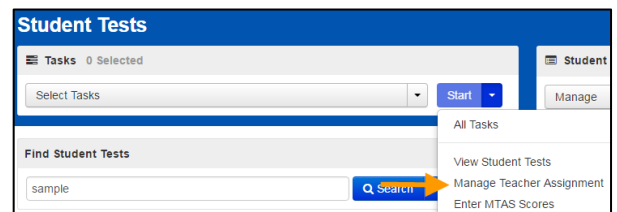
All students who are enrolled in your district and have an MTAS test assignment in Pretest Editing in Test WES will be sent in precode files to Pearson for the applicable grades and subjects; MTAS must be indicated for each subject the student is eligible for.

- Once you have signed into PearsonAccess Next, verify that the MTAS 2018 test administration is selected. To change the test administration, select the current test administration in the black bar at the top of the page, select the 2017–2018 dropdown, as needed, and then select **MTAS 2018**.
- From the Home page, under **Testing**, select **Student Tests**.
- Find the checkbox next to the student test(s), up to 25 at a time, for which test(s) need to be assigned.
  - To view all students with eligibility: Select the dropdown menu next to **Search** and select the checkbox next to **Show all results**.
  - To search for an individual student's test, enter the student's last name or MARSS/SSID number and then select **Search**.
  - Select the checkbox next to the individual student test(s) or select the top left checkbox to select all student test(s) to be assigned.



**NOTE:** You will see a separate record for each subject a student is eligible for. For example, if a student is eligible for both Reading and Mathematics MTAS, there will be two entries for that student on the list, one for each subject.

- Select the dropdown menu to the right of the **Start** button and select **Manage Teacher Assignment**.
- Assign a teacher to student test(s). **NOTE:** Teachers can be assigned to an individual test or to multiple tests.
  - To assign to an individual test:
    - Under the Authorized Users column on the right for each student test, begin entering the teacher's username. Select the teacher's username from the list.
    - Then select **Save**.

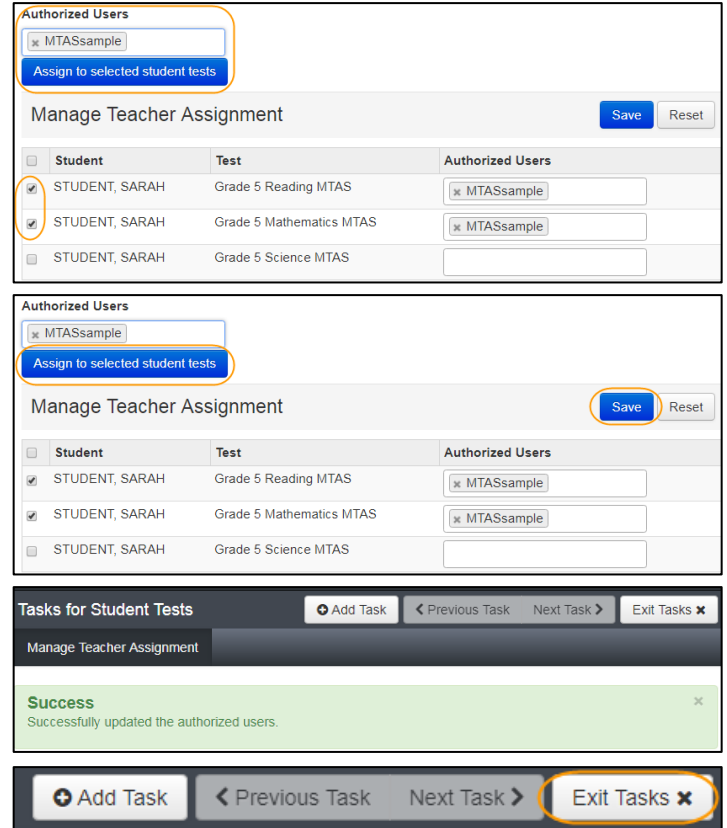


- To assign one teacher to multiple tests:
  - Select the checkbox next to the student test(s) or the top left checkbox to select all student tests for which you wish to assign a teacher.
  - Under the Authorized Users field on the top left, begin entering the teacher's username. Select the teacher's username from the list and select **Assign to selected student tests**.
  - The teacher's username will then display in the Authorized Users column on the right for those student tests. Then select **Save**.

**NOTE:** Only users with the MTAS Score Entry role will display as options to select under either of the Authorized Users fields.

Once Save is selected, a "Success, Successfully updated the authorized users" message will appear on the green bar.

6. Select **Exit Tasks** at the top right to return to the Student Tests screen.



The screenshot shows the 'Manage Teacher Assignment' interface in two states. In the top state, the 'Authorized Users' field is set to 'MTASsample' and the 'Assign to selected student tests' button is highlighted. The table below shows three tests selected with checkboxes. In the bottom state, the 'Save' button is highlighted, and a green success message is displayed at the bottom of the interface.

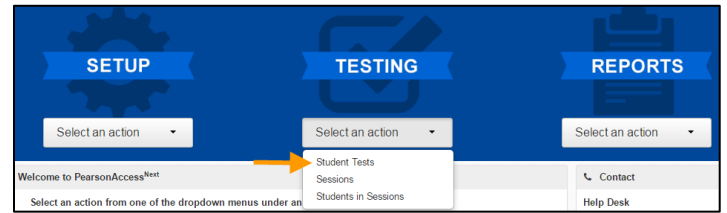
Student	Test	Authorized Users
<input checked="" type="checkbox"/> STUDENT, SARAH	Grade 5 Reading MTAS	MTASsample
<input checked="" type="checkbox"/> STUDENT, SARAH	Grade 5 Mathematics MTAS	MTASsample
<input type="checkbox"/> STUDENT, SARAH	Grade 5 Science MTAS	

Success  
Successfully updated the authorized users.

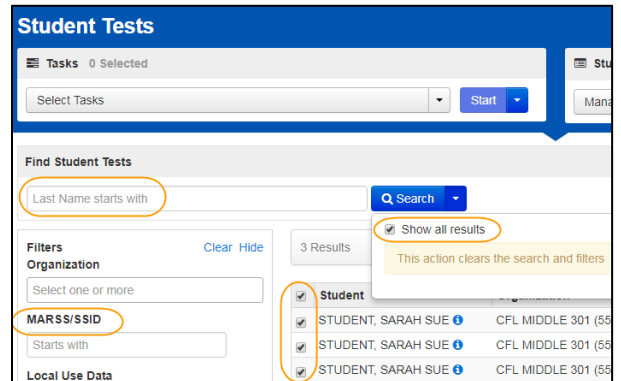
## Remove or Change a Teacher from an Assigned Student Test

Teacher assignments can be removed or changed throughout the testing window.

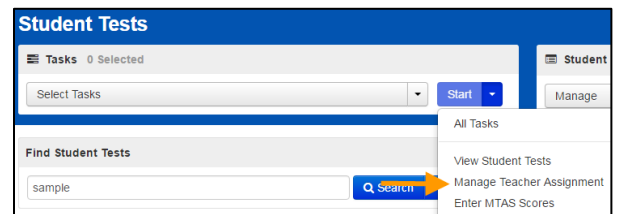
1. From the Home page, under **Testing**, select **Student Tests**.



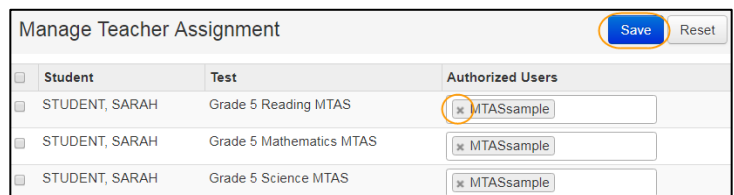
2. Find and select students whose test(s) need to be removed or changed.



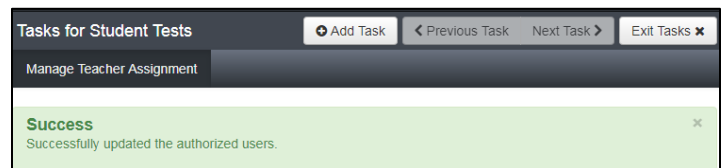
3. Select the dropdown menu to the right of the **Start** button and select **Manage Teacher Assignment**.



4. Under the Authorized Users column on the right, find the teacher to remove by selecting the X next to the teacher's username for each student test. Select **Save**.

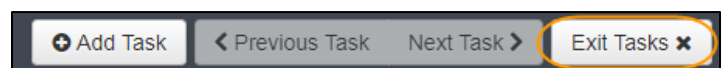


Once Save is selected, a "Success, Successfully updated the authorized users" message will appear on the green bar.



5. To assign a different teacher, follow the steps shown under the *Assign a Teacher to a Student Test* section.

6. Select **Exit Tasks** at the top right to return to the Student Tests screen.



## Enter LCI and Score Data

Refer to the [MTAS Score Entry User Guide for Test Administrators](#) (PearsonAccess Next > Resources & Training > User Guides) for instructions for entering LCI and MTAS score data in PearsonAccess Next.

**Note:** DACs and AAs can no longer unsubmit MTAS tests. If a district needs to unsubmit a test (i.e., scores were entered for the wrong student), the DAC must contact Pearson at (888)-817-8659 or [submit a Pearson help desk request](#).

## Indicate a Test/Accountability Code

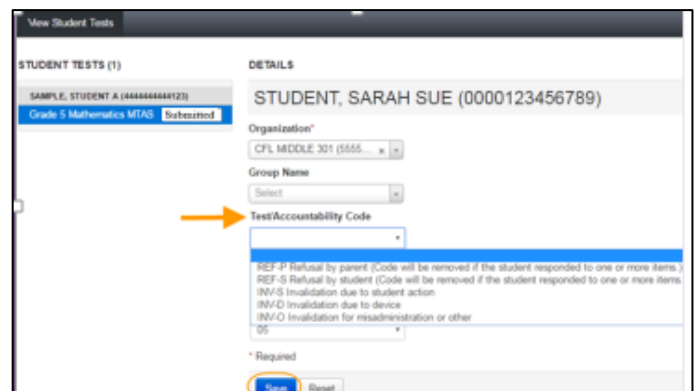
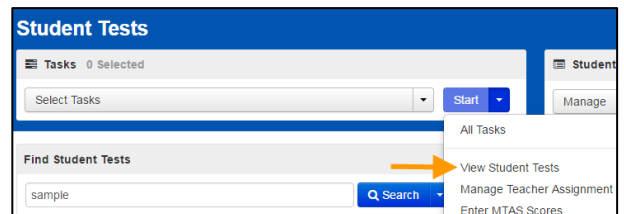
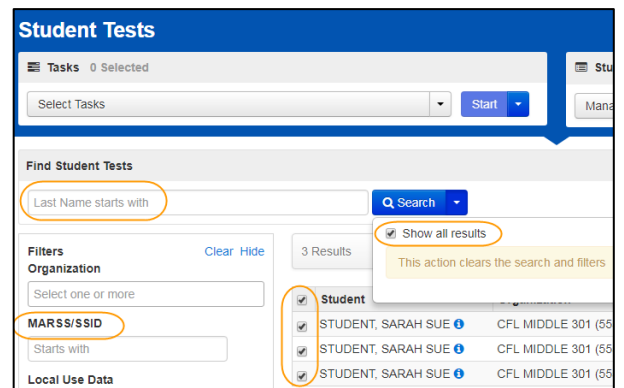
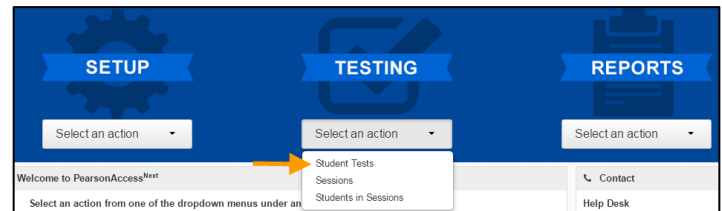
There may be situations where a DAC or AA user needs to indicate a test/accountability code. If an invalidation or refusal must be indicated for a student's test, the test/accountability code may be entered during the testing window or during Posttest Editing in Test WES. LCI must be entered and tests must be submitted in order to enter a test/accountability code..

Refer to the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures) for more information on when test/accountability codes should be indicated.

1. On the Home page, under **Testing**, select **Student Tests**.
2. Find and select the student(s) whose test needs the test/accountability code indicated.
3. Select the dropdown menu next to the right of the **Start** button and select **View Student Tests**.
4. From the **Test/Accountability Code** dropdown menu, select the appropriate code:
  - REF-P Refusal by parent
  - REF-S Refusal by student
  - INV-S Invalidation due to student action
  - INV-D Invalidation due to device
  - INV-O Invalidation for misadministration or other

**NOTE:** The Test/Accountability Code dropdown menu will not display until after a test has been submitted. Instructions for submitting MTAS tests are available in the [MTAS Score Entry User Guide for Test Administrators](#) (PearsonAccess Next > Resources & Training > User Guides).

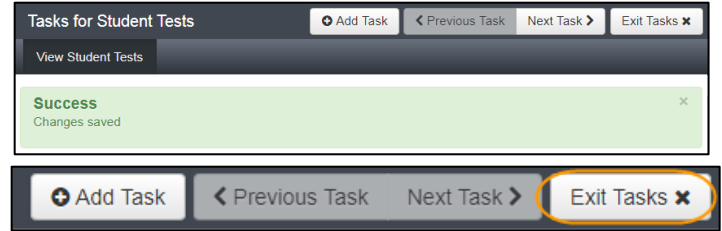
The REF-P and REF-S test/accountability codes can only be indicated if the student did not start testing. If the student completed one or more tasks and the code is



selected, a “REF-P or REF-S is not allowed; the student has attempted at least one item” message will appear.

The INV-S, INV-D, and INV-O test/accountability codes should be only be entered if a student has already started testing.

5. Select **Save**. Once Save is selected, a “Success, Changes saved” message will appear on the green bar.
6. Select **Exit Tasks** at the top right to return to the Student Tests screen.

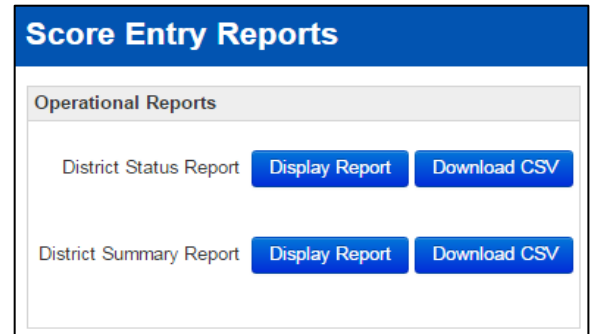
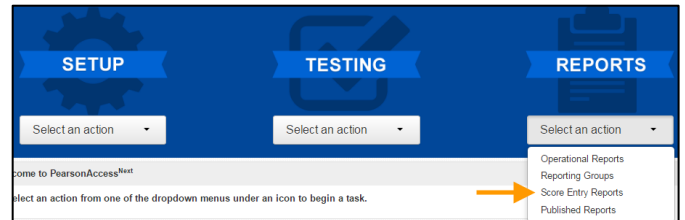


If needed, remove or change a test/accountability code by completing steps 1-3 above. Then, from the **Test/Accountability Code** dropdown menu, select the appropriate code to change the code or select the blank field to remove the code and then select **Save**.

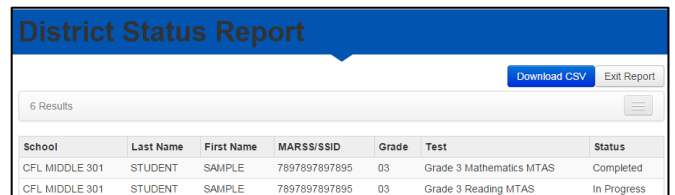
## Access Status Reports

Specific MTAS reports of data entry status are available in PearsonAccess Next. DACs and AAs have access to four status reports: two at the district level and two at the school level.


1. From the Home page, under **Reports**, select **Score Entry Reports**.
2. Select **Display Report** or **Download CSV** for either the status or summary report  
All status reports are updated in real time.  
**NOTE:** If your PearsonAccess Next user role is at a district level, you must change your organization to a school prior to accessing school-level reports.



- The District Status Report and School Status Report display the score entry status of each student’s MTAS test assignment(s).
- The District Summary Report and School Summary Report display the score entry status of MTAS tests, sorted by school and test.



School	Last Name	First Name	MARSS/SID	Grade	Test	Status
CFL MIDDLE 301	STUDENT	SAMPLE	7897897897895	03	Grade 3 Mathematics MTAS	Completed
CFL MIDDLE 301	STUDENT	SAMPLE	7897897897895	03	Grade 3 Reading MTAS	In Progress



School	Test	Test Assignments	Not Started	In Progress	Completed	Submitted	Invalidated
CFL ELEMENTARY 101	Grade 4 Mathematics MTAS	3	0	1	2	0	0
CFL ELEMENTARY 101	Grade 4 Reading MTAS	0	0	1	1	0	0

The status of the data entry for a given MTAS test is displayed on the Enter MTAS Scores screen on the panel on the left. The data entry progress for a student’s MTAS test will be one of the following:

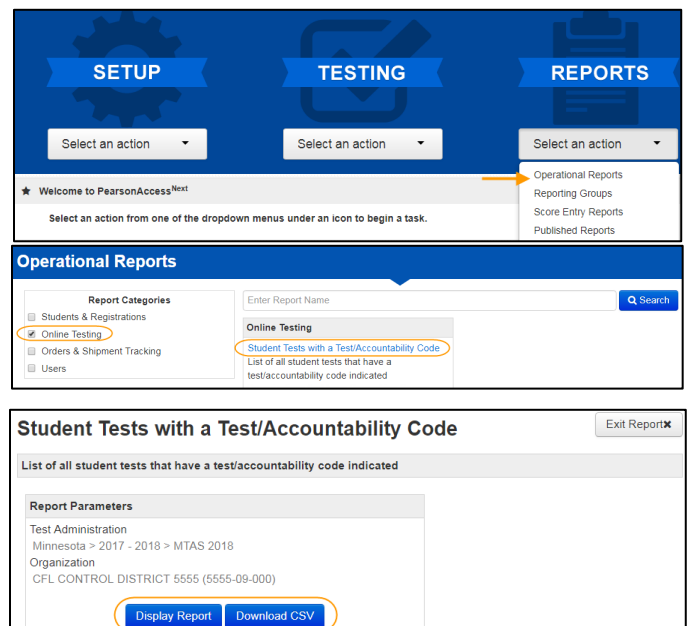
Status	Explanation
Not Started	No scores have been entered or all scores have been cleared and then the test was saved.
In Progress	At least one score has been entered and saved, but the test has not been completed or submitted.
Completed	All test data, including passage access for reading, have been entered and saved. <b>NOTE:</b> If there is no score entered for a task because it was not administered, you will not see the test in “Completed” status.
Submitted	The test has been submitted for scoring and can no longer be edited. If an MTAS test was submitted in error, contact the Pearson help desk. <b>NOTE:</b> Unlike the “Completed” status, once the test has been submitted, the summary report will not indicate whether all task scores were entered or some were left blank. The scores entered can be verified on the Enter MTAS Scores screen, as needed. <b>NOTE:</b> The change between Submitted and Extracted status may occur fairly quickly, so it is possible you will not see the test in “Submitted” status.
Extracted	The test has been extracted for an On-Demand Report to be available within 60 minutes. <b>NOTE:</b> The DAC/AA must assign reporting groups to the MTAS Score Entry users in order for the users to access on-demand reports. For more information, see the <a href="#">Reporting Groups User Guide</a> and <a href="#">On-Demand Reports and Export Quick Guide</a> (PearsonAccess Next > Reporting Resources > Additional Reporting Resources).

**NOTE:** Test/accountability codes are not reflected on the status reports. Refer to the *Access Test/Accountability Code Reports* section below for to verify test/accountability codes are indicated.

## Access Test/Accountability Code Reports

Access a report of all student tests with a test/accountability code.

- From the Home page, under **Reports**, select **Operational Reports**.
- Under Report Categories, select the checkbox next to **Online Testing** and then select **Student Tests with a Test/Accountability Code**.
- Select either **Display Report** or **Download CSV**.



The screenshot shows the PearsonAccessNext interface. At the top, there are three main navigation tabs: **SETUP**, **TESTING**, and **REPORTS**. Below these are three dropdown menus, each with a "Select an action" button. A red arrow points to the "Operational Reports" option in the "REPORTS" dropdown menu. Below the navigation is a "Welcome to PearsonAccessNext" message with a "Select an action from one of the dropdown menus under an icon to begin a task." instruction. The main content area is titled "Operational Reports" and features a search bar and a list of "Report Categories":

- Students & Registrations
- Online Testing**
- Orders & Shipment Tracking
- Users

Under the "Online Testing" category, there is a sub-section titled "Student Tests with a Test/Accountability Code" with a description: "List of all student tests that have a test/accountability code indicated". Below this, there are "Report Parameters" for "Test Administration" (Minnesota > 2017 - 2018 > MTAS 2018) and "Organization" (CFL CONTROL DISTRICT 5555 (5555-09-000)). At the bottom, there are two buttons: "Display Report" and "Download CSV".