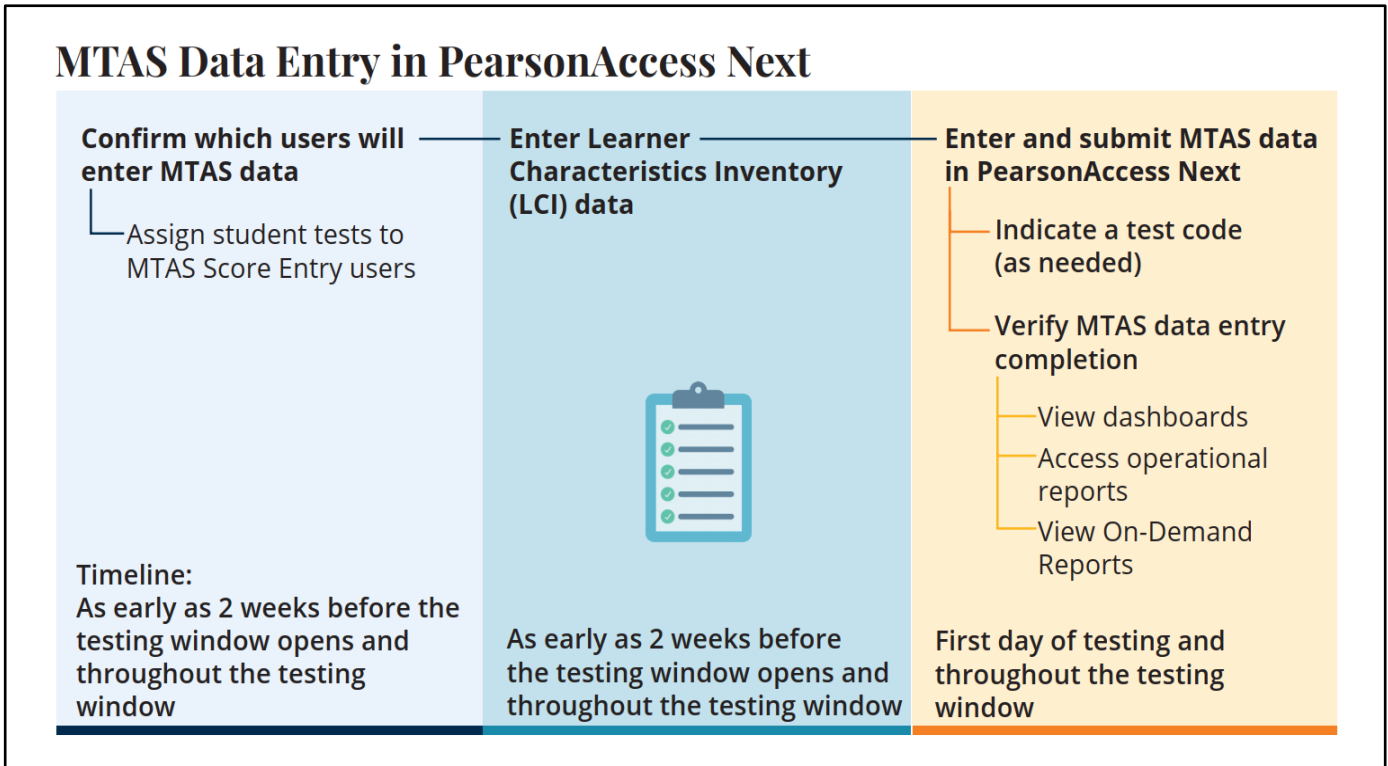# MTAS Data Entry User Guide

This guide provides instructions on the administrative and data entry tasks in PearsonAccess Next for the Minnesota Test of Academic Skills (MTAS).

Note: The individual student information available in the secure PearsonAccess Next system is private student data. Ensure student data privacy is maintained when accessing, printing, or sharing information from the system.

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Designate Home Page (Optional)

Users can designate a personal home page in PearsonAccess Next. Many of the steps outlined in this user guide start on the Student Tests page of PearsonAccess Next. Consider setting your personal home page to the Student Tests page, or a different frequently used page, to reduce the number of navigation steps and go directly to this page when logging into PearsonAccess Next. Refer to the [PearsonAccess Next User Accounts Guide](#) (PearsonAccess Next > Resources & Training > User Guides) for information on setting your personal home page.

How User Roles Affect MTAS Data Entry

The PearsonAccess Next user role assigned to district or school staff determines whether student tests must first be assigned to that user before entering MTAS data:

- MTAS Entry user role: These users must have student tests assigned to them before they can enter MTAS data. Users with the District Assessment Coordinator (DAC) or Assessment Administrator (AA) user roles assign student tests to MTAS Entry users.
- DAC and AA user roles: If these users are completing data entry, student tests do not need to be assigned to them.

Note: The MTAS Entry user role should **not** be added to users with the DAC or AA user role; adding additional user roles to either the DAC or AA role may limit the permissions of the DAC or AA.

Note: To enter LCI data **only**, student tests do not need to be assigned, regardless of user role.

Assign Student Tests to Users with the MTAS Entry User Role

All students who are enrolled in your district and are taking the MTAS will be sent in precode files to Pearson for the applicable grades and subjects. Test assignment changes from MCA to MTAS are made in Test WES. Before MTAS Entry users can enter MTAS data, the student tests must be assigned to them. MTAS Entry users can be assigned to student tests beginning on Feb. 19.

1. Once you have signed in to PearsonAccess Next, verify that the MTAS 2024 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 2023–2024 dropdown, as needed, and then select **MTAS 2024**.

2. From the Home page, under **Testing**, select **Student Tests**.
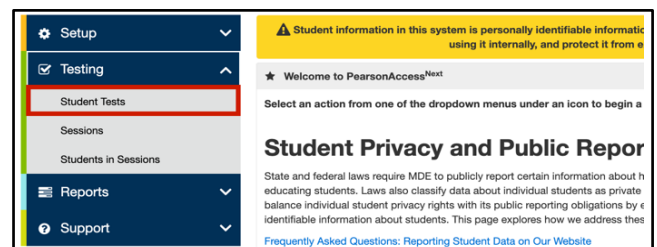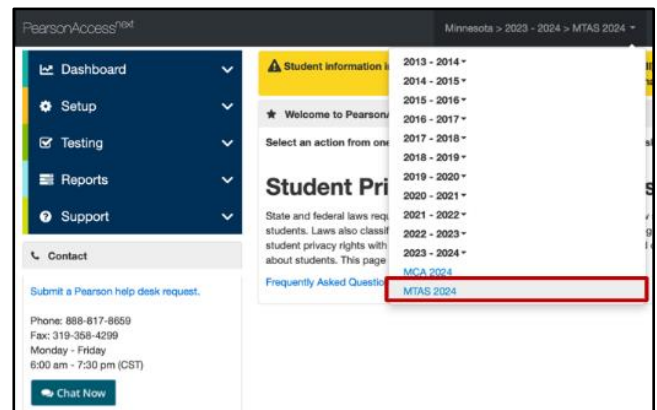
3. Search for the student test(s) that need to be assigned to user(s) with the MTAS Entry user role:
   - To view all students with eligibility, select the dropdown menu next to **Search** and select the checkbox next to **Show all results**.
   - To search for an individual student's test, enter the student's last name or MARSS/SSID number and then select **Search**.

4. 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: To change the number of students displayed, select the dropdown menu next to **Displaying** and select 10, 25, 50, or 100 students. The default display is 25 students.

   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.

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

6. Assign student test(s) to users with the MTAS Entry user role.

   Tip: Ensure you know the usernames you will be entering. You can search for users by role in PearsonAccess Next (Setup > Users) by typing the names in the field.

   Note: Only MTAS Entry users will be available as options to select. DAC/AA users will not appear because they do not need to be assigned student tests in order to enter data.
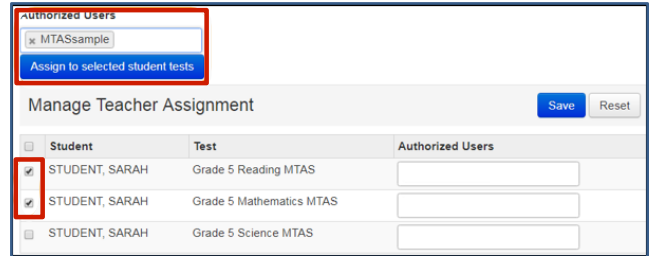
   Users can be assigned individually or in bulk to student tests.
   - To assign a user individually to a student test:
     - Under the **Authorized Users** column on the right for each student test, begin entering the username. Select the username from the list.
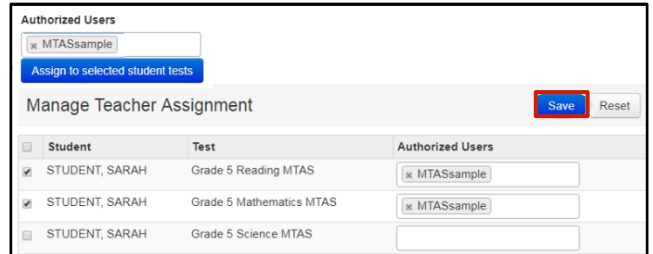   - Then select **Save**.
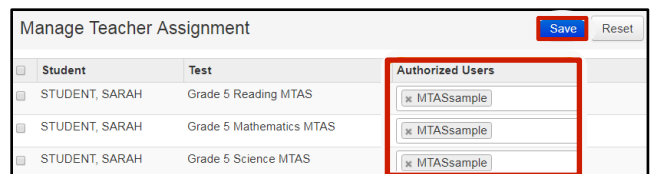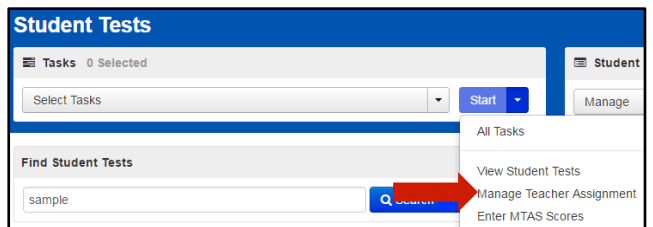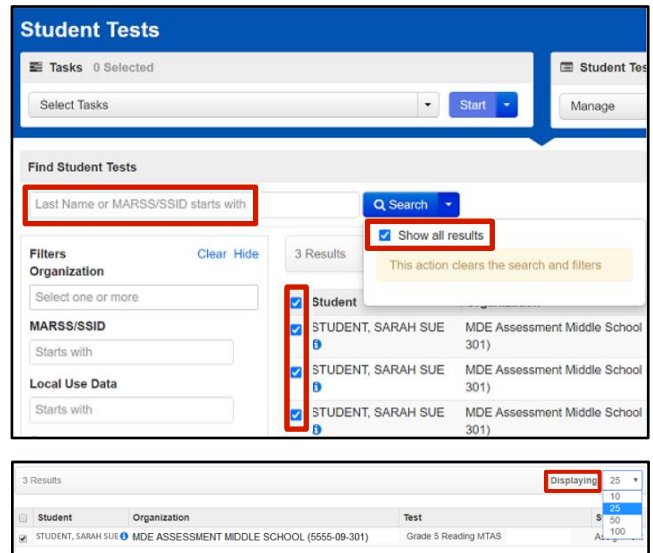
- To assign a user in bulk to student tests:
  - Select the checkbox next to the student test(s) or the top left checkbox to select all student tests.
  - Under the **Authorized Users** field on the top left, begin entering the user's username. Select the user's username from the list and select **Assign to selected student tests**.

The user's username will then display in the **Authorized Users** column on the right for those student tests. Then select **Save**.
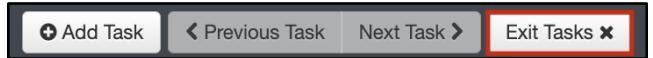
Once Save is selected, a "Success, Successfully updated the authorized users" message will appear in a green bar near the top of the screen.

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

Tip: To see a list of students who have eligibility for the MTAS, view the *Student Registrations Report* operational report in PearsonAccess Next (under Reports > Operational Reports in the Students & Registrations category). This report lists all students who have eligibility for the selected test administration. Refer to the *Access Operational Reports* section in this guide for details on how to access the reports.

If a student moves into your district from a different district and does not appear in PearsonAccess Next, view the *Student Tests Not Associated with the Student Organization* operational report in PearsonAccess Next (under Reports > Operational Reports in the Online Testing category). This report will include student information (such as, MARSS/SSID, Name, Date of Birth), the student's current organization, the organization associated with the student test, and the test status (Testing or Attempt). Based on the test status, action may be needed by the DAC:

- Attempt: The test has been submitted by the previous district. No action required from the DAC unless the student will finish the test.
- Testing: Data has been entered and saved but the test has not been submitted. The DAC must contact Pearson to move the test to your district.
  Note: Refer to the [MCA/MTAS Irregularities](#) (PearsonAccess Next > Resources & Training > Policies and Procedures) document for more information.

Refer to the *Access Operational Reports* section in this guide for details on how to access operational reports.
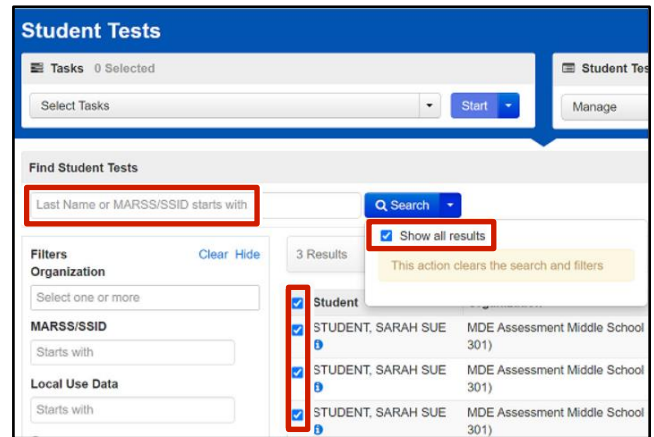
Remove or Change a User with the MTAS Entry User Role from an Assigned Student Test

Users with the MTAS Entry user role can be removed or changed after they are assigned, as needed.
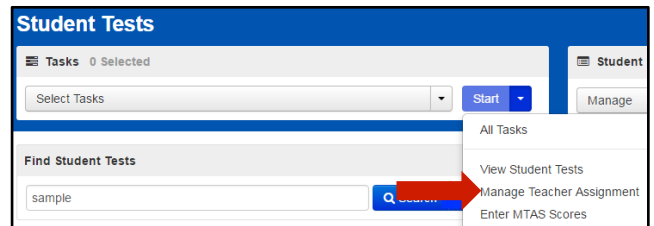
1. From the Home page, under **Testing**, select **Student Tests**.
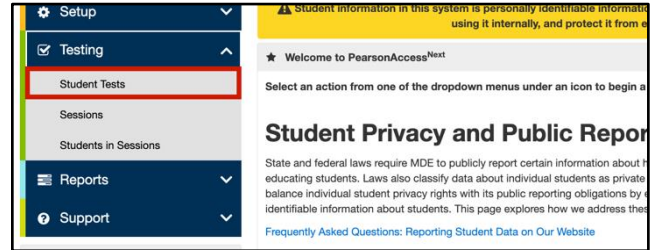
2. Find and select student test(s) that need to be removed or changed.

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, select the **"x"** next to the username for each student test the user should be removed from. Select **Save**.
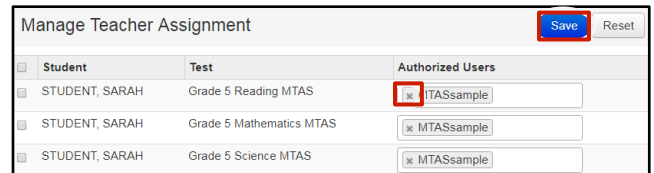
   Once Save is selected, a "Success, Successfully updated the authorized users" message will appear in a green bar near the top of the page.

5. To assign a different user, follow the steps shown under the *Assign Student Tests to Users with the MTAS Entry User Role* section.

6. Select **Exit Tasks** at the top right to return to the Student Tests screen.
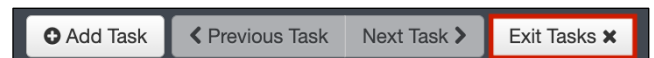
Enter Learner Characteristics Inventory (LCI) Data

LCI data must be entered and saved before any MTAS data can be entered. LCI is completed once for each student who will take the MTAS. Refer to the Learner Characteristics Inventory (LCI) form for student LCI data. **New for 2023–24:** LCI information can now be entered up to two weeks before the testing window opens and at any time during the testing window; however, no MTAS tasks can be administered or entered before the testing window opens.

1. Once you have signed in to PearsonAccess Next, verify that the MTAS 2024 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 2023–2024 dropdown, as needed, and then select **MTAS 2024**.
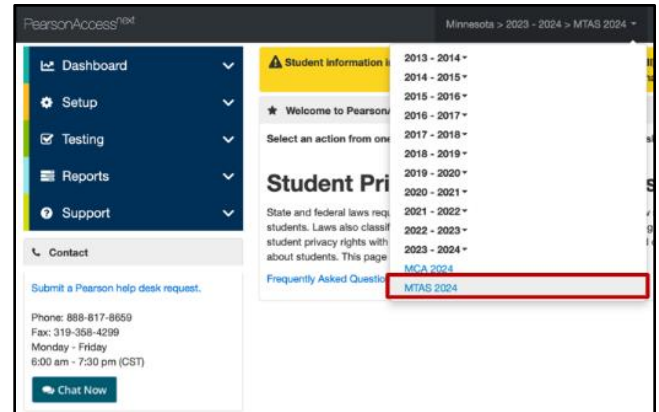
2. From the Home page, under **Setup**, select **Students**.
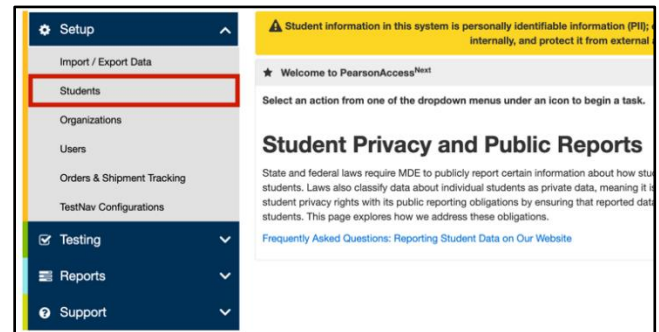
3. Find and select the checkbox next to the student(s) you will enter LCI data for. To search for an individual student, enter the student's last name or MARSS/SSID number and then select **Search**.

   Note: If your PearsonAccess Next user role is at a district level, to view all students, select the dropdown next to Search and select the checkbox next to **Show all results** or change your organization in the top right to a school to automatically see all students for the school.
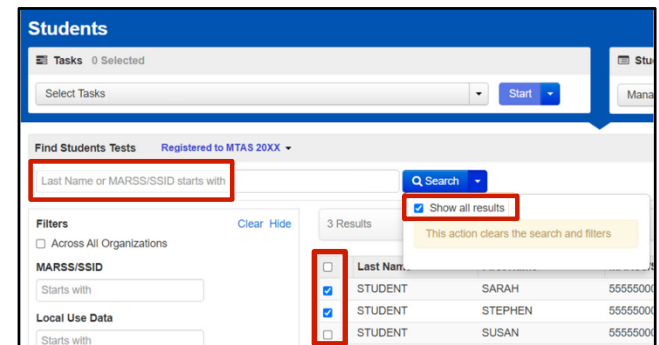
4. From the **Select Tasks** dropdown, select **Enter LCI Data** and then select the **Start** button.
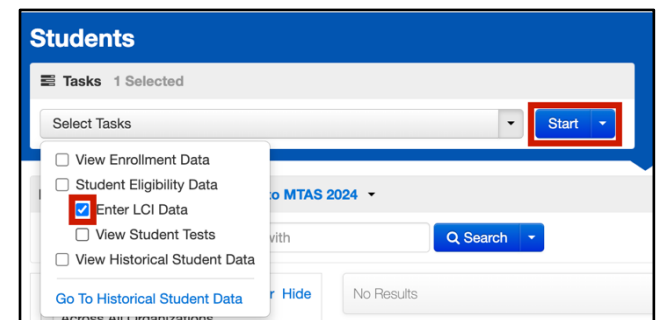
5. The student(s) are displayed on the panel on the left. If you selected multiple students, confirm that the student you want to enter LCI data for is highlighted in blue. To remove a student from the panel on the left, select the **"x"** icon.
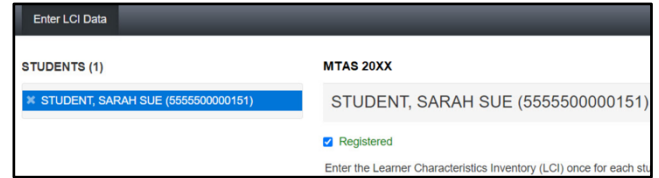
6. Enter LCI data. All fields are required, except for the Teacher Comments section.
   - Select one checkbox next to each item, 1–12.
   - Indicate any assistive technology devices that will be used during the administration of the MTAS. If the student will not use any, select the "No assistive technology devices used" checkbox.
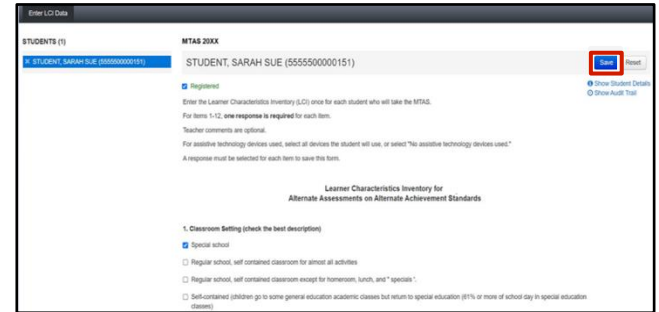
   To clear all data, select the **Reset** button.

7. Select the **Save** button to save your data. You will not be able to save the LCI until all required items are entered.

   Once Save is selected, a "Success, Changes saved" message will appear in a green bar near the top of the screen.

8. Select another student in the panel on the left or select **Exit Tasks** at the top right to return to the Students screen.
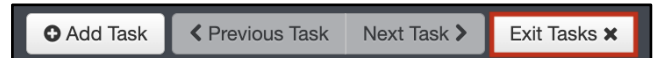
If needed, you can continue to update LCI data throughout the MTAS testing window; you must select Save to save any subsequent changes. Follow your district's procedure for returning the LCI form. It contains private student data and must be kept in a secure location and on file for one year in case there are questions about the data entered.

MTAS Data Entry

MTAS data can be entered in PearsonAccess Next any time during the testing window (March 4–May 3). Data for all subjects must be submitted by 7 p.m. (CST) of the close of the MTAS testing window on May 3. Refer to the Data Collection Form for student MTAS data. Note: The Science MTAS window ends with the Reading and Mathematics MTAS testing window, not the Science MCA window. Ensure all data is entered by May 3.

1. From the Home page, under **Testing**, select **Student Tests**.
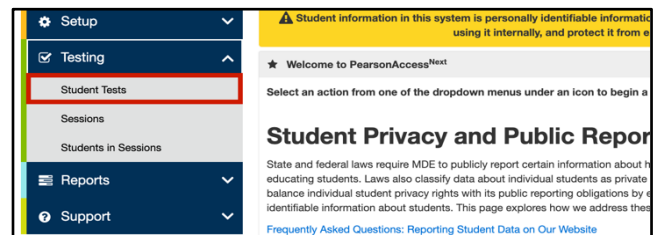
2. Find and select the checkbox next to the student test(s) you will enter data for. To search for an individual student's test, enter the student's last name or MARSS/SSID and then select **Search**.
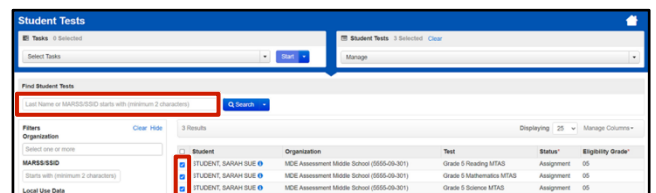
Notes:

- If your PearsonAccess Next user role is at a district level, to view all student test(s), select the dropdown next to Search and select the checkbox next to **Show all results** or change your organization in the top right to a school to automatically see all students for the school.

- 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.

- If you have the MTAS Entry user role and do not see any students, contact your District or School Assessment Coordinator. You must be assigned to the student tests in order to enter MTAS data.

3. Select the dropdown menu to the right of the **Start** button and select **Enter MTAS Data**.
   Note: If LCI data has not been entered, you will not be able to enter MTAS data. You will see the message in the red box near the top of the screen: "The Learner Characteristics Inventory (LCI) data must be entered once for each student prior to entering MTAS data."
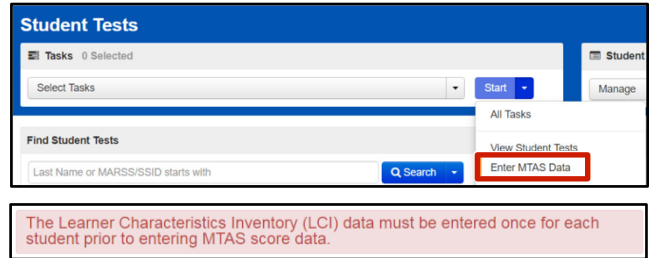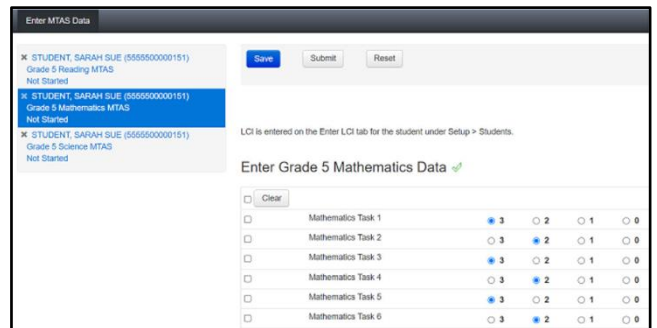

4. On the Enter MTAS Data screen, the student test(s) selected are displayed on the panel on the left. If you selected multiple tests, confirm that the test you want to enter data for is highlighted in blue.
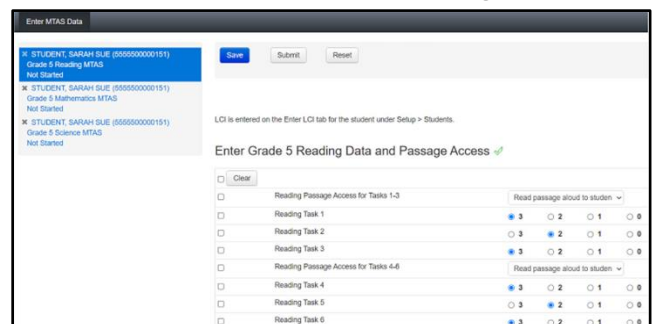
   - **For Mathematics MTAS**, 9 tasks are displayed. Refer to the Data Collection Form for the data.

     o Indicate the student's data recorded on the Data Collection form for each task by selecting the corresponding radio button for the data point of 3, 2, 1, or 0.

       Note: If any of the tasks were not administered to the student, the tasks must be left blank. The test may be submitted with blank tasks.

   - **For Reading MTAS**, 15 tasks are displayed along with reading passage access information that must also be entered. Refer to the Data Collection Form for the data and reading passage access indicated.
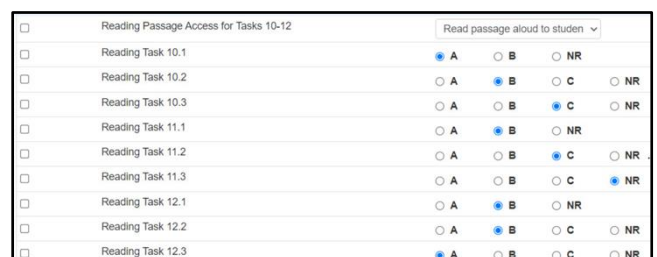
     o For tasks 1–9, indicate the student's data recorded on the Data Collection form for each task by selecting the corresponding radio button for the data point of 3, 2, 1, or 0.

     o For tasks 10–15, indicate the student's data on the Data Collection form for each task by selecting the corresponding radio button for the responses A, B, C, or NR (no response).

       Note: If any of the tasks were not administered to the student, the tasks must be left blank. The test may be submitted with blank tasks.

Enter MTAS Data – Mathematics and Science

Enter MTAS Data – Reading

- o The data entry screen for reading includes one reading passage access question for each passage in addition to three associated tasks. Use the dropdown menu to select whether the passage was read aloud to the student, the student read the passage along with the Test Administrator, or the student read the passage independently.

- **For Science MTAS**, 15 tasks are displayed. Refer to the Data Collection Form for the data.

  - o For tasks 1–9, indicate the student's data recorded on the Data Collection Form for each task by selecting the corresponding radio button for the score point of 3, 2, 1, or 0.

  - o For tasks 10–15, indicate the student's data on the Data Collection Form for each task by selecting the corresponding radio button for the response of A, B, C, or NR (no response).

    Note: If any of the tasks were not administered to the student, the tasks must be left blank. The test may be submitted with blank tasks.

5. To clear data, select the checkbox next to the task and select **Clear**.

   Or, to clear all data, select the checkbox to the left of the Clear button, and then select **Clear**.

6. To reset data back to the most recently saved version (which may be blank), select **Reset**.

   Select **Reset Test** to confirm you want to reset the test.

   Note: If data has not been saved, selecting Reset will remove all data and the test will be blank.

7. As data is entered, review your entries and select **Save**. Data can be saved at any time by selecting the Save button, and you must select Save to save the data prior to leaving the score entry screen (for example, if data entry cannot be completed in one sitting).

   Once Save is selected, a "Success, Changes saved" message will appear in a green bar near the top of the screen, and the Submit button will display.
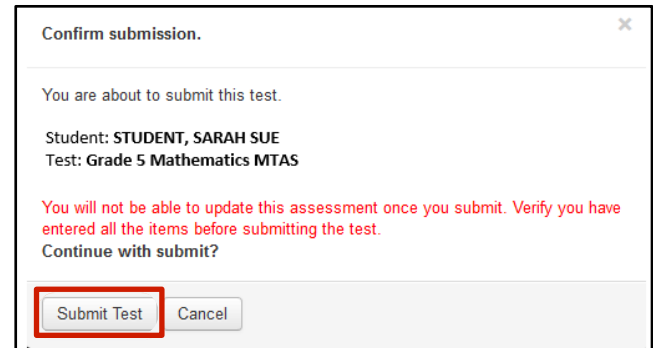
8. After all MTAS data is entered, submit the student's data by selecting **Submit**.

   Note: Before selecting Submit, verify that all data was entered. There is no confirmation that data for all tasks have been entered).

9. Select **Submit Test** to confirm you want to submit the test.

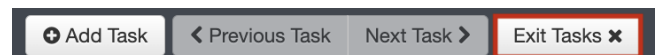Once Submit Test is selected, a "Success, Changes saved" message will appear in a green bar near the top of the screen.

The test's status changes to "Submitted" and then "Extracted" in the panel on the left. The test will be grayed out on the screen and the Submit button will not be available. The change between Submitted and Extracted status may occur fairly quickly, so it is possible you will not see the test in "Submitted" status.

Note: Once the test is submitted, it can no longer be edited. If something is incorrect, please contact your District or School Assessment Coordinator for the next steps.

Select another student/subject in the panel on the left or select **Exit Tasks** at the top right to return to the Student Tests screen.

Follow your district's procedure for returning the Data Collection form. It contains private student data and must be kept in a secure location and on file for one year in case there are questions about the data entered.

The DAC/AA may use the On-Demand Reports that are available within 60 minutes after submission to confirm scores/responses were entered correctly. If the student's On-Demand Report has an NC (Not Complete) code, this means that all scores/responses required for a student to receive a valid score were not entered. If scores/responses were entered incorrectly, contact the Pearson Helpdesk at 888-817-8659 to reset the test

during the testing window; there is fee associated with updating score entry after the testing window closes. View the *MCA/MTAS Irregularities* for more details (PearsonAccess Next > Resources & Training > Policies and Procedures). Tip: Download the On-Demand Export to view a list of all students at your organization that have completed testing. Under **Achievement Level**, review all students with an NC (Not Complete) and confirm the list appears as expected. View the *On-Demand Reports and Export* user guide for more details (PearsonAccess Next > Reporting Resources > Additional Reporting Resources).

In addition, the status of the data entry for a given MTAS test is displayed on the Enter MTAS Data 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 data has been entered or all data has been cleared and then the test was saved.
In Progress	At least one score/response has been entered and saved, but the test has not been completed or submitted.
Completed	All test data, including passage access for reading, has been entered and saved. Note: If there is no data 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 District or School Assessment Coordinator. Note: 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. Note: Reporting groups must be assigned to MTAS Entry users in order for these users to access on-demand reports. For questions about on-demand reports, refer to the *On-Demand Reports and Export User Guide* (PearsonAccess Next > Reporting Resources > Additional Reporting Resources) or contact the District or School Assessment Coordinator.

Any questions about MTAS data entry should be directed to the District or School Assessment Coordinator.

DAC and AA users have access to dashboard views in PearsonAccess Next (under Dashboards > Dashboards) to assist with verifying MTAS test status:

The Test Status – Alternate by Subject dashboard displays student test status for reading, mathematics and science in Assigned, In Progress, and Completed status. Hover over the status to see the number of tests in that status. Tip: Consider viewing this dashboard near the end of the MTAS test administration to confirm student tests are in Completed status and there are no started student tests in In Progress status.

Indicate a Test Code

There may be situations where a DAC or AA user needs to indicate a test code. If an invalidation, medical excuse, or refusal code must be indicated for a student's test, the test code may be entered during the testing window in PearsonAccess Next or during Posttest Editing in Test WES. Refer to Chapter 9 of the *Procedures Manual* for the entire list of available test codes and more information on when test codes are indicated (PearsonAccess Next > Resources & Training > Policies and Procedures).

Note: For High School Science MTAS, any medical excuse or refusal test codes must be entered in PearsonAccess Next and cannot be entered during Posttest Editing. In addition, if a district wants a test code to be assigned to an MTAS record, it is important that the test code is indicated in PearsonAccess Next for MTAS.

Note: Since absent and not enrolled test codes cannot be entered in PearsonAccess Next, submit a blank MTAS during the testing window and then add the test code during Posttest Editing.

Use the following steps to submit the test, as needed. A blank test must be submitted in order to enter a medical excuse or refusal code. For invalidations, if the started test has not been submitted, follow these steps to submit the test; if a submitted test needs to be invalidated, go to step 7.
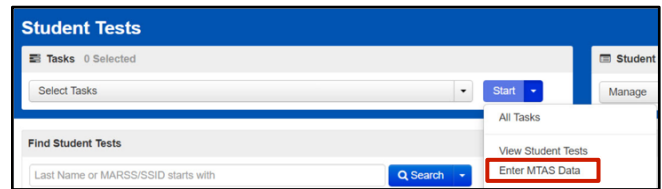
1. From the Home page, under **Testing**, select **Student Tests**.
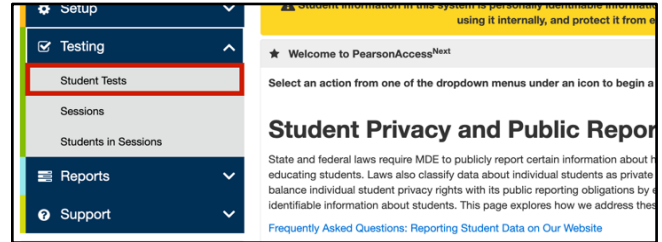
2. Find and select the checkbox next to the student test(s) you will enter the test code for. To search for an individual student's test, enter the student's last name or MARSS/SSID and then select **Search**.
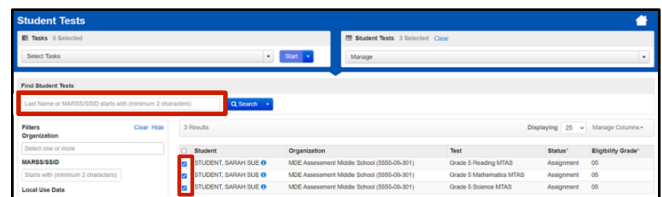
3. Select the dropdown menu to the right of the **Start** button and select **Enter MTAS Data**.

   Note: LCI data is not required when indicating a test code. You will still see the message in the red box near the top of the screen: "The Learner Characteristics Inventory (LCI) data must be entered once for each student prior to entering MTAS data." If submitting a blank test to indicate a test code, you can ignore this warning.

4. On the Enter MTAS Data screen, the student test(s) selected are displayed on the panel on the left. If you selected multiple tests, confirm that the test you want to enter data for is highlighted in blue.
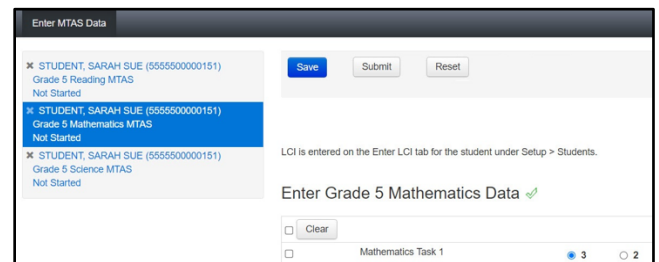
5. Scroll to the bottom to submit the student's blank test by selecting **Submit**.

6. Select **Submit Test** to confirm you want to submit the test.
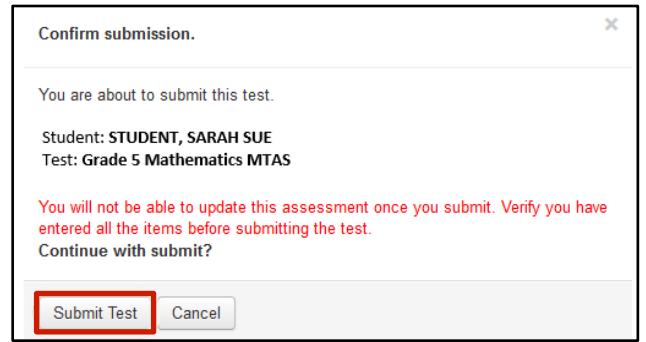
> Confirm submission. ✕
>
> You are about to submit this test.
>
> Student: **STUDENT, SARAH SUE**
> Test: **Grade 5 Mathematics MTAS**
>
> You will not be able to update this assessment once you submit. Verify you have entered all the items before submitting the test.
> **Continue with submit?**
>
> [Submit Test] [Cancel]

Once Submit Test is selected, a "Success, Changes saved" message will appear in a green bar near the top of the screen.

> **Success** ✕
> Changes saved

Select another student/subject in the panel on the left or select **Exit Tasks** at the top right to return to the Student Tests screen.

> ⊕ Add Task | ❮ Previous Task | Next Task ❯ | Exit Tasks ✖
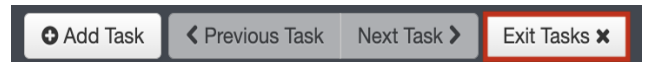
Note: In order to be able to enter the test code, wait approximately 15 minutes after a test has been submitted to complete the following steps.

7. From the Home page, under **Testing**, select **Student Tests.**
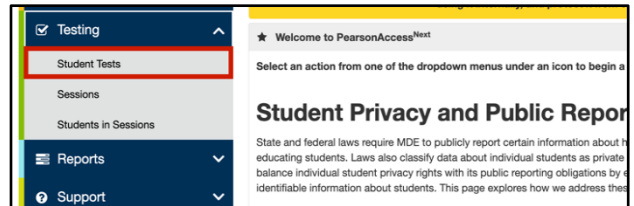
8. Find and select the student test(s) that needs a test code indicated.
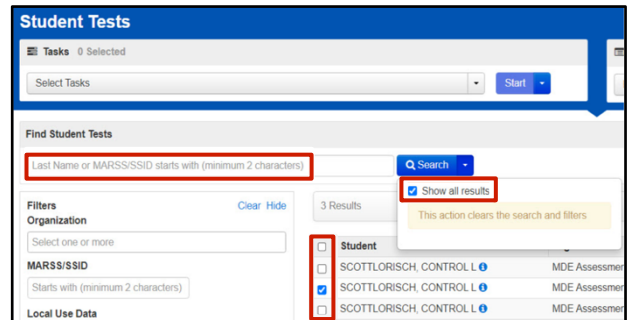
9. Select the dropdown menu next to the right of the **Start** button and select **View Student Tests**.
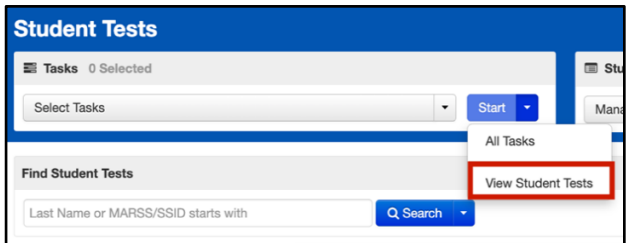
10. From the **Test Code** dropdown menu, select the appropriate code:
    o REF-P (Refusal by parent)
    o REF-S (Refusal by student)
    o INV-S (Invalidation due to student action)
    o INV-D (Invalidation due to device)
    o INV-O (Invalidation for misadministration or other)
    o ME (Medical excuse)

    Notes:

    o If the Test Code dropdown menu does not appear, ensure it has been approximately 15 minutes since the test has been submitted.
    o The REF-P, REF-S, and ME test 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, the following message will appear: "The code entered is not allowed; the student has answered at least one item."
    o The INV-S, INV-D, and INV-O test codes can only be entered if a student has already started testing. If the student has not completed one or more tasks and the code is selected, the following message will appear: "The code entered is not allowed; the student has not answered at least one item."

11. Select **Save.** Once Save is selected, a "Success, Changes saved" message will appear in a green bar near the top of the screen.

12. Select **Exit Tasks** at the top right to return to the Student Tests screen.
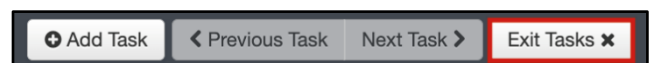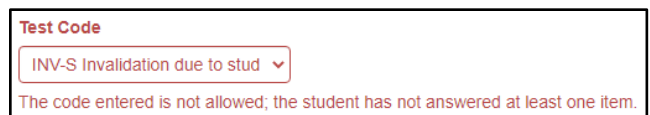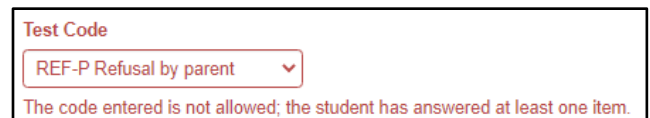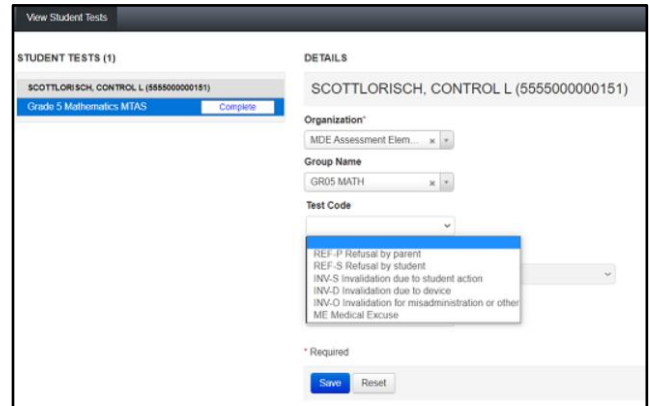
If needed, remove or change a test code by completing steps 8–12 above. Then, from the **Test Code** dropdown menu, select the appropriate code to change the code or select the blank field to remove the code and then select **Save**.

Note: In the rare situation where the student's test has not been started but must be invalidated, email mde.testing@state.mn.us.

Tip: To see a list of student tests with a test code, view the *Student Tests with a Test Code* operational report in PearsonAccess Next (under Reports > Operational Reports in the Online Testing category). This report provides a list of all test records that have a test code indicated. Refer to the *Access Operational Reports* section in this guide for details on how to access the reports.

Access MTAS Data Entry Reports in PearsonAccess Next

There are a number of options for accessing MTAS data entry reports in PearsonAccess Next:

- Dashboards: Dashboards provide a graphical display of MTAS test status by subject to quickly view the number of tests in Assigned, In Progress, and Complete status for each subject.

- Operational Reports: Operational Reports provide detailed information and are available for Students & Registration, Online Testing, Orders & Shipment Tracking, and Users. For MTAS data entry, these reports provide detailed information on student registrations, not completed test assignments, students with a test code, and student tests not associated with the student organization.

- MTAS Data Entry Reports: Score Entry Reports provide information on the status of MTAS data entry for all students at the district- and school-level. MTAS data entry status includes Not Started, In Progress, Completed, Submitted, and Extracted.

View Dashboards

DAC and AA users have access to dashboard views (bar graph with filter, speedometer, bar graph) for quick access to test status for MTAS testing. Dashboards automatically refresh every 10 minutes and this information is indicated under each dashboard (for example, *Refreshed on 03/15/20XX 12:30:00 P.M.*). To see the updates, users must refresh the page or navigate away from and return to the page.

1. From the Home page, under Dashboard, select **Dashboard**.
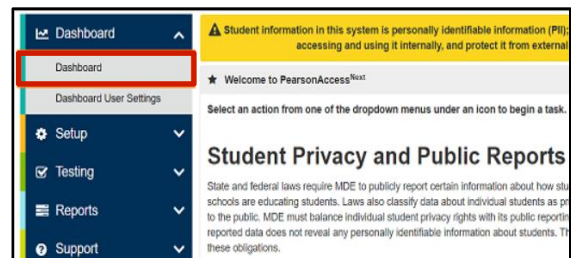
2. The Dashboard page contains one default dashboard:

    - **Test Status – Alternate by Subject**

        o The default view is a bar graph with filter.

        o Test status include Assigned, In Progress, and Complete.

        o Hover over the status in the bar graph to see the number of tests in that status by subject.

        o All Subjects is selected by default.

        o Select the dropdown menu to change the subject: Math, Reading, or Science.
        Note: When changing between subjects, the left axis values may also update.

        o Select the bar graph to be taken to the Student Test Search page. The number displayed is based on the student tests on the dashboard.
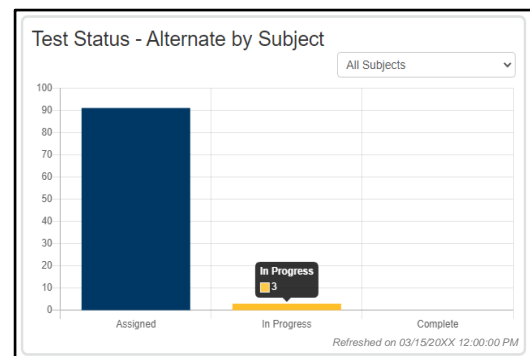
Tip: Consider viewing this dashboard near the end of the MTAS test administration to confirm student tests are in Complete status and there are no started student tests in In Progress status.

3. **New for 2023–24**: To change the organization displayed within the dashboard, select the dropdown menu and enter the full or partial name of the organization. Only results from that organization will display in the dashboard.
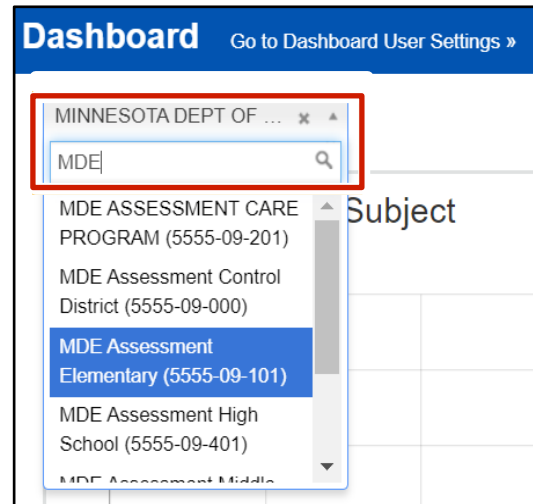
Select the **"x"** icon to remove the organization.
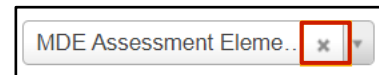
4. To change the dashboard view, select **Go to Dashboard User Settings**.

   Note: Users can navigate to this page from the Home page. Under Dashboard, select Dashboard User Settings.

5. Under Your Dashboards, make the following update, as needed:
   - Graph Type: The default graph type for Test Status – Alternate by Subject is Bar Graph – with Filter. Select the dropdown to change the view to Bar Graph or Speedometer.

     Note: While there is only one Dashboard for MTAS, the Number of Columns dropdown can be used to adjust the size of the dashboard on screen.
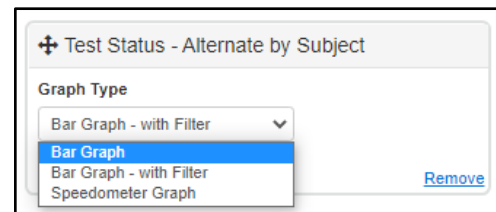
6. Select **Save**. Once save is selected, you will be returned to the Dashboard page.

   Note: Dashboard settings are saved for that administration even after logging out of PearsonAccess Next.

   Note: If you do not want to save your updated settings, select **Go to Your Dashboard** to return to the dashboard page.
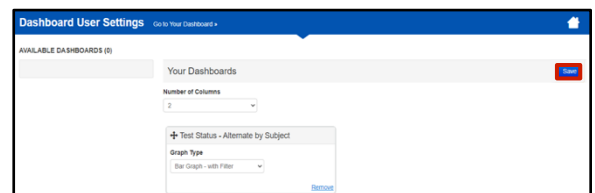
Access Operational Reports

Users have access to a report of all student tests with a test code; the reports a user have access to are based on their user role.

1. From the Home page, under **Reports**, select **Operational Reports**.
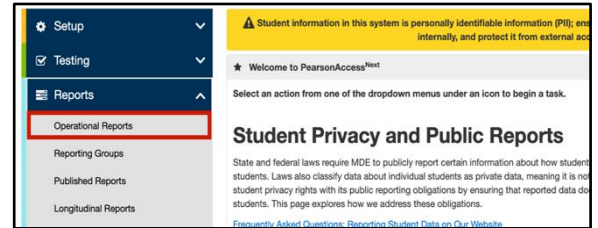
2. Select the checkbox next to a report category or categories and select the report you want access to. Note: The **Student Registrations** and **Online Testing** operational report categories are most useful for MTAS data entry and include the reports referenced in this guide**.**
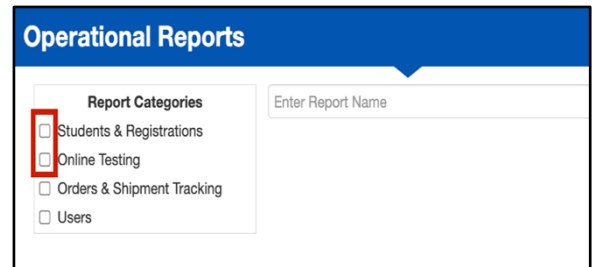
3. The next screen you see next depends on will vary based on the following:
   - If this is the first time you have run the report, select **Request Report Refresh**.
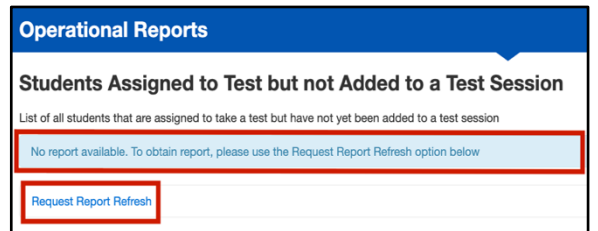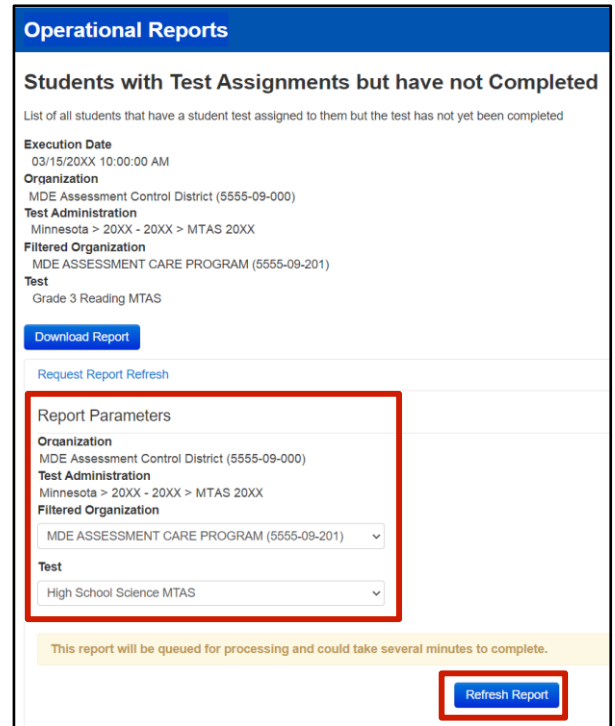
   - If you have accessed the report previously, you will see the parameters of the previous report. You can download the previous report by selecting **Download Report**. To run a new report, select **Request Report Refresh**.

   Note: Depending on the report, you may have different options, such as **Display Report** or **Download CSV**.
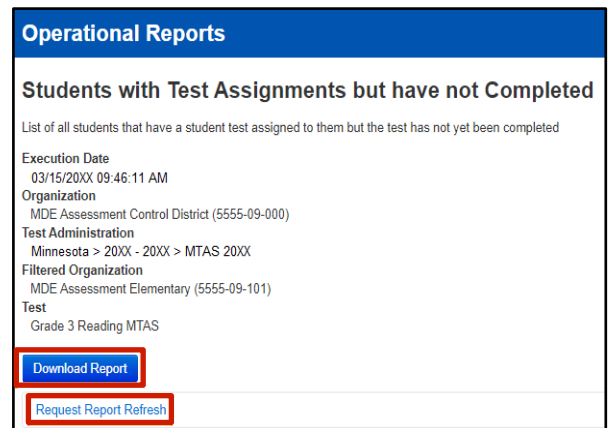
4. Some reports are available once the link is selected. For others, select additional Report Parameters to access the report, such as organization and test. Select **Refresh Report**.

- Once **Refresh Report** is selected, a "Success, Changes saved, Your report has been submitted. Check back in a few minutes to view your report" Message will appear in a green bar near the top of the screen. Select the **Refresh** icon.
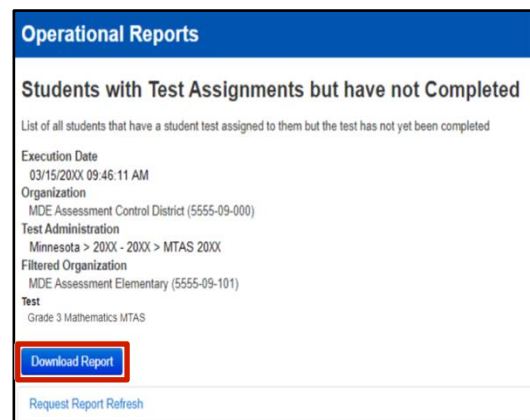
- When the report is available, select **Download Report**. The file will download to your computer to open.

5. Select **Exit Report** to return to the Operational Reports page.

Access MTAS Data Entry Reports

DACs and AAs have access to four data entry status reports in PearsonAccess Next: two at the district level and two at the school level. Note: While these data entry reports will provide information about whether student tests have been submitted, the On-Demand Reports should be used to verify that all data was entered correctly.

If the student's On-Demand Report has an NC (Not Complete) code, this means that all data was not entered for that student's test. If the data was entered incorrectly, contact the Pearson Helpdesk at 888-817-8659 to reset the test. View the *MCA/MTAS Irregularities* for more details (PearsonAccess Next > Resources & Training > Policies and Procedures).

1. From the Home page, under **Reports**, select **MTAS Data Entry Reports**.
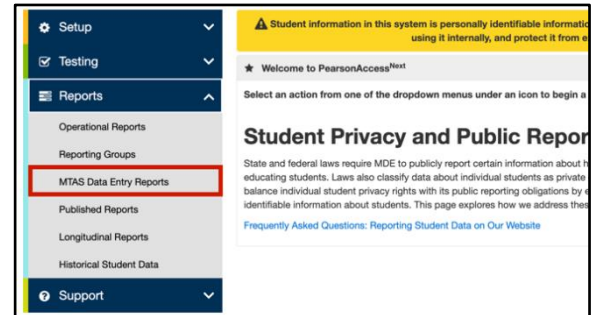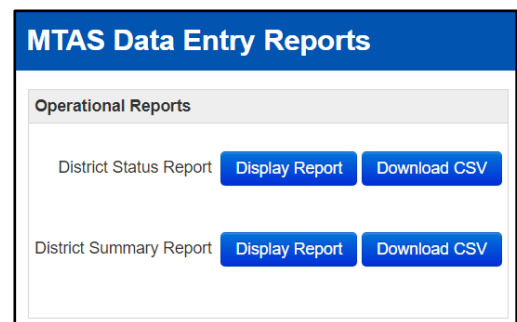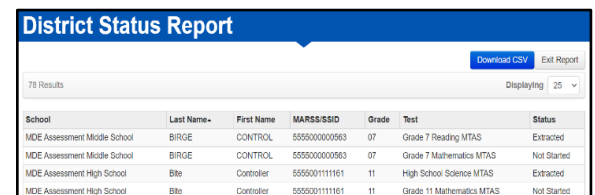
2. Select **Display Report** or **Download CSV** for either the status or summary report.
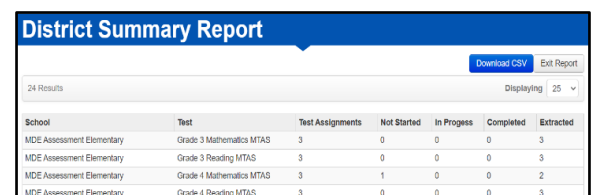
   All status reports are updated in real time. Refer to page 11 of this guide for a list and description of each status.

   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 data entry status of each student's MTAS test assignment(s).

   - The District Summary Report and School Summary Report display the data entry status of MTAS tests, sorted by school and test.

3. Select **Exit Report** to return to the Score Entry Reports page.