



ACT[®] ASPIRE[®]

Managing and Registering
Students in
PearsonAccess^{next}



AGENDA



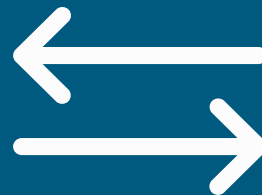
Student Registration
Import



Create and Register
Students Manually



Edit Student Records



Transfer Students





STUDENT REGISTRATION IMPORT

STUDENT REGISTRATION IMPORT

Setup > Import / Export Data

 Setup  Testing  Reports

Import / Export Data

Students

Groups/Classes

Organizations

Users

Notifications

Review / Send Emails

Orders & Shipment Tracking

TestNav Configurations

Precache By Test

Import / Export Data

 Tasks 1 Selected

Select Tasks

- ☒ Import / Export Data
- ☐ View File Details

Start

STUDENT REGISTRATION IMPORT

Student Registration Export

Tasks for Importing and Exporting

Import / Export Data

Type*

- Organization Export
- Organization Import
- Organization Participation Export
- Organization Participation Import
- Registration Reporting Group Export
- Registration Reporting Group Import
- Student Registration Delete
- Student Registration Export**
- Student Registration Import
- Student Test Update Export
- Student Test Update Import
- User Export
- User Import
- User Reporting Group Export
- User Reporting Group Import

Tasks for Importing and Exporting

Import / Export Data

View File Details

FILES (1)

Student Registration Export 2019-07-11T14:03:35.171+0000.csv

DETAILS ↻

Complete

File is ready for download

File Information

Type

Student Registration Export

Request Date

07/11/2019 09:03:35 AM

Total Records

Organization

SAMPLE SCHOOL 2 (SAMP-9992-9876)

User

Download File ⓘ

STUDENT REGISTRATION IMPORT

Student Registration Import File Layout



Student Registration Import File Layout

Field Order	Title	Min. Length	Max. Length	Required?	Valid Values	Comments
-------------	-------	-------------	-------------	-----------	--------------	----------

STUDENT REGISTRATION IMPORT

Setup > Import / Export Data > Start / All Tasks > Student Registration Import

Tasks for Importing and Exporting

Import / Export Data

Type*

Student Registration Import ▾

☐ Don't auto-create Test Sessions for online testing

Note: If this test administration is set to auto-create test sessions but you do not want test sessions created from this import, check the box above.

☐ Don't modify student tests

Note: This import modifies students, student registrations and student tests. If you don't want student tests modified, check the box above.

Source File

Choose File No file chosen

Additional e-mails

Enter a valid e-mail address

☐ Ignore Error Threshold

Process Reset

STUDENT REGISTRATION IMPORT

Student Registration Import

Tasks for Importing and Exporting

Import / Export Data

View File Details

FILES (1)

subjectalltest.csv

DETAILS ↻

Pending

File is queued for processing.

File Information

Type

Student Registration Import

Name

subjectalltest.csv

Request Date

07/11/2019 09:54:34 AM

Total Records

Organization

SAMPLE STATE (SAMP)

User

Download File ⓘ

ACT[®] Aspire[®]

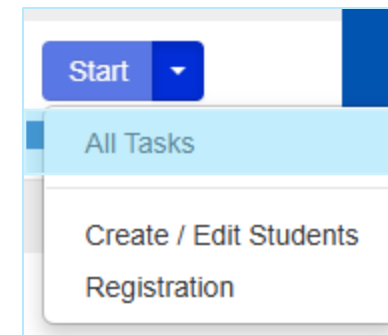
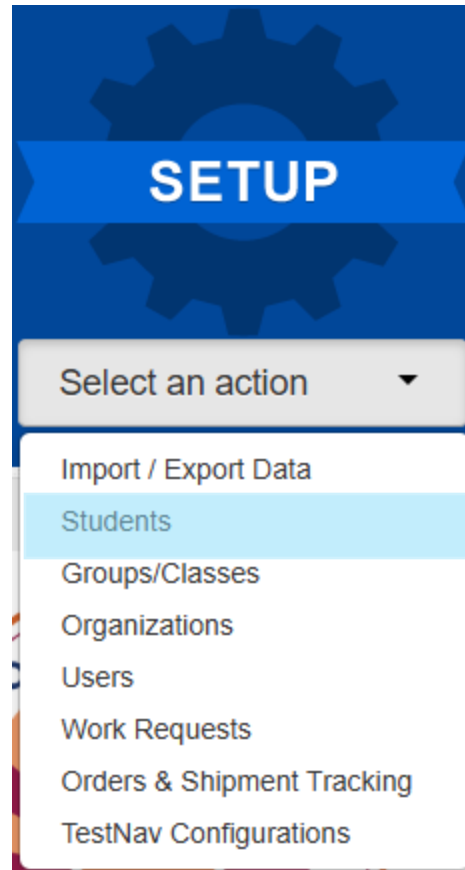


CREATE AND REGISTER STUDENTS MANUALLY



CREATE AND REGISTER STUDENTS MANUALLY

Create Students



CREATE AND REGISTER STUDENTS MANUALLY

Create Students

ACT Aspire

Tasks for Students

Create / Edit Students Registrations and PNP Manage Student Tests Manage Groups/Classes Manage

Create / Edit Students Registrations and PNP Manage Student Tests Manage Groups/Classes

Success
Changes saved

DETAILS

New Student

Organization*

× 1GEORGE HUNT (SAMP-9999999-9999998)

Student Identifier*

00000000001

State Student ID*

00000000001

Local ID

First Name*

SAMPLE

Middle Initial

Last Name*

STUDENT

Date of Birth*

08/04/2009

Gender

Male

Ethnicity

Hispanic or Latino

Yes

Black / African American

American Indian / Alaska Native

Native Hawaiian / Other Pacific Islander

Asian

White

Note: Creating student does not register student.

* Required

Create

Reset

CREATE AND REGISTER STUDENTS MANUALLY

Registrations and PNP

SUMMATIVE SPRING 2025

STUDENT, SAMPLE (00000000032)

☒ Registered

Actual Grade*

Grade 9

Demographics

- | | | |
|--------------------------------------|---|---------------------------------------|
| ☐ IEP | ☐ Gifted | ☐ Economical |
| ☐ Migrant | ☐ Homeless | ☐ In Foster Ca |
| ☐ Section 504 | ☐ Parent in Military | ☐ Other Accor |

ELL

Note: Viewing of Demographic fields is restricted.

Accessibility Supports

Presentation Supports

- | | |
|---|--|
| ☐ English TTS Audio ⓘ | ☐ Word-to-Word Dictionary ⓘ |
| ☐ English TTS Audio + Orienting Description ⓘ | ☐ Cued Speech ⓘ |
| ☐ American Sign Language (ASL): Full Translation ⓘ | ☐ American Sign Language (ASL): Directions Only ⓘ |
| ☐ Signed Exact English (SEE): Full Translation ⓘ | ☐ Braille Contracted, Unified English (UEB) ⓘ |
| ☐ Human Reader, English ⓘ | ☐ Large Print |
| ☐ Signed Exact English (SEE): Directions Only ⓘ | |
| ☐ Human Reader, English + Orienting Description ⓘ | |

Interaction & Navigation Supports

- | | |
|---------------------------------|---|
| ☐ Abacus | ☐ Custom Masking |
|---------------------------------|---|

Response Supports

- | | |
|--|---|
| ☐ Keyboard, AAC + Local Print | ☐ Respond in Test Booklet or on Separate Paper |
| ☐ Electronic Spell Checker ⓘ | ☐ Dictate Responses ⓘ |

General Test Conditions (Settings and/or Timing Supports)

- | | |
|---|---|
| ☐ Audio Environment | ☐ Breaks - Supervised within Each Day |
| ☐ Visual Environment | ☐ Breaks: Securely Extend Session over Multiple Days |
| ☐ Location for movement | ☐ Special Seating / Grouping |
| ☐ Physical / Motor Equipment | ☐ Home Administration |
| Extra Time | ☐ Individual Administration |
| ☐ | ☐ Other Setting |

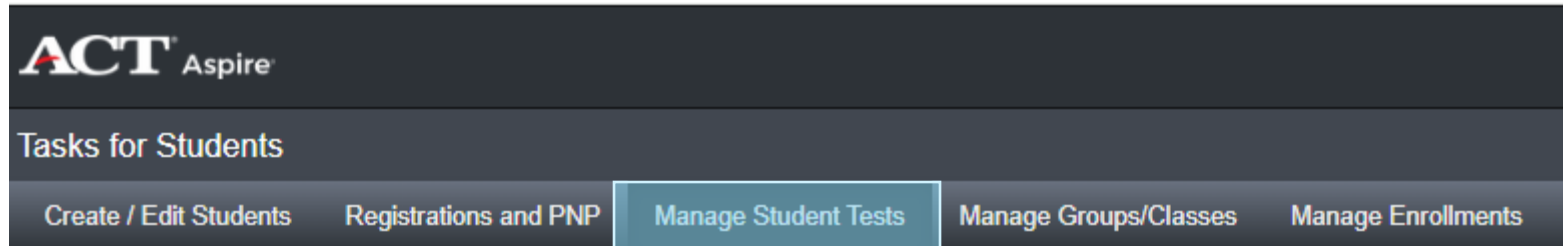
* Required

Save

Reset

CREATE AND REGISTER STUDENTS MANUALLY

Manage Student Tests



The image shows a screenshot of the ACT Aspire web application interface. At the top, the 'ACT Aspire' logo is displayed in white on a dark blue background. Below the logo, the text 'Tasks for Students' is visible. A horizontal menu bar contains five items: 'Create / Edit Students', 'Registrations and PNP', 'Manage Student Tests', 'Manage Groups/Classes', and 'Manage Enrollments'. The 'Manage Student Tests' item is highlighted with a light blue background. The right side of the slide features a decorative background of various educational icons, including a microscope, a calendar, a graduation cap, a clock, and a document with an 'A+' grade.

ACT Aspire

Tasks for Students

Create / Edit Students Registrations and PNP **Manage Student Tests** Manage Groups/Classes Manage Enrollments



CREATE AND REGISTER STUDENTS MANUALLY

Manage Student Tests

TEST DETAILS

New Student Test

Create

Reset

Student*

STUDENT, SAMPLE (000000) ▼

Test*

EHS 9

Organization*

1GEORGE HUNT (SAMP-9999999-999... x ▼

Group/Class Name

Select ▼

Delivery Format*

Online x ▼



CREATE AND REGISTER STUDENTS MANUALLY

Manage Student Tests

TEST DETAILS

New Student Test

Create

Reset

Student*

STUDENT, SAMPLE (000000) ▼

Test*

EHS 9

Organization*

1GEORGE HUNT (SAMP-9999999-999... x ▼

Group/Class Name

Select ▼

Delivery Format*

Online x ▼



CREATE AND REGISTER STUDENTS MANUALLY

Manage Student Tests

TEST DETAILS

New Student Test

Create

Reset

Student*

STUDENT, SAMPLE (000000) ▼

Test*

EHS 9

Organization*

1GEORGE HUNT (SAMP-9999999-999... x ▼

Group/Class Name

Select ▼

Delivery Format*

Online x ▼

CREATE AND REGISTER STUDENTS MANUALLY

Manage Student Tests

STUDENT TESTS (5)

[+ Create Student Tests](#)

[✕ STUDENT, SAMPLE \(000000000032\)](#)

▼  EHS 9	Assigned
EHS 9 English	Assigned
EHS 9 Mathematics	Assigned
EHS 9 Reading	Assigned
EHS 9 Science	Assigned
EHS 9 Writing	Assigned



CREATE AND REGISTER STUDENTS MANUALLY

Manage Student Tests

STUDENT TESTS (5)

[+ Create Student Tests](#)

✕ STUDENT, SAMPLE (00000000032)

▼ EHS 9	Assigned
EHS 9 English	Assigned
EHS 9 Mathematics	Assigned
EHS 9 Reading	Assigned
EHS 9 Science	Assigned
EHS 9 Writing	Assigned

TEST DETAILS

STUDENT, SAMPLE (00000000032)

Save

Reset

EHS 9 English

☒ Assigned

[Show Student Details](#)

[Show Audit Trail](#)

Organization*

Group/Class Name

1GEORGE HUNT (SAMP-9999999-999... ✕ ▼

Select ▼

Delivery Format*

Online ✕ ▼

☐ Will Not Test

☐ Do Not Report

Will Not Test Reason

▼

Do Not Report Reason

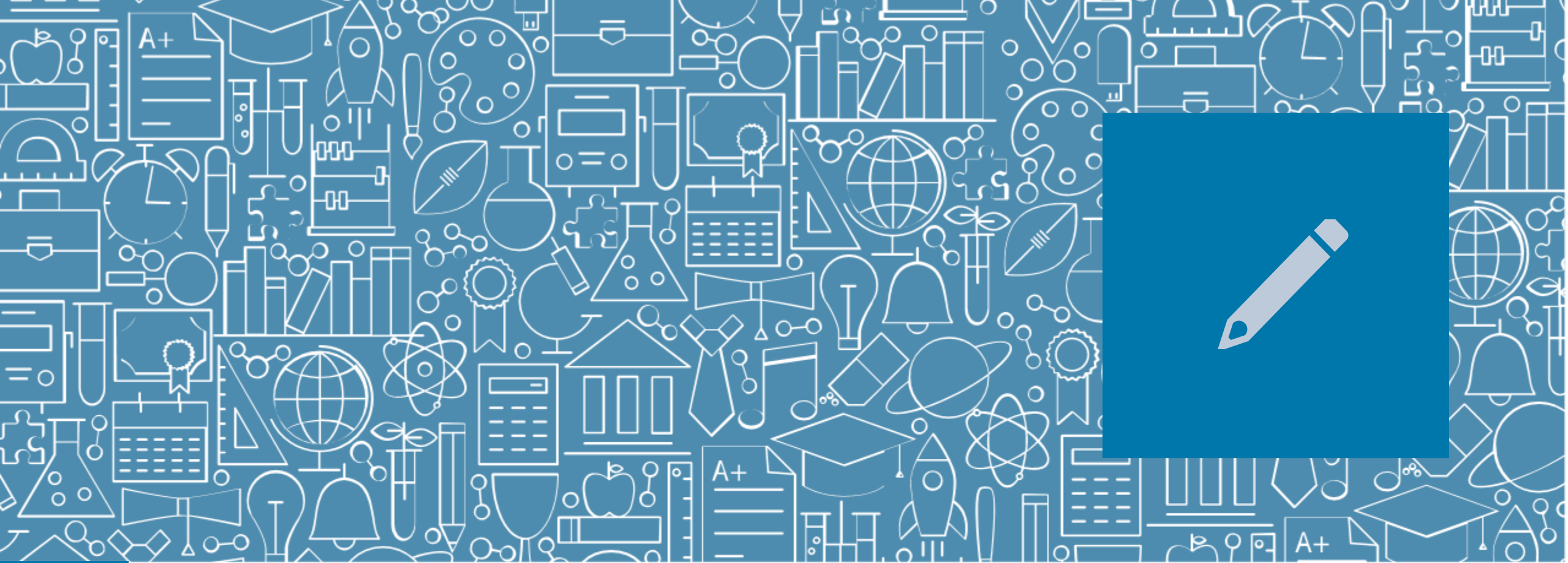
▼

Presentation Supports

- | | |
|---|--|
| ☐ English TTS Audio ⓘ | ☐ Word-to-Word Dictionary ⓘ |
| ☐ English TTS Audio + Orienting Description ⓘ | ☐ Cued Speech ⓘ |
| ☐ American Sign Language (ASL): Full Translation ⓘ | ☐ American Sign Language (ASL): Directions Only ⓘ |
| ☐ Signed Exact English (SEE): Full Translation ⓘ | ☐ Signed Exact English (SEE): Directions Only ⓘ |
| ☐ Human Reader, English ⓘ | ☐ Braille Contracted, Unified English (UEB) ⓘ |
| ☐ Human Reader, English + Orienting Description ⓘ | ☐ Large Print |

Interaction & Navigation Supports

- | | |
|---------------------------------|---|
| ☐ Abacus | ☐ Custom Masking |
|---------------------------------|---|



EDIT STUDENT RECORDS



EDIT STUDENT RECORDS

Editing Student Demographic Information

Students

Tasks 0 Selected

Select Tasks

Start

Students 0 Selected

Manage

Find Students Registered to Summative Spring 2025

Last Name or Student Identifier starts with

Search

Filters

☐ Across All Organizations

Student Identifier

Starts with

State Student ID

Starts with

Toggle secondary filters

Clear Hide

1 Result

☐	Student Identifier	
☐	00000000032	STUDENT

☒ Show all results

This action ignores search and filter criteria and displays all results.

EDIT STUDENT RECORDS

Editing Student Demographic Information

Find Students **Registered to Summative Spring 2025** ▾

Last Name or Student Identifier starts with

Find Students **by Ignoring Summative Spring 2025 Registrations** ▾

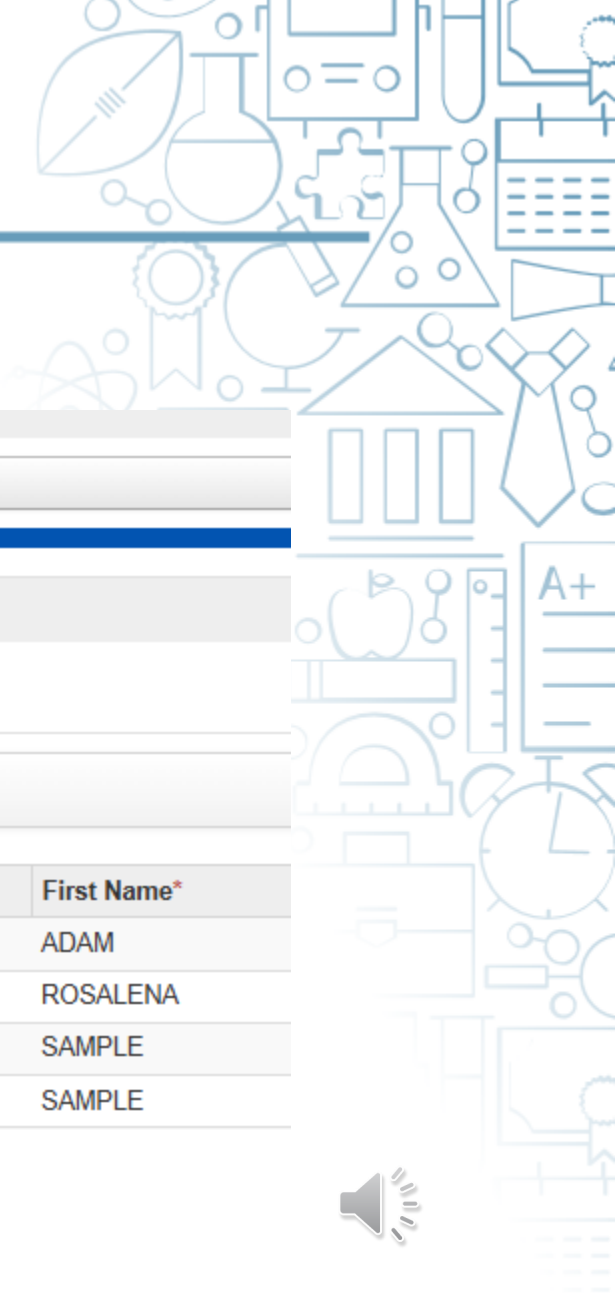
Last Name or Student Identifier starts with

Filters

- ☐ Registered to Summative Spring 2025
- ☒ **by Ignoring Summative Spring 2025 Registrations**



EDIT STUDENT RECORDS



Editing Student Demographic Information

Start

Manage

All Tasks

Create / Edit Students
Registration

Q Search

7 Results

☐	Student Identifier*	Last Name*	First Name*
☐	40851549000 ⓘ	BLANK DOC FLOREZ	ADAM
☐	39012944000 ⓘ	BLANK DOC KEE	ROSALENA
☒	12345678900 ⓘ	STUDENT	SAMPLE
☒	00000000032 ⓘ	STUDENT	SAMPLE



EDIT STUDENT RECORDS

Tasks for Students Page



Tasks for Students

Create / Edit Students

Registrations and PNP

Manage Student Tests

Manage Groups/Classes

Manage Enrollments

STUDENTS (2)

 Create Students

 STUDENT, SAMPLE (00000000032)

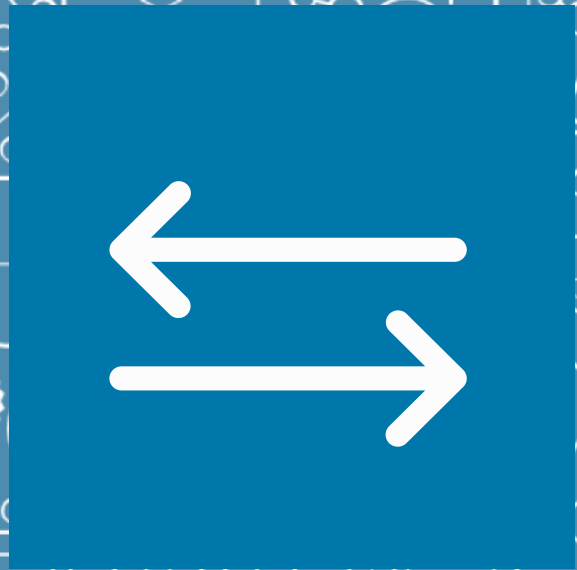
 STUDENT, SAMPLE (12345678900)

DETAILS

STUDENT, SAMPLE (12345678900)

Organization*

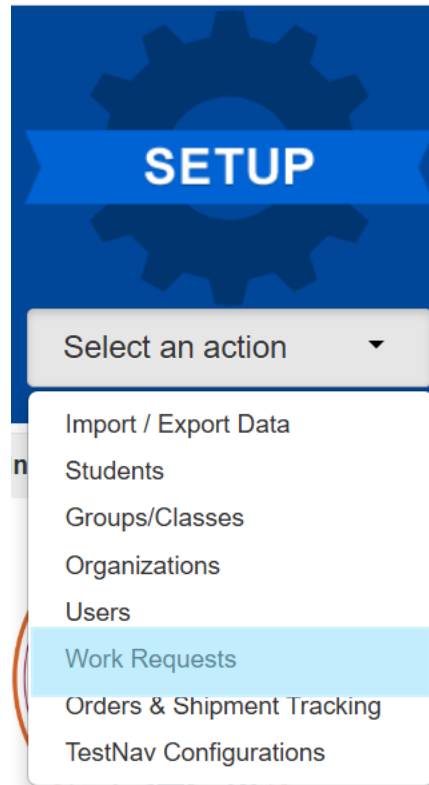




TRANSFER STUDENTS

TRANSFER STUDENTS

Initiating a Student Transfer



TRANSFER STUDENTS

Initiating a Student Transfer

Arizona Aspire > 2024 - 2025 > Summative Spring 2025 > 1GEORGE HUNT (SAMP-9999999-9999998) >

Home

Setup

Testing

Reports

Support

Work Requests

Tasks 0 Selected

Select Tasks

Start

Work Requests 0 Selected Clear

Manage

Find Work Requests

Filters

Clear Hide

No Results

All Tasks

Request / Delete Enrollment Transfer

Approve / Reject Enrollment Transfer

Displaying 25

Manage Columns

TRANSFER STUDENTS

Initiating a Student Transfer

DETAILS

New Enrollment Transfer

State Student ID*

00000000034

Last Name*

STUDENT

First Name*

TRANSFER SAMPLE

Middle Initial

Date of Birth*

02/17/2010



* Required

Search



TRANSFER STUDENTS

Initiating a Student Transfer

DETAILS

New Enrollment Transfer

State Student ID*

00000000034

Last Name*

STUDENT

First Name*

TRANSFER SAMPLE

Middle Initial

Date of Birth*

02/17/2010

Student found. Enter the new organization below.

Change Enrollment From

PRICKLY PEAR ELEMENTARY (SAMP-9999999-9999997)

Change Enrollment To*

1GEORGE HUNT (SAMP-9999999-999... x v

* Required

Send Request

Reset



TRANSFER STUDENTS

Initiating a Student Transfer

DETAILS

New Enrollment Transfer

State Student ID*

00000000034

Last Name*

STUDENT

First Name*

TRANSFER SAMPLE

Middle Initial

Date of Birth*

02/17/2010

Student found. Enter the new organization below.

Change Enrollment From

PRICKLY PEAR ELEMENTARY (SAMP-9999999-9999997)

Change Enrollment To*

1GEORGE HUNT (SAMP-9999999-999... x ▼

* Required

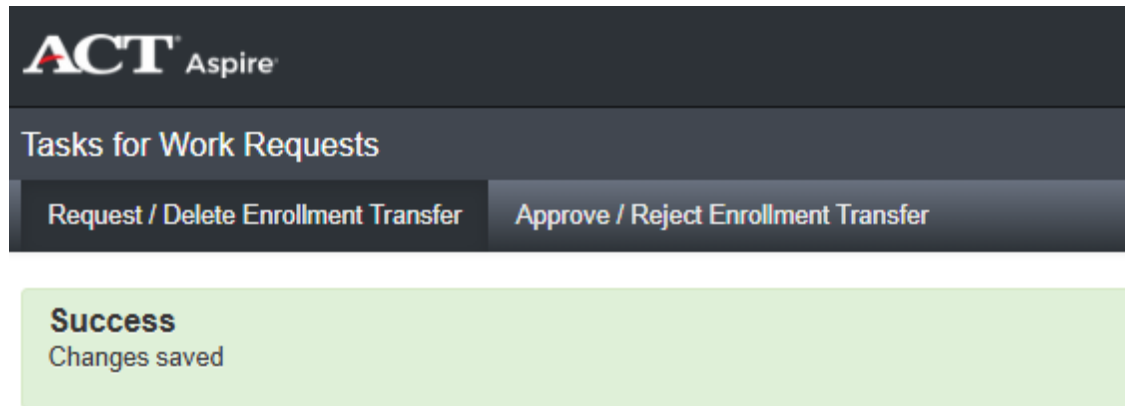
Send Request

Reset



TRANSFER STUDENTS

Initiating a Student Transfer



The image shows a screenshot of the ACT Aspire web application. At the top, the ACT Aspire logo is displayed. Below it, a section titled "Tasks for Work Requests" contains two buttons: "Request / Delete Enrollment Transfer" and "Approve / Reject Enrollment Transfer". The "Approve / Reject Enrollment Transfer" button is highlighted. Below the buttons, a green success message box states "Success" and "Changes saved".

ACT Aspire

Tasks for Work Requests

Request / Delete Enrollment Transfer Approve / Reject Enrollment Transfer

Success
Changes saved



TRANSFER STUDENTS

Approving a Student Transfer Request

 Arizona Aspire > 2024 - 2025 > Summative Spring 2025 ▾ TUMBLEWEED SCHOOL DISTRICT (SAMP-9999999) ▾ 

[Home](#) [Setup](#) [Testing](#) [Reports](#) [Test Config](#) [Support](#)

**SETUP**
Select an action ▾

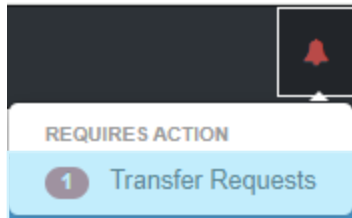
**TESTING**
Select an action ▾

**REPORTS**
Select an action ▾



TRANSFER STUDENTS

Approving a Student Transfer Request



TRANSFER STUDENTS

Approving a Student Transfer Request

ACT[®] Aspire[®]

Arizona Aspire > 2024 - 2025 > Summative Spring 2025

TUMBLEWEED SCHOOL DISTRICT (SAMP-9999999)

Home

Setup

Testing

Reports

Test Config

Support

Work Requests

Tasks 0 Selected

Select Tasks

Start

Work Requests 1 Selected

Manage

Find Work Requests

Filters

Status

Waiting for Approval

Work Type

Enrollment Transfer

1 Results

Status	Work Type	Requested By	Requesting Organization	Assigned Organization	Request Date	Approve/Reject Date
☒ Waiting for Approval	Enrollment Transfer	EricaATCaspire	1GEORGE HUNT (SAMP-9999999-9999998)	PRICKLY PEAR ELEMENTARY (SAMP-9999999-9999997)	02/17/2025 03:30:02 PM	

TRANSFER STUDENTS

Approving a Student Transfer Request

Work Requests

Tasks 0 Selected

Select Tasks

Start

Work Requests 1 Selected Clear

Manage

Find Work Requests

Filters

Status

Waiting for Approval

Work Type

Enrollment Transfer

1 Results

Displaying 25 Manage Columns

Status

Waiting for Approval

Work Type

Enrollment Transfer

Requested By

EricaATCaspire

Requesting Organization

1GEORGE HUNT (SAMP-9999999-9999998)

Assigned Organization

PRICKLY PEAR ELEMENTARY (SAMP-9999999-9999997)

Request Date

02/17/2025 03:30:02 PM

Approve/Reject Date

- All Tasks
- Request / Delete Enrollment Transfer
- Approve / Reject Enrollment Transfer

TRANSFER STUDENTS

Approving a Student Transfer Request

DETAILS

STUDENT, TRANSFER SAMPLE (00000000034)

State Student ID*

00000000034

Last Name*

STUDENT

First Name*

TRANSFER SAMPLE

Middle Initial

Date of Birth*

2010-02-17

Change Enrollment From

PRICKLY PEAR ELEMENTARY (SAMP-9999999-9999997)

Change Enrollment To

1GEORGE HUNT (SAMP-9999999-9999998)

Reject Enrollment Transfer Reason

Approve

Reject



TRANSFER STUDENTS

Approving a Student Transfer Request

Approve / Reject Enrollment Transfer

Success
Changes saved



QUESTIONS?

We're here to help!

Pearson Customer Support

- Phone: 1.888.705.9421 Option 4 (ACT Aspire),
7:00 a.m. – 7:00 p.m., central time, Monday
through Friday

