



Creating Sample Students in the PearsonAccess^{next} Training Center CMAS and CoAlt: Math, ELA, and Science

Districts and schools may use the PearsonAccess^{next} Training Site to perform infrastructure trials (CMAS Site Readiness), interact with the PearsonAccess^{next} User Interface prior to testing, and administer practice tests through a secure environment using auto-generated sample student information.

To create sample students within the Training Site:

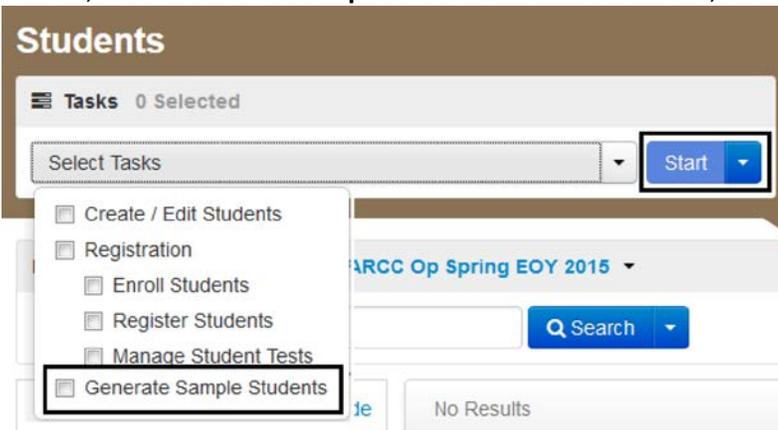
1. Log in to the Training Site. (Training Site screens have a **BROWN** background, not blue.)
 - <https://trng-co.pearsonaccessnext.com/>
2. Select the appropriate administration from the administration drop-down at the top of the screen.

Colorado > Current School Year or Site Readiness > CMAS or CoAlt

3. On the home page, click **Setup**; select **Students** from menu.



4. Next, select **Generate Sample Students** from Tasks menu; click **Start** to continue.



5. Complete the following fields:

- **Organization:** Select your school/organization.
- **Class:** Add an Existing Class Name or you may choose to create a new class. Classes are useful for adding large numbers of students to a session at once.
- **Grade Level When Assessed**
- **Test:** Select one of the tests available from the drop-down menu.
- **Test Format:** Select **Online** for CBT, **Paper** for PBT, or **Alternate** for CoAlt.
- **Number of Students:** Input a number between 1 and 99.

Generate Sample Students

1 Generate Sample Students 

Generate Students

Organization*

Select 

[Create New Class](#)

Existing Class Name

Select 

Grade Level When Assessed* 



Test*

Select 

Test Format*



Number Of Students (1 to 99)*

* Required

6. Click **Generate**.

7. A confirmation screen appears once the sample students are created.

- Add sample CMAS CBT students into sample online test sessions to administer CPRs in the **CMAS** administration for the **current school year**.
- Assign sample student records in the **Site Readiness** administration to Site Readiness forms to complete an CMAS infrastructure trial (not for student use).