Overview

Each student who takes the ACT® or ACT® WorkKeys® tests must have a student record in PearsonAccess^next. The process of adding and updating student records is called the student data upload (SDU).

Student Records Data

For the ACT and ACT WorkKeys tests, you must enter the following data for each student:

- Organization Code (ACT high school code) – Column B
- Last Name – Column C
- First Name – Column D
- Grade – Column F
- Date of Birth – Column G
- State Student ID – Column H
- Test Code (for ACT, ACT with writing, or WorkKeys) – Column J
- Delivery Format (paper or online) – Column K

All other fields are optional.

Adding and Updating Students in PearsonAccess^next

Managing student records is a three-part process:

- Create your file
- Import your file
- Update or correct your file (if necessary)

Refer to the Uploading Students in PearsonAccess Next tutorial to preview each part of the process.

Adding and Updating Students

Part A. Create Your File

IMPORTANT: The accuracy of student data is crucial. If you're not comfortable working with these files, consult with your technical coordinator.

1. Create your fixed-width file using the *Student Data Upload (SDU) File Layout and Data Requirements Table*.
2. Save the file as an Excel document (.xls or .xlsx) with a name that is meaningful to you (e.g., Student Data Upload_ACT_Grade11.xls). You will use this document if you need to resolve errors because it will retain your formatting, such as numbers that start with zero and date formatting.

    Note: Skipping this step may lead to the creation of duplicate records. It's important to ensure that leading zeros are retained in your data to prevent the creation of duplicate records.

3. Save the file again as a text file (.txt). You will import this file into PearsonAccess^next.

Part B. Import Your File

1. Sign in to PearsonAccess^next^ at https://testadmin.act.org.
2. At the top right, select the test event from the drop-down menu that identifies the test you will administer for these student records: the ACT or WorkKeys.

   Note: If your contract tests both the ACT and ACT WorkKeys, you must submit separate SDUs for each test.

3. Select the Setup icon, and then select the Import/Export Data option.
4. Select the drop-down menu on the Start button, and then select Import/Export Data.
5. In the Type field, select Student Registration Import.
6. Select the Choose File (or Browse) button and find the file you saved.
7. Select your file, and then click the Open button.

   *Note: Do **NOT** check the **DO NOT USE – ACT Use Only** check box.*

8. In the Additional e-mails field, enter email addresses of those (other than yourself) who should receive an email notification when the file upload has occurred. Separate e-mail addresses with semicolons. An email will automatically be sent to you when the file finishes importing.
9. Select the Process button to start the import.

   Result: The View File Details screen appears.

10. Wait for the file to process. This may take several minutes. You will receive an email with the status of the upload when it's done or you can use the Refresh icon to check the status within PearsonAccess^next^.
11. Use the following status options to determine what to do next.
    - If the status is Complete, stop here. All records are imported. If you want to review the records, follow the directions in the Appendix of this document for Viewing File Details for Finished Imports.
    - If the status is Complete with Issues, some or all records weren't imported. Follow the directions in the section *Update or Correct Your File* in this document. PearsonAccess^next^ will display the lines to which each error applies.

    *Note: If you navigated away from the View File Details screen during this process, select **Import/Export Data** from the Setup menu to navigate back to the Import/Export Data screen. Select the check box next to the file you want to view, then select **View File Details** from the Start drop down menu. The file details and any errors will appear.*

Part C. Update or Correct Your File

Correcting Student Information

If you receive the message, "Complete with Issues," some or all of your student records weren't imported. PearsonAccess^next^ will indicate records that failed to load and provide additional information to help you resolve the issues. Refer to the Import Error Messages Table for a list of possible error messages and tips to resolve them. Complete the following steps to correct errors:

1. Correct errors in your saved Excel file (not the .txt file).
2. When all errors are corrected in your Excel file, save it as a .txt file.
3. Follow the steps in Part B. Import Your File to import your corrected file.

Updating Student Information with a Student Data Upload

Follow the actions in Part A - Create Your File, and Part B - Import Your File to update existing information.

Note: Editing an exported file may result in slight differences in formatting that could lead to duplicate records being created. To avoid this, ensure that leading zeros are still included in the document and that fields are formatted exactly as required in the Student Data Upload (SDU) File Layout and Data Requirements Table.

- Materials will be automatically sent for students added prior to the SDU deadline on your Schedule of Events. An additional order must be placed for students added after the deadline.
- TAA PINS will not be impacted when data is updated for a student already associated with a PIN. See the Test Accessibility and Accommodations (TAA) Guide for more information on how to find a student's TAA PIN.
- The system will update student records if there is an existing student that matches these criteria: organization code, first name, first five characters of last name, date of birth, and state student ID.
- If a matching student is not found using the criteria above, a new student will be created.
- To change the organization code for a student, submit an Enroll Request (see the PearsonAccess^nextUser Guide under Adding and Removing Students).

Appendix

File Layout Requirements

Your SDU file must include all fields in the order specified in the template and file layout, even if the fields are blank.

The table shows you:

- Which columns (fields) are required
- The maximum allowed number of characters (letters, numbers, punctuation, etc.); enter as much of the data as will fit in the space provided, up to the limit
- If the data will be letters (A), numbers (N), or a combination (AN)

Understanding Import Error Messages

For clarification of import-error messages, refer to the Import Error Messages table.

Note: If you can't resolve the errors with this table, please contact ACT Customer Support at 800.553.6244, ext. 2800 or email statetesting@act.org.