# Longitudinal Reports and Export User Guide

This guide provides instructions on viewing, printing, downloading, and exporting Longitudinal Reports in PearsonAccess Next.

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.
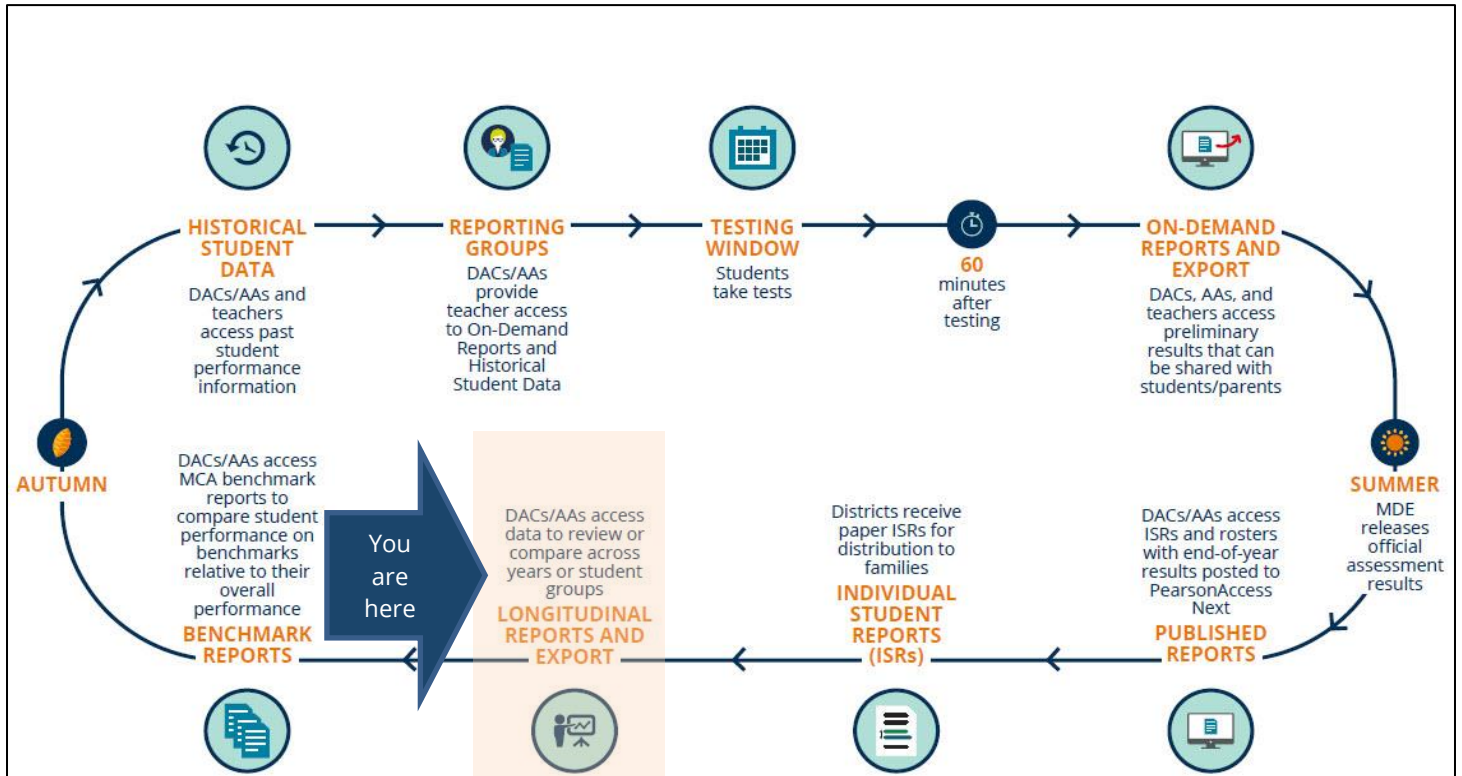
Overview

Longitudinal Reports provide a graphical display of historical results at the student, school, district, and/or state level for review or comparison by administration (test and year), overall and average scale score, achievement level, strand performance detail, and/or student group.

Longitudinal reports are currently available for the following test administrations:
- MCA 2011–2019; 2021, 2022*
- MTAS 2011– 2019; 2021, 2022*

*2020 summary results are not available in Longitudinal Reports due to COVID-19. The student-level results that are available for 2020 are included in the Longitudinal Export. A limited number of completed tests with valid scores for individual students are also available in Historical Student Data for 2020.

Access by User Role

Users with the District Assessment Coordinator (DAC) or Assessment Administrator (AA) role in PearsonAccess Next have access to longitudinal reports.

Report Access by User Role

| User Role	Longitudinal Reports	Longitudinal Export
District Assessment Coordinator (DAC)	Yes	Yes
Assessment Administrator (AA)	Yes	Yes
Test Monitor/Data Entry	No	No
MTAS Score Entry	No	No

Access Longitudinal Reports

1. From the Home page, under **Reports**, select **Longitudinal Reports**.

2. The test administration selected on the homepage is the default view. Under **Create Reports**, use the dropdown menus next to each field to select a different test administration and/or organization, as needed. Then select **Apply**.
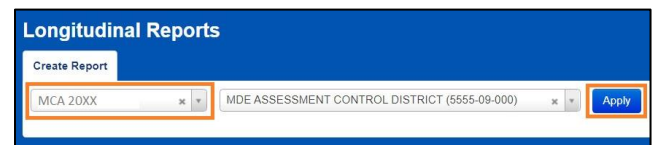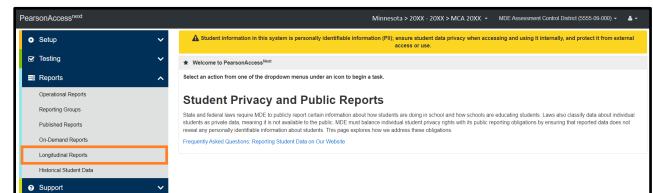
Data available depends on the organization assigned to the user or by the level of organization selected, whether district or school. The following sections outline some ways to view results in Longitudinal Results.

View Summary Results by Subject

1. Under COMPARE, the Parent Organization and Dashboard View is the default view. When selected, Parent Organization provides results for both the organization and its parent organization for comparison.

    -   The parent organization for a district is the state.
    -   The parent organizations for a school are the district and state.
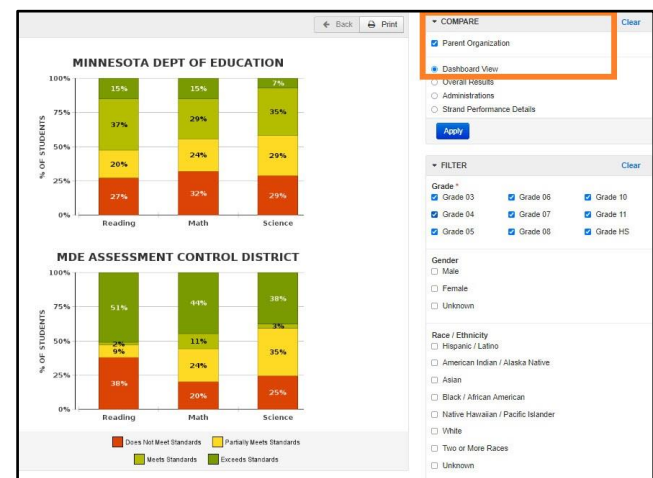
Dashboard View provides a high-level summary chart by achievement level (Does Not Meet Standards, Partially Meets Standards, Meets Standards, and Exceeds Standards) by test administration at the subject level.

- The graph displays student performance by percentage.
- Hover over the percentages on the bar graph to see student counts.
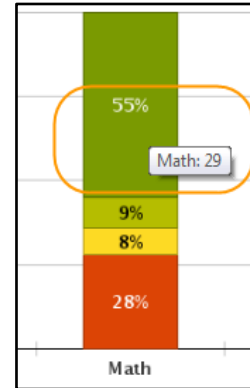
2. In the Dashboard View under **FILTER,** the default view for **Grade** is all grades. To limit grades shown in data in graph, deselect one or more grades as needed then select **Apply**.

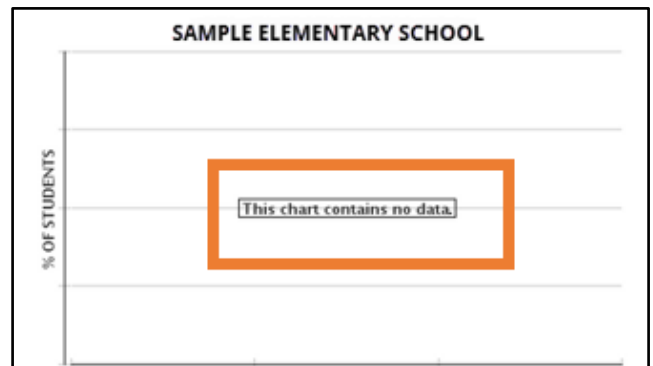Note: Grade is a required field. At least one grade must be selected.

Note: If a chart for a selected organization has no data, verify the selected grades are applicable for that organization. For example, if an elementary school and grade 11 are selected, then there would not be grade 11 data available. Select the applicable grade(s) for the organization(s) selected.

Options to Compare Results in Longitudinal Reports

1. Parent Organization and only one other radio button can be selected at a time (Dashboard View, Overall Results, Administrations, or Strand Performance Details).


Note: If a chart for a selected organization has no data, verify the selected test is applicable for that organization. For example, if a high school and grade 3 reading are selected, then there would not be grade 3 reading data available under Overall Results. The school column within the graph would be blank and no student results are found. Select the applicable test for the organization(s) selected.
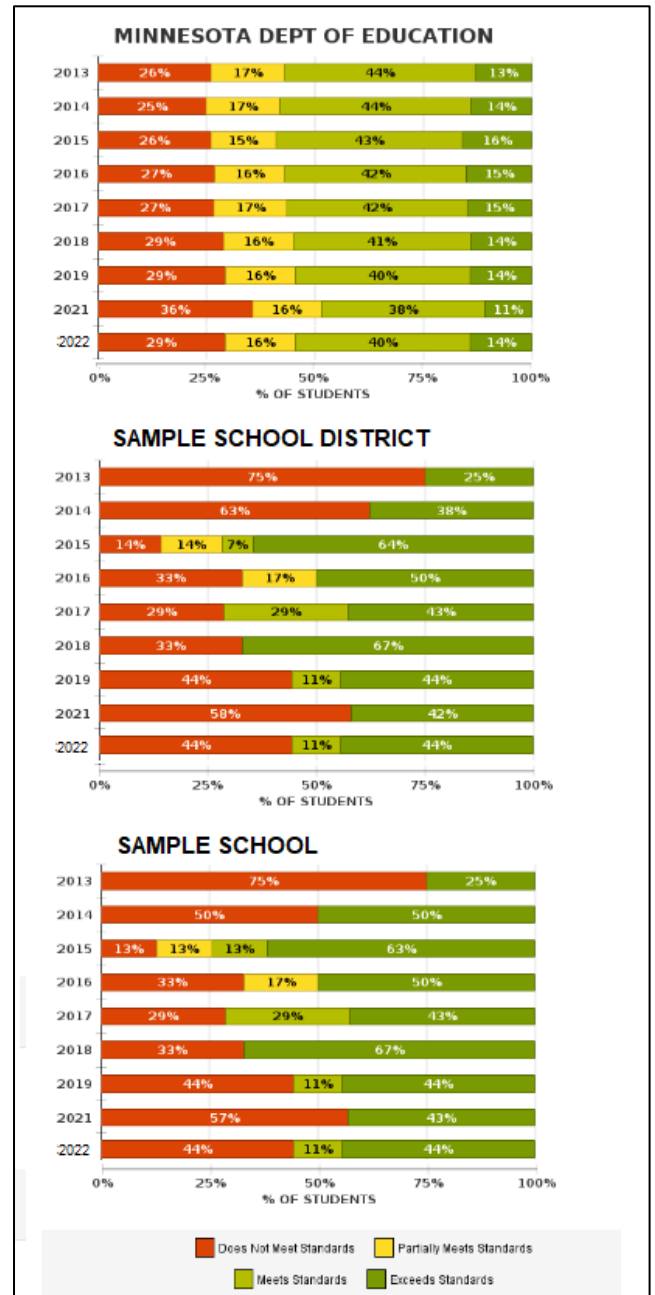

a) If Parent Organization and Dashboard View are selected in the COMPARE box, subject level results are displayed in comparison to the parent organization(s) results.
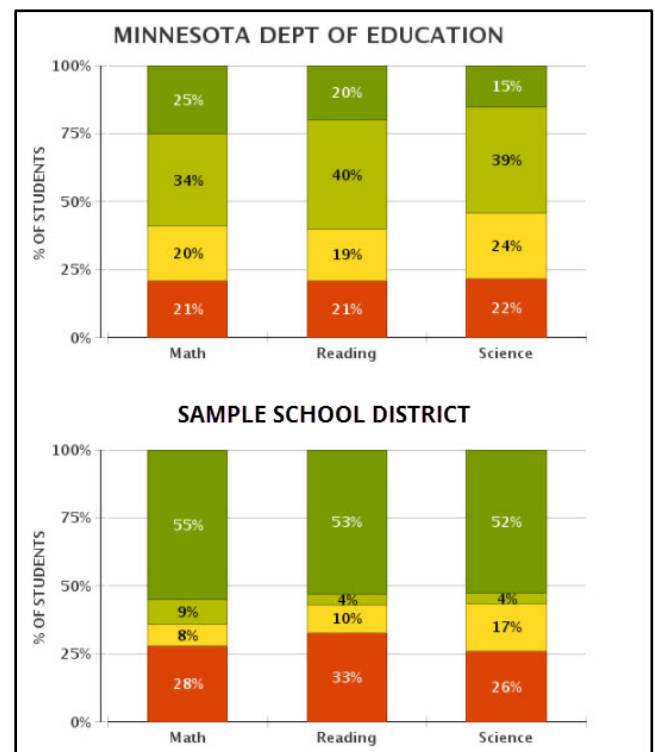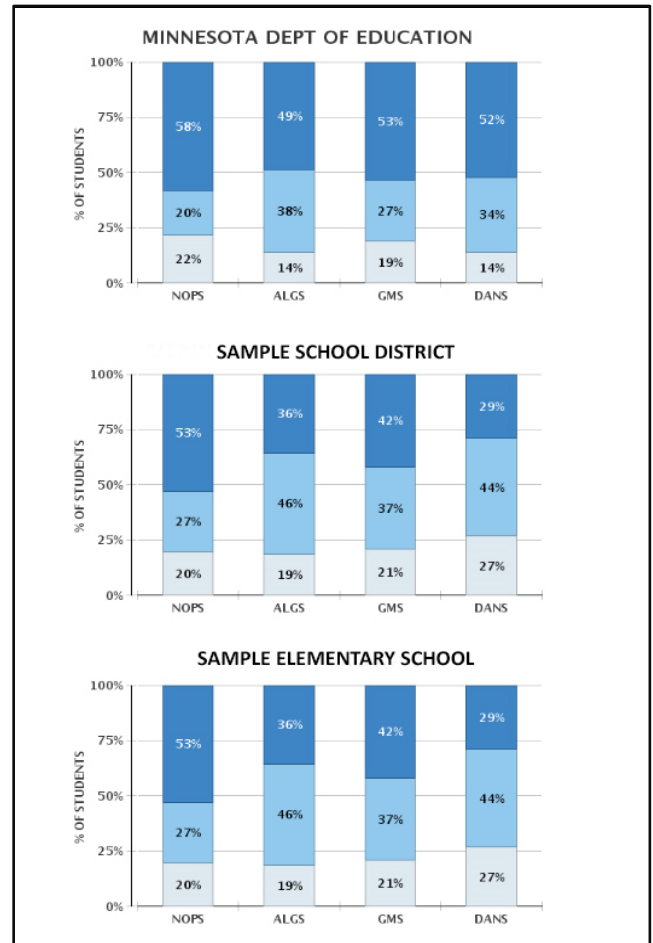
b) If Parent Organization and Overall Results are selected in the COMPARE box, results for the selected test (e.g., Grade 3 Reading MCA) are displayed in comparison to the parent organization(s) results.

SAMPLE ELEMENTARY SCHOOL
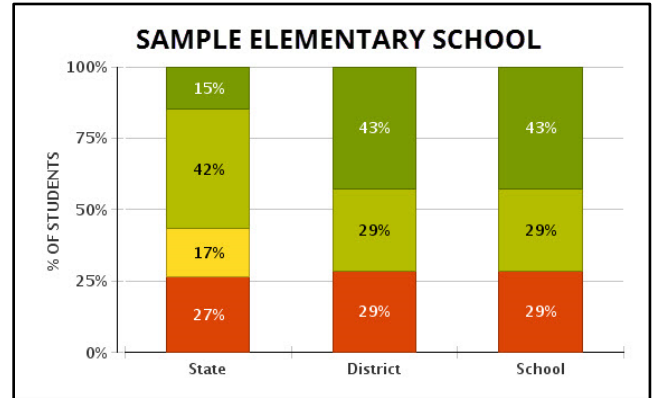
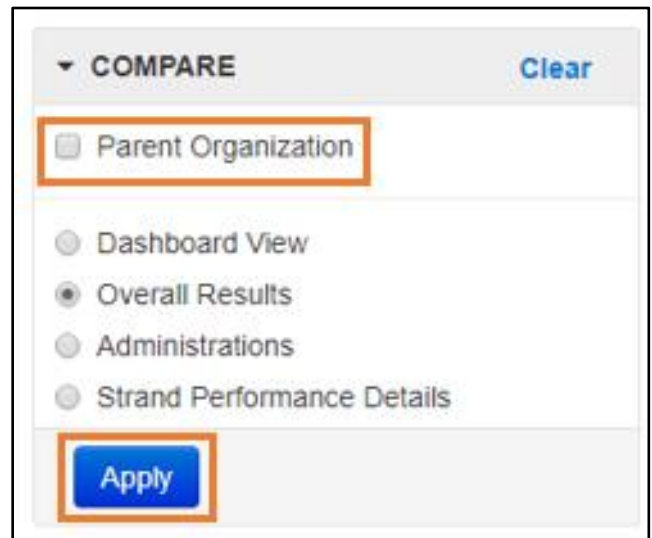c) If Parent Organization and Administrations are selected in the COMPARE box, results for the selected administration and any previous administrations will appear for the selected organization and any parent organization(s).

MINNESOTA DEPT OF EDUCATION

SAMPLE SCHOOL DISTRICT

SAMPLE SCHOOL

Legend: Does Not Meet Standards, Partially Meets Standards, Meets Standards, Exceeds Standards

d) If Parent Organization and Strand Performance Details (MCA 2016 and forward) are selected in the COMPARE box, results will appear by strand for the organization and any parent organizations.

2. To remove the comparison to the parent organization(s) and compare other data, under COMPARE, deselect the checkbox to the left of Parent Organization and select **Apply**.

3. Select the **Back** button to go back to previously viewed screens.
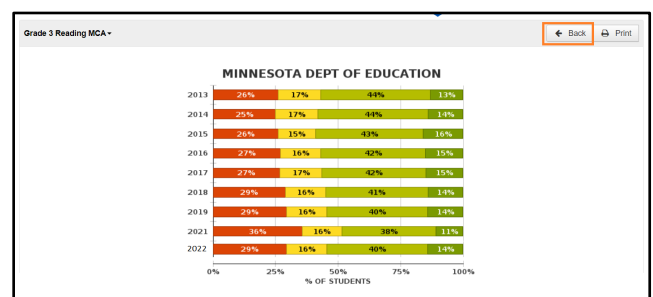
4. Select **Clear** to remove current selections in the
   COMPARE box and start selection process again
   if different comparison results are desired.

View Overall Results For a Specific Test by Achievement Level

1. Change the selections under COMPARE to **Overall Results** and **Parent Organization** and select **Apply** to display a summary of results for a specific test (grade and subject) for your school or district and state.

   - Overall Results is a summary chart by achievement level (Does Not Meet Standards, Partially Meets Standards, Meets Standards and Exceeds Standards) for a specific test (e.g. Grade 3 Reading MCA).

   - Grade is no longer available under FILTER as results included are for a specific test (grade and subject).

   - The chart displays student performance by percentage. Hover over the percentages to see student counts.
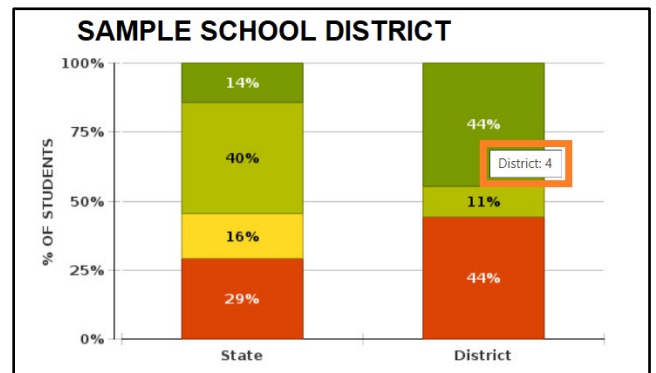
2. To change the test data displayed, select the dropdown next to the current test in the upper left and then select a different test.

3. Your view, whether at the district or school level, will depend on your organization (based either on your user role organization or the school selected).

   District level view: At the district-level view, a list of schools in the district will display below the performance level chart. Results for each school include the Average Scale Score and the number of students and percentage at each performance level (Does Not Meet Standards, Partially Meets Standards, Meets Standards, and Exceeds Standards).

   - Select a school name to view school level performance data and comparisons.

School level view: At the school-level view, a list of the students in the school will appear below the performance level chart.

- Select the information icon to the right of the student's name to view available historical test results for that student.

- **Historical Student Data** opens in a pop-up window; for more information view the *Historical Student Data User Guide* (PearsonAccess Next > Reporting Resources > Additional Reporting Resources).
  - Select the arrow to the left of the test administration name (e.g., MCA 2022) to view test details for a specific test.
  - Select **Print** to download the student's complete test history. Print the results using your browser's print function.
  - Select **Close** when finished.

View Results by Administrations

1. To compare results for the selected (or assigned) organization across all administrations.
   - Under COMPARE, deselect the radio button next to Parent Organization and select the radio button to the left of Administrations. Then select **Apply.**

- Results for all available administrations for the test selection will appear for the selected organization.
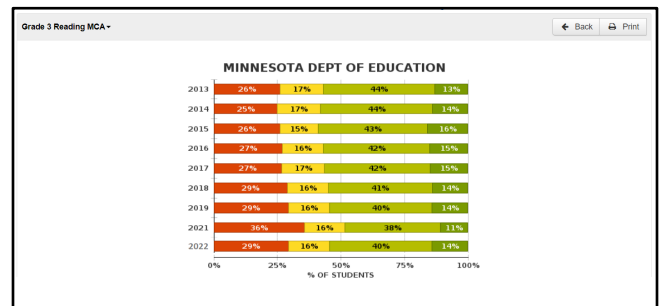
View Results by Strand Performance Details

1. Starting with the MCA 2016 administration, Strand Performance Details are available as a comparison selection.

   - Under COMPARE, deselect the radio button next to Parent Organization and select the radio button to the left of Strand Performance Details. Then select **Apply**.

   Strand Performance Details include content area strand and/or substrand results and are categorized as: Below Expectations, At or Near Expectations, or Above Expectations.

   - If viewing at the school level, strand performance details for individual students will display.
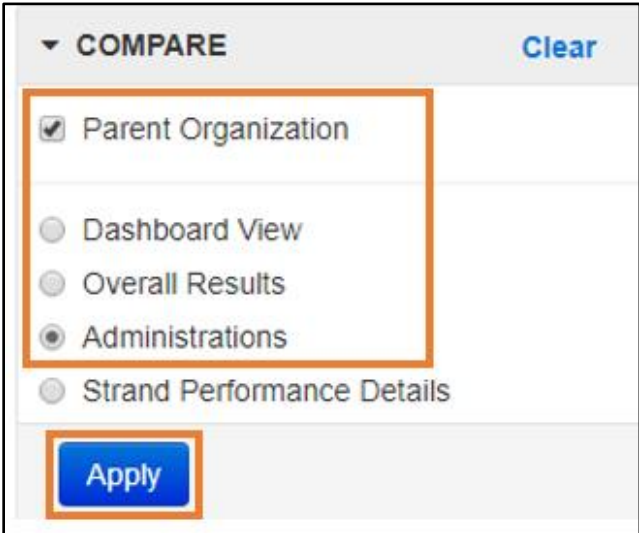
   - Select the information icon to the right of the student's name to view available historical test results for that student.

   - **Historical Student Data** opens in a pop-up window; for more information view the *Historical Student Data User Guide* (PearsonAccess Next > Reporting Resources> Additional Reporting Resources).
     o Select the arrow to the left of the test administration name (e.g., MCA 2022) to view test details for a specific test.
     o Select **Print** to download the student's complete test history. Print the results using your browser's print function.
     o Select **Close** when finished.

Filter Results for Reports

In addition to the Grade filter described earlier, there are other filters that can be applied:
Gender, Race / Ethnicity, English Learner, and Special Education.
Filters can be used alone or in combination along with the COMPARE selections.

1. As needed, select the down arrow at the top of the FILTER box to open the filter options.
2. Select the checkbox(es) for the filter(s) desired, and then select **Apply**.
3. Results will appear based on the selected filter(s). To clear current FILTER selections, select **Clear** in the FILTER box, and start selection process again if different filtered results are desired. Select **Back** to review previously selected filtered views.

Note: Federal Race / Ethnicity data is not available for test administrations prior to 2014.

Download and Print Reports

Results generated through selections can be downloaded and printed at any time on the main Longitudinal Reports screen or on the specific student results screen.

1. For a PDF report of selected results on the Longitudinal Reports screen, select **Print**.

   Note: Longitudinal reports are currently available for only the following test administrations:
   - MCA 2011–2019; 2021, 2022
   - MTAS 2011– 2019; 2021, 2022

2. For a PDF report of an individual student results, select the Information icon to the right of the student name.

3. Select **Print** to download the student's complete test history. Print using your browser's print function.

Longitudinal Export

The Longitudinal Export is available to download a spreadsheet of historical test results for all years available for all students currently active in the district.

1. From the Home page, under **Setup**, select **Import / Export Data**.

2. Select the dropdown menu right of the **Start** button and select **Import / Export Data**.

3. From the Type dropdown menu, select the appropriate **Longitudinal Export** (MCA or MTAS) and select **Process**.

4. After you select the Process button, you will be directed to the View File Details page where you can see file information updates. You will receive a Status Notification email when the file has completed processing.

5. When file is complete, select **Download File**. The file will download to your computer as a .csv file.

Longitudinal Export File Layout

CSV File Column	Field Name	CSV Column Heading	Field Notes / Sample Data
A	Admin	ADMIN	Example: mnmca22
B	Test Name	TEST_NAME	Example: Grade 03 Mathematics MCA
C	Subject	SUBJECT	Example: Math
D	Test Date	TEST_DATE	Example: 20220307
E	First Name	FIRST_NAME	Example: Sample
F	Last Name	LAST_NAME	Example: Student
G	MARSS ID	MARSS_NUMBER	Example: 1234567890123
H	Local Use ID	STUDENT_ID	Example: 12345, abcde, <blank>
I	Date of Birth	DATE_OF_BIRTH	Example: 20120101
J	Gender	GENDER	Example: M
K	Federal Race Ethnicity	RACE_ETHNICITY	Example: H H = Hispanic/Latino I = American Indian / Alaska Native A = Asian B = Black / African American P = Native Hawaiian / Pacific Islander W = White M = Two or More Races NA = Not Available (admins prior to 2014) all other values unknown
L	Grade	GRADE_CODE	Example: 3
M	District Code	DIST_CODE	Example: 1234-12-000
N	District Org Type	DISTRICT_ORG_TYPE	Example: 1
O	School Code	SCHOOL_CODE	Example: 1234-12-001
P	Opportunity	OPPORTUNITY	No longer applicable
Q	Test Code	TEST_CODE	Examples: Valid Score, Absent, Medical Excuse, No Participation due to extenuating circumstances, Not Completed due to extenuating circumstances.
R	Scale Score	SCALE_SCORE	Will be left blank when test does not have a Valid Score. Example: 0, 350, <blank>

CSV File Column	Field Name	CSV Column Heading	Field Notes / Sample Data
S	Total Points Earned	TOTAL_POINTS_EARNED	Only applies to MTAS. Will be left blank when test does not have a Valid Score. Example: 23, <blank>
T	Total Points Possible	TOTAL_POINTS_POSSIBLE	Only applies to MTAS. Will be left blank when test does not have a Valid Score. Example: 27, <blank>
U	SEM	SEM	No longer applicable
V	Achievement Level	ACHIEVEMENT_LEVEL	Will be left blank when test does not have a Valid Score. Also called 'Performance Level'. Example: Does Not Meet, Partially Meets, Meets, Exceeds, <blank>.
W	Strand 1 Name	STRAND_NAME_1	Will be left blank when test does not have a Valid Score. Example: Algebra, <blank>.
X	Strand 1 Score	STRAND_SCORE_1	Only applies to MCA. Will be left blank when test does not have a Valid Score. Example: 9, <blank>.
Y	Strand 1 Points Possible	POINTS_POSSIBLE_1	Only applies to MTAS. Will be left blank when test does not have a Valid Score. Example: 16, <blank>.
Z	Strand 1 Points Earned	POINTS_EARNED_1	Only applies to MTAS. Will be left blank when test does not have a Valid Score. Example: 16, <blank>.
AA	Strand 1 Performance Details	STRAND_PERF_DETAILS_1	Only applies to MCA tests taken in 2016 and after. Will be left blank when test is prior to 2016 or when test does not have a Valid Score. Example: Below Expectations, <blank>.
AB	Strand 2 Name	STRAND_NAME_2	Will be left blank when test does not have a Valid Score. Example: Algebra, <blank>.
AC	Strand 2 Score	STRAND_SCORE_2	Only applies to MCA. Will be left blank when test does not have a Valid Score. Example: 9, <blank>.
AD	Strand 2 Points Possible	POINTS_POSSIBLE_2	Only applies to MTAS. Will be left blank when test does not have a Valid Score. Example: 16, <blank>.
AE	Strand 2 Points Earned	POINTS_EARNED_2	Only applies to MTAS. Will be left blank when test does not have a Valid Score. Example: 16, <blank>.
AF	Strand 2 Performance Details	STRAND_PERF_DETAILS_2	Only applies to MCA tests taken in 2016 and after. Will be left blank when test is prior to 2016 or when test does not have a Valid Score. Example: Below Expectations, <blank>.

CSV File Column	Field Name	CSV Column Heading	Field Notes / Sample Data
AG	Strand 3 Name	STRAND_NAME_3	Will be left blank when test does not have a Valid Score. Example: Algebra, <blank>.
AH	Strand 3 Score	STRAND_SCORE_3	Only applies to MCA. Will be left blank when test does not have a Valid Score. Example: 9, <blank>.
AI	Strand 3 Points Possible	POINTS_POSSIBLE_3	Only applies to MTAS. Will be left blank when test does not have a Valid Score. Example: 16, <blank>.
AJ	Strand 3 Points Earned	POINTS_EARNED_3	Only applies to MTAS. Will be left blank when test does not have a Valid Score. Example: 16, <blank>.
AK	Strand 3 Performance Details	STRAND_PERF_DETAILS_3	Only applies to MCA tests taken in 2016 and after. Will be left blank when test is prior to 2016 or when test does not have a Valid Score. Example: Below Expectations, <blank>.
AL	Strand 4 Name	STRAND_NAME_4	Will be left blank when test does not have a Valid Score. Example: Algebra, <blank>.
AM	Strand 4 Score	STRAND_SCORE_4	Only applies to MCA. Will be left blank when test does not have a Valid Score. Example: 9, <blank>.
AN	Strand 4 Points Possible	POINTS_POSSIBLE_4	Only applies to MTAS. Will be left blank when test does not have a Valid Score. Example: 16, <blank>.
AO	Strand 4 Points Earned	POINTS_EARNED_4	Only applies to MTAS. Will be left blank when test does not have a Valid Score. Example: 16, <blank>.
AP	Strand 4 Performance Details	STRAND_PERF_DETAILS_4	Only applies to MCA tests taken in 2016 and after. Will be left blank when test is prior to 2016 or when test does not have a Valid Score. Example: Below Expectations, <blank>.
AQ	Strand 5 Name	STRAND_NAME_5	Only applies to High School Science in MCA. Will be left blank when test does not have a Valid Score. Example: Life Science, <blank>.
AR	Strand 5 Score	STRAND_SCORE_5	Only applies to High School Science in MCA. Will be left blank when test does not have a Valid Score. Example: 9, <blank>.
AS	Strand 5 Performance Details	STRAND_PERF_DETAILS_5	Only applies to MCA tests taken in 2016 and after. Will be left blank when test is prior to 2016 or when test does not have a Valid Score. Example: Below Expectations, <blank>.
AT	Strand 6 Name	STRAND_NAME_6	Only applies to High School Science in MCA. Will be left blank when test does not have a Valid Score. Example: Life Science, <blank>.

CSV File Column	Field Name	CSV Column Heading	Field Notes / Sample Data
AU	Strand 6 Score	STRAND_SCORE_6	Only applies to High School Science in MCA. Will be left blank when test does not have a Valid Score. Example: 9, <blank>.
AV	Strand 6 Performance Details	STRAND_PERF_DETAILS_6	Only applies to MCA tests taken in 2016 and after. Will be left blank when test is prior to 2016 or when test does not have a Valid Score. Example: Below Expectations, <blank>.
AW	Strand 7 Name	STRAND_NAME_7	Only applies to High School Science in MCA. Will be left blank when test does not have a Valid Score. Example: Life Science, <blank>.
AX	Strand 7 Score	STRAND_SCORE_7	Only applies to High School Science in MCA. Will be left blank when test does not have a Valid Score. Example: 9, <blank>.
AY	Strand 7 Performance Details	STRAND_PERF_DETAILS_7	Only applies to MCA tests taken in 2016 and after. Will be left blank when test is prior to 2016 or when test does not have a Valid Score. Example: Below Expectations, <blank>.
AZ	Strand 8 Name	STRAND_NAME_8	Only applies to High School Science in MCA. Will be left blank when test does not have a Valid Score. Example: Life Science, <blank>.
BA	Strand 8 Score	STRAND_SCORE_8	Only applies to High School Science in MCA. Will be left blank when test does not have a Valid Score. Example: 9, <blank>.
BB	Strand 8 Performance Details	STRAND_PERF_DETAILS_8	Only applies to MCA tests taken in 2016 and after. Will be left blank when test is prior to 2016 or when test does not have a Valid Score. Example: Below Expectations, <blank>.
BC	Strand 9 Name	STRAND_NAME_9	Only applies to High School Science in MCA. Will be left blank when test does not have a Valid Score. Example: Life Science, <blank>.
BD	Strand 9 Score	STRAND_SCORE_9	Only applies to High School Science in MCA. Will be left blank when test does not have a Valid Score. Example: 9, <blank>.
BE	Strand 9 Performance Details	STRAND_PERF_DETAILS_9	Only applies to MCA tests taken in 2016 and after. Will be left blank when test is prior to 2016 or when test does not have a Valid Score. Example: Below Expectations, <blank>.

MCA Strands and Substrands

The tables below include the strand/substrand information available in Longitudinal Reports for MCA.

Reading		
All Grades	**RS1**	**RS2**
	Strand 1	Strand 2
	Literature	Informational Text

Math				
Grades 3–5	**RS1**	**RS2**	**RS3**	**RS4**
	Strand 1	Strand 2	Strand 3	Strand 4
	Number and Operation	Algebra	Geometry and Measurement	Data Analysis
Grades 6–8	**RS1**	**RS2**	**RS3**	**RS4**
	Strand 1	Strand 2	Strand 3	Strand 4
	Number and Operation	Algebra	Geometry and Measurement	Data Analysis Probability
Grade 11	**RS1**	**RS2**	**RS3**	**RS4**
	Strand 1	Strand 2	Strand 3	Strand 4
	N/A	Algebra	Geometry and Measurement	Data Analysis Probability

Science								
Grades 5 & 8	**RS1**	**RS2**	**RS3**	**RS4**				
	Strand 1	Strand 2	Strand 3	Strand 4				
	Nature of Science and Engineering	Physical Science	Earth and Space Science	Life Science				
HS	**RS1**	**RS2**	**RS3**	**RS4**	**SC5**	**SC6**	**SC7**	**SC8**	**SC9**
	Strand 1	Substrand 1.1	Substrand 1.2	Substrand 1.3	Strand 4	Substrand 4.1	Substrand 4.2	Substrand 4.3	Substrand 4.4
	Nature of Science and Engineering	Practice of Science	Practice of Engineering	Interactions among STEM and Society	Life Science	Structure and Functions in Living Systems	Interdependence among Living Systems	Evolution in Living Systems	Human Interaction with Living Systems

MTAS Extended Standards

The tables below include the extended standard information available in Longitudinal Reports for MTAS.

Reading				
All Grades	**ES1**	**ES2**	**ES3**	**ES4**
	Extended Standard 1	Extended Standard 2	Extended Standard 3	Extended Standard 4

Math				
Grades 3–5	**ES1**	**ES2**	**ES3**	**ES4**
	Extended Standard 1	Extended Standard 2	Extended Standard 3	Extended Standard 4
	Number and Operation	Algebra	Geometry and Measurement	Data Analysis
Grades 6–8	**ES1**	**ES2**	**ES3**	**ES4**
	Extended Standard 1	Extended Standard 2	Extended Standard 3	Extended Standard 4
	Number and Operation	Algebra	Geometry and Measurement	Data Analysis and Probability
Grade 11	**ES1**	**ES2**	**ES3**	**ES4**
	Extended Standard 1	Extended Standard 2	Extended Standard 3	Extended Standard 4
	N/A	Algebra	Geometry and Measurement	Data Analysis and Probability

Science				
Grades 5 & 8	**ES1**	**ES2**	**ES3**	**ES4**
	Extended Standard 1	Extended Standard 2	Extended Standard 3	Extended Standard 4
	Nature of Science and Engineering	Physical Science	Earth and Space Science	Life Science
HS	**ES1**	**ES2**	**ES3**	**ES4**
	Extended Standard 1	Extended Standard 2	Extended Standard 3	Extended Standard 4
	Nature of Science and Engineering	N/A	N/A	Life Science