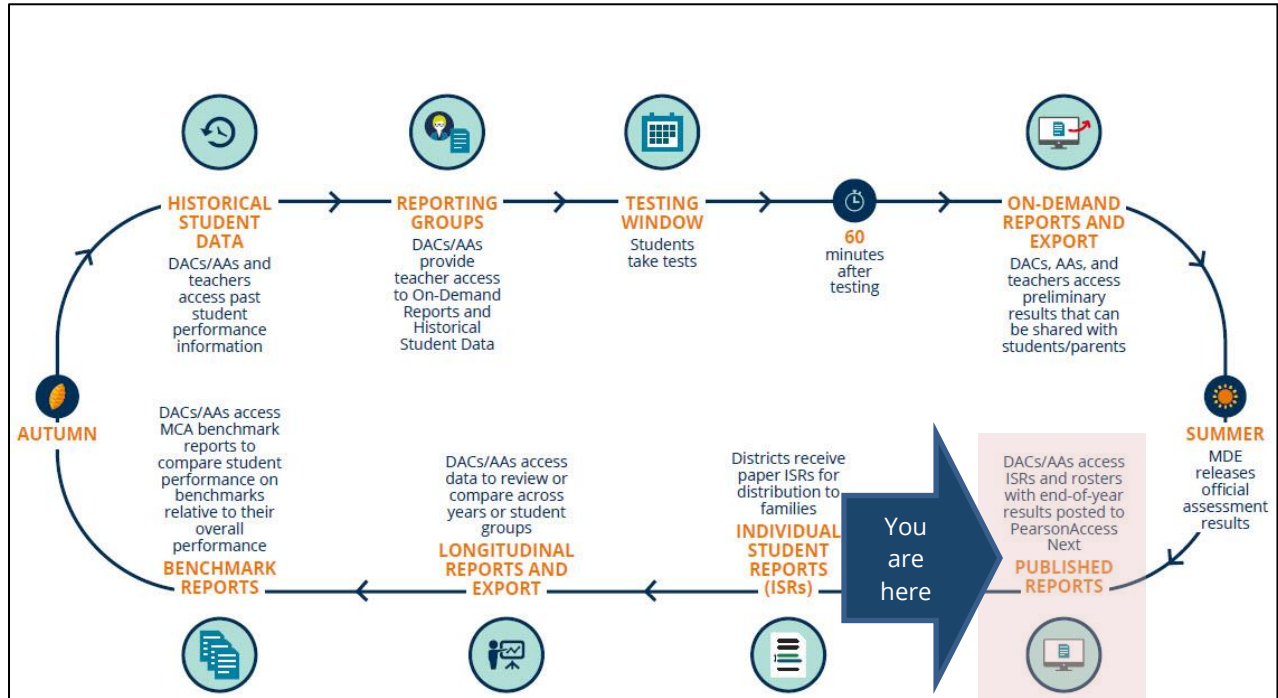


Published Reports Quick Guide

This guide provides instructions on downloading published reports in PearsonAccess Next.



Overview

Reports available for download in Published Reports in PearsonAccess Next include the following types:

Type of Report	Name of Report	Description	Format	Availability
Assessment Results	Individual Student Reports	A combined report at the school level of individual student reports (ISRs) with final assessment results by grade, subject and test.	PDF	Late summer
Assessment Results	Rosters	A report in list format of final student assessment results by grade, subject and test for a school or district.	PDF	Late summer
Assessment Results	Benchmark Reports	A report comparing the school's performance on content benchmarks relative to the school's overall performance on the MCA for reading, math and science.	PDF	Early fall
Assessment Results	Combined On-Demand Reports	A report containing all on-demand reports at the school level updated weekly throughout the test administration window.	PDF	Updated weekly throughout the test administration window
Test Administration	*Missing Barcode Report	A report in spreadsheet format listing secure test materials for MCA and MTAS that have not been returned to Pearson.	Excel	Mid-May after the testing windows close

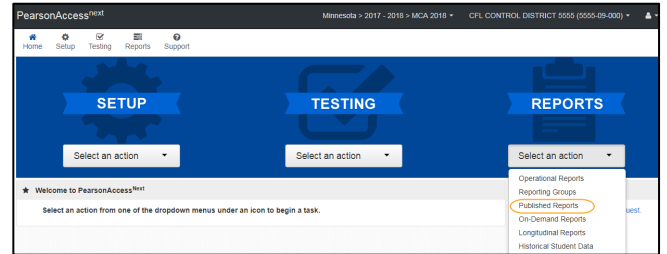
* For more information, refer to *Viewing Shipment Information and Ordering Additional Materials* (PearsonAccess Next > Resources & Training > Viewing Shipment Information and Ordering Additional Materials).

User Roles

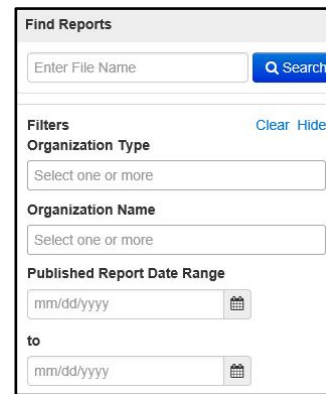
Users with the District Assessment Coordinator (DAC) or Assessment Administrator (AA) role in PearsonAccess Next have access to published reports.

View Published Reports

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



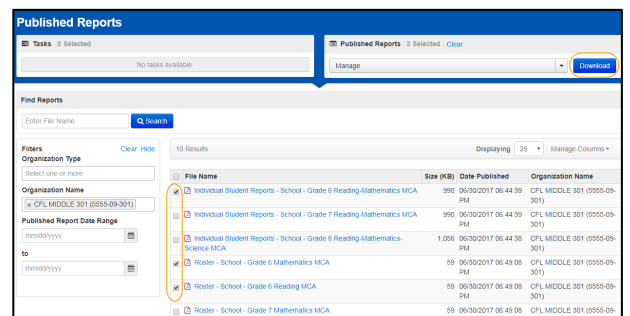
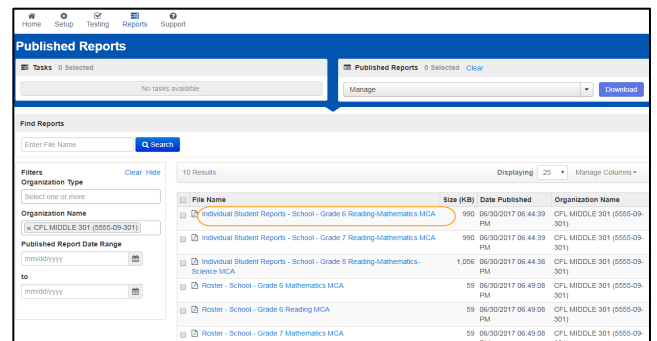
2. To narrow the list of reports, search under Find Reports or use one of the Filters on the left to find the report needed.



- Under **Find Reports**, enter the file name (type in the partial or full name) and select **Search**
- Use one or more of the **Filters**:
 - Organization Type (select district or school)
 - Organization Name (type in partial or full name)
 - Published Report Date Range (mm/dd/yyyy format)

3. You can download one or multiple reports.

- To download a single report, select the report hyperlink.
- To download multiple reports, select the checkbox next to the reports and then select Download.



Note: Depending on the number of reports selected, the download may occur as a zip file and you will need to extract the files. The maximum zip file size is 50 MB.

