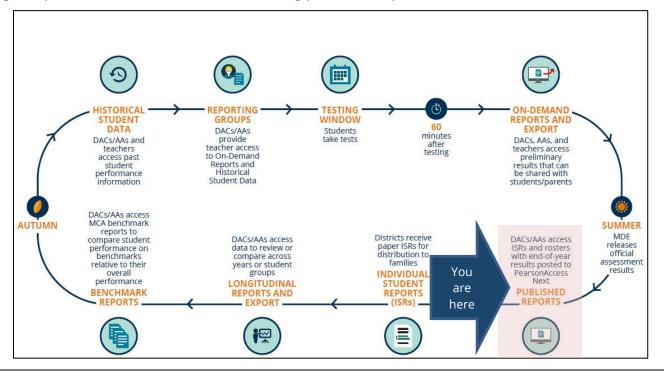


Published Reports Quick Guide

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

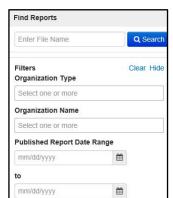
Users with the District Assessment Coordinator (DAC) or Assessment Administrator (AA) role in PearsonAccess Next have access to published reports.

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 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.



TESTING

Select an action

REPORTS

SETUP

Select an action

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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.

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Select Tasks	•	Start 🔹	