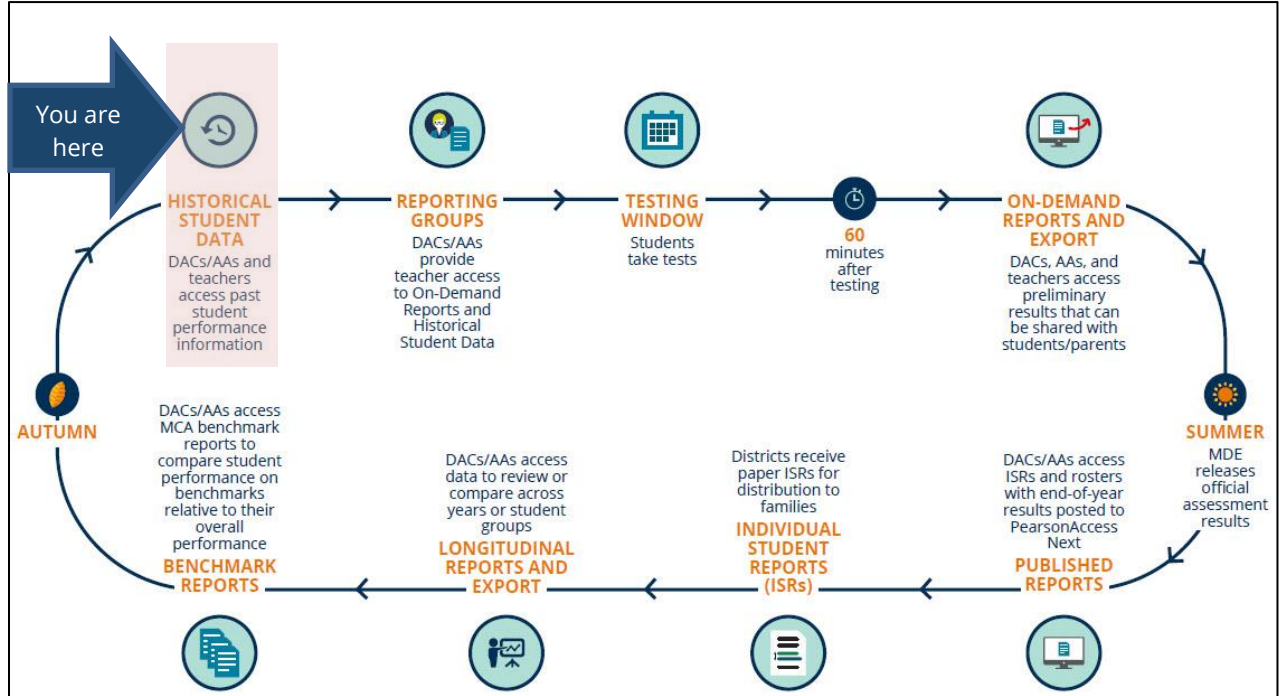


# Historical Student Data User Guide

This guide provides instructions on viewing historical student data in PearsonAccess Next.



## Overview

Access to Historical Student Data provides users two ways to view previous assessment history for an individual student based on the student's status:

- 1) Currently enrolled in the user's district.
- 2) Previously tested in the user's district.

Both paths include the following data: the test administration and year, where the student tested, subject, grade, scale score, and achievement level. Additional test and performance details are available once an individual assessment record is selected.

## Overview *(continued)*

Where and when Historical Student Data for an individual student is accessed in PearsonAccess Next depends on whether the student is currently enrolled in your district or has previously tested in your district. Data is available in both locations for students who are currently enrolled *and* previously tested in your district.

	<b>Student Currently Enrolled in Your District</b>	<b>Student Previously Tested in Your District</b>
<b>Location in PearsonAccess Next</b>	<i>Setup &gt; Students</i>	<i>Reports &gt; Historical Student Data</i>
<b>When Data is Available in PearsonAccess Next</b>	October – June	All year* *Results from the most recent test administration are available in late summer.
<b>Steps to Navigate to Other Location in PearsonAccess Next</b>	To jump to <i>Reports &gt; Historical Student Data</i> (to view data from students who have previously tested in your district): from the Students page, select the <b>Select Tasks</b> dropdown menu and then select <b>Go To Historical Student Data</b> .	To jump to <i>Setup &gt; Students</i> (to view data for students who are currently enrolled in your district): from the Historical Student Data page, select the <b>Select Tasks</b> dropdown menu and then select <b>Go To Students</b> .

Historical Student Data is currently available for the following test administrations:

- MCA 2011–present\*
- MTAS 2011–present\*
- MCA Modified 2011–2014
- OLPA 2014–2017

\*Results from the most recent test administration will be available in late summer.

## User Roles

Users with the District Assessment Administrator (DAC) or Assessment Administrator (AA) role in PearsonAccess Next have access to historical student data. If teachers (i.e., users with the Test Monitor/Data Entry or MTAS Score Entry user role) need access to historical student data, the DAC or AA must first assign reporting groups to these users in order for them to access historical student data; see table below.

Instructions for creating reporting groups in PearsonAccess Next are available in the [Reporting Groups User Guide](#) (PearsonAccess Next > Reporting Resources > Additional Reporting Resources).

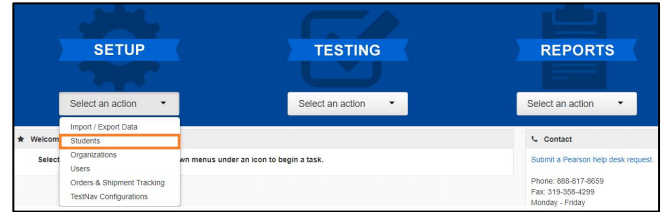
### Report Access by User Role

<b>User Role</b>	<b>Historical Student Data is available</b>
District Assessment Coordinator (DAC)	Yes
Assessment Administrator (AA)	Yes
Test Monitor/Data Entry	Yes, if assigned to a Reporting Group
MTAS Score Entry	Yes, if assigned to a Reporting Group

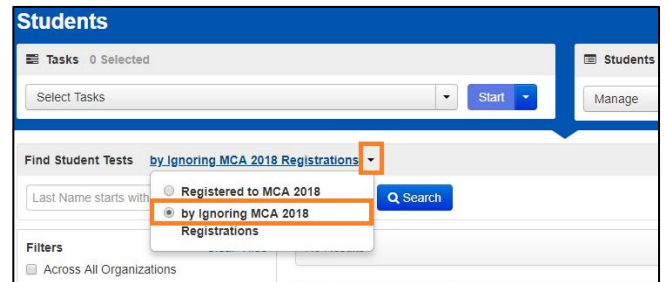
## View Historical Student Data – Currently Enrolled Students

Follow these steps to view historical student data for students currently enrolled in your district.

1. From the Home page, under **Setup**, select **Students**.



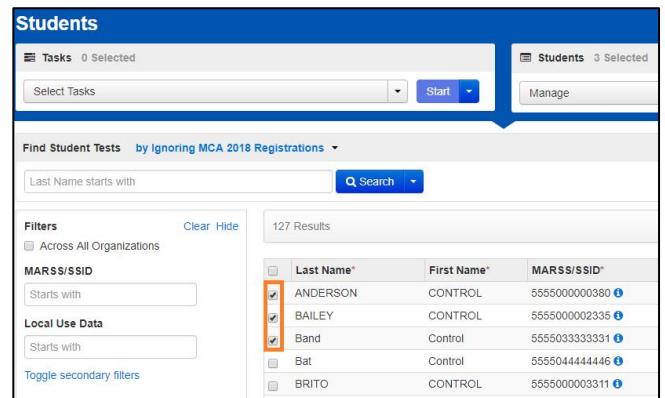
2. To the right of **Find Student Tests**, select “by Ignoring MCA 2018 Registrations” and then select **Search**. This ensures all enrolled students are included in the search.



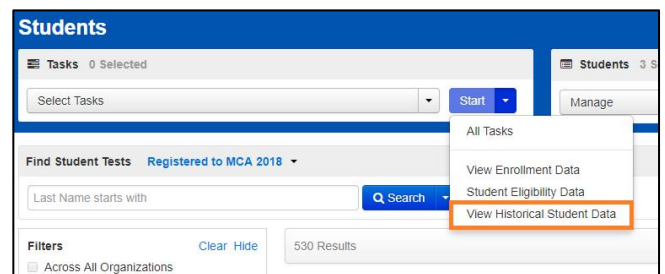
3. Search for a student by MARSS/SSID or use the filters to search by First Name, Last Name or Date of Birth, and then select **Search**.

Students are listed by last name, first name, and then MARSS/SSID.

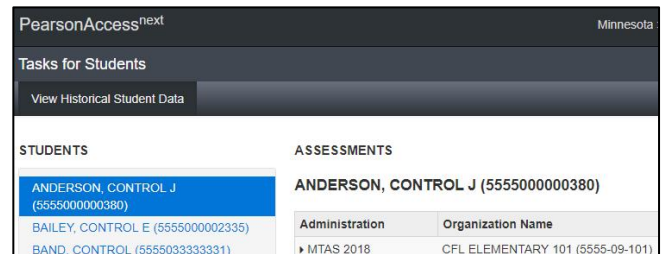
4. Select the box(es) to the left of the individual student(s).



5. Select the dropdown menu to the right of the **Start** button and select **View Historical Student Data**.



6. The student(s) selected are displayed on the panel on the left. If you selected multiple students, confirm that the students for whom you want to view historical student data are selected (highlighted in blue).



Note: All user roles have access to some information for students within their organization on the Students page. If a teacher selects a student(s) who is not in their assigned reporting group(s), they will receive an error message when attempting to view Historical Student Data. For more information on creating reporting groups refer the [Reporting Groups User Guide](#) (PearsonAccess Next > Reporting Resources > Additional Reporting Resources).

- To see additional test details and performance details about a specific assessment, under the Administration column, select the arrow to the left of the administration (e.g., MTAS 2018).

Tests are ordered by most recent administration then by test date in descending order.

**ASSESSMENTS**

⚠ This task is only allowed for students in your group(s)

Administration	Organization Name	Subject	Grade	Score	Achievement Level
MTAS 2018	CFL ELEMENTARY 101 (5555-09-101)	Reading	06	218	Exceeds Standards
<b>Test Details</b>		<b>Performance Details</b>			
District CFL CONTROL DISTRICT 5555 (5555-09-000)				Points Earned	Points Possible
Total Points Earned		Total Points Possible		27	27
				Extended Standard 1	6
				Extended Standard 2	9
				Extended Standard 3	9
				Extended Standard 4	3
MTAS 2018	CFL ELEMENTARY 101 (5555-09-101)	Math	06	705	Exceeds Standards
MCA 2017	CFL ELEMENTARY 101 (5555-09-101)	Math	06	NA	Not Attempted
OLPA 2016-2017	CFL ELEMENTARY 101 (5555-09-101)	Math	06	236	Does Not Meet Standards

## Download Historical Student Data

- To download a PDF of the report with all assessments displayed for the student including test and performance details, select **Print**.
- The PDF report will download to your computer. Print or save the report using your browser's print function.
- Select **Exit Tasks** at the top right to return to the **Historical Student Data** screen.

Tip: To quickly jump to historical student data for students who have previously tested in your district, select the **Select Tasks** dropdown menu and then select **Go To Historical Student Data**. This will navigate you to Historical Student Data located under *Reports > Historical Student Data*.

Administration	Organization Name	Subject	Grade	Score	Achievement Level
MTAS 2018	CFL ELEMENTARY 101 (5555-09-101)	Reading	06	218	Exceeds Standards

+ Add Task
< Previous Task   Next Task >
Exit Tasks ✕

**Students**

Tasks 0 Selected

Select Tasks Start

- View Enrollment Data
- Student Eligibility Data
  - Student Eligibility Data
  - View Student Tests
  - View Historical Student Data
- Go To Historical Student Data

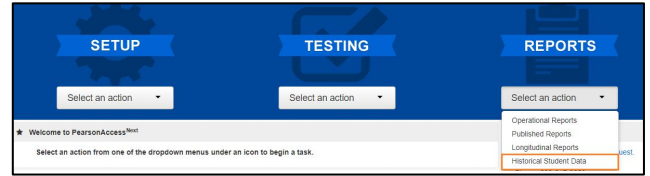
MCA 2018 Registrations Search

No Results

## View Historical Student Data – Previously Tested Students

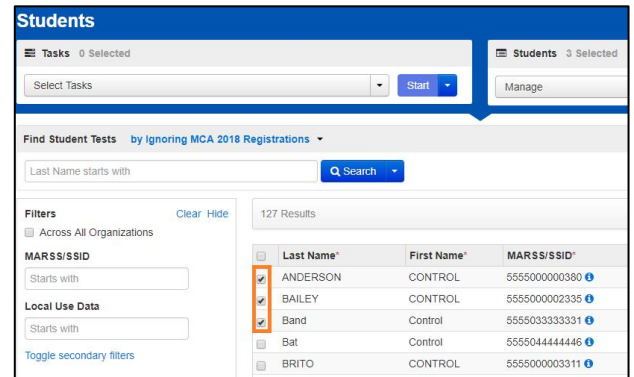
Follow these steps to view historical student data for all students who have previously tested in your district.

- From the Home page, under **Reports**, select **Historical Student Data**.



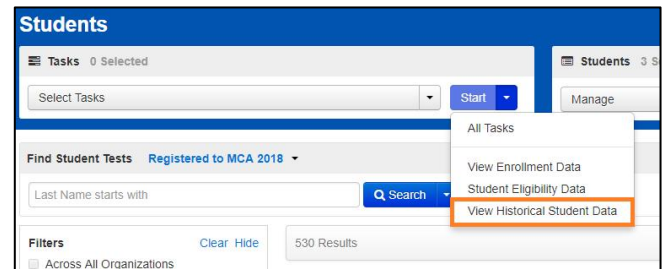
- Search for a student by MARSS/SSID or use the filters to search by First Name, Last Name or Date of Birth, and then select **Search**.

- Students listed are ordered by last name, first name then MARSS/SSID.
- If a student is not appearing for a user, verify with the DAC or AA that both the student and user have been added to the same reporting group.

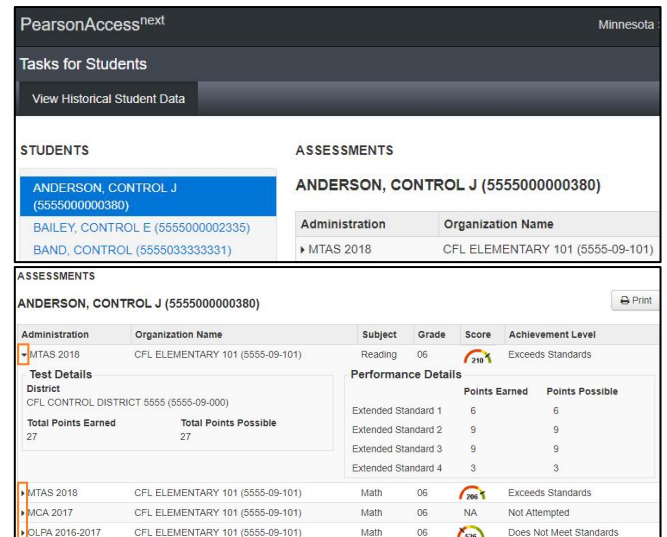


- Select the box(es) to the left of the individual student(s).

- Select the dropdown menu to the right of the **Start** button and select **View Historical Student Data**.



- The student(s) selected are displayed on the panel on the left. If you selected multiple students, confirm that the students for whom you want to view historical student data are selected (highlighted in blue).



- To see additional test details and performance details about a specific assessment, under the Administration column, select the arrow to the left of the administration (e.g., MCA 2017).

Tests are ordered by most recent administration then by test date in descending order.

## Download Historical Student Data

1. To download a PDF of the report with all assessments displayed for the student including test and performance details, select **Print**.
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Tip: To quickly jump to historical student data for students who are currently enrolled in your district, select the **Select Tasks** dropdown menu and then select **Go To Students**. This will navigate you to *Setup > Students*.

ASSESSMENTS					
ANDERSON, CONTROL J (5555000000380)					
Administration	Organization Name	Subject	Grade	Score	Achievement Level
MTAS 2018	CFL ELEMENTARY 101 (5555-09-101)	Reading	06	218	Exceeds Standards

