

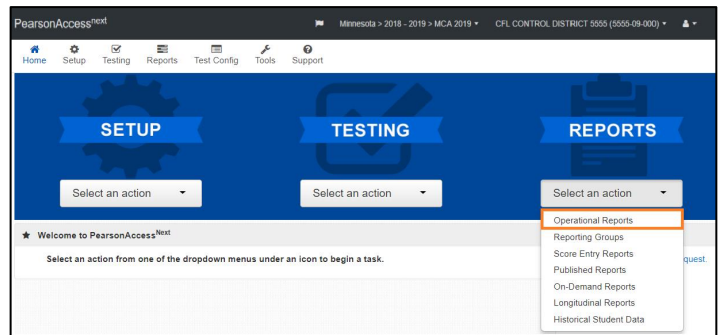
# Operational Reports in PearsonAccess Next User Guide

This guide provides information about operational reports available in PearsonAccess Next.

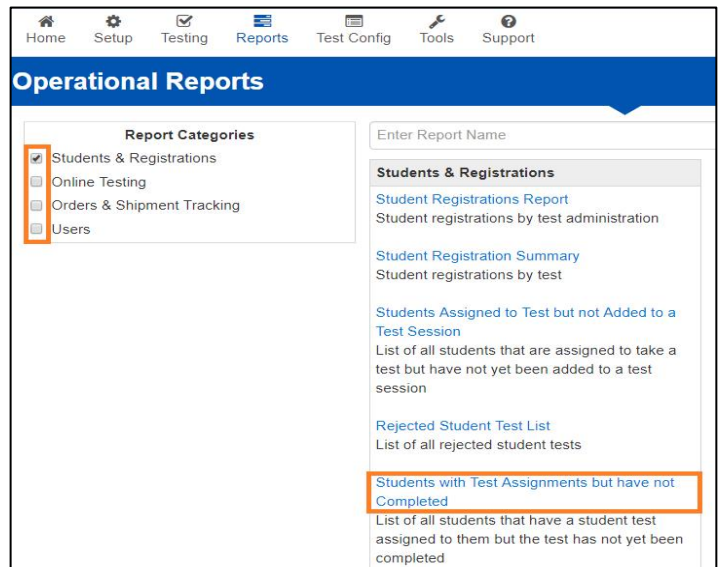
Operational reports provide a variety of information from PearsonAccess Next.

- All reports can be downloaded in CSV format; some operational reports may also be displayed on screen.
- Availability of reports is based on a user's role in PearsonAccess Next.
- All reports are administration-specific (e.g., MCA or MTAS) except for the Users reports.

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

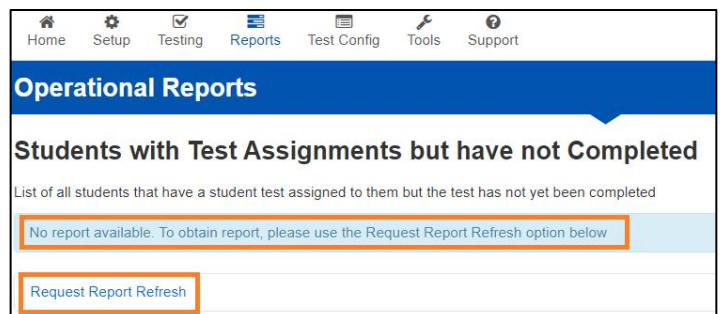


2. Under **Report Categories**, select the checkbox next to a report category and then select the report you want to access.



3. The next screen will vary based on the following:

- If this is the first time you have run the report, the following message will appear on the blue bar: "No report available. To obtain report, please use the Request Report Refresh option below." Select **Request Report Refresh**.

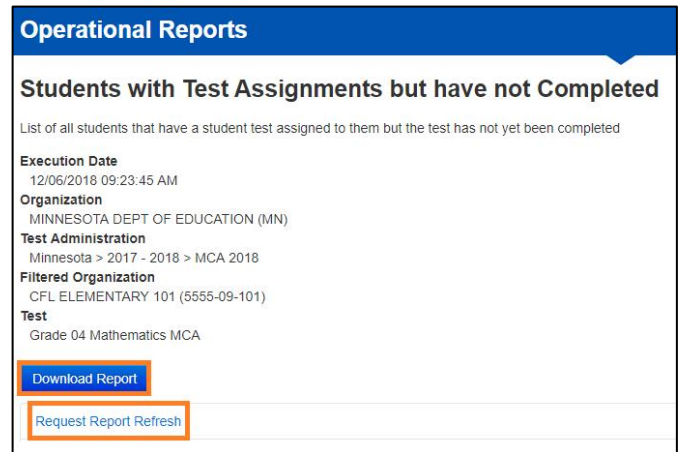


- If you have run the report previously, you will see the parameters of the previous report, such as the date, organization, administration, and test. You can download the previous report by selecting **Download Report**. To run a new report, select **Request Report Refresh**.

Note: Depending on the report, you may have different options, such as **Display Report** or **Download CSV**.

- Some reports are available once the link is selected. For others, select additional Report Parameters to access the report, such as organization and test. Select **Refresh Report**.

- The following message will appear in the green bar: "Success, Changes saved. Your report has been submitted. Check back in a few minutes to view your report." Select the Refresh icon.



**Operational Reports**

**Students with Test Assignments but have not Completed**

List of all students that have a student test assigned to them but the test has not yet been completed

**Execution Date**  
12/06/2018 09:23:45 AM

**Organization**  
MINNESOTA DEPT OF EDUCATION (MN)

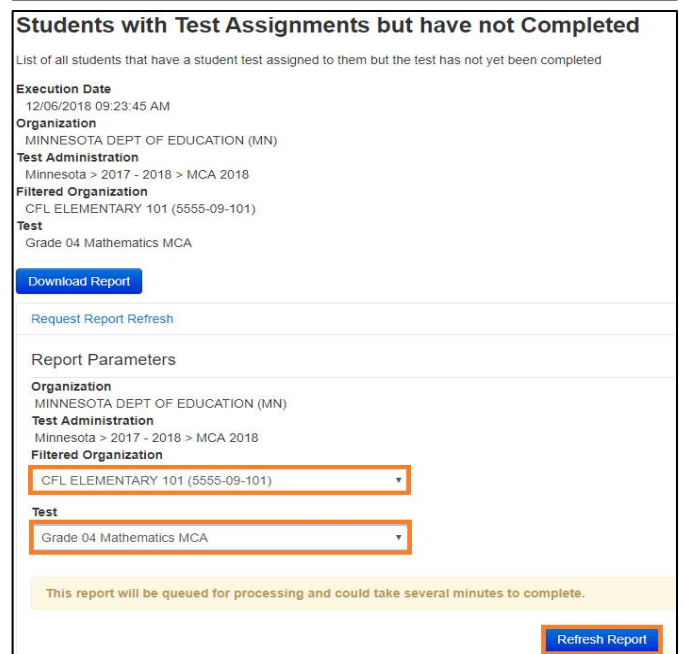
**Test Administration**  
Minnesota > 2017 - 2018 > MCA 2018

**Filtered Organization**  
CFL ELEMENTARY 101 (5555-09-101)

**Test**  
Grade 04 Mathematics MCA

[Download Report](#)

[Request Report Refresh](#)



**Operational Reports**

**Students with Test Assignments but have not Completed**

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**Test Administration**  
Minnesota > 2017 - 2018 > MCA 2018

**Filtered Organization**  
CFL ELEMENTARY 101 (5555-09-101)

**Test**  
Grade 04 Mathematics MCA

[Download Report](#)

[Request Report Refresh](#)

Report Parameters

**Organization**  
MINNESOTA DEPT OF EDUCATION (MN)

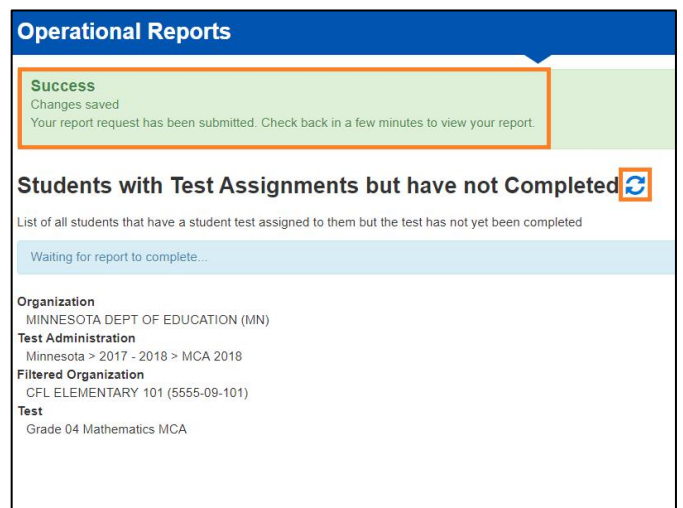
**Test Administration**  
Minnesota > 2017 - 2018 > MCA 2018

**Filtered Organization**  
CFL ELEMENTARY 101 (5555-09-101) ▼

**Test**  
Grade 04 Mathematics MCA ▼


This report will be queued for processing and could take several minutes to complete.

[Refresh Report](#)



**Operational Reports**

**Success**  
Changes saved  
Your report request has been submitted. Check back in a few minutes to view your report.

**Students with Test Assignments but have not Completed** 

List of all students that have a student test assigned to them but the test has not yet been completed

Waiting for report to complete...

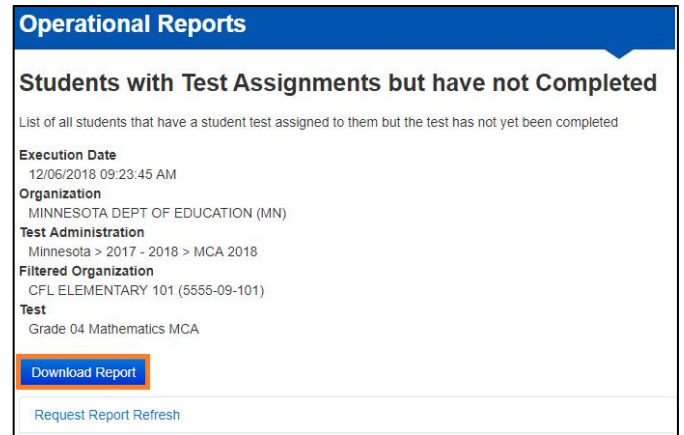
**Organization**  
MINNESOTA DEPT OF EDUCATION (MN)

**Test Administration**  
Minnesota > 2017 - 2018 > MCA 2018

**Filtered Organization**  
CFL ELEMENTARY 101 (5555-09-101)

**Test**  
Grade 04 Mathematics MCA

- When the report is available, select **Download Report**. The file will download to your computer to open.



**Operational Reports**

### Students with Test Assignments but have not Completed

List of all students that have a student test assigned to them but the test has not yet been completed

**Execution Date**  
12/06/2018 09:23:45 AM

**Organization**  
MINNESOTA DEPT OF EDUCATION (MN)

**Test Administration**  
Minnesota > 2017 - 2018 > MCA 2018

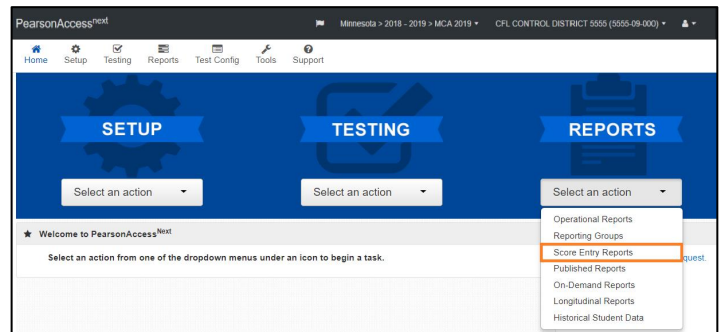
**Filtered Organization**  
CFL ELEMENTARY 101 (5555-09-101)

**Test**  
Grade 04 Mathematics MCA

[Download Report](#)

[Request Report Refresh](#)

Note: For MTAS, access reports for data entry status are available under **Reports > Score Entry Reports**. Details are provided in the [MTAS Data Entry User Guide](#) (PearsonAccess Next > Resources & Training > User Guides).



PearsonAccess<sup>next</sup> Minnesota > 2018 - 2019 > MCA 2019 CFL CONTROL DISTRICT 5555 (5555-09-000)

Home Setup Testing Reports Test Config Tools Support

**SETUP** **TESTING** **REPORTS**

Select an action Select an action Select an action

Welcome to PearsonAccess<sup>next</sup>

Select an action from one of the dropdown menus under an icon to begin a task.

- Operational Reports
- Reporting Groups
- Score Entry Reports**
- Published Reports
- On-Demand Reports
- Longitudinal Reports
- Historical Student Data

## Available Operational Reports:

The following reports are available under each of the Report categories:

Students & Registrations	
Report Title	Details
Student Registrations Report	Reports are run by test administration. Lists students who have eligibility for that test administration. Note: This report is not subject-specific. If students have eligibility for at least one subject in a test administration, they will appear on this report.
Student Registration Summary	Lists the number of students assigned to a test and the number of completed tests.
Students Assigned to Test but not Added to a Session (MCA Only)	Reports are run by organization and test. Lists students who have eligibility but are not in a test session.
Students with Test Assignments but have not Completed	Reports are run by organization and test. Lists students who have eligibility for a test and have been added to a test session but have not completed the test.

Online Testing (These reports are not applicable for MTAS.)	
Report Title	Details
Session List	List of all sessions, including session status and actual start date, by organization.
Organizations that have Precaching Server Configuration	List of organizations that have a precaching server configuration. Option to select organizations with or without precaching configurations.
Session Roster	Reports are run by organization and test. List of all students in all sessions.
Students Currently Testing Online	Reports are run by organization and test. List of students who have started testing but have not yet finished. Includes students in an Active, Resumed, or Resumed Upload status.
Online Student Tests Marked Test Complete	Reports are run by organization and test. List of all student tests that have been marked complete, including the reason entered by the DAC or AA. Reports do not include whether or not a test code has been entered.
Student Tests that are Ready and Unlocked	List of all student tests that are in Ready status and unlocked.
Student Tests with a Test Code	List of all MCA test records that have a test code indicated. This report is only available until the end of the test administration windows.



## Orders & Shipment Tracking

Report Title	Details
Material Summary	Reports are run by type of order and organization. List of orders by item name, item code, and quantity.
Material Detail	Reports are run by type of order and organization. List of orders by organization name and code, item name, item code, and quantity.
Packing List	Reports are run by Order ID. To find the Order ID, on the Home page, select Orders & Shipment Tracking under Setup. Find the Order ID of the shipment to track under the Order # column. Enter this number in the Order ID field on the Packing List screen. List of orders by shipment, box number, item, description, details, quantity, and material type.
Security Checklist	Reports are run by organization. List of orders by order number, organization name and code, item name, item number, quantity, and the begin and end serial numbers.

## Users

Report Title	Details
Users With Org Access	List of all users with access to the selected organization and their last login date. Option to exclude or include disabled and deleted users.
Users With Role Access	List of all users with the selected role and their last login date. Option to exclude or include disabled and deleted users.