

# Operational Reports in PearsonAccess Next User Guide

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

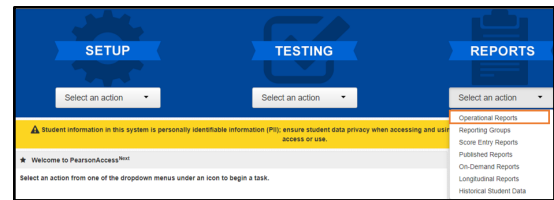
Note: The individual student information available in the secure PearsonAccess Next system is private student data. Ensure student data privacy is maintained when accessing, printing, or sharing information from the system.

Operational reports provide a variety of information from PearsonAccess Next.

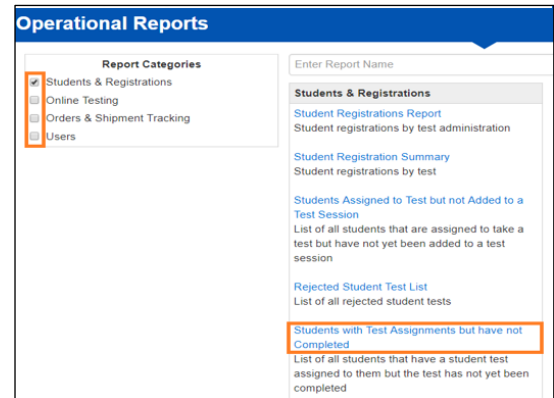
- All reports can be downloaded in CSV format; some operational reports may also be displayed on screen.
- Availability of reports is based on a user's role in PearsonAccess Next.
- All reports are administration-specific (e.g., MCA or MTAS) except for the Users reports.

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).

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

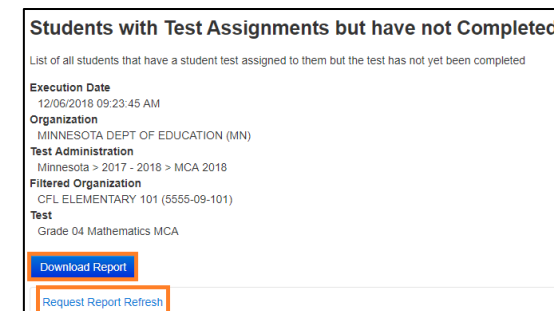
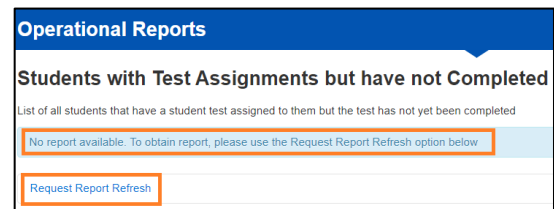


2. Select the checkbox next to a report category or categories and then select the report you want to access.



3. The screen you see next depends on the following:

- If this is the first time you have run the report, select **Request Report Refresh**.
- If you have accessed the report previously, you will see the parameters of the previous report (e.g. date, organization, administration, and test). You can download the previous report by selecting **Download Report**. To run a new report, select **Request Report Refresh**.



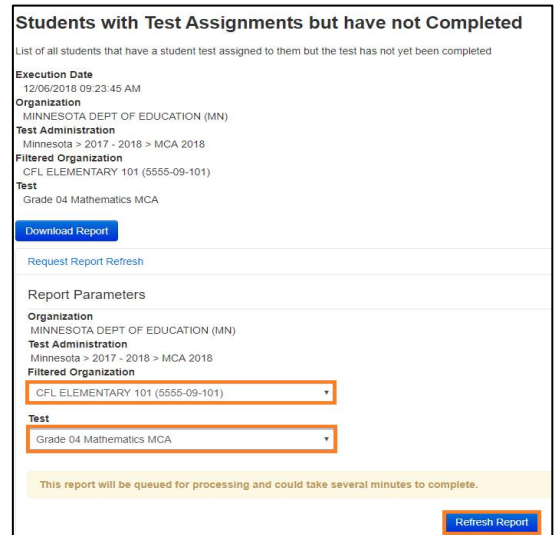
Note: Depending on the report, you may have different options, such as **Display Report** or **Download CSV**.

4. 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.

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

5. Select **Exit Report** to return to the Operational Reports page.



**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](#)

**Report Parameters**

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

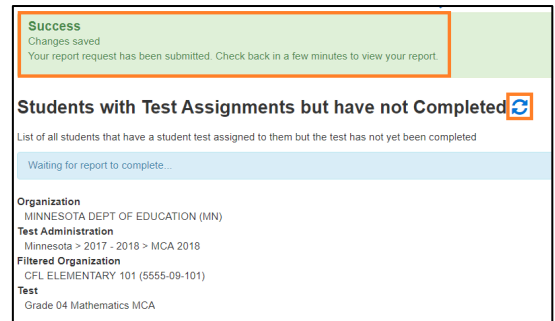
**Test Administration**  
Minnesota > 2017 - 2018 > MCA 2018

**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](#)



**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

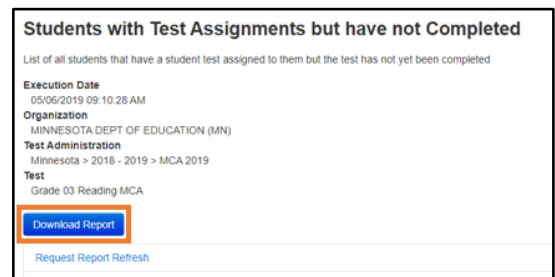
Waiting for report to complete...

**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



**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**  
05/06/2019 09:10:28 AM

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

**Test Administration**  
Minnesota > 2018 - 2019 > MCA 2019

**Test**  
Grade 03 Reading MCA

[Download Report](#)

[Request Report Refresh](#)



## 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. This report may be most useful to determine which students have eligibility for MTAS.
Student Registration Summary	Lists the number of students assigned to a test and the number of completed tests. Consider running this report at the end of your scheduled testing dates and before the end of the test administration to confirm all students with test assignments have completed testing.
Students Assigned to Test but not Added to a Session (MCA Only)	Reports are run by organization and test. Lists students who are not in a test session and the test(s) they are eligible for. Consider running this report 2-3 days prior to actual testing. If a student was removed from PearsonAccess Next (e.g., due to a MARSS error, change in student information) and resent at a later, the student may have been removed from the 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 (or had data entered). Consider running this report at the end of your scheduled testing dates and before the end of the test administration to confirm all students with test assignments have completed testing.

Online Testing	
Report Title	Details
Session List	List of all sessions, including session status and actual start date, by organization (MCA only).
Organizations that have Precaching Server Configuration	List of organizations with or without precaching configurations (MCA only). Work with your District Technology Coordinator to confirm precaching configurations are set up prior to creating test sessions. Note: Proctor Caching is not recommended for Reading and Mathematics MCAs.
Session Roster	Reports are run by organization and test. List of all students in Testing status (tests not started or started but not submitted) and/or Attempt status (tests submitted) for all sessions. Student tests in Testing status have either not been started or started but not submitted. Student tests in Attempt status have been submitted (MCA only).
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 (MCA only). Consider running this report throughout the dates when students are testing in your district or school to see which students are actively testing. Note: While the report title indicates students testing online, it also includes student tests where data entry is in progress.



Report Title	Details
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 (which may be a test code) (MCA only).
Student Tests that are Ready and Unlocked	List of all student tests that are in Ready status and unlocked by organization and test (MCA only). Consider running this report the morning before testing to confirm all student tests are ready and unlocked.
Student Tests with a Test Code	List of all test records that have a test code indicated (MCA and MTAS). <b>New for 2019-20:</b> This report is now available at the test administration level (e.g. MCA 2020) and is available after the test administration window closes.

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 <b>begin and end serial numbers</b> .
Security Checklist - Full	<b>New for 2019-20:</b> Reports are run by organization. List of orders by order number, organization name and code, item name, item number, quantity, and the <b>serial number for each secure material</b> .

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. Note: Reports are not administration specific.
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. Note: Reports are not administration specific.