

Operational Reports in PearsonAccess Next

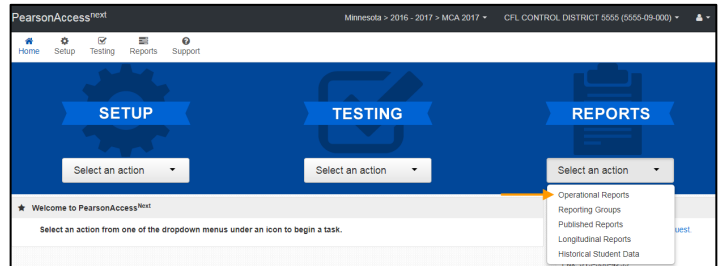
Quick Guide

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

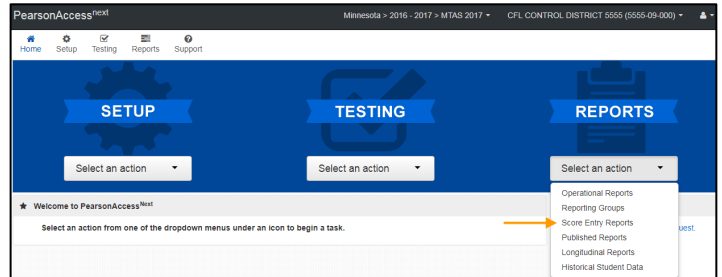
Operational reports provide users the ability to monitor PearsonAccess Next activity in a report view.

- All reports can be downloaded in CSV format; some operational reports may also be displayed on screen.
- Reports are available in the categories listed on pages 3–4.
- Users have access to report categories based on the PearsonAccess Next tasks to which they have access.
- All reports must be run under the applicable test administration (e.g., MCA or MTAS), except for the Users reports, which are not administration specific.

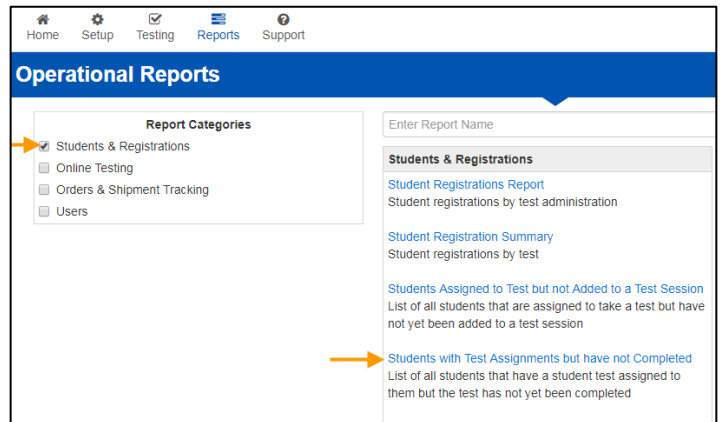
1. From the Home page, under **Reports**, select **Operational Reports**.



NOTE: For MTAS, access reports of data entry status are available under **Reports > Score Entry Reports**. Details are provided in the *MTAS Score Entry User Guide for District Assessment Coordinators and Assessment Administrators*.



2. Select the checkbox next to a report category and then select the report title hyperlink.

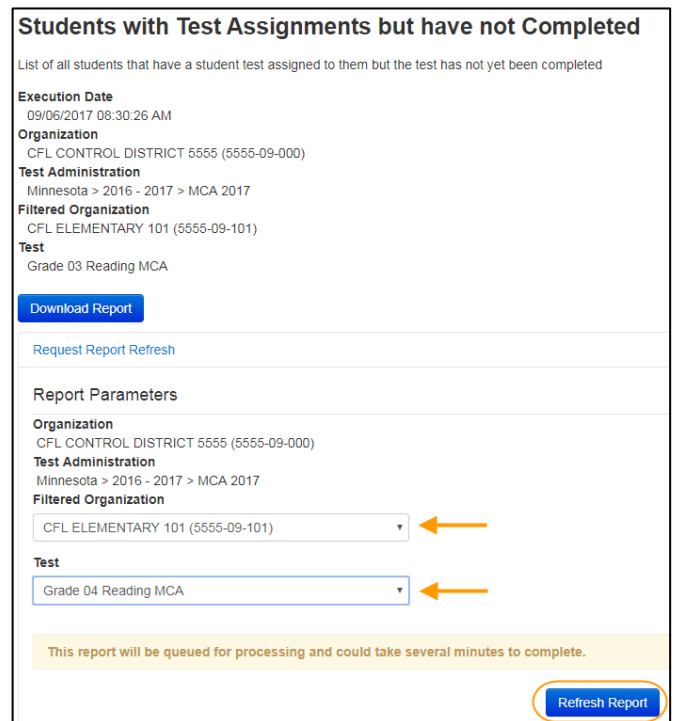
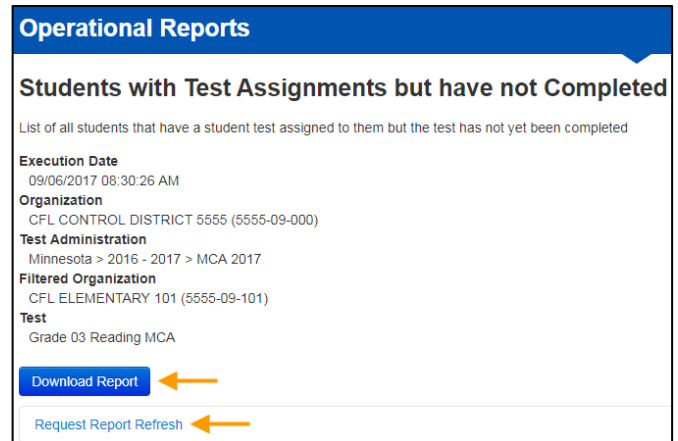
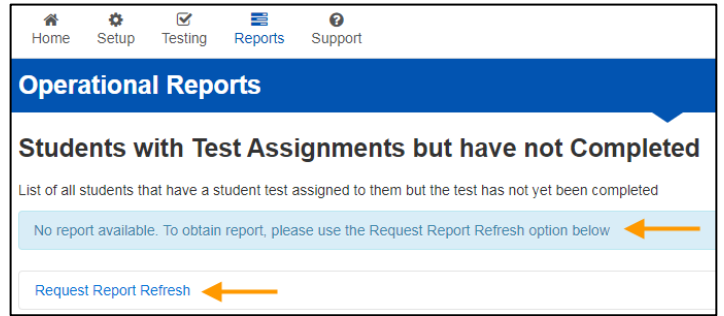


3. The screen you will see next depends on if it is the first time you have run the report.

- 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**.

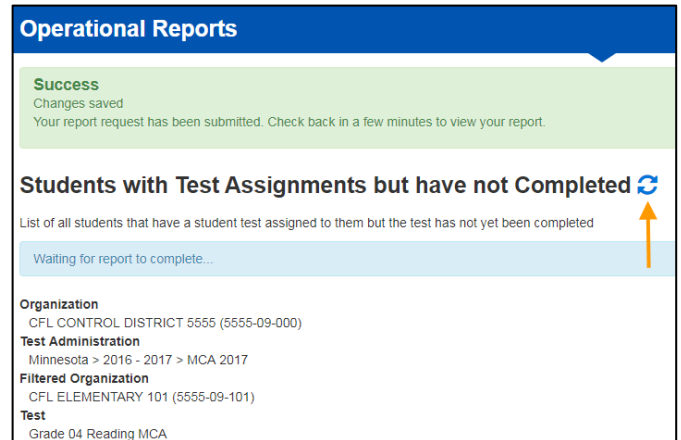
NOTE: Depending on the report, you may have different options, such as **Display Report** or **Download CSV**.

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**.




5. The following message will appear on the green bar:
 “Success, Changed saved. Your report has been submitted. Check back in a few minutes to view your report.” Select the Refresh icon.

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



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

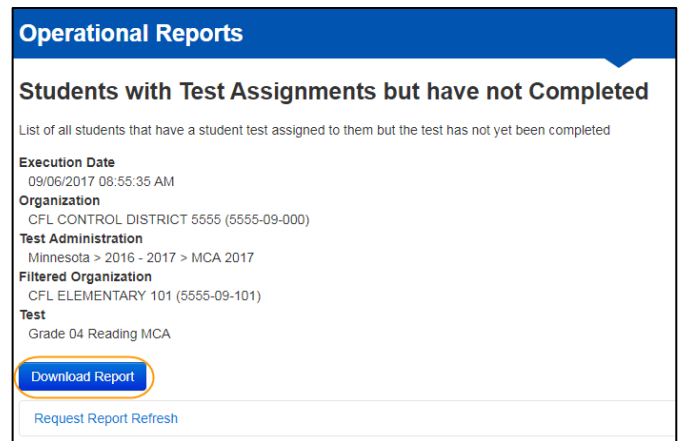
Waiting for report to complete...

Organization
 CFL CONTROL DISTRICT 5555 (5555-09-000)

Test Administration
 Minnesota > 2016 - 2017 > MCA 2017

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

Test
 Grade 04 Reading MCA



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
 09/06/2017 08:55:35 AM

Organization
 CFL CONTROL DISTRICT 5555 (5555-09-000)

Test Administration
 Minnesota > 2016 - 2017 > MCA 2017

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

Test
 Grade 04 Reading MCA

[Download Report](#)

[Request Report Refresh](#)

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

Students & Registrations (These reports are not applicable for MTAS.)	
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, so 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 with Online Test but not assigned to Session	Reports are run by organization and test. Lists students who have eligibility but are not in a test session.
Students Tests that have been Assigned but have not yet Completed	Reports are run by organization and test. Lists students who both 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.
Student Tests that are Ready and Unlocked	List of all student tests that are in Ready status and unlocked.
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 / accountability code has been entered.
Student Tests with a Test / Accountability Code	List of all student tests that have a test / accountability code indicated.

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.