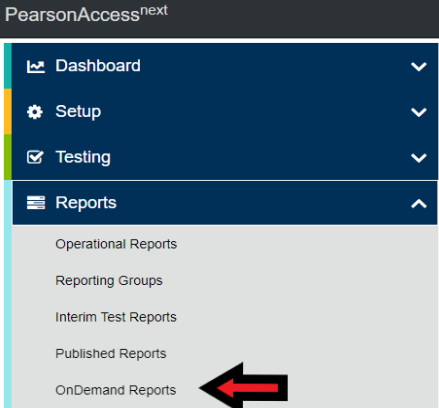
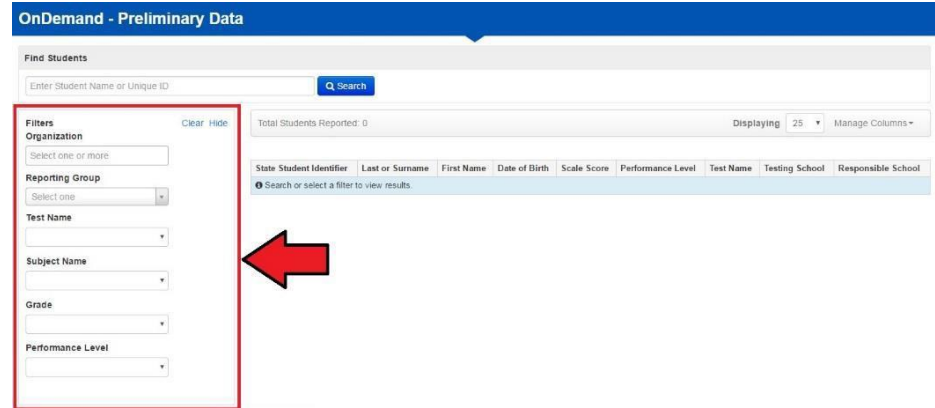


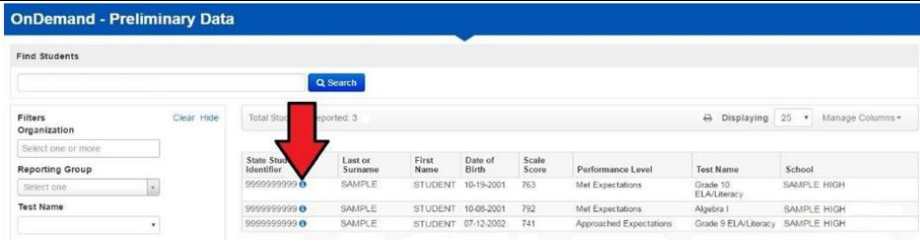

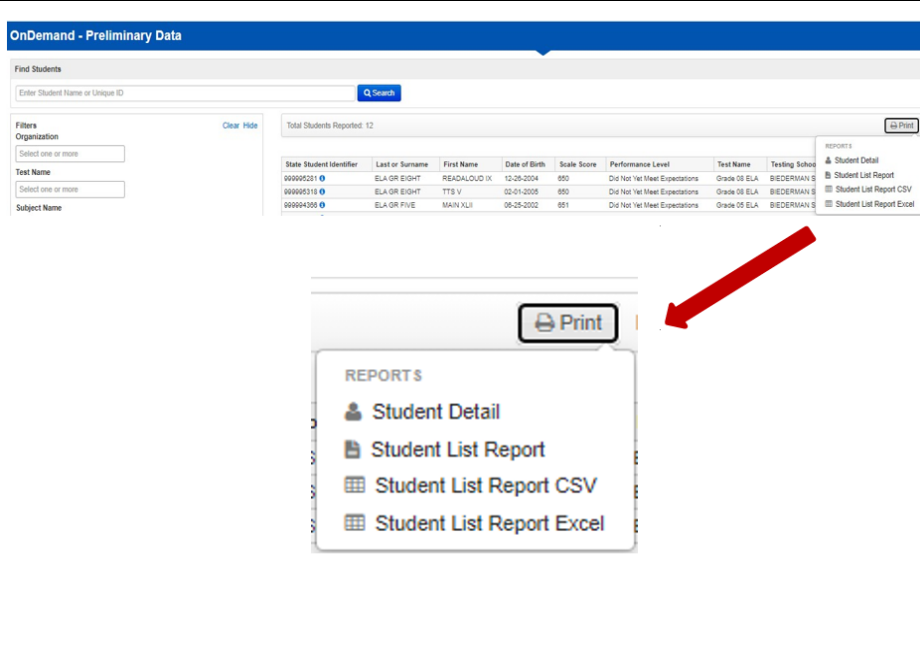
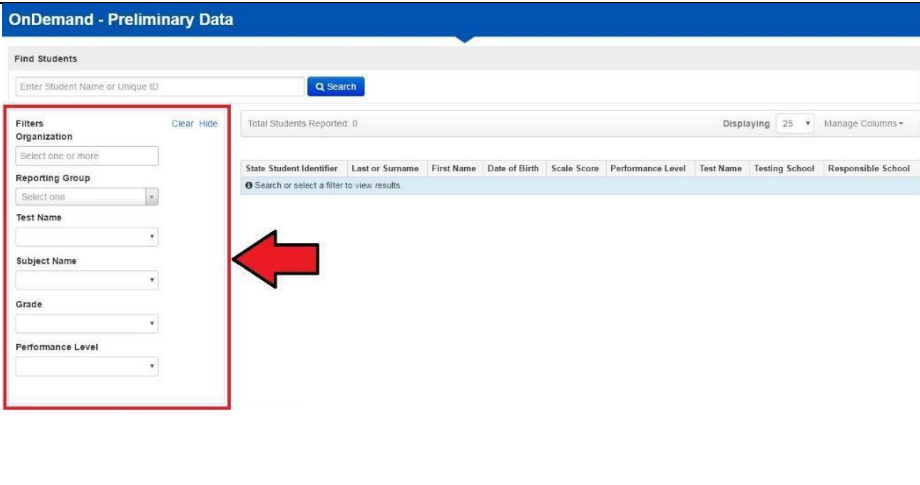
OnDemand Reports (ODR) allow users to access preliminary online test results. This document provides instructions for viewing OnDemand Reports in PearsonAccess<sup>next</sup>.

## View Reports

Step	Screen Shot/Directions
<p>Log in to PearsonAccess<sup>next</sup>, select the test administration scope, and then select <b>OnDemand Reports</b> from the <b>Reports</b> menu.</p>	
<p>Find and select the student whose test results you want to view. Search for test results by student name or SSID.</p> <p>You may also use filters to search by organization, group, test name, or grade.</p> <ul style="list-style-type: none"> <li>• <b>Organization Name:</b> Select one or more school entities to display</li> <li>• <b>Reporting Group:</b> Displays all results by reporting group</li> <li>• <b>Test Name:</b> Displays all results by grade and subject area</li> <li>• <b>Subject Name:</b> Displays all results by subject</li> <li>• <b>Grade:</b> Displays all results by grade</li> <li>• <b>Performance Level:</b> Displays all results by performance level</li> </ul>	

Use the **Manage Columns** menu to add or remove fields from the display.

The screenshot shows the 'OnDemand - Preliminary Data' interface. At the top, there is a blue header with the title. Below it is a search bar labeled 'Find Students' with a search button. To the left of the main data area are several filter sections: 'Organization', 'Reporting Group', 'Test Name', 'Subject Name', 'Grade', and 'Performance Level'. The main data area shows a table with columns: 'State Student Identifier', 'Last or Surname', 'First Name', 'Date of Birth', 'Scale Score', 'Performance Level', 'Test Name', and 'Testing'. A 'Manage Columns' dropdown menu is open on the right side, with a red arrow pointing to it. The menu contains a list of fields with checkboxes: 'State Student Identifier' (checked), 'Last or Surname' (checked), 'First Name' (checked), 'Date of Birth' (checked), 'Scale Score' (checked), 'Performance Level' (checked), 'Test Name' (checked), 'Testing School' (checked), 'Responsible School' (checked), 'Middle Name' (unchecked), 'Local Student Identifier' (unchecked), 'Testing District' (unchecked), 'Reporting Group' (unchecked), 'Grade' (unchecked), and 'Responsible District' (unchecked). An 'Apply' button is at the bottom of the menu.

Step	Screen Shot/Directions																																
<p>Select the Information icon next to the student's SSID to view or print the individual student test results.</p>	 <p><b>OnDemand - Preliminary Data</b></p> <p>Find Students</p> <p>Enter Student Name or Unique ID <input type="text"/> <input type="button" value="Q Search"/></p> <p>Filters <input type="button" value="Clear Hide"/> Total Students Reported: 3 <input type="button" value="Displaying 25"/> <input type="button" value="Manage Columns"/></p> <table border="1"> <thead> <tr> <th>State Student Identifier</th> <th>Last or Surname</th> <th>First Name</th> <th>Date of Birth</th> <th>Scale Score</th> <th>Performance Level</th> <th>Test Name</th> <th>School</th> </tr> </thead> <tbody> <tr> <td>999999999</td> <td>SAMPLE</td> <td>STUDENT</td> <td>10-19-2001</td> <td>763</td> <td>Met Expectations</td> <td>Grade 10 ELA/Literacy</td> <td>SAMPLE HIGH</td> </tr> <tr> <td>999999999</td> <td>SAMPLE</td> <td>STUDENT</td> <td>10-09-2001</td> <td>792</td> <td>Met Expectations</td> <td>Algebra I</td> <td>SAMPLE HIGH</td> </tr> <tr> <td>999999999</td> <td>SAMPLE</td> <td>STUDENT</td> <td>07-12-2002</td> <td>741</td> <td>Approached Expectations</td> <td>Grade 9 ELA/Literacy</td> <td>SAMPLE HIGH</td> </tr> </tbody> </table>	State Student Identifier	Last or Surname	First Name	Date of Birth	Scale Score	Performance Level	Test Name	School	999999999	SAMPLE	STUDENT	10-19-2001	763	Met Expectations	Grade 10 ELA/Literacy	SAMPLE HIGH	999999999	SAMPLE	STUDENT	10-09-2001	792	Met Expectations	Algebra I	SAMPLE HIGH	999999999	SAMPLE	STUDENT	07-12-2002	741	Approached Expectations	Grade 9 ELA/Literacy	SAMPLE HIGH
State Student Identifier	Last or Surname	First Name	Date of Birth	Scale Score	Performance Level	Test Name	School																										
999999999	SAMPLE	STUDENT	10-19-2001	763	Met Expectations	Grade 10 ELA/Literacy	SAMPLE HIGH																										
999999999	SAMPLE	STUDENT	10-09-2001	792	Met Expectations	Algebra I	SAMPLE HIGH																										
999999999	SAMPLE	STUDENT	07-12-2002	741	Approached Expectations	Grade 9 ELA/Literacy	SAMPLE HIGH																										
<p>To print OnDemand Report information select the print icon on the right of the screen.</p>	 <p><b>OnDemand - Preliminary Data</b></p> <p>Find Students</p> <p>Enter Student Name or Unique ID <input type="text"/> <input type="button" value="Q Search"/></p> <p>Filters <input type="button" value="Clear Hide"/> Total Students Reported: 12 <input type="button" value="Print"/></p> <table border="1"> <thead> <tr> <th>State Student Identifier</th> <th>Last or Surname</th> <th>First Name</th> <th>Date of Birth</th> <th>Scale Score</th> <th>Performance Level</th> <th>Test Name</th> <th>Testing School</th> </tr> </thead> <tbody> <tr> <td>...</td> <td>...</td> <td>...</td> <td>...</td> <td>...</td> <td>...</td> <td>...</td> <td>...</td> </tr> </tbody> </table>	State Student Identifier	Last or Surname	First Name	Date of Birth	Scale Score	Performance Level	Test Name	Testing School	...	...	...	...	...	...	...	...																
State Student Identifier	Last or Surname	First Name	Date of Birth	Scale Score	Performance Level	Test Name	Testing School																										
...	...	...	...	...	...	...	...																										
<p>The print icon drop down provides options for printing OnDemand Report information.</p> <ul style="list-style-type: none"> <li>• <b>Student Detail</b> - PDFs of the individual student Quick Score Reports with individual scores.</li> <li>• <b>Student List Report</b> - PDF list of students, overall scale scores and performance levels.</li> <li>• <b>Student List Report CSV</b> - csv data file of students, overall scale scores and performance levels.</li> <li>• <b>Student List Report Excel</b> - Excel data file of students, overall scale scores and performance levels.</li> </ul>	 <p><b>OnDemand - Preliminary Data</b></p> <p>Find Students</p> <p>Enter Student Name or Unique ID <input type="text"/> <input type="button" value="Q Search"/></p> <p>Filters <input type="button" value="Clear Hide"/> Total Students Reported: 12 <input type="button" value="Print"/></p> <table border="1"> <thead> <tr> <th>State Student Identifier</th> <th>Last or Surname</th> <th>First Name</th> <th>Date of Birth</th> <th>Scale Score</th> <th>Performance Level</th> <th>Test Name</th> <th>Testing School</th> </tr> </thead> <tbody> <tr> <td>00000221</td> <td>ELA GR EIGHT</td> <td>READLOU IX</td> <td>12-25-2004</td> <td>850</td> <td>Did Not Yet Meet Expectations</td> <td>Grade 08 ELA</td> <td>BIEDERMAN</td> </tr> <tr> <td>00000318</td> <td>ELA GR EIGHT</td> <td>TTS V</td> <td>02-01-2005</td> <td>850</td> <td>Did Not Yet Meet Expectations</td> <td>Grade 08 ELA</td> <td>BIEDERMAN</td> </tr> <tr> <td>00004200</td> <td>ELA GR FIVE</td> <td>MAIN XUJ</td> <td>08-25-2002</td> <td>851</td> <td>Did Not Yet Meet Expectations</td> <td>Grade 05 ELA</td> <td>BIEDERMAN</td> </tr> </tbody> </table> <p>REPORTS</p> <ul style="list-style-type: none"> <li>Student Detail</li> <li>Student List Report</li> <li>Student List Report CSV</li> <li>Student List Report Excel</li> </ul>	State Student Identifier	Last or Surname	First Name	Date of Birth	Scale Score	Performance Level	Test Name	Testing School	00000221	ELA GR EIGHT	READLOU IX	12-25-2004	850	Did Not Yet Meet Expectations	Grade 08 ELA	BIEDERMAN	00000318	ELA GR EIGHT	TTS V	02-01-2005	850	Did Not Yet Meet Expectations	Grade 08 ELA	BIEDERMAN	00004200	ELA GR FIVE	MAIN XUJ	08-25-2002	851	Did Not Yet Meet Expectations	Grade 05 ELA	BIEDERMAN
State Student Identifier	Last or Surname	First Name	Date of Birth	Scale Score	Performance Level	Test Name	Testing School																										
00000221	ELA GR EIGHT	READLOU IX	12-25-2004	850	Did Not Yet Meet Expectations	Grade 08 ELA	BIEDERMAN																										
00000318	ELA GR EIGHT	TTS V	02-01-2005	850	Did Not Yet Meet Expectations	Grade 08 ELA	BIEDERMAN																										
00004200	ELA GR FIVE	MAIN XUJ	08-25-2002	851	Did Not Yet Meet Expectations	Grade 05 ELA	BIEDERMAN																										
<p>There is a limit on the number of records you can include in each report.</p> <p>Student Detail PDFs are limited to 350 records. The Student List Reports are limited to 1000 records.</p> <p>The Filters on the left of the screen can be used to reduce the number of records for download.</p> <p>For example, using Subject Name to show only Math records may reduce records to below the threshold limit.</p>	 <p><b>OnDemand - Preliminary Data</b></p> <p>Find Students</p> <p>Enter Student Name or Unique ID <input type="text"/> <input type="button" value="Q Search"/></p> <p>Filters <input type="button" value="Clear Hide"/> Total Students Reported: 0 <input type="button" value="Displaying 25"/> <input type="button" value="Manage Columns"/></p> <table border="1"> <thead> <tr> <th>State Student Identifier</th> <th>Last or Surname</th> <th>First Name</th> <th>Date of Birth</th> <th>Scale Score</th> <th>Performance Level</th> <th>Test Name</th> <th>Testing School</th> <th>Responsible School</th> </tr> </thead> <tbody> <tr> <td colspan="9">Search or select a filter to view results.</td> </tr> </tbody> </table> <p>Filters</p> <p>Organization <input type="text"/></p> <p>Reporting Group <input type="text"/></p> <p>Test Name <input type="text"/></p> <p>Subject Name <input type="text"/></p> <p>Grade <input type="text"/></p> <p>Performance Level <input type="text"/></p>	State Student Identifier	Last or Surname	First Name	Date of Birth	Scale Score	Performance Level	Test Name	Testing School	Responsible School	Search or select a filter to view results.																						
State Student Identifier	Last or Surname	First Name	Date of Birth	Scale Score	Performance Level	Test Name	Testing School	Responsible School																									
Search or select a filter to view results.																																	