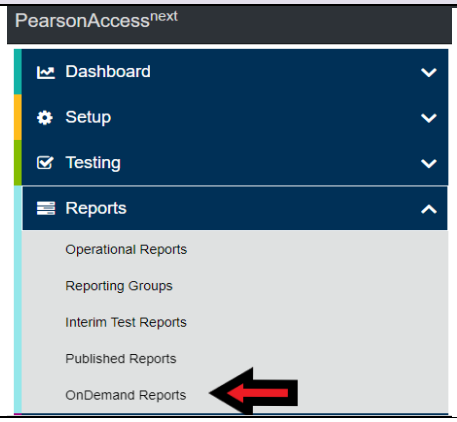
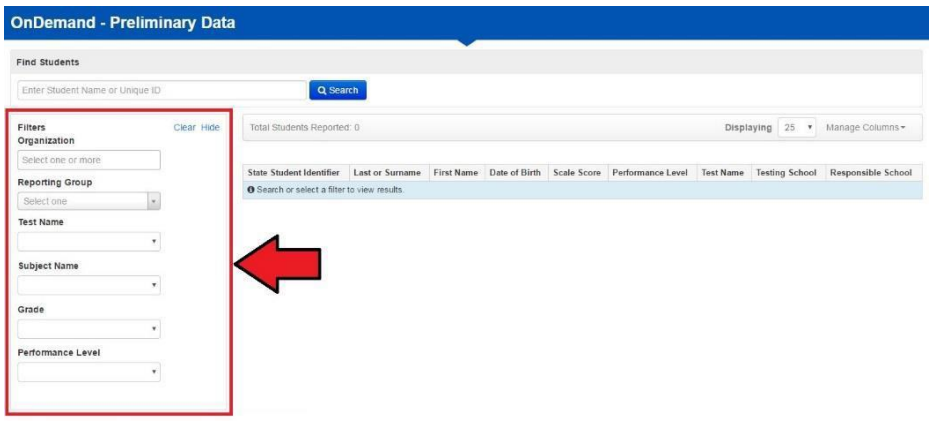
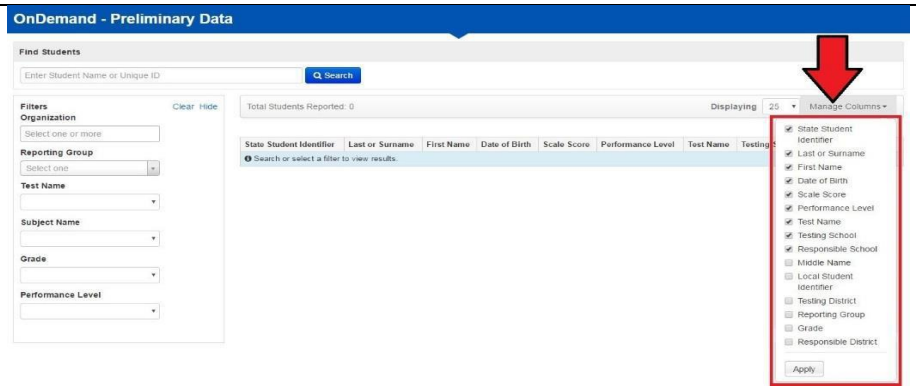
OnDemand Reports

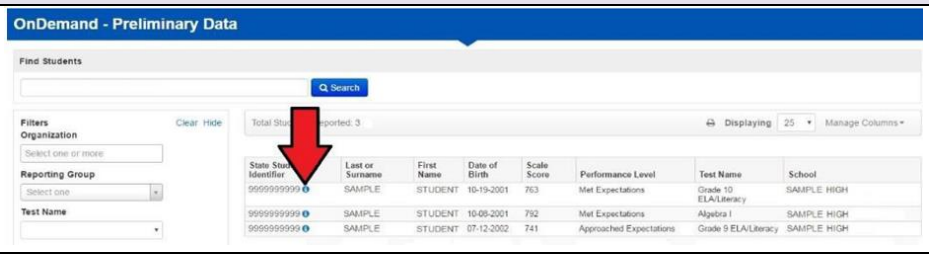
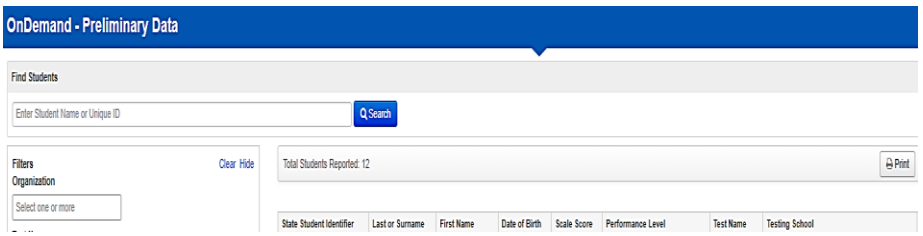
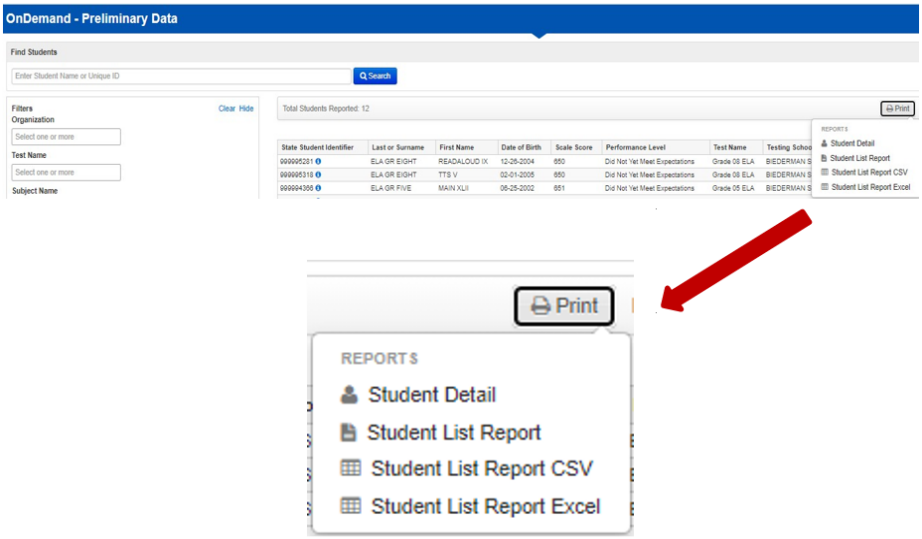
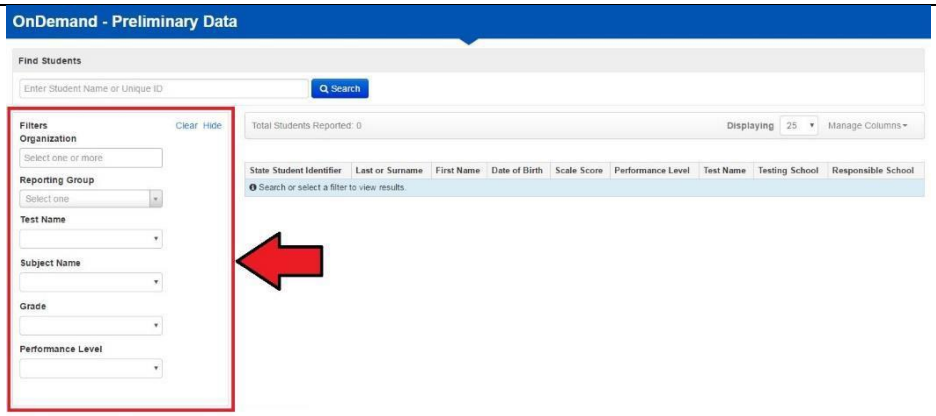
Version 2.1
December, 2022

OnDemand Reports (ODR) allow users to access preliminary online test results. This document provides instructions for viewing OnDemand Reports in PearsonAccess^{next}.

View Reports

Step	Screen Shot/Directions
Log in to PearsonAccess^{next}, select the test administration scope, and then select **OnDemand Reports** from the **Reports** menu.	
Find and select the student whose test results you want to view. Search for test results by student name or SSID. You may also use filters to search by organization, group, test name, or grade. • **Organization Name:** Select one or more school entities to display • **Reporting Group:** Displays all results by reporting group • **Test Name:** Displays all results by grade and subject area • **Subject Name:** Displays all results by subject • **Grade:** Displays all results by grade • **Performance Level:** Displays all results by performance level	

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

Step	Screen Shot/Directions
Select the Information icon next to the student's SSID to view or print the individual student test results.	
To print OnDemand Report information select the print icon on the right of the screen.	
The print icon drop down provides options for printing OnDemand Report information. • **Student Detail** - PDFs of the individual student Quick Score Reports with individual scores. • **Student List Report** - PDF list of students, overall scale scores and performance levels. • **Student List Report CSV** - csv data file of students, overall scale scores and performance levels. • **Student List Report Excel** - Excel data file of students, overall scale scores and performance levels.	
There is a limit on the number of records you can include in each report. Student Detail PDFs are limited to 350 records. The Student List Reports are limited to 1000 records. The Filters on the left of the screen can be used to reduce the number of records for download. For example, using Subject Name to show only Math records may reduce records to below the threshold limit.