Operational Report Guidance

Running Operational Reports

This document provides guidance for running operational reports in PearsonAccess[next]. The following table on pages 1-4 lists the report categories, all available reports, and a description of each report. Pages 5-8 are step-by-step directions for running operational reports. Report parameters are dependent on user role.

Organizations

Report	Purpose
Organization Status	This report provides a list of organizations and their statuses. You can narrow results by looking for specific statuses or organization types.
	State and/or district users can see which schools are participating in the administration, and if the participation and enrollment has been completed. The report can also show if there have been participation or enrollment changes and the user and time when the change was made.
	This report can be filtered by enrollment complete (No/Yes), inactive/closed (No/Yes), organization type (State, System/District, School/Institution, Non-School/Institution), participating (No/Yes), and/or participation complete (No/Yes). All filters to no filters may be applied.
Organization Counts	This report displays the number of organizations loaded into PearsonAccess[next] by type (state/district/school), including the number participating and not participating. The report does not list the names of organizations.
	This report provides the state and/or district with the overall count of schools participating in an administration.
Enrollment Count Status – Participation Status	This report lists organization status for Enrollment Counts Completion Status, Participation Completion Status, when the status was changed to Complete and who changed the status to Complete.
	To update the report with new input information select Request Report Refresh.
	A report parameters box will appear and can be filtered with contact type (mailing/shipping) and/or organization type (State, System/District, School/Institution, Non-School/Institution). All filters to no filters may be applied.

Enrollment Counts	This report displays PARCC specific organization details and enroll counts – entered and derived. (Organization must be participating in the administration.)
	This report will provide the school, district, or state with a breakdown of what tests the school is administering and the enrollment/registered counts for those tests. The enrollment counts will include the registered vs. enrollment amount for each category: regular, large print, braille, and read aloud. The registered amount is the number of students the school has assigned to the test session and the enrollment is how many tests the school is requesting.
	Clicking the Request Report Refresh link will allow the refresh report button to become available. An organization type (State, System/District, School/Institution, Non-School/Institution) must be selected to refresh the report.

Students & Registrations

Student Counts	This report provides a count of students enrolled and students registered for each organization.
	This report can be filtered by organization type (State, System/District, School/Institution, Non- School/Institution).
Student Org Enrollment Report	This report shows the date of enrollment with the student's name, student code, date of birth, and gender details in a list. Users can select by date range or by monthly increments.
	This report shows students that are created and registered in PearsonAccess[next].
	This report can be filtered by within (last 30, 45, 60, 90, or 365 days), interval begin (YYYY-MM-DD), and/or interval end (YYYY-MM-DD).
Student Enrollment Transfer Work Requests Report	This report of enrollment transfers with status including users who initiated and performed enrollment transfer changes.
Students where Responsible District/School and/or Ship Report To District/School is different from Testing District/School	This report is for the testing organization.
	This report lists of all the students where the values in the Responsible District/School and/or Ship Report To District/School does not match the values for the Testing District/School code within the system.
(For Responsible Organization) Students where Responsible District/School is different from Testing District/School	This report is for the responsible/accountable organization.
	This report lists of all the students where the values in the Responsible District/School field do not match the values for the Testing District/School code within the system.

Students Enrolled but not Registered for Test Administration	This report lists of all the students who are enrolled for a test administration but are not registered.
Student Registrations Report	This report provides a list containing student's name, student code, date of birth, and gender details.
Student Registration Summary	This report shows student registrations by test—including the count of students being tested vs assigned to test vs completed test. This is broken out by organization and the type of test Grade 5 Science vs. Grade 8 Science, etc.). If no report is available select the Request Report Refresh link and click the Refresh Report button.
Students Registered but not Assigned to a Test	List of all students that are registered for a test administration but do not have any student tests assigned to them.
Student Test Counts	This report provides a count of "tests assigned" vs "completed" for paper tests and the count of "tests assigned" vs. "in progress" vs. "completed" for online tests. This is broken out by test type (Grade 5 Science vs. Grade 8 Science, etc.). This report can be filtered by organization type (State, System/District, School/Institution, or Non-School/Institution) and/or test (i.e. Grade 5 Science, etc.).
PNP Report Accessibility Features and Accommodations for Student Tests	This report lists of all the students and tests with identified Accessibility Features and Accommodations.
Students with Disability with No Accommodation	This report lists the Students with Disability field populated with IEP, 504, or both and do not have an accommodation selected.
Students with Online Test but not assigned to Session	This report lists of all the students who are assigned to take a test in the Online format but have not yet been added to a testing session for the administration of that online test.
Students with Multiple Tests of Same Subject Area	This report lists students who have more than one test of a specific subject area.
Students with Multiple Tests	This report displays a list of students that are assigned to more than one test of a particular type. This report must be filtered by test (i.e. Grade 5 Science, etc.) and can be filtered by test status (Assignment, In Progress, or Completed) and/or type (Paper, Online, or Alternate).
Students with Warnings	This report displays a list of all students with one or more warnings—including the student name, student code, field, and warning. User can choose to filter by leaving the "warning type" field blank or selecting a warning type (Missing Economic Disadvantage, Missing English Language Learner – ELL, Missing Ethnicity, Missing Gifted and Talented, Missing Limited English Proficiency – ELP, Missing Migrant Status, Missing Race, Primary Disadvantage Type Cross Validation, Student with Disabilities Cross Validation, Registration Grade for Test, or Test for Registration Grade).

Student Tests that have been Assigned but have not yet Completed	This report lists students who are registered for a test administration and have a test assigned to them but the test has not yet been completed.
Not Tested Student Tests	This report list of Student Tests that are Marked as Not Tested.
Do Not Report Tests (voided tests)	This report displays a list of completed student tests which are set to Do Not Report/Void. Do Not Report/Void Reason is included. User can filter by test (Grade and Subject specific). User can select to Exclude Unsubmitted Tests.
Irregularity Summary	This report displays a list of irregularity reason counts by organization and test. User must select organization prior to selecting Operational Reports.
Irregularity Detail	This report displays a list of irregularities for student tests. User must select organization prior to selecting Operational Reports.

Online Testing

Session List	This report provides the session names, test associated with that session, and the number of students registered to that session. Select Request Report Refresh link to see the report parameters.
Session Counts	This report identifies the online sessions broken out by total, not started, started, and stopped. It can help determine an overall count of sessions which have started and stopped.
Organizations that have Precaching Server Configuration	This report provides a list of all organizations that have a Precaching Server Configuration.
Sessions with Delivery Schedule Override	This report shows which sessions in a state had the "Ignore Testing Schedule" checkbox selected on the students in sessions page. This box is used when schools need to test outside of the state testing window for weather, tech issues, etc.
Session Roster	This report provides a list of students in a specific session. Click the Request Report Refresh link to see the report parameters to select filters. This report can be filtered by session organization (schools will be listed) and test (Grade 5 Science, etc.).
Students Currently Testing Online	This report provides a list of students currently testing online.
Online Students Tests Marked Complete	This report provides a list of all online student tests that have been Marked Test Complete. This will also include the Mark Test Complete Reason.
Student Test Units that are Ready and Unlocked - Strict Battery	This report provides a list showing all Student Tests that are in a Ready state that has one or more units in an unlocked status. Users can filter by Session Organization and Test (Grade and Subject specific).
Student Tests that are Ready and Unlocked	This report provides a list showing all Student Tests that are in a Ready state with an unlocked status. Users can filter by Session Organization and Test (Grade and Subject specific).

Orders & Shipment Tracking
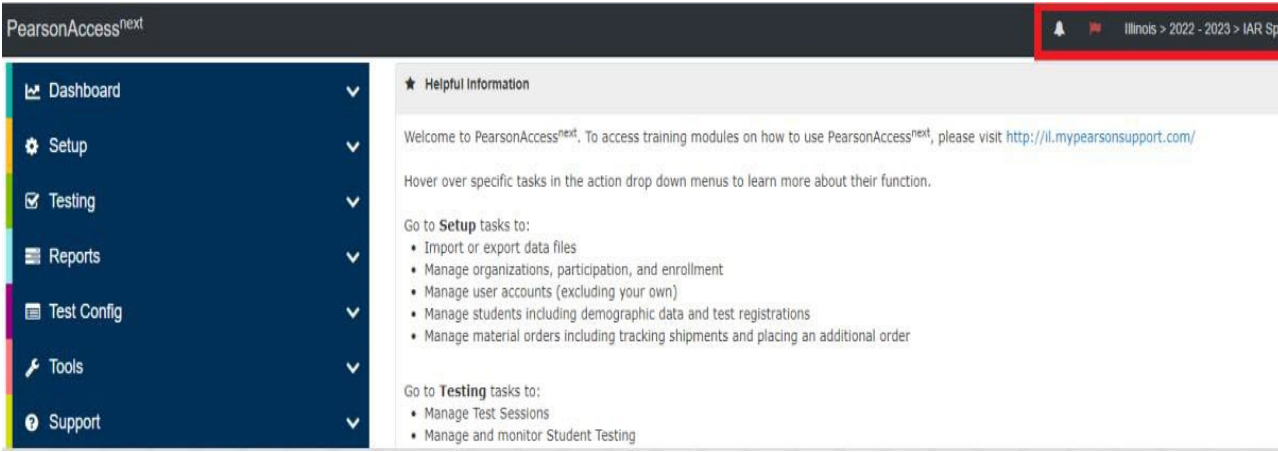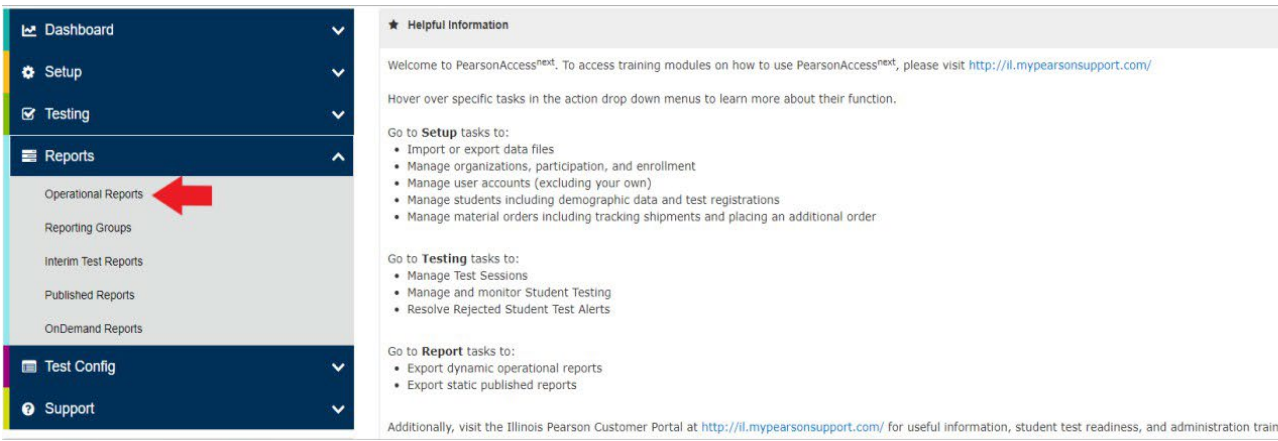
Overdue Shipments	This report provides a list of shipments that have not yet arrived and are past expected delivery date. Users can choose to Include all child orgs. Users can filter by organization.
Material Summary	This report will display the orders summary. This report must be filtered by type of order (all, additional, or initial) then by organization (state, district, or school name will populate).
Material Detail	This report provides the items and quantities ordered for the organization or organizations. Results can be requested for all orders, additional orders, or initial orders.
Packing List	This report provides a copy of the packing list that is shipped with test materials. This report is displayed by inputting an order ID.
Shipment Problem	This report will display the shipping problems for the specified district or school. This report must be filtered by organization (state, district, or school name will populate), then by shipment problem type (shipment problems not yet resolved or shipment problemsresolved).
Security Checklist	This report provides a copy of the Security Checklist that is used to track secure testing materials.This report shows the range of serial numbers for each material type provided to the organization. This report can be filtered by organization (state, district, or school name will populate).
Security Checklist - Full	This report provides a copy of the Security Checklist that is used to track secure testing materials.This report shows every serial number for every item provided to the organization. This report can be filtered by organization (state, district, or school name will populate).
Inbound Shipments	This report provides a list of orders marked as inbound shipments.

Users

Users with Org Access	This report shows all users that with access to the selected organization.
Users with Role Access	This report shows all users that have the selected role.

Running Reports in PearsonAccess^next

There are two types of reports: **Organizational Reports** and **Published Reports**. Use the following steps to access the organizational reports. Your user role will define what reports are available.

Step	Screen Shot
Log into PearsonAccess^next. Select ISA Spring 2024 from the drop down menu at the top of the screen *screenshot reflects last year's admin.	
Select **Operational** under the **Reports** menu.	

Check the Report Categories	
Click the title of the report.	

Run the report:

Request Report Refresh

This option refreshes content and recreates a new report to download.

Click the Request Report Refresh link. This will open the Report Parameters. Some reports will have drop-downs to complete.

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PearsonAccess^next will display a success screen.

Click the Download Report button to download a .csv file. Users may also click the Request Report Refresh button to create a file with updated information or new Report Parameters.	
Some reports offer the option to display or download: **Display Report** – Click the Display Report button. This will immediately display the information on the screen. **Download CSV** – Click the Download CSV button. This will download the report and allow you to open and save the report via a .csv file.	