Accessing Data Files and Reports in PearsonAccess^{next}
CDE Assessment Division

Individuals with PearsonAccess^{next} user accounts who are assigned the **Published Reports** role have access to data files and reports from previous administrations as well as the most recent administration as they become available. Individuals with an **OnDemand Reports** role have access to OnDemand Reports for the most recent administration until final Student Performance Reports are available. *Note: Individuals with school-level access who do not have district-level permissions do not have access to district-level files or reports.*

After signing into the secure side of [PearsonAccess^{next}](#), make sure the desired administration is selected under the school year dropdown menu:

- CMAS Spring 20XX
- CoAlt Science and Social Studies Spring 20XX

District and School Level Data Files

Student Data Files and Summary Data Files are available for past administrations of CMAS and CoAlt assessments going back to 2014. For the most recent administration, CDE notifies DACs as files become available.

After choosing an administration, select "Reports" and then "Published Reports" from the menu. To view school-level results from a district level account, use the filters on the left side of the screen.

Preliminary Student Reports: OnDemand Reports (ODRs)

Once Student Data Files are available and until the final Student Performance Reports become available, individuals with appropriate user role assignments (i.e., **OnDemand Admin Report Access** or **OnDemand Teacher Report Access**) can view ODRs. These reports are *preliminary* because they do not include all the information available on the final Student Performance Reports (e.g., subclaim performance and school, district, and state comparative data).

After choosing an administration, select "Reports" and then "OnDemand Reports" from the menu. Use the filters on the left side of the screen to view ODRs by student, test, organization, subject, or grade. To view a report, click on the blue icon next to the student's name. A pop-up screen displays the preliminary results for the student. When downloaded or printed, the report headings include administration information (e.g., CMAS Spring 2025).

A CMAS and CoAlt ODR guide is available through the following link: [Understanding OnDemand Reports](#).

Finalized Reports

Finalized Student Performance Reports and additional district- and school-level reports are accessible to users with the **Published Reports** role once available. Refer to the [State Content Assessment Reporting Timeline](#) for anticipated availability dates and *Section 7.0* of the [CMAS and CoAlt Procedures Manual](#) for information about each type of report.

A CMAS and CoAlt reports guide is available through the following link: [Interpretive Guide to Assessment Reports](#).

PearsonAccess^{next} User Accounts

CDE assigns DACs the Published Reports and OnDemand Admin Report Access roles in PearsonAccess^{next}. DACs may provide appropriate district- and school-level individuals with access to data files and reports by assigning report roles. *Only individuals whom districts have determined may view sensitive student data and results information should be provided access* as long as they understand confidentiality and embargo requirements.

Accessible Files and Reports by Role

PearsonAccess^next User Role	Files and Reports
Published Reports	• Student Data Files • Summary Data Files • Student Performance Reports (final) • Participation Summary Reports • Content Standards Rosters • District Summary of Schools • Performance Level Summaries • Evidence Statement Analysis Reports (CMAS Math/ELA/CSLA) • Item Analysis Reports (CMAS Science)
OnDemand **Admin** Report Access	• OnDemand Reports (preliminary) for all students in the assigned organization
OnDemand **Teacher** Report Access	• OnDemand Reports (for students in **Reporting Groups** to which the users are authorized)

Reporting Groups

Create groups of students through **Reports** > **Reporting Groups** > **Tasks: Manage Reporting Groups** > **Start**. Add students whose **OnDemand Reports** should be visible to specific **Authorized Users** (a.k.a. individual users with the **OnDemand Teacher Report Access** role). Authorized Users are added on the same screen as students.

Providing Access

Refer to the following directions to enable existing user accounts that are disabled, provide reports access to existing users who do not have access, or create new users with access.

Provide Access to <u>Existing</u> PearsonAccess^next Users	Provide Access to <u>New</u> PearsonAccess^next Users
1. Sign into PearsonAccess^next 2. Go to **Setup** > **Users** 3. Use the "Find Users" search box to locate the existing user a. The **Account Status** filter on the left side of the screen may need to be set to **Disabled** to locate users 4. Select the checkbox next to the username in the search results 5. Select the **Tasks** drop-down > **Create/Edit Users** > **Start** 6. Select the username on the left side of the screen 7. Under "Selected Roles", add or confirm the assignment of **Published Reports** and/or the applicable **OnDemand Reports** role 8. Verify the "Account" field is **Enabled** 9. Update the "Active End Date" to a future date 10. Select **Save** – users may use the "Forgot Username/Password" links on the PearsonAccess^next sign in screen if needed.	1. Sign into PearsonAccess^next 2. Go to **Setup** > **Users** 3. Select the **Tasks** drop-down > **Create/Edit Users** > **Start** 4. Select **Create Users** on the left side of the screen 5. Enter the required information for the new account, ensuring access is provided to the correct organization(s) 6. Under "Selected Roles", add **Published Reports** and/or the applicable **OnDemand Reports** role 7. Verify the "Account" field is **Enabled** 8. Set the "Active End Date" to a future date 9. Select **Save** – an email containing password setup information will automatically be sent to the email address associated with the new account.