



# PearsonAccess Next Reporting System User Guide

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2022–2023

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## Introduction to the User Guide

For Spring 2022 all Florida Statewide Assessment results, which include both the Florida Standards Assessments (FSA) and the Next Generation Sunshine State Standards (NGSSS) Assessments, will be reported using the PearsonAccess Next Reporting System.

This user guide is intended for district and school personnel and describes how authorized users may access reports in the PearsonAccess Next Reporting System.

This introduction provides an outline of the structure and organization of the user guide and the stylistic features used in the document.

## Organization of this User Guide

This user guide provides information about all the PearsonAccess Next Reporting System’s features and includes instructions for viewing reports.



This user guide is organized as follows:

- [Overview of the PearsonAccess Next Reporting System](#), provides a brief overview of the system and the necessary user roles for accessing available reports.
- [Accessing the PearsonAccess Next Reporting System](#), includes instructions on how to log in and log out of the system and switch between the different Florida systems.
- [Viewing Reports and Files](#), includes instructions on how to access reports in the PearsonAccess Next Reporting System.
- [User Support](#), provides the Florida Help Desk information.

## Document Conventions

[Table 1](#) describes the key symbols and elements used in this guide.

Table 1. Key Symbols and Elements

Element	Description
	<b>Caution:</b> This symbol accompanies important information the reader should pay careful attention to.
	<b>Note:</b> This symbol accompanies helpful information or reminders.
<b><i>Bold Italic</i></b>	Boldface italic indicates a page name.
<b>Bold</b>	Boldface indicates an item you click or a drop-down list name.
<i>Italics</i>	Italic indicates a field name or a drop-down list selection.

## Overview of the PearsonAccess Next Reporting System

The PearsonAccess Next Reporting System is used to report score data for all FSA and NGSSS assessments, which include:

- Grades 3–10 English Language Arts (ELA) (reported in Spring only) and Grade 10 ELA Retake (reported in Fall and Spring only)
- Grades 3–8 Mathematics (reported in Spring only)
- Grades 5 & 8 Science (reported in Spring only)
- Algebra 1 Retake (reported in Spring only)
- Algebra 1, Biology 1, Civics, Geometry, and U.S. History End-of-Course (EOC) assessments

Scores for initial and late reporting releases are available to users in the PearsonAccess Next Reporting System.

### System Requirements

The PearsonAccess Next Reporting System can only be accessed using supported operating systems and web browsers. Information about the supported operating systems and browsers can be found on the [Supported Systems & Requirements](https://fsassessments.org/fsa.html) page on the Florida Statewide Assessments Portal (<https://fsassessments.org/fsa.html>).

### Understanding User Roles and Permissions

Access to the reports provided in the PearsonAccess Next Reporting System depends on each user's role and its school and district associations. These roles are assigned in the Test Information Distribution Engine (TIDE) website. For example, district users can view data for all schools in their respective districts; school users can view data only for their school(s).

[Table 2](#) on the next page describes the user roles in the PearsonAccess Next Reporting System and the reports that are accessible to each applicable user role.

Table 2. User Roles and Access in the PearsonAccess Next Reporting System

Access Level and Roles	District Assessment Coordinator	District Administrator	School Administrator	Private School Administrator*
All Files.zip	✓	✓		
State Summary Report	✓	✓	✓	
State Report of Districts	✓	✓	✓	
District Summary Report	✓	✓	✓	
District Report of Schools	✓	✓	✓	
School Report of Students (District level)	✓	✓		
School Report of Students (School level)	✓	✓	✓	✓
Student Reports (School Level ISRs)	✓	✓	✓	✓
Individual Student Reports (District ISRs)	✓	✓		✓

\*Private School Administrator (PSA)—Accounts with this role are assigned to private school administrators who manage assessments administered at their school. PSAs can manage school level user accounts, access student information in TIDE for their school, place orders, and view student results for their school in the PearsonAccess Next Reporting System.

All Files.zip contains:

- State Aggregation Results File (SAR)
- District Aggregation Results File (DAR)
- District Student Results File (DSR)

# Accessing the PearsonAccess Next Reporting System

This section explains how to log in and out of the PearsonAccess Next Reporting System and how to switch between the different Florida systems.

## Logging in to the PearsonAccess Next Reporting System

To log in to PearsonAccess Next Reporting, you must have an authorized username and password. You will use the same username and password to access all Florida systems (e.g., PearsonAccess Next Reporting, TIDE, and TA Interface). If you already have a username and password for TIDE, you will use the same information to log in to the PearsonAccess Next Reporting System.

If you have not yet received your login information for a Florida system, contact your school or district assessment coordinator. They can create an account for you to access the PearsonAccess Next Reporting System.

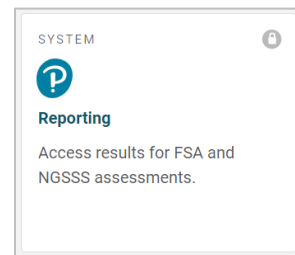


**Note:** Do not share your login information with anyone. All Florida systems provide access to student information, which must be protected in accordance with federal privacy laws.

*To log in to the PearsonAccess Next Reporting System:*

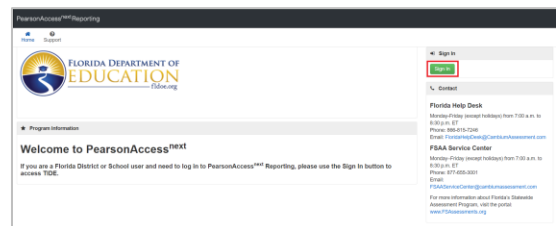
1. On the portal (<https://fsassessments.org/fsa.html>), click the **Reporting** card.

Figure 1. Portal: Reporting System Card



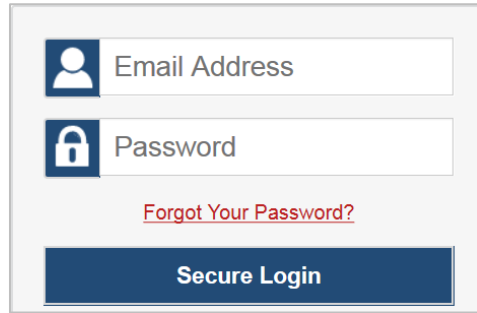
2. The **PearsonAccess Next Reporting** page appears. Click **Sign In**.

Figure 2. PearsonAccess Next Reporting Page



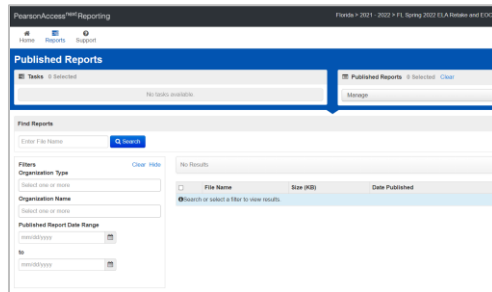
3. On the **Sign In** page, enter your TIDE email address and password in the respective text boxes. Click **Login**. The **PearsonAccess Next** Published Reports page appears.

Figure 3. Sign In Page



The Sign In page features a clean, white background with a blue header. It contains two text input fields: the first is labeled 'Email Address' and is preceded by a blue icon of a person; the second is labeled 'Password' and is preceded by a blue icon of a padlock. Below these fields is a red link that reads 'Forgot Your Password?'. At the bottom of the form is a prominent blue button with the text 'Secure Login' in white.

Figure 4. Published Reports Page



The Published Reports page is a web interface with a blue header and a white main content area. The header includes navigation links for 'Home', 'Reports', and 'Support'. Below the header, there are two tabs: 'Tasks' (0 Selected) and 'Published Reports' (0 Selected). The 'Published Reports' tab is active, showing a 'Manage' button. The main content area is titled 'Find Reports' and includes a search bar with a 'Search' button. Below the search bar are several filter options: 'Filter', 'Organization Type', 'Organization Name', and 'Published Report Date Range'. The right side of the page shows a table with columns for 'File Name', 'Size (KB)', and 'Date Published'. The table currently displays 'No Results'.



## About Usernames and Passwords

Your username is the email address associated with your account when logging in to TIDE.



### Caution: Important Information Regarding Your Password

If you are a user who has recently been added to TIDE, you should have received an email from [DoNotReply@cambiumassessment.com](mailto:DoNotReply@cambiumassessment.com) that contains a link to the **Reset Your Password** page in TIDE where you can set up your password to log in to TIDE and other applicable systems, like the PearsonAccess Next Reporting System. This link expires 15 minutes after the email was sent. The first time you log in, you will be prompted to select a new password, and then select and answer a security question.

### If your first temporary link expired or you forgot your password

On the login page, click **Forgot Your Password?** and then enter your email address in the *Email Address* field to reset your password. If your account is already set up, you need to answer your security question as well. You will receive an email with a new link to reset your password. This link expires 15 minutes after the email was sent.

### If you did not receive an email containing a temporary password

Emails come from [DoNotReply@cambiumassessment.com](mailto:DoNotReply@cambiumassessment.com). Check your spam or junk folder to make sure your email provider did not categorize it as junk mail or spam. If you still do not have an email, contact your district assessment coordinator to make sure you were added to TIDE. Only users who have been added to TIDE will receive an account email with a link to set their password.

### Additional Help

If you are still unable to log in, contact the Florida Help Desk for assistance. You must provide your name and email address. Contact information is available in the [User Support](#) section.



**Note: For security reasons, users will need to update their password in TIDE before logging in to any Florida system for the first time every school year.** On the TIDE Login page there will be a prompt: *First Time Login This School Year?* under which users should click **Request a new one for this school year**. Users should enter the email address they used in TIDE in the prior year to reset their password. Users will receive an email with a new link to reset the password. This link expires 15 minutes after the email was sent.

## Switching Between Florida Systems

After you have logged in to any Florida system, you can navigate to the PearsonAccess Next Reporting System. Florida systems include:

- TIDE
- Test Delivery System (TDS) – TA Practice Test
- Test Delivery System (TDS) – TA Interface (Operational)

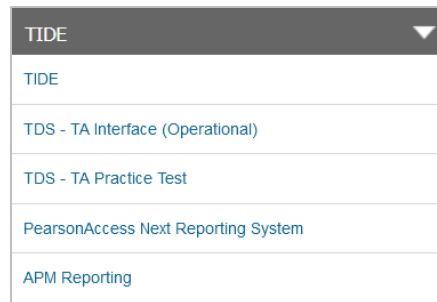


**Note:** Access to these systems and their features is dependent on your user role. Additionally, while users will be able to navigate into TDS, the navigation menu will not appear in TDS. This is by design so that test sessions are not closed inadvertently.

*To switch to PearsonAccess Next Reporting from TIDE:*

4. After you have logged in to any Florida system, navigate to the drop-down menu at the top left-hand corner of your browser window.

Figure 5. Florida Systems Drop-Down Menu



5. Select **PearsonAccess Next Reporting System**. The ***PearsonAccess Next Home Page*** appears (see [Figure 4](#)).

## Logging out of the PearsonAccess Next Reporting System

The PearsonAccess Next Reporting System contains students’ personal identifiable information. Be sure to log out of the system to ensure that unauthorized users do not have access to this information. You will be logged out of the system automatically after 30 minutes of inactivity.

*To log out of PearsonAccess Next Reporting:*


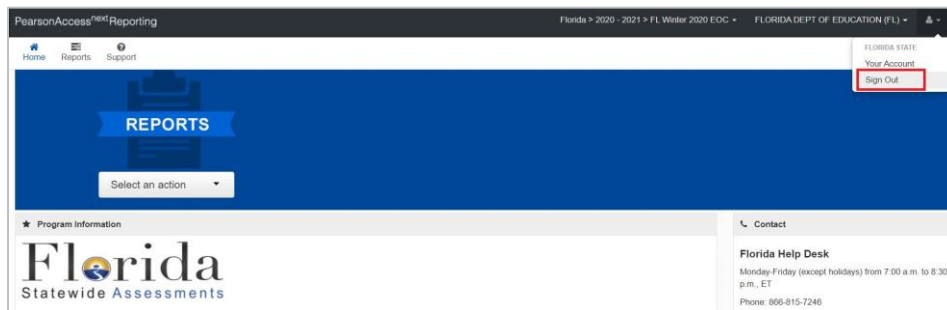
1. Click the User icon [  ] in the top right-hand corner of the page.
2. Click **Sign Out** (see [Figure 6](#)).

Figure 6. PearsonAccess Next Sign Out



## Viewing Reports and Files

This section provides instructions on how to access the school-, district-, and state-level reports available in the PearsonAccess Next Reporting System.

### Accessing Student Results

1. First select the desired administration from the drop-down menu in the bar at the top of the screen.

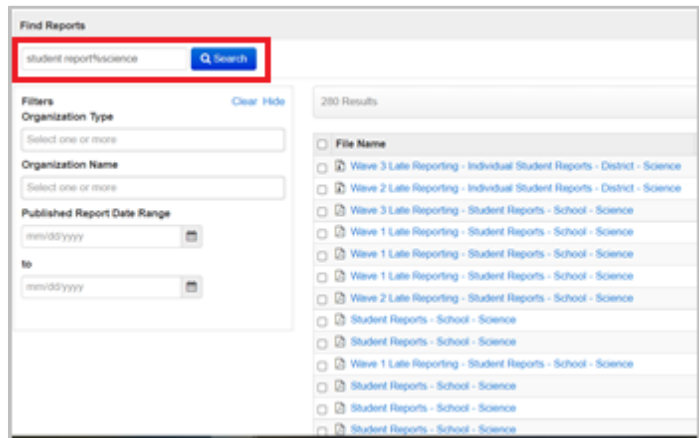
Figure 7. Accessing Reports



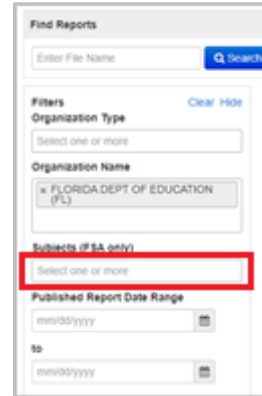
**Note:** FSA will appear in the same drop-down menu.

2. In order to find a specific report, use the *Find Reports* search field.
3. You can use a wildcard “%” anywhere in the report name to simplify your search. For example, use the search “wave 1%math” to see all reports for Math in Wave 1 or “student report%eoc” to see all ISRs for any of the EOC subjects.

Figure 8. Find Reports



4. You can also use additional filters to narrow your results.
5. Beginning in Spring 2022, a new *Subjects (FSA only)* filter will provide the options of ELA, Math, Science, and EOC)



If you have district-level access, please note that you will see both district-level and school-level reports. You can filter to view only district-level or school-level reports by using the *Organization Type* filter on the left side of the screen. You can type keywords or a full file name in the *Find Reports* search field to find a specific report. You can also search for a specific school’s School Report of Students by typing the school name or school number in the *Organization Name* filter. See the screenshots on the following pages for examples of how to use these tools.

Figure 9. Options for Filtering by Report – All State Reports

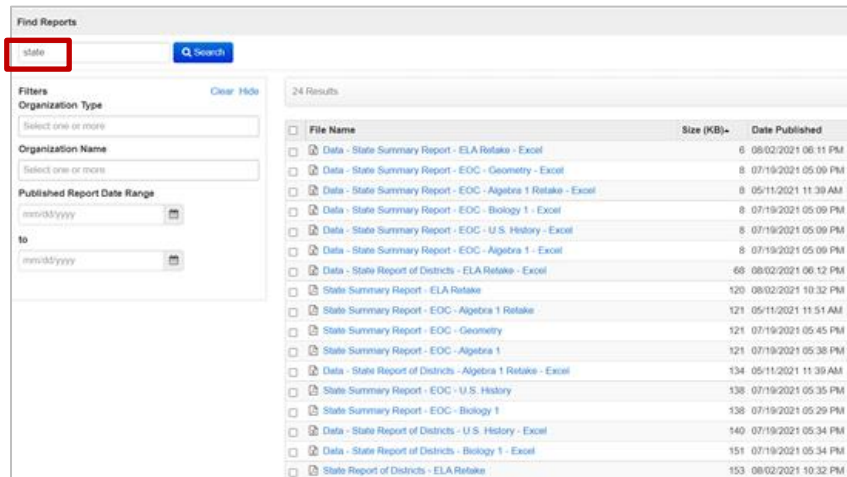


Figure 10. Options for Filtering by Report – All District Reports

The screenshot shows the 'Find Reports' interface. On the left, under 'Filters', the 'Organization Type' dropdown is set to 'District'. Below it are fields for 'Organization Name' and 'Published Report Date Range'. On the right, a table lists 83 results with columns for 'File Name', 'Size (KB)', and 'Date Published'. The first few rows include reports like 'Data - All Files - EOC - Algebra 1' and 'Data - District Report of Schools - ELA Retake - Excel'.

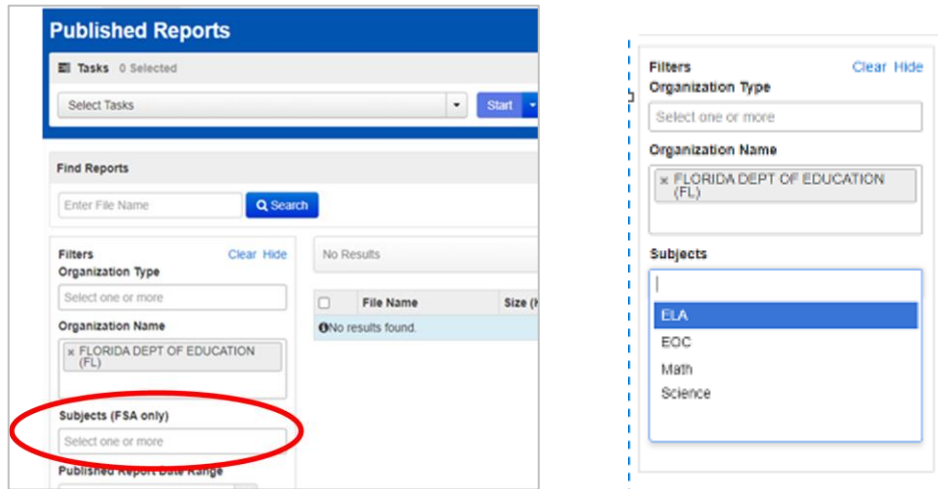
Figure 11. Options for Filtering by Report – All School Reports

The screenshot shows the 'Find Reports' interface with 'Organization Type' set to 'School'. The results table shows 5,312 results. The first few rows include reports like 'Data - School Report of Students - School - EOC - Algebra 1 Retake - Excel' and 'District Report of Schools - EOC - Algebra 1 Retake'.

Figure 12. Options for Filtering by Report – School Report of Students

The screenshot shows the PearsonAccess Next Reporting dashboard. At the top, it says 'Published Reports' with '0 Selected' and a 'Manage' button. Below that, the 'Find Reports' section has 'School Report of Students' selected in the search bar. The 'Organization Type' filter is also set to 'School'. The results table shows 1,782 results, with the first row being 'Data - School Report of Students - District - ELA Grade 3 - Excel'.

Figure 13. Options for Filtering by Report – Subject (FSA Only)



## Accessing Individual Score Reports

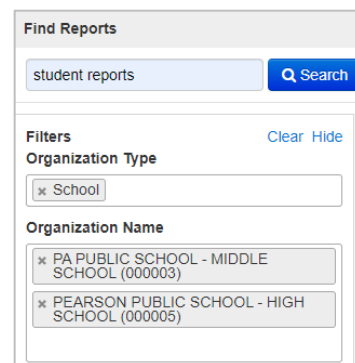
1. Select the desired administration from the drop-down menu in the bar at the top of the screen.

Figure 14. Accessing Reports



2. In order to find a specific report, use the *Find Reports* search field and type *Student Reports*. Click **Search**.
3. All student reports for each subject tested should now display under the File Name column.

Figure 15. Find Reports



## Accessing Individual Score Reports in Bulk

Individual Score Reports are available in the PearsonAccess Next Reporting System. These reports are zipped together for each district.

If your district has a large amount of student reports, these files are zipped together in smaller increments and will be labeled with a “ – 01”, “ – 02”, etc. You may select one zip file at a time or select all to download simultaneously. If your district’s student reports are smaller in quantity, you may only see one zip file.

Figure 16. Accessing ISRs in Bulk

The screenshot shows the 'Find Reports' interface. The search term 'Individual Student Reports' is entered in the search bar. The results table contains the following data:

File Name	Size (KB)	Date Published	Organization Name
<input type="checkbox"/> Individual Student Reports - District - EOC - Biology 1 - 01	1,978,983	03/18/2021 03:02 PM	BROWARD (060000)
<input type="checkbox"/> Individual Student Reports - District - EOC - Biology 1	3,874,764	02/28/2021 05:59 PM	BROWARD (060000)
<input type="checkbox"/> Individual Student Reports - District - EOC - Biology 1 - 02	1,896,708	03/18/2021 03:03 PM	BROWARD (060000)
<input type="checkbox"/> Individual Student Reports - District - EOC - Biology 1	29,171	03/18/2021 02:58 PM	DIXIE (150000)
<input type="checkbox"/> Individual Student Reports - District - EOC - Biology 1	1,779,660	03/18/2021 03:00 PM	DUVAL (160000)
<input type="checkbox"/> Individual Student Reports - District - EOC - Biology 1 - 01	2,070,400	03/18/2021 03:05 PM	MIAMI-DADE (130000)
<input type="checkbox"/> Individual Student Reports - District - EOC - Biology 1 - 03	1,426,977	03/18/2021 03:09 PM	MIAMI-DADE (130000)
<input type="checkbox"/> Individual Student Reports - District - EOC - Biology 1 - 02	1,982,344	03/18/2021 03:07 PM	MIAMI-DADE (130000)
<input type="checkbox"/> Individual Student Reports - District - EOC - Biology 1	2,809,984	02/28/2021 05:58 PM	PALM BEACH (500000)
<input type="checkbox"/> Individual Student Reports - District - EOC - Biology 1 - 02	757,609	03/18/2021 03:11 PM	PALM BEACH (500000)
<input type="checkbox"/> Individual Student Reports - District - EOC - Biology 1 - 01	2,053,008	03/18/2021 03:10 PM	PALM BEACH (500000)



## Appendix A. User Support

If this user guide does not answer your questions, please contact the Florida Help Desk.

The Florida Help Desk is open Monday–Friday from 7:00 a.m. to 8:30 p.m. Eastern Time (except holidays or as otherwise indicated on the Florida Statewide Assessments Portal).

**Florida Help Desk**

Toll-Free Phone Support: 866-815-7246

Email Support:  
[FloridaHelpDesk@CambiumAssessment.com](mailto:FloridaHelpDesk@CambiumAssessment.com)

Emails to the Help Desk will be automatically logged and answered within one working day (typically sooner). Urgent requests will be given priority.

To help agents effectively assist you with your issue or question, please be ready to provide the Help Desk with detailed information that may include the following:

- Any error messages that appeared.
- The device, operating system, and browser information that you are using.
- Information about your network configuration.
- The steps that you took before the issue occurred.

## Appendix B. Change Log

Location	Change	Date
Throughout Guide	Updated screenshots where appropriate.	4/1/22

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Descriptions of the operation of the PearsonAccess Next Reporting System, Test Information Distribution Engine, Test Delivery System, and related systems are property of Cambium Assessment, Inc. (CAI) or Pearson, and are not to be used without permission.

