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</tr>
<tr>
<td>18</td>
<td>Find Reports</td>
<td>14</td>
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Introduction to the User Guide

Starting with the release of Summer 2020 EOC results, Florida Statewide Assessment results for FSA and NGSSS 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 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>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>!</td>
<td><strong>Caution</strong>: This symbol accompanies important information the reader should pay careful attention to.</td>
</tr>
<tr>
<td>💡</td>
<td><strong>Note</strong>: This symbol accompanies helpful information or reminders.</td>
</tr>
<tr>
<td><strong>Bold Italic</strong></td>
<td>Boldface italic indicates a page name.</td>
</tr>
<tr>
<td><strong>Bold</strong></td>
<td>Boldface indicates an item you click or a drop-down list name.</td>
</tr>
<tr>
<td><em>Italics</em></td>
<td>Italic indicates a field name or a drop-down list selection.</td>
</tr>
</tbody>
</table>
Overview of the PearsonAccess Next Reporting System

The PearsonAccess Next Reporting System will be 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
- 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, Geometry, Biology 1, Civics, and U.S. History End-of-Course 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 page on the Florida Statewide Assessments Portal (www.FSAssessments.org).

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

<table>
<thead>
<tr>
<th>Access Level and Roles</th>
<th>District Assessment Coordinator</th>
<th>District Administrator</th>
<th>School Administrator</th>
<th>Private School Administrator*</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Summary Report</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>State Report of Districts</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>State Aggregation Results File (SAR)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>District Summary Report</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>District Report of Schools</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>District Aggregation Results File (DAR)</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Student Results File (DSR)</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Report of Students for District</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Report of Students</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Individual Student Reports</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

*PSA (Private School Administrator)—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 in the PearsonAccess Next Reporting System.
Accessing the PearsonAccess Next Reporting System

This section explains how to log in and log 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. He or she 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 (www.FSAssessments.org), click the Reporting card. The Reporting Resources page appears.

2. Click the PearsonAccess Next Reporting link.

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**Figure 1. Portal: Reporting System Card**

**Figure 2. Reporting Resources Page**
3. The *PearsonAccess Next Reporting* page appears. Click **Sign In**.

4. On the **Sign In** page, enter your TIDE email address and password in the respective text boxes. Click **Login**. The *PearsonAccess Next Home Page* appears.
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 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 CAI systems, like the FSA 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. 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 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 their email address 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 between the following systems:

- PearsonAccess Next Reporting System
- 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.

**Caution:** You will not be able to switch to TIDE or TDS from the PearsonAccess Next Reporting System.

To switch to PearsonAccess Next Reporting from TIDE:

1. 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 6. Florida Systems Drop-Down Menu](image)

   Figure 6. Florida Systems Drop-Down Menu

2. Select **PearsonAccess Next Reporting System**. The **PearsonAccess Next Home Page** appears (see Figure 5).
Logging out of the PearsonAccess Next Reporting System

The PearsonAccess Next Reporting System contains students’ personally 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 7).

Figure 7. 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.

2. Under Reports, select Published Reports from the drop-down menu. A list of all available reports and files will display.

3. In order to find a specific report, use the Find Reports search field.

4. You can also add additional filters to narrow your results.
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 11. Options for Filtering by Report – All State Reports**

**Figure 12. Options for Filtering by Report – All District Reports**
Figure 13. Options for Filtering by Report – All School Reports

All District School Reports Will Show Here

Figure 14. Options for Filtering by Report – School Report of Students

All School Report of Students Will Show Here

Figure 15. Options for Filtering by Report – District

District Report of Schools Will Show for All Schools in the Organization Name Field
Accessing Individual Score Reports

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

2. Under Reports, select Published Reports from the drop-down menu. A list of all available reports and files will display.

3. In order to find a specific report, use the Find Reports search field and type Student Reports. Click Search.

4. All student reports for each subject tested should now display under the File Name column.
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).

<table>
<thead>
<tr>
<th>Florida Help Desk</th>
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</thead>
<tbody>
<tr>
<td>Toll-Free Phone Support: 866-815-7246</td>
</tr>
<tr>
<td>Email Support: <a href="mailto:FloridaHelpDesk@CambiumAssessment.com">FloridaHelpDesk@CambiumAssessment.com</a></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Location</th>
<th>Change</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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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.