

TELPAS Status Reports In Pearson Access Next

The screenshot shows the Pearson Access Next web application. At the top, the header includes the PearsonAccess^{next} logo, the navigation path "Texas > 2019 - 2020 > 2020 Spring TELPAS Grades K-12", and the user information "BROWNSVILLE ISD (031901)". Below the header is a navigation bar with icons for Home, Setup, Testing, Reports, and Support. The "Reports" icon, which depicts a document with a bar chart, is circled in red. Below the navigation bar is a blue banner labeled "Operational Reports". Under this banner, there is a "Report Categories" section with a list of checkboxes: Organization, Students & Registrations, Online Testing, Orders & Shipment Tracking, and Users. To the right of this list is a search bar labeled "Enter Report Name" with a "Search" button.

View TELPAS Combined Status Report

Users can access the TELPAS Combined Status Report to determine the completion status for students in their organization. The report shows the status of each student's holistic rating(s), grades 2–12 reading test, listening & speaking test, and Years in U.S. Schools.

1. Log in to Pearson Access Next and go to *Reports > Operational Reports*.
2. Check "Online Testing" and click *TELPAS Combined Status Report (District and Campus Level)*.
3. Click *Request Report Refresh*.
4. Under Report Parameters, select the campus in the Filtered Organization dropdown menu.
5. Enter information as needed in the other fields if you are looking for specific status information, or leave blank for a complete report.
6. Click **Refresh Report** and wait for report to complete. You can click the icon with the circular arrows next to the report title to see if the report has finished running.
7. After the report is available, click **Download Report**. The Execution Date shown on screen reflects when the report was updated. To refresh the report, repeat steps 2–6.

View Other Reports

Users can access other status reports. These reports show all student registrations, students registered for the test but not assigned to a session, or assigned to a session but not completed.

1. Go to *Reports > Operational Reports*.
2. Check "Students & Registrations" and click the report needed.
 - For a list of all students registered, click *Student Registrations Report*.
 - For students registered for the test but not assigned to a session, click *Students Registered but not Assigned to a Test*.
 - For a list of students who are assigned to a test but the test status is not complete, click *Student Tests That Have Been Assigned But Have Not Yet Completed*.
 - For a list of students whose tests have been moved into or out of your organization (school) in Pearson, click *Student Tests Moved Between Organization*.
3. Click *Request Report Refresh*.
4. Under Report Parameters, select the campus in the Filtered Organization dropdown menu.
5. Enter information as needed in the other fields if you are looking for specific status information, or leave blank for a complete report.
6. Click **Refresh Report** and wait for report to complete. You can click the icon with the circular arrows next to the report title to see if the report has finished running.
7. After the report is available, click **Download Report**. The Execution Date shown on screen reflects when the report was updated. To refresh the report, repeat steps 2–6.