

Guidelines for Accessing ISASP Data

A Guide for District and School Assessment Coordinators



Spring 2019

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How to Access ISASP Data

PearsonAccess^{next} (PAN) is Pearson’s secure website used for all test administration preparation, setup, and reporting tasks for the **Iowa Statewide Assessment of Student Progress (ISASP)**. The results from the spring administration of the ISASP will be accessed in PAN.

Authorized district and school users in the **Coordinator** user role can sign in PAN to access and download the published PDF score reports. In addition, district users can order printed score reports from Pearson and download student data files to upload into the district and school reporting systems. All reports and student data files are in the **Published Reports** tab in PAN.

Published Report Types

Individual Student Report	Student Roster	Achievement Level Summary
PDF of a student’s scores and achievement level in the subjects taken.	PDF of all student scores at a school grouped by grade, subject and performance level.	PDF chart comparing the percentage of students at each achievement level at a school compared to both the district and the state averages.

For authorized district and school users, please visit the PAN sign in page at:
<https://ia.pearsonaccessnext.com/customer/index.action>

Report Access by User Role

Authorized users in PAN will have different views and access based on the user role. Not all users in PAN will have access to all reports. The **District Coordinator** (District Assessment Coordinator, or DAC) has access to all reports at both the district and school levels. In comparison, the **School Coordinator** (School Assessment Coordinator, or SAC) will only have access to the reports at their given school.

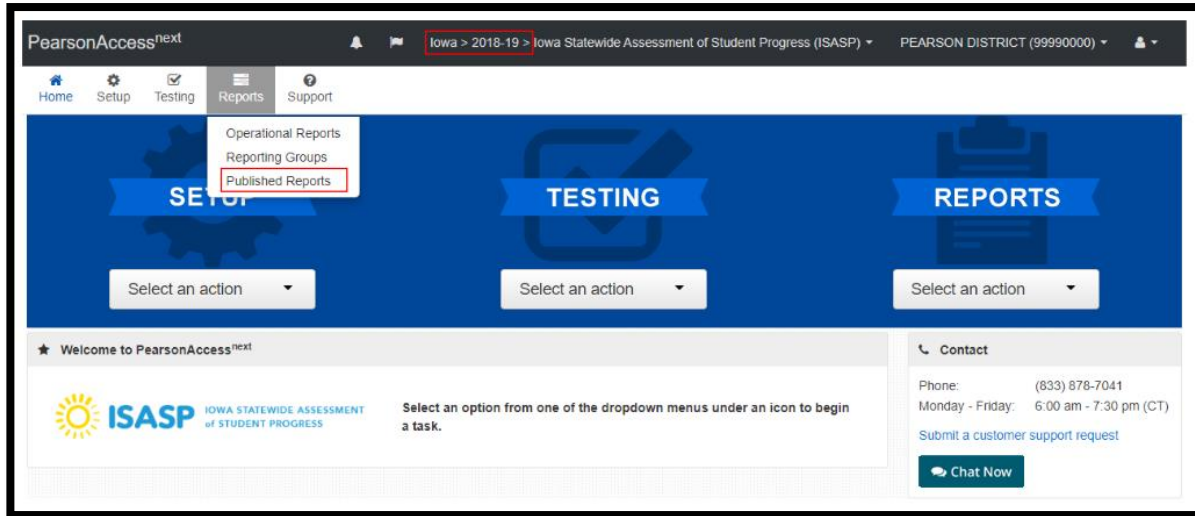
Published Report Access by User Role

Student Report	Student Roster	Achievement Level Summary
District Coordinator School Coordinator	District Coordinator School Coordinator	District Coordinator - District and School Level School Coordinator - School Level

Accessing Published Reports

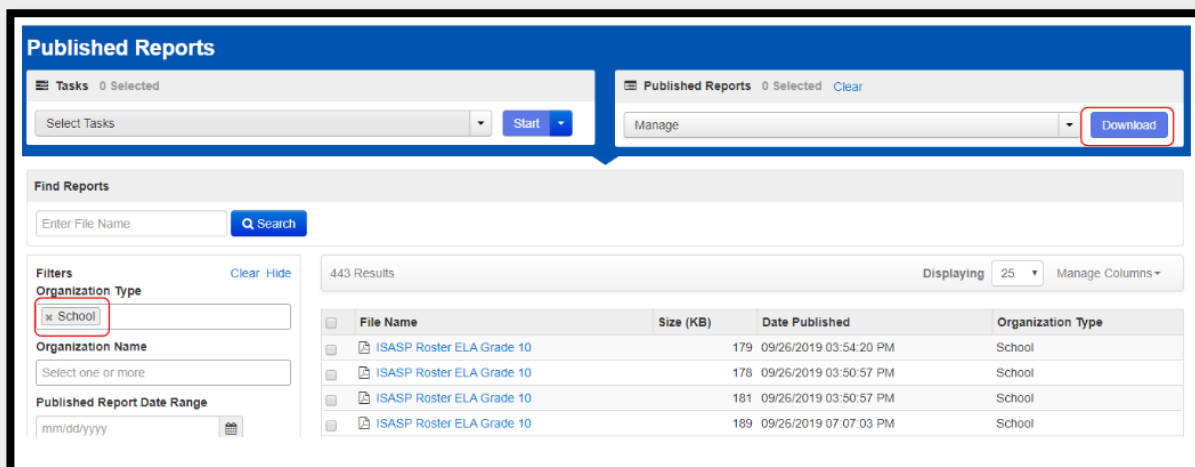
1. Sign in to PAN at: <https://ia.pearsonaccessnext.com/customer/index.action>
2. Check the administrations at the top of the page to confirm they are set to **Iowa > 2018-19 > Iowa Statewide Assessment of Student Progress (ISASP)**.
3. Click on **Reports > Published Reports**.

Administrations and Published Reports Locations



4. Review all the reports available to download in the results table. To search for specific reports, use the **Filters** on the left-hand side of the page.

Filters and Download Report Locations



5. Click on individual reports to download them to your computer or check the boxes next to the reports and click **Download** to download a ZIP file of multiple reports to your computer.

Requesting and Ordering Printed Reports from Pearson

The published reports can be ordered and printed in color from Pearson. The School Coordinator can request printed reports, but only the District Coordinator can order them. The **types of reports** that can be ordered are:

- *Individual Student Reports*
- *Student Roster Reports by grade*
- *Student Roster Reports by subject*

The **costs of reports** are:

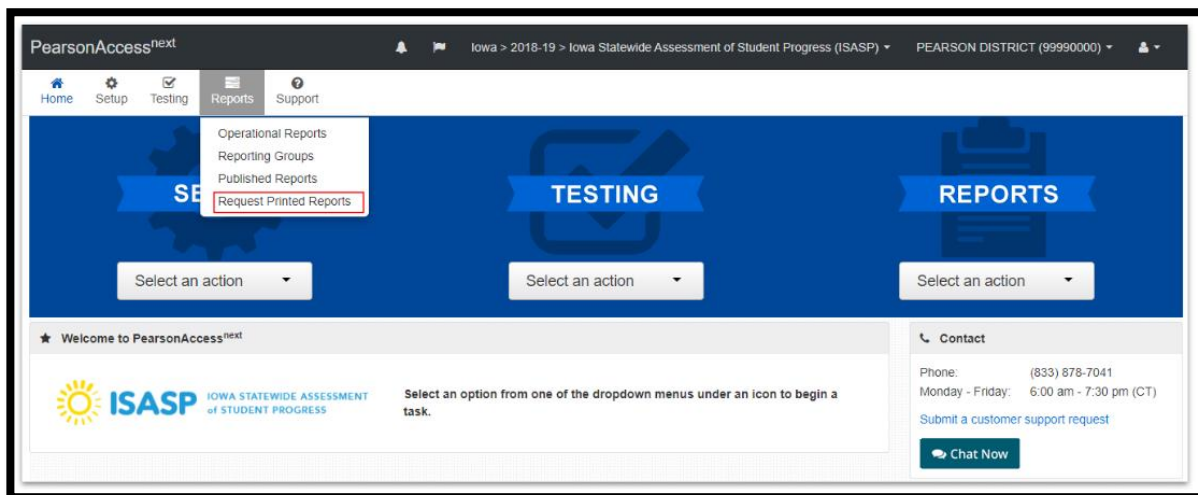
- *\$0.60 for each Individual Student Report*
 - *must be ordered for the entire grade at a school, cannot be ordered for individual students*
- *\$0.25 for each Student Roster Report*

The **ordering windows** for reports are:

- *October 22, 2019 – December 9, 2019*
- *January 6, 2020 – February 28, 2020*

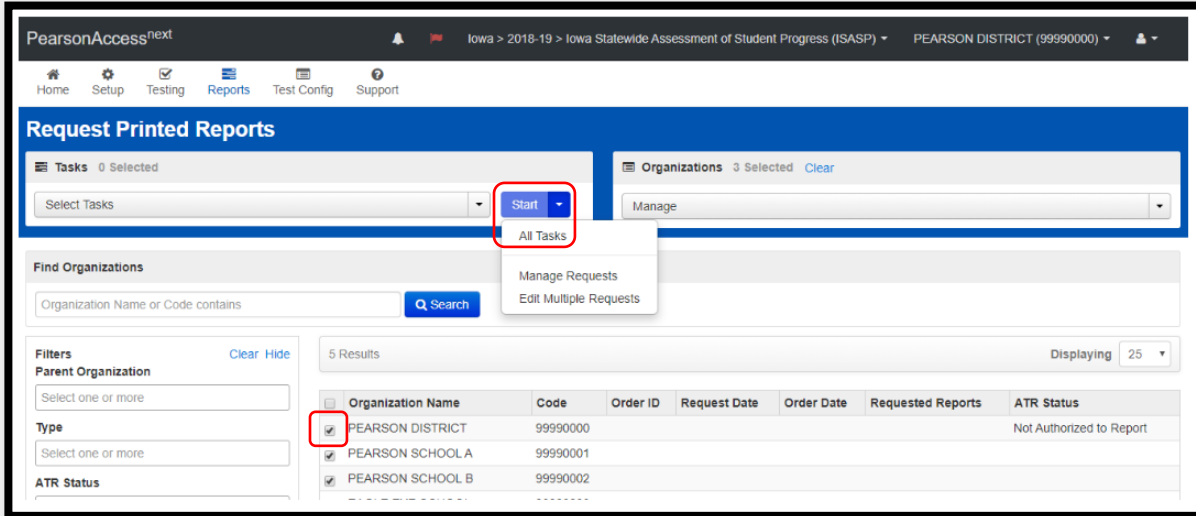
1. Sign in to PAN at: <https://ia.pearsonaccessnext.com/customer/index.action>
2. Check the administrations at the top of the page to confirm they are set to **Iowa > 2018-19 > Iowa Statewide Assessment of Student Progress (ISASP)**.
3. Click on **Reports > Request Printed Reports**.

Request Printed Reports Location



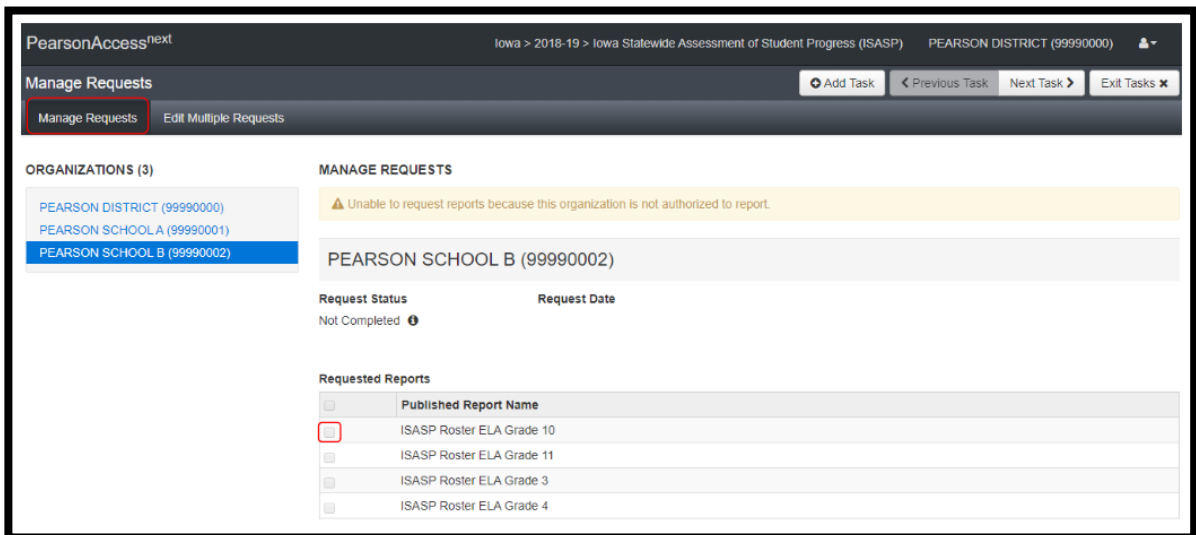
- Review the organizations in the results table. Check the box for the schools you want to request printed reports for. (**District Coordinator Only** – also check the box for the district)

Select Organizations and All Tasks Locations



- Click **Start > All Tasks**.
- On the **Manage Requests** page, select a school on the left-hand side of the page. Check the box next to the reports you want to request for this school. After selecting all the reports, click **Save** at the bottom of the page. Repeat this step for the next school.

Manage Requests Page and Requested Reports Location



- When all reports have been selected and saved, the **District Coordinator** will select the district organization on the left-hand side of the page. Scroll to the bottom of the district page and click **Order Reports***.

**Only one order can be submitted by the district. No additional orders will be offered.*

Manage Requests Page and Order Reports Location

- A submitted order will be delivered within 7-10 business days by Pearson. The cost of the printed reports will be invoiced at a future date by Iowa Testing Programs (ITP).
- On the **Edit Multiple Requests** page, you can request the same reports for all schools. Check the box next to the reports you want to request for all schools. After selecting all the reports, click **Save** at the bottom of the page.

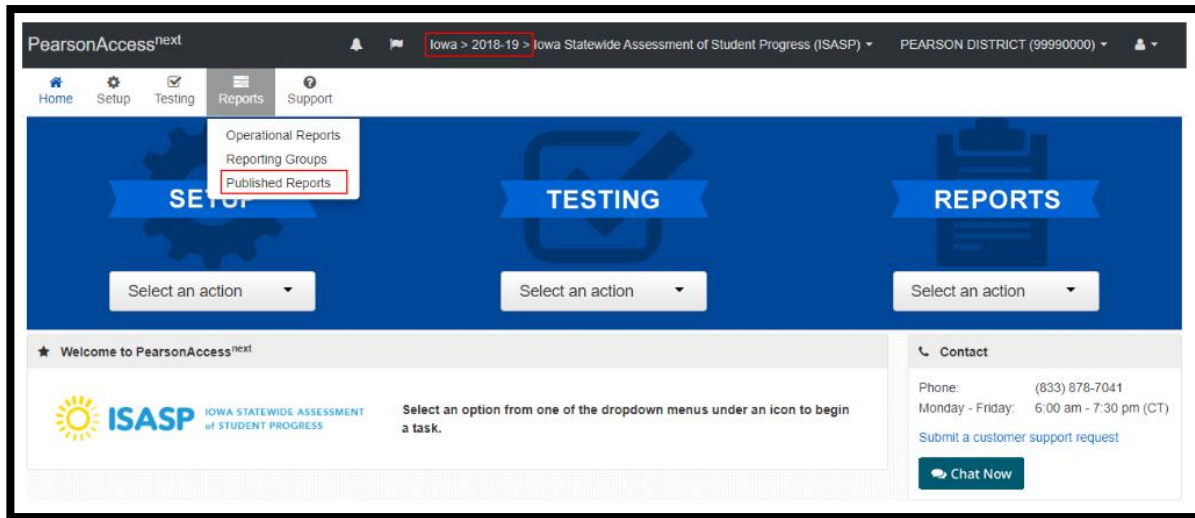
Edit Multiple Requests Page

- When all reports have been selected and saved, the **District Coordinator** will click on the **Manage Requests** tab and follow steps 7 and 8 above to place the order.

Downloading Student Data Files (District Coordinator Only)

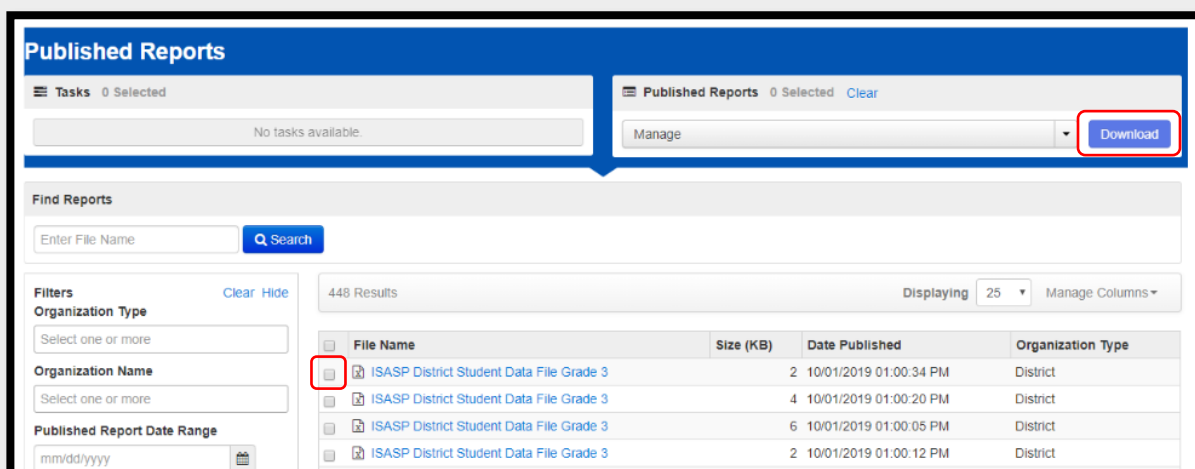
1. Sign in to PAN at: <https://ia.pearsonaccessnext.com/customer/index.action>
2. Check the administrations at the top of the page to confirm they are set to **Iowa > 2018-19 > Iowa Statewide Assessment of Student Progress (ISASP)**.
3. Click on **Reports > Published Reports**.

Administrations and Published Reports Locations



4. Review all the student data files (in CSV file format) available to download in the results table. To search for specific data files, use the **Filters** on the left-hand side of the page.

Student Data File and Download File Locations



5. Click on individual data files to download them to your computer or check the boxes next to the files and click **Download** to download a ZIP file of multiple data files to your computer.

Questions on Accessing ISASP Data

Questions	Responses
Who is responsible for accessing and distributing reports?	The authorized district and school users with the Coordinator user role in PAN are responsible for accessing and distributing reports to the appropriate parties.
I cannot locate a specific report on the Published Reports page in PAN.	Certain report types are available in different organization levels. Apply the filters in PAN to view reports available at the district organization level, or the school organization level.
What about Individual Student Reports for transfer students?	The Individual Student Report for a transfer student at your school may be incomplete or unavailable. Please contact the transfer student's previous school to obtain this student's scores.
What about Individual Student Reports for homeschool students?	As homeschool students may spend some time at buildings in the district, it will be up to the district or school to provide the Individual Student Report to the homeschool student as appropriate.
Are reports ordered from Pearson in color?	The reports printed by Pearson are color printed reports.
Is the \$0.60 cost for an Individual Student Report from Pearson per side or for the whole report?	The full Individual Student Report (2-pages) is \$0.60. However, please note any orders for Individual Student Reports must be for an entire grade at a school.
I already submitted an order for printed reports from Pearson. What if I have another order to send?	Only one order for printed reports can be submitted and processed by Pearson. The District Coordinator will need to confirm all requested reports are saved before submitting an order.
What file format is the student data file?	The student data file is a Comma Separated Values (CSV) file.
How do I read the student data file?	Please refer to the Student Data File Layout document posted in the ISASP portal under Reporting Resources.

Contact Information

For questions on the District Coordinator user role access in PAN, test content, or general test administration policies or procedures, contact ITP at: lowa-Testing-Programs@uiowa.edu

For questions regarding any other user role access in PAN, contact your District Coordinator

For questions or assistance regarding technology, including PAN or TestNav, contact Pearson customer support at 833-878-7041 or submit a Pearson customer support request at:

<https://tinyurl.com/IowaHelp>

Pearson customer support hours are Monday – Friday, 6:00 am – 7:30 pm (CT)