Accessing Data Files and Reports in PearsonAccess^{next}

Colorado Department of Education Assessment Division

User Access

Individuals with PearsonAccess^{next} user accounts have access to different CMAS and CoAlt data files and reports depending on user role assignments. All official District Assessment Coordinators (DACs) are assigned the **Data Files** role, which provides access to data files from previous administrations as well as the most recent administration as they become available (DACs may also request that CDE assign this role to additional authorized personnel). Users who are assigned the **Published Reports** role have access to 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 detailed Student Performance Reports become 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. Data files are only available to users with the **Data File** role, as assigned by CDE.

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.

Student Summary Reports: OnDemand Reports (ODRs)

Once Student Data Files are available and until the detailed 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 include overall scale score and overall performance level results and do not include the detailed 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 2026).

A CMAS and CoAlt ODR guide is available through the following link: Guide to Individual Student Summary Results.

Detailed Reports

Detailed 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 Assessments 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 official DACs the Data File, Published Reports, and OnDemand Admin Report Access roles in PearsonAccess^{next}. DACs may provide appropriate district- and school-level individuals with access to reports by assigning report roles. If additional individuals at the district or school level should have access to data files, the DAC must contact CDE to request assignment of the Data File role. *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
Data File	Student Data Files Summary Data Files
Published Reports	Student Performance Reports (detailed) 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 and Social Studies)
OnDemand **Admin** Report Access	OnDemand Reports (summary) 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 Existing PearsonAccess^{next} Users	Provide Access to New 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 • 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. Make updates: • Under "Selected Roles", add or confirm the assignment of **Published Reports** and/or the applicable **OnDemand Reports** role • Verify the "Account" field is **Enabled** • Update the "Active End Date" to a future date 8. 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) • Under "Selected Roles", add **Published Reports** and/or the applicable **OnDemand Reports** role • Verify the "Account" field is **Enabled** • Set the "Active End Date" to a future date 6. Select **Save** – an email containing password setup information will automatically be sent to the email address associated with the new account.