



# Fall 2009 PearsonAccess District Assessment Coordinator and School Assessment Coordinator Instructions and Responsibilities Viewing and Downloading Reports and Data Files

This document contains the steps for viewing and downloading district and school reports and data files for the Fall 2009 FCAT Retake administration.

## Resources

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**PearsonAccess Customer Support Team**  
**Monday – Friday 7:00 a.m. – 8:30 p.m. (EST)**  
877-847-3043  
[Florida@support.pearson.com](mailto:Florida@support.pearson.com)

If it is your first time in the system, you should

- Receive an email from Pearson with your user name and login link; contact [Florida@support.pearson.com](mailto:Florida@support.pearson.com) if you have not received this email
- Create a password; you will be prompted to enter it twice, and then click **Set Password** (review the *User Guide* for instructions on resetting your password)
- Read the Confidentiality Agreement and click **Accept**
- Become familiar with screen layouts
- Click **Logout** when finished

If it is not your first time in the system, you can

- Go to [www.pearsonaccess.com/fl](http://www.pearsonaccess.com/fl)  
(if you don't type the **/fl** at the end of the URL, you can select **Florida** from the drop down list)
- Click **Log into PearsonAccess**
- Enter your user name and password; click on **Login**
- Complete your tasks
- Click **Logout** when finished

## District Assessment Coordinator Responsibilities

Districts should access the following reports and files online through PearsonAccess

On November 30, 2009:

1. District Student Results File and File Layout - District Access
2. Mathematics School Report of Students - District Access
3. Reading School Report of Students - District Access

On December 1, 2009

- State Summary - State, District, and School Access
- Aggregated Results File - State and District Access
- Reading and Mathematics District Summary Report - State, District and School Access
- Mathematics District Report of Schools - District and School Access
- Reading District Report of Schools - District and School Access
- Mathematics School Report of Students - School Access
- Reading School Report of Students - School Access

**Note: File formats for downloading data files will be available in the secure Support section.**

# School Assessment Coordinator Responsibilities

Schools should access the following reports and files online through PearsonAccess

On December 1, 2009:

- Mathematics School Report of Students
- Reading School Report of Students

## STEPS FOR COMPLETING TASKS

### 1. View Reports

- Click **Test Results**
- Click **Published Reports**
- Click on the report you wish to view
- Click **Open** to view the report
- Click **Save** to save or download the report to your desktop / internal network drive
- Click **Return to Published Reports** to view another report
- Click **Logout** when you have finished

### 2. Download Data Files

- Click **Test Results**
- Click **Published Reports**
- Click on the data file you wish to download
- Click **Save** to save or download the data file to your desktop / internal network drive
- Click **Return to Published Reports** to view another report or download another file
- Click **Logout** when you have finished

### 3. Accessing File Layouts

- Log into PearsonAccess as described above
- Click on **Support** at the top of the PearsonAccess screen after you have logged in using your user name and password
- Review the list of available documents under **Top Resources**
- Click on the file layout you would like to view or download
- Click **Open** in the File Download pop up window to view the file layout
- Click **Save** in the File Download pop up window to save the file layout to your computer