

Directions for ACCESS and Alternate ACCESS for ELLs Translated Student Reports

You use the On-Demand Reports page to access all WIDA Screener Online student reports and the translated student reports for the ACCESS for ELLs suite of assessments.

- A WIDA Screener Online report becomes available after the educator completes scoring all of the student's responses.
- ACCESS for ELLs translated reports become available the same day that English reports and data files become available.

Note: To access on-demand reports, you must have the View Dynamic Reports permission for the appropriate administration(s): ACCESS for ELLs and/or WIDA Screener Online. This permission is typically provided to District Test Coordinators and School Test Coordinators, who may distribute it according to district and state policy.

1. To view on-demand reports, select **On-Demand Reports** in the Report Delivery menu to display the On-Demand Reports page.
2. Select the administration, and use the District, School, Report, Language, and Grade drop-down menus, and the Last Name, First Name, State Student ID, and Session fields to filter the display. When you click **Find Students**, the student records that meet your criteria appear in the Students grid.
3. Select one or more students whose reports you want to open or save by checking the checkbox next to their name(s). Click **Open Selected** and **Save Selected** to open or save reports as PDF files.
 - You can click **Clear** to clear your last group of filtering specifications.
 - You can use the column headers and the Up and Down arrows to sort the Students grid by heading in ascending or descending order.