

Viewing Shipment Information and Ordering Additional Materials

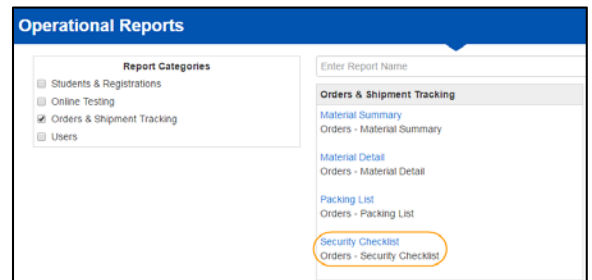
This guide provides information on viewing shipment information for MCA paper accommodated test materials and MTAS test materials in PearsonAccess Next, including ordering additional test materials and tracking shipments.

Accessing Online Security Checklists in PearsonAccess Next

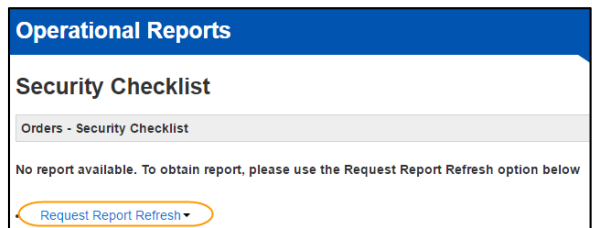
Staff with the District Assessment Coordinator (DAC) or Assessment Administrator (AA) user role in PearsonAccess Next can access electronic copies of security checklists in PearsonAccess Next.

- To access security checklists, sign into PearsonAccess Next.

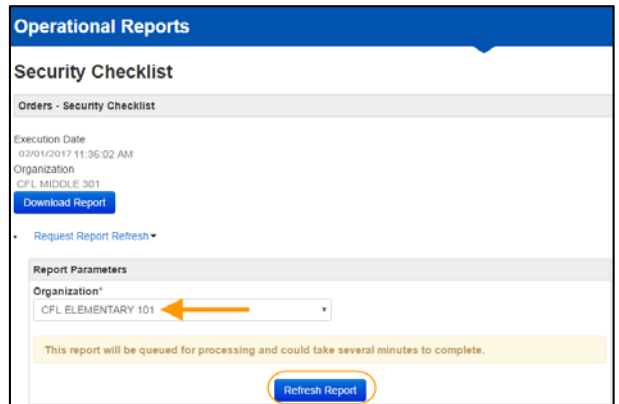
- Under Reports select Operational Reports. Select the checkbox next to Orders & Shipment Tracking. Then select **Security Checklist** from the list of available reports. Enter the Order ID and select **Display Report** to display the packing list on the screen, or select **Download CSV** to save the file.



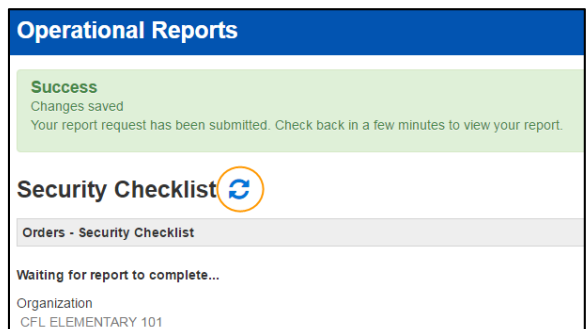
- If the checklist has not yet been accessed, select **Request Report Refresh**.



- From the Organization dropdown menu, select your organization and then select **Refresh Report**.



- A "Success, Changes saved" message will appear on the green bar. The report may take a few minutes to load. Select the refresh icon, as needed.



5. Select **Download Report**.



Operational Reports

Security Checklist

Orders - Security Checklist

Execution Date
02/01/2017 12:09:42 PM

Organization
CFL ELEMENTARY 101

[Download Report](#)

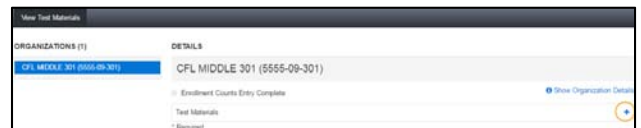
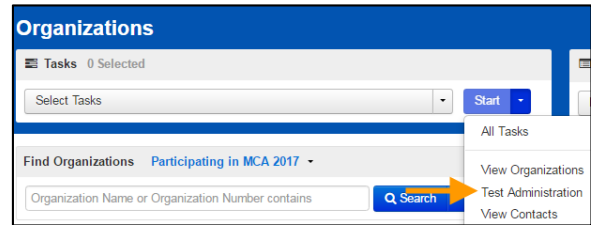
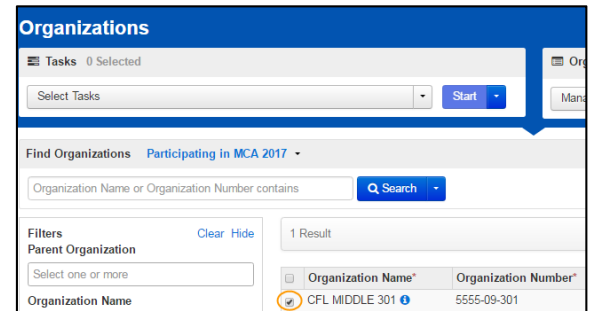
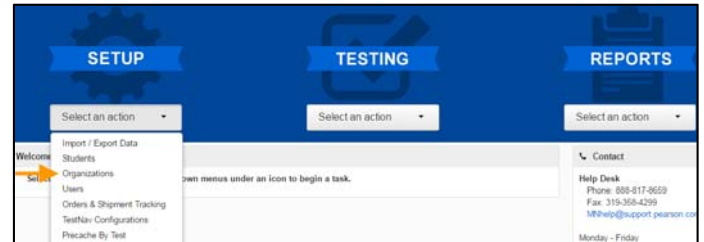
• [Request Report Refresh](#) ▾

- To create a new report for a different school, select Request Report Refresh and complete steps 3–5 above.
- Other reports are available in the Orders & Shipment Tracking report category, including the Material Summary, Material Detail, and Packing List. These reports can be displayed on screen (if available) or downloaded in CSV format.

Viewing Shipped Test Material Information in PearsonAccess Next

DACs/AAs can also view a summary of the initial test material shipment in PearsonAccess Next to verify quantities and refer to for additional orders, as needed.

- To view test materials:
 1. On the Home page under Setup, select **Organizations**.
 2. Select the checkbox next to the school you wish to view. **NOTE:** Test material information must be viewed at a school level.
 3. Select the dropdown menu to the right of the **Start** button and select **Test Administration**.
 4. On the View Test Materials tab, select the plus sign on the right.
 5. Use the top numbers in bold to see counts of materials that will be sent in the initial test materials shipment. Note that the bottom numbers labeled "Calc" are updated based on changes in precode and do NOT reflect what will come in the test materials shipment.



Test	12 Point	18 Point	24 Point	Math Script Kit / Science Script	Script and 18 Point	Script and 24 Point
Grade 3 Reading MCA	0	1 Calc: 1	1 Calc: 1	0	1 Calc: 1	0
Grade 4 Reading MCA	0	1 Calc: 1	1 Calc: 1	0	0	0
Grade 5 Reading MCA	1 Calc: 1	1 Calc: 1	1 Calc: 1	0	1 Calc: 1	0
Grade 6 Reading MCA	0	1 Calc: 1	0	0	0	0
Grade 7 Reading MCA	0	0	0	0	0	0
Grade 8 Reading MCA	0	0	0	0	0	0
Grade 10 Reading MCA	0	0	0	0	0	0
Grade 3 Mathematics MCA	1 Calc: 1	1 Calc: 1	1 Calc: 1	0	1 Calc: 1	0
Grade 4 Mathematics MCA	0	1 Calc: 1	0	1 Calc: 1	0	1 Calc: 1
Grade 5 Mathematics MCA	0	1 Calc: 1	1 Calc: 1	1 Calc: 1	0	0
Grade 6 Mathematics MCA	0	1 Calc: 1	1 Calc: 1	1 Calc: 1	1 Calc: 1	1 Calc: 1

NOTE: For Mathematics MCA, the script is automatically sent as a kit with a 12-point test book, but the "12 Point" column does NOT include this test book in the count. For Science MCA, no test book is sent automatically with the script.

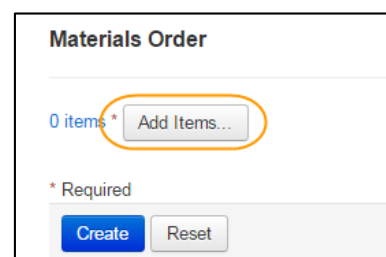
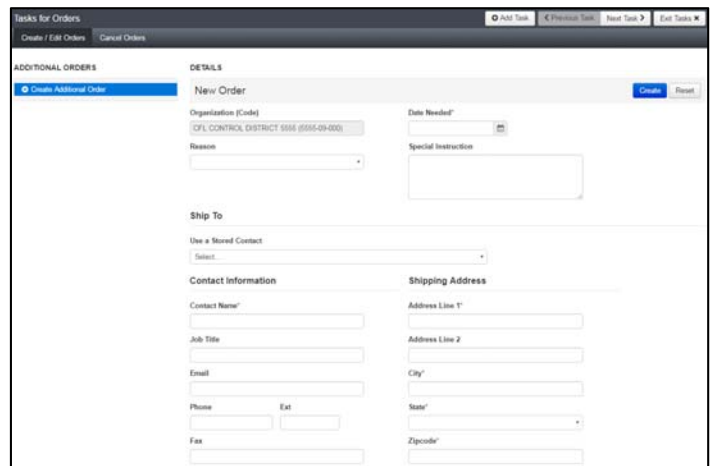
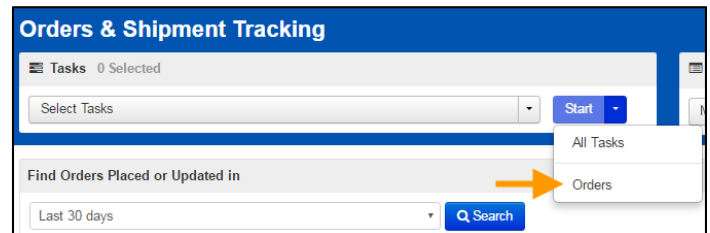
Ordering Additional Test Materials

If additional test materials are needed for newly enrolled students or because of changes in Test WES after January 20 for accommodations or test assignments, an additional order must be placed by the DAC or AA in PearsonAccess Next.

Additional orders can be sent directly to a school. Allow time for an additional order to be delivered before test administration. Additional test materials can be ordered until noon on the day *before* the end of the testing window so that test materials will arrive in time for test administration.

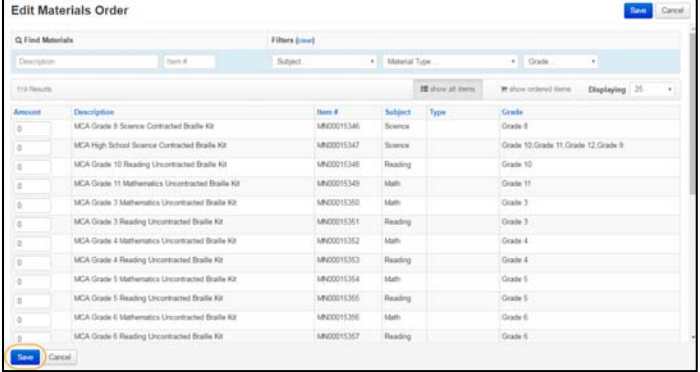
Additional Orders Windows		
Dates for Reading and Math MCA	Dates for Reading, Math, and Science MTAS	Dates for Science MCA
Feb.21–May 4		Feb.21–May 11

- To order additional materials:
 1. On the Home page under Setup, select **Orders & Shipment Tracking**.
 2. Select the dropdown menu to the right of the **Start** button and select **Orders**.
 3. On the New Order screen, enter the required information as indicated by the asterisks (*).
 - Date Needed*
 - Reason
 - Special Instruction: Optional field; information entered is NOT sent to UPS
 - Contact Name*
 - Address Line 1*
 - Job Title
 - Email
 - City, State, Zip Code*
 - Phone
 - Fax
 4. Under Materials Order, select **Add Items**.



- On the Edit Materials Order screen, in the Amount column, enter the amount of each material needed. Select **Save**.

NOTE: Use the **Find Materials** or **Filters** at the top to narrow your search.



Amount	Description	Item #	Subject	Type	Grade
0	MCA Grade 8 Science Contracted Braille Kit	MN00011346	Science		Grade 8
0	MCA High School Science Contracted Braille Kit	MN00011347	Science		Grade 10 Grade 11 Grade 12 Grade 9
0	MCA Grade 10 Reading Uncontracted Braille Kit	MN00011348	Reading		Grade 10
0	MCA Grade 11 Mathematics Uncontracted Braille Kit	MN00011349	Math		Grade 11
0	MCA Grade 3 Mathematics Uncontracted Braille Kit	MN00011350	Math		Grade 3
0	MCA Grade 3 Reading Uncontracted Braille Kit	MN00011351	Reading		Grade 3
0	MCA Grade 4 Mathematics Uncontracted Braille Kit	MN00011352	Math		Grade 4
0	MCA Grade 4 Reading Uncontracted Braille Kit	MN00011353	Reading		Grade 4
0	MCA Grade 5 Mathematics Uncontracted Braille Kit	MN00011354	Math		Grade 5
0	MCA Grade 5 Reading Uncontracted Braille Kit	MN00011355	Reading		Grade 5
0	MCA Grade 6 Mathematics Uncontracted Braille Kit	MN00011356	Math		Grade 6
0	MCA Grade 6 Reading Uncontracted Braille Kit	MN00011357	Reading		Grade 6

If additional return labels and/or district labels are needed after the Additional Orders window closes, please call the Pearson help desk at 888-817-8659.

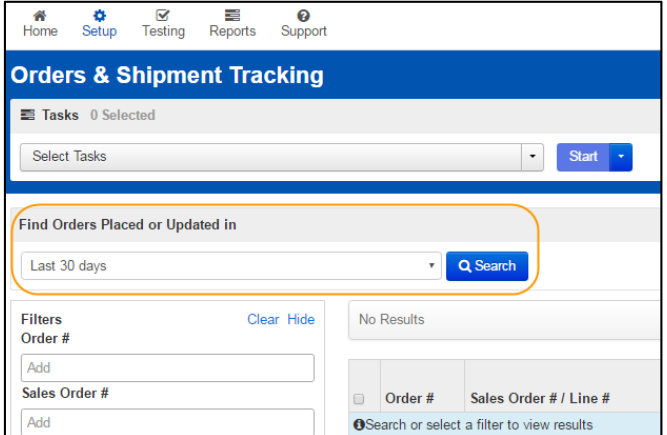
Tracking Secure Test Material Shipments

Pearson will use UPS for all secure test material shipments.

Users with the DAC and AA user roles can track initial test material shipments (typically 2–3 days prior to the arrival date) and any additional orders. Once you are signed into PearsonAccess Next, verify that the applicable test administration (MCA 2017 or MTAS 2017) is selected. To change the test administration, select the current test administration, select the 2016–2017 dropdown, as needed, and then select the applicable test administration.

- On the Home page under Setup, select Orders & Shipment Tracking. Select an option from the **Find Orders Placed or Updated in** dropdown menu and select **Search**.

NOTE: Last 30 days is the default.



Home Setup Testing Reports Support

Orders & Shipment Tracking

Tasks 0 Selected

Select Tasks Start

Find Orders Placed or Updated in

Last 30 days Search

Filters Clear Hide

Order #

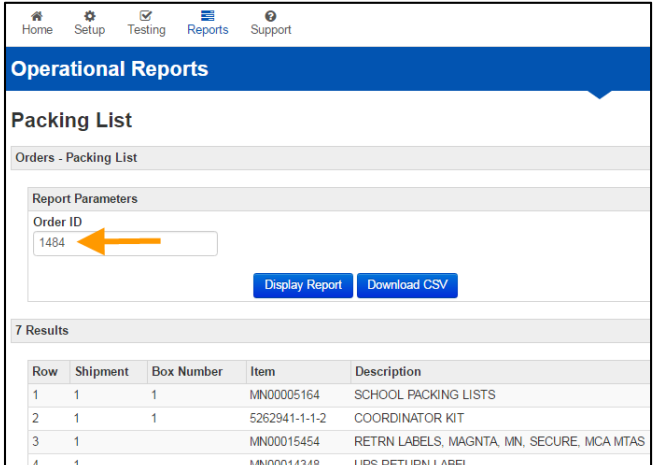
Sales Order #

No Results

Order # Sales Order # / Line #

Search or select a filter to view results

- Next, under the Order # column, select the information icon next to the order number. A Order Details window will appear. Select the tabs to view the order details (Details & Status, Ship To, Materials Order, and Shipment). The Materials Order tab displays materials shipped and the Shipment tab displays the shipment status, expected arrival, delivery date, and tracking number (when available).



Home Setup Testing Reports Support

Operational Reports

Packing List

Orders - Packing List

Report Parameters

Order ID

Display Report Download CSV

7 Results

Row	Shipment	Box Number	Item	Description
1	1	1	MN00005164	SCHOOL PACKING LISTS
2	1	1	5262941-1-1-2	COORDINATOR KIT
3	1		MN00015454	RETRN LABELS, MAGNTA, MN, SECURE, MCA MTAS
4	1		MN00014348	UPS RETURN LABEL