

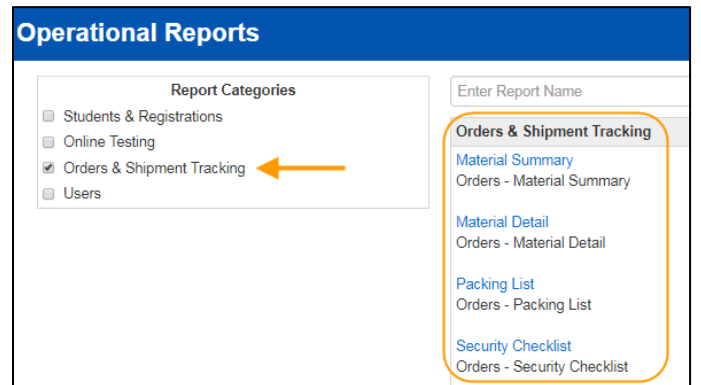
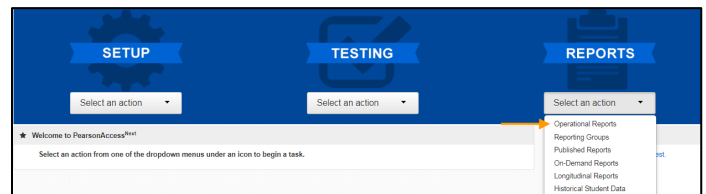
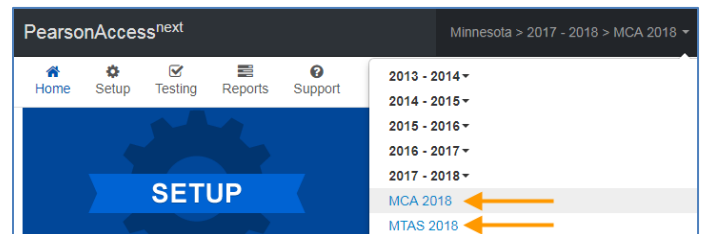
Viewing Shipment Information and Ordering Additional Materials

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 Secure Paper Test Material Reports

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

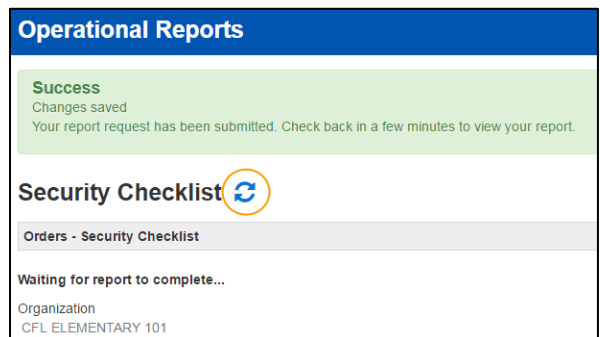
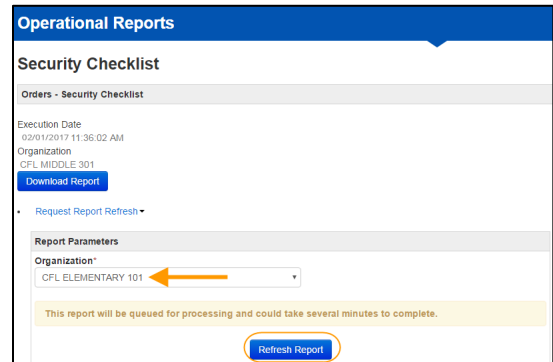
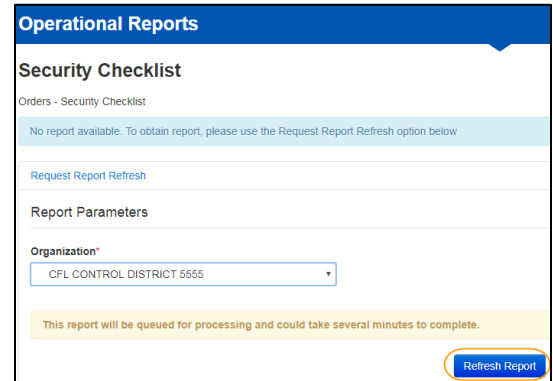
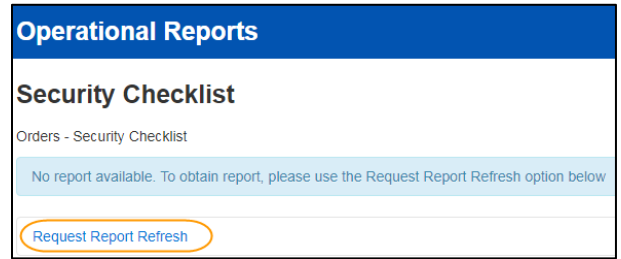
- Once you have signed in to PearsonAccess Next, verify that the applicable test administration (e.g. MCA 2018 or MTAS 2018) is selected. To change the test administration, select the current test administration in the black bar at the top of the page, select the 2017–2018 dropdown, as needed, and then select the test administration.
- From the Home page, under **Reports**, select **Operational Reports**.
- Select the checkbox next to **Orders & Shipment Tracking** and then select from the list of available reports:
 - Material Summary** includes the item (test material) name and code (inventory number) and quantity.
 - Material Detail** is a detailed material summary report that includes the organization (district or school) name and code (district and school), item (test material) name, item code (inventory number), and quantity.
 - Packing List** includes the box number, item description and quantity packed and material type, select.
 - Security Checklist** includes the order number, organization (district and school) code and organization (district or school) name, item (test material) name, item number (inventory number), and quantity, and serial (barcode) numbers.



4. The screen you see next depends on if it is the first time you have run the report.
 - If this is the first time you have run the report, select **Request Report Refresh**.
 - Enter the report parameters such as organization or type of order (additional or initial). The parameter will vary depending on the report selected. Select **Refresh Report**.
 - If you have access the report previously, you will see the parameters of the previous report.
 - You can download the previous report by selecting **Download Report**.
 - To run a new report, select **Request Refresh Report**. Enter the report parameters such as organization or type of order (additional or initial). The parameters will vary depending on the report selected. Select **Refresh Report**.

5. The following message will appear on the green bar: "Success, Changes saved. Your report has been submitted. Check back in a few minutes to view your report." Select the **Refresh** icon.

6. When the report is available, select **Display Report, Download Report, or Download CSV**. The options vary depending on the report. If Download is selected, the file will download to your computer to open.



Ordering Additional Test Materials

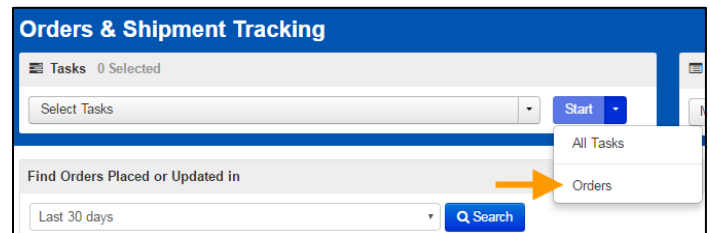
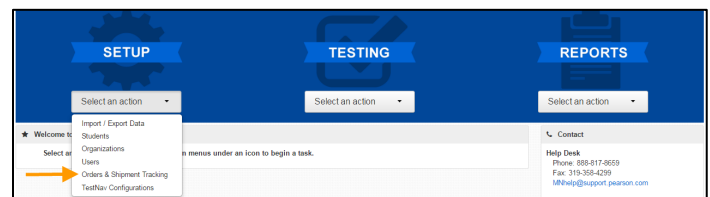
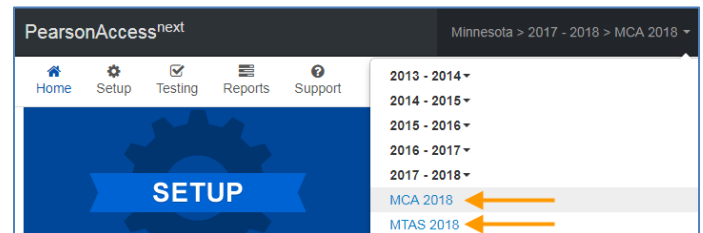
An additional order must be placed by the DAC or AA in PearsonAccess Next if additional test materials are needed for any of the following reasons:

- Students have newly enrolled or there are changes in accommodations/linguistic supports or test assignments after Jan. 19.
- The district decided not to receive MTAS test materials in in the initial test materials shipment (a decision made during Pretest Editing).
- Students require the MTAS Presentation Pages and Response Option Cards for reading in a symbol format.

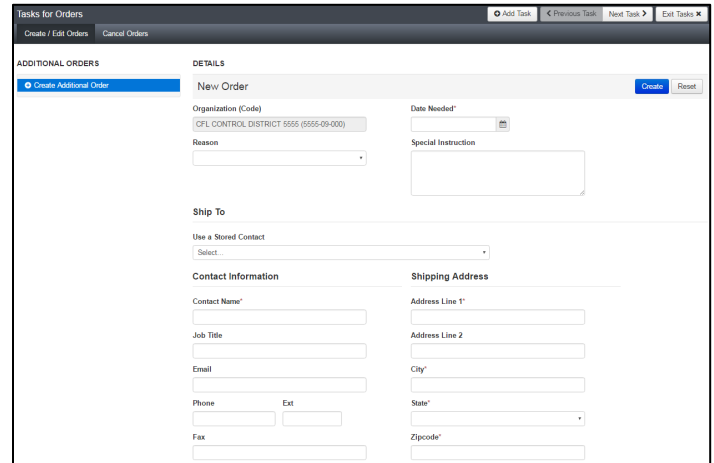
Additional orders can be sent directly to a school. Allow time for an additional order to be delivered before test administration. Additional test materials can be ordered until noon on the day *before* the last day of the testing window so that test materials will arrive in time for test administration.

Additional Orders Windows		
Dates for Reading and Math MCA	Dates for Reading, Math, and Science MTAS	Dates for Science MCA
Feb. 20–May 3		Feb. 20–May 10

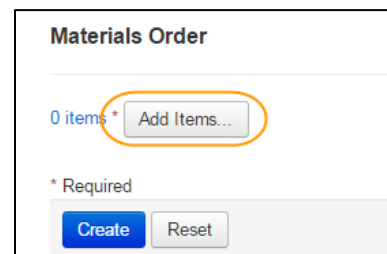
1. Once you have signed in to PearsonAccess Next, verify that the applicable test administration (e.g. MCA 2018 or MTAS 2018) is selected. To change the test administration, select the current test administration in the black bar at the top of the page, select the 2017–2018 dropdown, as needed, and then select the test administration.
2. On the Home page under Setup, select **Orders & Shipment Tracking**.
3. Select the dropdown menu to the right of the **Start** button and select **Orders**.



4. 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

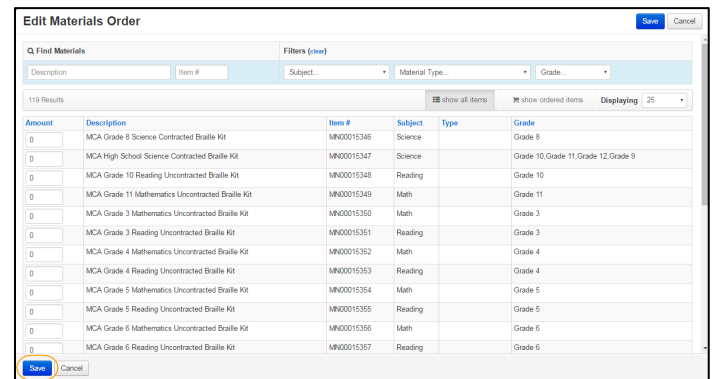


5. Under Materials Order, select **Add Items**.



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

TIP: 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	MN00015346	Science		Grade 8
0	MCA High School Science Contracted Braille Kit	MN00015347	Science		Grade 10, Grade 11, Grade 12, Grade 9
0	MCA Grade 10 Reading Uncontracted Braille Kit	MN00015348	Reading		Grade 10
0	MCA Grade 11 Mathematics Uncontracted Braille Kit	MN00015349	Math		Grade 11
0	MCA Grade 3 Mathematics Uncontracted Braille Kit	MN00015350	Math		Grade 3
0	MCA Grade 3 Reading Uncontracted Braille Kit	MN00015351	Reading		Grade 3
0	MCA Grade 4 Mathematics Uncontracted Braille Kit	MN00015352	Math		Grade 4
0	MCA Grade 4 Reading Uncontracted Braille Kit	MN00015353	Reading		Grade 4
0	MCA Grade 5 Mathematics Uncontracted Braille Kit	MN00015354	Math		Grade 5
0	MCA Grade 5 Reading Uncontracted Braille Kit	MN00015355	Reading		Grade 5
0	MCA Grade 6 Mathematics Uncontracted Braille Kit	MN00015356	Math		Grade 6
0	MCA Grade 6 Reading Uncontracted Braille Kit	MN00015357	Reading		Grade 6

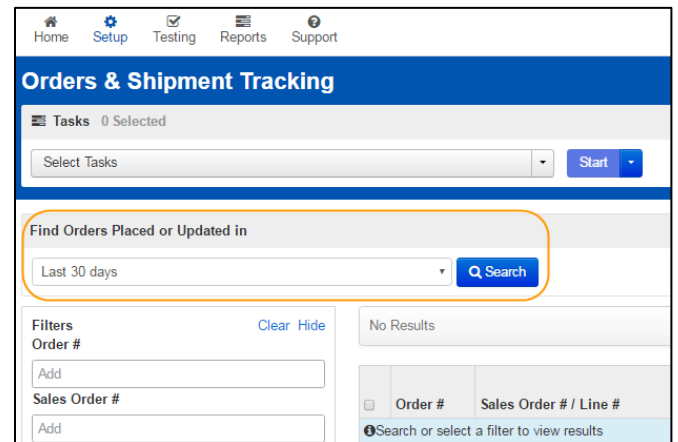
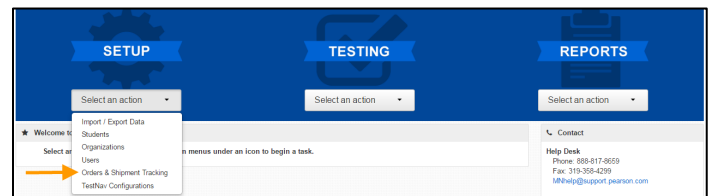
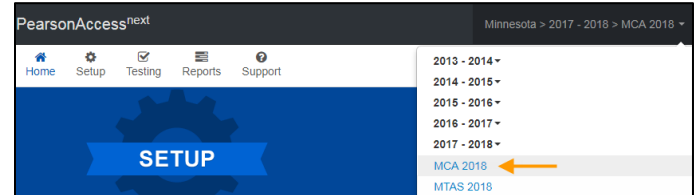
All additional orders automatically include return and district labels. If additional return labels and/or district labels are needed, call the Pearson help desk at 888-817-8659 or [submit a help desk](#) request and indicate how many additional labels are needed.

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 have signed in to PearsonAccess Next, verify that the applicable test administration (e.g. MCA 2018 or MTAS 2018) is selected. To change the test administration, select the current test administration in the black bar at the top of the page, select the 2017–2018 dropdown, as needed, and then select the test administration.
- On the Home page under **Setup**, select **Orders & Shipment Tracking**.
- From the **Find Orders Placed or Updated in** dropdown menu, select an option, and select **Search**.
NOTE: Last 30 days is the default.

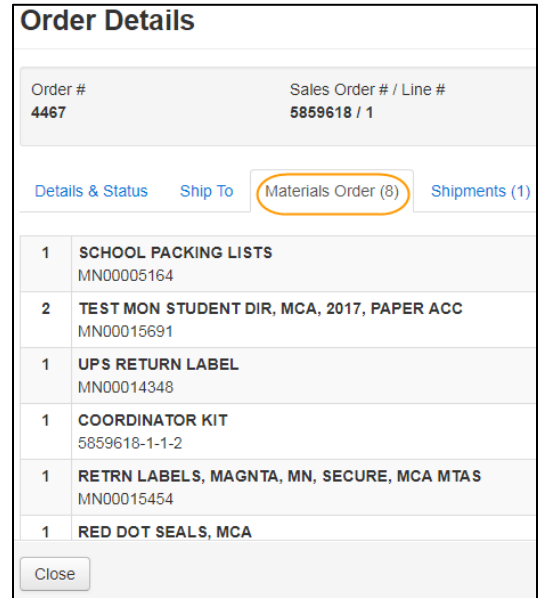


- Under the Order # column, select the information icon next to the order number.

Order #	Sales Order # / Line #	Type	Status	Receiving Organization (Code)
4467	5859618 / 1	initial	delivered	CFL CONTROL DISTRICT 5555 (5555-09-000)
4468	5859618 / 2	initial	delivered	CFL ELEMENTARY 101 (5555-09-101)
4469	5859618 / 3	initial	delivered	CFL TREATMENT 201 (5555-09-201)
6184	5922007 / 1	additional	delivered	CFL CONTROL DISTRICT 5555 (5555-09-000)

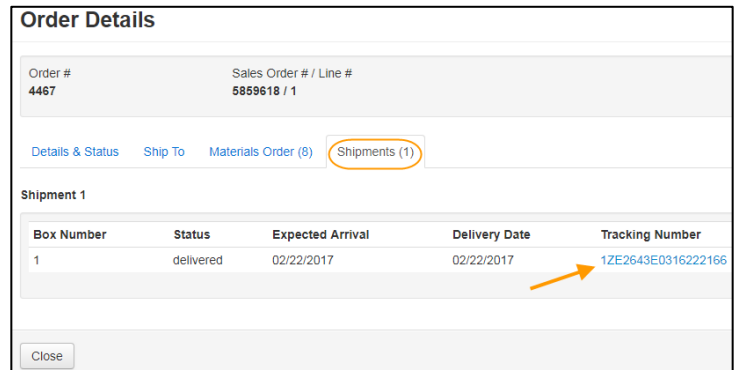
5. An Order Details window will appear. Select the tabs to view the order details (Details & Status, Ship To, Materials Order, and Shipment).

- The **Materials Order** tab displays materials shipped.



- The **Shipments** tab displays the shipment status, expected arrival, delivery date, and tracking number hyperlink (when available).

NOTE: For the initial test materials shipment, a two-day delivery range (Feb. 20–21 or Feb. 27–28) is provided. Use the tracking number hyperlink to track the status of the shipment.



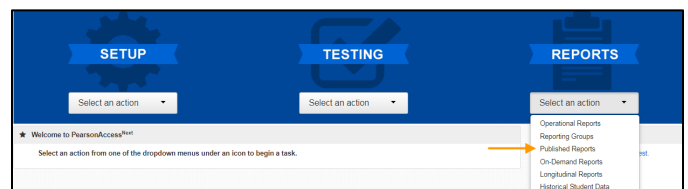
Download Missing Barcode Report

A Missing Barcode Report will be available for download which includes any secure test materials for MCA and MTAS that have not been returned to Pearson.

- The report will be available to view beginning May 14 (the deadline for shipping test materials back) through Nov. 1.
- The report will be updated nightly through the end of May as materials are received and scanned, and then weekly until Oct. 1; it will not be updated if no materials have been received or scanned since the last refresh.
- **NOTE:** Materials may still appear as missing on the report even after they have been returned if they have not yet been scanned.

The Missing Materials Report is available at the district-level only.

1. From the Home page, under Reports, select **Published Reports**.

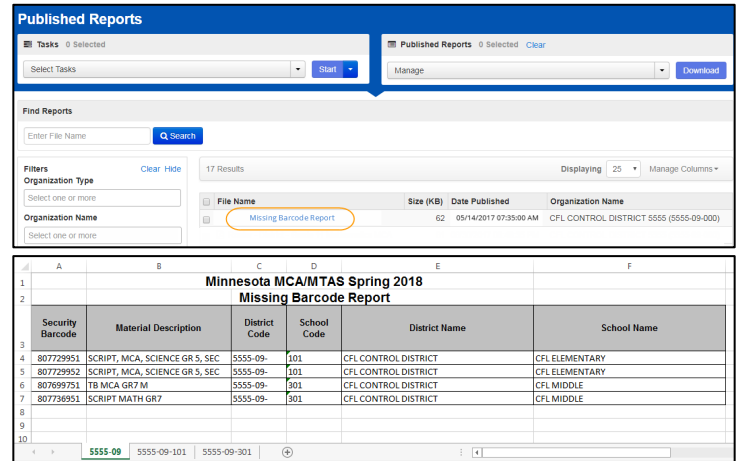


2. Select the available Missing Barcode Report. The report will be updated when a new one is available. View the Date Published column to see the date the report was posted.

3. Open the file on your computer.

- District-level reports will include a district tab (labeled with the district code, e.g., 5555-09) with all missing secure test materials for the district. There will be a separate tab for each school that has missing secure test materials (labeled with the full school code, e.g., 5555-09-301) and the specific secure test materials missing for those schools. **NOTE:** Only schools that have missing secure test materials will be included on the report.
- Non-public school reports will only include one tab (labeled with the full school code, e.g., 5555-31-401) with all missing secure test materials for the school.

NOTE: Once all missing secure test materials are received and scanned at Pearson, the school and/or district tab will only include the message “All secure test materials have been returned.”



The screenshot shows the 'Published Reports' interface. At the top, there are tabs for 'Tasks' and 'Published Reports'. Below this is a search bar and a table of reports. One report, 'Missing Barcode Report', is highlighted. Below the interface is a preview of the report's content, which is an Excel spreadsheet titled 'Minnesota MCA/MCAS Spring 2018 Missing Barcode Report'.

Security Barcode	Material Description	District Code	School Code	District Name	School Name
807729951	SCRIPT, MCA, SCIENCE GR 5, SEC	5555-09-	101	CFL CONTROL DISTRICT	CFL ELEMENTARY
807729952	SCRIPT, MCA, SCIENCE GR 5, SEC	5555-09-	101	CFL CONTROL DISTRICT	CFL ELEMENTARY
807699751	TB MCA GR7 M	5555-09-	301	CFL CONTROL DISTRICT	CFL MIDDLE
807736951	SCRIPT MATH GR7	5555-09-	301	CFL CONTROL DISTRICT	CFL MIDDLE