# Viewing Test Material Reports and Tracking Information

This guide provides information on accessing available reports and tracking information in PearsonAccess Next for MCA paper accommodated test materials and MTAS test materials.

## 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 reports available for initial test material shipments (typically available 2–3 days prior to the arrival dates in February) and any additional orders.

1. Once you have signed in to PearsonAccess Next, verify that the applicable test administration (e.g. MCA 2019 or MTAS 2019) is selected. To change the test administration, select the current test administration in the black bar at the top of the page, select the 2018–2019 dropdown, as needed, and then select the test administration.

2. From the Home page, under **Reports**, select **Operational Reports**.

3. 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.
    *   **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.
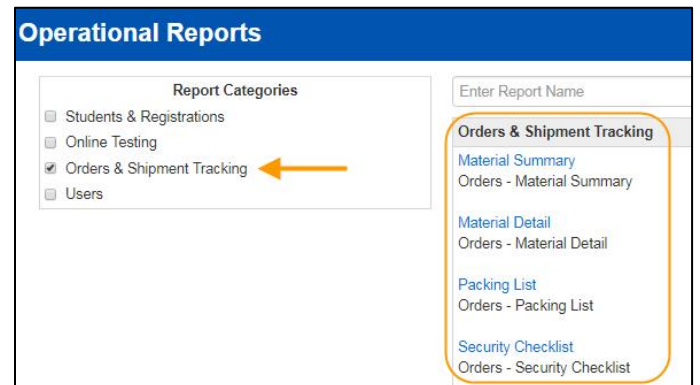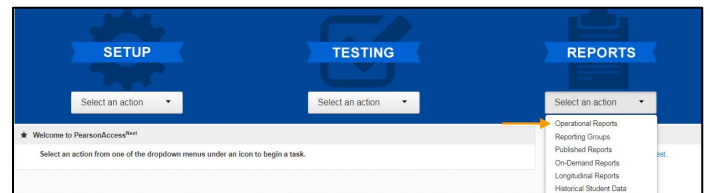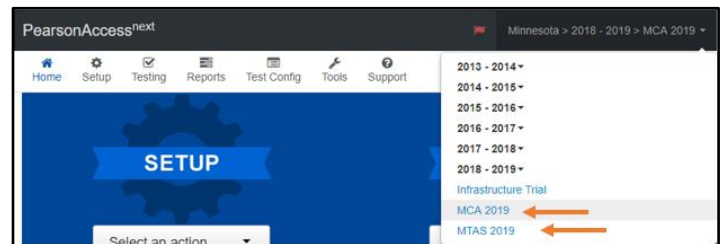
4. The screen you see next depends on if it is the first time you have run the report.
   - If this is the first time you have run the report, select **Request Report Refresh**.

     o 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**.

   - If you have accessed the report previously, you will see the parameters of the previous report.
     o You can download the previous report by selecting **Download Report**.

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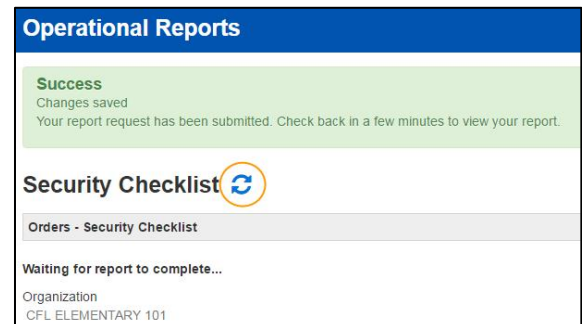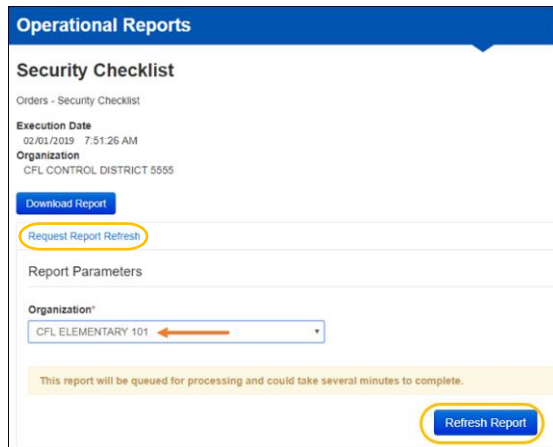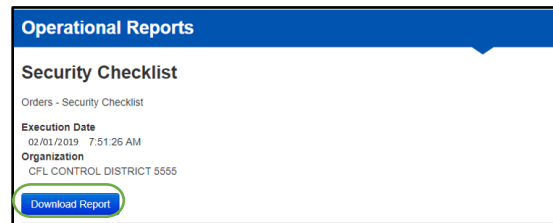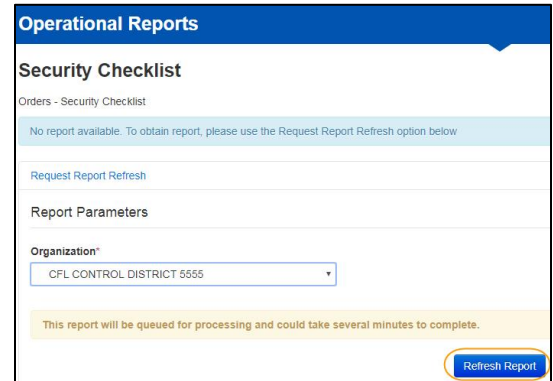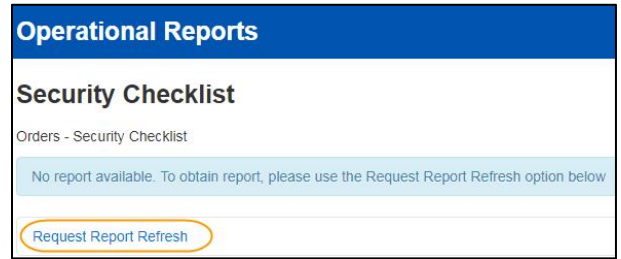
6. When the report is available, select **Display Report, Download Report, or Download CSV**. The options vary depending on the report. If Download is selected, the file will download to your computer to open.

Operational Reports

Security Checklist

Orders - Security Checklist

Execution Date
02/01/2019   7:51:26 AM
Organization
CFL CONTROL DISTRICT 5555
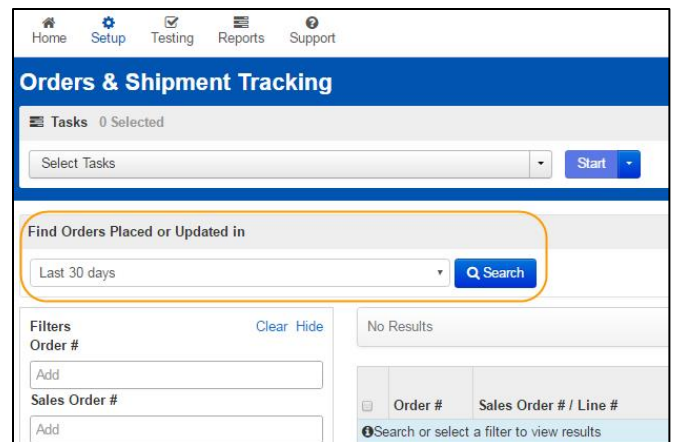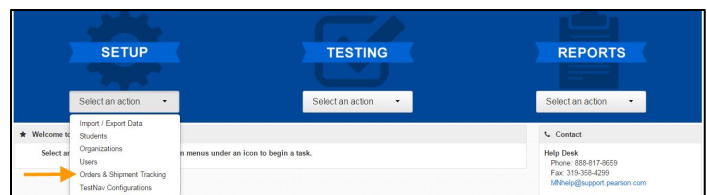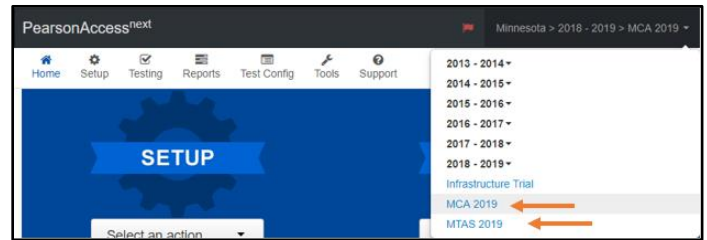
Download Report

Request Report Refresh
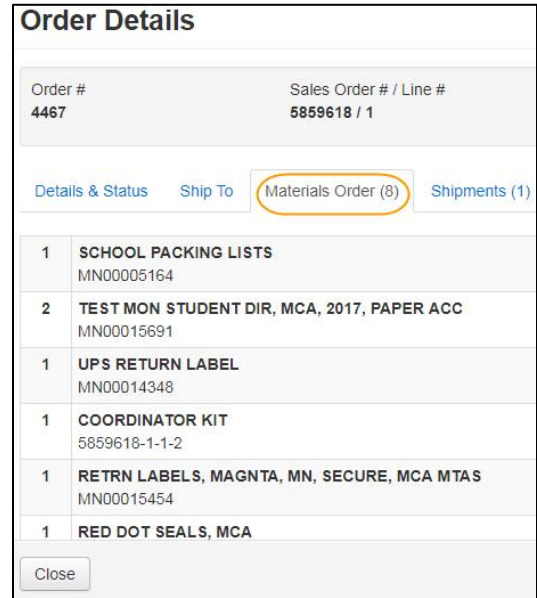
Tracking Secure Test Material Shipments

Users with DAC and AA user roles can track initial test material shipments (typically 2–3 days prior to the arrival dates in February) and any additional orders. Pearson will use UPS for all secure test material shipments.

1. Once you have signed in to PearsonAccess Next, verify that the applicable test administration (e.g. MCA 2019 or MTAS 2019) is selected. To change the test administration, select the current test administration in the black bar at the top of the page, select the 2018–2019 dropdown, as needed, and then select the test administration.

2. On the Home page under **Setup**, select **Orders & Shipment Tracking**.

3. From the **Find Orders Placed or Updated in** dropdown menu, select an option, and select **Search**.

   Note**:** Last 30 days is the default.

4. Under the Order # column, select the information icon to the right of the order number.

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. 19–20 or Feb. 26–27) is provided. Use the tracking number hyperlink to track the status of the shipment.

Download Missing Barcode Report

Following test administration, the Missing Barcode Report will be available for download to track the return of secure test materials. This report 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 13 (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.
- 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. Once you have signed in to PearsonAccess Next, verify that the applicable test administration (e.g. MCA 2019 or MTAS 2019) is selected. To change the test administration, select the current test administration in the black bar at the top of the page, select the 2018–2019 dropdown, as needed, and then select the test administration.

2. On the Home page under **Reports**, select **Published Reports**.

3. Select the available Missing Barcode Report. The report will be updated when a new one is generated by Pearson. View the Date Published column to see the date the report was posted.
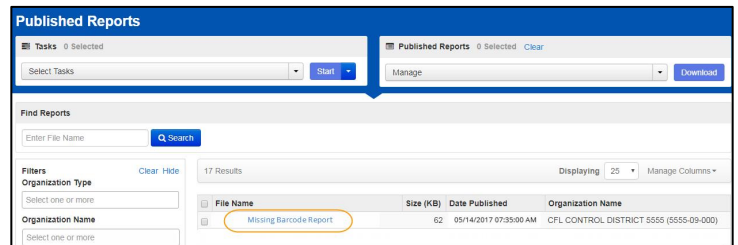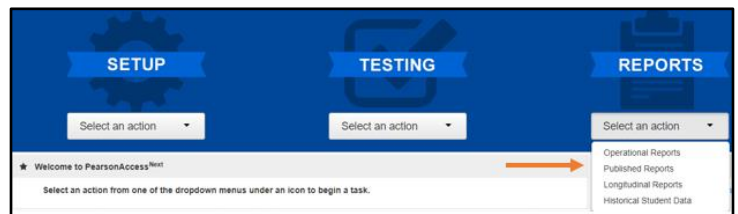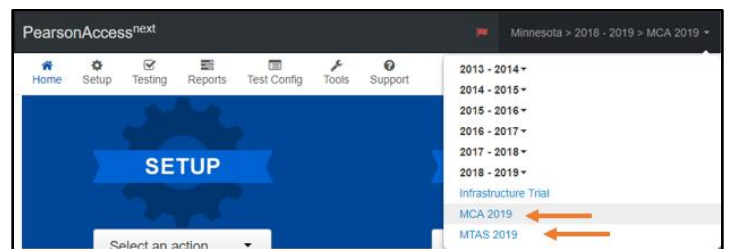
4. Open the file on your computer.
   - District-level reports will include a district tab (labeled with the district code, e.g., 5555-09) with all missing secure test materials for the district. There will be a separate tab for each school that has missing secure test materials (labeled with the full 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.
   - The "Report Date" will be updated each time a report is generated even if no materials have been received or scanned since the last refresh; the "Data Last Updated" date is updated as materials are received and scanned for that organization

Minnesota MCA/MTAS Spring 2019
Missing Barcode Report
Report Date: 05/13/2019   Data Last Updated: 05/13/2019

Security Barcode	Material Description	District Code	School Code	District Name	School Name
807729951	SCRIPT, MCA, SCIENCE GR 5, SEC	0831-01-	001	CFL CONTROL DISTRICT	CFL ELEMENTARY
807729952	SCRIPT, MCA, SCIENCE GR 5, SEC	0831-01-	001	CFL CONTROL DISTRICT	CFL ELEMENTARY
807699751	TB MCA GR7 M	0831-01-	115	CFL CONTROL DISTRICT	CFL MIDDLE
807736951	SCRIPT MATH GR7	0831-01-	115	CFL CONTROL DISTRICT	CFL HIGH SCHOOL
807736959	SCRIPT MATH GR7	0831-01-	116	CFL CONTROL DISTRICT	CFL HIGH SCHOOL

555-09 | 555-09-101 | 555-09-201 | 555-09-301 | ⊕

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 materials have been returned."

Report Date: 05/16/2019   Data Last Updated: 05/16/2019
All secure materials have been returned