

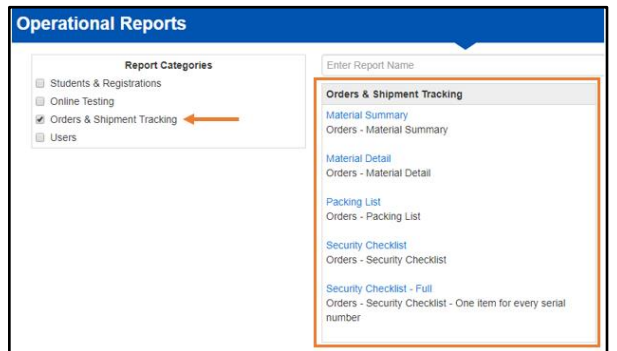
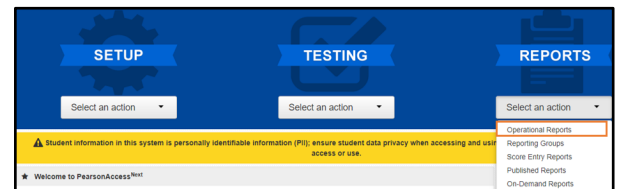
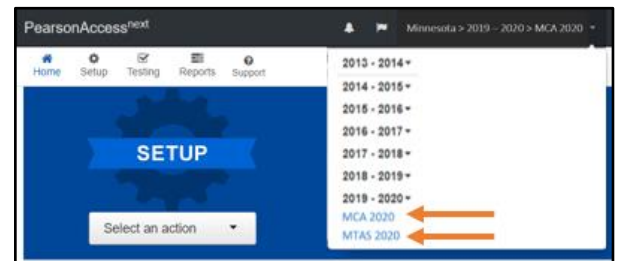
# Viewing Test Material Reports and Tracking Information

This guide provides information on accessing available reports and tracking information in PearsonAccess Next for MCA paper 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 2020** or **MTAS 2020**) is selected. To change the test administration, select the current test administration in the black bar at the top of the page, select the 2019–2020 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. Note: This report is run by Order ID. To find the Order ID, on the Home page, select Orders & Shipment Tracking under Setup. Find the Order ID under the Order # column.
- **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), quantity, and the beginning and ending serial (barcode) numbers for each type of test material.
- **New for 2019–20: Security Checklist – Full** 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 individual serial (barcode) numbers for each test material ordered.

4. The screen you see next depends on the following:
  - If this is the first time you have run the report, select **Request Report Refresh**.
  - If you have accessed the report previously, you will see the parameters of the previous report (e.g. date, organization, administration, and test). You can download the previous report by selecting **Download Report**. To run a new report, select **Request Report Refresh**.

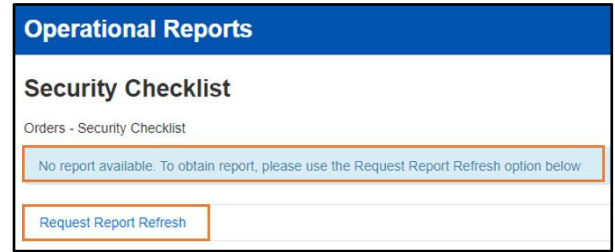
Note: Depending on the report, you may have different options, such as **Display Report** or **Download CSV**.

5. Some reports are available once the link is selected. For others, select additional Report Parameters to access the report, such as organization and test. Select **Refresh Report**.

- 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.

- When the report is available, select **Download Report**. The file will download to your computer to open.

6. Select **Exit Report** to return to the Operational Reports page.



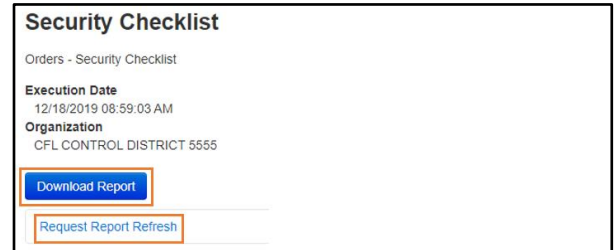
**Operational Reports**

**Security Checklist**

Orders - Security Checklist

No report available. To obtain report, please use the Request Report Refresh option below

Request Report Refresh



**Security Checklist**

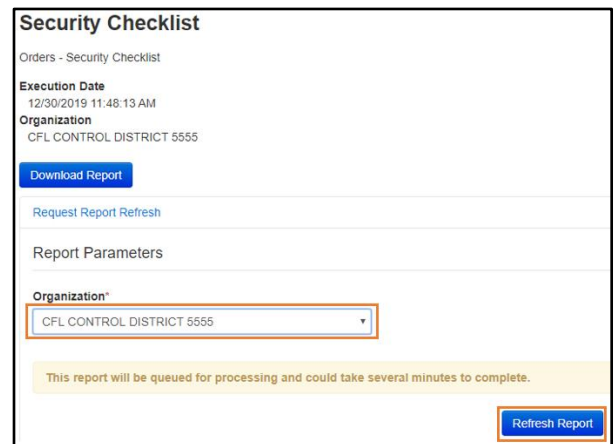
Orders - Security Checklist

**Execution Date**  
12/18/2019 08:59:03 AM

**Organization**  
CFL CONTROL DISTRICT 5555

Download Report

Request Report Refresh



**Security Checklist**

Orders - Security Checklist

**Execution Date**  
12/30/2019 11:48:13 AM

**Organization**  
CFL CONTROL DISTRICT 5555

Download Report

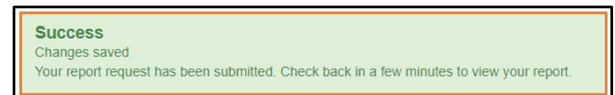
Request Report Refresh

Report Parameters

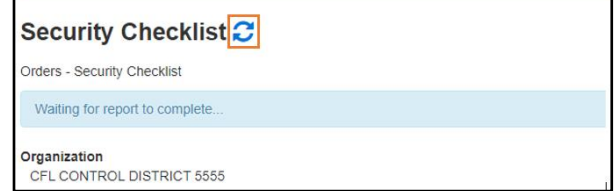
**Organization\***  
CFL CONTROL DISTRICT 5555

This report will be queued for processing and could take several minutes to complete.

Refresh Report



**Success**  
Changes saved  
Your report request has been submitted. Check back in a few minutes to view your report.

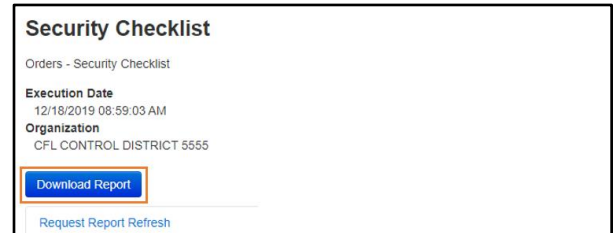


**Security Checklist**

Orders - Security Checklist

Waiting for report to complete...

**Organization**  
CFL CONTROL DISTRICT 5555



**Security Checklist**

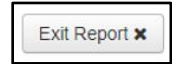
Orders - Security Checklist

**Execution Date**  
12/18/2019 08:59:03 AM

**Organization**  
CFL CONTROL DISTRICT 5555

Download Report

Request Report Refresh



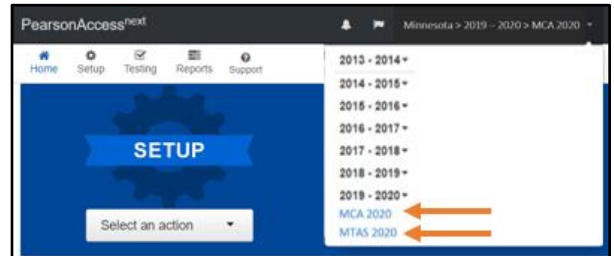
Exit Report ✕

## 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.

Note: A signature is required for receipt of all secure test materials. Ensure someone is available to receive test materials when they are delivered.

- Once you have signed in to PearsonAccess Next, verify that the applicable test administration (e.g. **MCA 2020** or **MTAS 2020**) is selected. To change the test administration, select the current test administration in the black bar at the top of the page, select the 2019–2020 dropdown, as needed, and then select the test administration.

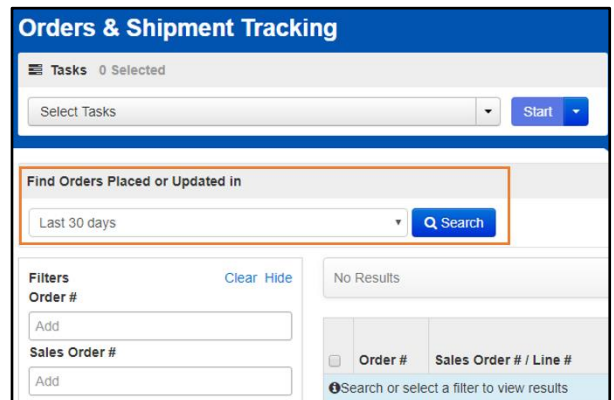


- On the Home page under **Setup**, select **Orders & Shipment Tracking**.



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

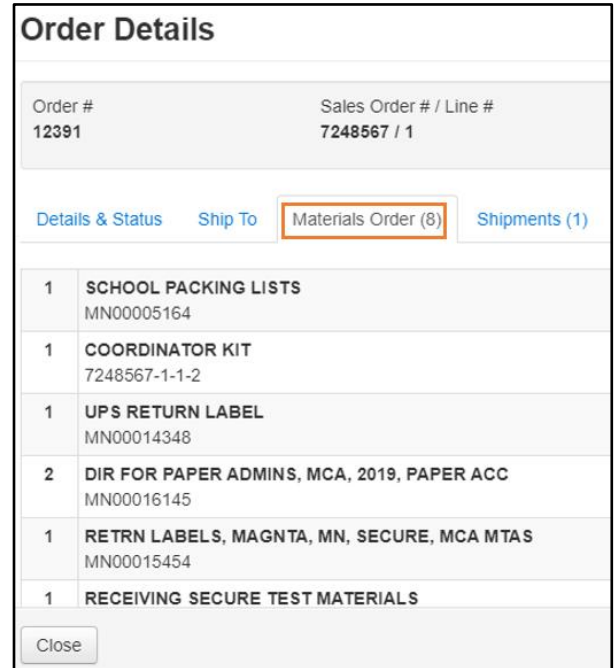
Note: Last 30 days is the default.



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

Order #	Sales Order # / Line #	Type	Status	Receiving Organization (Code)
12391	7248567 / 1	Initial	delivered	CFL CONTROL DISTRICT 5555 (5555-09-000)
12392	7248567 / 2	Initial	delivered	CFL ELEMENTARY 101 (5555-09-101)
12393	7248567 / 3	Initial	delivered	CFL TREATMENT 201 (5555-09-201)

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.



**Order Details**

Order # 12391      Sales Order # / Line # 7248567 / 1

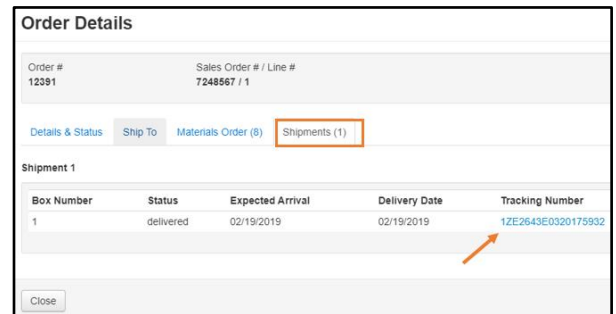
[Details & Status](#)  
 [Ship To](#)  
 **Materials Order (8)**  
 [Shipments \(1\)](#)

1	<b>SCHOOL PACKING LISTS</b> MN00005164
1	<b>COORDINATOR KIT</b> 7248567-1-1-2
1	<b>UPS RETURN LABEL</b> MN00014348
2	<b>DIR FOR PAPER ADMINS, MCA, 2019, PAPER ACC</b> MN00016145
1	<b>RETRN LABELS, MAGNTA, MN, SECURE, MCA MTAS</b> MN00015454
1	<b>RECEIVING SECURE TEST MATERIALS</b>

Close

- 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. 18–19 or Feb. 25–26) is provided. Use the tracking number hyperlink to track the status of the shipment.



**Order Details**

Order # 12391      Sales Order # / Line # 7248567 / 1

[Details & Status](#)  
 [Ship To](#)  
 [Materials Order \(8\)](#)  
 **Shipments (1)**

Shipment 1

Box Number	Status	Expected Arrival	Delivery Date	Tracking Number
1	delivered	02/19/2019	02/19/2019	<a href="#">1ZE2643E0320175932</a>

Close