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# **Pearson SchoolHouse Materials Ordering System and Materials Tracking System User's Guide**

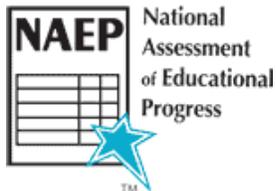
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# PEARSON SCHOOLHOUSE MOS AND MTS USER'S GUIDE

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## 1. Introduction

The Pearson SchoolHouse Materials Ordering System (MOS) for NAEP's testing programs allows you to order additional materials, change the shipping address for a single shipment, and access the Materials Tracking System for the upcoming test administration.

### 1.1 About the Pearson Systems

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This User's Guide uses a task-oriented approach. That is, it provides step-by-step, illustrated instructions for completing distinct tasks within SchoolHouse MOS.

Please note the following caveats:

- The screens displayed in this user guide are **samples** and may not reflect exactly what you see on your screen. **Always** follow the instructions on your computer monitor.
- Do not use your browser's Back or Forward arrows. The results may be unpredictable because they are outside control of the SchoolHouse MOS software program.

### 1.2 Getting Help

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Help for SchoolHouse MOS is available by calling technical support (section 1.2.1) or the NAEP Distribution Center for shipping questions (section 1.2.2). Remember for any NAEP Assessment related question, you should contact the NAEP Help Desk at 800-283-6237.

### 1.2.1 Technical Support (Having problems with the website)

For technical questions regarding the use of this site, contact:

- NAEP Distribution Center  
(888) 627-6237  
Monday through Friday  
7:00 a.m. to 4:30 p.m. CT  
(8:00 a.m. to 5:30 p.m. ET)  
E-mail: [NAEP@pearson.com](mailto:NAEP@pearson.com)

### 1.2.2 General Program Information (Shipping Questions)

For questions regarding shipping materials contact:

- NAEP Distribution Center  
(888) 627-6237  
Monday through Friday  
7:00 a.m. to 4:30 p.m. CT  
(8:00 a.m. to 5:30 p.m. ET)  
E-mail: [NAEP@pearson.com](mailto:NAEP@pearson.com)

## 1.3 Do Not Use

Certain features on the website are not functional (see Figure 1-1). These include the:

- Logout link at the top of the screen;
- Contact Us link at the top of the screen; and
- Help link at the top of the screen.

**Figure 1-1. Do Not Use Links**

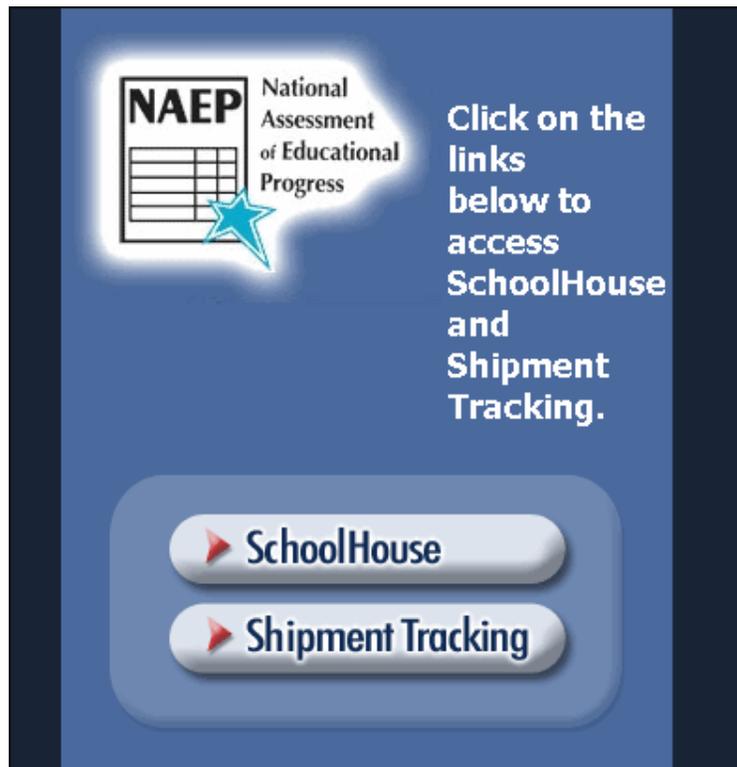


## 2. Log In

You must select one of the links below to work in the NAEP SchoolHouse Materials Ordering or the Materials Tracking page.

1. Click on the **SchoolHouse** button (see Figure 2-1) to go to the SchoolHouse Material Ordering System.
2. Click on the on the **Shipment Tracking** button, to go to the Materials Tracking System.

Figure 2-1. NAEP Landing Pad



3. Fill in your **NAEP User ID** and **Password** (see Figure 2-2) in the **Basic Login** screen.
4. Click the **Go** button.

This is a **one time** entry. You will not have to re-enter your user ID and password to access the other Pearson site.

Figure 2-2. Login Screen

**RSA ClearTrust®**

**NAEP** National Assessment of Educational Progress

**ClearTrust 'BASIC' Login Required**

**You are attempting to access a protected resource**  
Please identify by entering your user ID and password.

**User ID:**

**Password:**

**Go**

Copyright ©1997 - 2004 RSA Security, Inc. All rights reserved.  
Powered by **RSA ClearTrust**

Input your NAEP ID and password as you normally would.

Pearson MOS or MTS sessions automatically times out after 30 minutes of inactivity.

### 3. SchoolHouse Material Ordering System (MOS)

The Pearson **SchoolHouse MOS** page provides an introduction to the SchoolHouse MOS, instructions, related links, and other useful information, such as shipping schedules (see Figure 3-1).

Figure 3-1. Home Page

Logout | My Account | Contact Us | Help

PEM SOLUTIONS

SELECT CUSTOMER ADMIN HOME REPORTS PROFILE ADDITIONAL ORDERS

99999999999999999999 NAEP ADMIN/01FL13000000000 ALBERT SUMMERS

**NAEP** National Assessment of Educational Progress

The NCS SchoolHouse™ Web Site for NAEP testing will allow you to update your Profile (address change), order additional materials, and link to the Materials Tracking site. Please note the tabs at the top of your screen with the available options. After clicking each tab, you will be presented with information currently on file and then asked to verify these facts or to make the appropriate changes.

**Related Links**

[NAEP Materials Tracking Site](#)

[NAEP User's Guide 2006 - Admin Only](#)

[NAEP User's Guide 2006 - AC](#)

When you have finished one section, you can move to the next or return to a previous section by selecting another tab from the directory of services at the top of the screen.

For your convenience, a link to the Materials Tracking Site has been provided at the left. If you have any questions regarding the use of this site or if you are experiencing technical difficulties, please contact us at 1-888-827-6237 or [NAEPmaterials@pearson.com](mailto:NAEPmaterials@pearson.com). Do not use the Help or Contact Us at the top of the screen.

**Ship Dates - Pearson**

Materials	Ship Date	Method of Shipment
SD/ELL Questionnaires/Roster	Nov 20	2-day Delivery
Preprinted Admins/Questionnaires/Rosters	Dec 18	2-day Delivery
DoDDs Session Shipments	Dec 21	DHL
Bulk	Jan 2 - 3	FedEx Ground
Sessions	Jan 2 - 11	FedEx Ground

\*Last date to make address changes for bulk/session shipments: Dec 15

PEARSON Educational Measurement

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[Privacy Policy](#) | [Terms and Conditions of Use](#)

The tabs located at the top of the SchoolHouse MOS page are based on your permission level.

You will have access and only see the following tabs on this page:

- **Profile tab** – to view or update your address information on file at Pearson.
- **Additional Orders tab** – to order additional materials and view your order history. A link to the Materials Tracking System is also available.

### 3.1 Profile

Click on the **Profile** tab to view current contact information (see Figure 3-2).

To edit the profile:

1. Click on the Profile tab.
2. Click on the Change Profile button beneath the contact information.
3. Make changes to the profile.
  - Fields marked with an asterisk are required.
  - The shipping address must contain a street address. Materials will not be delivered to a post office box number.
  - Refer to the table on the home page (see Figure 3-1, page A.3.7) for cut-off dates to update your profile for your bulk and session shipments.
4. Click on the **Save Changes** button after making edits.

**Figure 3-2. Profile Screen**

The screenshot displays the PEM SOLUTIONS web interface. At the top, there is a navigation menu with tabs: SELECT CUSTOMER, ADMIN, HOME, REPORTS, PROFILE (highlighted with a red circle), and ADDITIONAL ORDERS. The user is logged in as 'NAEP ADMIN/01FL1300000000 ALBERT SUMMERS'. The main content area shows profile information and a 'Change Profile' button. An inset window titled 'Change NAEP Contact Profile' is open, showing a form with the following fields:

- \* Name: SV Train
- Title: Supervisor
- \* Address: 1650 Research Blvd
- \* City: Rockville
- \* State: MD
- \* Zip: 20850 - [ ]
- Email: naep0080@naepmail.westat.com
- \* Phone: (301) 251 - 1500 ext [ ]
- Fax: ( ) - ext [ ]

At the bottom of the form, there are buttons for 'Save Changes', 'Cancel', and 'Reset'. A red asterisk indicates required fields.

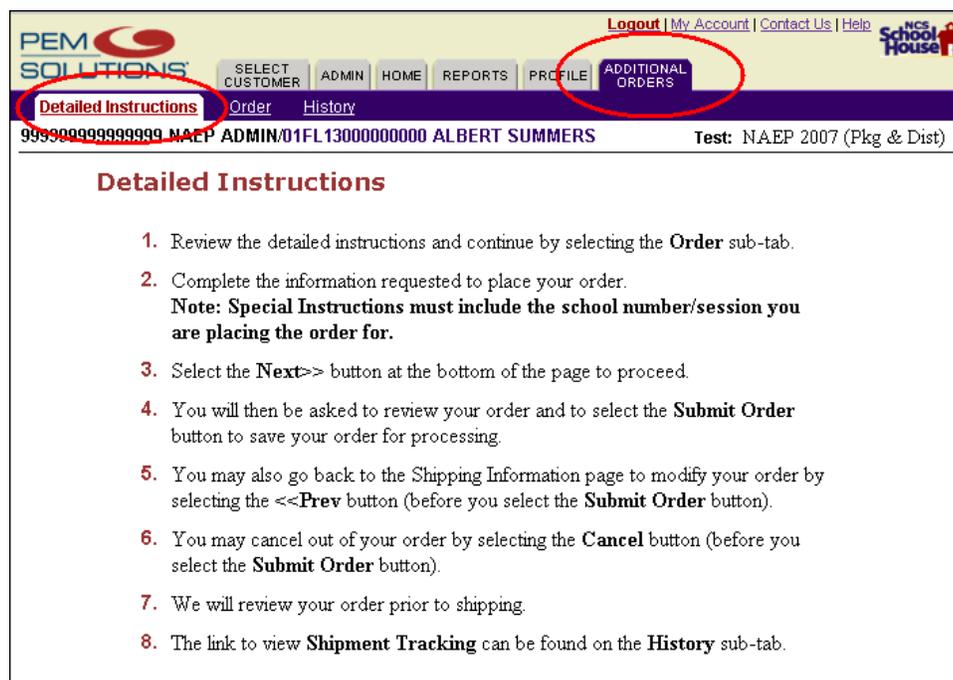
## 3.2 Additional Orders

Additional Orders or Short Shipments can be ordered through SchoolHouse MOS. See Figure 3-5 to view the Orders screen.

To order additional materials:

1. Click on the Additional Orders tab.
2. Read the Detailed Instructions screen (see Figure 3-3) carefully before proceeding.

Figure 3-3. Detailed Instructions Screen



3. Click on the **Order** sub-tab (see Figure 3-4) to continue.

Figure 3-4. Order Sub-Tab



4. Fill in the required fields.
5. Include school number and session number in the **Special Instructions** field (see Figure 3-5).

Figure 3-5. Order Additional Materials Screen

**Order**  
Order Additional Materials

\* - Required Fields

**Shipping Information**

\* Need By Date: 12 / 12 / 2007 (MM/DD/YYYY)  
 \* Delivery Method: DHL 2-Day  
 Shipment Reason: [ ] Other: [ ]  
 Special Instructions: include School Number, include Session Number

**Ship To:**

\* Name: SV Train  
 \* Address Line 1: 1650 Research Blvd  
 Address Line 2: [ ]  
 \* City: Rockville  
 \* State: MD \* Zip: 20850 - [ ]  
 Email: naep0080@naepmail.westat.com  
 \* Phone: (301) 251 - 1500 ext. [ ]  
 Fax: ( ) - ext. [ ]

\* - Required Fields

Material Selection	
Material Item	Quantity
-- Sessions - Added -- (ordering unit is by box)	
Grade 4 OP - session box w/ancillaries	5
Grade 4 HI - session box w/ancillaries	[ ]
-- Accommodations Books -- (ordering unit is by each)	
-- Grade 4 OP --	
TB, Gr4, C301, Read Aloud	[ ]
TB, Gr4, C305, Read Aloud	1
TB, Gr4, M116, Large Print	10
-- Bulk Materials -- (notice size of unit to order)	
Gr4, OP, Bundle - 16	[ ]
Gr12, HI, Bundle - 11	1
Rulers "R" (each)	30

Next >>

The **Ship To** information will default to the information stored in your Profile. If you change the shipping information on this screen, it will NOT change the shipping information stored in the Profile.

6. Enter the additional order quantities you need.
  - The Materials Item section headings (see Figure 3-5) indicate how items are packaged.
7. Click the **Next** button.
  - The next screen (see Figure 3-6) displays the additional order information.
8. Review the shipping information and materials ordered for accuracy.
9. If the information is correct, click the **Submit Order** button.
10. If it is incorrect, click the **Prev** (Previous) button to go back and edit the information.

**Figure 3-6. Submit Additional Orders Screen**

**Additional Order**

**Submit Additional Order**

Please review the following order information. If the additional order information is correct then click the **Submit Order** button to save your order.

**Shipping Information**

**Need By Date:** 12 / 12 / 2006

**Delivery Method:** DHL 2-Day

**Shipment Reason:**

**Special Instructions:** INCLUDE SCHOOL NUMBER INCLUDE SESSION NUMBER

**Ship To:** SV TRAIN  
 1650 RESEARCH BLVD  
 ROCKVILLE, MD 20850

Email: naep0080@naepmail.westat.com  
 Phone: ( 301 ) 251 - 1500 ext.  
 Fax: ( ) - ext.

**Material Selection**

Material Item	Quantity
Grade 4 OP - session box w/ancillaries	5
TB, Gr4, C305, Read Aloud	1
TB, Gr4, M116, Large Print	10
Gr12, HI, Bundle - 11	1
Rulers "R" (each)	30

<<Prev
Cancel
Submit Order
Submit & Approve Order

11. The “Order Submitted Successfully” message (see Figure 3-7) will be displayed after clicking on the **Submit Order** button.

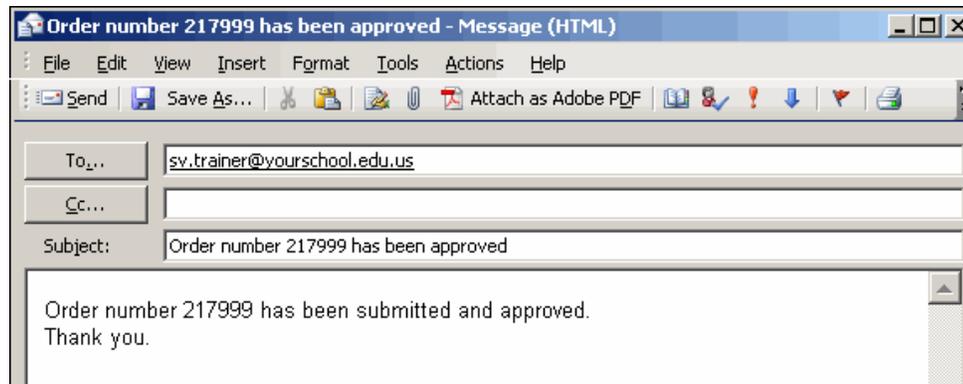
- The Order Date on this screen is always displayed in Central Time.
- “Status” indicates a new order has been placed.

**Figure 3-7. Order Submitted Successfully Message**



After the order is approved by Pearson, an e-mail (see Figure 3-8) will be automatically sent to the recipient – the contact person listed in the Profile section.

**Figure 3-8. Sample E-Mail Message**



### 3.2.1 Order History

You can view a history of all the additional orders requested. The Shipment Tracking link will direct you to the Materials Tracking System to view your shipment boxes.

1. To view your additional order history, click on the **History** sub-tab (see Figure 3-10). Recent orders are listed first.
  - The **Order Date** column allows you to view details of your additional order.
  - Click on the underlined **Order Date** to view details (see Figure 3-9) about an order.

**Figure 3-9. Order Details Screen**

**History**

[View Additional Order](#)

**Order ID:** 2790567  
**Order Date:** 2009-08-27 15:45:57 CT  
**User ID:** NAEP\_USER  
**User Name:** Test User  
**Status:** New

---

**Shipping Information**

**Need By Date:** 12 / 12 / 2006  
**Delivery Method:** DHL 2-Day  
**Shipment Reason:**  
**Special Instructions:** INCLUDE SCHOOL NUMBER INCLUDE SESSION NUMBER  
**Ship To:** SV TRAIN  
 1650 RESEARCH BLVD  
 ROCKVILLE, MD 20850

Email: naep0080@naepmail.westat.com  
 Phone: ( 301 ) 251 - 1500 ext.  
 Fax: ( ) - ext.

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**Material Selection**

Material Item	Quantity
Grade 4 OP - session box w/ancillaries	5
TB, Gr4, C305, Read Aloud	1
TB, Gr4, M116, Large Print	10
Gr12, HI, Bundle - 11	1
Rulers "R" (each)	30

- The **Status** column indicates whether the order has been approved by Pearson.
  - A “New” status indicates a new order has been placed.
  - An “Approved” status indicates Pearson has seen and submitted the order to their Shipment department.
- The **Edit** column allows you to go back in and change your order.
  - Click on the pencil icon in the **Edit?** column.
  - The edit function is only available if the status is NOT approved. Otherwise it will be grayed out.
- The **Delete** column allows you to delete your order.
  - Click on the trash can icon in the **Delete?** column.
  - The delete function is only available if the status is NOT approved. Otherwise it will be grayed out.



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## 4. Materials Tracking System

The Materials Tracking System allows you to:

- See when materials have been shipped from Pearson (Shipping section, From Pearson sub-section).
- Enter in receipt and ship dates *from* and *to* Pearson (Shipping section, From Pearson and To Pearson sub-sections).
- Track information for inbound and outbound shipments of materials through the delivery carrier and DHL (DoDDS shipments only) (Shipping section, From Pearson and To Pearson sub-sections).
- Run detailed reports on your shipments (Reports Page section).

You can access the Materials Tracking System from the MyNAEP Options page or by entering the URL (Universal Resource Locator, or the Internet address) into the browser address field. The URL is:

- <https://naep.ncsschoolhouse.com/>

The first page you see is called the NAEP Landing Pad (see Figure 2-1, page A.3.5).

From the SchoolHouse MOS you can access the Materials Tracking System by:

- Clicking on the **NAEP Materials Tracking Site** link on the home page (see Figure 3-1, page A.3.7) or
- Clicking on the **Shipment Tracking** link on the Additional Orders History page (see Figure 3-10, page A.3.14).

The Materials Tracking System is described in the following three sections:

- Summary Page Section 4.1 (default page)
- Shipping Information Section 4.2
- Reports Page Section 4.3

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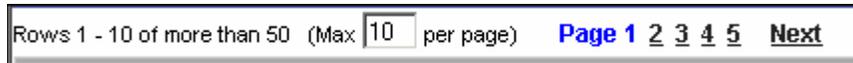
### 4.1 Summary Page

In the Summary screen (see Figure 4-2) you can display shipment information in various ways using the search and filter options. You will enter your receipt date for boxes shipped from Pearson and your shipment date for sending materials back to Pearson.

You can view information by page or all at once (see Figure 4-1). For example: The “50” indicates how many line items there are.

If you don't want to view by page, enter the number in the box before "per page" (to a maximum of 999, however 50 should be sufficient).

**Figure 4-1. Rows and Page Numbers**



If you are using a dial-up connection, it is best not to try to load all rows at once.

**Figure 4-2. Summary Page**

School Information				From Pearson				To Pearson				Label	
School Name	School ID	Session ID	Test Date	Tracking #	Date Shipped	Anticipated Arrival Date	Status	Received	Tracking #	Date Shipped	Delivery Date	Status	Not Used Bulk Only
KING ELEMENTARY SCHOOL	1911760	OP0402						<input type="checkbox"/>	1765901W3814259543 UPS	<input checked="" type="checkbox"/>	08/17/2006	Not Shipped	<input type="checkbox"/>
NEW LONDON HI	5535810	OP1201	2/8/2006	1ZE2643E0347094756 UPS			Not Shipped	<input type="checkbox"/>					
				1ZE2643E0355438637 UPS			Not Shipped	<input type="checkbox"/>					
				1ZE2643E0355438637 UPS			Delivered	<input checked="" type="checkbox"/>	12/13/2005				
NORWALK MIDDLE SCHOOL	1922270	HI0801						<input type="checkbox"/>	1765901W3814259623 UPS	<input type="checkbox"/>		Not Shipped	<input checked="" type="checkbox"/>
				1ZE2643E0150818293 UPS			Not Shipped	<input type="checkbox"/>	1765901W3814259632 UPS	<input checked="" type="checkbox"/>	08/17/2006	Not Shipped	<input type="checkbox"/>
				1ZE2643E0150818293 UPS			Not Shipped	<input type="checkbox"/>					
				1ZE2643E0348937870 UPS			Not Shipped	<input type="checkbox"/>					

**Search**

Your Supervisor's name should be listed under the **Region** field and your name listed under the **Area** field. Your region/area numbers should be listed in the upper right-hand corner of the screen. If they are not, contact Pearson at 1-888-627-6237.

1. By school (see Figure 4-3)
  - Click on the drop-down box next to the **School** field.
  - Select the school you want to display.
  - Click the **Go** button.

**Figure 4-3. Search by School**



2. By tracking number (see Figure 4-4)

- Enter the tracking number into the **Tracking Number** field.
- Click the **Go** button.

**Figure 4-4. Search by Tracking Number**



**To use the Filter**

There are different ways to access shipping information. One is by using the tracking number as indicated above. Another is by using the filter section to show: all shipments, bulk shipments, session shipments, and boxes past due. Select one of these four options (see Figure 4-5):

- **Show all shipments** – This is the default. It shows all shipments sent to you-bulk and session.
- **Show bulk shipments** – Lists all of your bulk boxes and short shipment requests.
- **Show session shipments** – Lists all of your session shipments. These include any session materials sent out via short shipment.
- **Show shipment past due** – Lists any bulk or session boxes not indicated as received by you or, if returned, not received at Pearson.

**Figure 4-5. Using the Filter**



## 4.2 Shipping Information

The Shipping Information section is divided into four areas: School Information, From Pearson, To Pearson, and Label Not Used (see Figure 4-6).

Figure 4-6. Shipping Information

Rows 1 - 10 of more than 50 (Max 10 per page) Page 1 2 3 4 5 Next

School Information				From Pearson					To Pearson				Label
School Name	School ID	Session ID	Test Date	Tracking #	Date Shipped	Anticipated Arrival Date	Status	Received	Tracking #	Date Shipped	Delivery Date	Status	Not Used Bulk Only
CLINTONVILLE HIGH SCHOOL	5535840	HI1201	2/16/2006	1ZE2643E0348253975 <a href="#">UPS</a>			Delivered	<input checked="" type="checkbox"/> 07/27/2006					
		HI1201	2/16/2006	1ZE2643E0357258480 <a href="#">UPS</a>			Not Shipped	<input type="checkbox"/>					
		HI1201	2/16/2006	1ZE2643E0357258480 <a href="#">UPS</a>			Not Shipped	<input type="checkbox"/>					

### School Information Section

The section of the screen outlined in orange describes information given to Pearson by Westat (from the SCS) (see Figure 4-7).

- **School Name** – Shows the school name or your name. Your name indicates it was a bulk box or short shipment box.
- **School ID** – Shows the school’s NAEP ID or 0000000 to indicate it is a bulk or short shipment box.
- **Session ID** – Shows all of your session IDs.
- **Test Date** – The assessment date recorded in the SCS.

Figure 4-7. School Information

School Information			
School Name	School ID	Session ID	Test Date
KING ELEMENTARY SCHOOL	1911760	OP0402	
NEW LONDON HI	5535810	OP1201	2/8/2006
		OP1201	2/8/2006
		OP1201	2/8/2006

### From Pearson Section

This section of the screen outlined in teal is where you record your receipt date for the materials you receive from Pearson (see Figure 4-8).

- **Tracking # Column** – Each box will have its' own tracking number. Click on the carrier link next to the tracking number. The carrier's tracking site will display (see Figure 4-10).
- **Date Shipped Column** – The date the shipment left Pearson.
- **Anticipated Arrival Date Column** – The date the boxes are expected to arrive at your mailing address.
- **Status Column** – This information comes from the carrier. There are three status types:
  - **Not Shipped:** There is no activity on the tracking number assigned.
  - **In Transit:** The box has left Pearson and is on the way to Westat.
  - **Delivered:** The carrier has indicated that the box was delivered and signed for by you.
- **Received Column** – The field name "Received" is in red. Enter the date you received your box(es) from Pearson. There are two ways to do this.
  - **Check Box:** Use your mouse to click in the box and today's date will automatically populate the box below it.
  - **Date Box:** Use your mouse to click in the box and enter the date you actually received the box.

Figure 4-8. From Pearson

From Pearson				
Tracking #	Date Shipped	Anticipated Arrival Date	Status	Received
1ZE2643E0347094756 <a href="#">UPS</a>			Not Shipped	<input type="checkbox"/> [Date Field]
1ZE2643E0355438637 <a href="#">UPS</a>			Not Shipped	<input type="checkbox"/> [Date Field]
1ZE2643E0355438637 <a href="#">UPS</a>			Delivered	<input checked="" type="checkbox"/> 12/13/2005

### To Pearson Section

The section outlined in blue shows boxes sent by you back to Pearson (see Figure 4-9). In the Date Shipped column you will enter the date the carrier picked up the box(es).

Figure 4-9. To Pearson

To Pearson			
Tracking #	Date Shipped	Delivery Date	Status
1Z65901W3814259543 <a href="#">UPS</a>	<input checked="" type="checkbox"/> 08/17/2006		Not Shipped

- Tracking # Column** – The number assigned to this particular session or bulk box. If the tracking number on the label in the session box does not match the number listed, contact your supervisor.
  - Click on the carrier link next to the tracking number, you will go to their tracking site (see Figure 4-10).

Figure 4-10. Carrier Site

The screenshot shows the FedEx tracking website interface. At the top, there are navigation links for 'US Home', 'Information Center', 'Customer Support', and 'Site Map'. Below this is a search bar with the text 'FedEx' and a 'Go!' button. A menu bar contains 'Package / Envelope Services', 'Office / Print Services', 'Freight Services', and 'Expedited Services'. Below the menu bar are buttons for 'Ship', 'Track', 'Manage My Account', and 'International Tools'. The main content area is titled 'Track Shipments' and 'Detailed Results'. It displays the following information:

<b>Tracking number</b>	902972746355	<b>Reference</b>	815701
<b>Signed for by</b>	H.DANG	<b>Destination</b>	ROCKVILLE, MD
<b>Ship date</b>	Aug 2, 2006	<b>Delivered to</b>	Shipping/Receiving
<b>Delivery date</b>	Aug 3, 2006 9:18 AM	<b>Service type</b>	First Overnight
		<b>Weight</b>	1.0 lbs.
<b>Status</b>	Delivered		

Below this information is a table of activities:

Date/Time	Activity	Location	Details
Aug 3, 2006	9:18 AM Delivered	ROCKVILLE, MD	
	9:15 AM Delivery exception	ROCKVILLE, MD	Package at station, arrived after courier dispatch
	8:10 AM On FedEx vehicle for delivery	ROCKVILLE, MD	
	8:04 AM At local FedEx facility	ROCKVILLE, MD	
	8:00 AM Delivery exception	ROCKVILLE, MD	Package at station, arrived after courier dispatch
	7:58 AM At local FedEx facility	ROCKVILLE, MD	
	3:51 AM Departed FedEx location	MEMPHIS, TN	
	2:33 AM At dest sort facility	DULLES, VA	
Aug 2, 2006	11:42 PM Arrived at FedEx location	MEMPHIS, TN	
	7:11 PM Left origin	CEDAR RAPIDS, IA	

On the right side of the page, there are promotional banners for 'Wrong Address?' and 'Take 15% off'.

- **Date Shipped Column** – The field name “Date Shipped” is in red (see Figure 4-9). You can either click on the box or enter the date:
  - **Check Box:** Use your mouse to click in the box and today’s date will automatically populate the box below it.
  - **Date Box:** Use your mouse to click in the box and enter in the date.
- **Delivery Date Column** – The date the shipment arrived at Pearson.
- **Status Column** – This information comes from the carrier. There are three status types:
  - **Not Shipped:** No activity on the tracking number assigned.
  - **In Transit:** The box has left your shipping location and is on the way to Pearson.
  - **Delivered:** The carrier has indicated that the box was delivered and signed for by Pearson.

### Label Not Used Section

This section is outlined in red (see Figure 4-11) and is used when all of the materials in a shipment are returned in other shipments. This means that the return label that was originally sent is not necessary. However the Materials Tracking System will want that label used to return items. To solve this, for any shipment that you received a return label for but sent all materials back in other shipments, check the box in this column.

**Figure 4-11. Label Not Used**

Label Not Used Bulk Only
<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>

### 4.3 Reports Page

To access the Reports page, click the **Reports** link in the upper left hand corner of the Summary page (see Figure 4-12).

**Figure 4-12. Reports Link**



You will be able to view and download shipping reports (see Figure 4-13) based on the information in the Summary Page.

**Figure 4-13. Reports Page**

 The screenshot shows the 'Shipment Tracking System' interface. At the top, there is a logo for NAEP (National Assessment of Educational Progress) and Pearson Educational Measurement. The main title is 'Shipment Tracking System'. Below the title, there is a navigation bar with 'Summary' and 'Reports' tabs. The 'Reports' tab is active. The main content area is titled 'Options Available:' and contains several sections:
 

- Level:** Three radio buttons are present: 'Territory report', 'Region report', and 'AC report'. The 'AC report' radio button is selected. To the right of each radio button is a dropdown menu: 'Territory:', 'Region:', and 'AC: GAYLE JONES'.
- Shipment Reports:** Three radio buttons are present: 'Session Shipments From Pearson', 'Session Shipments To Pearson', and 'Bulk Shipments AC/Region'.
- Summary Reports:** Two radio buttons are present: 'Sessions - # Boxes' and 'Bulk - # Boxes'.

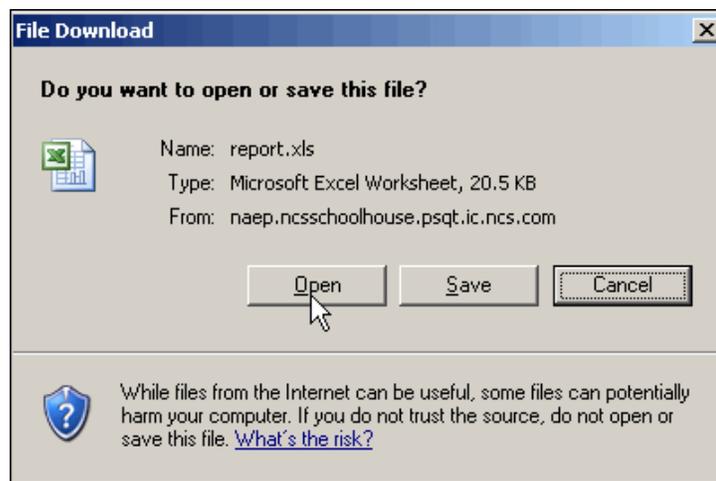
 At the bottom left of the form, there is a 'Download' button.

The **AC report** button should already be selected in the Level section area.

### To view a report:

1. Select the type of report (check the options from the reports listed above) you want to see.
  - You can only view one report at a time.
  - You may need to use your vertical and horizontal scroll bars to see the end and bottom of the page.
2. Click the **Download** button.
3. The **Open** or **Save** message will display (see Figure 4-14).
  - Click the **Open** button to view the file.
  - Click the **Save** button to save the file under a directory and filename. By downloading the file to your computer you can save it for future reference.

**Figure 4-14. View or Save Report**



### Shipment Reports – (see Figure 4-15)

- Shipment Lists
  - Session shipments from Pearson
  - Session shipments to Pearson.
  - Bulk shipments AC/Region to and from Pearson.

- Overdue Shipments
  - Not indicated as received by AC. They will show up on this report if you have not indicated the box as received.
  - Not indicated as sent by AC. They will show up on this report if you have not indicated the box as shipped to Pearson.
  - Not received by Pearson, sent by AC. You indicated it as being shipped by checking the “Date Shipped” though Pearson has not received it within 3-4 days.

**Figure 4-15. Shipment Reports**

**Shipment Reports:**

Shipment Lists:

Session Shipments From Pearson

Session Shipments To Pearson

Bulk Shipments AC/Region

"Overdue" shipments:

Not indicated as received by AC

Not indicated as sent by AC

Not received by Pearson, sent by AC

**Summary Reports** – (see Figure 4-16)

- Sessions - # Boxes – Lists the number of session boxes sent to you and the number you shipped back.
- Bulk - # Boxes – Lists the number of boxes received by your and those you indicated as being sent back.

**Figure 4-16. Summary Report**

**Summary Reports:**

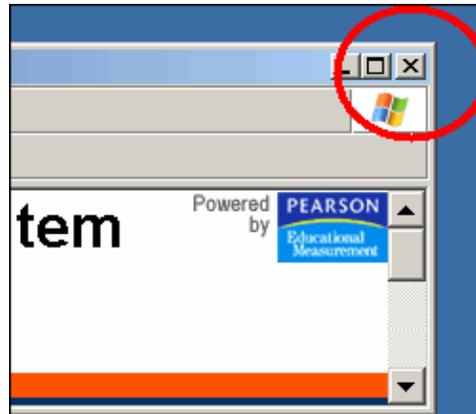
Sessions - # Boxes

Bulk - # Boxes

To return to **MyNAEP Options** page:

1. Close your current window by clicking on the “X” in the upper right hand corner of the browser window (see Figure 4-17).
2. The NAEP Landing page should appear. Close this page by clicking on the “X” in the upper right hand corner of the browser window to return to the MyNAEP options page.

**Figure 4-17. Close Window**



## Sample Shipment Reports

**Figure 4-18. Shipments Sent to AC**

	A	B	C	D	E	F	G	H	I	J
1	<b>NAEP Session Shipments sent to AC (From Pearson/Ordered)</b>									
2	August 22, 2006 10:52 A									
3	Region	Area	School Name	School ID	Session ID	Test Date	Shipped	Status	Received	Tracking Number
4	IA01	00	CLINTONVILLE HIGH SCHOOL	02IA01005535840	HI1201	02/16/2006		Delivered	07/27/2006	1ZE2643E0348253975
5	IA01	00	CLINTONVILLE HIGH SCHOOL	02IA01005535840	HI1201	02/16/2006		Delivered	08/18/2006	1ZE2643E0357258480
6	IA01	00	CLINTONVILLE HIGH SCHOOL	02IA01005535840	HI1201	02/16/2006		Not Shipped		1ZE2643E0357258480
7	IA01	00	EMANUEL LUTHERAN SCHOOL	02IA01005521442	MLI152			Not Shipped		1ZE2643E0251615652
8	IA01	00	EMANUEL LUTHERAN SCHOOL	02IA01005521442	MLIM01			Not Shipped		1ZE2643E0251615653
9	IA01	00	EMANUEL LUTHERAN SCHOOL	02IA01005521442	OP0801	03/10/2006		Not Shipped		1ZE2643E0251587717
10	IA01	00	EMANUEL LUTHERAN SCHOOL	02IA01005521442	OP0801	03/10/2006		Not Shipped		1ZE2643E0346720311
11	IA01	00	IOLA SCANDINAVIA HI	02IA01005523930	HI0801	02/21/2006		Not Shipped		1ZE2643E0348983534
12	IA01	00	IOLA SCANDINAVIA HI	02IA01005523930	HI0801	02/21/2006		Not Shipped		1ZE2643E0357031474
13	IA01	00	IOLA SCANDINAVIA HI	02IA01005523930	HI0801	02/21/2006		Not Shipped		1ZE2643E0357031474
14	IA01	00	KING ELEMENTARY SCHOOL	02IA01001911760	HI0401	02/01/2006		Not Shipped		1ZE2643E0147578148
15	IA01	00	KING ELEMENTARY SCHOOL	02IA01001911760	HI0401	02/01/2006		Not Shipped		1ZE2643E0147578148
16	IA01	00	KING ELEMENTARY SCHOOL	02IA01001911760	HI0401	02/01/2006		Not Shipped		1ZE2643E0348018658
17	IA01	00	NEW LONDON HI	02IA01005535810	OP1201	02/08/2006		Not Shipped		1ZE2643E0347094756
18	IA01	00	NEW LONDON HI	02IA01005535810	OP1201	02/08/2006		Delivered	12/13/2005	1ZE2643E0355438637
19	IA01	00	NEW LONDON HI	02IA01005535810	OP1201	02/08/2006		Not Shipped		1ZE2643E0355438637
20	IA01	00	NORWALK MIDDLE SCHOOL	02IA01001922270	OP0801	02/09/2006		Not Shipped		1ZE2643E0150818293
21	IA01	00	NORWALK MIDDLE SCHOOL	02IA01001922270	OP0801	02/09/2006		Not Shipped		1ZE2643E0150818293
22	IA01	00	NORWALK MIDDLE SCHOOL	02IA01001922270	OP0801	02/09/2006		Not Shipped		1ZE2643E0348937870
23	IA01	00	NORWALK MIDDLE SCHOOL	02IA01001922270				Delivered		17778273774
24	IA01	00	NORWALK MIDDLE SCHOOL	02IA01001922270				Delivered		17778273870
25	IA01	00	NORWALK MIDDLE SCHOOL	02IA01001922270				Delivered		17778286374
26	IA01	00	NORWALK MIDDLE SCHOOL	02IA01001922270				Delivered		17778286374
27	IA01	00	NORWALK MIDDLE SCHOOL	02IA01001922270				Delivered		17778287575
28	IA01	00	NORWALK MIDDLE SCHOOL	02IA01001922270				Delivered		17778287575
29	IA01	00	NORWALK MIDDLE SCHOOL	02IA01001922270				Delivered		17778287973
30	IA01	00	NORWALK MIDDLE SCHOOL	02IA01001922270				Delivered		17778288474
31	IA01	00	NORWALK MIDDLE SCHOOL	02IA01001922270				Delivered		17778289771
32	IA01	00	NORWALK MIDDLE SCHOOL	02IA01001922270				Delivered		17778290670
33	IA01	00	NORWALK MIDDLE SCHOOL	02IA01001922270				Delivered		17778291274
34	IA01	00	NORWALK MIDDLE SCHOOL	02IA01001922270				Delivered		17778291370
35	IA01	00	NORWALK MIDDLE SCHOOL	02IA01001922270				Delivered		17778291871

Figure 4-19. Overdue Shipments Not Received by AC

	A	B	C	D	E	F	G	H
1	<b>NAEP Overdue Shipments Not Received by AC (From Pearson/Ordered)</b>							August 22, 2006 10:
2	Region	Area	School Name	School ID	Session ID	Status	Shipped	Tracking Number
3	NJ01	00	NUMBER 3 PETERSTOWN SCHOOL	06NJ01003410270	OP0401	Overdue	08/04/2006	1ZE2643E0248420661
4	NJ01	00	NUMBER 3 PETERSTOWN SCHOOL	06NJ01003410270	OP0401	In Transit	08/15/2006	1ZE2643E0248241275
5	NJ01	00	NUMBER 3 PETERSTOWN SCHOOL	06NJ01003410270	OP0401	Overdue	08/15/2006	1ZE2643E0248673479
6	NJ01	00	NUMBER 3 PETERSTOWN SCHOOL	06NJ01003410270	OP0401	Overdue	08/04/2006	1ZE2643E0248420661
7	NJ01	00	NUMBER 3 PETERSTOWN SCHOOL	06NJ01003410270	OP0401	In Transit	08/15/2006	1ZE2643E0248241275
8	NJ01	00	NUMBER 3 PETERSTOWN SCHOOL	06NJ01003410270	OP0401	Overdue	08/15/2006	1ZE2643E0248673479
9								

Figure 4-20. Summary Report

	A	B	C	D	E	F	G
1	<b>NAEP Session Summary - # of Boxes (From and To Pearson)</b>						
2	Region	Area	Shipments	Shipments Received	Percent Received	Shipment Type	
3	IA01	00	4	0	0.0%	To Pearson	
4	IA01	00	31	12	38.7%	From Pearson	
5	NJ01	00	8	2	25.0%	To Pearson	
6	NJ01	00	3	0	0.0%	From Pearson	
7	IA01	00	4	0	0.0%	To Pearson	
8	IA01	00	31	12	38.7%	From Pearson	
9							