



WLPT-II Washington Language Proficiency Test II User's Guide for Ordering Additional Materials and Order History and Tracking 2010-2011



PEARSON

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1.0 Overview

Pearson's NCS SchoolHouse™ web site allows districts to order additional materials from Pearson and view order history and tracking. The SchoolHouse secure web site allows districts to:

- enter orders for additional materials
- edit the order
- review additional order history
- check additional order status
- track orders from Pearson
- view confirmation
- view packing list
- view status of order within the carrier

1.1 What You Need To Know

A user ID and password were sent to you by Pearson to ensure the security of the data. Not all of the functionality described in this document will apply to every user.

1.2 About this Guide

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

- **The screens displayed in this User's Guide are samples and will not reflect exactly what you see on your screen. Always follow the instructions on your computer screen.**
- Do not use your browser's Back or Forward arrows. The results may be unpredictable because they are outside the control of the SchoolHouse software program.
- **You may not have access to all features described in this guide.** Your security access and site functionality are determined by the permission levels set in your user ID and password. For example, some users will have options to approve and print while others will not.

1.3 Getting Help

If you have questions about how to order and view the status of materials:

- Refer to the **Table of Contents** in this document to help you quickly find the information you need.
- For information regarding policy issues, test administration, WLPT-II test training, score review or reports, contact:

OSPI WLPT-II Alternative Assessment Office
(360) 725-6342
Email: WLPT-II@k12.wa.us

OR

OSPI Assessment Operations Office
(360) 725-6348
Email: Assessment@k12.wa.us

- For questions or concerns regarding material shipment, packaging, return, and tracking of materials, contact:

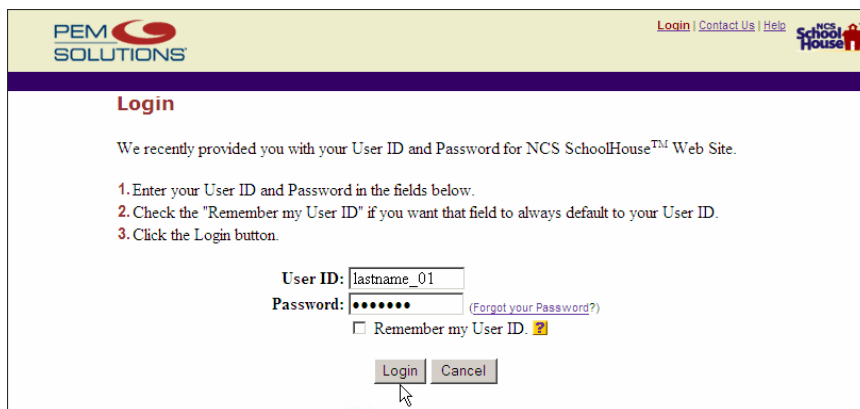
Pearson's Customer Support Center
(800) 763-2306 New Number (888) 827-1083
Email: WLPT-II@support.pearson.com

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

Pearson Support Center
(800) 553-2159
Monday through Friday
6:00 a.m. to 7:30 p.m. CT
Email: schoolhousefeedback@support.pearson.com

1.4 Log In

1. Access the web site at www.ncsschoolhouse.com.
2. Click one of the red **Login** links.
3. Enter the **User ID** and **Password** assigned to you by Pearson, then click the **Login** button.



1.4.1 Log In First Time

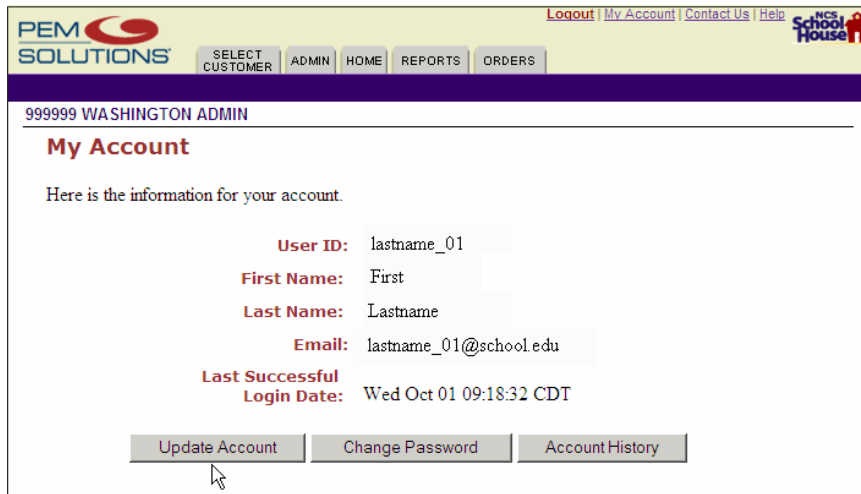
The first time you log in, you need to set up your account for future use. The User Agreement is displayed first on your screen.

- Review the Terms and Conditions of Use for the SchoolHouse web site.
- Click the **I Agree to the Terms and Conditions of Use** button to go to the next screen.
- Click the **I do not Agree** button if you have questions about the terms and conditions of use. You will exit the SchoolHouse system. See Section 1.3, Getting Help, for more information.

The **Enter Account Information** screen requires you to fill in contact data about the District Assessment Coordinator (DAC).

- To activate the account, fill in the name and email address of the DAC.
- You can view the account name and email address any time by clicking on the **My Account** link on the top right of any screen. Contact the Customer Service Center to update your account information.

Note: If your session is inactive for 30 minutes, the session automatically closes without saving any changes. You will have to log-in again to access SchoolHouse.




1.4.2 Log Out

We recommend you log out of the web site and close the browser each time you have finished your tasks. If you don't close the browser, your computer may be open to security breaches. To log out:


1. Click the red **Logout** link at the top right of any screen.
2. Click on the **X** to close the browser window.

2.0 Home Page



The Home Page provides an introduction to SchoolHouse for your state, including instructions, related web site links, and test administration schedules. **To view the most current administration and dates, please look at the online home page.**



[SELECT CUSTOMER](#)
[ADMIN](#)
[HOME](#)
[REPORTS](#)
[ORDERS](#)

[Logout](#) | [My Account](#) | [Contact Us](#) | [Help](#)


999999 WASHINGTON ADMIN

Welcome to the WLPT-II Schoolhouse Portal

Washington will be using this web site to collect material orders for the Washington Language Proficiency Test-II (WLPT-II) in Grades Kindergarten through Grade 12.

The functions of this web site are to:

- Order materials for the Placement Test, Practice Test and Annual Administration.
Orders - Test - Order Additional Materials
- Provide order confirmation and tracking numbers
Orders - Test - Order History and Tracking
- Provide electronic copies of packing lists
Orders - Test - Order History and Tracking

Please contact the Pearson Customer Support Center at 1-888-827-1083 or WLPT-II@support.pearson.com if you have questions regarding the use of Pearson Schoolhouse.

WLPT-II News and Upcoming Events for 2010 - 2011

2010 - 2011 WLPT-II Placement Test

2010 - 2011 Order Window: June 1, 2010 - May 31, 2011

- Large Print test booklets are available to order only if required.
- Test booklets for Elementary, Middle and High School (Grades 3 - 12) are reusable for at least five times. Please keep this in mind when ordering materials.
- The **Primary Speaking Test Booklet, Directions for Administration and the Scoring Procedures Manual** should be ordered as one per proctor.

2010 - 2011 WLPT-II Practice Test "Practice Tests are Optional"

2010 - 2011 Order Window: June 1, 2010 - May 31, 2011

2011 WLPT-II Annual Administration (Form C)	
CEDARS upload for WLPT-II Pre-ID (student labels) due by	December 14, 2010
WLPT-II Annual Administration Initial Material to Arrive in Districts	January 24, 2011
WLPT-II Annual Administration Additional Order Window in SchoolHouse	January 24 - March 9, 2011
WLPT-II Annual Administration Test Window	February 7 - March 4, 2011
WLPT-II Makeup Testing Window	March 7 - 11, 2011
WLPT-II Annual test materials and the WLPT-II Annual Form C CDs shipped to Pearson - Cedar Rapids, IA	March 7, 2011 (Early Return) or March 11, 2011 March 18, 2011
WLPT-II Annual Administration Reports to Arrive in Districts by	June 6, 2011
WLPT-II Annual Administration Reporting, Title-III, and Private School Billing to Arrive in Districts	June 15, 2011

- All Materials to be picked up by K2 Logistics
- Districts will access WAMS Profile in advance of the schedule pickup dates for the collection of testing materials. This information will then be communicated to K2 Logistics.
- Updated calendar available at:** www.k12.wa.us/Assessment/WLPTII

Related Links

[OSPI website for WLPT-II](#)

[Washington Assessment Management System \(WAMS\)](#)

[WLPT-II 2011 Annual Administration District Pricing List](#)

[WLPT-II 2010-2011 Placement and Practice Test District Pricing List](#)

[WLPT-II User's Guide for Ordering Additional Materials, Order History and Tracking](#)

3.0 Profile

The Profile tab provides the shipping address information on file for your districts.

Please note that updates or changes to your profile information will require approval from OSPI first. To modify a profile, please contact OSPI WLPT-II Alternative Assessment Office. Pearson will update profile information after receiving approval notification from OSPI.

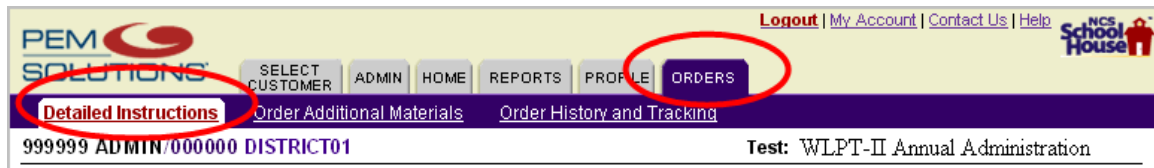
4.0 Orders

Districts can use Schoolhouse to order additional materials from Pearson and view order history and tracking. The SchoolHouse secure web site allows districts to:

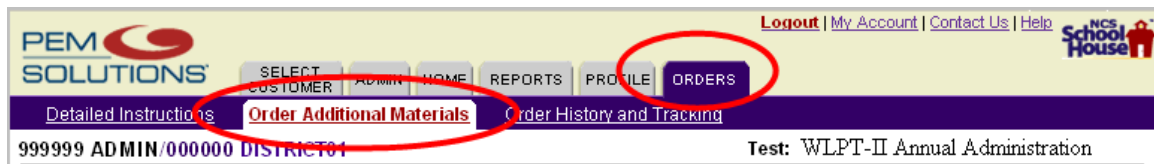
- enter orders for additional materials
- edit the order
- review additional order history
- check additional order status
- track orders from Pearson
- view confirmation
- view packing list
- view status of order within the carrier

4.1 Order Additional Materials

1. To order additional materials, click on the **Orders** tab.
2. Select the correct test administration from the Test drop down menu.
3. Read the Detailed Instructions screen carefully before proceeding. You may want to print these instructions for future use.



4. Click the **Orders Additional Materials** sub-tab.



4.2 Order Entry Shipping Information

You must complete the shipping information to place your order. Fill in the required fields (asterisked in red) on the **Order Additional Materials** page.

- In **Need By Date**, input the date you need your materials.
- Select a **Shipment Reason** from the list. If your Shipment Reason is not on the list, select Other and enter the reason in that field.

- Use **Special Instructions** for delivery instructions and other information necessary for Pearson to complete your order.
- The **Ship To information** will default to the information Pearson has on file. The Ship To information consists of the Test Coordinator's name, address, email, and phone number.

PEM SOLUTIONS
SELECT CUSTOMER ADMIN HOME REPORTS PROFILE ORDERS
Logout | My Account | Contact Us | Help
Detailed Instructions **Order Additional Materials** Order History and Tracking
999999 WASHINGTON ADMIN#00000 DIST 1 Test: 2011 WLPT-II Annual Administration

Order Additional Materials

Washington Language Proficiency Test (WLPT-II) 2011 Annual Administration Materials.

Additional Order Window for WLPT-II Annual Administration opens on January 24 - March 9, 2011.
WLPT-II Annual Administration Test Window is February 7 - March 4, 2011.
WLPT-II Makeup Test Window is March 7 - March 11, 2011.

We will review your order prior to shipping. You will receive a notification email when your order is approved for shipping.

*** - Required Fields**

Shipping Information

* **Need By Date:** 11 / 11 / 2011 (MM/DD/YYYY)

* **Delivery Method:** FedEx Ground Commercial

* **Shipment Reason:** Enrollment Increase **Other:** _____

Special Instructions: _____

Ship To:

* **Name:** Firstname A. Lastname
Title: Test Coordinator
* **Address Line 1:** 123 Sample Street
Address Line 2: _____
* **City:** SAMPLE CITY

Click on the white arrow next to Shipping Information to switch views from the top of the page (Shipping Information) to the bottom of the page (Material selection).

▲ Shipping Information

4.3 Order Entry Materials Selection

Enter the quantity of each item that you need from the **Material Selection**, then click the **Next** button at the bottom of the page. NOTE: Please refer to the guidelines for ordering materials that is provided on the home page.

- Enter the number of materials in the **Quantity** column field. Read the material descriptions carefully when entering quantities—some items are packaged in quantities of 5, 10, 25, etc. and not as single items.
- Remove materials from the Current Order by deleting the number or putting a zero in the field.

- Click on the show selected link to toggle back and forth between the items you have selected or to see the entire list.

Material selection				
2 Test Materials Selected show selected				
Sequence ▲	Quantity	Test Material	Type	Grade
1	<input type="text" value="5"/>	WLPT-II PRIM FORM C TB PK20, SEC	Response Booklet	Grades K - 2 (Primary)
2	<input type="text"/>	WLPT-II PRIM FORM C TB PK5, SEC	Response Booklet	Grades K - 2 (Primary)
3	<input type="text" value="10"/>	WLPT-II PRIM FORM C DFA, SEC	DFA	Grades K - 2 (Primary)
4	<input type="text"/>	WLPT-II PRIM FORM C SPK TB, SEC	Speaking Test Booklet	Grades K - 2 (Primary)
5	<input type="text"/>	WLPT-II ELEM FORM C TB PK20 - SEC	Test Booklet	Grades 3 - 5 (Elementary)
6	<input type="text"/>	WLPT-II ELEM FORM C TB PK5 - SEC	Test Booklet	Grades 3 - 5 (Elementary)

[Next >](#)

4.4 Submit Order

After you click **Next** from the previous page, a page displays summarizing the shipping information and exact amount of materials you ordered.

- Review your order for accuracy (shipping information and exact amount of materials requested).
- If you find any information that must be corrected, select the **Back** button to return to the **Order Additional Materials** page.
- When you have verified that the order is complete and accurate, select the **Submit Order** button. If your order cannot be completed, leave the page without submitting your order.
- The **Order Submitted Pending Approval** message displays indicating that your order has been successfully entered and has been received by Pearson.
- Your order will be reviewed for approval prior to shipping.
- An email will be sent to you when the order has been approved.

Order Additional Materials

Order Submitted Pending Approval

Your order has been submitted pending approval.

Order ID: 119813
Order Date: 2011-01-04 16:27:38 CT
User ID: WASH_LASTNAME

5.0 Order History and Tracking

The **Order History and Tracking** screen displays all the orders for the administration you have selected along with information about each order. Your screens will look slightly different than the sample ones displayed in this document.

1. To view order history and tracking, click on the **Orders** tab.
2. Select the **Order History and Tracking** sub-tab.

5.1 Order Tracking Screen - Functions Explained

- The **View By** radio buttons allow you to select orders shipped to you from Pearson (left radio button). The **Shipments to Pearson** radio button is now available for use.
- In the **Edit?** column, select the pencil icon to make changes to your order. The pencil icon is available only as long as the order status is **Awaiting Approval**. Districts are allowed to edit orders that have not yet been approved.
- In the **Delete?** column, select the garbage can icon to completely remove your order. The garbage can icon is available only as long as the order status is **Awaiting Approval**. Districts are allowed to delete orders that have not yet been approved.
- The **Order** column lists the order type and order number. Select an **Order** link to view the order details. For orders that have been shipped, the details show the shipment information, including the packing list and a link to the carrier's tracking information. This is explained in more detail in the next section.
- **Sales Order Number** column lists the Pearson sales order number.
- **Code** is the number under which the order was submitted.
- **Customer** is the district name under which the order was submitted.
- **Status** can be:
 - **Awaiting Approval** indicates that your order has been submitted but has not yet been approved by Pearson. You may still edit or delete the order.
 - **Processing** indicates that your order has been approved and will be shipped. You may still view the order details by selecting the **Order** link in the **Order** column, but orders in process can no longer be edited or deleted.
 - **Rejected** indicates that your order could not be processed for some reason. Go to the "Getting Help" section and contact your state's project coordinator if you need help resolving this.
 - **Delivered** indicates that the shipment has been delivered to the person who requested the order. Use the **Order** link in the **Order** column to view carrier tracking information.
- **Submission Date** shows the date the order was submitted.
- **Approval Date** shows the date the order was approved.
- **Delivery Date** shows the date the order was delivered.
- **Confirmation** will show if the order was confirmed, had shipment problems, or had problems resolved.

- **Approve** - The Program Team will approve orders. When the order is approved, status in the **Status** column changes from **Awaiting Approval** to **Processing**.
- To view the details of an order, click on the underlined **Order** name in the **Order** column.

<input type="checkbox"/>	Edit?	Delete?	<u>Order</u>	<u>Sales Order Number</u>	<u>Code</u>	<u>Customer</u>	<u>Status</u>	<u>Submission Date</u>	<u>Approval Date</u>	<u>Delivery Date</u>
<input type="checkbox"/>			<u>Additional Order (119813)</u>		00809	DIST 1	Awaiting Approval	01/04/2011		
			<u>Test Materials (118671)</u>	14337/1	00809	DIST 1	Delivered			

5.2 Search Filters

Districts are allowed to edit and delete orders that have not yet been approved. To focus your selection to the most relevant orders you wish to edit, use the “filters” on the **Materials Selection** and the **Order History and Tracking** screens.

5.2.1 Material Selection Filters

- You can only use one filter at a time.
- Column headings that are underlined can be viewed in ascending or descending order. The white triangle next to the heading indicates whether the column is in ascending or descending order. Click on the heading you wish to sort by.
- Use the blue arrow head next to the selected column heading link to display the filter dialog.
- In the search field, enter the first few characters (uppercase only) of the item description you are looking for and select **GO**. The items that start with those characters are displayed.
- In certain column headings, use the blue arrow head next to each heading to display a list of options available in the search field. Select the option you are searching for.
- Select **Clear Filter** to show all items.
- Use the **show selected** link on the Order Additional Materials screen to display only the items with quantities filled in.

show selected

5.2.2 Order History and Tracking Filters

- You can only use one filter at a time.
- Column headings that are underlined can be viewed in ascending or descending order. The white triangle next to the heading indicates whether the column is in ascending or descending order. Click on the heading you wish to sort by.
- Use the blue arrow head next to the **Order** link or column heading link to display the filter dialog.
- In the search field, enter the first few characters (uppercase only) of the item description you are looking for and select **GO**. The items that start with those characters are displayed.
- Use the blue arrow head next to the selected column heading link to display the filter dialog.
- In the search field, enter the first few characters (uppercase only) of the item description you are looking for and select **GO**. The items that start with those characters are displayed.
- In certain column headings, use the blue arrow head next to each heading to display a list of options available in the search field. Select the option you are searching for.
- Select **Clear Filter** to show all items.

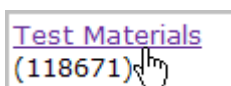


5.3 View Details of an Order

The **Order History and Tracking** tab will display the **Order List** screen. The **Order List** screen displays all orders for your district. The **Order** column lists the order type and order number.

Note: The term “Additional Order” displayed in the Order column indicates an additional materials order, The term “Test Materials” displayed in the Order column indicates an initial shipment.

To view the details of an order, select an order type from the **Order** column list. Below is a sample of the order type and order number.



Use the **Item Ordered** screen to access detailed information about your order. On this page you can edit the order (if it has not yet been approved), view **Order Details**, **Shipping Details**, **Shipment Information**, and a list of materials associated with the order. Each section is explained in more detail in the following sub-sections. Below is a sample of the Item Ordered screen.

Test Materials(118671)

[Return to Order List](#)

Approval

Order Details	
View Pallet Detail	
Submission Date:	01/04/2011
Customer:	DIST 1
User:	test test
Status:	Delivered

Shipping Details	
Ship To: 0000000000	
PEARSON CUSTOMER	
100 MAIN STREET	
IOWA CITY, IA 52245-9555	
COORDINATOR	
Phone: (800) 5551234	

Shipment #1 Shipped:

Estimated Arrival: [View Packing List](#)

Shipment problem resolved [View Confirmation](#)

Box	Status	Delivery Date	Tracking Number
1	None		FedEx - 213066
2	None		FedEx - 213068
3	None		FedEx - 213070

Material Selection		
Item	Description	Quantity
1288476-1-1-1	SCHOOL COORDINATOR PACKET	1
MI00009632	STUDENT PRE-ID LABELS	1
MI00009637	BLANK PRE-ID LABELS	10

5.3.1 Order Details Section

In the **Order Details** section (top left of screen), the order submission date, customer (district name), user (DAC) name, and order status information is displayed.

Order Details	
View Pallet Detail	
Submission Date:	01/04/2011
Customer:	DIST 1
User:	test test
Status:	Delivered

The screenshot shows the full page layout. A red circle highlights the 'Order Details' section, which includes the submission date, customer name, user name, and status. Other sections like 'Shipping Details', 'Shipment #1 Shipped', and 'Material Selection' are also visible.

5.3.2 Shipping Details Section

The **Shipping Details** section (top right of screen) displays the need by date, delivery method, shipment reason, special instructions, and the ship to address information.

Shipping Details

Ship To: 0000000000
 PEARSON CUSTOMER
 100 MAIN STREET
 IOWA CITY, IA 52245-9555
 COORDINATOR
 Phone: (800) 5551234

5.3.3 Shipment Information Section

Shipment Information (middle of screen) provides details per shipment. This section displays the shipment number, shipped date, estimated arrival date, View Packing List option and View Confirmation option. For each shipment, the number of boxes are listed, status of the order (box), delivery date and tracking number are provided.

Shipment #1 Shipped:

Estimated Arrival: [View Packing List](#)

Shipment problem resolved [View Confirmation](#)

Box	Status	Delivery Date	Tracking Number
1	None		FedEx - 213066
2	None		FedEx - 213068
3	None		FedEx - 213070

- Information alerts will inform you of any out-of-the ordinary situations and will be displayed per shipment.

Below are different examples of information alerts:

1 materials backordered

Shipment Problem

- Select the **View Packing List** link to view details regarding your order:

[View Packing List](#)

The packing list will include the order number, shipment number, ship to address, item number, item (material) description, quantity ordered, package details, box number range and back order quantity. The packing list may be printed by selecting the print option on the packing list.

Below is a sample of the packing list:

Tracking Detail

[Print](#)

Order ID: 106034
Shipment# 1

Shipping Information

Ship to: 0000000000
PEARSON CUSTOMER
100 MAIN STREET
IOWA CITY, IA 52245-9555
COORDINATOR
Phone: (800) 5551234

Packing List:

ITEM	ITEM DESCRIPTION	PACK QUANTITY	PACKAGE DETAILS	BOX NUMBER RANGE	BACK ORDER QUANTITY
1288476-1-1-1	SCHOOL COORDINATOR PACKET	1	Packet	1	0
MI00010644	RETURN MATERIALS PACKET, GR 3-9	1	1 pack	1	0
MI00009637	BLANK PRE-ID LABELS	10	Sheet	1	0
MI00009632	STUDENT PRE-ID LABELS	1	1 pack	1	0
MI00010633	ASSESSMENT BOOK, GR 9 SS, FORM 9	9	Single	2	0

- Select the **View Confirmation** link on the Shipment Information section after you receive your order.

: [View Confirmation](#)

Indicate if you received the order with “No problems” or describe the problem in the text box provided.

1. In **Date Received**, enter the month, date, and year that you received your shipment. Use MM/DD/YYYY format.
2. Select the **All materials received**...radio button to indicate that you received your materials with no problems.
3. Select the **Materials missing**... radio button to indicate that there were materials missing or other problems with your order.
4. If you selected the **Materials missing**... radio button, enter a brief description of the problem in the **Description of problem** text box.
5. An automatic email will be generated to your Customer Service team for research and resolution.

Shipment Confirmation

Date Received: / / (MM/DD/YYYY)

All materials received - no problems

Materials missing or other problems

Description of problem:

- Select the tracking number link to access the carrier's web site and view specific shipping details about your order.

Below is a sample of the tracking number link and a sample of a shipping carrier's web site:

FedEx - [188970](#)

Track Shipments [Printable Version](#) [Quick Help](#)

Detailed Results

Tracking number	1234567891234567891234	Reference	812000
Signed for by	First Lastname	Purchase order number	12300078910
Ship date	xx/xx/xxxx	Invoice number	01234567890
Delivery date	xx/xx/xxxx 8:26 AM	Destination	Example City 01
Status	Delivered	Delivered to	Shipping/Receiving
		Service type	FedEx 2Day Service
		Weight	1.0 lbs.

Date/Time	Activity	Location	Details
xx/xx/xxxx 8:26 AM	Delivered	Example City 01	
xx/xx/xxxx 6:36 AM	On FedEx vehicle for delivery	Example City 02	
xx/xx/xxxx 11:16 PM	At local FedEx facility	Example City 02	
8:24 PM	Departed FedEx location	Example City 03	
6:28 PM	Arrived at FedEx location	Example City 04	
8:57 AM	Departed FedEx location	Example City 05	
2:33 AM	Arrived at FedEx location	Example City 06	
xx/xx/xxxx 6:55 PM	Left origin	Example City 07	
6:21 PM	Arrived at FedEx location	Example City 08	
5:04 PM	Picked up	Example City 09	
3:42 PM	Package data transmitted to FedEx	Example City 10	

Signature proof Track more shipments

E-mail your detailed tracking results (optional)

Enter your name and e-mail address, submit up to three e-mail addresses, add your message (optional), and click **Submit**. If you include a message, you must enter your name and e-mail address in the fields provided.

5.3.4 Material Selection Section

Material Selection (bottom of screen) displays a complete list of items (materials) that were ordered. The item number, item (material) description, and quantity for each item (material) is displayed per order.

Test Materials(118671)

[Returns to Order List](#)

Approval	Shipping Details
Order Details Submission Date: 03/04/2011 Customer: DEST 1 User: test test Status: Delivered	Ship To: 000000000 REASON CUSTOMER 100 MAIN STREET DINK CITY, IA 52245-9555 COORDINATOR Phone: (800) 5551234

Shipment #1 Shipped:

Estimated Arrival: [View Packing List](#)

Shipment problem resolved [View Confirmation](#)

Box	Status	Delivery Date	Tracking Number
1	None		FedEx - 213066
2	None		FedEx - 213068
3	None		FedEx - 213070

Material Selection

Item	Description	Quantity
1288476-1-1-1	SCHOOL COORDINATOR PACKET	1
MI00009632	STUDENT PRE-ID LABELS	1
MI00009637	BLANK PRE-ID LABELS	10

Material Selection		
Item	Description	Quantity
1288476-1-1-1	SCHOOL COORDINATOR PACKET	1
MI00009632	STUDENT PRE-ID LABELS	1
MI00009637	BLANK PRE-ID LABELS	10