



# Testing Material Ordering

## District's User Guide

<b>Welcome to the <i>Testing Material Ordering System</i> .....</b>	<b>1</b>
About Your Task.....	1
Before You Begin .....	1
<b>Getting Started .....</b>	<b>3</b>
Connecting to Testing Material Ordering.....	3
About the Testing Material Ordering Home Page.....	6
<b>Verifying and Changing Testing Material Ordering Numbers.....</b>	<b>8</b>
Enter Testing Material Ordering Online .....	8
Entering Testing Material Ordering Using Batch Upload .....	9
Completing the Testing Material Ordering System Process .....	11
<b>Reviewing and Editing School Status.....</b>	<b>12</b>
Displaying the Browse Sites List .....	12
Locating a School's Information .....	12
Reviewing a School's Information .....	13
Editing a School's Information .....	13
<b>Creating and Downloading Reports .....</b>	<b>14</b>
To create and download a report:.....	14
<b>Frequently Asked Questions and Troubleshooting .....</b>	<b>15</b>

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## Welcome to the *Testing Material Ordering System*

*Testing Material Ordering* is an application that is a part of CTB's suite of eBusiness applications called *Navigator™*. With *Testing Material Ordering* you can easily verify and change which schools are participating in the test administration and ensure that you are ordering the correct amount of assessment materials for the current test administration for each school.

This User Guide offers instructions and best practices for using *Testing Material Ordering* to assist you in achieving your goal of ordering testing materials.

### About Your Task

Before CTB can send test materials to the districts, we need to know which schools are administering the test and the number of testing materials needed to take the test. We also need accurate shipping and billing information for each district. Furthermore, you will be asked to provide a valid email address so that we can reach you with critical updates. As the District Test Coordinator, you will be responsible for providing this necessary information so that your materials are delivered on time and in adequate quantities. Our *Testing Material Ordering* system application will make this a quick and easy process.

### Before You Begin

Please make sure you have Adobe Acrobat Reader installed and are able to open PDF files in your web browser.

For security purposes, please follow the best practice of always closing your browser when you have finished reviewing your records. This prevents an unauthorized user from using your browser back button to access *Testing Material Ordering*.

Please note that the *Testing Material Ordering* system will time-out after 20 minutes of inactivity and you will have to log in again to access the system.

Every time you enter the *Testing Material Ordering* system, make sure you check the ***Important Messages*** section on the left-hand side of the web page because there may be new messages added that you need to know since the last time you were in the system.

The following technical specifications detail minimum and recommended hardware and software requirements to support the *Testing Material Ordering* system application. This web-based application operates effectively with the most minimum of technical requirements. While this application will run faster and more efficiently at the recommended technical specifications, the system is designed to operate under less desirable conditions so long as you have access to the Internet and a current web browser.

Network Attribute	Minimum	Recommended
LAN Connectivity Building/Facility Bandwidth	10MB, 256KB	100MB, T-1 Line (1.54MB)
Desktop Bandwidth	56K	128K or better
Routers and Switches	Network Hubs	Cisco 2600 and 2900 Series
Wiring and Cables	CAT-5	Fiber backbone to the switches

Hardware & Software	Recommended Minimum Requirements
Desktop PC or Laptop	166 MHz Pentium Processor or Apple equivalent
Input Devices	Keyboard and Mouse
Memory (RAM)	64 MB or greater
Web Browser	Windows XP Professional (SP1 & SP2): Internet Explorer 6.0 or higher Firefox 3.0 or higher  MAC OS 10.4: Safari 3.0 or higher MAC OS 10.4: Firefox 3.0 or higher
Software	Adobe Acrobat Reader
Display	15" SVGA with 1024x768 resolution

## Getting Started

You can access the *Testing Material Ordering* system during the ordering window provided by CTB. Refer to the cover memo provided with this guide for specific dates.

### Connecting to Testing Material Ordering

1. Use your browser to navigate to [www.ctb.com/login](http://www.ctb.com/login).
2. Enter your User ID and Password at login to enter the Navigator system.

**Registered users log in here.**

User ID\*

Password\*

\* Asterisk indicates required field.

---

**Forgotten your password?**  
Enter your User ID below and click "Hint" to request a hint or "Reset Password" to have a NEW password e-mailed to you.

User ID\*

\* Asterisk indicates required field.

3. The first time you log in, you will be prompted to change your password.

New Password must be 8 or more characters and contain at least one letter and one number. Accepted special characters are {-,\_, \$}.

Current Password\*

New Password\*

Confirm Password\*

\* Asterisk indicates required field.

4. Change your password. Once your password is changed, you will be required to login again with your new password.

5. Upon login, you should first confirm or change your email address. This is important so that you can send yourself an email confirmation after entering your order quantities. To change your email address follow the instructions below:
  - a. On the *My Programs – Overview* page, click on the **My Profile** button in the left-hand column
  - b. Click on the **Edit** link under *Contact Information*
  - c. Change your email address
  - d. Click on the **Save** button

**Edit Profile Information**

Please specify General Information.

First Name\*

Middle Name

Last Name\*

Email\*

Phone

Password Hint

---

New Password must be 8 or more characters and contain at least one letter and one number and accepted special characters are {\_, -, \$}.

Current Password

New Password

Confirm Password

---

\* All fields marked with an asterisk(\*) are required.

6. On the left hand navigation click on *Overview* under My Programs to return to the My Programs Overview page.
7. On the *My Programs – Overview* page, click on the **Administration** link under the *Testing Material Ordering* section.
8. Upon entering the system, you will be prompted to provide vital information about the Test Administration. Enter the dates that are applicable to your Test Administration.

**Test Administration Info**

Your Test Date Window   to  

Your Scheduled Vacation Dates   to  

9. You will be prompted to verify your shipping address:
  - a. The *Materials Ship* address is already loaded into the online system. Check this address carefully to make sure that it is accurate. CTB will send your test materials to this address. **Do not use a PO Box address for the shipping address.** You must use a physical address or your order cannot be delivered.
  - b. The contact name, phone number, fax number, and email address will be used for official correspondence. This can include questions about your orders or information, shipping updates, and errata notifications.
  - c. The *Reports Ship* address is for shipping of your district's printed score reports. Using the drop-down menu, you can automatically fill in the information from the *Materials Ship* in the *Reports Ship* column. You can fill in new information if this is a different address or if correspondence related to reports should go to a different contact person. If applicable, the *Billing* address can be edited also.
  - d. When you've reviewed and updated all of these fields, click on the **Continue** button in the lower right-hand corner of the screen.

**Site Addresses** Last Confirmed

CTB relies on these addresses to communicate with you and get you your test materials quickly and efficiently. Please ensure that they are correct. You can come back in and change these. Any changes you make to the Materials and Reports addresses will be used only for the Sample Administration administration.

Materials Ship	Billing	Reports Ship
Street 1: <input type="text" value="20 RYAN RANCH ROAD"/>	Copy: <input type="text" value="--none--"/>	Street 1: <input type="text" value="30 RYAN RANCH ROAD"/>
Street 2: <input type="text"/>	Street 1: <input type="text"/>	Street 2: <input type="text"/>
City: <input type="text" value="MONTEREY"/>	Street 2: <input type="text"/>	Street 2: <input type="text"/>
State: <input type="text" value="California"/>	City: <input type="text"/>	City: <input type="text" value="MONTEREY"/>
Zip: <input type="text" value="93940"/>	State: <input type="text" value="-- Select --"/>	State: <input type="text" value="California"/>
Country: <input type="text" value="United States"/>	Zip: <input type="text"/>	Zip: <input type="text" value="93940"/>
Phone: <input type="text" value="8315555555"/>	Country: <input type="text" value="-- Select --"/>	Country: <input type="text" value="United States"/>
Ext: <input type="text"/>	Phone: <input type="text"/>	Phone: <input type="text" value="8315555555"/>
Fax: <input type="text"/>	Ext: <input type="text"/>	Ext: <input type="text"/>
Email: <input type="text" value="sampleemail@ctb.com"/>	Fax: <input type="text"/>	Fax: <input type="text"/>
Last Name: <input type="text"/>	Email: <input type="text"/>	Email: <input type="text" value="sampleemail@ctb.com"/>
First Name: <input type="text"/>	Last Name: <input type="text"/>	Last Name: <input type="text"/>
	First Name: <input type="text"/>	First Name: <input type="text"/>

## About the Testing Material Ordering Home Page

You have now completed the basic set-up of contact information and testing dates within the *Testing Material Ordering* system. NOTE: Any reference to 'enrollment' refers to testing material orders only, not to enrollment counts.

1. Under the *Site Information* heading, you can see the dates and contact information you've entered. This also tells you when you last updated the site information. You can update this, and any editable information within the system throughout the entire testing material ordering window.

To edit your site information, click on the red *Edit* link (shown below).



**Site Information** [Edit](#)

Sample Administration is being administered from 03/31/2014 through 05/16/2014.

Your Test Date Window	04/07/2014 to 04/11/2014
Your Scheduled Vacation Dates:	04/14/2014 to 04/18/2014
Addresses Last Confirmed:	10/23/2013 02:55:18 PDT

2. The *Enrollment Information for My Schools* is your "scoreboard." Here's what it tracks:



Enrollment Information for My Schools		
Status	Count	Edit/Enter Enrollments
Pending:	5	<a href="#">BY ALPHA</a> <a href="#">BY CODE</a>
Participating, Confirmed:	0	<a href="#">BY ALPHA</a> <a href="#">BY CODE</a>
Non-participating:	0	<a href="#">BY ALPHA</a> <a href="#">BY CODE</a>
Permanently Closed:	0	<a href="#">BY ALPHA</a> <a href="#">BY CODE</a>
Total of All Schools:	5	<a href="#">BY ALPHA</a> <a href="#">BY CODE</a>

### ***Pending***

This is the number of schools whose participation has not yet been confirmed. Every pending school must be identified as either "Participating, Confirmed" or "Non-participating." To complete this process, the number of Pending sites should be zero.

### ***Participating, Confirmed***

This is the number of schools who have confirmed participation in the test administration.

### ***Non-participating***

This is the number of schools that will not be participating in this administration.

### ***Permanently Closed***

This is the number of schools that are not participating because they have closed.

### ***Total of All Schools***

This is the total number of schools CTB received in your system's data.

3. We've given you several ways to navigate through your school sites.
  - a. You can use the blue buttons on the chart shown under the *Enrollment Information for My Schools* heading. Beside each status total, buttons are provided to search through those sites by name (*By Alpha*) or by school number (*By Code*).
  - b. Under the heading of *Advanced Selection*, you can search for sites based on
    - the first letter of the school name
    - a specific school code (the four-digit school number)
    - enrollment status (Pending, Participating, Non-participating, Closed)
  - c. The drop-down box under *Browse Sites* allows you to search for sites based on their confirmation status (All Sites, Not Confirmed, Partially Confirmed, Complete).

**Enrollment Information for My Schools**

Status	Count	Edit/Enter Enrollments	
Pending:	5	<a href="#">BY ALPHA</a>	<a href="#">BY CODE</a>
Participating, Confirmed:	0	<a href="#">BY ALPHA</a>	<a href="#">BY CODE</a>
Non-participating:	0	<a href="#">BY ALPHA</a>	<a href="#">BY CODE</a>
Permanently Closed:	0	<a href="#">BY ALPHA</a>	<a href="#">BY CODE</a>
<b>Total of All Schools:</b>	<b>5</b>	<a href="#">BY ALPHA</a>	<a href="#">BY CODE</a>

**Sending Enrollment Status**  
 You still have schools in **Pending**. You will be able to send an email to yourself and colleagues with the status of schools once there are no more schools in Pending.

You can, at any time, generate a report of the status of your schools by going to the My Reports area.

**Advanced Selection**

School Name Starts with:  ▼

School Code Starts with:

Status:  ▼

[EDIT ENROLLMENT](#)

**Browse Sites**  
 Browse detailed status information about individual sites' progress in enrollment. Or submit enrollments on behalf of a site.

Browse Sites:  ▼ [SUBMIT](#)

# Verifying and Changing Testing Material Ordering Numbers

## Enter Testing Material Ordering Online

On the *Testing Material Ordering* Home Page, click on **By Alpha** or **By Code** in the *Pending* row to view all of your schools that are marked as *Pending*.

Enrollment Information for My Schools			
Status	Count	Edit/Enter Enrollments	
Pending:	5	<a href="#">BY ALPHA</a>	<a href="#">BY CODE</a>
Participating, Confirmed:	0	<a href="#">BY ALPHA</a>	<a href="#">BY CODE</a>
Non-participating:	0	<a href="#">BY ALPHA</a>	<a href="#">BY CODE</a>
Permanently Closed:	0	<a href="#">BY ALPHA</a>	<a href="#">BY CODE</a>
Total of All Schools:	5	<a href="#">BY ALPHA</a>	<a href="#">BY CODE</a>

In the status column, all of your schools will be marked as pending as enrollment counts are not preloaded. You can change the status to *Participating* by choosing this option from the drop-down menu.

To enter the order quantity for participating schools, select the grade-level box and type in the order number. To enter the Estimate numbers, click on the **Estimates** link under the *Copy/Fill* column.

If you need Large Print or Braille tests, click on the **Fill LP Br** link under the *Copy/Fill* column. Two additional lines will appear beneath the school and you can enter in the number needed.

When you have finished verifying all order numbers for each school, click on the **Done** button and you will be re-directed to the *Testing Material Ordering* Home Page.

School Name	Status	Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Copy/Fill
TEST SCHOOL 1 1111 <a href="#">edit address</a>	Participating	Estimate 0 0	0 0	0 25	0 0	0 35	0 0	<a href="#">ESTIMATES</a> <a href="#">Fill LP</a> <a href="#">Br</a>
TEST SCHOOL 2 2222 <a href="#">edit address</a>	Participating	Estimate 0 0	0 20	0 0	0 30	0 0	0 0	<a href="#">ESTIMATES</a> <a href="#">Fill LP</a> <a href="#">Br</a>
TEST SCHOOL 3 3333 <a href="#">edit address</a>	Non-participating	Estimate 0 0	0 0	0 0	0 0	0 0	0 0	<a href="#">ESTIMATES</a> <a href="#">Fill LP</a> <a href="#">Br</a>
TEST SCHOOL 4 4444 <a href="#">edit address</a>	Participating	Estimate 0 0	0 0	0 0	0 40	0 35	0 55	<a href="#">ESTIMATES</a> <a href="#">Fill LP</a> <a href="#">Br</a>
TEST SCHOOL 5 5555 <a href="#">edit address</a>	Participating	Estimate 0 0	0 0	0 10	0 15	0 10	0 20	<a href="#">ESTIMATES</a> <a href="#">Fill LP</a> <a href="#">Br</a>

[SAVE](#)   [DONE](#)   [RESET THIS PAGE](#)

## Entering Testing Material Ordering Using Batch Upload

If you have a large number of schools for which you need to enter orders, you have the option to download a file template and make the changes on your local computer, then upload the completed file. This way, you only need to be connected to the Internet to download the template and again when you are ready to upload your file. If you choose to submit your testing material order with a batch upload, you can still modify your numbers online any time while the window is open. On the left-hand side of the *Testing Material Ordering Home Page*, click on **Enrollments Upload** under *Current District*.

Administration: Sample Administration  
**Current DISTRICT: TEST DISTRICT**

Welcome to Online Enrollment. Use this tool to select schools which are participating in Sample Administration, and mark enrollments for each participating school. Each school needs to either a) have its enrollment confirmed, b) be marked non-participating, or c) be marked permanently closed.

Your window for enrollment is from 12/08/2009 to 12/31/2010. All Enrollments must be entered by this date.

Site Information [Edit](#)  
 Sample Administration is being administered from 12/08/2009 through 12/31/2010

Your Test Date Window	04/07/2014 to 04/11/2014
Your Scheduled Vacation Dates:	04/14/2014 to 04/18/2014
Addresses Last Confirmed:	10/23/2013 02:55:18 PDT

### 1. Download file

- ✓ Ensure you have an unzip application on your computer. You may download free software at [www.winzip.com](http://www.winzip.com) for PC users, or [www.stuffit.com](http://www.stuffit.com) for Mac users.
- ✓ Click on **Create File** to download the file template.
- ✓ When the file is ready, click on **Download File** and save the zip file to your desktop.
- ✓ Locate the zip file on your desktop; double-click to open.
- ✓ Click on the enrollments.txt file in the zip file. This is the file template.
- ✓ Drag the batch file out of the zip file to your desktop.
- ✓ Working with your file
  - a) In Excel, choose "File," "Open"
  - b) Change "Files of type" in the drop-down box to ".txt" (Text Files type)
  - c) Find enrollments.txt file from your desktop
  - d) In the Text Import Wizard
    - Check "Delimited" radio button, then Next →
    - Uncheck "Tab," check "Comma," then Next →
    - In "Data Preview,"
      - i. Click first column
      - ii. Slide scroll bar to last column
      - iii. Shift-click last column
      - iv. Choose "Text" for "Column Data Format"
      - v. Click **Finish**

e) Enter your testing material quantities into the template. In the *Status* column, enter the following for each school: P = Participating, N = Non-participating, X = Permanently Closed. If left blank, school will remain "Pending."

f) When you are finished entering your order, name the file "testing material order," choose "Save As" and save as a .CSV (comma-delimited) file. **DO NOT DOUBLE-CLICK ON A CSV FILE TO VIEW – YOU WILL LOSE FORMATTING.** Put your cursor over the file's icon, right-click, and then "Open with" Notepad or Word. If the drop-down box doesn't automatically list these applications, select "Choose program" and use a text-based application.

g) Exit Excel.

## 2. Uploading file

- ✓ Browse for test material ordering.CSV file
- ✓ Enter appropriate comments
- ✓ Click ***Upload Enrollments***

## 3. File History

- ✓ Your file is checked for errors when it is uploaded. You can monitor the status of your upload on the *Enrollment File History* table.
- ✓ You will receive an email when your file is submitted and another when the system has finished processing your file.
- ✓ If there are too many errors in the file you are uploading or if the format of the file is incorrect, you will need to open the file on your desktop, correct any errors, and upload again. When you see there are no errors ("0" in the *Fail* column), your file was uploaded successfully.
- ✓ Your enrollments should now appear in the grade buckets for your schools.

**1. Download an Enrollments File**  
 Download an enrollments file for editing offline. After editing, proceed to step 2 to upload your enrollment changes.

Status	Count	Create File
Pending:	61	<a href="#">CREATE FILE</a>
Participating, Confirmed:	0	
Non-participating:	0	
Permanently Closed:	0	
<b>Total of All Schools:</b>	<b>61</b>	<a href="#">CREATE FILE</a>

**2. Upload an Enrollments File**  
 Upload your enrollments file or a zip file containing a single enrollments file.

Select your enrollments file:  [Browse...](#)

Comments:

[UPLOAD ENROLLMENTS](#)

**3. Enrollment File History**  
 Monitor the processing status of your Enrollments upload.

Upload Date	User	Status	Filename	Comments	Pass	Fail	Failures
No files have been uploaded.							

## Completing the Testing Material Ordering System Process

When you have completely verified and updated your testing material order numbers and the *Pending* row on the *Testing Material Ordering* Home Page is 0, a section will appear that will allow you to send a confirmation of the final submission to you and others via email. You may send yourself an email with the status of all the schools. More detailed information is available in the *My Reports* area. This email is provided for your convenience. You may continue to change order information up until the date the testing material ordering window closes.

An email with the order information for this site will automatically go to the email address of the user account under which you are logged-in when you click **Submit** (please see the *Getting Started* section on page 5 to confirm the email address attached to your login). You may also enter additional emails.

**Enrollment Information for My Schools**

Status	Count	Edit/Enter Enrollments	
Pending:	0	<a href="#">BY ALPHA</a>	<a href="#">BY CODE</a>
Participating, Confirmed:	4	<a href="#">BY ALPHA</a>	<a href="#">BY CODE</a>
Non-participating:	1	<a href="#">BY ALPHA</a>	<a href="#">BY CODE</a>
Permanently Closed:	0	<a href="#">BY ALPHA</a>	<a href="#">BY CODE</a>
<b>Total of All Schools:</b>	<b>5</b>	<a href="#">BY ALPHA</a>	<a href="#">BY CODE</a>

**Email Enrollment Status**  
 You no longer have any schools in **Pending**. You may send yourself an email with the status of all the schools. More detailed information is available in the My Reports area. This email is provided for your convenience. You may continue to change enrollment information up until the date the enrollment window closes.

An email with the enrollment information for this site will automatically go to the email address of the user account under which you are logged-in. You may also enter additional emails.

Enter additional email addresses below.

[SUBMIT](#)

## Reviewing and Editing School Status

### Displaying the Browse Sites List

- When you don't want to filter the list, click ***Browse My Sites*** in the left navigation bar.
- When you do want to filter the list and you're on the Home Page:
  1. Under ***Browse Sites*** on the Home Page, choose which schools you want to browse.



- All schools in your district
- Schools that have not edited their data
- Schools that have edited some data
- Schools that have finished editing

2. Click ***Submit***.

### Locating a School's Information

On the *Browsing Sites* page, schools appear alphabetically by name.

**Browsing Sites**  
Below is a summary of the status of your sites. Click on a site name to get more detailed information or to edit the enrollments for that site.

Click on a letter in the alpha bar to show only sites with that name.  
[NAME](#) | [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) | [123](#)

Or enter the first few digits of a site code to show sites with that code.  
 CODE

---

Filter:  ▼

Site Name	Edit	Site Code	Partic.	Pending	Non-Partic.	Closed	Last Enrollment Update
<a href="#">TEST SCHOOL 1</a>	<a href="#">edit</a>	1111	X				
<a href="#">TEST SCHOOL 2</a>	<a href="#">edit</a>	2222	X				

1. Find the name of the school you want to review.
  - To find a school by name, click on the first letter of the school name. To restore the list, click ***NAME***.
  - To find a school by code, enter the first few numbers of the code.
  - To limit your view to schools that are unconfirmed, partially confirmed, or complete, choose the filter for that status. These filters make it easy to identify which schools are still pending so you can get their status confirmed.
2. When you see the school you want to work with:
  - Click the school's name to review its information, or
  - Click the ***Edit*** link to change its information.

## Reviewing a School's Information

When you click a school's name on the browse list, the *School Information* page appears.

**School Information** [Edit](#)

Please make sure this information is correct as CTB relies on it to ship test materials and reports.

Admin2  
 10 Oak Street  
 Oakville, CA 92345  
**Phone:** 800-555-1212  
**Fax:**  
**Email:** sample@ctb.com  
**Test Coordinator/Principal:**

**Enrollment Status:** Participating

[ENTER ENROLLMENT](#)

1. Review the school information.
2. If the information is inaccurate or incomplete, you can edit it by clicking the *Edit* link.
3. Click on the *Enter Enrollment* button if you would like to add testing material order numbers.

## Editing a School's Information

The *Edit School Information* page appears when:

- You click the *Edit* link on the *School Information* page
- You click the *Edit* link to the right of the school's name in the browse list

To edit a school:

1. Choose the school's status.
2. Enter the address for the school.
3. Enter the contact information for the school's test coordinator.
4. Click *Save* to update the school's information.

**School Information**

Status:  ▼

CTB relies on this address to communicate with you and get you your test materials quickly and efficiently. Please ensure that this is correct. You can come back in and change this address at any time.

**School Address**

<p>Street 1 <input type="text" value="147 E 107TH ST"/></p> <p>Street 2 <input type="text"/></p> <p>City <input type="text" value="LOS ANGELES"/></p> <p>State <input type="text" value="California"/> <span style="float: right;">▼</span></p> <p>Zip <input type="text" value="90003"/></p> <p>Country <input type="text" value="United States"/> <span style="float: right;">▼</span></p>	<p>First Name: <input type="text" value="TEST"/></p> <p>Last Name: <input type="text" value="COORDINATOR"/></p> <p>Phone <input type="text"/> ext <input type="text"/></p> <p>Fax <input type="text"/></p> <p>Email <input type="text"/></p>
--	--

[SAVE](#) [CANCEL](#)

## Creating and Downloading Reports

You can access reports that summarize status information by clicking *My Reports* in the left navigation bar. You can choose one of four reports.

- Choose the *Enrollment Status Report* when you want to view a complete testing material ordering status for your entire district in the form of "pending," "partially complete," or "complete."
- Choose the *District/School Change Report* when you want to see all of the changes made to the schools in your district. It also identifies the date and time of change and the user who made the change.
- Choose the *Enrollment Detail Report* when you want to check the number of testing materials ordered for each school. You should run this report and save to your computer when you submit all of your testing material order numbers to CTB. This will enable you to refer to the information when you receive your materials.
- Choose the *Login Report* when you want to check who has logged in to the administration.

Home / My Account / Select Administration / Reports [Logout](#)

[My Home](#)  
[Browse My Sites](#)  
**My Reports**  
[Add School](#)  
**Current DISTRICT**  
[Enrollments Upload](#)

Administration: Sample Administration  
**Current DISTRICT: TEST DISTRICT**

**Available Reports**

Enrollment Status Report — Provides enrollment statuses for your entire organization.  
[ENROLLMENT STATUS REPORT](#)

District / School Change Report — Reports all changes made to districts/schools in your organization. Identifies the date and time of change and user who made the change.  
[DISTRICT/SCHOOL CHANGE REPORT](#)

Enrollment Detail Report — Details specific enrollment quantities for all schools within a selected district.  
[ENROLLMENT DETAIL REPORT](#)

Login Report — Reports on users that have logged in to the administration.  
[CREATE REPORT](#)

**Important Messages**

This is where your important messages will be displayed.

### To create and download a report:

1. Click the blue button below the report you wish to run.
2. To run a new report, click on the *Create Report* button. You can wait while your report generates or navigate away from the report screen. You will be able to come back later to retrieve your report. You will receive an email when your report is ready to view. If you are waiting, click *Refresh* every few minutes and a new button will appear when your report is ready to view.
3. You can access your report by clicking the *Download Report* button. The date and time the report was last run will be displayed.
4. Save the report onto your hard disk. Once the report is saved, extract the report file from the zip archive; open it in the application of your choice, typically Microsoft Excel.
5. Use your application to modify the report to fit your requirements.
6. To run an updated report, click the button under the report you have selected, and then click *Update Report*. The last generated report will now be replaced with your new report. Click *Download Report* to access your new report.

## Frequently Asked Questions and Troubleshooting

**1. *What's the web site address for the Testing Material Ordering system?***

You will access the *Testing Material Ordering* system through the CTB-hosted homepage at [www.ctb.com/login](http://www.ctb.com/login).

**2. *What happens if I forget my password?***

On the Login web page, enter your user ID under the *Forgotten your password?* section, and click on the "hint" or "reset password" button. You may also contact the MAP Service Line at 1-800-544-9868 and they will reset your password.

**3. *What if I miss the testing material ordering window?***

If you miss the ordering window, the MAP Service Line will attempt to contact your district to collect the information. Your testing dates are vital and are used to determine when your test materials will be shipped to your district.

**4. *Why do I have to provide my testing dates or Spring Break dates?***

Your testing and Spring Break dates are vital and are used to determine when your test materials will be shipped to your district.

**5. *I am not sure how many students I will actually have at the time of testing. What will happen if I need more materials?***

Once the testing material order window has closed, CTB needs time to process your order. To avoid delays or errors of processing original orders it is very important that Districts wait until the short/add window opens to order additional materials.

**6. *What if I cannot open the reports on the Testing Material Ordering system?***

You need to have the Zip software on your computer to open the reports. If you do not have this software, please contact your technology department for direction.