

Submitting Additional Orders

Audience: LEA and School Test Coordinators

When to Do: Between March 25 and May 31

See also: [Test Coordinator Manual](#), Page 33, Sec 3.10.4

This document covers:

- About paper ordering
- Key dates
- Who does what
- Creating a new order
- View existing orders and track shipment
- Canceling a pending order

About Paper Ordering

Initial Order paper material orders from 02/23/24 to 03/18/24 were routed through student enrollment file received from OSSE based on accommodations updated by 3/5/24. ADAM has a special section for Additional Materials Ordering (AO) which will be open only during the window of 3/25/24 – 5/31/24.

AO Category	Start	End
AO Window	3/25/24	5/31/24
Test Material	3/25/24	5/10/24
Human Reader Scripts	3/25/24	5/17/24
Return Material	3/25/24	5/31/24

Who Does What?

Your role determines what ordering features in ADAM are available.

Ability	OSSE	LEA	School Test Coordinator
View Order	Y	Y	Y
Create Orders	Y	Y	Y
Edit Unapproved Orders	Y	Y	Y
Cancel Pending Orders	Y	Y	Y
Edit Order Address	Y	Y	Y
Approve/Reject Orders	Y		

Create a New Order

Before placing a paper order, be sure accommodations and test assignment tags are accurate. Orders will be rejected if the requested accommodated materials are not assigned to any students at your school.

To create a new order:

1. Navigate to **Orders > Manage Orders**
2. Click **Create Order**
3. Enter an Order Name; this should be something that includes your name and school
4. For Admin Code, select 'DC Cape Spring 24'
5. Select the District (LEA)

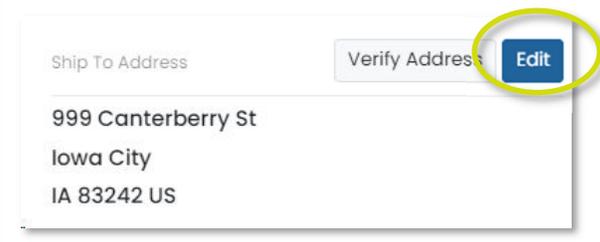
Submitting Additional Orders

- In the 'Order for' field, select the school that should receive the shipment
- In the 'Ship to' field, select 'school'
If this field defaults to 'district' and isn't editable, you may need to select a different option in the 'Order for' field as some schools are listed twice -- both as a school and an 'LEA.'
- When entering Date Needed, consider that orders need to be approved, fulfilled, and sent via ground shipping. Shipping may take up to 5 business days once approved.
- Add a Reason for Order. If available, add the student for which the materials are being requested.
- Under Ship to Contact, enter contact name, phone and email if missing
- Click **Done Editing**
- The Ship to Address is pre-populated, but please click **Verify Address** and then **Accept & Continue**.



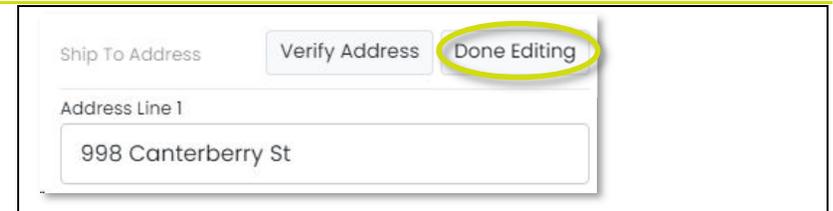
Ship To Address Address Verified Edit

If needed, you can **edit the address** for an order that has not yet been approved.



Ship To Address Verify Address Edit

999 Canterbury St
Iowa City
IA 83242 US



Ship To Address Verify Address Done Editing

Address Line 1

998 Canterbury St

- Click **Go to Order Items**
- Enter the quantities you would like for the items you're ordering.

You can scroll down or use the Search field to locate a product. Note that paper bands come in packs of ten; this is noted in the description. Additional information on item numbers and item descriptions can be found in the [DC CAPE Spring 2024 Additional Orderable Items Reference Sheet](#).
- Once you have made your selections, click **Go to Confirm Order**
- If the details on the Create Order screen look accurate, click **Confirm Order**

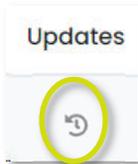
Submitting Additional Orders

View Existing Order Status and History

Review the status of existing orders in **Orders > Manage Orders**.

You can:

- Search by Order Number or Order Name
- Sort by any column
- Filter by Order Status
- View history in a pop-up window

A screenshot of a pop-up window titled "Order Updates" with a close button (x) in the top right corner. The window displays a table with two columns: "Date and Time" and "Description". The table contains two rows of data.

Date and Time	Updated By	Description
03/01/2024 01:35 PM	Viji Ravi	Order Created
03/01/2024 01:36 PM	Viji Ravi	Order Rejected - Not Required

Shipment Tracking

The Shipment Tracking page lists the order number, order name, the administration code, date ordered, status, number of packages, and destination. The order status is updated.

If there are multiple packages in an order, each delivery will be listed under the main order (click the Order Number to expand the list).

To track shipping, go to **Orders > Shipment Tracking**. You can search by Order Name or Order Number, filter by Shipment Status and sort by a column. Click an order number to see its full history in a pop-up window.

About Order Statuses

- In Progress: Awaiting approval
- Fulfillment: With Pearson for packing
- In Transit: Shipped and enroute
- Delivered: Was delivered to address specified in the order
- Error: Either cancelled or there was an error with the order. Please see order notes or contact OSSE.Assessment@dc.gov for assistance.

Cancel a Pending Order

You can cancel an order that is waiting for approval.

1. Go to **Orders > Manage Orders**
2. Locate the order as described previously
3. Click the order number
4. In the bottom left, click **Delete Order**

