Oregon Statewide Assessment System

Inbox Guide

Updated July 27, 2020

Prepared by Cambium Assessment, Inc.

Descriptions of the operation of Cambium Assessment, Inc. (CAI) systems are property of Cambium Assessment, Inc. and are used with the permission of CAI.

Inbox

The Cambium Assessment, Inc. (CAI) suite of online systems includes a Secure Docs Inbox feature that is integrated with all the online assessment systems provided by CAI. The Inbox serves as a central repository for secure documents uploaded by administrators (such as state personnel) or shared between users and data files exported by users from within a CAI online assessment system.

Each user's Secure Docs Inbox is personal to them and not shared among other users. Users can easily manage the files in their Inbox. The files are categorized into different tabs to allow users to view non-archived and archived files. Users can also search for files by keyword. Files are listed in the order in which they were created. The file creation and file expiration dates appear, if applicable. The number of days remaining until a file expires is also displayed next to a file. By default, files created/exported by users from within a CAI online assessment system are available for 30 days. Users can choose to archive files for future reference or delete files, if required.

How to access the Inbox from the OSAS Portal

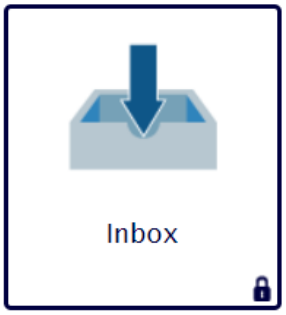
Users can access their Inboxes directly from their OSAS Portal.

1. Navigate to the OSAS Portal (osasportal.org), and select your user role (see Figure 1).

Figure 1. Portal User Cards

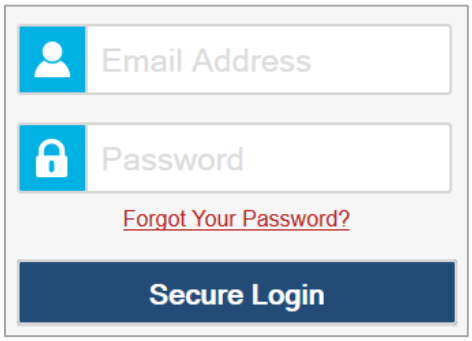
2. Select the **Inbox** card (see Figure 2).

Figure 2. Inbox Card



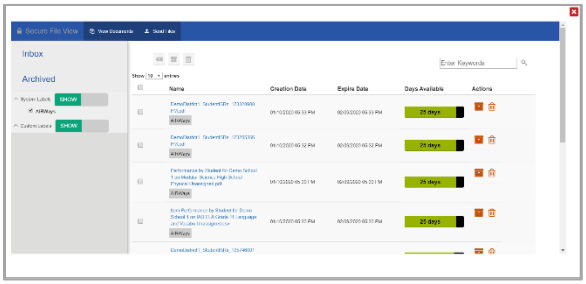
3. The ***Login*** page appears (see Figure 3). Enter your email address and password.

Figure 3. Login Page



4. Click **Secure Login**. The ***Inbox*** page appears (see Figure 4). By default, the Inbox window displays the *View Documents* tab.

Figure 4. Inbox

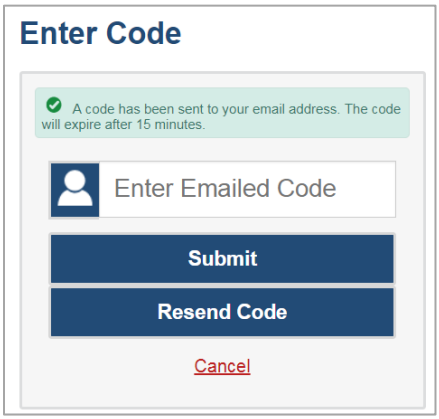


If you have not logged in using this browser before, or if you have cleared your browser cache, the ***Enter Code*** page appears (see Figure 5) and an email containing an authentication code is sent to your address.

i. In the *Enter Emailed Code* field, enter the emailed code.
ii. Click **Submit** to view the ***Inbox*** page.

You must use the authentication code within fifteen minutes of the email being sent. If the code has expired, click **Resend Code** to request a new code.

Figure 5. Enter Code Page



5. *Optional*: On the ***Inbox*** page, select a file view from the available tabs:

   - **Inbox**: This is the default view and displays all the files except for the ones that you have archived.

   - **Archived**: Displays the files that you have archived.

6. *Optional*: To filter the files by keyword, enter a search term in the text box above the list of files. The Inbox displays only those files containing the entered file name.

7. *Optional*: To hide or display system labels, toggle HIDE / SHOW.

8. *Optional*: To hide files with a particular system label, unmark the checkbox for that system label.

9. *Optional*: To hide or display custom labels, toggle HIDE / SHOW.

10. *Optional*: To hide files with a particular custom label, unmark the checkbox for that custom label.

11. Do one of the following:

    - To download a file, select the file name.

    - To add a new custom label or apply an existing custom label to a file, select .

      - To apply a new custom label, mark the checkbox, enter a new custom label in the text box, and select **Save New Label**.

      - To apply an existing custom label, mark the checkbox, enter an existing custom label in the text box, and select **Apply Label**.

    - To archive a file, select .

    - To delete a file, select . Archived files and secure documents uploaded to the Inbox by admin users cannot be deleted. Files exported to the Inbox can be deleted.

12. To log out of the Inbox, click .

How to access the Inbox from a CAI Online Assessment System

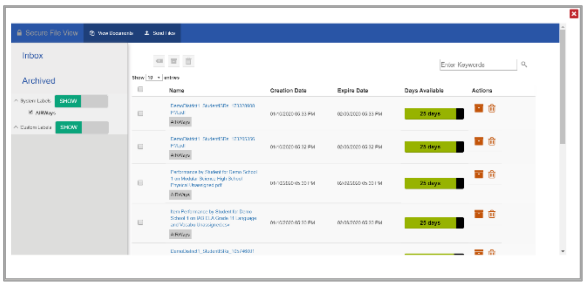
Since the Inbox is integrated with the CAI online assessment systems that allow users to export files, it can be easily accessed from any page within these systems.

1. Log in to a CAI Online Assessment system that uses the Inbox, and from the banner, select **Inbox**. The ***Inbox*** pop-up window appears (see Figure 6). By default, the Inbox window displays the *View Documents* tab.

2. *Optional*: Select the file view from the available tabs:

- **Inbox**: This is the default view and displays all the files except for the ones that you have archived.
- **Archived**: Displays the files that you have archived.

Figure 6. Inbox



3. *Optional*: To filter the files by keyword, enter a search term in the text box above the list of files. The Inbox displays only those files containing the entered file name.
4. *Optional*: To hide or display system labels, toggle HIDE / SHOW.
5. *Optional*: To hide files with a particular system label, unmark the checkbox for that system label.
6. *Optional*: To hide or display custom labels, toggle HIDE / SHOW.
7. *Optional*: To hide files with a particular custom label, unmark the checkbox for that custom label.
8. Do one of the following:
   - To download a file, select the file name.
   - To add a new custom label or apply an existing custom label to a file, select .
     - To apply a new custom label, mark the checkbox, enter a new custom label in the text box, and select **Save New Label**.
     - To apply an existing custom label, mark the checkbox, enter an existing custom label in the text box, and select **Apply Label**.
   - To archive a file, select .
   - To delete a file, select . Archived files and secure documents uploaded to the Inbox by admin users cannot be deleted. Files exported to the Inbox can be deleted.
9. To close the ***Inbox*** pop-up window, click .

How to send files from the Inbox

You can send a file or files from the Inbox window to individual recipients by email address or to groups of recipients by user role. Sent files will appear in each recipient's Secure Docs Inbox.

You can perform this task from any system that allows you to access the Secure Docs Inbox.

The ability to send files is available only to users who can access tasks under the Users task menu in TIDE.

1. Log in to a CAI Online Assessment system that uses the Inbox, and from the banner, select **Inbox**. The ***Inbox*** page appears (see Figure 8). By default, the Inbox window displays the *View Documents* tab.

Figure 7. Banner

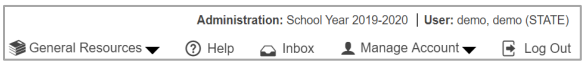
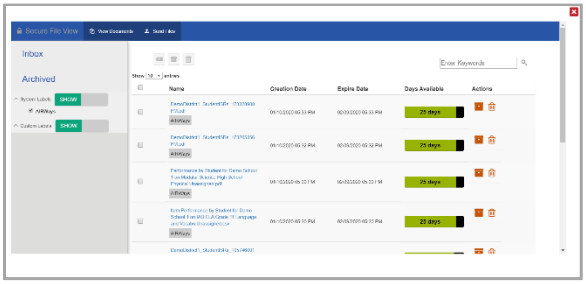
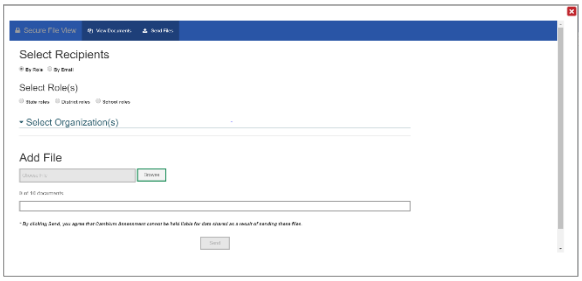


Figure 8. Inbox – View Documents



2. Select the **Send Files** tab. The ***Send Files*** page appears (see Figure 9).

Figure 9. Inbox – Send Files



3. In the *Select Recipients* field, do one of the following:

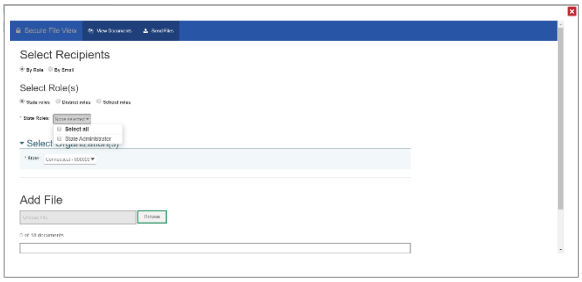
   - Select **By Role** to send a file or files to a group of users by user role.
   - Select **By Email** to send a file or files to a single recipient by email address.

   If you select **By Email**, skip to step 7.

4. In the *Select Role(s)* field, select the role group to which you want to send a file or files. A drop-down list appears (see Figure 10).

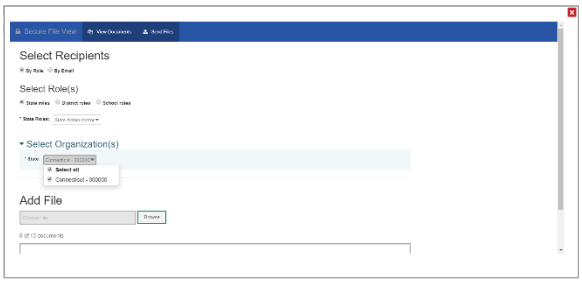
5. From the drop-down list, select the role(s) to which you want to send a file or files. You can choose **Select all** to send a file or files to all roles in the selected role group.

Figure 10. Send Files – Select Roles



6. From the *Select Organization(s)* drop-down lists, select organizations that will receive the file(s) you send (see Figure 11). These drop-down lists adhere to TIDE's user role hierarchy. For example, district-level users will be able to filter at their role level and below.

Figure 11. Send Files – Select Organization(s)



7. If you selected **By Role** in step 3, skip this step. If you selected **By Email** in step 3, enter the email address of the recipient to whom you wish to send a file or files.

8. To select a file or files to send, in the *Add File* field, select **Browse**. A file browser appears.

9. Select the file(s) you wish to send. You may send up to 10 files totaling no more than 20MB at once.

10. Select **Send**.