Oregon Statewide Assessment System

Ordering Kindergarten Assessment Materials
User Guide

2019

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Introduction to this User Guide

This user guide explains how to order Kindergarten Assessment materials using the Test Information Distribution Engine (TIDE).

Document Conventions

Table 1 describes the conventions appearing in this user guide.

Table 1. Document Conventions

Icon	Description
⚠️	**Caution:** This symbol accompanies information regarding actions that may result in incorrect data.
bold italic	Boldface italic indicates a page name.
bold	Boldface indicates an item you click or a drop-down list selection.
italic	Italic indicates a field name.

Intended Audience

This user guide is intended for district-level users who manage assessment efforts. To use TIDE, users need to be familiar with using a web browser to retrieve data and fill out web forms.

Section I. Ordering Kindergarten Assessment Materials

Task Group: Kindergarten Materials

The Kindergarten Assessment is a paper-based test. The procedures in this user guide explain how to verify shipping information, select a delivery window, verify or adjust the number of Kindergarten Assessment materials your district will need by school (based on the expected number of Kindergarteners who will be enrolled in 2019–2020), and how to track the shipment.

⚠️ **IMPORTANT: District Overage**

Districts will automatically be sent overage booklets. You do not need to add overage to your order.

To begin the process of ordering materials, users should expand the **Kindergarten Materials** task menu and click on **Initial Orders** (see Figure 1).

Figure 1. Kindergarten Materials Task Menu – Initial Orders

Task: Initial Orders

The **Initial Orders** task enables District Test Coordinators (DTCs) or District Level Users (DLUs) to verify shipping information, select a delivery window, and verify or adjust the number of Kindergarten materials your district will need by school.

Shipping Information

Verifying shipping information initiates the process of ordering Kindergarten Assessment materials for the Kindergarten students in your district. Figure 2 shows the *Shipping Information* task.

Figure 2. Shipping Information Task

The District Test Coordinator's information for your district is displayed in the left-hand column. The Shipping Information used last year for your district is displayed by default in the right-hand column. Required fields are marked with an asterisk.

> ⚠️ **IMPORTANT: No PO Boxes or home addresses are allowed**
>
> FEDEX will not deliver to PO Boxes, and these materials may not be delivered to your home address.

To verify shipping information:

1. Review the default shipping information for accuracy and make any necessary changes.

2. Fill in required fields that are not pre-loaded, such as *Contact Person* and *Phone Number*.

3. Click **Verify**. A message will appear confirming that the information is verified. Click **Continue**.

Confirm Test Delivery Window

After verifying shipping information, the *Confirm Delivery Window* task appears. This task allows you to select the delivery window for the shipment of Kindergarten Assessment materials to your district. Figure 3 shows the *Confirm Delivery Window* task.

> ⚠️ **IMPORTANT: Choosing a Delivery Window**
>
> *You must select a delivery window by June 18, 2019.* If you do not select a delivery window by that time, you will not receive any Kindergarten Assessment materials.

Figure 3. Confirm Delivery Window

To confirm a delivery window:

1. On the ***Initial Orders*** page, select one of the available delivery windows.

2. Click **Save**. A message will appear confirming your selection. Click **Continue**.

   ⚠️ **IMPORTANT: Saving Delivery Window**

   You must click **Save** in the Choose Delivery Window task to confirm your delivery window. If you do not click **Save**, your order will not be fulfilled. You can change your delivery window in TIDE up until June 18, 2019. After June 18, you will not be able to change your delivery window.

Confirm Material Quantities

This task allows you to verify or adjust the number of Kindergarten Assessment materials your district will need, by school. ODE has already populated the number of materials for your district based on previous Kindergarten Assessment materials orders. To view the preloaded material orders that ODE has placed for a school in your district, select the school from the drop-down list and click **Search** (see Figure 4).

Figure 4. Search for Orders School Selection

The *Confirm Material Quantities* page (see Figure 5) will display the order fields for four materials. The preloaded quantities populated by ODE appear in the *Estimated Quantity* column. If you need to adjust the quantity of a material, enter the total quantity you wish to receive in the *Desired Quantity* column and click **Save Orders**.

Figure 5. Confirm Materials Quantity Page

The following table lists your initial or on-time orders for AIR Training School 2

Material Description	Estimated Quantity	Desired Quantity
Approaches to Learning *Order 1 scoresheet for every 12 students (order 1 if there are fewer than 12 students).*	99	99
Scoresheets *Order 1 per student.*	99	99
Assessor Booklets *Order 1 booklet for every 15 students (order 1 if there are fewer than 15 students).*	99	99
Student Booklets *Order 1 booklet for every 15 students (order 1 if there are fewer than 15 students).*	99	99

Save Orders   Cancel

⚠ **IMPORTANT:**

Saving preloaded material quantities is not necessary if the preloaded quantities are correct. Once a delivery window has been selected, the preloaded quantities will automatically be sent to the district. Orders only need to be saved if a modification is made.

Each order field has a description that explains how order quantities should be calculated. If you need additional materials after you receive your order, contact your Regional ESD Partner.

⚠️ **IMPORTANT: Order Calculations**

Your order calculation should be based on the following metric:

Approaches to Learning: **1 scoresheet for every 12** Kindergarten students

Scoresheets: **1 scoresheet for each** Kindergarten student

Assessor Booklets: **1 booklet for every 15** Kindergarten students

Student Booklets: **1 booklet for every 15** Kindergarten students

If you decide to adjust and/or save your order, the *Order Summary Confirmation* will appear. If you saved the preloaded quantities without adjustments, the confirmation in Figure 6 will appear, confirming, "Your order has been submitted."

Figure 6. Order Summary Confirmation - No Adjustments
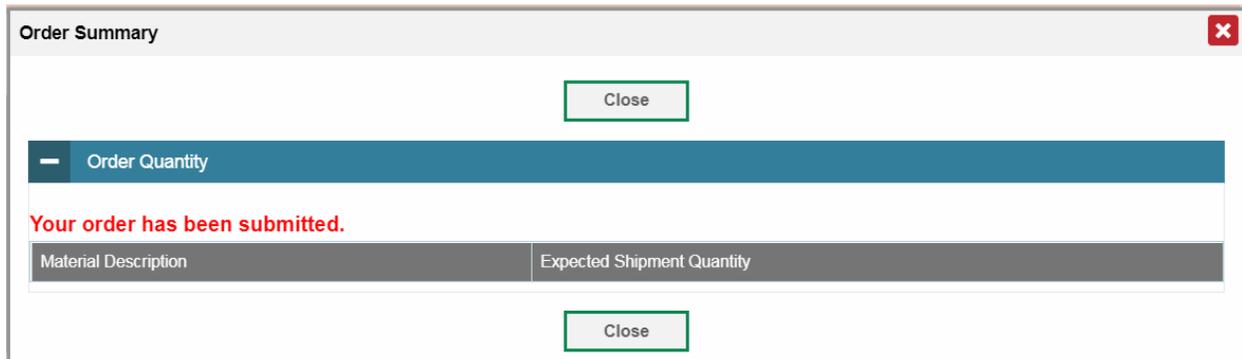
If you adjusted the preloaded quantities, the *Order Confirmation Summary* will display only the materials for which you adjusted the quantities, as shown in Figure 7.

Figure 7. Order Summary Confirmation - With Adjustments
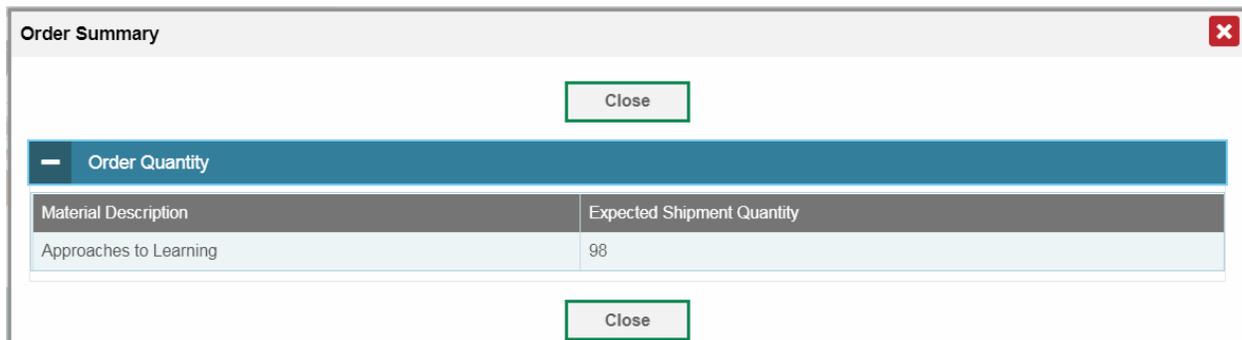
The *Expected Shipment Quantity* will reflect any changes you made for a given order quantity.

Task: Order History

You can review the order history of testing materials for your school or district.

Figure 8. Kindergarten Materials Task Menu - Order History

To review order history:

1. From the **Kindergarten Materials** task menu on the TIDE dashboard, select **Order History**. The ***Order History*** page appears (see Figure 9).

Figure 9. Order History Page

2. To view the order details, click the order in the Order Number column. The Order Details form appears that displays the order information and order quantity details. Table 3 describes the columns in the order details form.

Table 2 describes the columns in the Order History page.

Table 2. Columns in the Order History Page

Column	Description
Order Number	Order number
Order Type	Type of order: On-time
Submitted By	User who generated the order
Order Status	Order's current status
Submitted Date	Date order was generated

Table 3 describes the columns in the order details form.

Table 3. Columns in the Order Details Form

Column	Description
Material Description	Description of the materials included in the order
Expected Shipment Quantity	Quantity to be shipped from the vendor
Approved Quantity	Oregon preapproves all quantities for districts. No approval is needed.
Awaiting Approval Quantity	Oregon preapproves all quantities for districts. No approval is needed.
Approval Status	Oregon preapproves all quantities for districts. No approval is needed.

Task: Tracking Shipments

District Test Coordinators and District Level Users may review the status of Kindergarten materials shipments to their district.
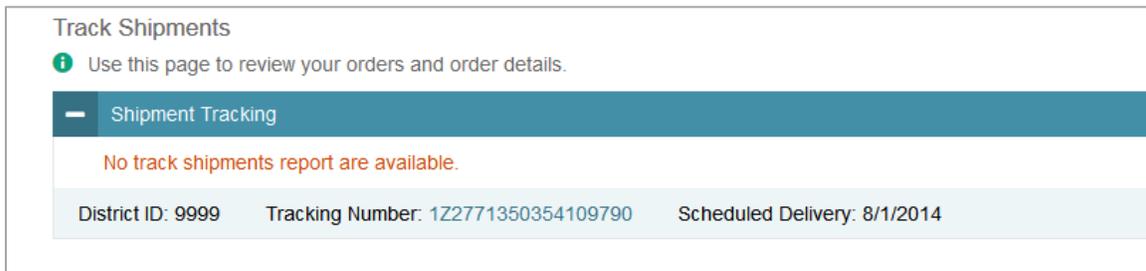
Figure 10. Kindergarten Materials Task Menu - Track Shipments

To track materials shipment:

1. From the **Kindergarten Materials** task menu on the TIDE dashboard, select **Track Shipments**. The **Track Shipments** page appears displaying the shipment information for your district (see Figure 11).

Figure 11. Fields in the Track Shipments Page

2. To view the shipping company's tracking report, click its tracking number. The shipping company's website will open in a new browser window or tab, displaying the tracking information.