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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**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="caution.png" alt="Caution" /></td>
<td><strong>Caution:</strong> This symbol accompanies information regarding actions that may result in incorrect data.</td>
</tr>
<tr>
<td><em>bolditalic</em></td>
<td>Boldface italic indicates a page name.</td>
</tr>
<tr>
<td><strong>bold</strong></td>
<td>Boldface indicates an item you click or a drop-down list selection.</td>
</tr>
<tr>
<td><em>italic</em></td>
<td>Italic indicates a field name.</td>
</tr>
</tbody>
</table>

**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.
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.
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

<table>
<thead>
<tr>
<th>Material Description</th>
<th>Estimated Quantity</th>
<th>Desired Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approaches to Learning</td>
<td>99</td>
<td>99</td>
</tr>
<tr>
<td>Scoresheets</td>
<td>99</td>
<td>99</td>
</tr>
<tr>
<td>Assessor Booklets</td>
<td>99</td>
<td>99</td>
</tr>
<tr>
<td>Student Booklets</td>
<td>99</td>
<td>99</td>
</tr>
</tbody>
</table>

**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](image)

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](image)

The *Expected Shipment Quantity* will reflect any changes you made for a given order quantity.
**Ordering Kindergarten Assessment Materials**

**Task: Order History**

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

![Kindergarten Materials Task Menu - Order History](image)

**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](#)).

![Order History Page](image)

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

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Number</td>
<td>Order number</td>
</tr>
<tr>
<td>Order Type</td>
<td>Type of order: On-time</td>
</tr>
<tr>
<td>Submitted By</td>
<td>User who generated the order</td>
</tr>
<tr>
<td>Order Status</td>
<td>Order's current status</td>
</tr>
<tr>
<td>Submitted Date</td>
<td>Date order was generated</td>
</tr>
</tbody>
</table>

Table 3 describes the columns in the order details form.

Table 3. Columns in the Order Details Form

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material Description</td>
<td>Description of the materials included in the order</td>
</tr>
<tr>
<td>Expected Shipment</td>
<td>Quantity to be shipped from the vendor</td>
</tr>
<tr>
<td>Quantity</td>
<td></td>
</tr>
<tr>
<td>Approved Quantity</td>
<td>Oregon preapproves all quantities for districts. No approval is needed.</td>
</tr>
<tr>
<td>Awaiting Approval</td>
<td>Oregon preapproves all quantities for districts. No approval is needed.</td>
</tr>
<tr>
<td>Quantity</td>
<td></td>
</tr>
<tr>
<td>Approval Status</td>
<td>Oregon preapproves all quantities for districts. No approval is needed.</td>
</tr>
</tbody>
</table>
Task: Tracking Shipments

District Test Coordinators and District Level Users may review the status of Kindergarten materials shipments to their district.

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).

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.