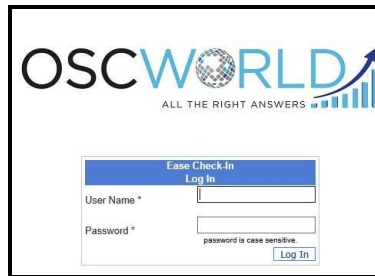


NYS 3-8 ELA OSC Box Registration 2022-23

OSC World Box Registration

1. Registration information for scoring vendor, Optimum Solutions Corporation (OSC). Boxes must be registered at least one day before intake date of Friday April 28, 2023.

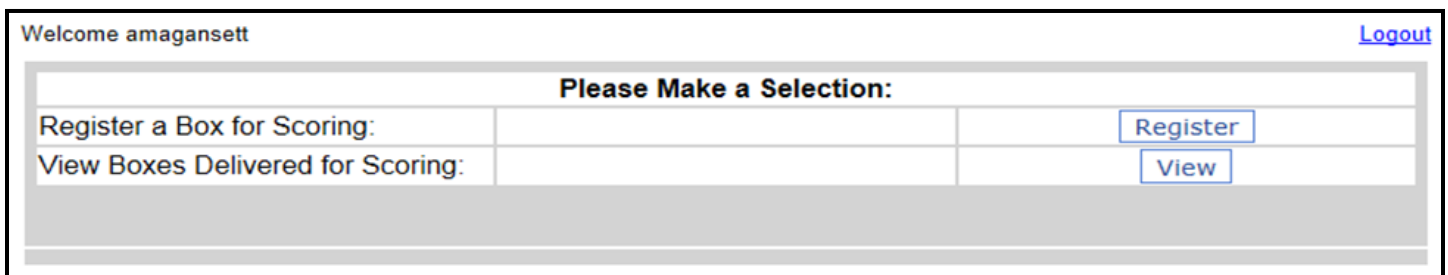


2. Go to <http://status.oscworld.com/intake>

3. ESBOCES will provide your district with a username and default password (RSS).
 - a. Reset the password once you have logged in.
 - b. Each district has only one login that can be shared and used concurrently.
 - c. Passwords will be reset for each assessment

4. For OSC Technical Support: Call 516-247-5300

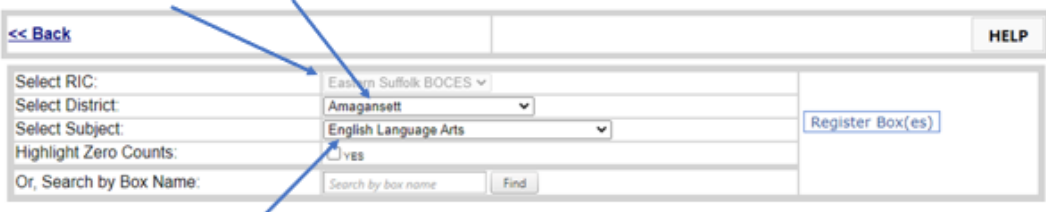
5. After logging in you are prompted with the following screen:



6. Choose 'Register' to register a new box or review boxes already registered for delivery
 - a. A 'box' can contain tests from a single grade (the desired delivery method), tests from multiple grades, it can be an envelope.
 - b. Any package delivered to the intake site is considered a 'box'.

7. When you click the 'Register' button you are presented with the following screen:

Your RIC and District will be automatically filled in

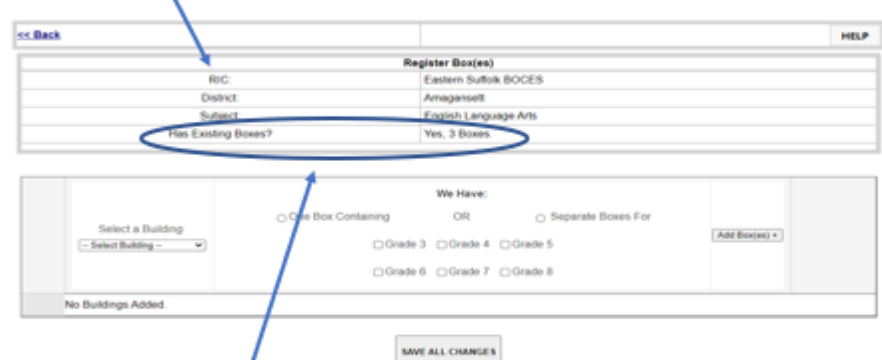


The Subject will default to the test currently being administered

Change the subject if you want to review boxes for completed subjects

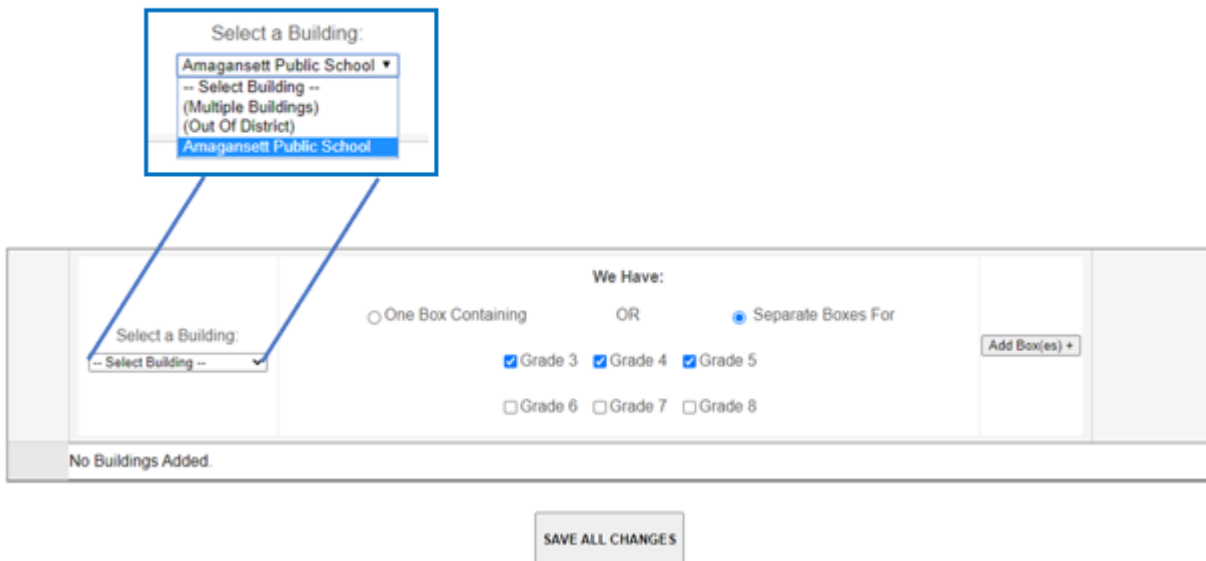
8. Selecting 'Register Box(es)' will result in the display of the following:

Top portion is informational



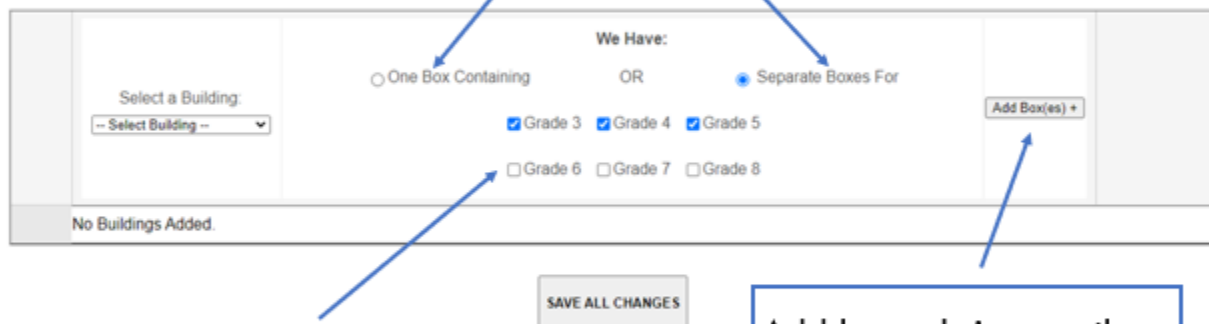
The 'Has Existing Boxes?' is used to tell you the number of boxes already registered for the selected subject.

Select the building from the drop down menu:



The screenshot shows a form with a dropdown menu labeled "Select a Building:" containing the following options: "Amagansett Public School", "-- Select Building --", "(Multiple Buildings) (Out Of District)", and "Amagansett Public School". Below the dropdown is a "We Have:" section with two radio buttons: "One Box Containing" (unselected) and "Separate Boxes For" (selected). Under "Separate Boxes For", there are checkboxes for "Grade 3", "Grade 4", and "Grade 5" (all checked), and "Grade 6", "Grade 7", and "Grade 8" (all unchecked). An "Add Box(es) +" button is on the right. At the bottom, there is a "SAVE ALL CHANGES" button and a status bar that says "No Buildings Added".

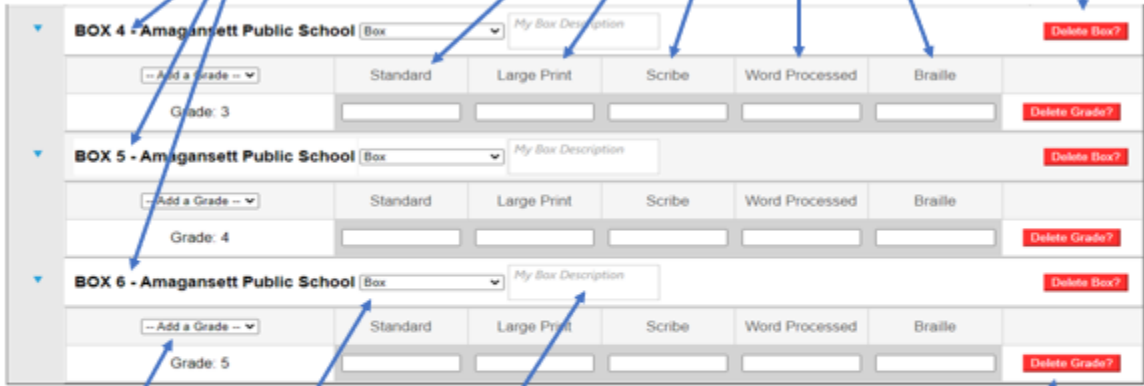
Indicate if all grades will be together in a single box
OR
if each grade will be placed into separate box.



This screenshot is similar to the one above but with blue arrows pointing to the "One Box Containing" and "Separate Boxes For" radio buttons, and the "Add Box(es) +" button. The "Separate Boxes For" option is selected. The "SAVE ALL CHANGES" button is also visible.

Select the grade(s) associated with each box you have for the selected school.

Add boxes brings up the screen on the next page...



Number indicates count of box being registered.

Enter the count of tests that fall into each category.

Click to delete a box

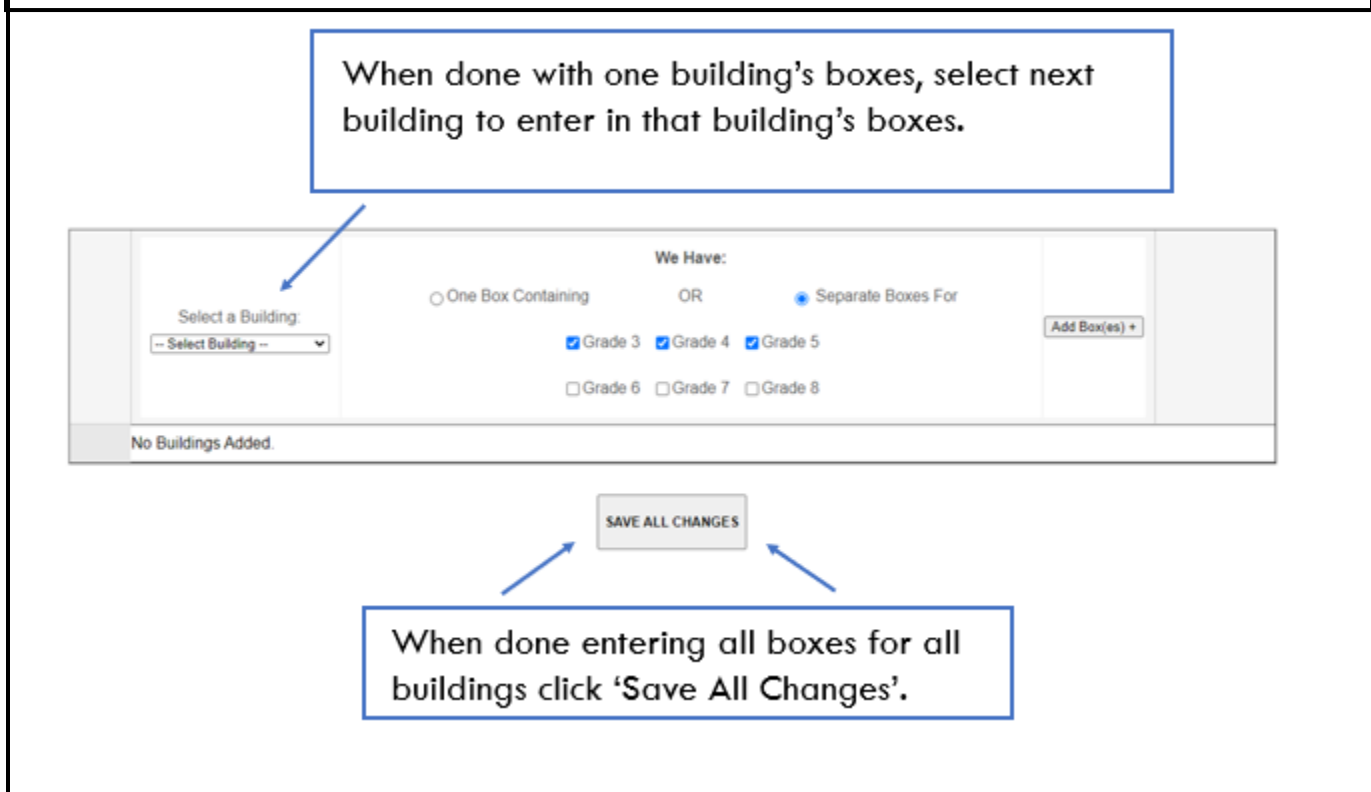
Click to add a grade

Enter in description of box – this will appear on box label and all information screens.

Click to delete a grade

Select to change package type

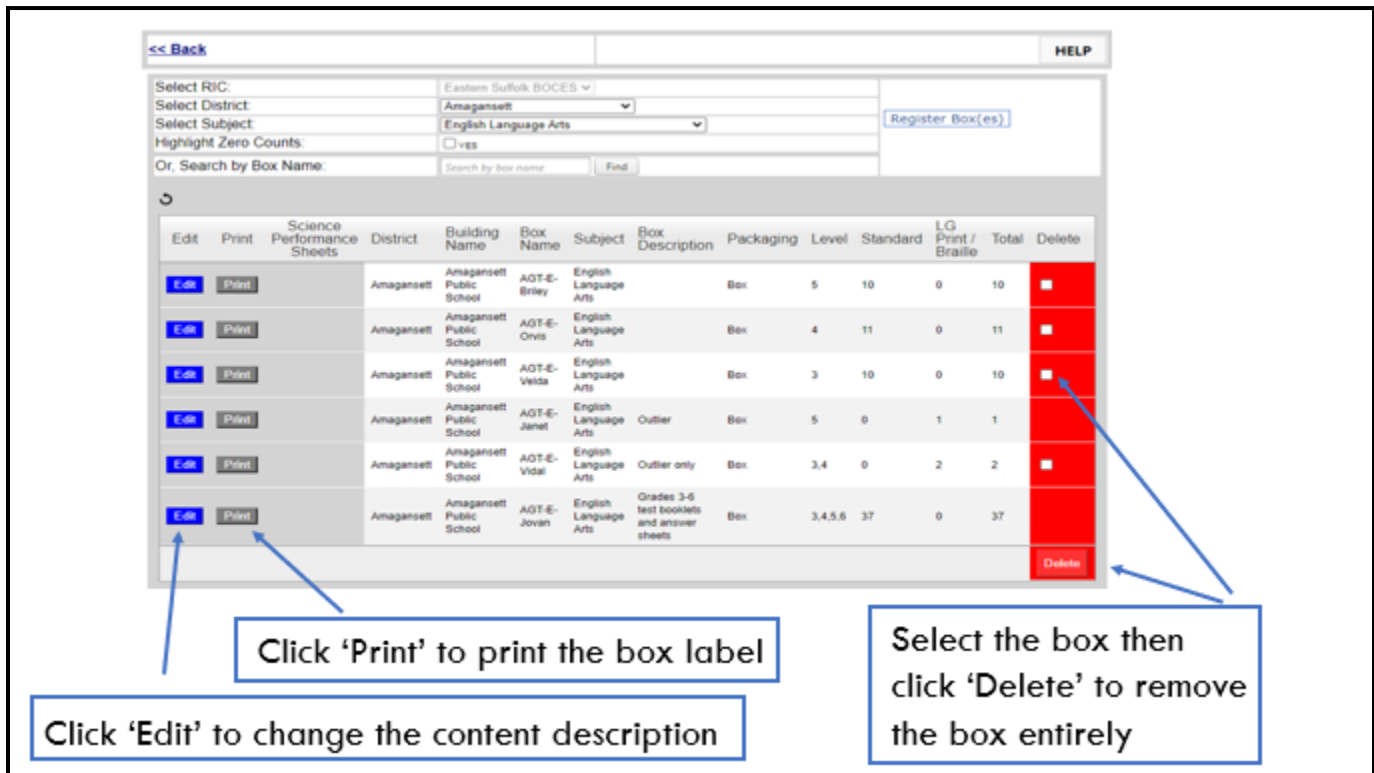
The screenshot shows a table with three rows for 'BOX 4 - Amagansett Public School', 'BOX 5 - Amagansett Public School', and 'BOX 6 - Amagansett Public School'. Each row has a 'Box' dropdown, a 'My Box Description' field, and a 'Delete Box?' button. Below each box name is a table with columns for 'Standard', 'Large Print', 'Scribe', 'Word Processed', and 'Braille'. Each of these columns has a numeric input field. To the left of each row is a 'Grade' dropdown and an 'Add a Grade' button. To the right of each row is a 'Delete Grade?' button.



When done with one building's boxes, select next building to enter in that building's boxes.

When done entering all boxes for all buildings click 'Save All Changes'.

The screenshot shows a configuration screen titled 'We Have:'. It features a 'Select a Building:' dropdown menu with a '-- Select Building --' option. Below this are radio buttons for 'One Box Containing' and 'Separate Boxes For'. Under 'Separate Boxes For', there are checkboxes for 'Grade 3', 'Grade 4', 'Grade 5', 'Grade 6', 'Grade 7', and 'Grade 8'. A 'Grade 3' checkbox is checked. To the right is an 'Add Box(es) +' button. At the bottom of the screen is a 'SAVE ALL CHANGES' button. The text 'No Buildings Added.' is visible at the bottom left of the configuration area.



Science Performance Sheets

SELECT RIC: Eastern Suffolk BOCES

Select District: Amagansett

Select Subject: English Language Arts

Highlight Zero Counts: yes

Or, Search by Box Name: Search by box name Find

Edit	Print	District	Building Name	Box Name	Subject	Box Description	Packaging	Level	Standard	LG Print / Braille	Total	Delete
Edit	Print	Amagansett	Amagansett Public School	AGT-E-Briley	English Language Arts	Box	5	10	0	10		Delete
Edit	Print	Amagansett	Amagansett Public School	AGT-E-Orvis	English Language Arts	Box	4	11	0	11		Delete
Edit	Print	Amagansett	Amagansett Public School	AGT-E-Velda	English Language Arts	Box	3	10	0	10		Delete
Edit	Print	Amagansett	Amagansett Public School	AGT-E-Janet	English Language Arts	Outlier	5	0	1	1		Delete
Edit	Print	Amagansett	Amagansett Public School	AGT-E-Vidal	English Language Arts	Outlier only	3,4	0	2	2		Delete
Edit	Print	Amagansett	Amagansett Public School	AGT-E-Jovan	English Language Arts	Grades 3-6 test booklets and answer sheets	3,4,5,6	37	0	37		Delete

Click 'Edit' to change the content description

Click 'Print' to print the box label

Select the box then click 'Delete' to remove the box entirely

OSC Box Registration – Final Steps

9. The day before intake OSC will take ownership of the registered boxes. At this point the boxes can no longer be deleted.
10. Print each box's label.
11. Each box must have the correct label attached to the end of the box.
12. Link to barcode box label creation tool <http://status.oscworld.com> -> choose "Box Registration for Full Service Scoring"
13. Register boxes on OSC website <http://status.oscworld.com/intake>
14. Print out label from OSC website and affix to the end of the box so as not to interfere with the opening of the box.

15. Example of Box Label – to be attached to the end of the box

