

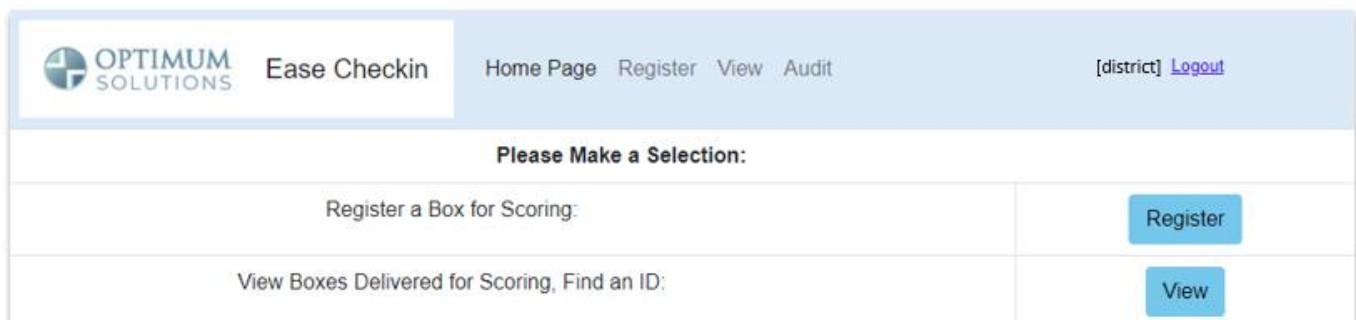
NYS Grades 3-8 ELA OSC Box Registration 2023-24

OSC World Box Registration

- Registration information for scoring vendor, Optimum Solutions Corporation (OSC):
 - Boxes must be registered at least one day before intake date of Wednesday, April 17, 2024.
 - <https://status.oscworld.com/intake>



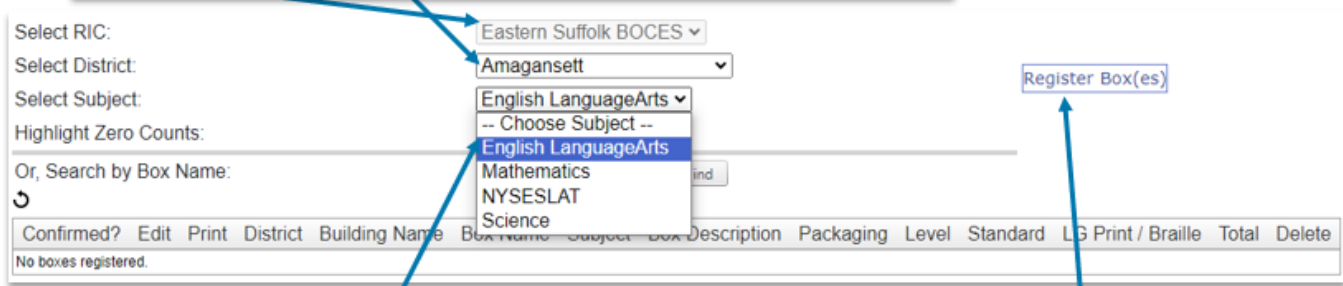
- ESBOCES will provide your district with a username and default password for ELA, Math, & Science (RSS).
 - Reset the password once you have logged in.
 - Each district has only *one login* that can be shared and used concurrently.
- For OSC Technical Support: Call 516-247-5300
- After logging in you are prompted with the following screen:



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

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

Your RIC and District will be automatically filled in.



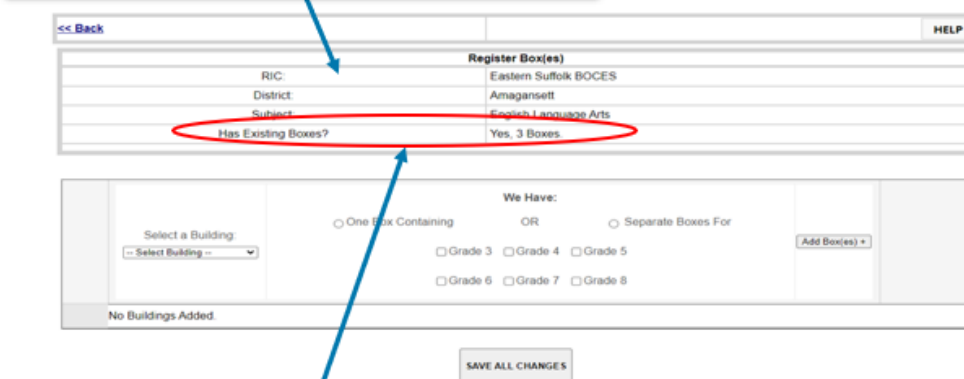
Verify/Change the Subject selection*

Register a Box

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

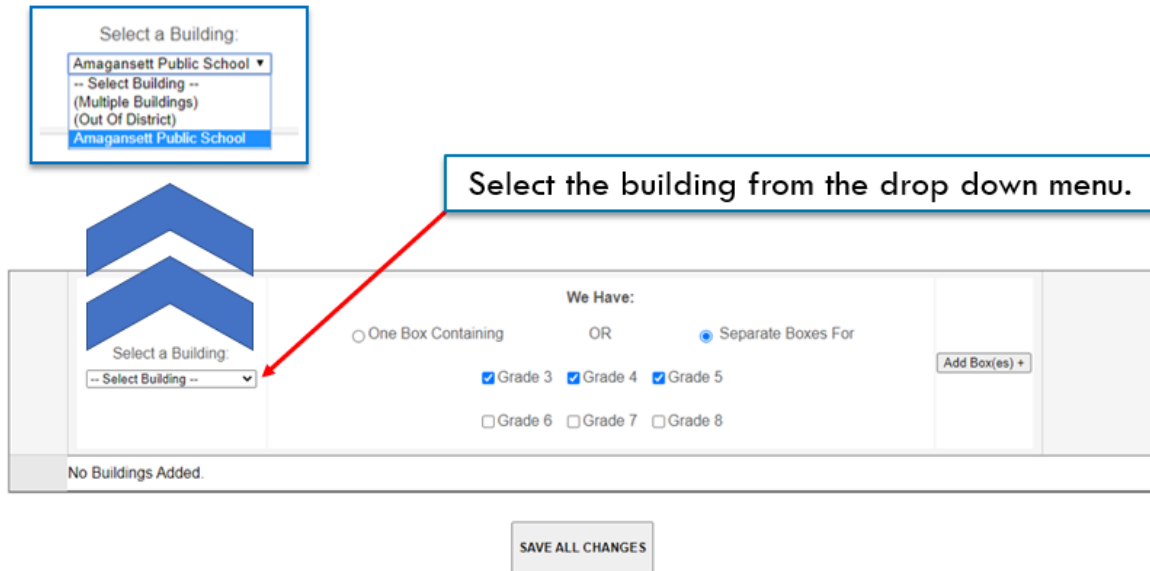
6. Selecting 'Register Box(es)' will result in the display of the following:

Top portion is informational.



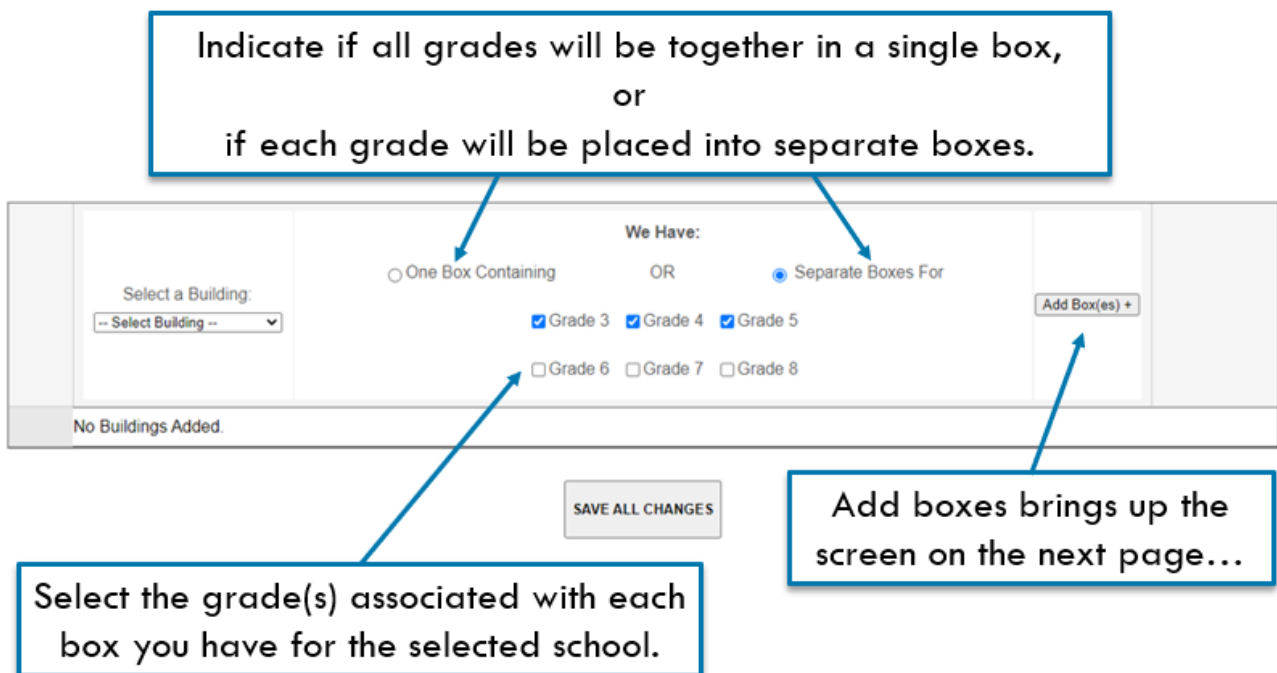
The 'Has Existing Boxes?' is used to tell you the number of boxes already registered for the selected subject.

7. Select the building:



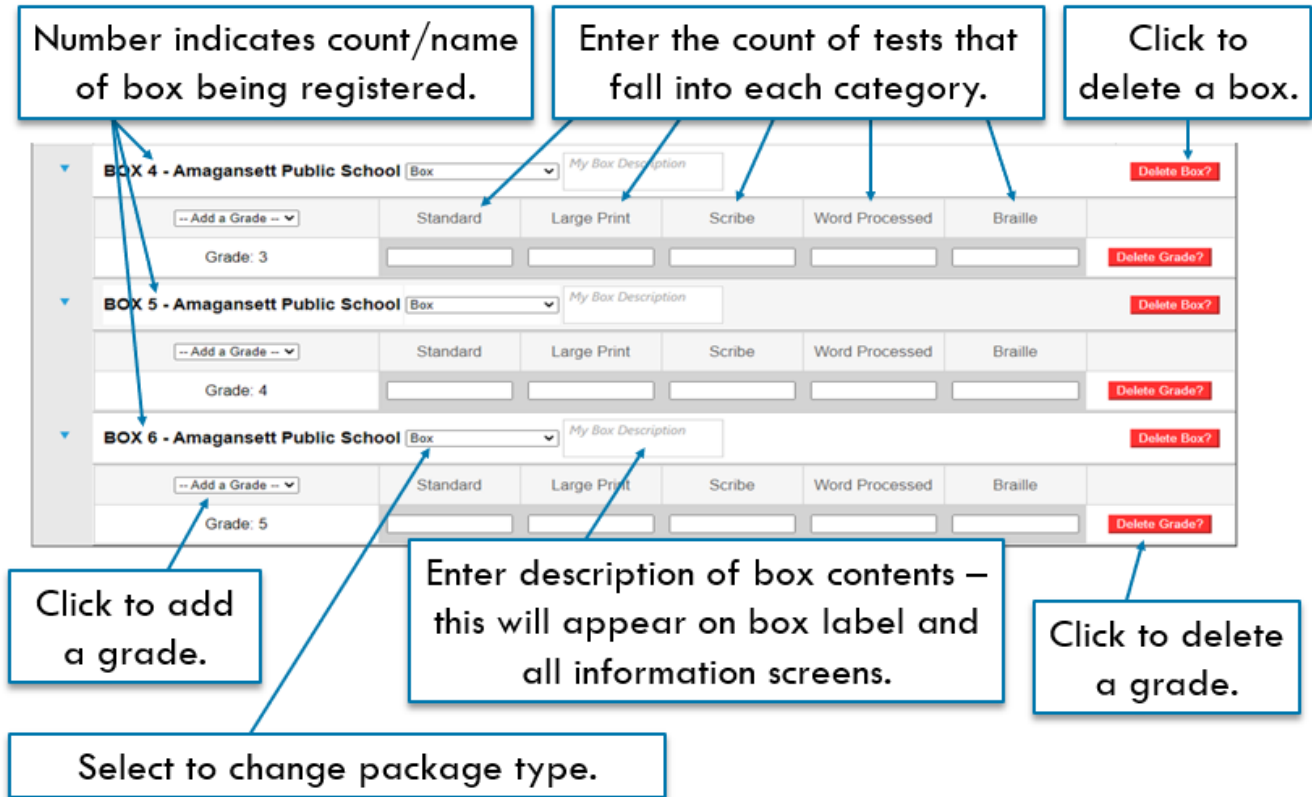
The screenshot shows a web form with a dropdown menu for selecting a building. A callout box points to the dropdown menu with the text: "Select the building from the drop down menu." The dropdown menu is open, showing "Amagansett Public School" as the selected option. Below the dropdown menu, there are radio buttons for "One Box Containing" and "Separate Boxes For", with "Separate Boxes For" selected. There are also checkboxes for "Grade 3", "Grade 4", "Grade 5", "Grade 6", "Grade 7", and "Grade 8". A "SAVE ALL CHANGES" button is located below the form.

8. Identify which grades/levels will be in the box:



The screenshot shows the "We Have:" section of the form. A callout box at the top says: "Indicate if all grades will be together in a single box, or if each grade will be placed into separate boxes." This points to the radio buttons for "One Box Containing" and "Separate Boxes For". Another callout box at the bottom right says: "Add boxes brings up the screen on the next page..." pointing to the "Add Box(es) +" button. A third callout box at the bottom left says: "Select the grade(s) associated with each box you have for the selected school." pointing to the checkboxes for "Grade 3", "Grade 4", "Grade 5", "Grade 6", "Grade 7", and "Grade 8". A "SAVE ALL CHANGES" button is also visible.

9. Enter the count of tests in each category and modify other details as necessary:



Number indicates count/name of box being registered.

Enter the count of tests that fall into each category.

Click to delete a box.

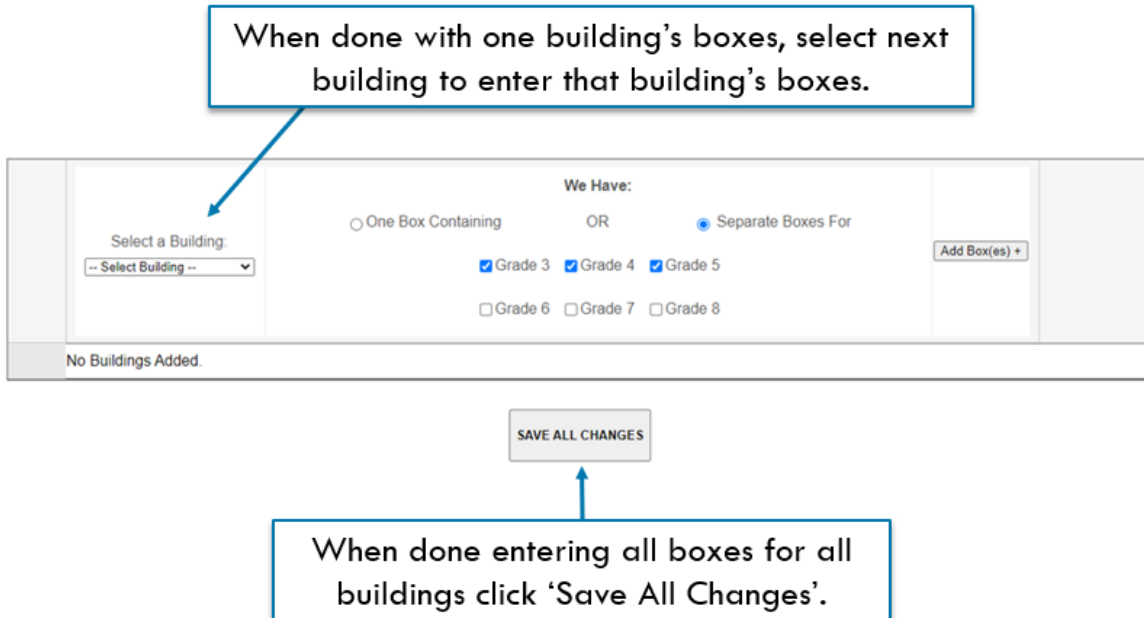
Click to add a grade.

Select to change package type.

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

Click to delete a grade.

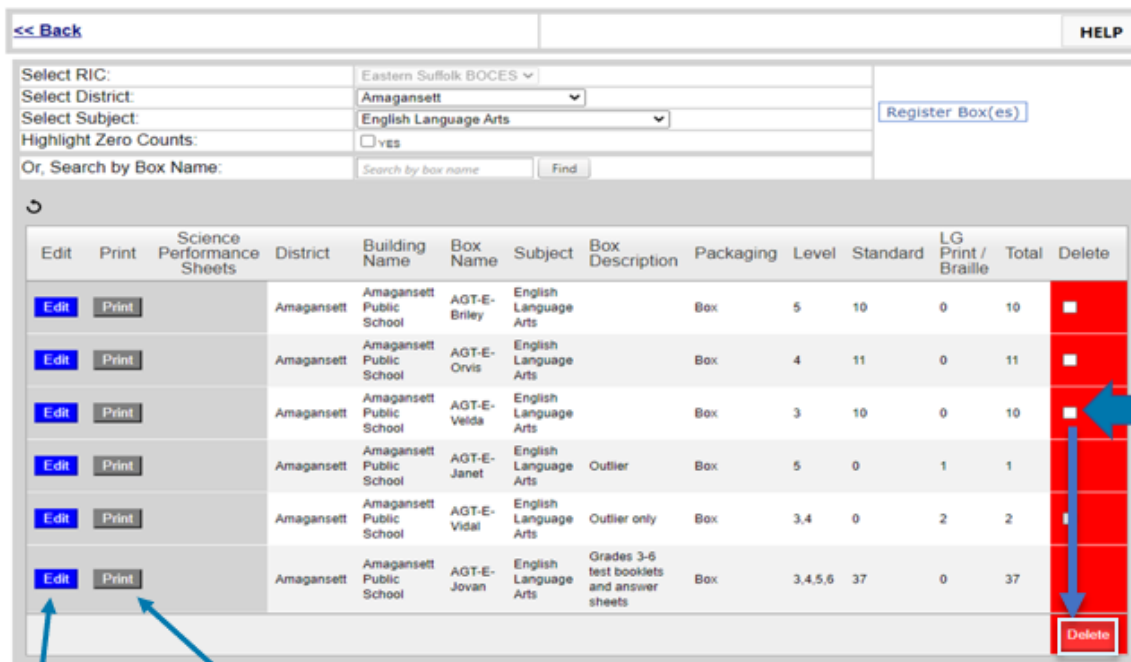
10. Add the next building's boxes:



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

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

11. From this screen, you can delete boxes, edit boxes, and **print box labels**.



Edit	Print	Science Performance Sheets	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	<input type="checkbox"/>
Edit	Print		Amagansett	Amagansett Public School	AGT-E-Orvis	English Language Arts		Box	4	11	0	11	<input type="checkbox"/>
Edit	Print		Amagansett	Amagansett Public School	AGT-E-Velda	English Language Arts		Box	3	10	0	10	<input type="checkbox"/>
Edit	Print		Amagansett	Amagansett Public School	AGT-E-Janet	English Language Arts	Outlier	Box	5	0	1	1	<input type="checkbox"/>
Edit	Print		Amagansett	Amagansett Public School	AGT-E-Vidal	English Language Arts	Outlier only	Box	3,4	0	2	2	<input type="checkbox"/>
Edit	Print		Amagansett	Amagansett Public School	AGT-E-Jovan	English Language Arts	Grades 3-6 test booklets and answer sheets	Box	3,4,5,6	37	0	37	<input type="checkbox"/>

Click 'Print' to print the box label.

Click 'Edit' to change the content description.

Click the checkbox, then click 'Delete' to remove the box entirely.

OSC Box Registration – Final Steps

12. The day before intake, OSC will “lock” the registered boxes.
 - a. At this point, the boxes can no longer be *deleted*.
13. Print each box’s label.
14. Each box must have the correct label **attached to the short-end** of the box so as to not interfere with the box opening in any way.
15. The link to the barcode box label creation tool is <http://status.oscworld.com>.
 - a. Choose “Box Registration for Full Service Scoring.”

