

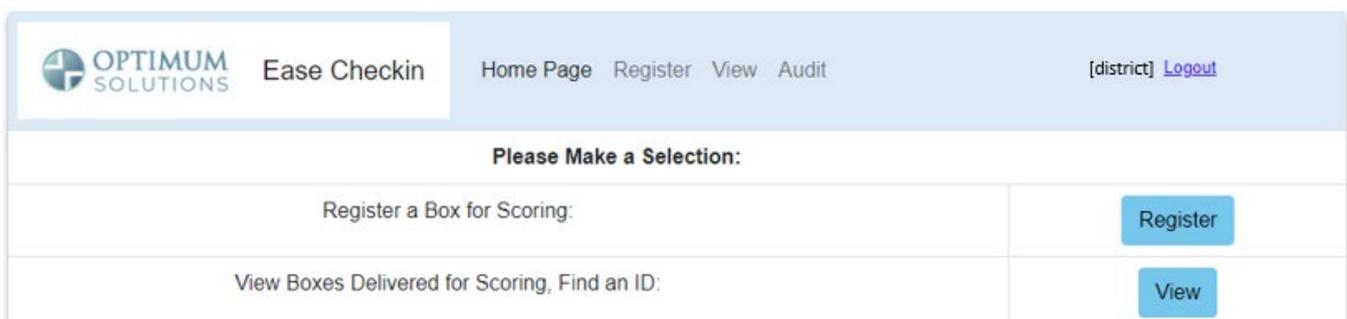
## NYSESLAT K-12 OSC Box Registration 2023-24

### 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 Thursday, May 30, 2024.
  - Go to <https://status.oscworld.com/intake>



- ESBOCES will provide your district with a username and default password (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:



OPTIMUM SOLUTIONS Ease Checkin Home Page Register View Audit [district] Logout

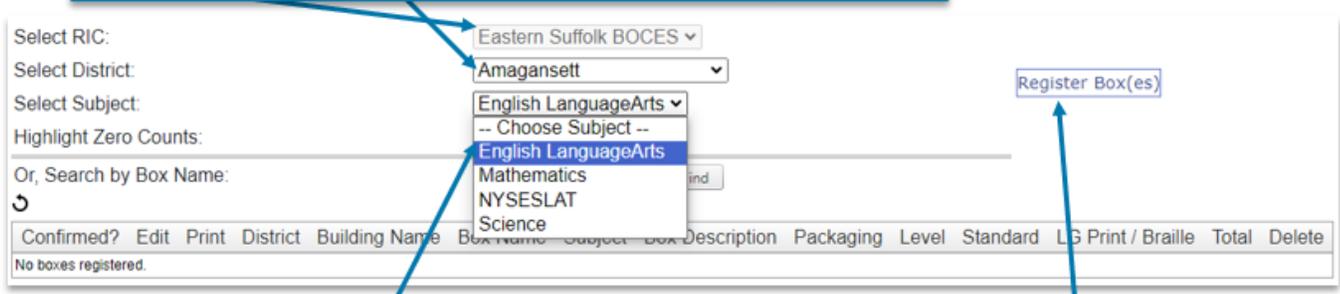
Please Make a Selection:

Register a Box for Scoring:	<input type="button" value="Register"/>
View Boxes Delivered for Scoring, Find an ID:	<input type="button" value="View"/>

- 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.**



The screenshot shows a registration form with the following fields: 'Select RIC:' (Eastern Suffolk BOCES), 'Select District:' (Amagansett), 'Select Subject:' (English LanguageArts), and 'Highlight Zero Counts:'. Below these is a search bar 'Or, Search by Box Name:'. A table below the search bar shows columns for 'Confirmed?', 'Edit', 'Print', 'District', 'Building Name', 'Box Name', 'Subject', 'Box Description', 'Packaging', 'Level', 'Standard', 'LG Print / Braille', 'Total', and 'Delete'. The table currently shows 'No boxes registered.'.

**Verify/Change the Subject selection\***

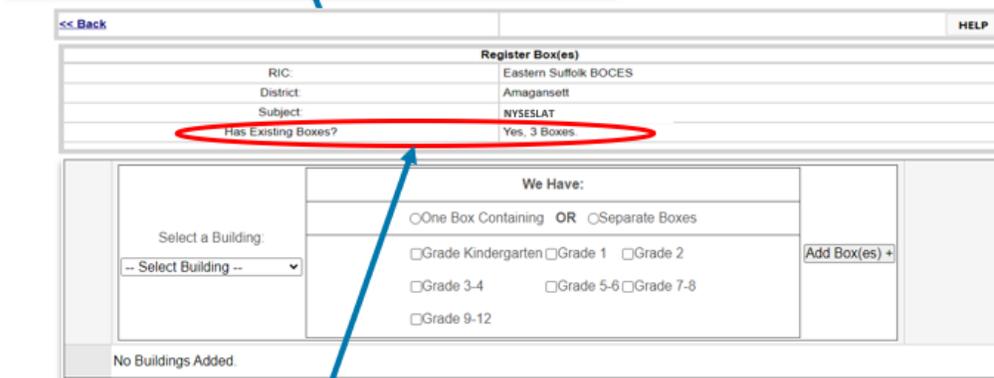
**Register a Box**

\*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:

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**Top portion is informational.**



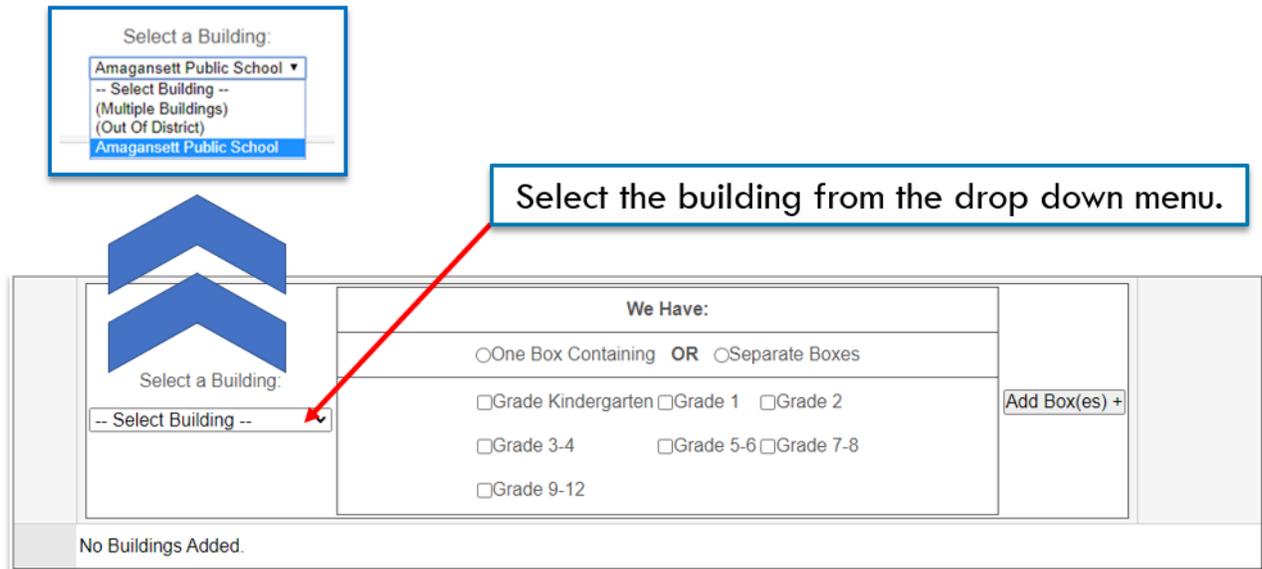
The screenshot shows the 'Register Box(es)' screen. It has a 'Back' button and a 'HELP' button. The main content area is divided into two sections. The top section, titled 'Register Box(es)', contains a table with the following information:

RIC:	Eastern Suffolk BOCES
District:	Amagansett
Subject:	NYSESLAT
Has Existing Boxes?	Yes, 3 Boxes

The 'Has Existing Boxes?' row is circled in red. Below this is a section titled 'We Have:' with radio buttons for 'One Box Containing' and 'Separate Boxes'. There are checkboxes for 'Grade Kindergarten', 'Grade 1', 'Grade 2', 'Grade 3-4', 'Grade 5-6', 'Grade 7-8', and 'Grade 9-12'. An 'Add Box(es) +' button is on the right. At the bottom, there is a 'Select a Building:' dropdown menu and the text 'No Buildings Added.'

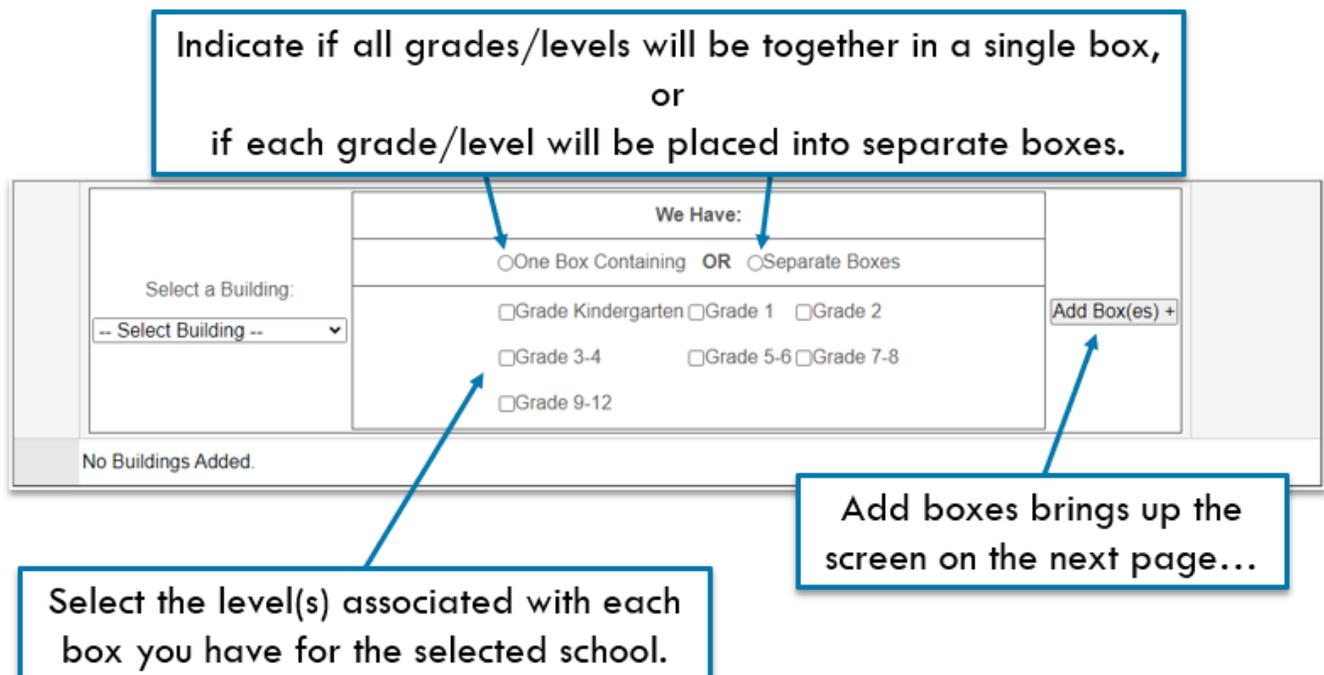
The 'Has Existing Boxes?' is used to tell you the number of boxes already registered for the selected subject.

7. Select the building (**one building** per box/package!):



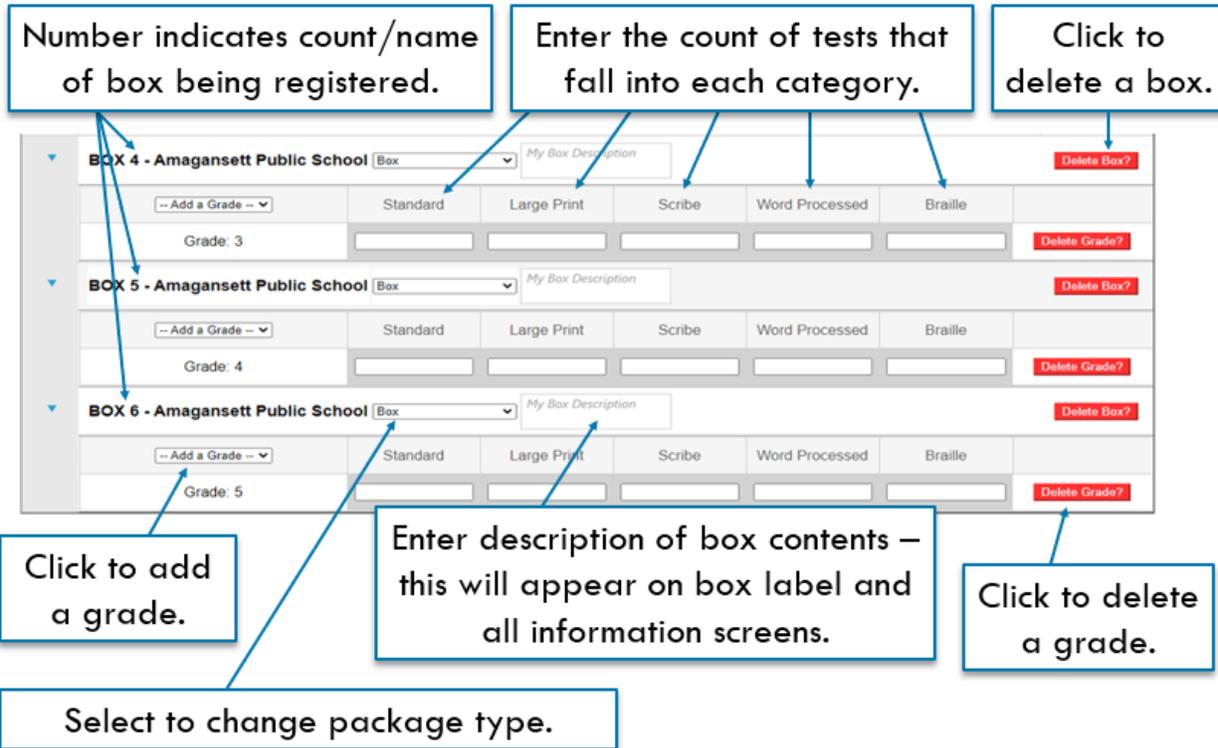
The image shows a screenshot of a web form. At the top left, a callout box shows a dropdown menu titled "Select a Building:" with "Amagansett Public School" selected. Below this, a red arrow points from a callout box that says "Select the building from the drop down menu." to the dropdown menu in the main form. The main form has a section titled "We Have:" with radio buttons for "One Box Containing" and "Separate Boxes", and checkboxes for "Grade Kindergarten", "Grade 1", "Grade 2", "Grade 3-4", "Grade 5-6", "Grade 7-8", and "Grade 9-12". There is an "Add Box(es) +" button on the right. At the bottom left, it says "No Buildings Added."

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



The image shows a screenshot of the "We Have:" section of the form. A callout box at the top says "Indicate if all grades/levels will be together in a single box, or if each grade/level will be placed into separate boxes." with arrows pointing to the "One Box Containing" and "Separate Boxes" radio buttons. Another callout box at the bottom right says "Add boxes brings up the screen on the next page..." with an arrow pointing to the "Add Box(es) +" button. A third callout box at the bottom left says "Select the level(s) associated with each box you have for the selected school." with an arrow pointing to the grade checkboxes.

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.**

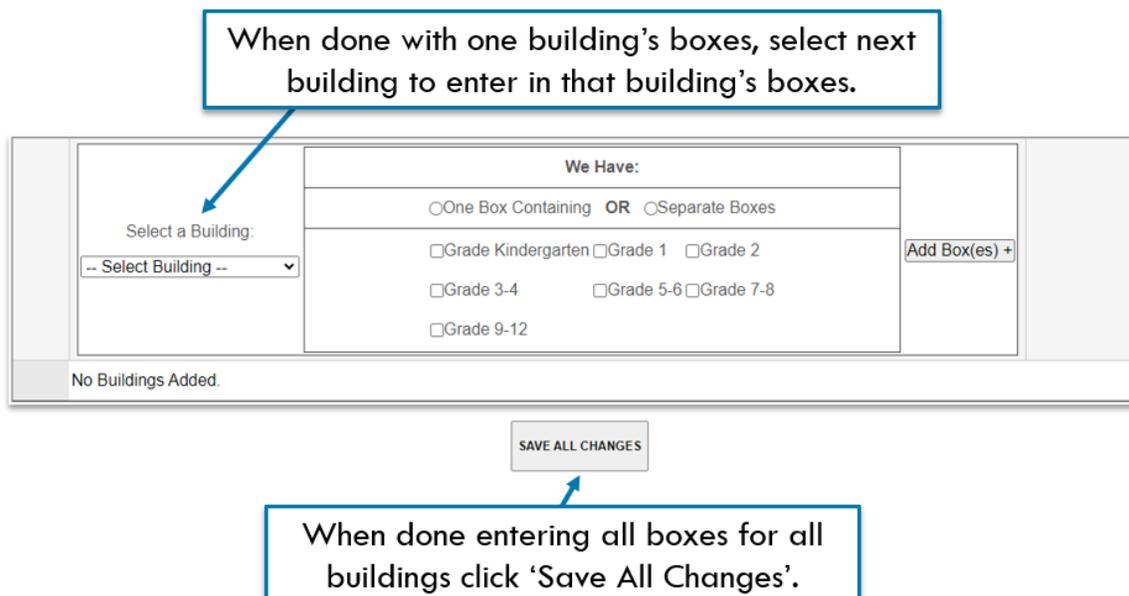
**Click to add a grade.**

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

**Click to delete a grade.**

**Select to change package type.**

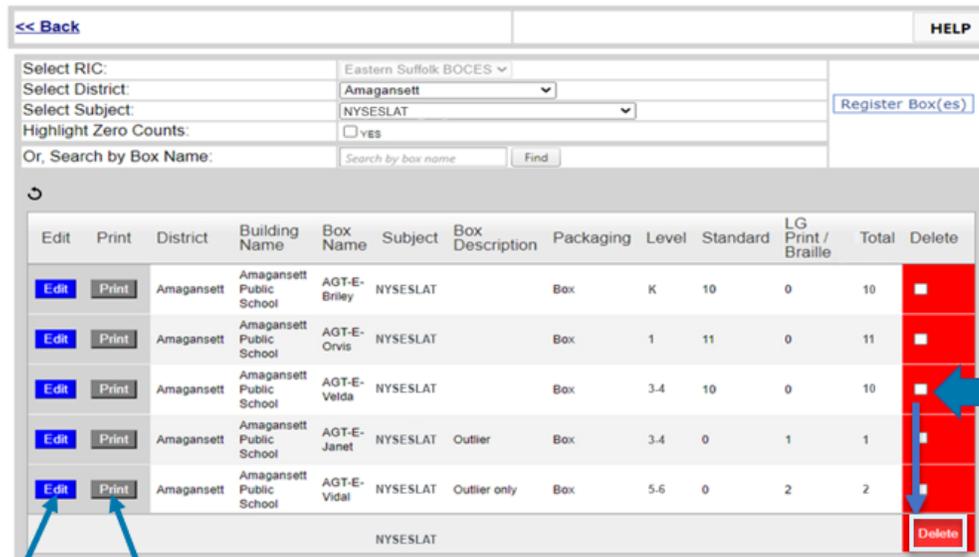
10. Add the next building's boxes:



**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'.**

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



The screenshot shows a web interface for managing OSC boxes. At the top, there are dropdown menus for 'Select RIC' (Eastern Suffolk BOCES), 'Select District' (Amagansett), and 'Select Subject' (NYSESLAT). A 'Register Box(es)' button is on the right. Below these is a search bar for 'Or, Search by Box Name'. The main part of the screen is a table with columns: Edit, Print, District, Building Name, Box Name, Subject, Box Description, Packaging, Level, Standard, LG Print / Braille, Total, and Delete. Five rows of boxes are listed, each with 'Edit' and 'Print' buttons. A red vertical bar on the right side of the table contains checkboxes and a 'Delete' button at the bottom. A blue arrow points from the 'Delete' button to a text box.

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 OSC 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.”
16. Make sure the bright orange school building label from MetriTech is affixed to the box. Avoid covering the OSC label, or interfering with the box opening.

