

Registering Packages of Booklets with Optimum Solutions Corporation (OSC) for the NYS Grades 3-8 ELA & Math, and Grades 5 & 8 Science

Optimum Solutions *Ease Check-in* Package Registration

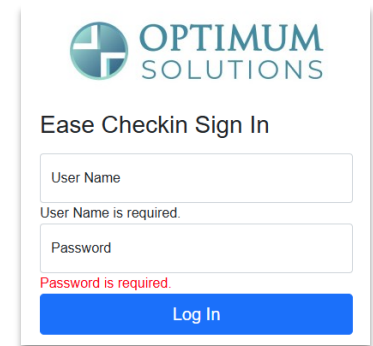
1. Once you've packed all your booklets in preparation for scoring, **you must register each of your packages** with the scoring vendor on their "Ease Check-in" site, and print a label for each package:

- Packages must be registered **at least one day before your intake date**.
- Go to <https://status.oscworld.com/intake> to register packages and print labels:



2. *ESBOCES Assessment Services* will provide your district with its username. The default password is "**RSS**".

- a. Each district has only **one login** that will be shared and can be used concurrently by different members of the team.
- b. As a district team, reset the password after logging in. The password should be kept secure by all those accessing the OSC Ease Check-in Site throughout assessment season.
- c. Contact *ESBOCES Assessment Services* if you need your password reset.

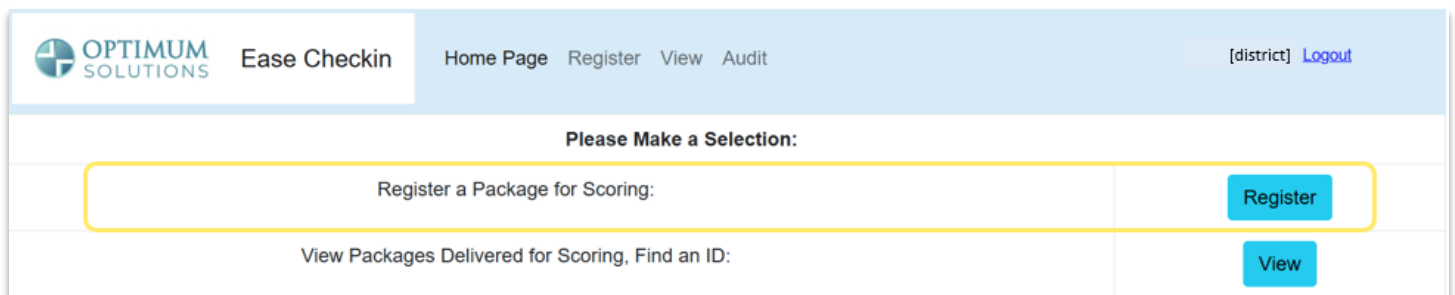


The screenshot shows the 'Ease Checkin Sign In' form with the following fields and elements:

- Optimum Solutions logo
- Ease Checkin Sign In title
- User Name input field with a red error message: "User Name is required."
- Password input field with a red error message: "Password is required."
- Log In button

3. After logging in, you are prompted to make a selection on the following screen.

- a. **Click 'Register'** to begin registering packages, or review packages already registered for intake.



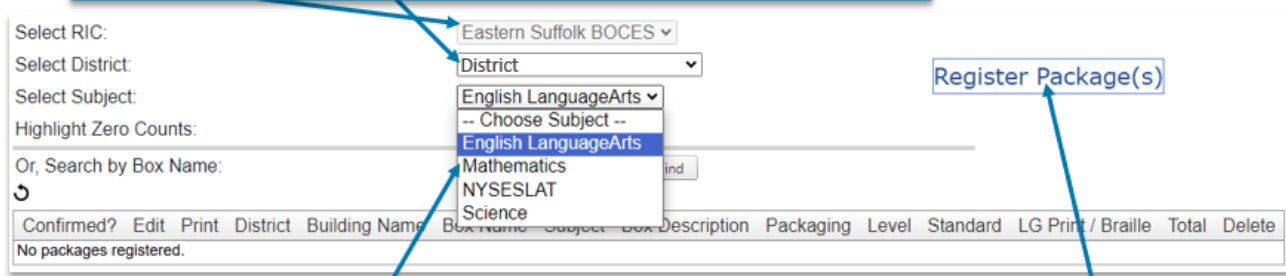
The screenshot shows the main menu of the OSC Ease Checkin site:

- Header: OPTIMUM SOLUTIONS Ease Checkin, Home Page, Register, View, Audit, [district] Logout
- Section: Please Make a Selection:
- Option 1: Register a Package for Scoring: [Register button]
- Option 2: View Packages Delivered for Scoring, Find an ID: [View button]

Every package being brought to Intake must be registered and have an OSC label.

4. When you click the 'Register' button you are presented with the following screen.
 - a. Choose a Subject and click "Register Packages".

Your RIC and District will be automatically filled in.



The screenshot shows a web form with the following fields: 'Select RIC:' (Eastern Suffolk BOCES), 'Select District:' (District), 'Select Subject:' (English LanguageArts), and 'Highlight Zero Counts:'. Below these is a search bar 'Or, Search by Box Name:'. A dropdown menu for 'Select Subject:' is open, showing options: English LanguageArts, Mathematics, NYSESLAT, and Science. A 'Register Package(s)' button is visible. Below the form is a table with columns: Confirmed?, Edit, Print, District, Building Name, Box Name, Subject, Box, Description, Packaging, Level, Standard, LG Print / Braille, Total, Delete. The table currently shows 'No packages registered.'

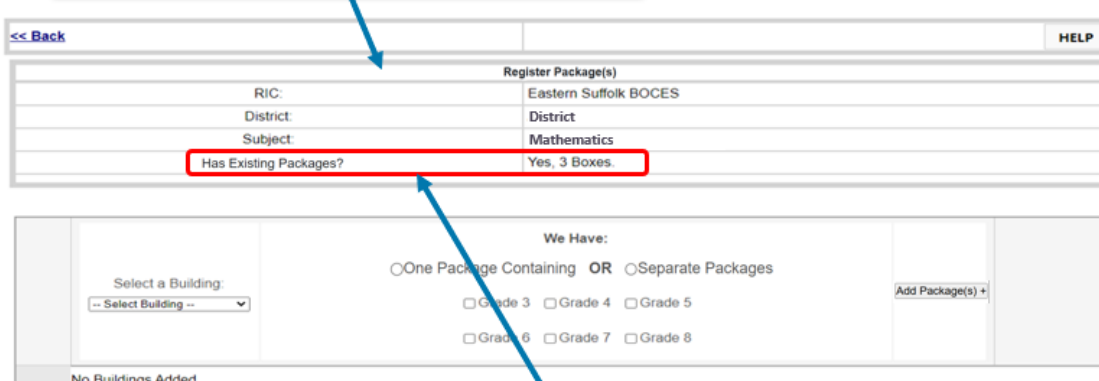
Verify/Change the Subject selection*

Register a Package of booklets

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

5. Selecting 'Register Package(s)' will result in the display of the following:

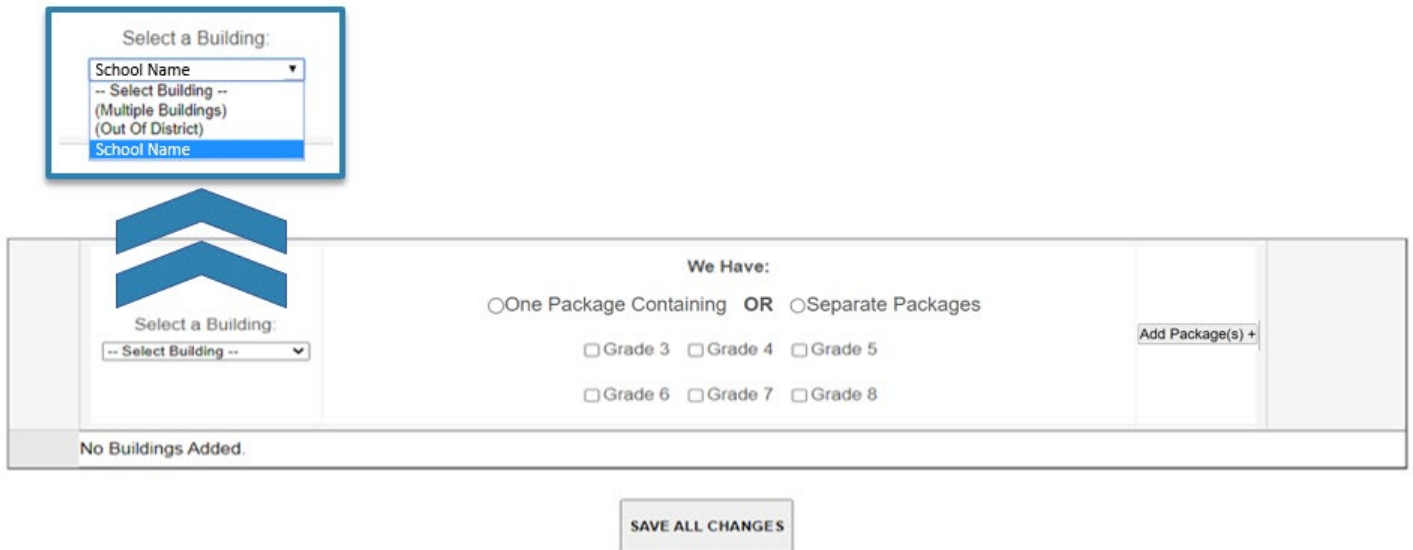
Top portion is informational.



The screenshot shows the 'Register Package(s)' screen. It has a '<< Back' button and a 'HELP' button. The form displays: RIC: Eastern Suffolk BOCES, District: District, Subject: Mathematics. A red box highlights the 'Has Existing Packages?' field, which shows 'Yes, 3 Boxes.'. Below this is a section 'We Have:' with radio buttons for 'One Package Containing' and 'Separate Packages'. Under 'One Package Containing', there are checkboxes for Grade 3, 4, 5, 6, 7, and 8. An 'Add Package(s) +' button is on the right. At the bottom, it says 'No Buildings Added.'

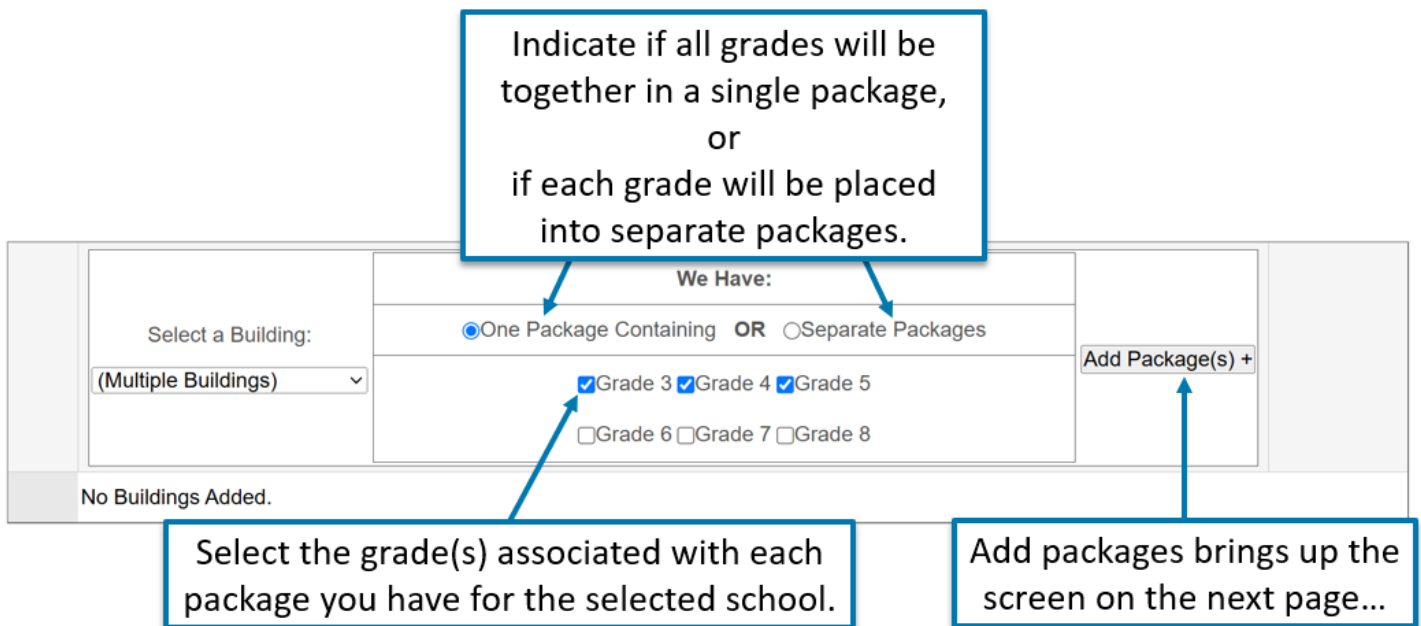
The 'Has Existing Packages?' is used to tell you the number of packages already registered for the selected subject.

6. Start by selecting the building/location or “multiple buildings”:



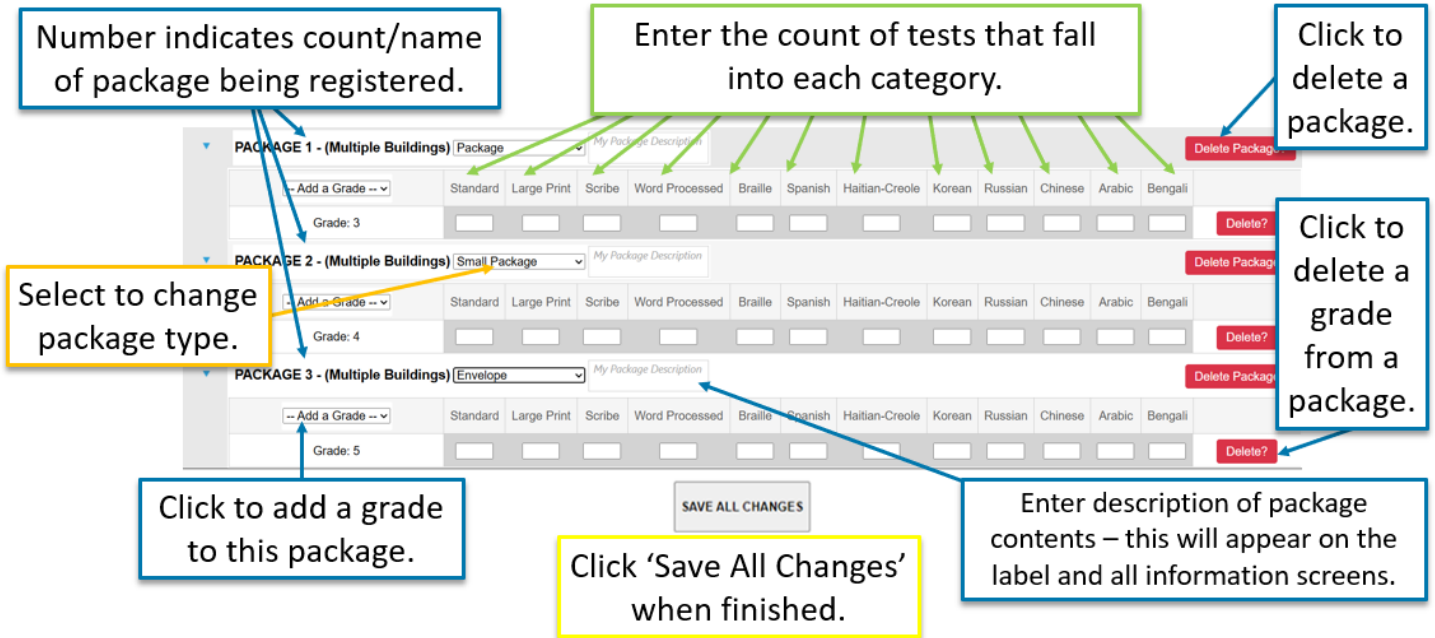
The screenshot shows a dropdown menu titled "Select a Building:" with options: "School Name", "-- Select Building -- (Multiple Buildings) (Out Of District)", and "School Name". Below this is the main form area. On the left, there is a "Select a Building:" dropdown with "-- Select Building --" selected. In the center, under "We Have:", there are two radio buttons: "One Package Containing" (selected) and "Separate Packages". Below these are checkboxes for "Grade 3", "Grade 4", "Grade 5", "Grade 6", "Grade 7", and "Grade 8", all of which are currently unchecked. On the right, there is an "Add Package(s) +" button. At the bottom left, it says "No Buildings Added." and at the bottom center, there is a "SAVE ALL CHANGES" button.

7. Identify which grade-levels will be in the package or packages, then click “Add Package(s)”:



This screenshot is similar to the previous one but with annotations. A blue box at the top center contains the text: "Indicate if all grades will be together in a single package, or if each grade will be placed into separate packages." Arrows point from this box to the "One Package Containing" radio button and the "Separate Packages" radio button. Another blue box at the bottom left contains the text: "Select the grade(s) associated with each package you have for the selected school." An arrow points from this box to the checkboxes for "Grade 3", "Grade 4", and "Grade 5", which are now checked. A third blue box at the bottom right contains the text: "Add packages brings up the screen on the next page..." An arrow points from this box to the "Add Package(s) +" button. The "We Have:" section shows "One Package Containing" selected, and "Grade 3", "Grade 4", and "Grade 5" are checked. The "Add Package(s) +" button is highlighted.

8. Enter the **count of students' tests that are inside the package** for each category.
 - a. Modify other details as necessary.
 - b. Click **"Save All Changes"** when finished.



Number indicates count/name of package being registered.

Enter the count of tests that fall into each category.

Click to delete a package.

Select to change package type.

Click to delete a grade from a package.

Click to add a grade to this package.

Click 'Save All Changes' when finished.

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

9. Register more packages, if needed:

After saving the package(s), you can register more.

Select RIC: Eastern Suffolk BOCES

Select District: District Name

Select Subject: Mathematics

Highlight Zero Counts: YES

Or, Search by Package Name: Search by package name Find

[Register Package\(s\)](#)

Confirmed?	Edit	Print	District	Building Name	Package Name	Subject	Package Description	Packaging	Level	Standard	LG Print / Braille	Total	Delete
<input type="checkbox"/>	Edit	Print	District Name	(Multiple Buildings)	CNQ-M-Matilda	Mathematics		Package	6,7,8	293	0	293	Delete

10. From the same screen, you can also delete packages, edit packages, and most importantly, **print your package labels.**

Select RIC: Eastern Suffolk BOCES v
 Select District: District Name v
 Select Subject: Mathematics v
 Highlight Zero Counts: YES
 Register Package(s)
 Or, Search by Package Name: Search by package name Find

Confirmed?	Edit	Print	District	Building Name	Package Name	Subject	Package Description	Packaging	Level	Standard	LG Print / Braille	Total	Delete
<input type="checkbox"/>	Edit	Print	District Name	(Multiple Buildings)	CNQ-M-Matilda	Mathematics		Package	6,7,8	293	0	293	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Print	District Name	(Multiple Buildings)	CNQ-M-Dandre	Mathematics		Envelope	5	5	0	5	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Print	District Name	(Multiple Buildings)	CNQ-M-Azul	Mathematics	Contains Word-Processed tests in Special Case envelope.	Small Package	4	91	0	91	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Print	District Name	(Multiple Buildings)	CNQ-M-Gladys	Mathematics		Package	3	76	2	78	<input type="checkbox"/>

Click 'Print' to print the package label.
 Click 'Edit' to change the package content/description.
 Click the checkbox, then click 'Delete' to remove the package entirely.

OSC Package Registration – Final Steps

11. Before intake, print each package's label.

12. Each package must have the correct label attached:

- Boxes:** Tape to the short-end of the box.
- Envelopes:** Tape on the front of the envelope.
- NOTE:** Do not place labels where they will interfere with a package's opening!

