

Ordering Kindergarten Assessment Materials

User Guide

2016-2017

Published May 31, 2016

Prepared by the American Institutes for Research®



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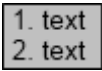
Introduction to this User Guide

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

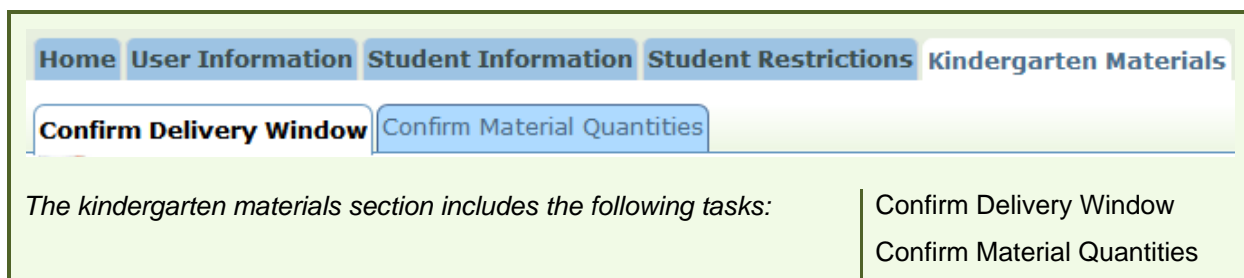
Icon	Description
	Caution: This symbol accompanies information regarding actions that may result in incorrect data.
<i>bold italic</i>	Boldface italic indicates a page name.
bold	Boldface indicates an item you click or a drop-down list selection.
<i>italic</i>	Italic indicates a field name.
	Text that appears in gray boxes provides instructions relevant to the task described. <ul style="list-style-type: none">• Numbered (ordered) lists provide step-by-step instructions.• Bulleted lists provide instructions that do not need to be done in a specific order.

Intended Audience

This user guide is intended for state-, district-, and school-level test administrators and coordinators who manage the assessment effort. To use TIDE, you need to be familiar with using a web browser to retrieve data and with filling out web forms.

Section I. Ordering Kindergarten Assessment Materials

Task Group: Kindergarten Materials



The screenshot shows a navigation menu with the following items: Home, User Information, Student Information, Student Restrictions, Kindergarten Materials, Confirm Delivery Window, and Confirm Material Quantities. Below the menu, a text box states: "The kindergarten materials section includes the following tasks:" followed by a list of tasks: Confirm Delivery Window and Confirm Material Quantities.

The Kindergarten Assessment is a paper-based test. The procedures in this user guide explain how to select a delivery window, verify or confirm the number of Kindergarten Assessment materials your district will need by school based on the expected number of kindergarteners who will be enrolled in 2016–2017, 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.

Task: Confirm Delivery Window

The Confirm Delivery Window screen enables District Test Coordinators (DTCs) or District Level Users (DLUs) to select a delivery window for shipping the Kindergarten materials. Selecting a delivery window initiates the process of ordering Kindergarten Assessment materials for the Kindergarten students in your district.



IMPORTANT: Choosing a Delivery Window

You must select a delivery window by June 28, 2016. If you do not select a delivery window by that time, you will not receive any Kindergarten Assessment materials.

Figure 1. Confirm Delivery Window

Confirm Delivery Window Confirm Material Quantities

Confirm Participation in Current Administration

Please select the delivery window for the Kindergarten Booklets.

- In order to receive test materials, you must select a delivery window and click [Save].
- If you do not click [Save], you will not receive any materials.

Important: If you do not select a shipping date prior to June 28, 2016, you will not receive any kindergarten assessment materials.

Please select from the available material delivery windows:

August 1 to 5 August 22 to 26

Save

1. Select one of the available delivery windows.
2. Click **[Save]**. A message will appear confirming your selection.



IMPORTANT: Saving Delivery Window

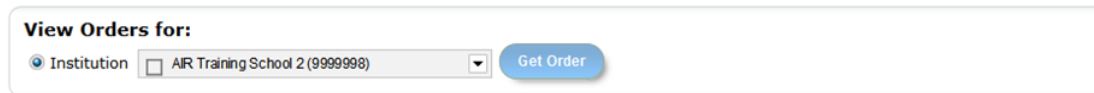
You must click **[Save]** in the Choose Delivery Window tab to confirm your delivery window. If you do not click **[Save]**, your order will not be fulfilled. You can change your delivery window in TIDE up until June 28. After June 28, you will not be able to change your delivery window.

Task: Confirm Material Quantities

This task requires you to verify or adjust the number of Kindergarten Assessment materials your district will need, by school.

The page has a drop-down menu with a list of all the schools in your district. The checkboxes to the left of the school names show whether an order has been placed for a particular school. A checked box means an order for that school has already been placed. An unchecked box means that no user has placed an order for that school yet.

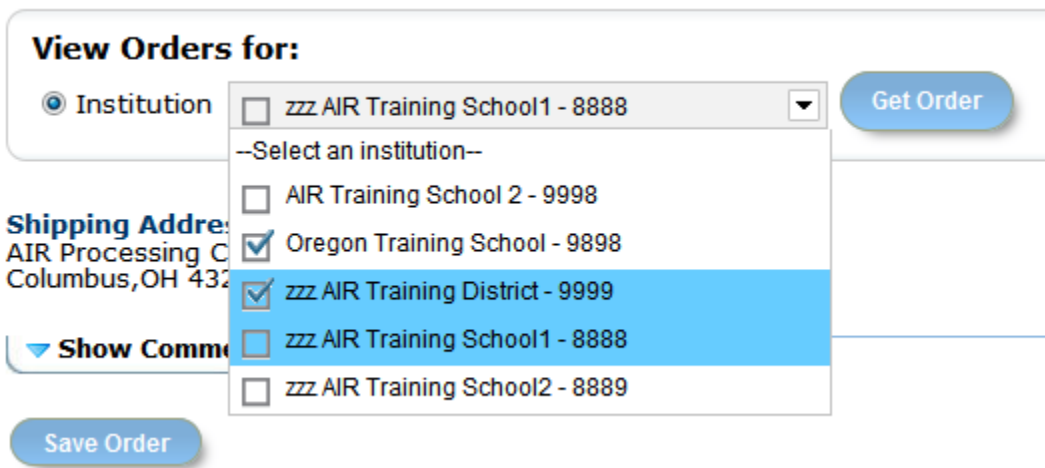
Figure 2. School Selection List



The screenshot shows a form titled "View Orders for:". On the left, there is a radio button labeled "Institution" which is selected. To its right is a dropdown menu currently displaying "AIR Training School 2 (9999998)". To the right of the dropdown is a blue button labeled "Get Order".

The school selection list will show a check mark next to schools for which orders have been altered and saved or saved (however saving is not required if the preloaded quantities are correct), as shown in Figure 3.

Figure 3. School Selection List



The screenshot shows the "View Orders for:" form with the dropdown menu open. The "Institution" radio button is selected. The dropdown menu lists several schools with checkboxes: "zzz AIR Training School1 - 8888" (unchecked), "--Select an institution--" (separator), "AIR Training School 2 - 9998" (unchecked), "Oregon Training School - 9898" (checked), "zzz AIR Training District - 9999" (checked and highlighted in blue), "zzz AIR Training School1 - 8888" (unchecked), and "zzz AIR Training School2 - 8889" (unchecked). A "Get Order" button is visible to the right of the dropdown. Below the form, there is a "Shipping Address" section with "AIR Processing C" and "Columbus, OH 432" visible, a "Show Comments" link, and a "Save Order" button.

After you select the school for which you want to place the order, the *Confirm Material Quantities* page will display order fields for four materials: Approaches to Learning, Student Booklets, Assessor Booklets, and Student Scoresheets. Each material order field has been preloaded with order quantities based on 2015–2016 Kindergarten enrollments in your district. Each order field has a description that explains how the preloaded quantities were calculated.



IMPORTANT: Order Calculations

Your order calculation should be based on the following metric:

- Approaches to Learning: **one for every 15** Kindergarten students
- Scoresheets: **one for each** Kindergarten student
- Assessor Booklets: **one for every 5** Kindergarten students
- Student Booklets: **one for every 5** Kindergarten students

The Oregon Department of Education (ODE) will ship Kindergarten Assessment materials based on the *Total Quantity Ordered* column in the *Confirm Material Quantities* screen (see Figure 4). Furthermore, an additional two-percent overage will be shipped to the district for distribution to the schools as required. If you anticipate that the number of Kindergarten students enrolled in any of your district’s schools during 2016–2017 will be higher than during 2015–2016, and that you will need additional materials, you should base your calculations on the total number of enrollees you predict for 2016–2017.

If you edit the material quantities you must click [**Save Order**]. If you do not save the changes, your order will not be submitted. If you need additional materials after you receive your order, contact your [Regional ESD Partner](#).

Figure 4. *Confirm Material Quantities* Screen

View Orders for:

Institution zzz AIR Training School1 - 8888 Get Order

Shipping Address
 AIR Processing Center 820 Freeway Dr. N
 Columbus, OH 43229

▼ Show Comments

Save Order

Material Description	Expected Shipment Quantity	Quantity Approved	Quantity Pending Approval	Total Quantity Ordered
Approaches to Learning <small>Order 1 scoresheet for every 15 students (order 1 if there are fewer than 15 students).</small>	10	10	0	<input style="width: 40px;" type="text" value="10"/>
Scoresheets <small>Order 1 per student.</small>	20	20	0	<input style="width: 40px;" type="text" value="20"/>
Assessor Booklet <small>Order 1 booklet for every 5 students (order 1 if there are fewer than 5 students).</small>	900	900	0	<input style="width: 40px;" type="text" value="900"/>
Student Booklets <small>Order 1 booklet for every 5 students (order 1 if there are fewer than 5 students).</small>	400	400	0	<input style="width: 40px;" type="text" value="400"/>

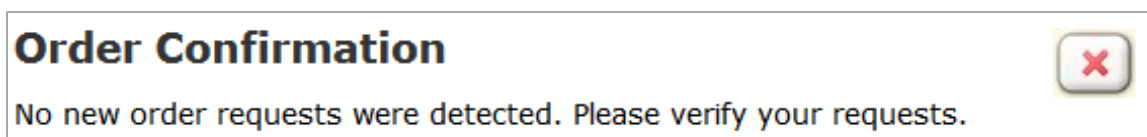
Save Order

To confirm shipping and quantity information:

1. Click [**Get Order**]. The shipping address section and materials table will appear.
2. Review the shipping address. If the address is incorrect, contact your Regional ESD Partner immediately.
3. In the materials table, review the quantity in the *Total Quantity Ordered* column, and modify as required.
4. Click [**Save Order**].

The number of Kindergarten materials you order appears in the *Quantity Approved* column. (If you clicked [**Save Order**] without changing any quantities, an *Order Confirmation* message appears (see Figure 5). Close the message to return to the *Confirm Material Quantities* screen.)

Figure 5. Order Confirmation Message



Task: Tracking Shipments

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

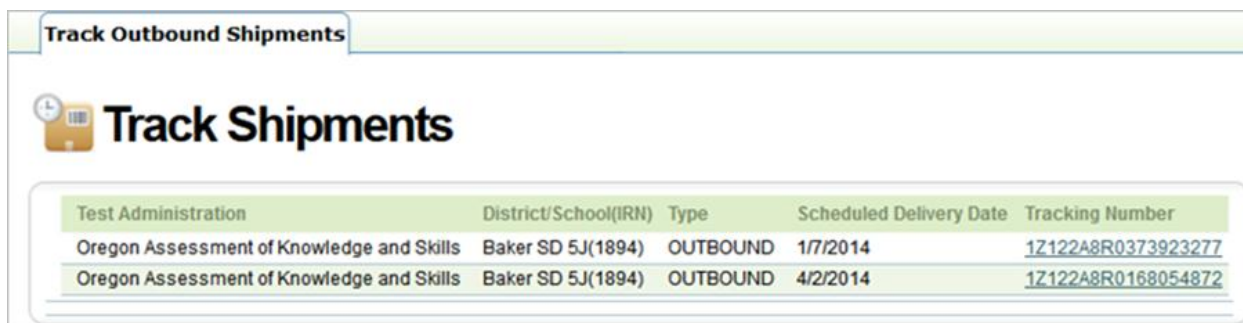
To track shipments and return shipments:

Click the **Orders** tab, then do one of the following:

- To track inbound shipments to your district, click the **Track Shipments** tab.

The **Track Shipments** or page appears with a list of scheduled shipments and status.

Figure 6. Track Shipments Screen

A screenshot of the "Track Shipments" screen. At the top, there is a tab labeled "Track Outbound Shipments". Below the tab is a header area with a clock icon and the title "Track Shipments". The main content is a table with the following data:

Test Administration	District/School(IRN)	Type	Scheduled Delivery Date	Tracking Number
Oregon Assessment of Knowledge and Skills	Baker SD 5J(1894)	OUTBOUND	1/7/2014	1Z122A8R0373923277
Oregon Assessment of Knowledge and Skills	Baker SD 5J(1894)	OUTBOUND	4/2/2014	1Z122A8R0168054872