

Ordering Kindergarten Assessment Materials

User Guide

2017-2018

Published May 24, 2017

Prepared by the American Institutes for Research®



Descriptions of the operation of the Test Information Distribution Engine, Test Delivery System, and related systems are property of the American Institutes for Research (AIR) and are used with the permission of AIR.

Table of Contents

- Introduction to this User Guide 1**
 - Document Conventions 1
 - Intended Audience 1
- Section I. Ordering Kindergarten Assessment Materials 2**
 - Task Group: Kindergarten Materials..... 2
 - Task: Initial Orders 2
 - Confirming Test Delivery Window 2
 - Confirm Material Quantities 4
 - Task: Order History 7
 - Task: Tracking Shipments 9

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.

Intended Audience

This user guide is intended for state and district-level users who manage assessment efforts. To use TIDE, users need to be familiar with using a web browser to retrieve data and fill out web forms.

Section I. Ordering Kindergarten Assessment Materials

Task Group: Kindergarten Materials

The Kindergarten Assessment is a paper-based test. The procedures in this user guide explain how to select a delivery window, verify or adjust the number of Kindergarten Assessment materials your district will need by school (based on the expected number of kindergarteners who will be enrolled in 2017–2018), 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.

To begin the process of ordering materials, users should click on **Initial Orders**.



Task: Initial Orders

The Initial Orders task enables District Test Coordinators (DTCs) or District Level Users (DLUs) to select a delivery window for shipping the Kindergarten materials.

Confirming Test Delivery Window

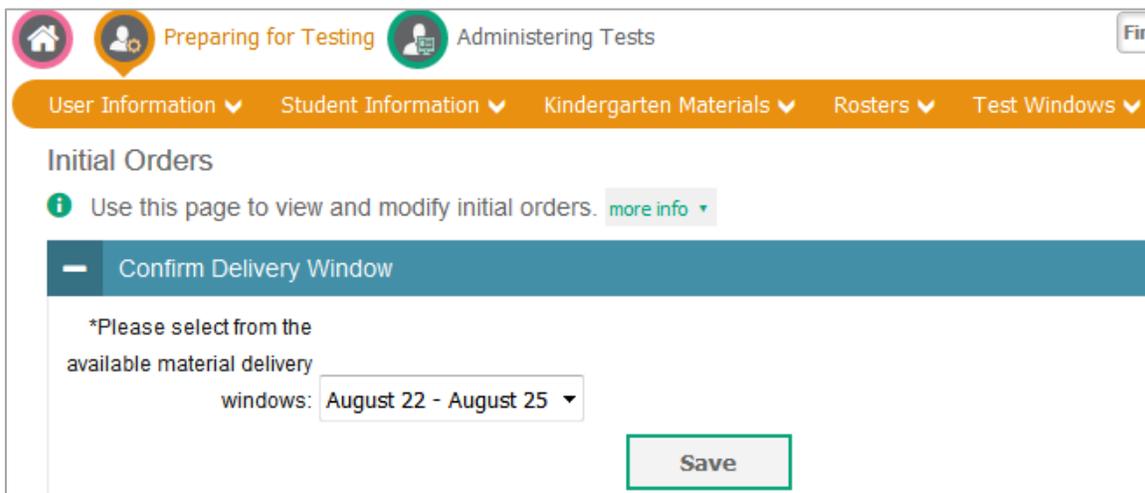
Selecting a delivery window initiates the process of ordering Kindergarten Assessment materials for the Kindergarten students in your district. [Figure 1](#) shows the *Confirm Delivery Window* task.



IMPORTANT: Choosing a Delivery Window

You must select a delivery window by June 28, 2017. If you do not select a delivery window by that time, you will not receive any Kindergarten Assessment materials.

Figure 1. **Error! Reference source not found.**



To confirm a delivery window:

1. On the **Initial Orders** page, select one of the available delivery windows.
2. Click **Save**. A message will appear confirming your selection



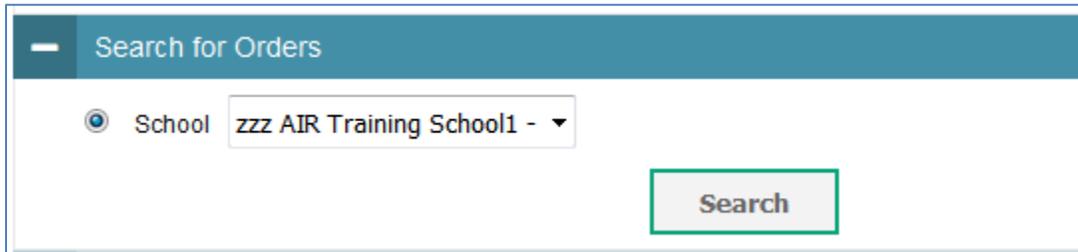
IMPORTANT: Saving Delivery Window

You must click **Save** in the Choose Delivery Window task 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.

Confirm Material Quantities

This task allows you to verify or adjust the number of Kindergarten Assessment materials your district will need, by school. ODE has already populated the number of materials for your district based on previous kindergarten enrollment. To view the preloaded material orders that ODE has placed for a school in your district, select the school from the drop-down list and click **Search**.

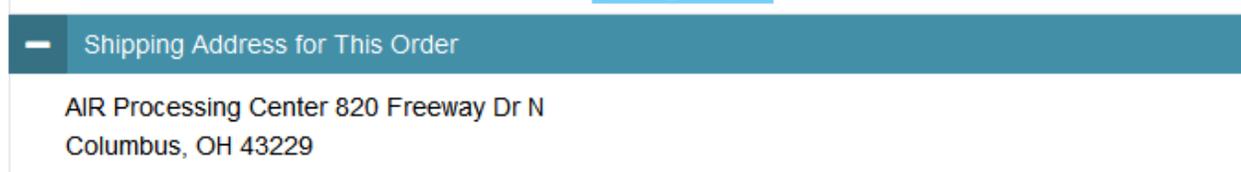
Figure 2. School Selection List



The screenshot shows a web interface with a teal header bar containing a minus sign icon and the text "Search for Orders". Below the header, there is a radio button labeled "School" followed by a dropdown menu showing "zzz AIR Training School1 -". To the right of the dropdown is a button labeled "Search" with a green border.

After you select the school for which you want to verify/adjust the order, click **Search**, the *Confirm Material Quantities* page will display the district *Shipping Address* and the order fields for four materials. If the address that appears in the *Shipping Address for this Order* field is not correct, contact your [Regional ESD Partner](#) and provide him/her with the correct address information.

Figure 3. [Shipping Address](#)



The screenshot shows a teal header bar with a minus sign icon and the text "Shipping Address for This Order". Below the header, the shipping address is displayed: "AIR Processing Center 820 Freeway Dr N" and "Columbus, OH 43229".

Ordering Kindergarten Assessment Materials

The preloaded quantities populated by ODE appear in the *Quantity You Will Receive* column. If you need to adjust the quantity of a material, enter the total quantity you wish to receive in the *Additional Quantity* column and click **Save Orders**.

Figure 4. Material Quantities List

The following table lists your initial or on-time orders for AIR Training School 2

Material Description	Quantity You Will Receive	Quantity Approved	Quantity Pending Approval	Additional Quantity
Approaches to Learning <i>Order 1 scoresheet for every 15 students (order 1 if there are fewer than 15 students).</i>	11	11	0	11
Scoresheets <i>Order 1 per student.</i>	5	5	0	5
Assessor Booklets <i>Order 1 booklet for every 15 students (order 1 if there are fewer than 15 students).</i>	11	11	0	11
Student Booklets <i>Order 1 booklet for every 15 students (order 1 if there are fewer than 15 students).</i>	13	13	0	13

Save Orders

Cancel



IMPORTANT:

Saving preloaded material quantities is not necessary if the preloaded quantities are correct. Once a delivery window has been selected, the preloaded quantities will automatically be sent to the district. Orders only need to be saved if a modification is made.

Each material order field has been preloaded with order quantities based on 2016–2017 Kindergarten enrollment 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 15** Kindergarten students

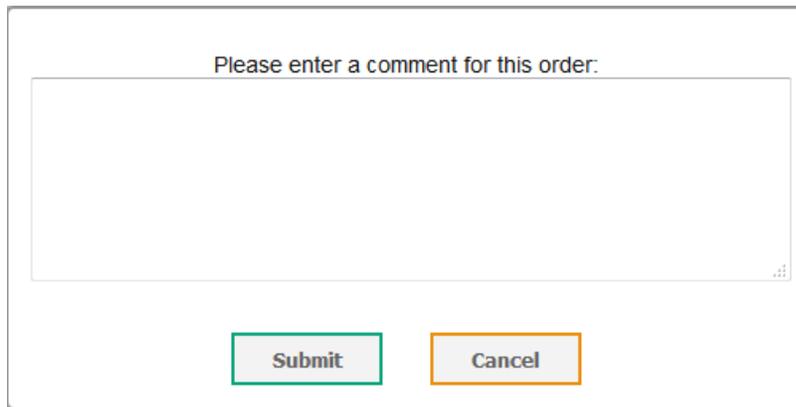
Student Booklets: **one for every 15** Kindergarten students

If you need additional materials after you receive your order, contact your [Regional ESD Partner](#).

If you decide to adjust and/or save your order, the *Comments Pop-up* (see [Figure 5](#)) will appear. It is not necessary to enter a comment. Click **Submit**.

Ordering Kindergarten Assessment Materials

Figure 5. Comments Pop-up

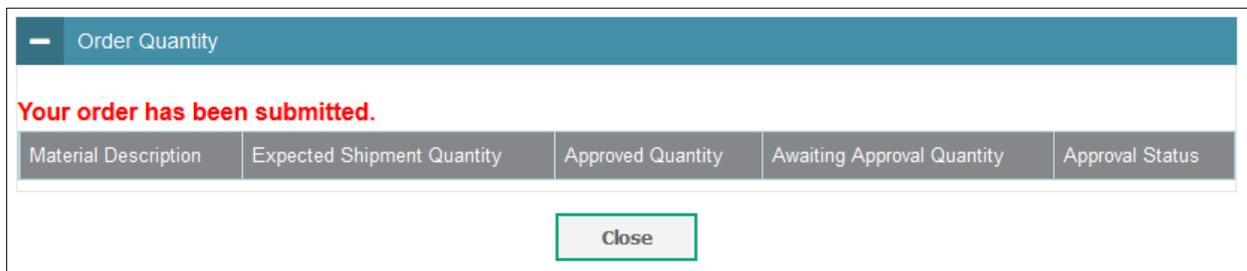


Please enter a comment for this order:

Submit Cancel

Upon clicking **Submit** on the *Comments Pop-up*, the *Order Summary Confirmation* will appear. If you saved the preloaded quantities without having made adjustments, the confirmation in Figure 6 will appear, confirming, “Your order has been submitted.”

Figure 6. Order Summary Confirmation



Order Quantity

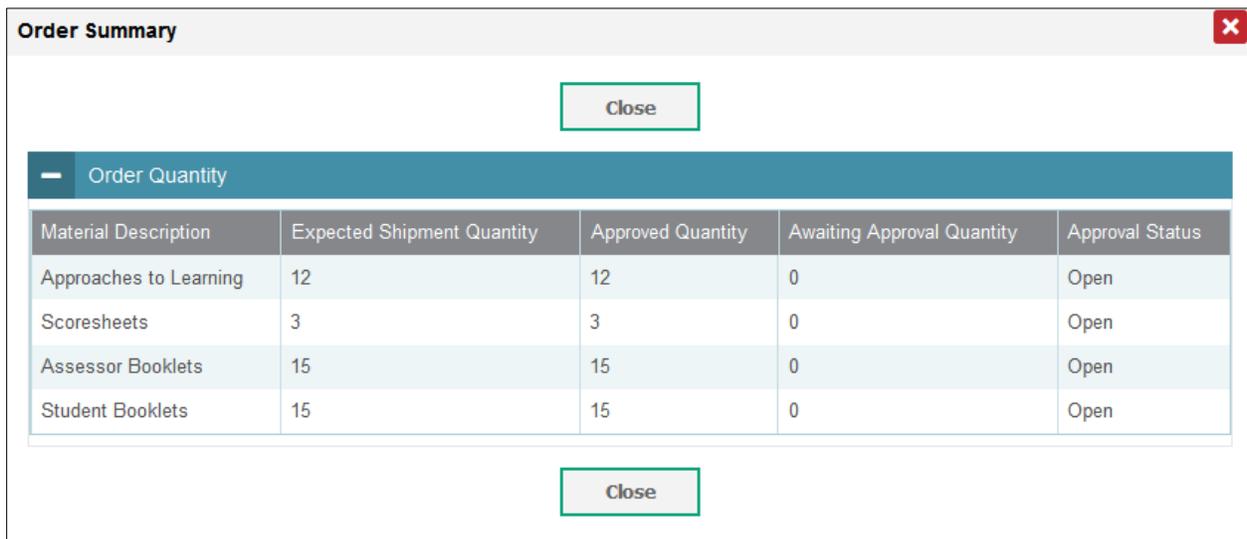
Your order has been submitted.

Material Description	Expected Shipment Quantity	Approved Quantity	Awaiting Approval Quantity	Approval Status
----------------------	----------------------------	-------------------	----------------------------	-----------------

Close

If you adjusted the preloaded quantities, the *Order Confirmation Summary* will display only the materials for which you adjusted the quantities, as shown in [Figure 7](#).

Figure 7. Order Summary Confirmation



Order Summary

Close

Order Quantity

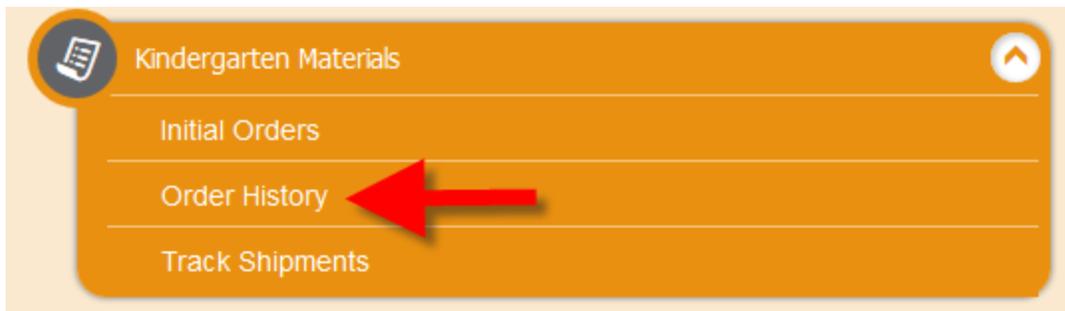
Material Description	Expected Shipment Quantity	Approved Quantity	Awaiting Approval Quantity	Approval Status
Approaches to Learning	12	12	0	Open
Scoresheets	3	3	0	Open
Assessor Booklets	15	15	0	Open
Student Booklets	15	15	0	Open

Close

The *Expected Shipment Quantity* will reflect any changes you made for a given order quantity.

Task: Order History

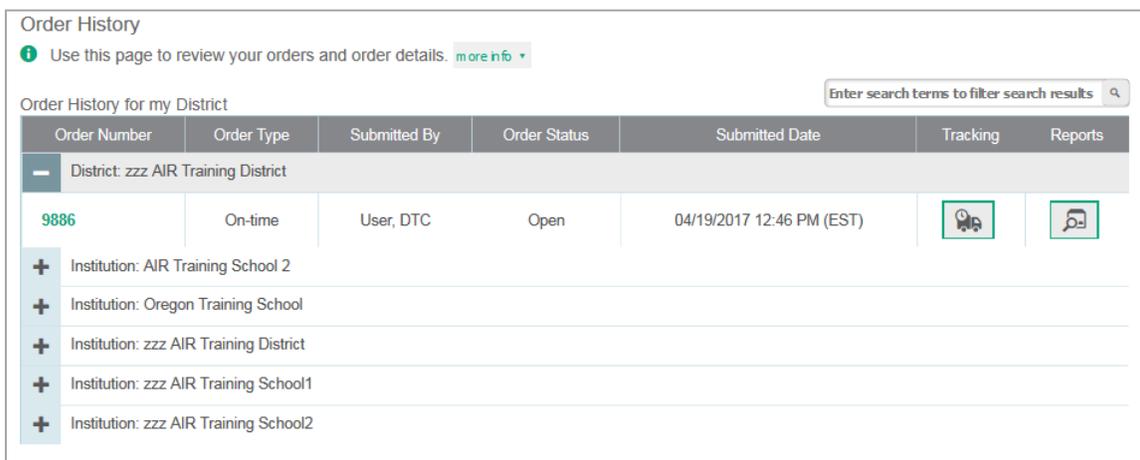
You can review the order history of testing materials for your school or district.



To review order history:

3. From the **Kindergarten Materials** task menu on the TIDE dashboard, select **Order History**. The **Order History** page appears (see [Figure 8](#)).

Figure 8. Fields in the Order History Page



Order Number	Order Type	Submitted By	Order Status	Submitted Date	Tracking	Reports
District: zzz AIR Training District						
9886	On-time	User, DTC	Open	04/19/2017 12:46 PM (EST)		
+ Institution: AIR Training School 2						
+ Institution: Oregon Training School						
+ Institution: zzz AIR Training District						
+ Institution: zzz AIR Training School1						
+ Institution: zzz AIR Training School2						

4. To view the order details, click the order in the Order Number column. The Order Details form appears that displays the order information, shipping information and order quantity details. [Table 3](#) describes the columns in the order details form.
5. To view the order's tracking report, from the **Kindergarten Materials** task menu, select **Track Shipments**. For more information, see [Task: Tracking Shipments](#).
6. To view the order's packing lists, manifests, and security checklists, click .

[Table 2](#) describes the columns in the Order History page.

Ordering Kindergarten Assessment Materials

Table 2. Columns in the Order History Page

Column	Description
Order Number	Purchase order number
Order Type	Type of order: initial or additional
Submitted By	User who generated the order
Order Status	Order's current status
Submitted Date	Date order was generated

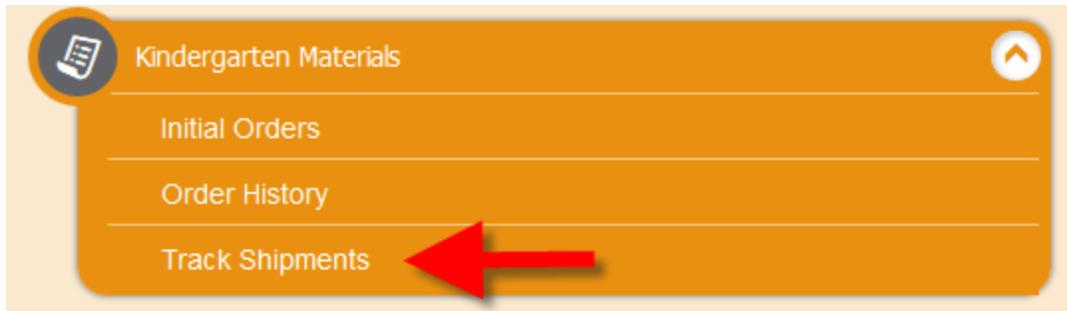
[Table 3](#) describes the columns in the order details form.

Table 3. Columns in the Order Details Form

Column	Description
Material Description	Description of the materials included in the order
Expected Shipment Quantity	Quantity to be shipped from the vendor
Approved Quantity	Quantity of the material that is approved. This includes the original quantity plus any additional quantities you ordered
Awaiting Approval Quantity	Additional quantities you ordered that are pending approval
Approval Status	Approval status of additional quantities you ordered

Task: Tracking Shipments

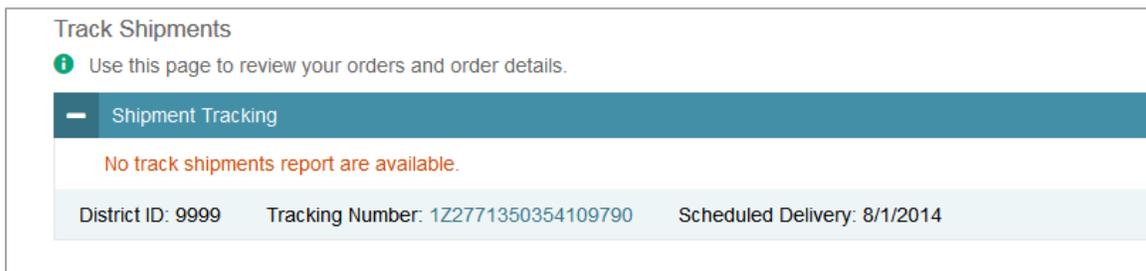
District Test Coordinators and District Level Users may review the status of Kindergarten materials shipments to their district.



To track materials shipment:

1. From the **Kindergarten Materials** task menu on the TIDE dashboard, select **Track Shipments**. The **Track Shipments** page appears displaying the shipment information for your district (see [Figure 89](#)).

Figure 9. Fields in the Track Shipments Page



2. To view the shipping company's tracking report, click its tracking number. The shipping company's website will open in a new browser window or tab, displaying the tracking information.

