

# Inbox Guide

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*Prepared by the American Institutes for Research®*



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# Inbox

The OSAS Online suite of systems includes an Inbox feature that is integrated with all the online assessment systems provided by AIR. The Inbox serves as a central repository for secure documents uploaded by administrators (such as state-personnel), data files exported by users from within an OSAS Online system, and hotline alerts that can be accessed by users from the OSAS Portal page or from any OSAS Online system.

Users can easily manage the files in the Inbox. The files are categorized into different tabs to allow users to view non-archived and archived files. Users can also search for files by keyword. Once a user views a file, a checkmark is displayed next to the file to indicate that it has been viewed. Files are listed in the order in which they were generated, uploaded, or archived. The file creation and file expiration dates appear, if applicable. The number of days remaining until a file expires is also displayed next to a file. By default, files created/exported by users from within an OSAS Online system are available for 30 days. Users can choose to archive files for future reference or delete files, if required.



### Note: About File Deletion

- Archived files cannot be deleted.
- Users can delete files that they have exported but cannot delete secure documents uploaded to the Inbox by admin users.

## Accessing the Inbox from the OSAS Portal

Users can access their Inboxes directly from the OSAS Portal.

*To access files in the Inbox from the State Assessment Portal:*

1. Navigate to the OSAS Portal (<http://oaksportal.org>), and select your user role (see [Figure 1](#)).

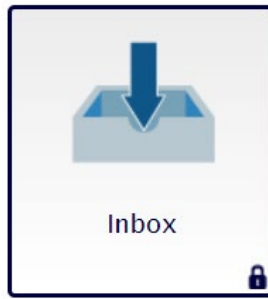
Figure 1. Portal User Cards



2. Select the **Inbox** card (see [Figure 2](#)).

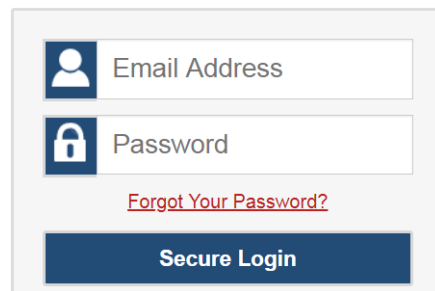
# Inbox

Figure 2. Inbox Card



3. The **Login** page appears (see [Figure 3](#)). Enter your email address and password.

Figure 3. Login Page



Email Address

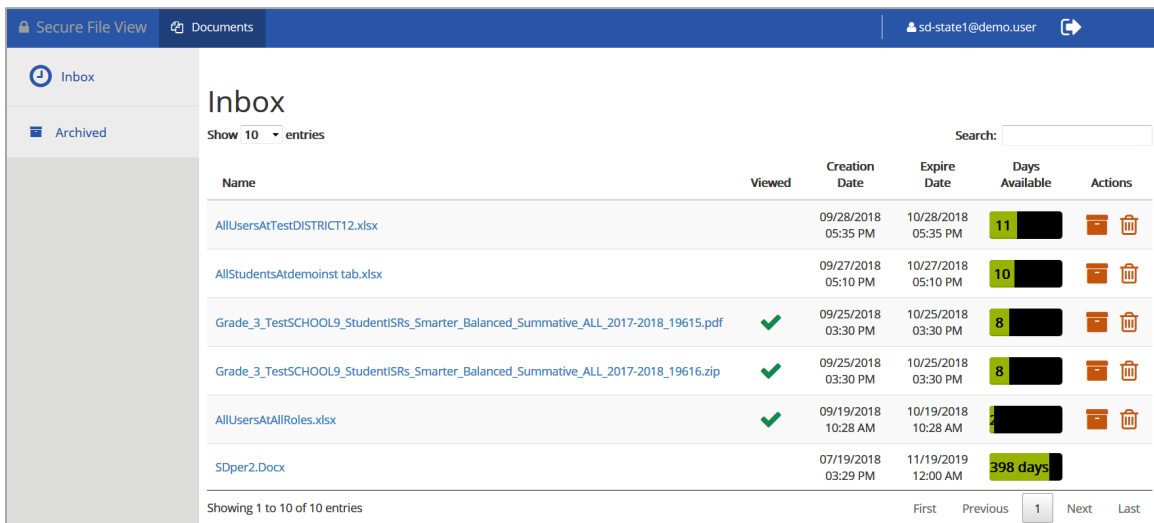
Password













[Forgot Your Password?](#)

**Secure Login**

4. Click **Secure Login**. The **Inbox** page appears.

Figure 4. Inbox Page



| Name  | Viewed | Creation Date          | Expire Date            | Days Available | Actions   |
|---|--------|------------------------|------------------------|----------------|---|
| AllUsersAtTestDISTRICT12.xlsx   |        | 09/28/2018<br>05:35 PM | 10/28/2018<br>05:35 PM | 11             |   |
| AllStudentsAtdemoinst tab.xlsx  |        | 09/27/2018<br>05:10 PM | 10/27/2018<br>05:10 PM | 10             |   |
| Grade_3_TestSCHOOL9_StudentSRs_Smarter_Balanced_Summative_ALL_2017-2018_19615.pdf | ✓      | 09/25/2018<br>03:30 PM | 10/25/2018<br>03:30 PM | 8              |   |
| Grade_3_TestSCHOOL9_StudentSRs_Smarter_Balanced_Summative_ALL_2017-2018_19616.zip | ✓      | 09/25/2018<br>03:30 PM | 10/25/2018<br>03:30 PM | 8              |   |
| AllUsersAtAllRoles.xlsx   | ✓      | 09/19/2018<br>10:28 AM | 10/19/2018<br>10:28 AM | 7              |   |
| SDper2.Docx   |        | 07/19/2018<br>03:29 PM | 11/19/2019<br>12:00 AM | 398 days       |   |

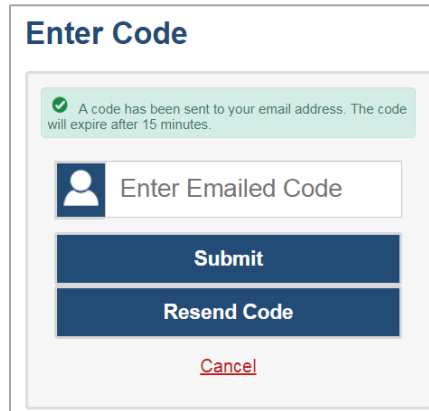
Showing 1 to 10 of 10 entries

First Previous 1 Next Last



**Note:** If you have not logged in using this browser before, or if you have cleared your browser cache, the **Enter Code** page appears (see [Figure 5](#)) and an email containing an authentication code is sent to your address.

Figure 5. Enter Code Page





- In the *Enter Emailed Code* field, enter the emailed code.
- Click **Submit** to view the **Inbox** page.
- You must use the authentication code within fifteen minutes of the email being sent. If the code has expired, click **Resend Code** to request a new code


5. *Optional:* Select the file view from the available tabs:

- **Inbox:** This is the default view and displays all the files except for the ones that you have archived.
- **Archived:** Displays the files that you have archived.

6. *Optional:* To filter the files by keyword, enter a search term in the text box above the list of files. Only files containing the entered search criteria are displayed.

7. Do one of the following:

- To download a file, click the file name.
- To archive a file, click .
- To delete a file, click .

8. To log out of the Inbox, click .

## Accessing the Inbox from an OSAS Online System




Since the Inbox is integrated with all OSAS Online systems, it can be easily accessed from any page within a system.

To access files in the Inbox from any OSAS Online system:

1. Log in to any OSAS Online system, and from the banner, select **Inbox**. The **Inbox** pop-up window appears (see [Figure 6](#)).

Figure 6. Inbox

| Name                                    | Viewed | Creation Date     | Expire Date       | Days Available | Actions            |
|---|--------|-------------------|-------------------|----------------|--------------------|
| AllStudentsAtDemo School<br>9000.csv    | ✓      | 7/31/2018 1:49 PM | 8/30/2018 1:49 PM | 28 days        | [Archive] [Delete] |
| AllStudentsAtDemo School<br>9000_3.xlsx | ✓      | 7/30/2018 2:44 PM | 8/29/2018 2:44 PM | 27 days        | [Archive] [Delete] |
| AllUsersAtDemo School<br>9000.xlsx      | ✓      | 7/30/2018 2:23 PM | 8/29/2018 2:23 PM | 27 days        | [Archive] [Delete] |
| AllUsersAtDemo School<br>9001.xlsx      |        | 7/27/2018 8:40 AM | 8/26/2018 8:40 AM | 24 days        | [Archive] [Delete] |
| AllUsersAtDemo School<br>9001.xlsx      |        | 7/26/2018 8:37 AM | 8/25/2018 8:37 AM | 23 days        | [Archive] [Delete] |

2. *Optional:* Select the file view from the available tabs:
  - **Inbox:** This is the default view and displays all the files except for the ones that you have archived.
  - **Archived:** Displays the files that you have archived.
3. *Optional:* To filter the files by keyword, enter a search term in the text box above the list of files. Only files containing the entered search criteria are displayed.
4. Do one of the following:
  - To download a file, click the file name.
  - To archive a file, click .
  - To delete a file, click .
5. To close the **Inbox** pop-up window, click :