

# Ordering Kindergarten Assessment Materials

## User Guide

2018

Published May 24, 2018

*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
	<b>Caution:</b> This symbol accompanies information regarding actions that may result in incorrect data.
<b><i>bold italic</i></b>	Boldface italic indicates a page name.
<b>bold</b>	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

## Kindergarten Materials

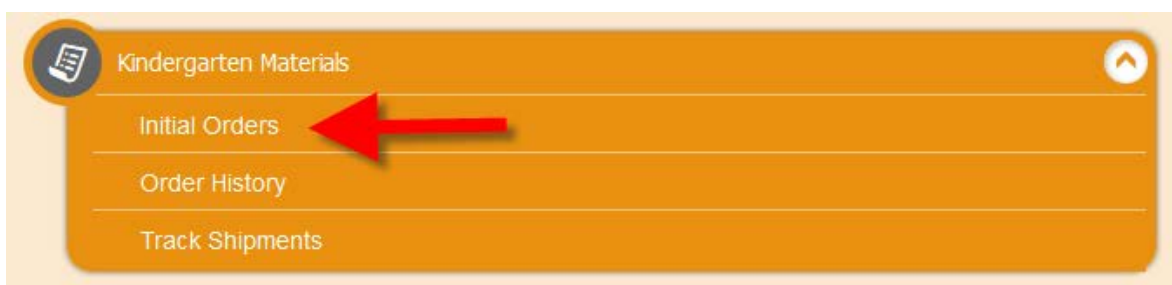
The Kindergarten Assessment is a paper-based test. The procedures in this user guide explain how to select a delivery window, verify or adjust the number of Kindergarten Assessment materials your district will need by school (based on the expected number of Kindergarteners who will be enrolled in 2018–2019), and track the shipment.



**IMPORTANT: District Overage**

*Districts will automatically be sent 2% overage (minimum of 2) on all booklets. You do not need to add overage to your order.*

To begin the process of ordering materials, select **Initial Orders** from the **Kindergarten Materials** task menu on the TIDE dashboard.



### 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, 2018.* 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.**

Home Preparing for Testing Administering Tests

User Information > Student Information > Kindergarten Materials > Rosters

## Initial Orders

**i** Use this page to view and modify initial orders. [more info](#)

### Confirm Delivery Window

\*Please select from the available material delivery windows: August 21 - August 24

Save

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



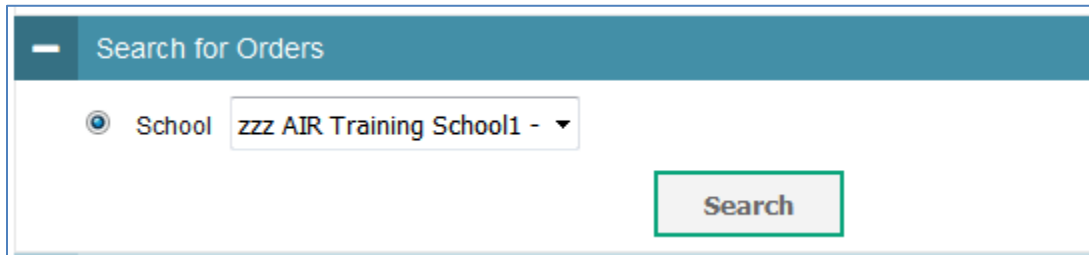
**IMPORTANT: Saving Delivery Window**

You must click **Save** in the *Confirm 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 ([Figure 2](#)) and click **Search**.

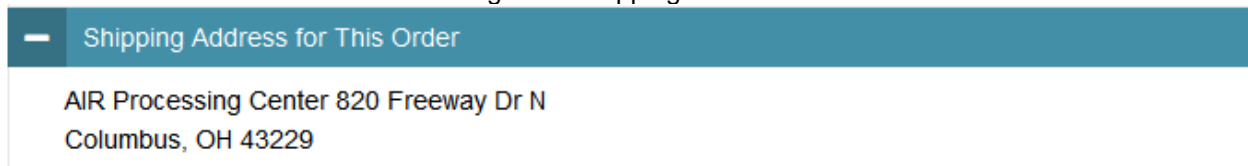
Figure 2. School Selection List



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" which is selected. To its right is a dropdown menu with the text "zzz AIR Training School1 -" and a downward arrow. To the right of the dropdown is a rectangular button with the text "Search".

The *Confirm Material Quantities* page will display the district *Shipping Address* ([Figure 3](#)) and the order fields for the four Kindergarten Assessment 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 address is displayed in two lines: "AIR Processing Center 820 Freeway Dr N" and "Columbus, OH 43229".

The preloaded quantities populated by ODE appear in the *Quantity You Will Receive* column (Figure 4). 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 12 students (order 1 if there are fewer than 12 students).</i>	0	0	0	<input type="text" value="0"/>
Scoresheets <i>Order 1 per student.</i>	0	0	0	<input type="text" value="0"/>
Assessor Booklets <i>Order 1 booklet for every 15 students (order 1 if there are fewer than 15 students).</i>	0	0	0	<input type="text" value="0"/>
Student Booklets <i>Order 1 booklet for every 15 students (order 1 if there are fewer than 15 students).</i>	0	0	0	<input type="text" value="0"/>

**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 2017–2018 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:

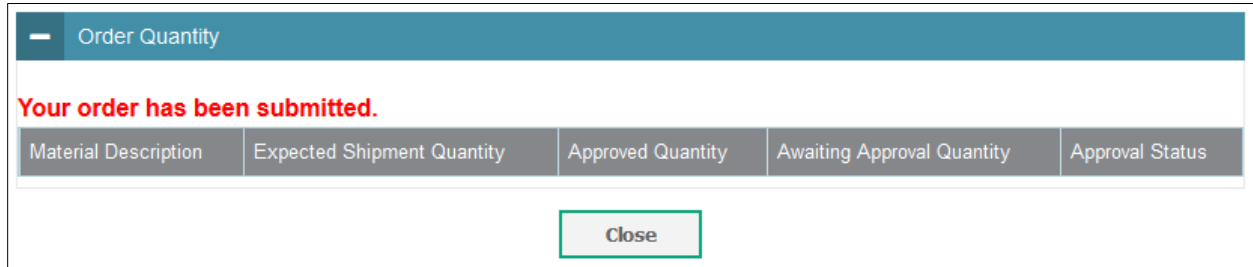
- Approaches to Learning: **one for every 12** Kindergarten students
- Scoresheets: **one for each** Kindergarten student
- Assessor Booklets: **one for every 15** Kindergarten students
- Student Booklets: **one for every 15** Kindergarten students

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

## Ordering Kindergarten Assessment Materials

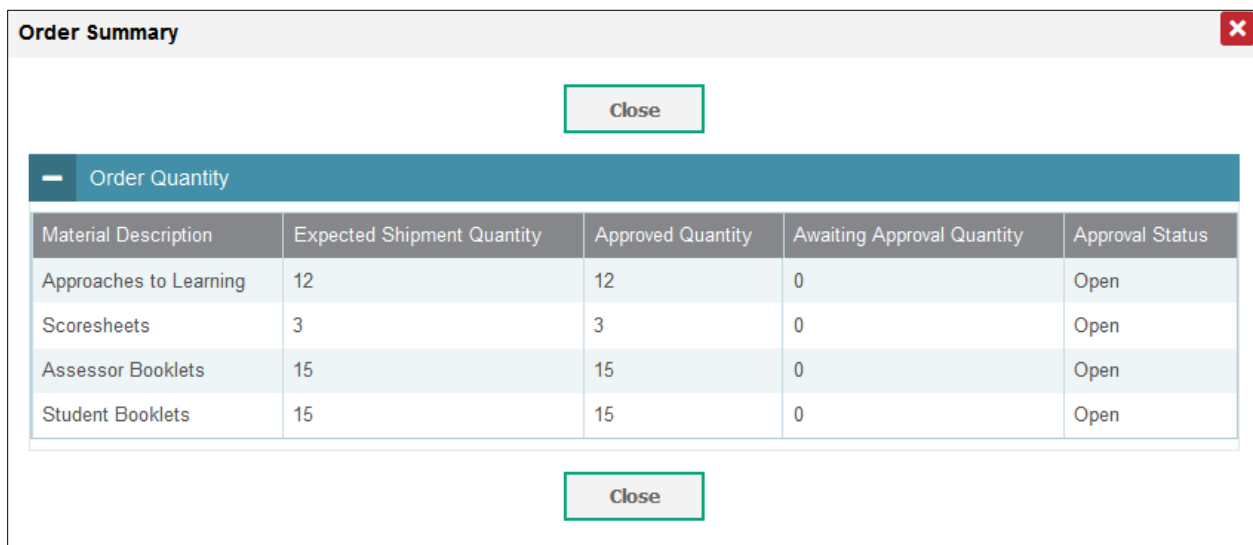
Upon clicking **Submit**, the *Order Summary Confirmation* page will appear. If you saved the preloaded quantities without having made adjustments, the confirmation will appear, confirming, “Your order has been submitted” ([Figure 5](#)).

Figure 5. Order Summary Confirmation



If you adjusted the preloaded quantities, the *Order Confirmation Summary* will display only the materials for which you adjusted the quantities ([Figure 6](#)).

Figure 6. Order Summary Confirmation



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



## Task: Order History

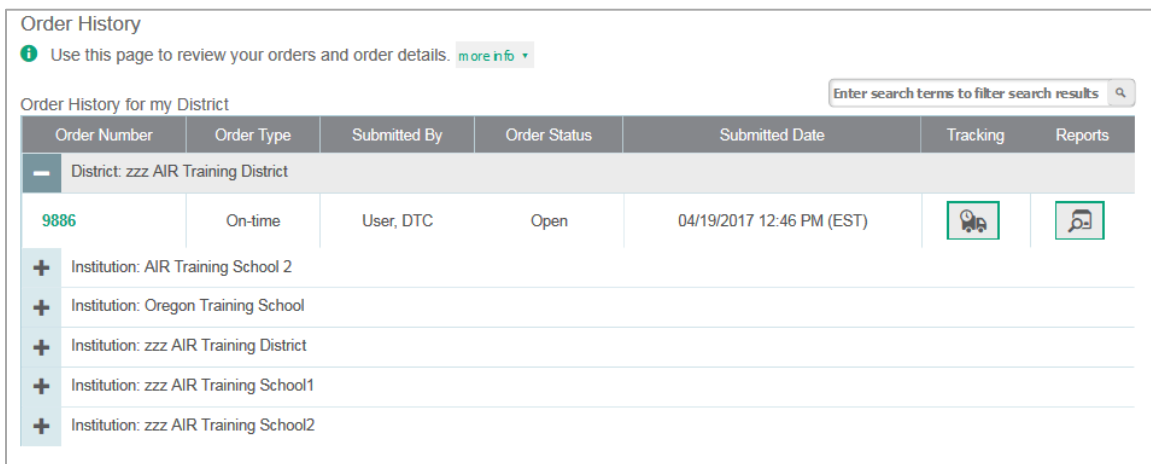
You can review the order history of testing materials for your school or district.





To review order history:

3. From the **Kindergarten Materials** task menu on the TIDE dashboard, select **Order History**. The **Order History** page appears ([Figure 7](#)).

Figure 7. 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 **+** next to the order in the *Order Number* column. Click on the Order Number to open the Order Details. The *Order Details* form appears and 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](#).

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

Table 2. Columns in the Order History Page

<b>Column</b>	<b>Description</b>
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

<b>Column</b>	<b>Description</b>
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 (DTCs) and District Level Users (DLUs) 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 ([Figure 8](#)).

Figure 8. Fields in the Track Shipments Page

### Track Shipments

Use this page to track your orders. [more info](#)

Shipment Tracking		
Below is the tracking report for your district.		
District ID: 9999	Tracking Number: 732370516804	Scheduled Delivery: 5/14/2018
District ID: 9999	Tracking Number: 732370516815	Scheduled Delivery: 5/14/2018

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.