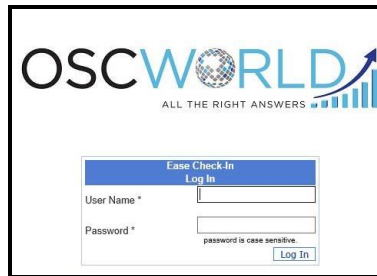


## NYS 3-8 ELA OSC Box Registration 2022-23

### OSC World Box Registration

1. Registration information for scoring vendor, Optimum Solutions Corporation (OSC). Boxes must be registered at least one day before intake date of Friday April 28, 2023.

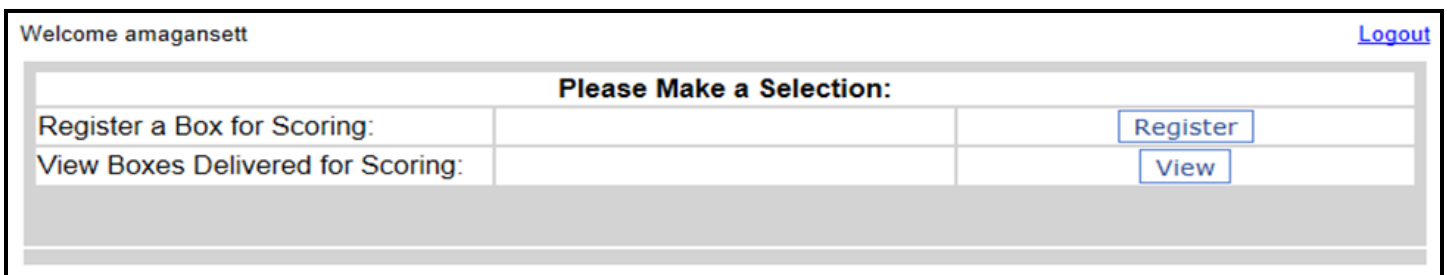


2. Go to <https://status.oscworld.com/intake>

3. ESBOCES will provide your district with a username and default password (RSS).
  - a. Reset the password once you have logged in.
  - b. Each district has only one login that can be shared and used concurrently.
  - c. Passwords will be reset for each assessment

4. For OSC Technical Support: Call 516-247-5300

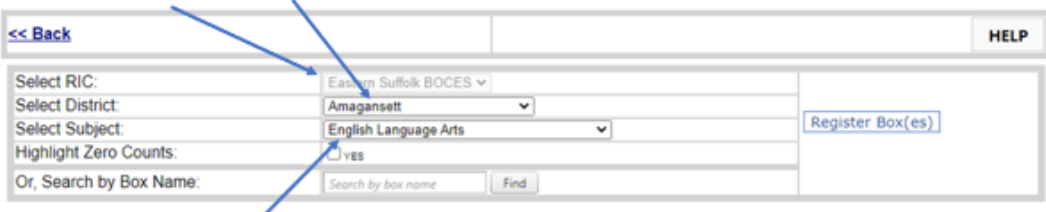
5. After logging in you are prompted with the following screen:



6. Choose 'Register' to register a new box or review boxes already registered for delivery
  - a. A 'box' can contain tests from a single grade (the desired delivery method), tests from multiple grades, it can be an envelope.
  - b. Any package delivered to the intake site is considered a 'box'.

7. When you click the 'Register' button you are presented with the following screen:

Your RIC and District will be automatically filled in

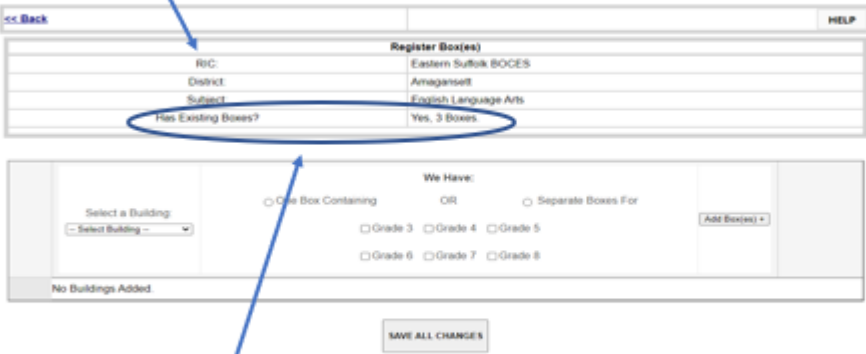


The Subject will default to the test currently being administered

Change the subject if you want to review boxes for completed subjects

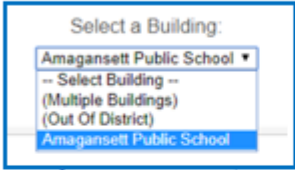
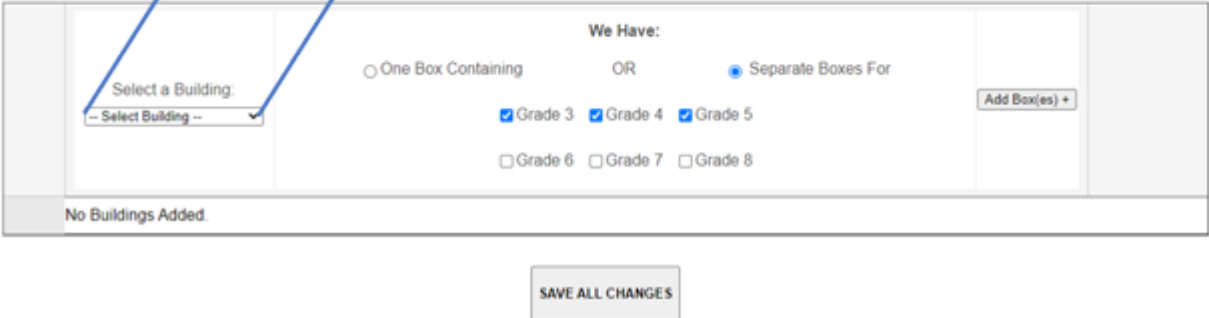
8. Selecting 'Register Box(es)' will result in the display of the following:

Top portion is informational



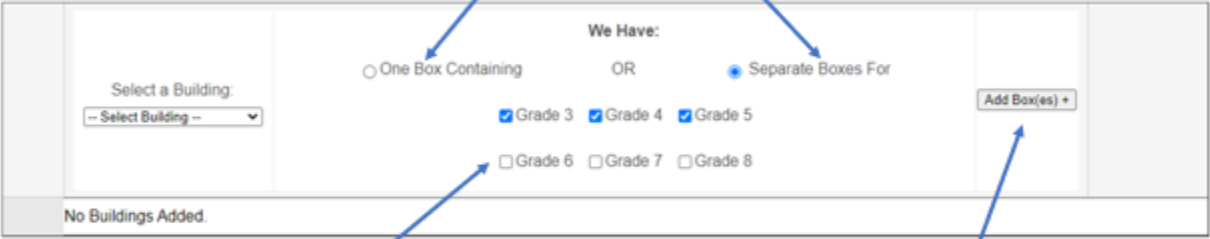
The 'Has Existing Boxes?' is used to tell you the number of boxes already registered for the selected subject.

Select the building from the drop down menu:

SAVE ALL CHANGES

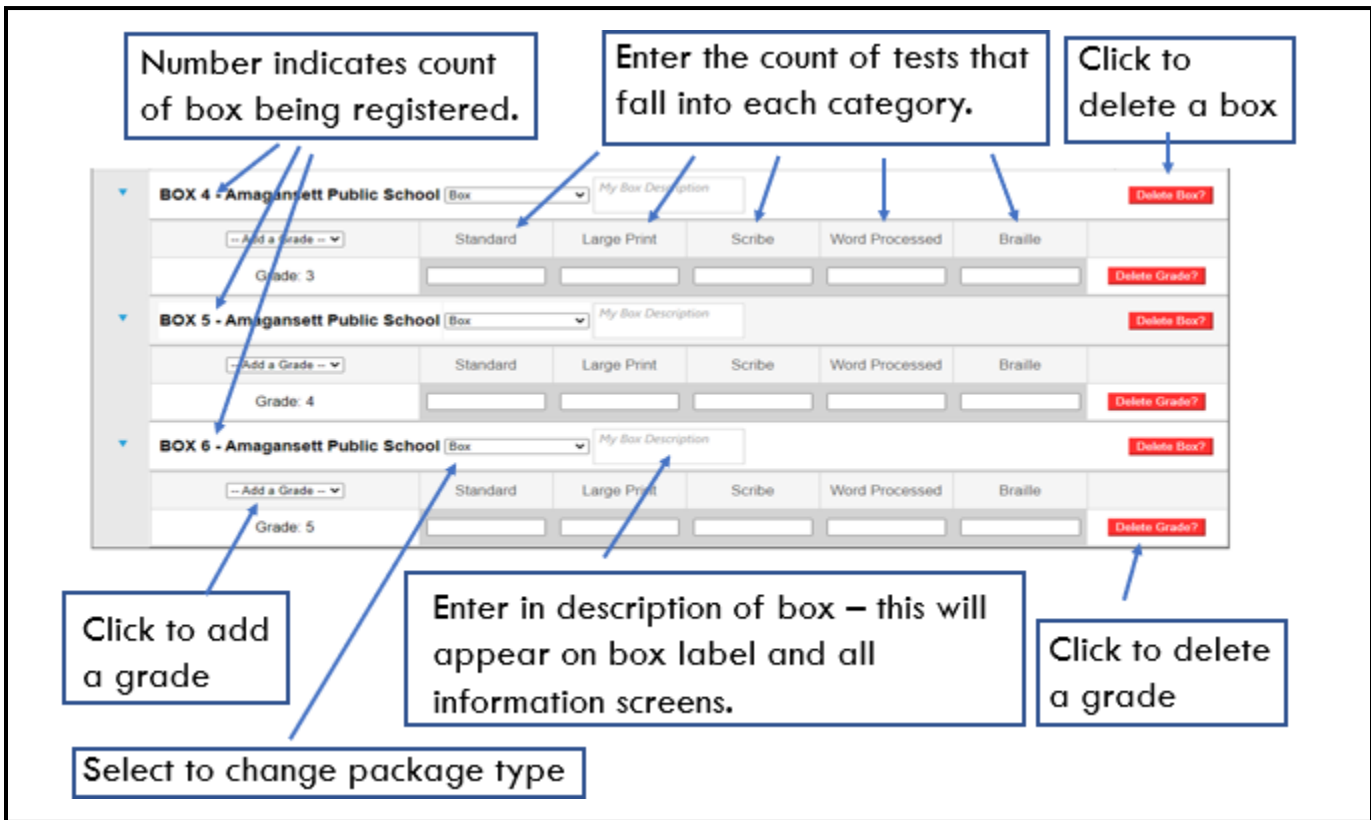
Indicate if all grades will be together in a single box  
OR  
if each grade will be placed into separate box.



Select the grade(s) associated with each box you have for the selected school.

Add boxes brings up the screen on the next page...

SAVE ALL CHANGES



**Number indicates count of box being registered.**

**Enter the count of tests that fall into each category.**

**Click to delete a box**

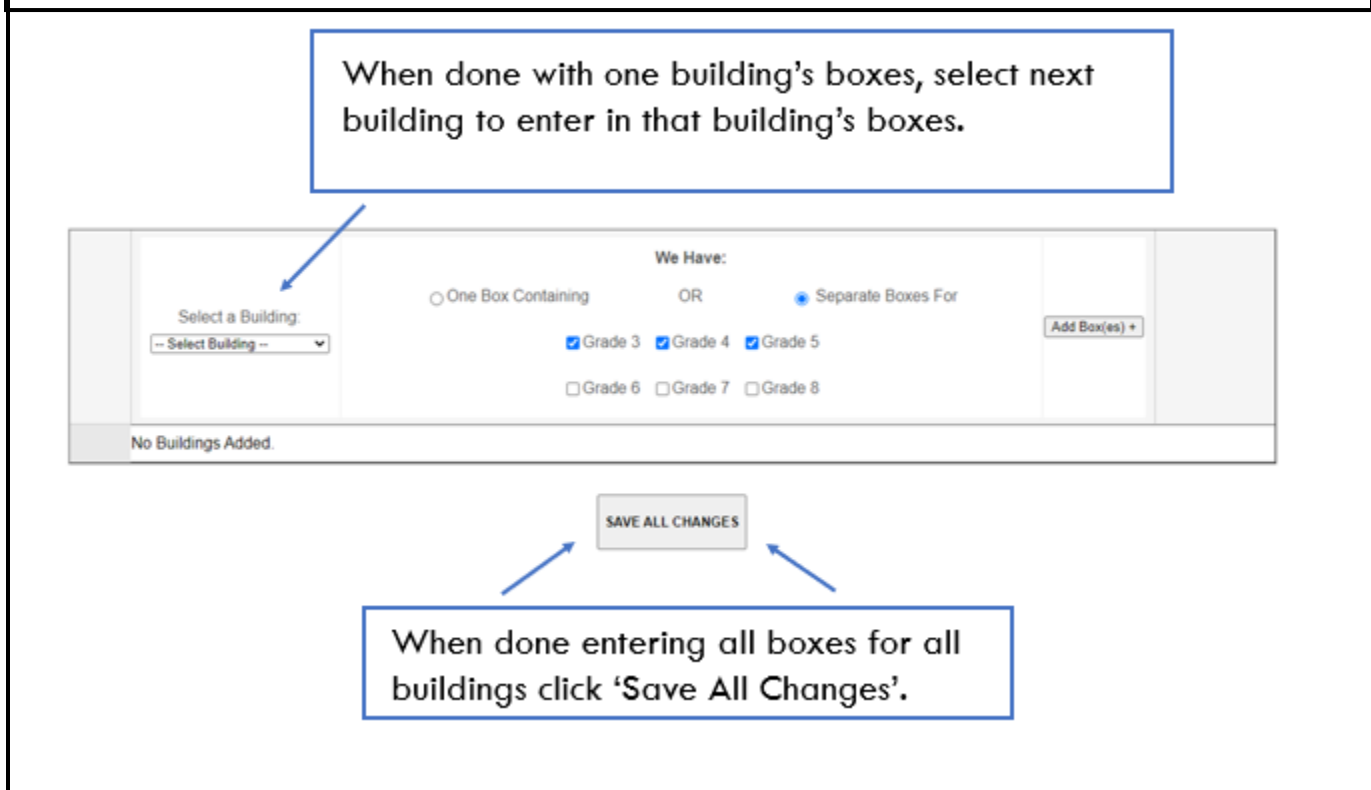
**Click to add a grade**

**Enter in description of box – this will appear on box label and all information screens.**

**Click to delete a grade**

**Select to change package type**

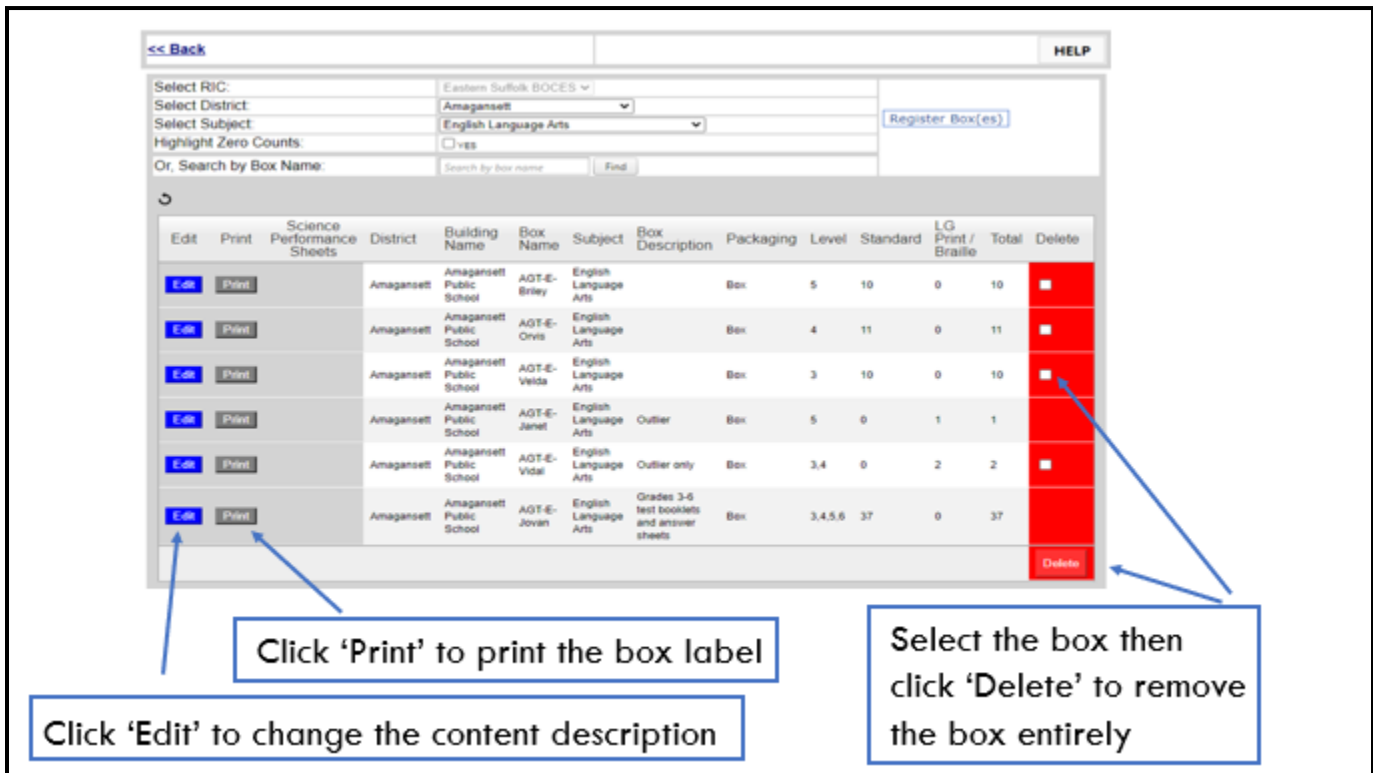
The screenshot shows a table with three rows representing 'BOX 4', 'BOX 5', and 'BOX 6' for Amagansett Public School. Each row has a 'Box' dropdown, a 'My Box Description' field, and a 'Delete Box?' button. Below these are columns for 'Standard', 'Large Print', 'Scribe', 'Word Processed', and 'Braille', each with a numeric input field. A 'Grade' dropdown is also present for each row, with a 'Delete Grade?' button. A 'Package Type' dropdown is located at the bottom left of the table.



**When done with one building's boxes, select next building to enter in that building's boxes.**

**When done entering all boxes for all buildings click 'Save All Changes'.**

The screenshot shows a 'We Have:' section with radio buttons for 'One Box Containing' and 'Separate Boxes For'. Under 'Separate Boxes For', there are checkboxes for 'Grade 3', 'Grade 4', 'Grade 5', 'Grade 6', 'Grade 7', and 'Grade 8'. A 'Select a Building:' dropdown is on the left, and an 'Add Box(es) +' button is on the right. A 'SAVE ALL CHANGES' button is at the bottom center.



The screenshot shows a web application interface for box registration. At the top, there are dropdown menus for 'Select RIC' (Eastern Suffolk BOCES), 'Select District' (Amagansett), and 'Select Subject' (English Language Arts). A 'Register Box(es)' button is visible. Below these is a search bar for 'Or, Search by Box Name'. The main area is a table with columns: Edit, Print, Science Performance Sheets, District, Building Name, Box Name, Subject, Box Description, Packaging, Level, Standard, LG Print / Braille, Total, and Delete. The table lists five boxes from Amagansett Public School. Callouts with arrows point to the 'Edit' and 'Print' buttons for the first row, and the 'Delete' button for the last row.

Edit	Print	Science Performance Sheets	District	Building Name	Box Name	Subject	Box Description	Packaging	Level	Standard	LG Print / Braille	Total	Delete
<a href="#">Edit</a>	<a href="#">Print</a>		Amagansett	Amagansett Public School	AGT-E-Briley	English Language Arts		Box	5	10	0	10	<a href="#">Delete</a>
<a href="#">Edit</a>	<a href="#">Print</a>		Amagansett	Amagansett Public School	AGT-E-Orvis	English Language Arts		Box	4	11	0	11	<a href="#">Delete</a>
<a href="#">Edit</a>	<a href="#">Print</a>		Amagansett	Amagansett Public School	AGT-E-Velda	English Language Arts		Box	3	10	0	10	<a href="#">Delete</a>
<a href="#">Edit</a>	<a href="#">Print</a>		Amagansett	Amagansett Public School	AGT-E-Janet	English Language Arts	Outlier	Box	5	0	1	1	<a href="#">Delete</a>
<a href="#">Edit</a>	<a href="#">Print</a>		Amagansett	Amagansett Public School	AGT-E-Vidal	English Language Arts	Outlier only	Box	3,4	0	2	2	<a href="#">Delete</a>
<a href="#">Edit</a>	<a href="#">Print</a>		Amagansett	Amagansett Public School	AGT-E-Jovan	English Language Arts	Grades 3-6 test booklets and answer sheets	Box	3,4,5,6	37	0	37	<a href="#">Delete</a>

Click 'Print' to print the box label

Click 'Edit' to change the content description

Select the box then click 'Delete' to remove the box entirely

## OSC Box Registration – Final Steps

9. The day before intake OSC will take ownership of the registered boxes. At this point the boxes can no longer be deleted.
10. Print each box's label.
11. Each box must have the correct label attached to the end of the box.
12. Link to barcode box label creation tool <http://status.oscworld.com> -> choose "Box Registration for Full Service Scoring"
13. Register boxes on OSC website <http://status.oscworld.com/intake>
14. Print out label from OSC website and affix to the end of the box so as not to interfere with the opening of the box.

15. Example of Box Label – to be attached to the end of the box

