HOW TO REGISTER BOXES FOR NYSESLAT

Box registration and the viewing of the contents of registered boxes after delivery can be found at http://status.oscworld.com/intake

ESBOCES will supply you with your username and default password. Upon entering the password for the first time you will be given the opportunity to set a unique password. Your district only has one login which can be shared and used concurrently.

After logging in you are prompted with the following screen:

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

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 though you can change this setting if you want to review boxes for completed subjects.

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

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

First select the building from the drop down menu:

Next select the grade(s) associated with each box you have for the selected school. As an example, if you are registering boxes for an elementary school you might choose grades 3, 4 and 5.

Pressing the 'Add Boxes' button results in the following being added to the screen:

First notice the BOX numbers. Here we have **boxes 11,12,13** for Amagansett Public School. This is notification that 10 boxes for Amagansett have already been registered. If they were the first boxes being registered, they would be numbered **1,2,3. These box numbers only reflect a total count, they are not in any way associated with the box number that OSC will assign after taking possession of the box.**

Each newly defined '**package**' defaults to 'Box'. You can select the drop down to change the packaging type.

Replace the 'My Box Description' with your description of the box being delivered. This is used to identify the box when affixing the label. The description appears on the box label and on all information screens that list details of the box.

Next fill in the counts for each type of assessment within each box. Additional grades can be added to the box by selecting the 'Add a Grade' drop down. Grade contents can be deleted with the 'Delete Grade' button.

The entire box can be deleted with the 'Delete Box' button.

When you have completed the content entry of each box you can either select another **building** and continue adding boxes and content or you can **'SAVE ALL CHANGES'**. The image below is an example of how boxes will be displayed.


Controls give you the ability to 'Edit' the contents, 'Print' a box label or 'Delete' the box if an error was made during registration. The day before scheduled Intake at ESBOCES, **OSC will take ownership of the registered boxes and they can no longer be deleted.**

The final step after registering one or more boxes is to print the box label(s). You MUST print a box label for each and every box delivered to the check-in site. You can do this after registering one box, boxes for a single school or after registering all boxes for your district. It's up to you, but you need to be sure that you **properly affix the label to the correct box.** Please note that you can only print one label at a time.

Labels can only be printed individually for each box.

When you select the 'Print' button a window with the representation of the box label will be displayed. Follow the directions to generate an 8.5"x11" label for the selected box.
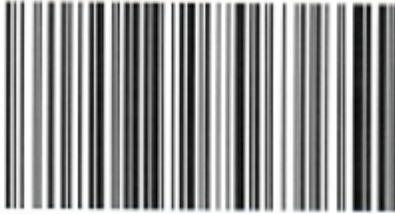
Barcode: AGT-S-Dulce
District: Amagansett
Building: Amagansett Public School
Ordinary: 40
Outlier: 0
Breakdown: Standard Grade 4 : 20, Grade 8 : 20
Description: test
Contact Details: Name: Sunil Nair
Email: sn1022@yahoo.com
Phone: 5162815089

Please affix this label to the box.

View boxes received by OSC:

Choose 'View' to view the contents of the boxes after they've been delivered to the check-in site.

Welcome amagansett   Logout

Please Make a Selection:		
Register a Box for Scoring:		Register
View Boxes Delivered for Scoring:		View