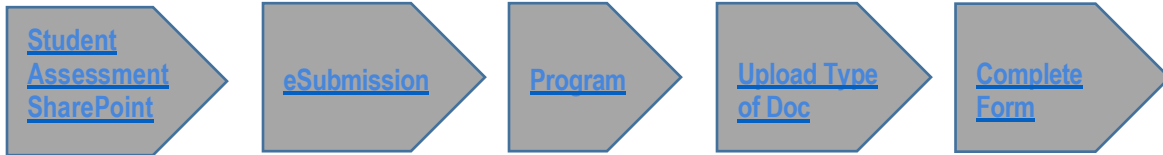


eSubmission Process

Instructions: Use this task card to log into Student Assessment SharePoint order forms. To have access to Student Assessment SharePoint you must be listed as the primary CTC, secondary CTC, or campus Principal.

	<p>CTCs will continue to give copies of the security documents listed below to the Test Administrators to complete and or sign.</p> <ol style="list-style-type: none">Signed oaths (Principal, CTC and Test Administrators)Seating ChartsMaterials Control FormsDistrict Monitor ChecklistRostersCampus Testing Plan
	<p>During the testing window, the CTCs will upload the above security documents to the campus by following the steps below.</p> <p>Step 1: Collect all security documents from campus personnel. Security documents <u>must</u> be complete and accurate.</p> <p>Step 2: Scan the security documents using the “Scan to Email” feature on the Ricoh printer. Must be scanned as a PDF (Portable Document Format).</p> <p>Step 3: Save scanned PDF (Portable Document Format) documents and then upload to Program submission form on SharePoint following the process below:</p>
	 <pre>graph LR; A[Student Assessment SharePoint] --> B[eSubmission]; B --> C[Program]; C --> D[Upload Type of Doc]; D --> E[Complete Form]</pre>
	<p>Note: Before uploading please confirm that the documents were scanned properly (i.e. no blank pages and in PDF)</p>
	<p>The Test Materials Center (TMC) will review the security documentation submitted for completeness and accuracy.</p> <ol style="list-style-type: none">If security documentation is incomplete or inaccurate, a TMC representative will contact the CTC to complete or amend the contents.If security documentation is complete and accurate, a TMC representative will issue a receipt to the CTC. The check-in folder will be closed.

Scanning

It is recommended to scan the secure test materials you are submitting with the Ricoh copy machines on campus. The steps for using these machines are below. If you need assistance with another device, you might need to contact helpdesk with the specifications.

Specifications

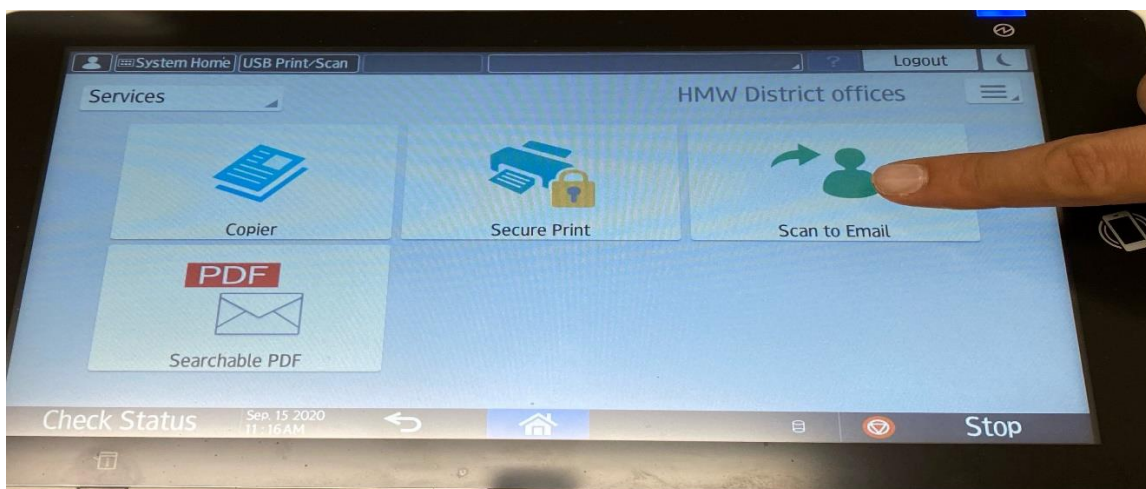
- One document type per file – multi page scanning
- File name starts with the document type

Ricoh - Scan to Email

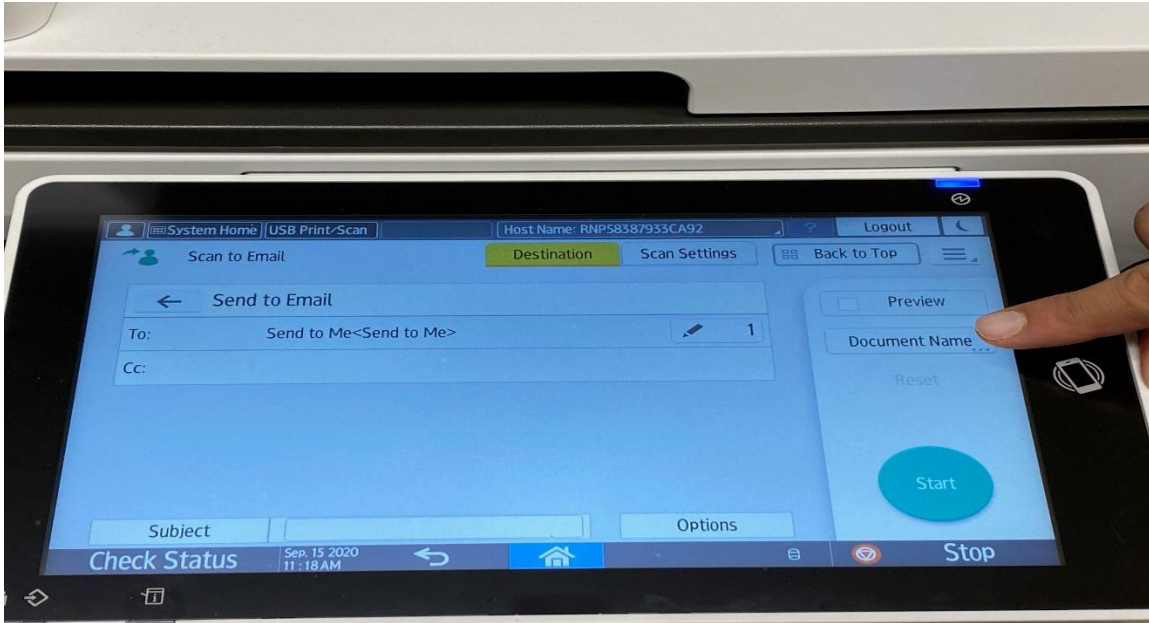
1. Sign in to copy machine



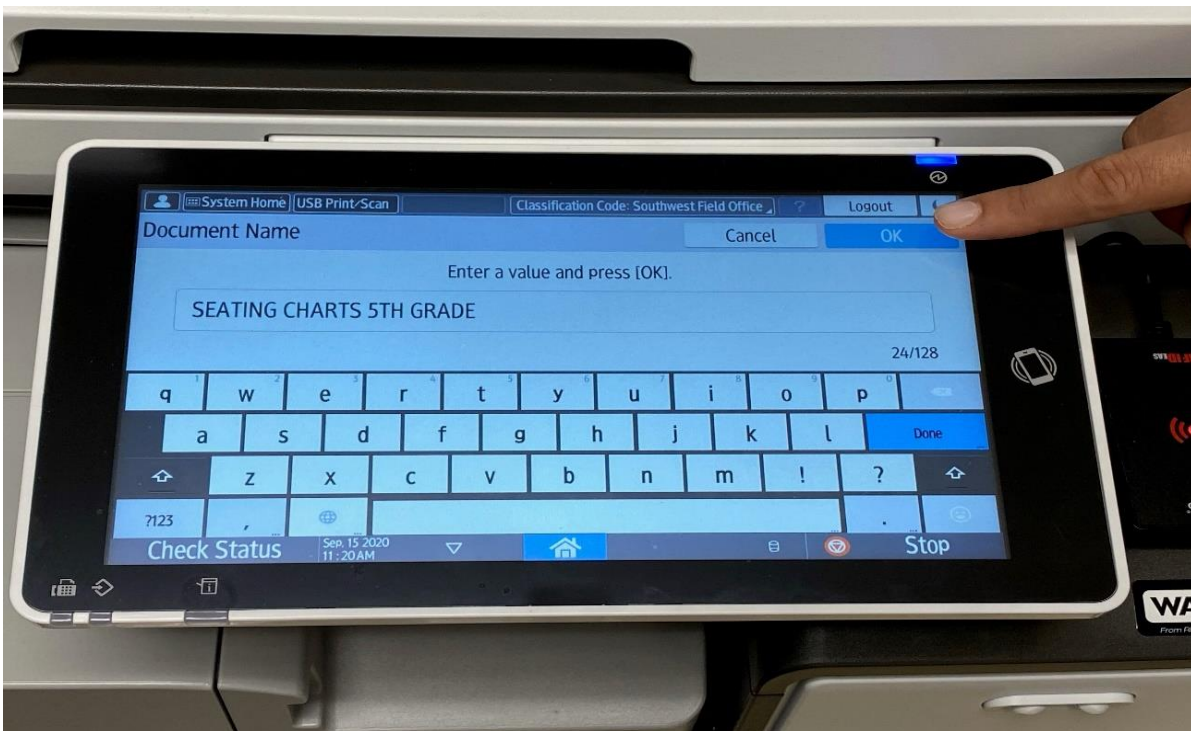
2. Select **Scan to Email**



3. Pick Document Name Tab on the screen.



4. Type the Document Name (Oath, Seating Chart, MCF, etc.) and press **OK**



5. Insert documents to be scanned, then press **OK to start scanning**



Quality Control Procedures (QC):

1. Verify each document type is separate and is a PDF.
 - All Oaths are with Oaths, All Seating Charts are with Seating Charts, and that All Materials Control Forms are with Materials Control Forms
2. Make sure images are straight not crooked.
 - Rescan the document if it is not straight, clean, crooked, or otherwise legible.
3. Text is a legible contrast and brightness
4. Ensure there are no bent corners covering up information
5. Ensure no information is cut off

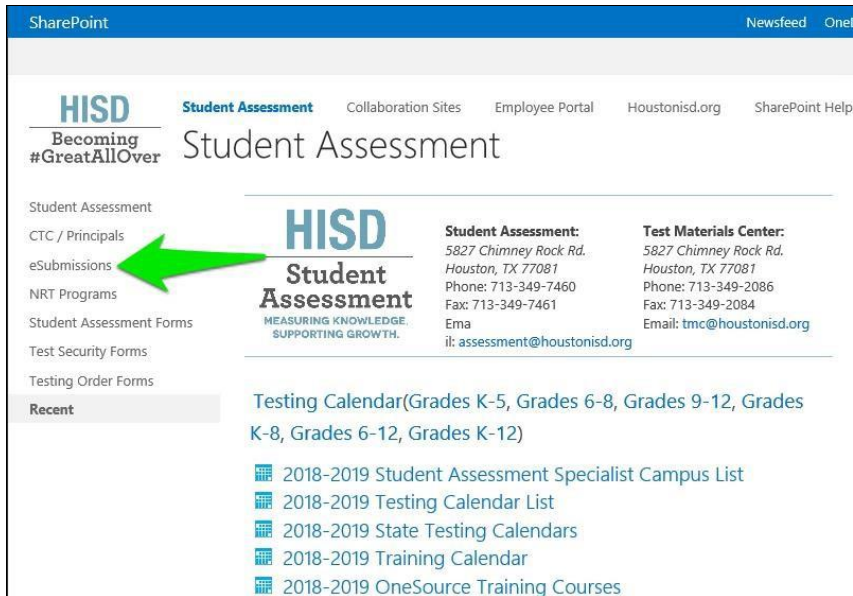
Sending Documents

The documents will be submitted by the campus through SharePoint. Only the designated CTCs and Principal will have access contribute (add/remove files) to these folders.

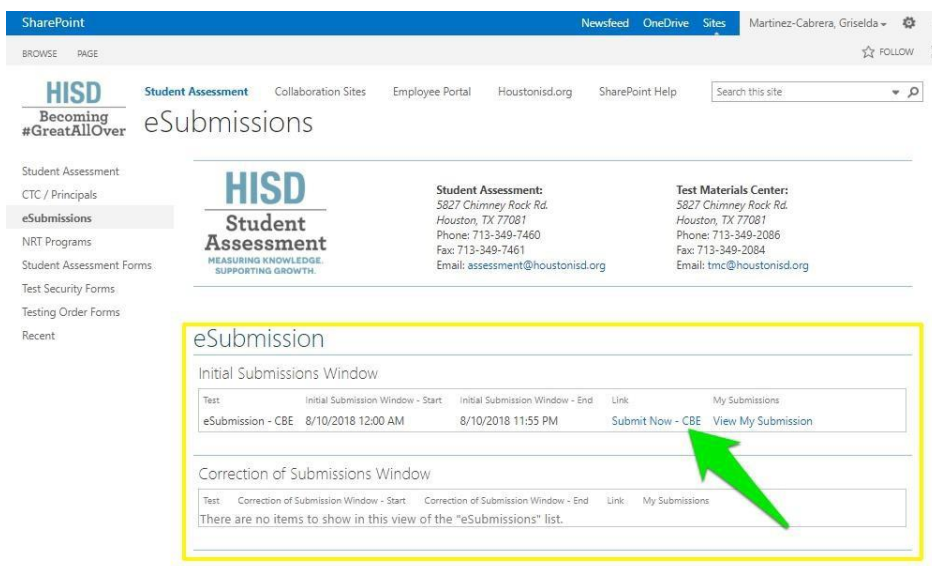
Secure Document Site

1. Go to the Student Assessment SharePoint:
<https://connectteams.houstonisd.org/team/sa/>

2. Select **eSubmissions** (on the left side)




3. **eSubmission** (under District) and select the URL link to the eSubmission subject



4. Ignore the Check Mark on Add as a New Version to Existing Files

Choose a file No file chosen


 ☒ Add as a new version to existing files

Destination Folder

Version Comments

5. Select **Browse / Chose File**

Choose a file No file chosen

 ☐ Add as a new version to existing files

Destination Folder

Version Comments

6. Verify the name of the File in the Browse...window, verify the check mark is removed on “Add as a new version to existing files”, Ignore Destination Folder and Version Comments, and if correct select **OK**

The screenshot shows the 'Add a document' dialog box. The 'Choose a file' section has a text box containing 'D:\012 STAAR Oaths.pdf' and a 'Browse...' button. Below this is a link 'Upload files using Windows Explorer instead' and a checked checkbox 'Add as a new version to existing files'. The 'Destination Folder' section has a text box with a forward slash '/' and a 'Choose Folder...' button. The 'Version Comments' section has an empty text box. At the bottom are 'OK' and 'Cancel' buttons. Red arrows point from the text 'Ignore This Area' to the 'Destination Folder' and 'Version Comments' sections. A green arrow points to the 'OK' button.

Add a document

Choose a file

D:\012 STAAR Oaths.pdf Browse...

Upload files using Windows Explorer instead

☒ Add as a new version to existing files

Destination Folder / Choose Folder...


Ignore This Area

Version Comments

OK Cancel

7. Completely fill out form

8. When you first see the form, you will have a warning. The warning basically states that the form must be complete for others to see it.

 The document was uploaded successfully and is checked out to you. Check that the fields below are correct and that all required fields are filled out. The file will not be accessible to other users until you check in.

9. Form broken down.

Step 9a

eSubmission - CBE - 012 STAAR Oaths.pdf

EDIT

Save

Cancel

Paste

Cut

Copy

Delete Item

Commit

Clipboard

Actions

Name *

b12 STAAR Oaths .pdf

Title

School # - School Name - Document Type

Copy to NAME field as well

School Number *

▼

101-912-***

Principal Name *

Enter a name or email address...

Name of Campus Principal **User Name**

CTC Name *

Enter a name or email address...

Name of CTC Submitting Documentation **User Name**

Document Type *

▼

Type of Documentation

Window *

▼

Time frame when the test took place

School Name *

Alcott ES

▼

Version: 1.0

Save

Cancel

Step 9b: Ensure the *Name* and *Title* fields are identical; they are to show the **School #-School Name-Documents Type** (School number is three digits)

Name * 012-Heights-Oaths .pdf

Title 012-Heights-Oaths

School # - School Name - Document Type ****Copy to NAME field as well****

Step 9c: Select the school number from the drop-down selection box

eSubmission - CBE - 012 STAAR Oaths.pdf

EDIT

Save Cancel Paste Cut Copy Delete Item Actions

Commit

Name * 012-Heights-Oaths .pdf

Title 012-Heights-Oaths

School Number * 012 - School Name - Document Type ****Copy to NAME field as well****

Principal Name * name or email address...

CTC Name * name or email address...

Document Type * Documentation

Window * When the test took place

School Name * Alcott ES

Version: 1.0

Save Cancel

Step 9d: Select the school name from the drop-down selection box

eSubmission - CBE - 012 STAAR Oaths.pdf

EDIT

13

Save

Cancel

Paste

Commit

Clipboard

Actions

Copy

Delete

tern

Name *

012-Heights-Oaths

.pdf

Title

012-Heights-Oaths

School Number *

012

Principal Name *

CTC Name *

Document Type *

Window *

School Name *

012-Heights-Oaths

Version: 1.0

Created at 8/10/2018

Last modified at 8/10

Gallegos ES

Garcia ES

Garden Oaks

Garden Villas ES

Golfcrest ES

Gregg ES

Gregory-Lincoln PK-8

Grissom ES

Gross ES

HAIS HS

Halpin ECC

Hamilton MS

HarperDAEP

Harris JR ES

Harris RP ES

Hartman MS

Hartsfield ES

Harvard ES

HCC Ufeskills

Helms ES

Henderson JP ES

Henderson NQ ES

Henry MS

Herod ES

Herrera ES

High School Ahead Acad MS

Highland Heights ES

Hilliard ES

Copy to NAME field as well**

**

User Name

Save

Cancel

Step 9e: Enter the HISD email address of the school principal in the *Principal Name* field, ensure the resulting name is the correct person from the correct school and job title.

Principal Name *

CTC Name *

Garcia, Jerry R
Customer Service Rep

Showing 1 result

Verify Person

Step 9f: Enter the HISD email address of the school CTC in the *CTC Name* field, ensure the resulting name is the correct person from the correct school and job title.

CTC Name *

Document Type *

Dixon, Danyle M
Sr Bus Driver

Dixon, Douglas D
Mgr, Data Quality

Showing 2 results

Window *

Verify Person

Step 9g: Select the document being uploaded from the *Document Type* drop-down selection box. This type should match the type in the *Name* and *Title* fields in the top part of the eSubmission form.

CTC Name *

Document Type *

Incident Report

Materials Control Forms

Monitor Check List

Oaths

Rosters

Seating Charts

Window *

Step 9h: Select the appropriate “window” for uploading the associated assessment documents

Type of Documentation

Window *

School Name *

Heights HS

No_1
No_2
No_3
No_4

when the test took place

▼

10. Select the **Save** button

11. Verify all information:

eSubmission - CBE ®

Type	Edit	Name	School Number	School Name	Principal Name	CTC Name	Document Type	Window	CBE Rename Filename	CBE eSubmission Confirmation
012-HeightsHS-CBE-No1-Oaths-495		012	Heights HS	Garcia, Jerry R. Customer Service Rep, Ass...	Dixon, Douglas D Mgr, Data Quality, Assessm...	Oaths	No_1	Completed	Completed	

rmc

12. Repeat steps 4/5 – 11 for all other document types (seating charts, oaths, etc.)

Editing Submissions

The TMC clerks will verify the documents submitted. If there are any issues with any files your TMC clerk will notify you by email. The campus will need to remove (delete) the file and replace it with a corrected document.

Removing Documents

1. Access the location of the documents

eSubmission

Initial Submissions Window

Test	Initial Submission Window - Start	Initial Submission Window - End	Link	My Submissions
eSubmission - CBE	8/10/2018 12:00 AM	8/10/2018 11:55 PM	Submit Now - CBE	View My Submission

Correction of Submissions Window

Test	Correction of Submission Window - Start	Correction of Submission Window - End	Link	My Submissions
There are no items to show in this view of the "eSubmissions" list.				

2. Open the document to verify it is the one that need to be removed

3. Select the **Edit** icon:

4. Press **Delete Item**

eSubmission - CBE

Type	Test	Name	School Number	School Name	Principal Name	CTC Name	Document Type	Window	CBE Rename Filename	CBE eSubmission Confirmation
		012-HeightsHS-CBE-No1-Oaths-495	012	Heights HS	Garcia, Jerry R Customer Service Rep. Ass...	Dixon, Douglas D Mgt. Data Quality Access...	Oaths	No, 1	Completed	Completed

eSubmission - CBE - 012-HeightsHS-CBE-No1-Oaths-495.pdf

EDIT



Save Cancel Paste Cut Copy Delete Item

Commit Clipboard Actions

Note: TMC clerks have read access only. Clerks are not able to add, edit, or remove any campus documents.