

ASOFT Online Ordering System - LOI generator PUBLIC SCHOOLS

Testing Coordinators from each school district receive an invitation from their BOCES testing coordinator via email to enter an order for answer sheets. This email message (see sample below) will have a hyperlink directly to the ASOFT system and will also include your password.

Sample message

Dear Mr. Smith,

It is time to enter your school/district order for student answer sheets. Please use the link below to complete your order to Nassau BOCES. Should you have any questions please contact Eileen Sainsbury, your Nassau BOCES testing coordinator, at esainsbury@nasboces.org or (516) 832-2763.

The district/school password is the OCM ID, which is **1234**. ← **PASSWORD**

[Enter ASOFT app](#) ← **CLICK HERE TO START PLACING ORDER**

Sincerely,

Eileen Sainsbury

To Place Your Order:

- Bookmark this page so that you can return to it easily. If not, you will need to return to this page via the same email link.
- Select "New Order"
- Choose Consortium – "Nassau Public", District Name, Version of Exam, and Save
- Click on "View Terms and Conditions" button, then the green "Agree to Terms and Conditions" button
- Click on "ADD ALL ASSESSMENTS"
- Enter Password (provided in the email invitation) and then "Log-in"
- Scroll Down to the Test Order Grid at the bottom
- For NYS 3 – 8 ELA and Math assessments, enter the number of students taking paper exams in the "Quantity Paper Based Testing (PBT)" column for each exam and the number of students taking computer based exams in the "Quantity Computer Based Testing (CBT)" column. For Science Assessments, Regents Exams, and NYSESLAT, the CBT column should be left blank.
- Enter the name of the school(s) participating in CBT in the "CBT Building Name(s)" column.
- Enter the "Assessments Sort Order" for each exam by **double clicking** on the appropriate cell to get to the pull down menu. (Once the first sort order is entered, you can copy and paste this information down the entire column if all sort orders are the same.)
- If applicable, double click on the "Print Option" cell to select either "Print from File" or "Print from Level 0". If this option is not available, please disregard this step.
- Hit "Save" to save the order. The order is now complete but it will still need to be confirmed and approved.
- You are able to edit your order until the due date. This can be done by selecting the pencil icon  Edit (enter password and "log-in" to return to order.)
- If done, scroll down to bottom and select "Send Confirmation" and "Request Approval"
- Your Superintendent will get an email requesting approval of your order.
- The confirmation will then be sent to the same person who received the invitation to enter the order and to your BOCES Testing Coordinator.

