

ASOFT Online Ordering System- LOI generator CONSORTIUM SCHOOLS

Testing Coordinators from each school 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, District (School) Name, Version of Exam to Order, 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.
- 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 up until the date that the order is due. 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 approver will get an email requesting approval of your request.
- The confirmation will be sent to the same person who received the invitation to enter the order.

Step 1 – New Order

Quick Links

New Order

Directions

Step 6 - Save

Save

Step 7 – Select “Add All Assessments”

The screenshot shows the BOES ASOFT interface. At the top, there are navigation tabs for 'My Apps', 'ASOFT', and 'New App'. Below that, there are icons for 'Home', 'Orders', and 'Suggestions'. The main content area shows 'Order #42' and 'REPORTS & CHARTS'. There are several input fields for 'Consortium', 'District Name', 'Version', and 'Approval Status'. A green 'Order saved' notification is visible. At the bottom, there is a button labeled 'Add All Assessments'.

Step 8 – Enter your password (provided in email)

Enter Password

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Login

Step 9 – enter number of exams

Test Orders (Non-Public)

New Test order		More		14 Test Orders	
Test Type *	Full Test Name *	Est Qty	Exam Unit Price	Est. Price	Ext. Price
ELA	ELA: Grade 3		6.05	0.00	
ELA	ELA: Grade 4		6.05	0.00	
ELA	ELA: Grade 5		6.05	0.00	
ELA	ELA: Grade 6		6.05	0.00	
ELA	ELA: Grade 7		6.05	0.00	
ELA	ELA: Grade 8		6.05	0.00	
Math	Math: Grade 3		6.05	0.00	
Math	Math: Grade 4		6.05	0.00	
Math	Math: Grade 5		6.05	0.00	
Math	Math: Grade 6		6.05	0.00	
Math	Math: Grade 7		6.05	0.00	
Math	Math: Grade 8		6.05	0.00	
Science	Science: Grade 4		4.26	0.00	
Science	Science: Grade 8		4.26	0.00	

This chart functions like an excel document so you can cut and paste.

Step 10 – when finished select **request approval**.

Email Notifications

Date Sent

Person Sent to

Confirmation

District Coordinator JoAnne Naccarato

Approval Request

Approver Louis DeAngelo

Step 2 –Select Nassau Consortium

BOES

My Apps

ASOFT

Home

Orders

Suggestions

Orders Add Order

REPORTS & CHARTS

Consortium *

Make a Selection...

Version *

Make a Selection...

Agree to Terms and Conditions *

Click Save and then add the Exams.

Step 3 – Choose your district

District Name *

Make a Selection...

Step 4 – Select version of exam sheets requested

Version *

Make a Selection...

Make a Selection...

Regents - June 2015

Assessment - 2014-2015

ions *

Step 5 –View and Agree to Terms & Conditions

View Terms and Conditions



Agree to Terms and Conditions