

Instructions for Accessing Test Material Shipment Tracking and RAMIS Information

Districts are able to access test material shipment tracking and RAMIS information in TIDE. Please follow the instructions in the TIDE section below to access files.

- **Section A** is relevant to all districts receiving any secure, hard-copy assessment materials.
- **Section B** is only relevant **only** to districts that contract with RAMIS for barcode scanning services.

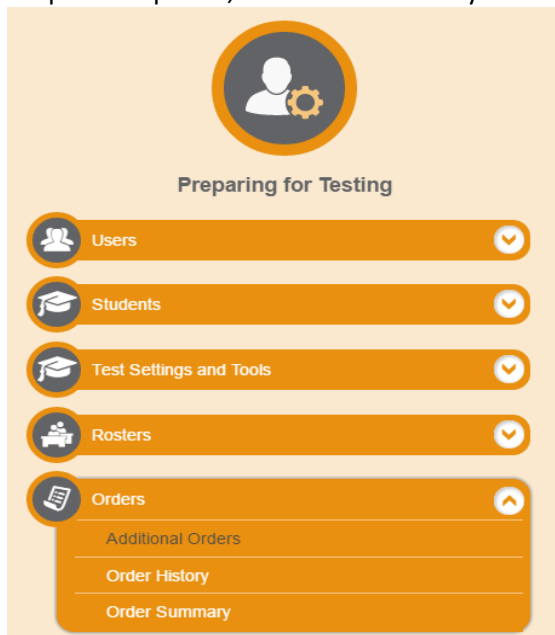
RAMIS Scanner Districts Only

For districts who have contracted with RAMIS to use scanners for tracking of secure, hard-copy assessment materials, there will be a transition in process beginning with the winter 2016 EOC materials shipment. Districts using RAMIS barcode scanners will be required to retrieve files from TIDE and transmit them directly to the RAMIS vendor.

TIDE

Section A: Accessing Paper-Pencil Test Material Shipment and Tracking information

- 1) Log into TIDE and, under Preparing for Testing, select the Orders dropdown button. From the dropdown options, select Order History.



- 2) On the Order History page, click the icon in the Tracking column to pull up Track Shipment information.

Accessing Test Material Shipment Tracking and RAMIS Information

Order History

Use this page to review your orders and order details. [more info](#)

Enter search terms to filter search results

Order Number	Order Type	Submitted By	Order Status	Submitted Date	Tracking	Reports
District: Demo District 9999						
22731	On-time	Demo, Demo	Open	10/11/2016 10:47 PM (EST)		
22732	Additional	Demo, Demo	Open	10/22/2016 03:52 PM (EST)		
School: Demo School 999901						

Districts will be able to see shipment tracking reports, packing lists, security checklists, and RAMIS files.

Order Details for #22731

Close

- + Order Information
- + Shipping Information
- + Order Quantity
- Track Shipments
- + Track Documents

No track shipments report are available.

Search by tracking number

Close

Section B: RAMIS—Uploading files

1. Go to URL: <http://www.dontcount.com/>
2. Login with your RAMIS user name and password.
3. Click on the testing phase you are going to work with.

MENU

MAIN MENU

Welcome [Logout]

Select a current testing phase to work with:

EOC WINTER 2016 MATH_BIO Dates: Oct.1 2015 through Jun.30 2016
EOC WINTER 2016 MATH_BIO

Fall 2015 HSPE Dates: Sep.1 2015 through Dec.30 2015
Fall 2015 High School Proficiency Exam

Smarter-Fall 2015 Dates: Sep.1 2015 through Dec.30 2015
Smarter Balanced ELA and Math Fall 2015

Select from past testing phases.

Select from future testing phases.

4. Click on the “Load New Publisher Data” seen highlighted in screen shot below

Accessing Test Material Shipment Tracking and RAMIS Information

MENU

MAIN MENU

Welcome [\[Logout\]](#)


You are a district user with administrator authority.
SasQuatch Valley Public Schools


Now showing: EOC WINTER 2016 MATH_BIO


WARNING! We do not have any data for you.
You must download your serial number file(s) from [Texas Assessment Website](#).
Then send the file(s) to us using the [upload form here for posting](#).


Summary:	Exceptions	Unscanned	Scanned	Total	%
Cartons received by district:	0	0	0	0	0
Cartons received by campuses:	0	0	0	0	0
Materials received by district/campuses:	0	0	0	0	0
Materials out to teachers:	0	0	0	0	0
Materials in from teachers:	0	0	0	0	0
Materials packed for return:	0	0	0	0	0
Cartons packed for return:	0	0	0	0	0
Cartons shipped to publisher:	0	0	0	0	0
Cartons received by publisher:	0	0	0	0	0


[apply filter](#) [↑ Click on numbers above for details.](#)


**RAMIS Instruction Manual**
Updated February 12 2009


**Register a Scanner**


**Find Materials**


**Print Scanner Commands**

**Print Student/Teacher Barcodes**

**Run Reports**

**Transfer Materials**

**Change Your Password**

**Load New Publisher Data**

5. Click "Browse", highlighted in screen shot below. Select a location on your computer where you are loading the file from.
6. Select the Testing Phase by using the drop down arrow and selecting the appropriate one.
7. If the phase is not listed, enter manual description in the next box.
8. Click "Upload".

Accessing Test Material Shipment Tracking and RAMIS Information

MENU	
PUBLISHER DATA UPLOAD [BACK TO MAIN MENU]	
Use this form to upload "serial number" files received from your test publisher to the RAMIS	
<ol style="list-style-type: none">1. First you must procure serial number file(s) from the publisher.2. Then use this form to upload that file to RAMIS	
Use BROWSE to select the data file from your PC, then click UPLOAD .	
File:	<input type="text"/> <input type="button" value="Browse..."/>
Testing phase:	EOC WINTER 2016 MATH_BIO (PEARSON/WA/2015.10.01-2016.06.30) <input type="button" value="v"/>
If phase not on list above, enter description here: <input type="text"/>	
<input type="button" value="UPLOAD"/>	

9. Once you submit the file, Data Collection Partners (DCP) will be notified.
10. DCP will upload the file.
11. Districts will then be able to beginning scanning their materials.