

MEMORANDUM

TO: District Test Coordinators
FROM: CTB’s Oklahoma End-of-Instruction Program Team
DATE: November 6, 2012
SUBJECT: Placing Test Materials Adjustments / Additional Orders

Dear District Test Coordinator,

The purpose of this memorandum is to provide information about the CTB/McGraw-Hill Online Test Materials Adjustments (TMA) process. The TMA application is the tool that will be used to order additional materials for the Winter Retest and Winter/Trimester test administrations in the event that your initial materials shipment is insufficient.

CTB’s TMA system allows you to:

- View exactly what materials were shipped to you
- Place orders for additional assessment materials online

To assist with the adoption of this new ordering process, CTB is offering two informational webinar sessions that cover the ordering process, and provide a live demonstration of the ordering system. Representatives from the Oklahoma State Department of Education (SDE) and CTB/McGraw-Hill (CTB) will be available during these sessions to answer any questions you may have related to your materials and the ordering process.

No advance registration is required in order to attend. Simply click on the links provided below at scheduled time on the date you wish to attend.

Date	Attend by clicking on one of the links below:
Thursday, November 8, 2012	Session #1 1:30pm – 2:15pm CST
Tuesday, November 13, 2012	Session #2 1:30pm – 2:15pm CST

The sessions will be recorded and placed on the CTB Oklahoma Web Portal at www.ctb.com/ok in an on-demand format for your continued reference. Training memoranda and web recordings may be located by clicking on the *Test Coordinator Support Materials* button.

Important TMA Dates and Events

Date	Event
November 8, 2012 November 13, 2013	Live Additional Order / TMA Webinar
November 9, 2012	Recorded webinar available through the CTB OK Web Portal at www.ctb.com/ok .
November 12, 2012	Test Materials Adjustments window opens for OPTIONAL ONLINE RETEST materials.
November 16, 2012	Test Materials Adjustments window opens for WINTER/TRIMESTER materials.
November 29, 2012 1:00 pm Central	Last day to order additional OPTIONAL ONLINE RETEST materials. Test Materials Adjustments window closes at 1:00pm Central.
February 7, 2013 1:00 pm Central	Last day to order additional WINTER/TRIMESTER materials. Test Materials Adjustments window closes at 1:00pm Central.

Important Points

- To access the Test Materials Adjustments application, you will need your Single Sign-On User ID and password. If you need assistance locating your User ID or password, please contact the CTB Oklahoma Help Desk at (888) 282-2010, or via email at OK_Helpdesk@ctb.com.
- In order to use the Test Materials Adjustments application with minimal technical disruptions, you will need a supported web browser (Microsoft Internet Explorer 6.0 or greater, Netscape 7.1 or greater, or Safari 1.2 or greater). If your browser is not supported, the system will direct you to a location where you can access a free updated browser. Please contact your local technology administrator if you need assistance in accessing the browser upgrades.

Connecting to the Test Materials Adjustments Application

- Use your browser to navigate to www.ctb.com/ok
- Click on the *Access your (SSO) Single Sign-On Account* button
- Enter your User ID and password
- Click on the *Test Materials Adjustments* link in the list of available applications
- Follow the instructions in the **Oklahoma EOI Test Materials Adjustments User Guide**. The User Guide will be available under *Reference Guides* behind the *Test Coordinator Support Materials* button when the ordering window opens.

Questions?

For questions about the test administration or other technical information, please contact:	For questions or information regarding OK EOI policy and testing procedures, please contact:
CTB Oklahoma Help Desk Toll Free: (888) 282-2010 Email: OK_Helpdesk@ctb.com Web site: http://www.ctb.com/ok	Oklahoma State Department of Education, Office of Accountability and Assessments Phone: (405) 521-3341 Web site: http://www.sde.ok.gov