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TIMS 2.0

Overview

The Mississippi Department of Education (MDE) provides all students access to high-quality instructional materials (HQIM) to support instruction in schools. Mississippi defines HQIM as materials that are externally validated, comprehensive and aligned with the Mississippi College- and Career-Readiness Standards. This material includes engaging text and books – both digital and print, multimedia material, rigorous problems, and aligned assessments. HQIM can be used to identify students’ areas of strength and opportunities for growth and are sequentially mapped and designed to prepare students to graduate ready for college and the workforce, educative for teachers, and accessible to students with differentiated needs.

District and School Textbook Coordinators refer to the Textbook and Instructional Materials Administration Handbook for rules and regulations

What is TIMS 2.0?

TIMS 2.0 is Mississippi’s Department of Education Textbook Inventory Management System. School districts can manage HQIM from purchase to distribution. TIMS 2.0 allows schools to report their active and surplus textbook inventory, as well as transfer surplus books to other schools.

To ensure that internal controls are in place to document the most efficient use of taxpayer dollars, public and non-public schools are required to follow the state bid requirements established by Miss. Code Ann. § 31-7-13. Textbooks that are adopted and approved by the SBE are placed under state contract and are exempt from the bidding process.
How do you sign up for TIMS?

Districts should use the TIMS Security Form, located on the MDE Textbook Adoption and Procurement website, to add or make changes to TIMS user accounts. The Director of Instructional Materials and Library Media will review and approve the request prior to changes being made.

What are you able to do in TIMS?

- Online Textbook Ordering
- Review and search textbook inventory
- Manage textbook inventory (active, surplus, disposal)
- Request surplus
- Request a transfer
- Run reports

Accessing TIMS 2.0

Access TIMS 2.0 directly by going to ms.classgather.com

Enter username (email address) and password. Organization is your school district name. Click Login
Inventory and Status

Inventory

All textbooks, including consumables procured with state dollars, need to be documented in TIMS 2.0. Inventory information for all textbooks is stored in TIMS 2.0 and have one of three types (active, surplus, and disposal). Information in the system can be updated to reflect the current textbook inventory.

District/School Textbook Coordinators, refer to the Textbook and Instructional Materials Administration Handbook for rules and regulations relating to inventory types and status.

Three Inventory Types

Active textbooks

Active textbooks are in the district/school’s possession and are currently in use.

Surplus textbooks

The surplus textbook program has been beneficial to schools throughout the state. A surplus textbook is one that is still in good physical condition but is no longer being used in the district. In most situations, the surplus textbooks will be from a previous adoption and may be much more current than those being used in some districts. Books with a copyright of 10 years of age or less should be kept in the surplus book program.

Disposal textbooks

Each local school district will determine if textbooks are unusable. Textbooks may be unusable because they are ten years or older, or not relative to current state standards, or the textbooks may be physically worn to the point that continued use is not practical. Before a school district disposes of textbooks, approval must be granted by the Superintendent, and the information must be entered into the TIMS.
Ordering Textbooks

The MDE Textbook Office does not complete textbook orders for public school districts. All orders should go to the regional depository, publisher, or used textbook vendor. Inventory should be entered into the Textbook Inventory Management System TIMS 2.0 as soon as it is processed and received.

Individual Order Items (textbook ISBNs) generate Pending inventory into a District’s account at the point invoiced. Ordered inventory is invoiced and shipped via Ingram Education Services.

Mississippi Textbook Depository – Ingram Education Services

All textbooks purchased through Ingram Education Services (MDE Textbook Depository) will automatically generate into the district’s inventory in TIMS 2.0. Districts can purchase textbooks directly by ordering through any of the following ways:

- **TIMS 2.0 online catalog – Coming this Summer**
- **Phone:** 800-509-4791
- **Email:** ms.orders@ingramcontent.com

All orders placed and procured through Ingram Education Service will automatically be inventoried into TIMS 2.0.
TIMS 2.0 Physical Inventory Module

Physical inventory represents all highly qualified instructional materials purchased by the school district including hardback, digital and consumable textbooks. Let’s get familiar with main screen.

Search Section

Search section allows users to search using keyword or ISBN number.

Additional filters include

- Publisher - vendors
- Grades
- Subject - courses
- Copyright - year
- Edition - student or teacher version
- Adopted – Highly Qualified Instructional Materials
- Consumable – workbooks

District Administrators can filter by school and inventory status.

Tip: Select Clear Filters when starting a new Search.
Header Tabs

The Header Tabs are divided into three types: Physical, Transfers and Surplus.

**Physical** – Inventory information for all textbooks including hardback, digital and consumables

**Transfers** – list of all transfers requested

**Surplus** – Textbooks still in good physical condition but is no longer being used in the district.

Columns

The Columns identify specific information relating to textbooks purchase. The Columns include

**Name** – Product Title

**ISBN** – International Standard Book Number is a unique, numeric commercial product identifier

**Publisher** – Company publishing the product

**Active** – Currently in use

**Pending** – Not currently in use --- ex. In transit

**Surplus** – Books on hand and not currently in use

**Disposal** – marked for disposal
Physical Inventory Screen

Textbook detail screen

Textbook detail displays specific product information

Transfer Process

District TC can select schools to view

Transfer History
Textbook details section

Tip:
District Textbook Coordinators have access to view each school’s inventory in the district.

Textbook Inventory Status

Textbook Transaction History
# TIMS 2.0 Transfer Module

## Viewing Transfer History

To view all Transfers, go to the Licenses section in the main dropdown menu. Select Transfers.

The Transfers tab provides a history of transfer within the district. Each line of the table displays a change in status for a quantity of textbooks for a single ISBN.

To view the FROM and TO customer details for an individual Transfer, expand the row by clicking the small arrow next to each title’s name on the main Transfers table or by clicking the name of the title.
Each title is identifiable by its Name, ISBN, Edition, Grade, Subject, and Copyright year.

Filter titles by using the options on the left panel. For instance, search for transfers only involving a certain school by selecting that school in the “Schools” dropdown just above the “Search” button.

Transferring Textbooks

From the Textbook Detail Screen, select the +Transfer button.
Within the Transfer window, complete the following information:

- FROM Status – Active, Surplus
- FROM School
- Quantity
- TO Status – Active, Surplus, Disposal
- TO School

Physical transfers will generate a Packing Slip to include in transfer.

The recipient of the inventory must Receive inventory before it’s added to Inventory.
TIMS 2.0 Surplus Module

Surplus View

When inventory is in Surplus, it is listed in the Surplus page of the Inventory section and other districts can “Claim” the Surplus inventory.
Claiming Surplus Process

Using the Search feature within Surplus, locate the textbook needed.

Select Claim. Claim Surplus box allows user to identify the Quantity needed.

Tip: Using the Textbook ISBN is a fast way to search for a textbook.
After entering the Quantity and selecting the Claim button, a Claim Surplus window will verify the quantity and transfer request. After claiming inventory, user will work with district/school to receive the quantity selected.

**Claim Surplus**

> Are you sure you want to claim 9 textbooks of HM -CC JOURNEYS STUDENT ED VOL 1 2012 GR 2 (9780547251912) for Clay Co School Dist [change] from Clausell Elementary School?

After claiming this inventory, you will be required to work directly with Clausell Elementary School to receive the quantity selected. Do you want to claim this inventory?

- Cancel
- Yes

After Claiming request, a Claim Surplus window will verify the Quantity, textbook requested and pending approval from School or District.

**Claim Surplus**

> Your claim for 9 textbooks of HM -CC JOURNEYS STUDENT ED VOL 1 2012 GR 2 (9780547251912) for Clay Co School Dist was successfully submitted, and pending approval by Clausell Elementary School.

If approved, you will work directly with Clausell Elementary School to complete the transfer.

- Ok

Districts and schools are responsible for physically transferring textbooks.
Adding Inventory

Automated loading of orders to Inventory

All textbooks purchased through Ingram Education Services (MDE Textbook Depository) will automatically generate into the district’s inventory in TIMS 2.0. Districts can purchase textbooks directly by ordering through any of the following ways:

- **TIMS 2.0 online catalog** – Coming this Summer
- **Phone:** 800-509-4791
- **Email:** ms.orders@ingramcontent.com

Tip: One Stop Shop – ordering through TIMS 2.0 automatically adds to your inventory --- saving time and increasing inventory accuracy.

Manually adding textbooks to Inventory

Any inventory purchased through Ingram Educational Services will automatically appear in TIMS 2.0. All purchases outside Ingram Educational Services will require manual input into TIMS 2.0.

To manually add textbooks to inventory, the District TIMS 2.0 Administrator will access the Physical Inventory screen under the Licenses tab in the main dropdown menu in the top left of your screen.

From here, click the "+Inventory" button at the top of the search panel to the left. A Select Inventory box will appear. Search for a title by either inputting the ISBN or a keyword of the title (ex. "Math").
Note: If the title is not in the catalog, first double-check the search information to verify ISBN or Title is correct. If it is, you will need to request the title be added to the catalog, which you can do so by completing the on-screen form or mailing the full information of the title to helpdesk@classgather.com with the subject "Request to add [missing title] to Mississippi Department of Education Catalog. (See TIMS 2.0 Helpdesk Section)

Tip: ISBN Search is preferred to a Title Search.

Following title selection, select the textbook title to add to inventory. Select the location to move onto the final screen.

From the Enter Details box, enter the Quantity, Purchase Order number and Reference ID (optional). Click Submit.
TIMS 2.0 Disposal Module

Each local school district will determine if textbooks are unusable. Textbooks may be unusable because they are ten years or older, or not relative to current state standards, or the textbooks may be physically worn to the point that continued use is not practical. Before a school district disposes of textbooks, approval must be granted by the Superintendent, and the disposal information processed through TIMS 2.0.

There are two options available for District Textbook Coordinators to use in disposing of textbooks in TIMS 2.0. District TC will decide which option to use in their district and communicate this information to School Textbook Coordinators.

Tip: School Textbook Coordinators cannot directly transfer textbooks to disposal. This function is reserved for District Textbook Coordinators.

Option 1: District Textbook Coordinator directly disposes of textbook from school account. With this option, the School Textbook Coordinator will need to communicate to District TC what needs to be disposed.

To dispose of a textbook, select a title from the physical inventory screen.
At the top of the Textbook detail screen, a current textbook total along with current inventory by school level is available.

To dispose of a textbook, click the **Transfer** button – located below the Inventory section.

Within the Transfer Screen box, select the **From** and **To** status. When using the Disposal status, select both the reason and the method for disposal. Select **Add Transfer** button.

Once a Disposal request is submitted, the request is sent to Mississippi Department of Education’s Instructional Materials and Library Media Director for review. District TC will receive an email notification when request is approved or denied.
**Option 2: School Textbook Coordinator** may transfer Active textbooks to district office to request school disposal. Using example below, School TC would complete the following request:

**Within the Transfer window, select the following information.**
- **FROM Status:** - Select Active
- **From Location:** TC’s School
- **Quantity:** Enter number of textbooks to transfer
- **TO Status:** Select Active
- **To School:** District Office
- **Comment box:** Within Comment box, School TC will reference this is a disposal request and identify the disposal reason.
  - 10 years or older
  - Not relative to current curriculum
  - Physical condition
  - Lost
- Select Add Transfer button

Once submitted, the District TC will review request. If approved, District TC will accept transfer to Active then transfer textbooks to Disposal. Once a Disposal request is submitted, the request is sent to Mississippi Department of Education’s Instructional Materials and Library Media Director for review. District TC will receive an email notification when request is approved or denied.
TIMS 2.0 Reports

Reports Tab

The reporting page can be accessed via the menu

On this page, any of the reports below can be generated.

Selecting a report from this list will provide additional filtering options.
Additionally, enter an email address to receive a notification once the report has been generated. Optionally, you can return to this page at any time to see the current status of the report generation and to download your completed report.

**Export view**

On the license page, you can choose the Export option to export any view. This export will appear on your Reports page for download.
Inventory Report

Exporting School Inventory Report for Desoto Co School Dist as a PDF...

Reports can take a few minutes to complete, and you can close this window any time. When your report is complete, it will appear in the Reports section, where you can also monitor export progress and download historical reports.

Close

Report on end-of-year closeout in TIMS no later than June 15th, which includes:

- Active Inventory
- Surplus Inventory
**TIMS 2.0 Helpdesk**

If you need assistance, the following methods are available.

**Documentation**

Documentation is available on the TIMS 2.0/ClassGather support website.


**Submitting a helpdesk ticket**

To submit a helpdesk ticket to the TIMS 2.0/ClassGather support team, click on the “Helpdesk” link inside of TIMS 2.0/ClassGather.
On the left-hand side of the screen, click on the “+ Create Ticket” button to open a new ticket.

Also on this page is a list of all your tickets.

You can also filter tickets with the filtering options on the left-hand side of the screen.

Please fill in as much information as you can on the form provided.

Click “Create Ticket” once you have filled in the form.

This will create a new ticket with the TIMS 2.0/ClassGather support team.

You can check back on this page for updates and responses.
Emailing the helpdesk

You can also email your issue/question to the support team by emailing your issue to helpdesk@classgather.com.

Telephone support

If you need immediate assistance or would prefer to speak to someone on the phone, you can call (800) 509-4791. Support is available Monday – Friday 8:00 AM – 4:00 PM Central.
Mississippi Textbook Depository


One Stop Shop …

- Save time in ordering with simplified invoices
- Inventory automatically uploaded into TIMS 2.0
- Personalized Customer Service
- Substantial Freight Savings

Customer Support Team

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Derrick Greer
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derrick.greer@ingramcontent.com

Kim Clemmons
Manager, Business Development
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TIMS 2.0

Textbook Inventory Management System

State-approved HQIM does not require two quotes.

Textbook Coordinators and your publisher representative work hard to determine the right materials for your students. If a publisher has provided you with a quote, send it to us. These are great to have backup for orders.

Toll-Free Phone Number

800-509-4791

Email

ms.orders@ingramcontent.com

Online Ordering

Coming Soon

ingrameducationservices.com