

**PART THREE**  
**Test Administrators/Teachers**

**CELLA Online Locator Test  
TRAINING**

# Materials Needed

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- *Teacher User's Guide (pdf)*
- *Directions for Administration: CELLA Online Locator Test (pdf)*

# Teacher Login

- Go to [www.AWSchoolTest.com](http://www.AWSchoolTest.com)
- Click on Login Here

The screenshot displays the AWSchoolTest.com website interface. At the top right, there is a navigation bar with 'Welcome Visitor', 'Login', and 'Logout' links. Below this is a green navigation menu with links for 'Arithmetic Testing OnLine (ATOL)', 'English Language Assessment (CELLA)', 'Reading Assessment Tools', 'School Safety Assessment', 'Other Teacher Resources', 'About AWSchool Test', and 'Assign A Test'. The main content area features a large purple box on the left with the text 'TEACHER / ADMIN LOGIN' and 'Login Here'. To the right of this box, there is a smaller purple box with 'Login Here' and a link for users who do not have an account. Below the login boxes is a search bar with a 'GO' button. The right side of the page contains a welcome message and a description of the site's purpose, accompanied by a photograph of a diverse group of students and teachers in a classroom setting.

# Teacher Login (continued)

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- Login with Username and Password
- Click the box "I have read and agreed to the terms of service"
- Forgot username or password?
  - If you don't know or remember your username/ password, click on "Forgot your username or password?" AWSchoolTest will send you an e-mail.

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Teachers & School Administrators login here:

Username:

Password:

[Forgot your username or password?](#)

If you are not currently a member of our site, please [register now!](#)

I have read and agreed to the [terms of service](#)

# My Class

- Read *Teacher's User's Guide*, pages 6-20

These links allow teachers to access information about their class and assign tests.

These links help the Teacher access specific Student information.

The screenshot shows the 'My Class' page on AWSchoolTest.com. At the top, there is a purple header with the 'aW' logo and 'SchoolTest.com'. Below the header is a green navigation bar with links: 'Go To', 'Arithmetic Testing OnLine (ATOL)', 'English Language Assessment (CELLA)', 'Reading Assessment Tools', 'School Safety Assessment', 'Other Teacher Resources', 'About AWSchool Test', and 'Assign A Test'. The main content area has a white background and includes a navigation menu with links: 'My Class', 'Enroll a Student', 'Former Students', 'Test Assessment History', 'Assign A Test', and 'School Summary Reports'. The school name 'Park High School' is displayed on the right. The page title is 'My Class'. A welcome message reads: 'Welcome to AWSchoolTest.com. Below is your class roster. It includes a current list of your students. You can access a student's Test History or modify the information in a student's Profile. You may also login as any student to see exactly what that student would see when logged in. If you would like to edit your teacher account profile, including change your password or e-mail, please go [here](#).' Below this, it says: 'If you would like to login as one of the students in your class, [click here](#).' The user's name 'My Name: Martin Ortiz' and user ID 'MY USERNAME: z2pwr81-rp601' are shown. A table titled 'Students' contains the following data:

Last Name	First Name	Student Username	
No	Dora	NoDora0101	<a href="#">[Test History]</a> <a href="#">[Edit]</a>
Poon	Francis	PoonF31416	<a href="#">[Test History]</a> <a href="#">[Edit]</a>

At the bottom, there is a footer with copyright information: '©AccountabilityWorks and Arithmetic Online™ 2008 All Rights Reserved. CELLA is a 505(c)(3) Educational Testing Service. Copyright Statement | Privacy Statement | Terms of Service'.

# Assign a Test

Select CELLA Locator  
(Please disregard the price; this test is offered free to FDOE for the 2009 CELLA administration.)

The screenshot shows the SchoolTest.com interface. At the top, there is a purple header with the 'aW SchoolTest.com' logo on the left and 'Welcome dj31418 Login Logout' on the right. Below the header is a green navigation bar with links: 'Go To', 'Arithmetic Testing OnLine (ATOL)', 'English Language Assessment (CELLA)', 'Reading Assessment Tools', 'School Safety Assessment', 'Other Teacher Resources', 'About AWSchool Test', and 'Assign A Test'. The main content area is titled 'Test Catalog' and includes the instruction: 'To assign a test to one or more students, click on the name of the test below.' Two test entries are visible: 'CELLA Locator (Form J)' priced at \$1.95 and 'ATOL Grade 3 (Form A)' priced at \$3.95. A blue arrow points from the text box on the left to the 'CELLA Locator (Form J)' entry. Each entry includes a small icon, a title, a description, and a price.

Test Name	Description	Price
CELLA Locator (Form J)	The Locator Test consists of 18 questions that help determine the best CELLA Levels to use in Reading and Writing. The student completes two practice questions before taking this test.	\$1.95
ATOL Grade 3 (Form A)	The ATOL Grade 3 test assesses students in grade 3 and above on all core arithmetic skills.	\$3.95

# Sign Up Students

Once a test is selected, the teacher can choose the student(s) who should take the test. Student names will appear in a drop down box; multiple students can be selected.

The screenshot shows the SchoolTest.com interface. At the top, there is a purple header with the logo and 'SchoolTest.com'. Below the header is a green navigation bar with links: 'Go To', 'Arithmetic Testing Online (ATOL)', 'English Language Assessment (CELLA)', 'Reading Assessment Tools', 'School Safety Assessment', 'Other Teacher Resources', 'About AASchool Test', and 'Assign A Test'. The main content area is titled 'Test Catalog' and 'Test Assignment: CELLA Locator (Form J)'. It includes a description of the test and a 'Assign This Test' section. The 'Assign This Test' section shows the standard price (\$1.00 ea.) and the discount price (\$0.00 ea. (admin)). Below this, there is a list of students to be assigned, with a dropdown menu showing the following names: 'Conoco, Maria (MariaConoco)(ra, grade 6)', 'Pizar, Home (Home, grade 3)', 'Ramirez, Juan Juan Ramirez, grade 50', and 'Rosa, Sally (Sally.Rosa, grade 8)'. An 'Assign Test' button is located below the list. At the bottom of the page, there is a footer with copyright information: '©AccessibilityWorks and Arithmetix Online™ 2008 All Rights Reserved. CELLA is a 2006 ED Educational Testing Service. Copyright Statement | Privacy Statement | Terms of Service'.

# Student Login Area

The image shows a screenshot of the AW SchoolTest.com website. The main content area is divided into several sections:

- TEACHER / ADMIN LOGIN** (purple header):
  - Login Here
  - Do not have an account? Click here to sign up.
- STUDENT LOGIN** (green header):
  - Login Here
- SEARCH** (blue header):
  - Search input field and GO button

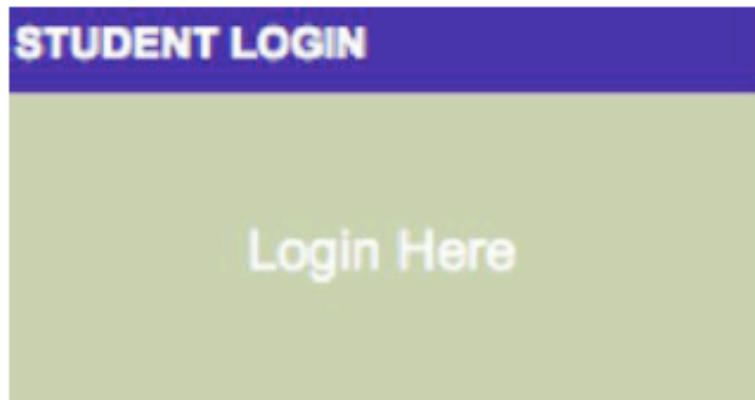
A callout box on the right side of the page contains the text "STUDENTS CLICK HERE TO LOGIN" with a blue arrow pointing to the "Login Here" link in the Student Login section.



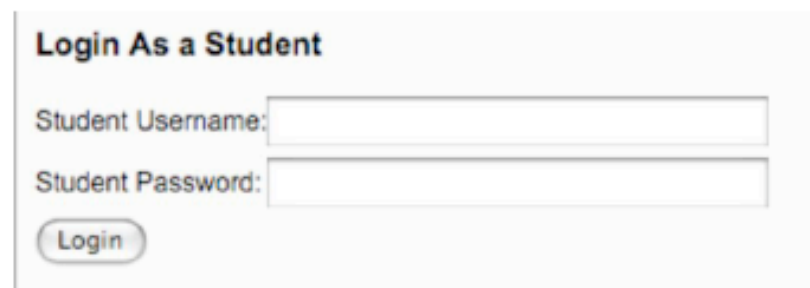
# Student Login Information

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1.



2.

A screenshot of a login form titled "Login As a Student". The form is light gray and contains two input fields: "Student Username:" and "Student Password:". Below the input fields is a rounded button labeled "Login".

# Student Test Center

Welcome, Maria

## Tests You Need to Take



[CELLA Locator \(Form A\)](#)



The Locator Test consists of 18 questions that help determine the best CELLA Levels to use in Reading and Writing. The student completes three practice questions before taking this test.

## Tests You've Completed

*You have not completed any tests yet.*

 [Logout](#)


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# Sample Directions

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## CELLA\_\_Locator (Form A)

Your teacher will instruct you on what to do.

When you see this sign , wait for directions from your teacher before going to the next page.


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Select Your Grade

# Student Clicks on "BEGIN TEST"

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Begin Test

# Student Sample Passage

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## Sample Passage

Although there are many different kinds of plants, all of them have two things in common. All plants make their own food.

*Line* They do this by taking in air, sunlight, and  
*5* water. Also, all plants are rooted in one place.  
They don't move around the way animals do.



Continue

Exit

# Student Select an Answer

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What is this passage mostly about?

- how to grow a house plant
- things that all plants have in common
- where the largest plants grow
- differences between plants and animals

# Teacher's DFA Contents

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- Time
- Scoring
- Before Testing
- During Testing
- Test Security
- Teacher Script
- Interpreting Test Results

# Sample from Teacher's Directions for Administration

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## LOGIN

T: Find the Student Login section on the left hand side of the screen. *(If using an LCD projector setup, point to the correct section on the home page image. If not, draw a box type layout on the board and show the left side middle area where the students will find the Student Login section.)* When I say, "select", click Login Here in the student login area. Ready (pause), Select, Login Here.

## BEGIN TEST

T: First, we will do some practice test questions. Go to the bottom of the page. Find the button that says Begin Test. When I say, "Select," click on the Begin Test button. Ready (pause), Select. (Pause for students to click and open their test. Teacher checks.)