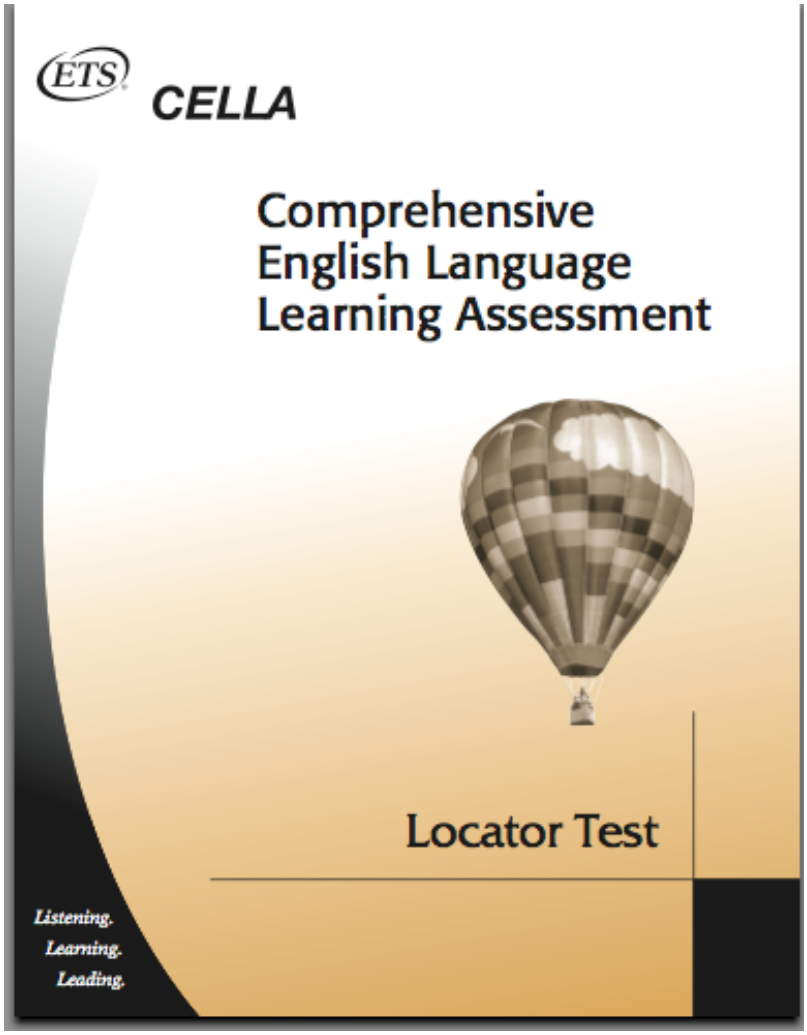
CELLA Online Locator Test

Florida Teacher User's Guide 2008 — 2009



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Introduction

The CELLA Online Locator Test is being offered through AWSchoolTest to all school districts in Florida for use in conjunction with the mandated CELLA assessment program in the spring of 2009. It replaces the paper and pencil version of the CELLA Locator Test. The CELLA Online Locator Test provides an objective and efficient method to determine the most appropriate level of CELLA Reading and Writing to administer to each student. (Alternatively, where there is sufficient teacher knowledge of a student's English language skills, districts may use the state-approved rubric and professional teacher judgment to determine the appropriate level of CELLA Reading and Writing for individual students.) Administering the appropriate level of CELLA Reading and Writing to each student is essential to ensuring reliable scores that accurately capture student growth in these skill areas between CELLA test administrations.

The CELLA Online Locator Test uses the same test items and scoring criteria as the previous paper and pencil version of the Locator Test. However, there are two key differences:

> 1) The CELLA Online Locator Test is automatically and instantly scored by the secure online system as soon as each student completes a test. Hand-scoring and looking up results are no longer necessary.
>
> 2) School and district administrators, as well as teachers, have real-time access to both individual and group results from the CELLA Online Locator Test. Group reports can be generated at any time for a school, one or more grades, or one or more classrooms.

This Teacher User's Guide addresses tasks that a teacher is likely to perform in administering the CELLA Online Locator Test. This includes logging in to your teacher account at AWSchoolTest.com, assigning an online Locator Test to one or more student(s), each step in student online testing, and viewing student reports. Most information on how to use AWSchoolTest is embedded in the site's user-friendly web pages; screenshots of many of these web pages are included in this User's Guide. While training teachers in the use of the online system is handled by administrators, contact information is included for accessing AWSchoolTest's e-mail support staff to assist with any technology challenges.

The CELLA Online Locator Test is being provided at no cost to the state of Florida by AccountabilityWorks (AW) through AWSchoolTest. AWSchoolTest offers a range of online assessments and assessments, including Arithmetic Testing OnLine (ATOL) and an alternate form of the CELLA that may be used to inform decisions to place students into ESL/Bilingual programs. AW is a nonprofit organization dedicated to supporting states and school districts implementing high quality assessments and accountability systems. AW is not an advocacy group. AW managed the development of CELLA, working with ETS and five states, including Florida, Maryland, Michigan, Pennsylvania

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and Tennessee. AW has remained involved with the implementation of CELLA in Florida, providing input and support to the state Department of Education and to ETS.

Technology Support from AWSchoolTest

Teachers with an account at AWSchoolTest can reach us between 9 AM and 5 PM (Eastern) via our standard e-mail technology support at support@awschooltest.com. We will make every effort to respond to you within 4 business hours. Support does not include training, which is provided by school or district administrators. If your support need is urgent, please request that an administrator with an account at AWSchoolTest contact us.

AWSchoolTest System Technology Requirements

AWSchoolTest is a secure web-based testing and reporting system that is designed to work with a range of computer hardware and operating systems. It is compatible with both Mac and Windows computers. The system has been tested with broadband internet access but may also work with some dial-up connections.

AWSchoolTest performs well with these browsers:

- Internet Explorer 6/7 and higher
- Safari 2.x and higher
- Firefox 2.x and higher
- Camino 1.x beta and higher

There have been problems with older versions of Firefox and Netscape, especially if computers are connected to the internet through a proxy server.

It is recommended that a district test accessing AWSchoolTest with a small number of users prior to widespread use.

A known issue exists with printing of report graphs using Mac computers that may result in distortion of the graphs; printing report tables, which are included with nearly every graph, are unaffected. There is no problem with viewing graphs and charts on a Mac, in either the screen shot or print only view page. The issue occurs when the file is actually printed. A work around exists that permits clean printing of report graphs on the Mac. The Grab Utility application, standard on recent Mac computers, may be used to make a screen copy of a graph and either directly printed from that application or may be pasted into a Word or Pages file and then printed.

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Login To Teacher Account

Teachers can login to their accounts at www.awschooltest.com. Below is a screen image of the site's home page. In the Teacher/Admin Login Area on the left side of the page, click on "Login Here". Please do not click on the "Do not have an account?" section. All teachers administering the Online CELLA Locator Test will have account set up for them. If you don't know your account information, please check with your administrator.

1. Go to www.awschooltest.com
2. Click on Login Here

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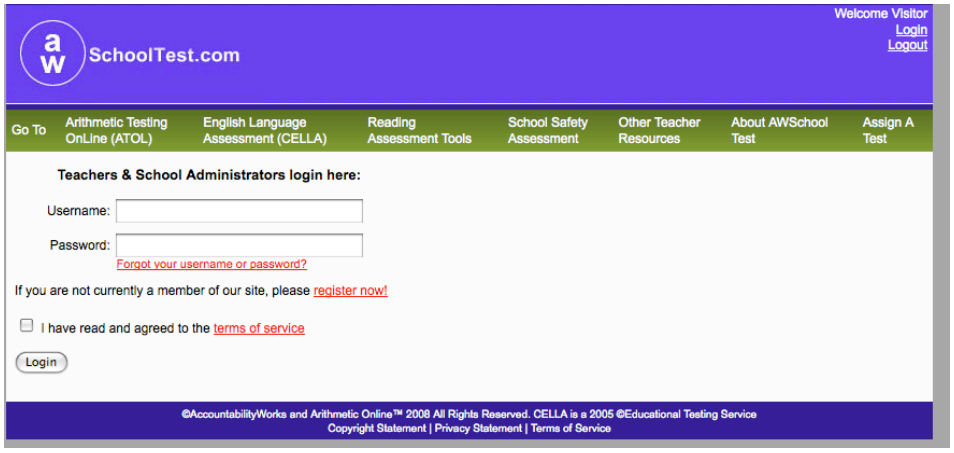
Login Screen

After clicking on the homepage Login Here area, you will access the login screen that requires you enter your username and password. Please enter the information. Also, remember to keep a copy of your username and password in a secure location.



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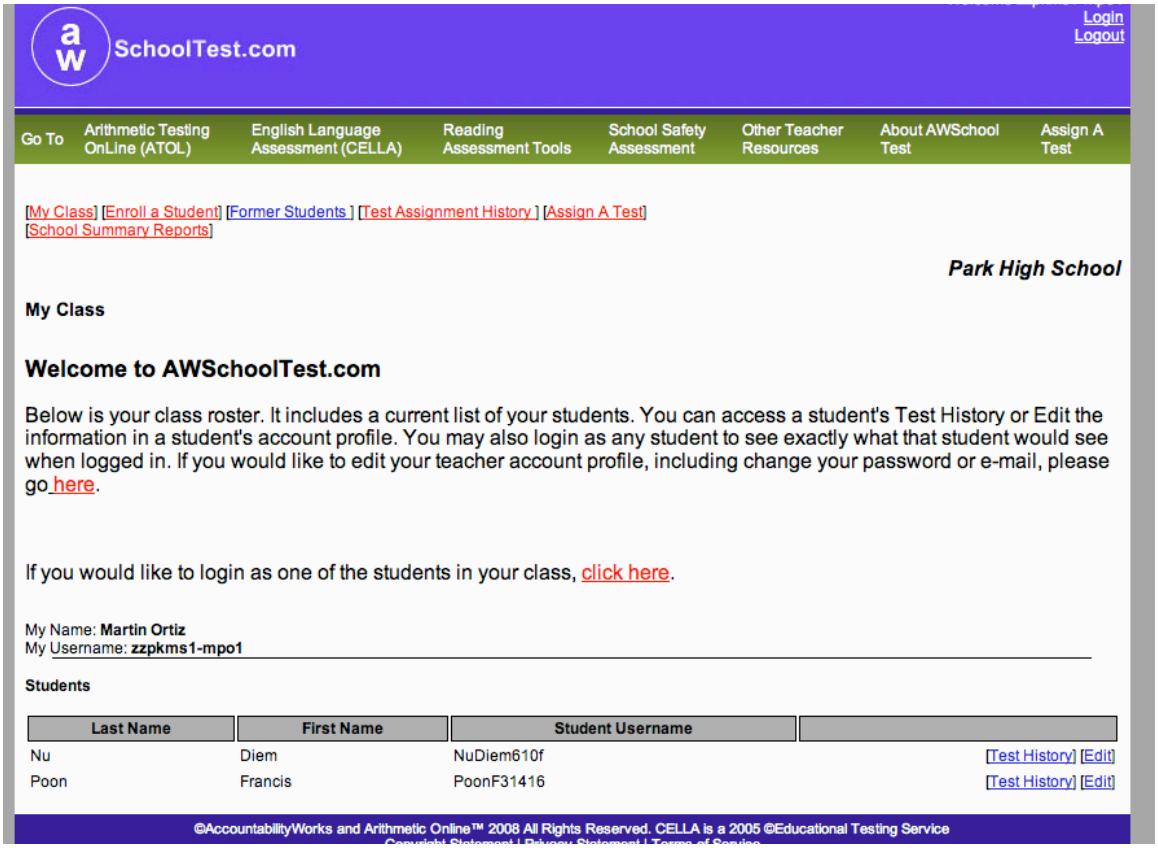
My Class roster page

After login, each teacher starts on his or her own "My Class" roster page. It includes a list of all students in your class. Immediately above the "My Class" page title are links that allow for navigation within the nonpublic sections of the site, including: My Class, Enroll a Student, Former Students, Test Assignment History, Assign a Test, and School Summary Reports. The Test History link in each student row provides access to a historical record of the student's test results. The Edit link further to the right allows you to access and edit the student's account profile (e.g., their username and password).



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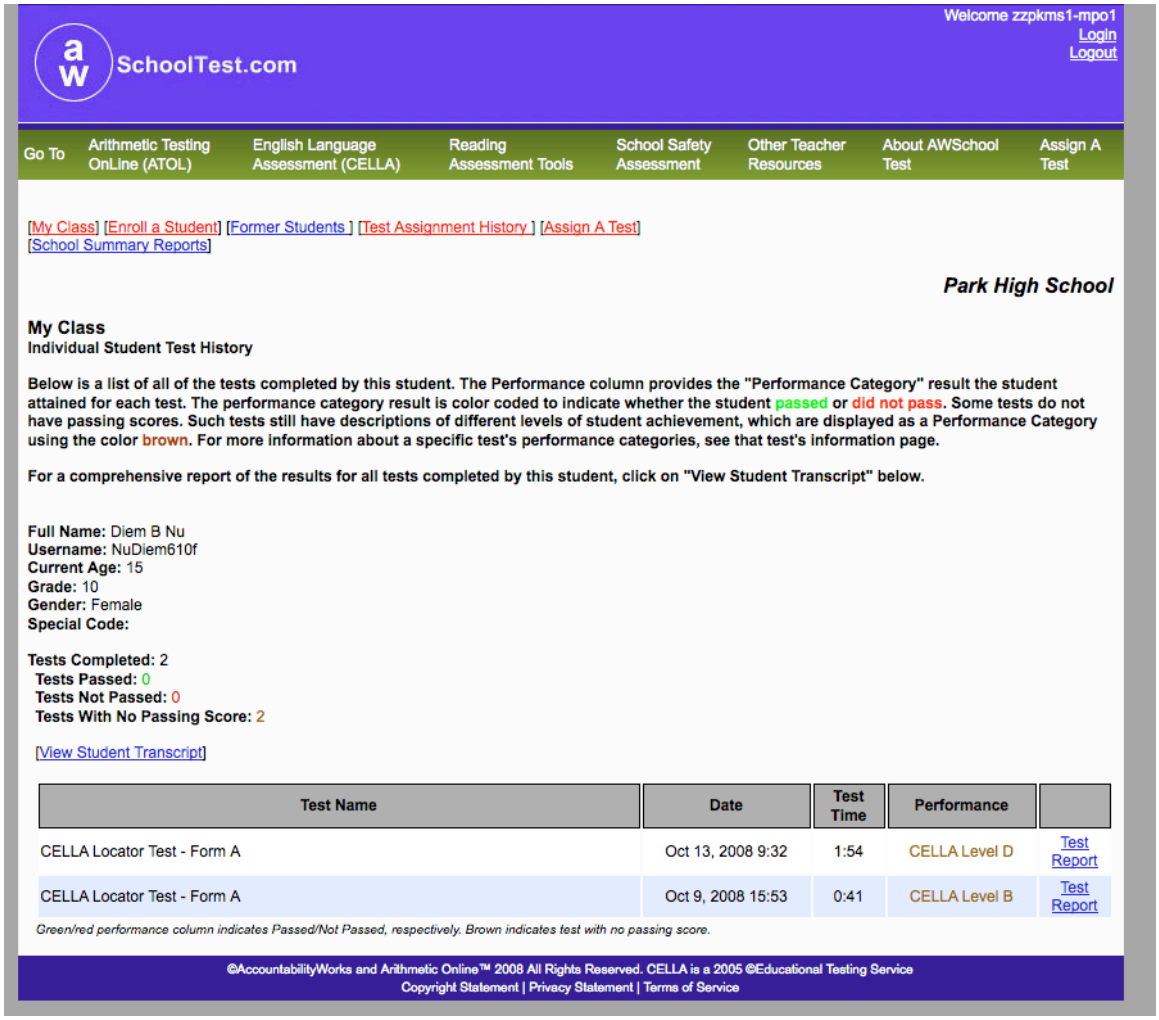
Individual Student Test History

This page, accessible from the My Class roster page, provides a quick summary of an individual student's performance on all completed tests. From this page you can also access a more detailed Test Report for each test administration as well as the Student Transcript report.



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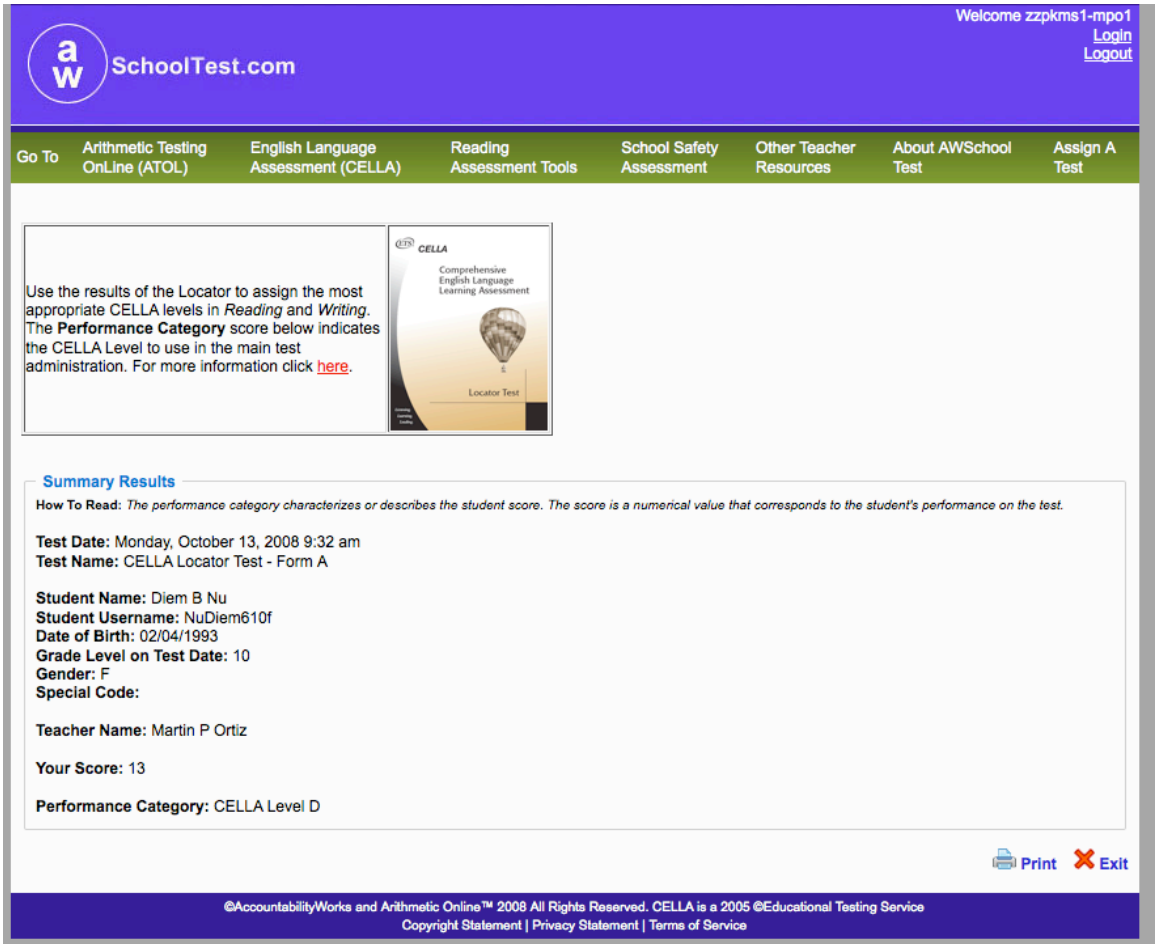
Individual Student Test Report

The detailed individual Test Report for the Locator Test includes the student's raw score and the recommended CELLA Reading and Writing level. Note, AWSchoolTest will not recommend a higher CELLA level than is appropriate for the student's grade level (e.g., it will not recommend that a middle school student take Level D, even if the raw score would otherwise qualify him to do so).



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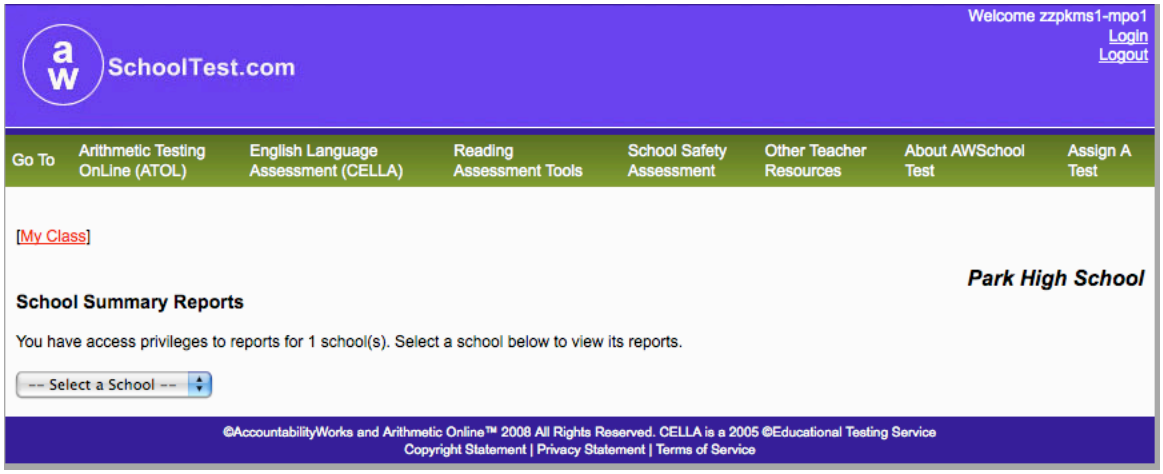
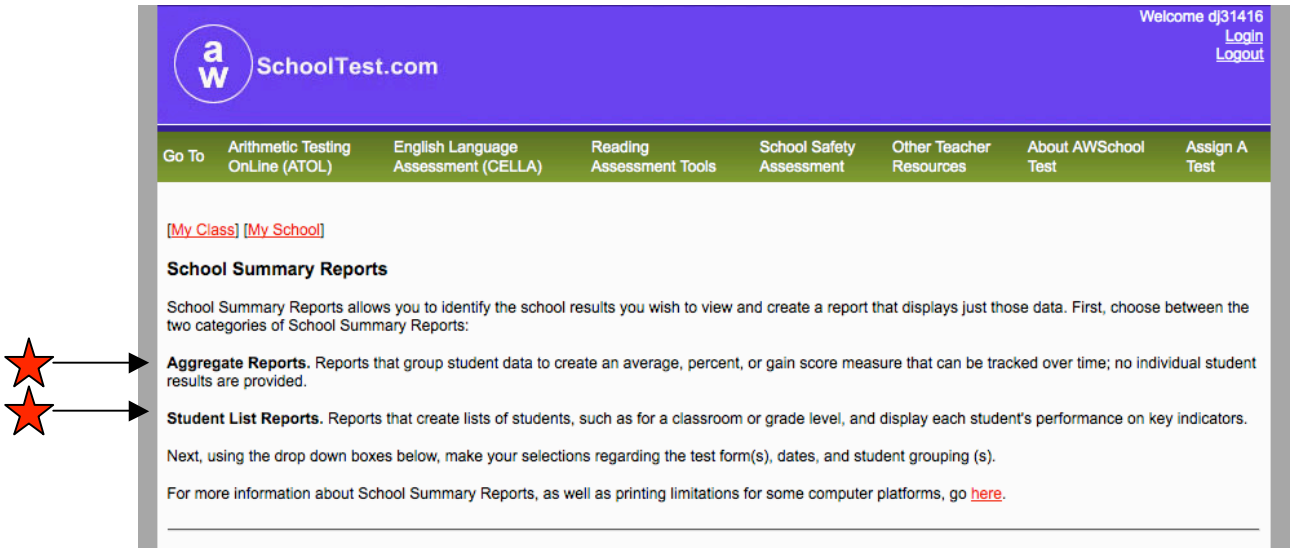
School Summary Reports

Depending on settings selected by school or district administrators, teachers can access school summary reports that provide results for their entire class or student group. If you click on the School Summary Reports link at the top of the My Class roster page, you will be taken to the page below. Only two of these reports are applicable to the Locator Test.

First, select your school if prompted.



There are two types of school summary reports: 1) Aggregate Reports provide summary results that do not include individual student data; 2) Student List Reports include individual student data. The image below is from the top half of the School Summary reports page. On bottom half of this page you will find the information you need to create a summary report.



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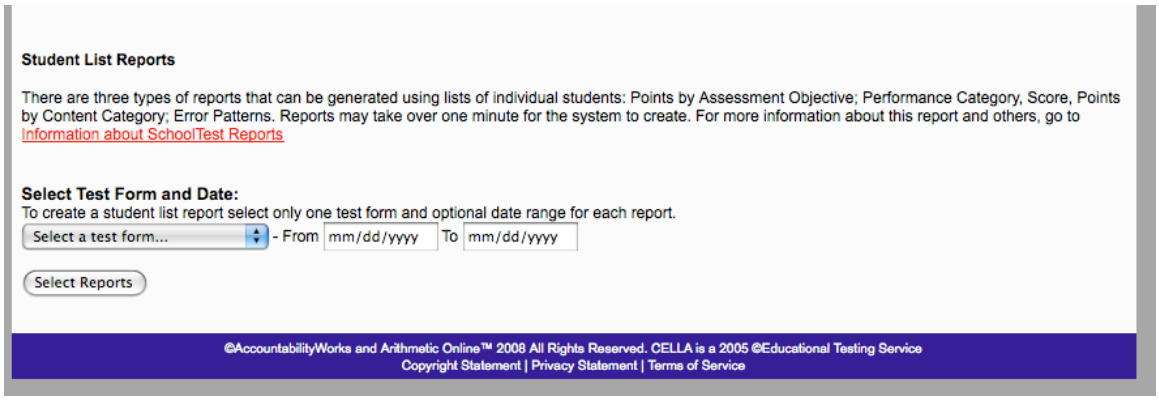
Selecting a List Report

At the very bottom of the School Summary reports page, you will find the section titled, Student List Reports (see the image below). For the Locator Test, the most valuable type of school summary report that teachers can access will be a Student List Report. First, select the Locator Test from the drop down menu ("Select a test form…) and date range. Then click on the Select Reports button.



This will take you to the next page.

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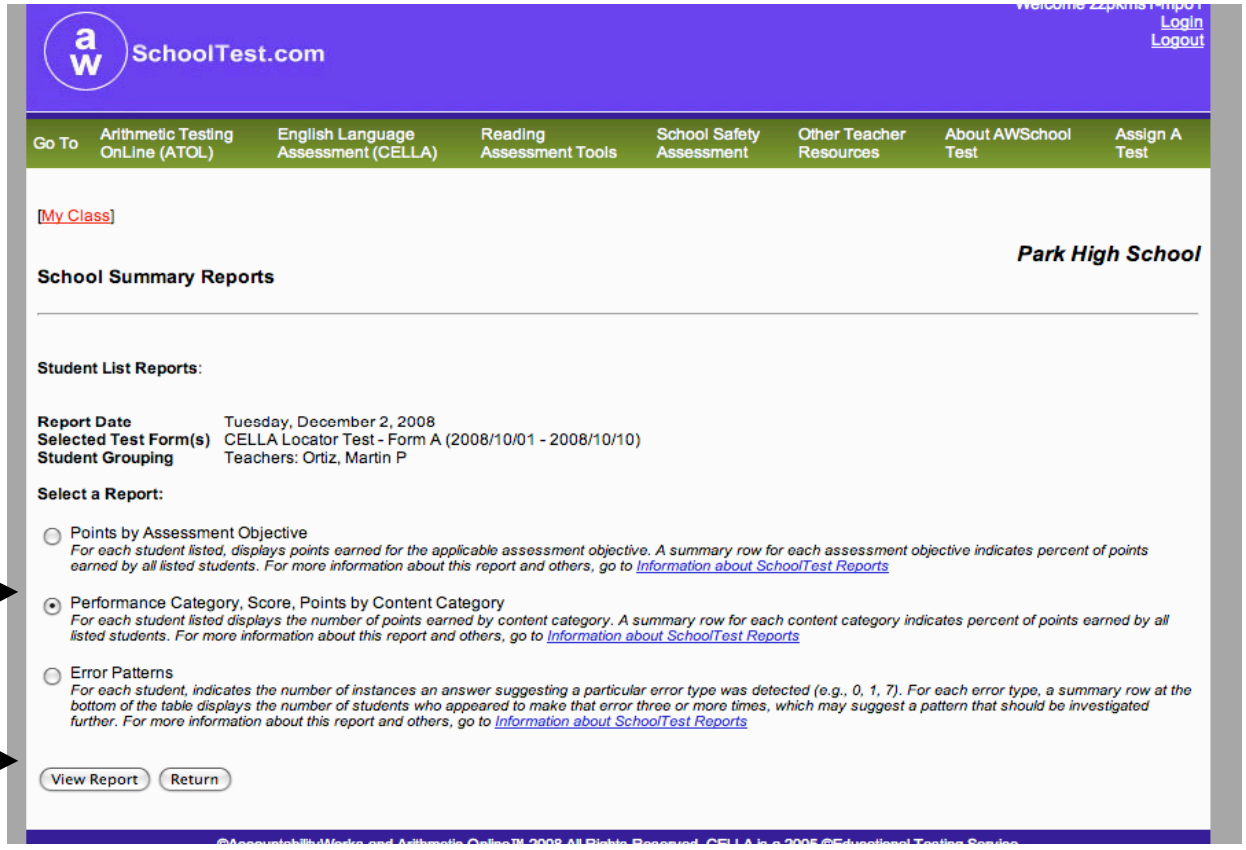
On this page you will select the specific type of student list report that you want created. For the CELLA Locator Test, select the second type of List Report: Performance Category Score, Points by Content Category. This will provide student-by-student results for raw score and recommended CELLA Reading and Writing level. (Since there are no content categories for the Locator test, that information will not be presented.)



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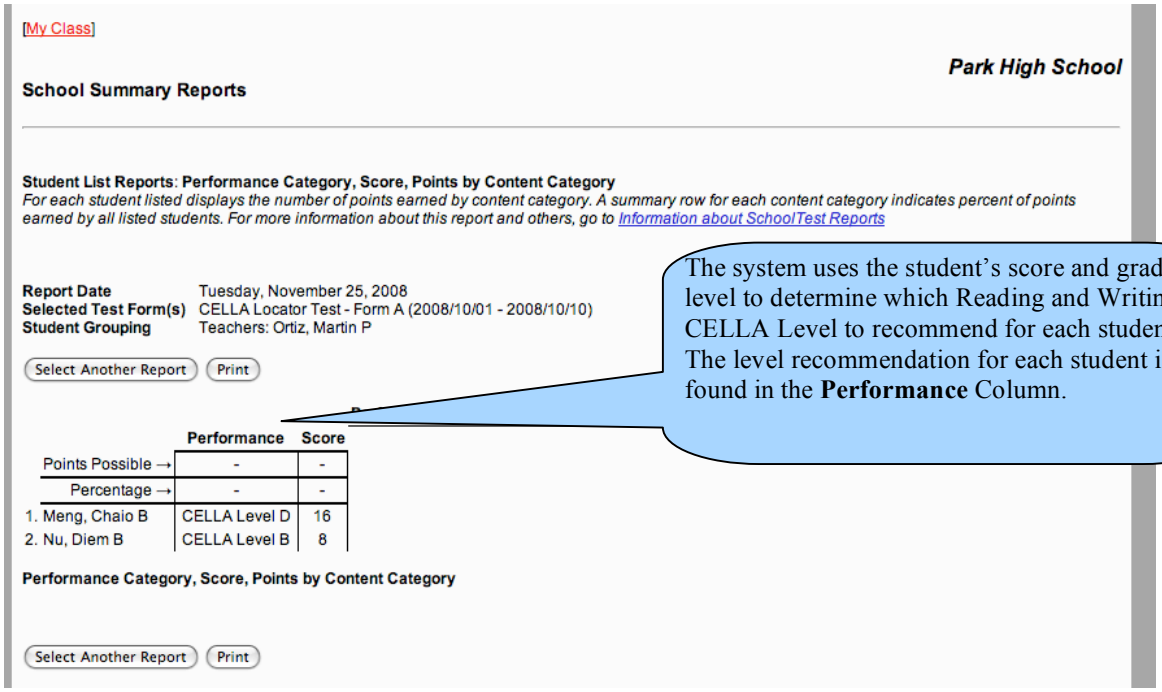
Student List Report: Performance Category and Score

The column Performance provides the recommended CELLA level, while the column Score provides the raw score.



[My Class]

Park High School

School Summary Reports

Student List Reports: **Performance Category, Score, Points by Content Category**
For each student listed displays the number of points earned by content category. A summary row for each content category indicates percent of points earned by all listed students. For more information about this report and others, go to Information about SchoolTest Reports

Report Date Tuesday, November 25, 2008
Selected Test Form(s) CELLA Locator Test - Form A (2008/10/01 - 2008/10/10)
Student Grouping Teachers: Ortiz, Martin P

Select Another Report | Print

	Performance	Score
Points Possible →	-	-
Percentage →	-	-
1. Meng, Chaio B	CELLA Level D	16
2. Nu, Diem B	CELLA Level B	8

Performance Category, Score, Points by Content Category

Select Another Report | Print

The system uses the student's score and grade level to determine which Reading and Writing CELLA Level to recommend for each student. The level recommendation for each student is found in the **Performance** Column.

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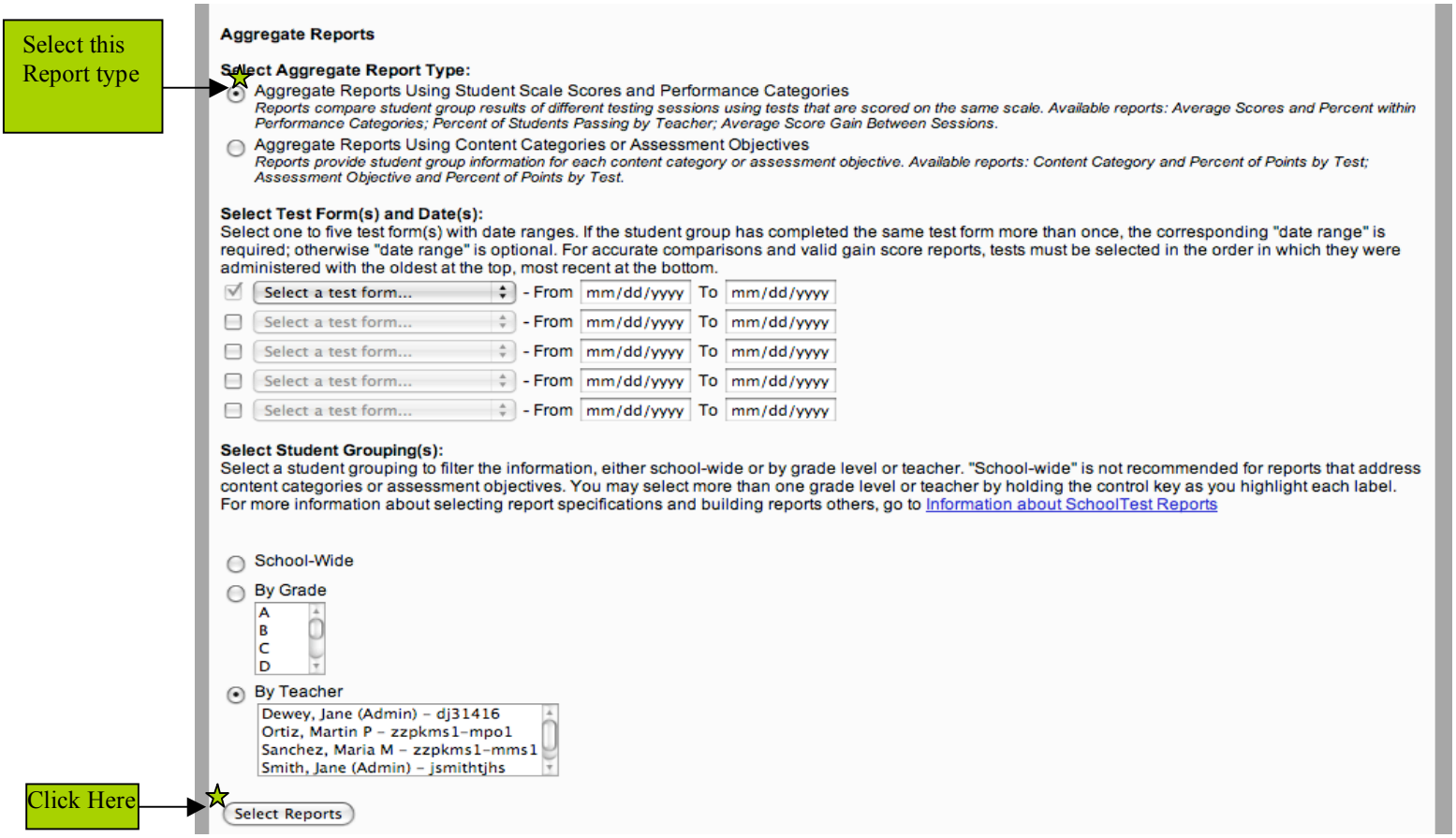
Selecting an Aggregate Report

To obtain an Aggregate Report for the Locator Test, click on the first type of aggregate report (see below).

Then select the Locator Test ("Select a test form…"), the data range and your class.



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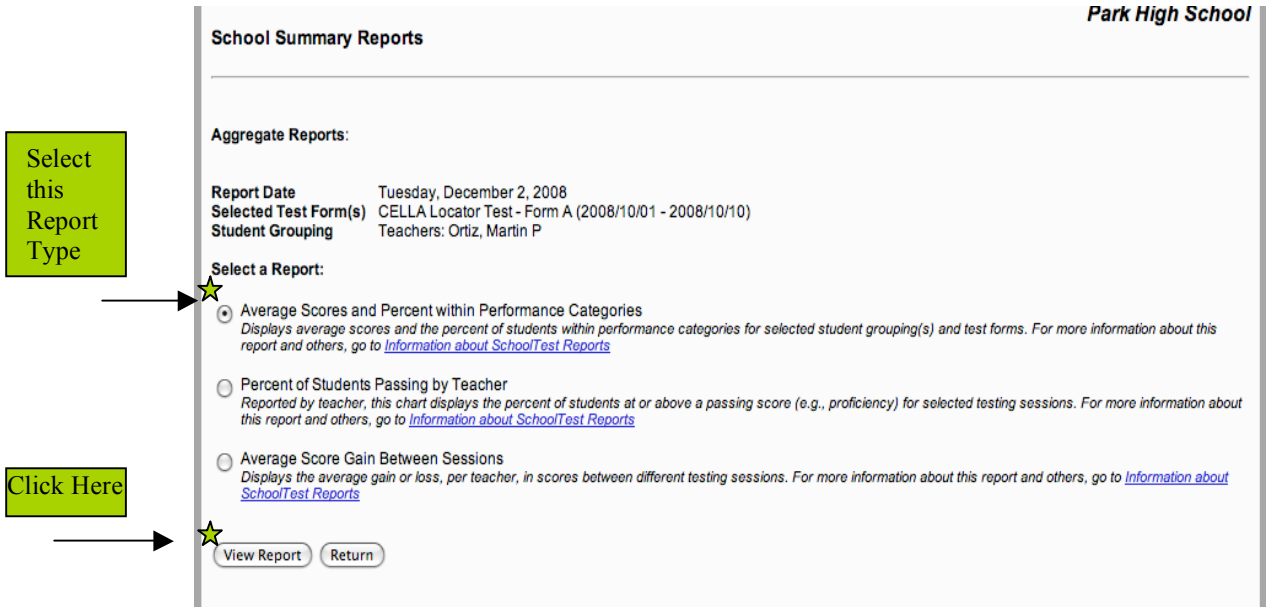
After clicking "Select Reports", three choices will appear. The most relevant report for the CELLA Locator test is the first one: Average Scores and Percent within Performance Categories. After Making your selection, click View Report button.



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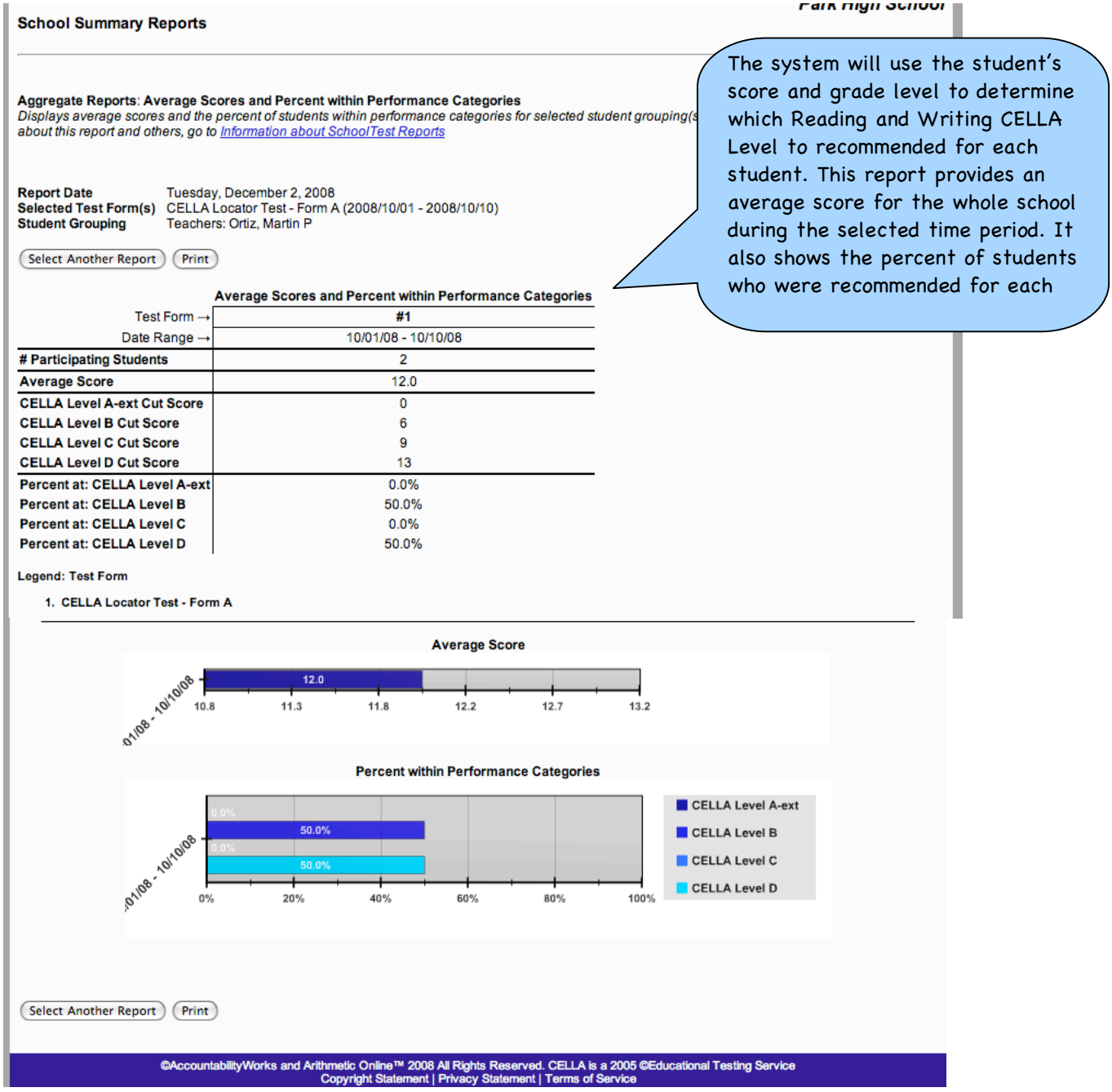
View Aggregate Report: Average Scores and Percent within Performance Categories

This report displays the number of students, the proportion of students scoring at each of the recommended levels and other information.



The system will use the student's score and grade level to determine which Reading and Writing CELLA Level to recommended for each student. This report provides an average score for the whole school during the selected time period. It also shows the percent of students who were recommended for each

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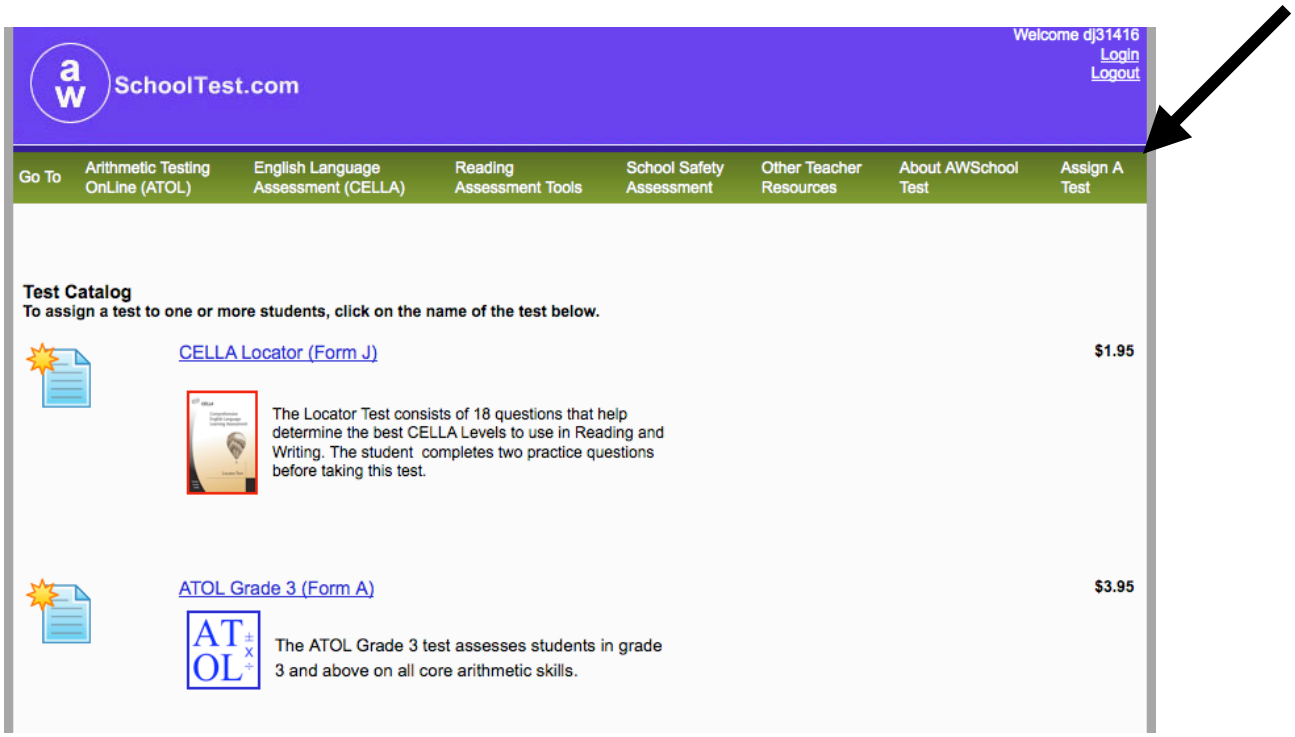
Assign A Locator Test To A Student

Clicking on "Assign A Test" at the right end of the green navigation bar will bring up the main "Test Catalog" page. Click on the CELLA Locator Test name to assign it to one or more students.



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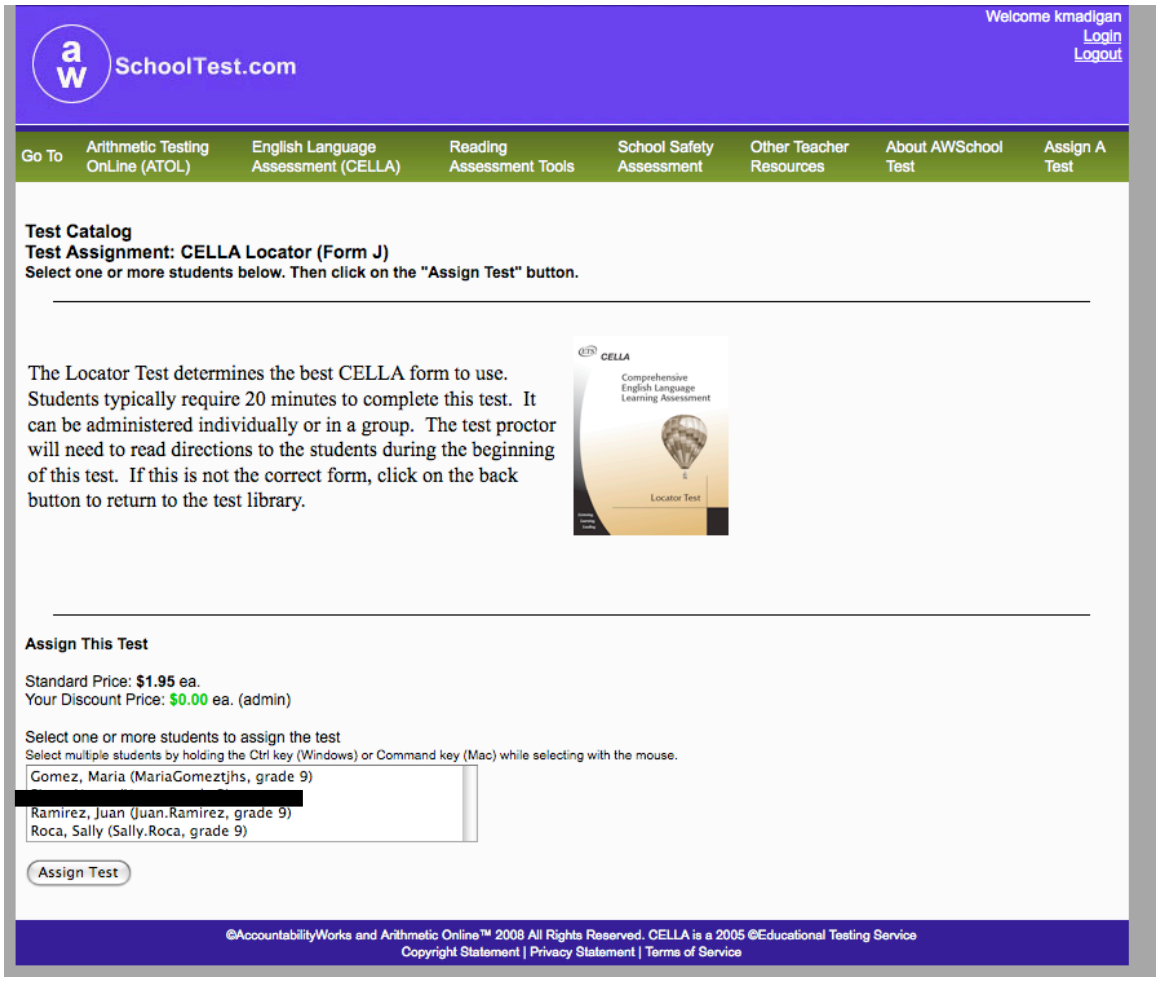
Test Catalog: Test Assignment

Once the Locator Test has been selected, the page below allows you to designate the students in your class that should take the test. Note "Your Discount Price" is $0.00 because there is no charge to Florida school districts.



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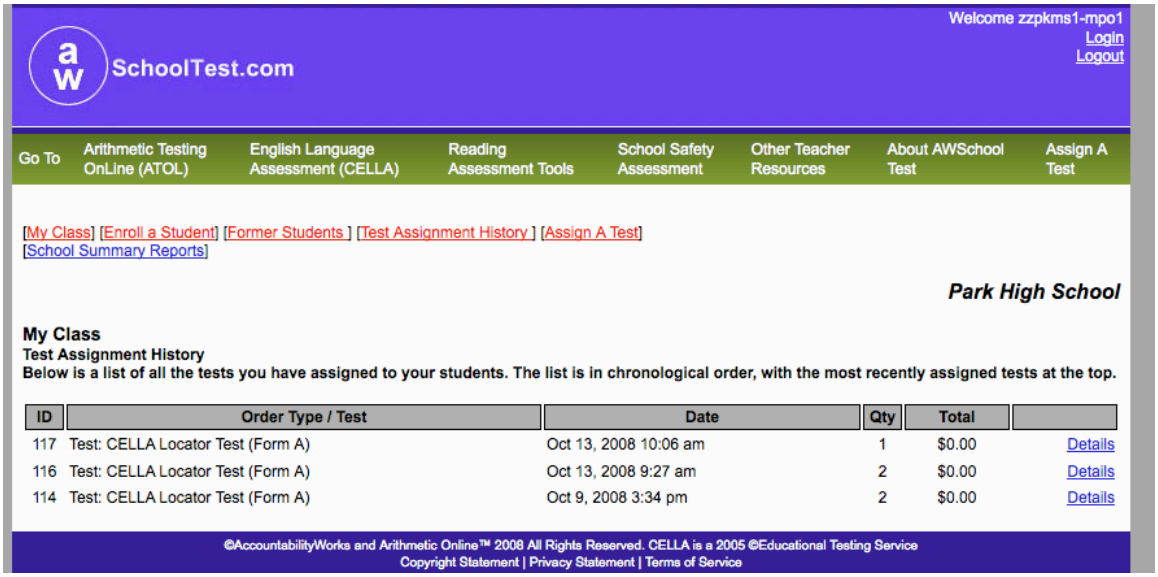
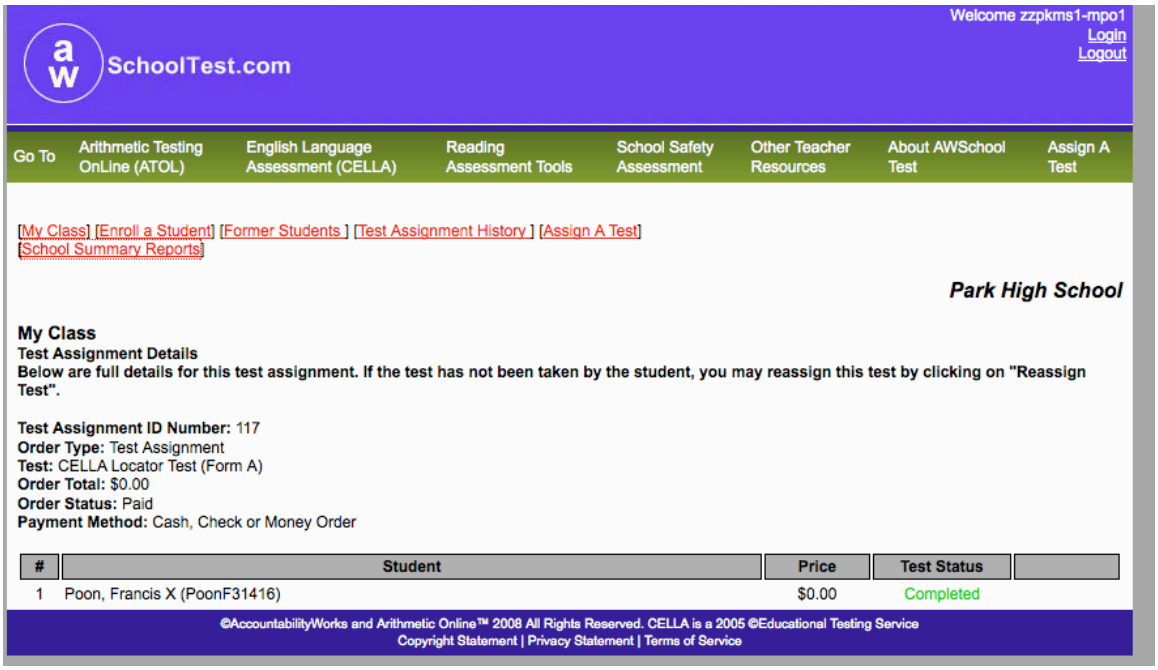
Test Assignment History

Accessible through the "Test Assignment History" link, this page provides a list of all the tests you have assigned to your students and when they were assigned. The "Details" column on the far right allows you to access more specific information.



Test Assignment Details

On this page, you can determine which students have completed the CELLA Locator Test or still need to take it.



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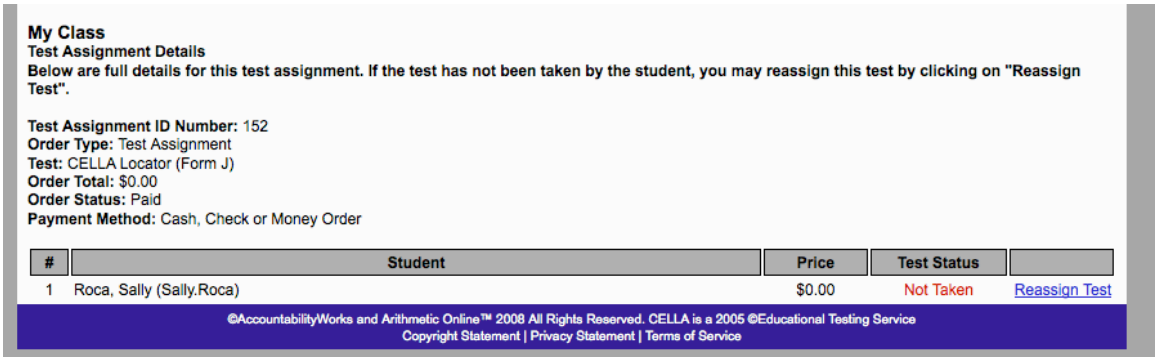
Test Assignment Details: Reassigning A Test

If you have a student that no longer needs to take an assigned test or left the school, you can reassign the test from the same page. The far right column will offer the option to "Reassign Test" to another student.



My Class
Test Assignment Details
Below are full details for this test assignment. If the test has not been taken by the student, you may reassign this test by clicking on "Reassign Test".

Test Assignment ID Number: 152
Order Type: Test Assignment
Test: CELLA Locator (Form J)
Order Total: $0.00
Order Status: Paid
Payment Method: Cash, Check or Money Order

#	Student	Price	Test Status	
1	Roca, Sally (Sally.Roca)	$0.00	Not Taken	Reassign Test

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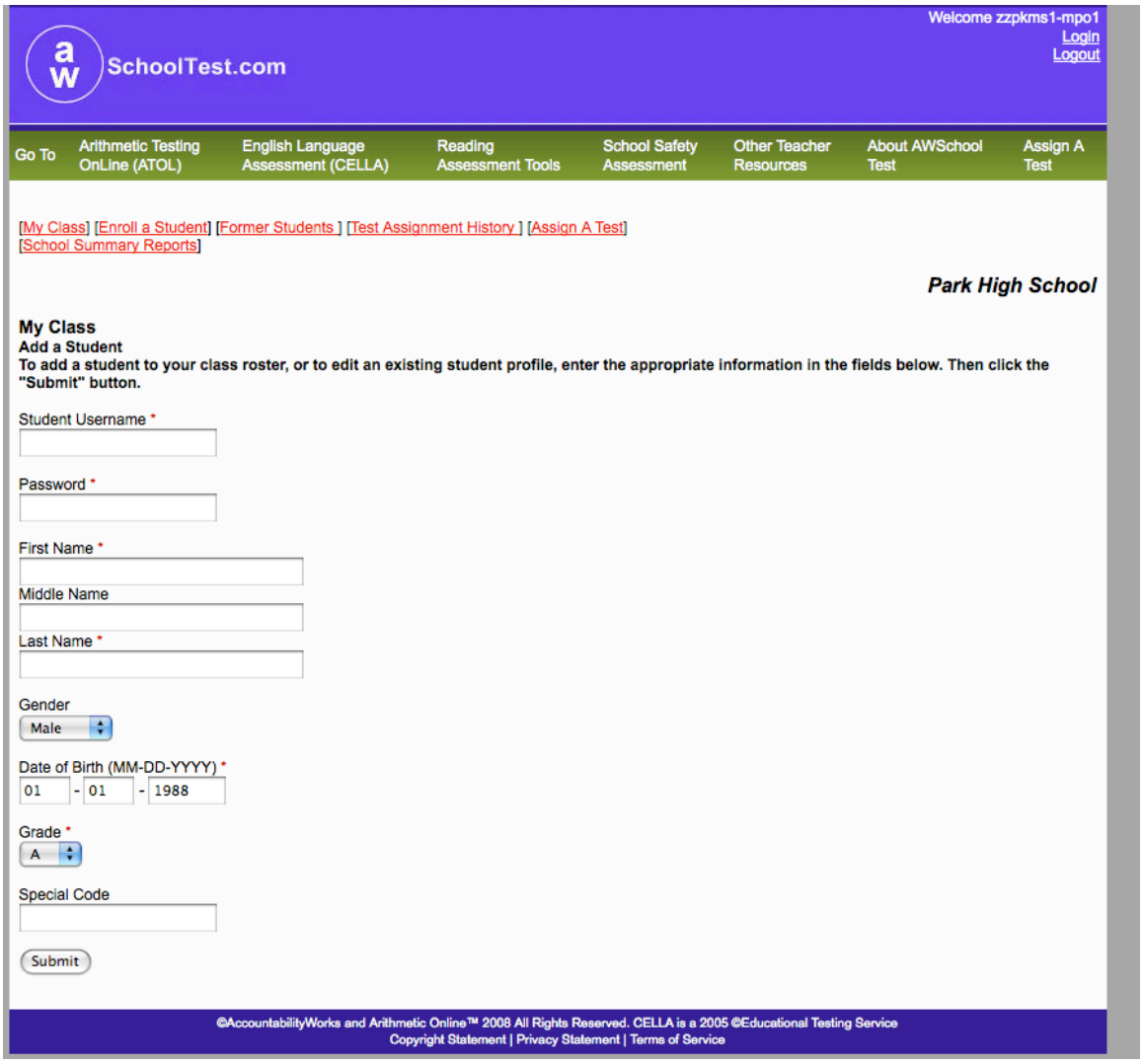
Enroll a Student

Your students may have been uploaded to your account. If you need to add an individual student to your Class Roster, click on Enroll a Student link at the top of the page. Enter the required information and click Submit to add the student.



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Student Testing Information

Teacher's should be aware of the screen views in the student test. Information about how to administer the test can be found in the Directions for Administration for the CELLA Online Locator Test. This section will focus on what the user will see and do.

First, the student will access www.awschooltest.com

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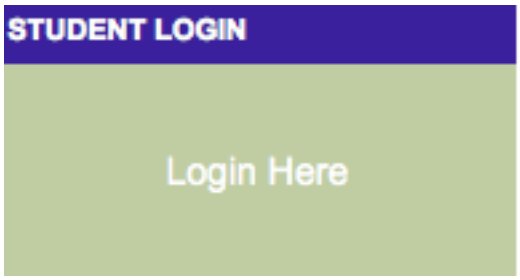
The student will log in on the left hand side of the home page using the student username and password given to him or her from the teacher.

Here is what the log in area looks like.



Once the student has clicked on the "Login Here" link, he or she will be taken to the page where he or she will enter the their username and password.
Here is what the Login page looks like.

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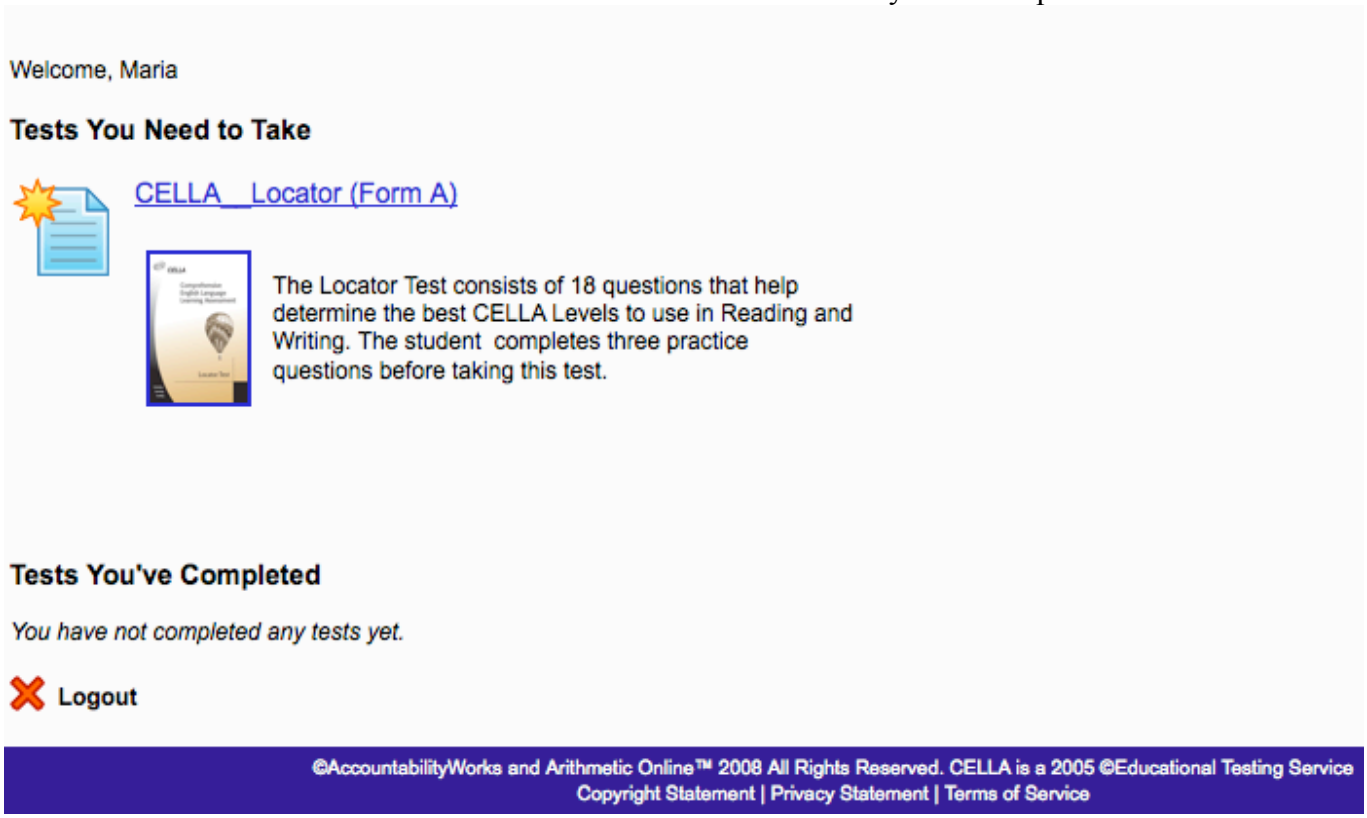
Once the student is logged in, he or she will get their Student Test Center page. This has a short Welcome and lists the tests a student needs to take and tests they have completed.



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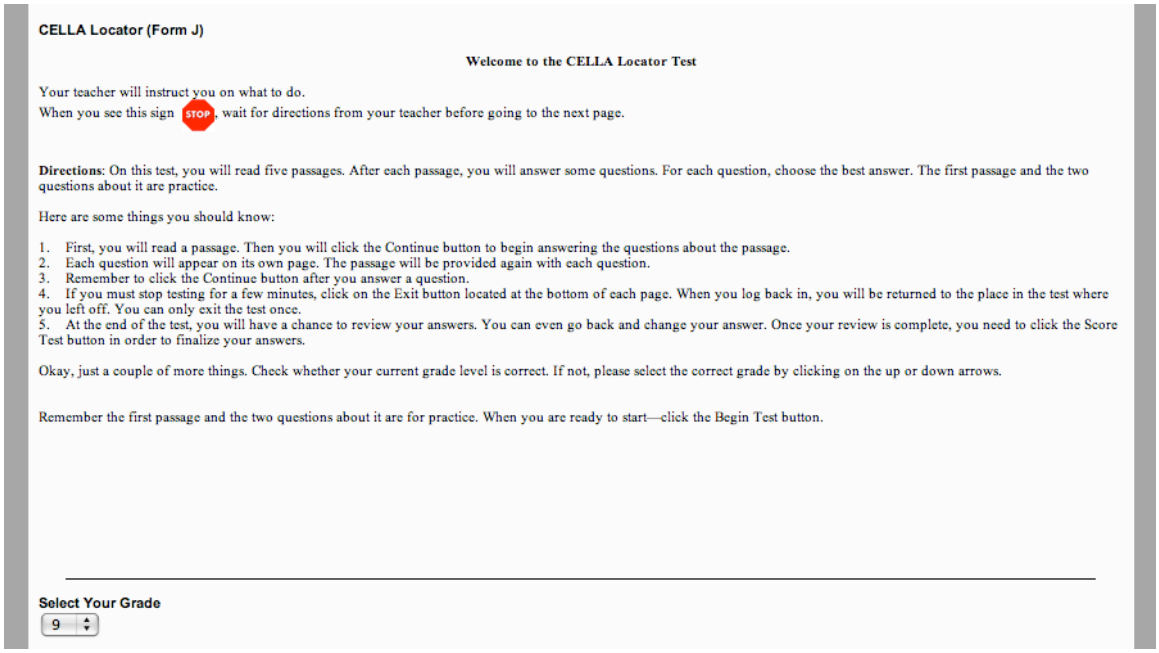
When the student selects a test that they need to take, they will be taken to direction screen. Since the teacher will be giving the directions, based on the DFA, this page is only provided for review.

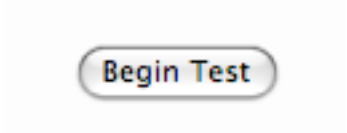
Here is a sample



Select Grade

Once the student selects the correct grade, he or she can click on begin test.

Here is the button image that the student will see.



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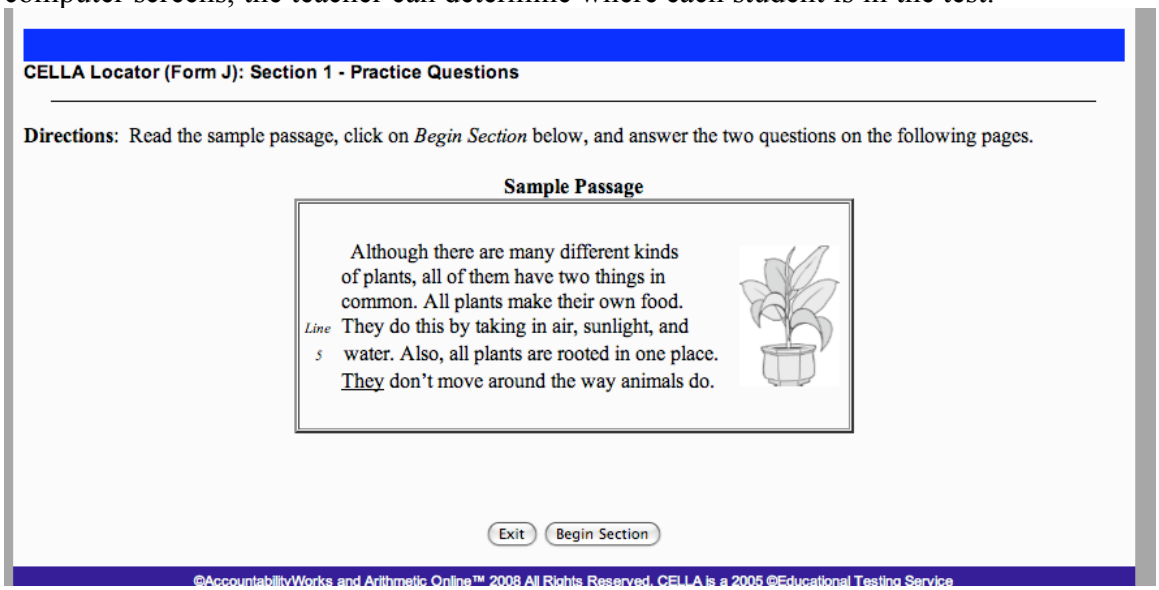
The first passage is a Practice Passage. See the next few examples of practice items. The image below is what the Practice Passage looks like. The bar at the top of the page is part of the color-coding system that helps the teacher monitor student progress. Each passage has a different color bar. By glancing around the room at the top of the student's computer screens, the teacher can determine where each student is in the test.



Note the Exit and the Begin Section buttons at the bottom of the passage. Each new passage will have these buttons.
Once the student has read the passage. They will click Begin Section (see image above). This will take him or her to the first question. There is only one question on each page. Plus, the passage will also appear on the page with the question. When answering questions related to the same passage, the Continue button will appear on the page (see image below). After the student has answered the question, he or she needs to click the continue button to go to the next page.

Note the exit button in the far left corner; these will appear on each page. The student is only allowed to exit the test once. Also, note the line number indicator in the margin of the passage. These line numbers are used as part of the questions.

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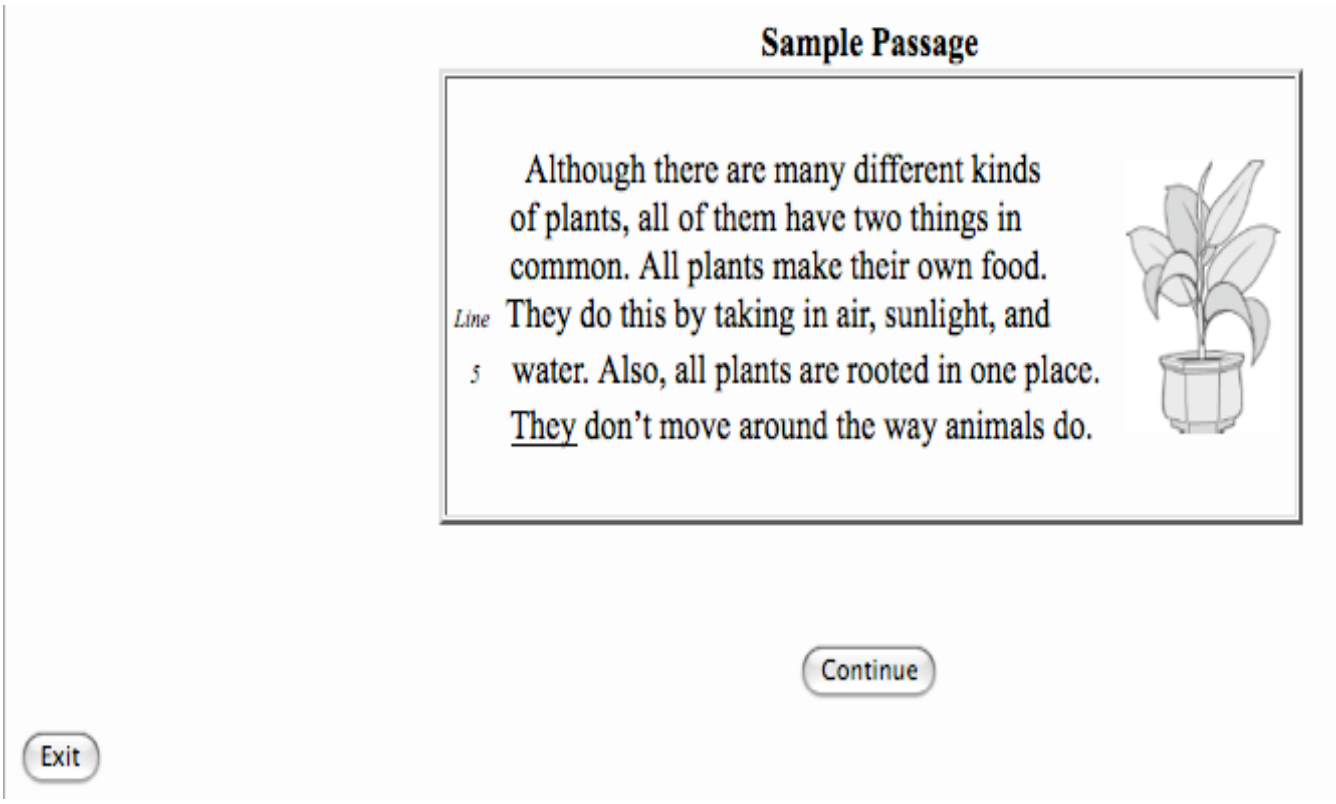

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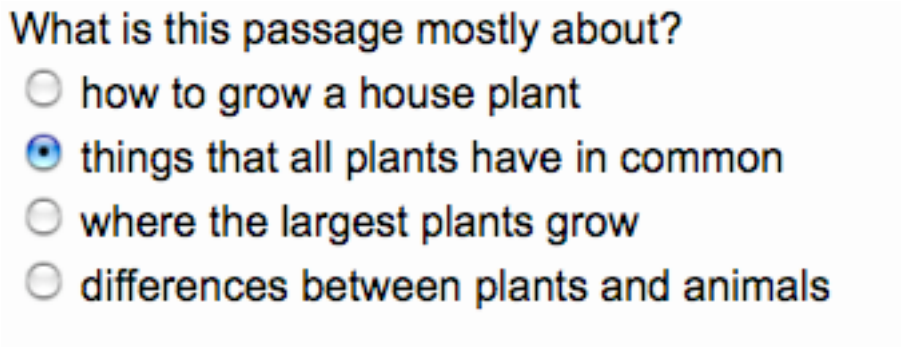
Here is an image of the question and answer buttons. Note that when the button is clicked it is filled in.



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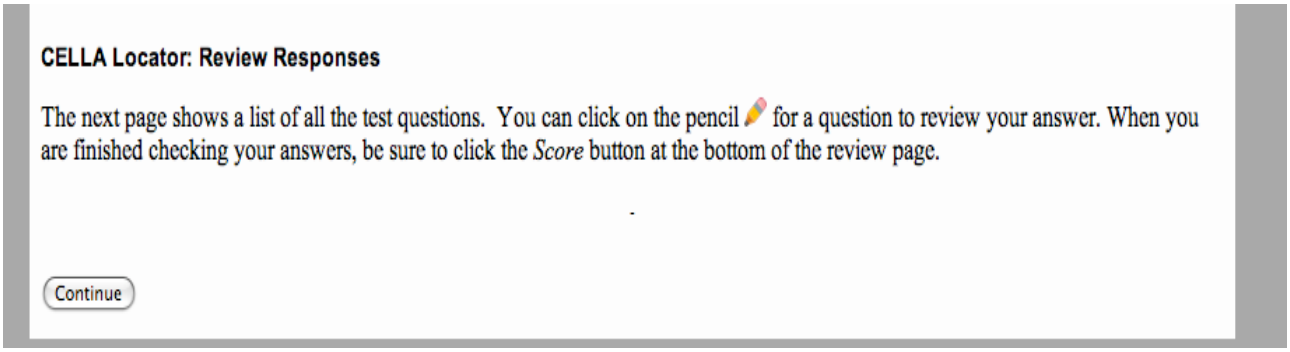
Once the student has completed the test, he or she can review their answers. Here is the first image the student will see. The student needs to click on the Continue button to get to the page that lists the questions.



Once the student clicks on the continue button, he or she will be taken to the question and answer page. Below is an example of what the student will see. Note the brief description of the questions; after the = sign is the answer the student selected. Also notice the yellow highlighting on the questions that the student didn't answer.

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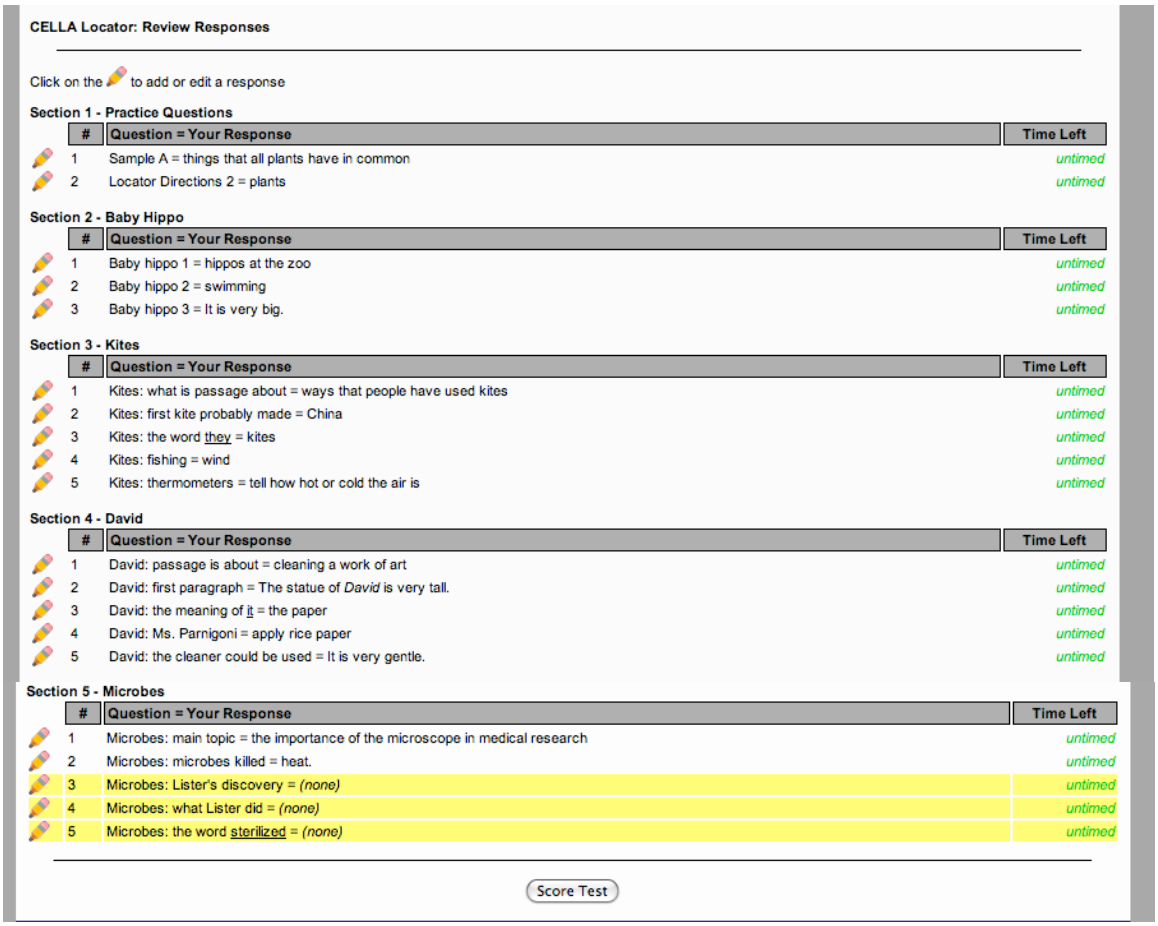

CELLA Locator: Review Responses

Click on the to add or edit a response

Section 1 - Practice Questions

#	Question = Your Response	Time Left
1	Sample A = things that all plants have in common	untimed
2	Locator Directions 2 = plants	untimed

Section 2 - Baby Hippo

#	Question = Your Response	Time Left
1	Baby hippo 1 = hippos at the zoo	untimed
2	Baby hippo 2 = swimming	untimed
3	Baby hippo 3 = It is very big.	untimed

Section 3 - Kites

#	Question = Your Response	Time Left
1	Kites: what is passage about = ways that people have used kites	untimed
2	Kites: first kite probably made = China	untimed
3	Kites: the word they = kites	untimed
4	Kites: fishing = wind	untimed
5	Kites: thermometers = tell how hot or cold the air is	untimed

Section 4 - David

#	Question = Your Response	Time Left
1	David: passage is about = cleaning a work of art	untimed
2	David: first paragraph = The statue of *David* is very tall.	untimed
3	David: the meaning of it = the paper	untimed
4	David: Ms. Parnigoni = apply rice paper	untimed
5	David: the cleaner could be used = It is very gentle.	untimed

Section 5 - Microbes

#	Question = Your Response	Time Left
1	Microbes: main topic = the importance of the microscope in medical research	untimed
2	Microbes: microbes killed = heat.	untimed
3	Microbes: Lister's discovery = *(none)*	untimed
4	Microbes: what Lister did = *(none)*	untimed
5	Microbes: the word sterilized = *(none)*	untimed

Score Test

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