

# Administrator\* User's Guide CELLA Online (Form 3)

\*(Includes Administrator, Teacher and Student User's Guides)

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## Administrator User Information

Individuals using AWSchoolTest and CELLA Online can be designated as Administrators or Teachers. Administrators can add teacher accounts, do large uploads of lists of students and teachers, access school summary reports, and many other administrative actions associated with a school or district. Teachers have access to all of their own student information and may be given access (by the administrator) to school summary reports. This user guide was designed especially for individuals designated as Administrators for CELLA Online.

### A. Training and Support

Training information and video tutorials can be found in two different places in AWSchoolTest:

1. From most web pages on AWSchoolTest, click on the **Training** link in the top navigation bar to access the Training page; on this page, there are a number of training materials and video tutorials.
2. Within the secure areas of AWSchoolTest (accessible by logging in), many web pages have a “how to read or use” section near the top that provides tips on using the functionality on the page. The “how to read” sections also typically provide a link to the video tutorials.
3. For each test, you can access the customized Directions for Administration (DFA) and essential training materials (e.g., scoring guides for writing, training manual for speaking, and audio links for practice evaluating speaking responses) on the test assignment page.

In addition, either interactive online or face-to-face training on topics ranging from administering the assessment, creating customized reports and using assessment results to inform instructional decisions is available. Please contact AWSchoolTest for more information at [contact@awschooltest.com](mailto:contact@awschooltest.com)

Support for technology issues can be accessed on AWSchoolTest by clicking on the **Support** link in the top navigation bar. This will provide access the AWSchoolTest Support page. Here you will find details about system requirements and answers to commonly asked questions.

Administrators with an account at AWSchoolTest and authorized by their organization to use support time, can reach us between 9 AM and 5 PM (Eastern) by e-mail at: **[priority@awschooltest.com](mailto:priority@awschooltest.com)**. We will make every effort to respond to you as quickly as possible. Support does not include training, which is provided by district administrators. Please check with the appropriate senior official in your organization to determine whether you are authorized to contact us and use support time.

## B. Login To Administrator Account

Some basic definitions for how to use the CELLA Online System:

- Administrators are usually school and district level administration personnel. Administrators can have one or more school accounts. If an administrator also tests students, he/she can have a “My Class” page using their same account information.
- For the purposes of CELLA Online Assessment system, **CELLA Test Administrators are often considered Teachers**. So if you administer the CELLA Online test you are considered a “teacher” by the system and have a “My Class” page. Check with your school district to determine your designation.
- Administrator accounts have been set up.
- Before teachers can login, a school or district administrator needs to set up the teacher's account. It takes just a few seconds to set up.

Administrators and Teachers can access login to their accounts by going to [www.AWSchoolTest.com](http://www.AWSchoolTest.com). You may want to bookmark that page. Below is a screen image from 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. Remember, all CELLA Test Administrators (known as teachers by the system) need to have an account set up for them.

Summary steps to access the Login area:

1. Got to AWSchoolTest home page ([www.awschooltest.com](http://www.awschooltest.com))
2. Find Teacher/Admin Login (left hand side of the home page)
3. Click on **Login Here**



## C. Login Screen

After clicking on **Login Here** area (found on the AWSchoolTest homepage), you will access a login screen that requires you enter your username and password. **Your username has already been set up for you, check with your administrator to find out your username.** To ensure privacy (and help you remember), **you will need to create your own password.** Create (or change) your password by clicking on the “Forgot your username or password” prompt on the Log in screen. Follow the instructions for creating a password. The confirmation will be sent to your e-mail account.

## D. Create a Personal and Secure Password

Select the link “[Forgot your username or password?](#)” Follow the instructions. When you are asked for an e-mail address, use your district e-mail address.

The screenshot shows the AWSchoolTest.com login page. At the top is a blue header with the logo and site name. Below is a green navigation bar with links: Go To, English Language Assessment (CELLA), Arithmetic Testing OnLine (ATOL), Reading Assessment Tools, and About AWSchoolTest.com. The main content area is titled "Teachers & Administrators login here:" and contains fields for Username and Password. A red box highlights the link "Forgot your username or password?" next to the Password field. An orange arrow points from a yellow instruction box to this link. Below the login fields is a checkbox for "I have read and agreed to the terms of service" and a "Login" button. At the bottom is a footer with copyright information. An orange arrow points from the "Forgot your username or password?" link to a second screenshot below. This second screenshot shows a page titled "Forgot your password or username?" with instructions: "Don't worry. Just give us the email address you joined with and we'll send you an email with your username and a link for your password. When you receive it, follow the link inside to reset your password. If you cannot remember the email account you joined with, you will have to contact us or sign up again." It includes a "Your email:" field and a "Continue..." button. An orange arrow points from a yellow instruction box to the "Continue..." button. Another orange arrow points from the "Continue..." button to a third yellow instruction box. A fourth yellow instruction box is also present.

**1. Click here to create your password.**

**2. Enter your district e-mail address.**

**3. Click Continue**

**4. Check your e-mail account for the access link to create your password.**

**Sample of E-mail that you will receive to access the link to create or change your Password.**

Select  
Click here  
link.

From: AWSchoolTest  
Subject: **Your AWSchoolTest Password**  
Date: August 2, 2010 1:38:38 PM EDT  
To: Dr. Kathleen Madigan

Hello,

You have reported that you no longer remember your username/password for logging onto AWSchoolTest. In order to continue to log into our site, you need only follow the link below and reset your password. If you cannot click on the link, copy and paste it in its entirety into your browser.

Your username is: JodiBaker

[Click here](#) to reset your password.

Enter at  
least 7  
numbers  
and letters.

**Forgot your password or username?**

We have confirmed your identity. Please choose a new password and enter it below. Once reset, you will be able to log in again.

New Password:

Verify Password:

[Reset Password Now](#)

Keep password in a secure location. If, however, you forget—just repeat the process.

If you are sharing a computer with other users you may not want to click the box that keeps you logged in.

**aw SchoolTest.com**

Go To English Language Assessment (CELLA) Arithmetic Testing OnLine (ATOL) Reading Assessment Tools All Tools

**Teachers & Administrators login here:**

Username:

Password:

[Forgot your username or password?](#)

This is a private site. Please email [customerservice@awschooltest.com](mailto:customerservice@awschooltest.com) for membership inquiries.

☐ Keep me logged in on this computer until I log out (requires cookies)

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

[Login](#)

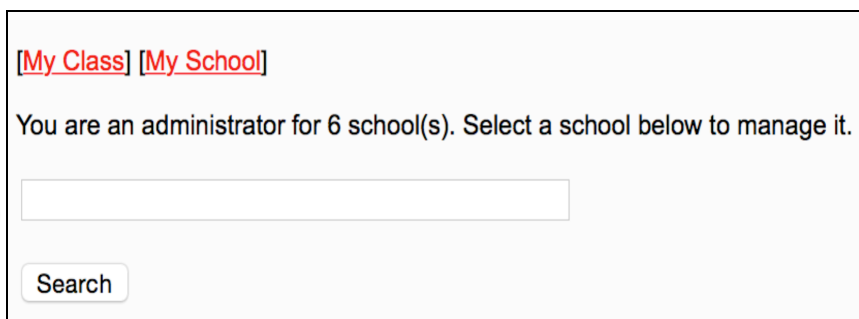
Enter your username and password.

Password is should have at least 7 characters with numbers and letters.

## E. My School

This is the main page that the administrator uses to access most functions. If you are an administrator with access to multiple schools, you will see a search box to quickly find the name of the school you want to access. Just type in several letters (not case sensitive) of the school's name, click the Search button, and a list of schools with names that include those letters will appear. Select the school you'd like to access.

Enter school name to search

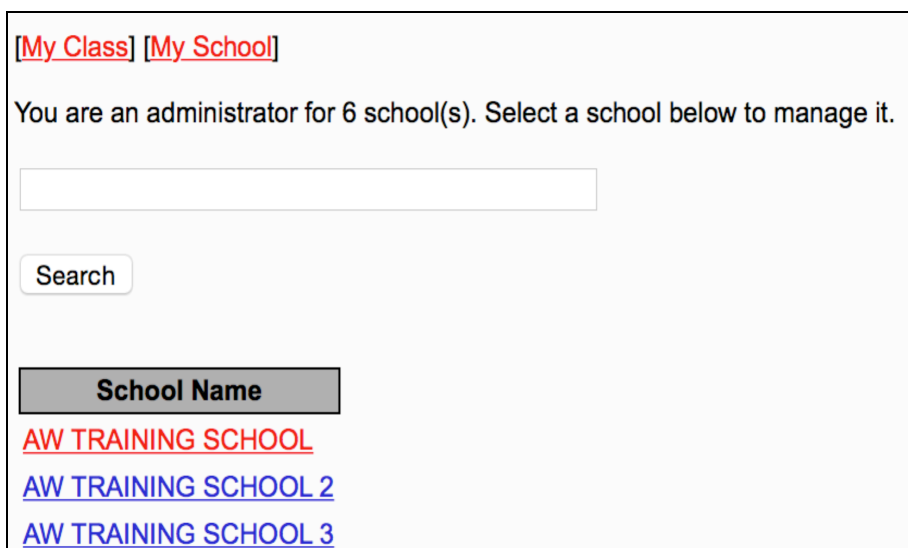


[\[My Class\]](#) [\[My School\]](#)

You are an administrator for 6 school(s). Select a school below to manage it.

Select school name from list



[\[My Class\]](#) [\[My School\]](#)

You are an administrator for 6 school(s). Select a school below to manage it.

School Name
<a href="#">AW TRAINING SCHOOL</a>
<a href="#">AW TRAINING SCHOOL 2</a>
<a href="#">AW TRAINING SCHOOL 3</a>

On the **My School** page, notice the links at the top of the page:

*My Class*—This link will take the administrator user to his or her class roster of students and all actions and reports associated with students assigned directly to him or her. If the administrator tests students, then he/she would those students listed in this section. (For more about “My Class” see the teacher user section, also found in this guide.)

*My School*—This link will take the administrator to the main **My School** page, which has

- A. Green Navigation bar
- B. Links to access key administration only functions
- C. List of teachers and their students in the school, plus key Administrative Actions\* for updating and accessing information, such as:
  - 1) Access student and test assignment status, test reports and other information.
  - 2) Access and update/change teacher profile information by clicking on the teacher username or [Edit Profile] link.
  - 3) Access the class list of students for each teacher by clicking on the [students] link on a teacher's row.
  - 4) Transfer Students to different teachers or schools
  - 5) Remove or Transfer a teacher

\*More information about each of these Administrative Actions will be explained later in this guide.

**A** →

**B** →

**C** →

Go To	English Language Assessment (CELLA)	NEW! Arithmetic Testing OnLine (ATOL)	NEW! Reading Measures OnLine (RMOL)	About AWSchool Test	Training	Support	Assign A Test
<a href="#">[My Class]</a> <a href="#">[My School]</a> <a href="#">[Add a Teacher/Admin]</a> <a href="#">[Search Students]</a> <a href="#">[Upload Teachers]</a> <a href="#">[Upload/Enroll Students]</a> <a href="#">[Data Access Privileges]</a> <a href="#">[Former Students]</a> <a href="#">[Group Test Reports]</a>							
<b>AW TRAINING SCHOOL</b>							
<b>My School</b>							
Full Name	Username	Active Students	Administration Actions				
	<a href="#">BWSupport</a>	1	<a href="#">[students]</a>	<a href="#">[Test Assignment History]</a>	<a href="#">[Edit Profile]</a>	<a href="#">[Remove]</a>	<a href="#">[Transfer]</a>
Bentley, Maine	<a href="#">SCPSbentleyMA</a>	0	<a href="#">[students]</a>	<a href="#">[Test Assignment History]</a>	<a href="#">[Edit Profile]</a>	<a href="#">[Remove]</a>	<a href="#">[Transfer]</a>
campos, Maria	<a href="#">fiteacher</a>	2	<a href="#">[students]</a>	<a href="#">[Test Assignment History]</a>	<a href="#">[Edit Profile]</a>	<a href="#">[Remove]</a>	<a href="#">[Transfer]</a>
Civil, Moise	<a href="#">fiteacher872c89</a>	11	<a href="#">[students]</a>	<a href="#">[Test Assignment History]</a>	<a href="#">[Edit Profile]</a>	<a href="#">[Remove]</a>	<a href="#">[Transfer]</a>
Keegan, Ellen	<a href="#">EllenTeacher</a>	1	<a href="#">[students]</a>	<a href="#">[Test Assignment History]</a>	<a href="#">[Edit Profile]</a>	<a href="#">[Remove]</a>	<a href="#">[Transfer]</a>
Lusk, Jessie	<a href="#">fiteacher4</a>	19	<a href="#">[students]</a>	<a href="#">[Test Assignment History]</a>	<a href="#">[Edit Profile]</a>	<a href="#">[Remove]</a>	<a href="#">[Transfer]</a>

## F. Adding Teachers/Administrators

Only Administrators can add teacher and administrator accounts to the system. From the **My School** page click on the **Add a Teacher/Admin** link. Then you will access the **Add a Teacher/Admin** form. It takes just less than a minute to add a teacher. Do NOT use the [Upload Teachers] link.

### Step 1

Click  
[Add a  
Teacher/  
Admin]

[My Class] [My School]

[Add a Teacher/Admin]

[Search Students] [Upload Teachers] [Upload/Enroll Students] [Data Access Privileges] [Former Student]

[Group Test Reports]

### Add a Teacher/Admin Form

#### My School

##### Add a Teacher/Admin

Enter the new information below. Usernames that are not unique across AWSchoolTest will be modified to make them unique. Review the Teacher/Admin listing at My School to ensure that the entry was successful. If a teacher has students at more than one school within a district, the teacher should have a unique username and account for each school. NOTE: Admins have access to ALL student data at their school(s).

Username \*

Email Address \*

Password \*

First Name \*

Middle Initial

Last Name \*

Gender

Grant Admin Status? ☐

Submit

### Step 2

Enter  
Teacher/  
Admin  
Information

### Step 3

If an administrator, then  
click the status box to  
grant access. If not, leave  
empty.

Step 4  
Click  
Submit

## G. Search Students

As an administrator, you can search for students within a school or across all schools that you have access to by selecting the [Search Students] link. Enter the student's username and you will find out where the student is located.

[My Class] [My School] [Add a Teacher/Admin] [Search Students] [Upload Teachers] [Upload/Enroll Students] [Data Access Privileges] [Former Students] [Group Test Reports]

**My School**  
**Search Students**  
**How To Search: You must enter a student username to search.**

☒ Current School  
☐ All Schools

Enter Student username

## H. Enrolling Students (Admin only)

As an administrator, you can enroll students by using the batch upload function using the [Upload/Enroll Students] link. This works well for large numbers of students. However, when testing new students, it is often more practical to have the teacher (CELLA test administrator) enroll the student. DO NOT USE THE Upload/Enroll Students link on the My School page. Instead, have the teacher access [Enroll a Student] function found under the “My Class” area (see Enroll a Student in Teacher Users section in this guide). If you (as a school principal or school administrator) will be testing students, then this same function is also in your “My Class” area.

## I. Data Access Privileges (Admin only)

An administrator can determine the settings for teachers' data access privileges in the system. It is recommended that you check the first box: this will allow the teachers to see their own student class list information as well as the aggregated reports for the school. If not checked, the teachers will only be able to see individual results for one student at a time in their class.

**Step 1**  
Click  
[Data Access Privileges]

**Step 2**  
You can leave the boxes empty or make a selection & Click Save Changes

[My Class] [My School] [Add a Teacher/Admin] [Search Students] [Upload Teachers] [Upload/Enroll Students] [Data Access Privileges] [Former Students] [Group Test Reports]

**My School**  
**Data Access Privileges**

Update your school's data access privileges.

☒ Allow teacher-level users to view Group Test Reports  
☐ Allow teacher-level users to view reports for students assigned to other staff



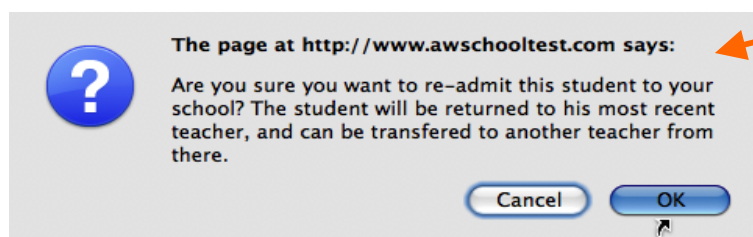
## J. Former Students

This page helps to keep track of the students who have left your school. So, if a student comes back, you can click on the Return link in that student's row to re-enroll him or her in the school. All of the student test result information will be maintained.

**My School**  
**Former Students**  
Below are students who have left the school. Within three years of their leaving, they

Teacher Name	Teacher Username	Last Name	First Name	Student Username	
Ellen Keegan	EllenTeacher	Keegan	Buddy	bkeegan	<a href="#">[Return]</a>
Ellen Keegan	EllenTeacher	Keegan	Ellen	student104	<a href="#">[Return]</a>
Ellen Keegan	EllenTeacher	Student	John	Cstudent	<a href="#">[Return]</a>
Ellen Keegan	EllenTeacher	Keegan	Kim	student714	<a href="#">[Return]</a>
Ellen Keegan	EllenTeacher	Keegan	Lauren	lkeegan	<a href="#">[Return]</a>

After you click on the **Return** link, a pop-up message should appear.



Click OK and the student will be returned to the teacher.

## K. My School: Individual Teacher Class List

As an administrator you can access the teachers class list information. From the main **My School** page, click on the [\[students\]](#) link for one of the teachers to access his or her class roster. The class roster contains information about each student, including current grade level, username, status of tests taken, test history (e.g., where you can access individual student reports), a way to edit the student profile (e.g., locate or change the student's password), and conduct a student transfer.

Access a teacher's **Class List** using [\[students\]](#) link.

My School				
Full Name	Username	Active Students	Administration Actions	
Lusk, Jessie	<a href="#">flteacher4</a>	19	<a href="#">[students]</a>	<a href="#">[Test Assignment History]</a> <a href="#">[Edit Profile]</a> <a href="#">[Remove]</a> <a href="#">[Transfer]</a>
Madigan, Gracie	<a href="#">GracieM123</a>	35	<a href="#">[students]</a>	<a href="#">[Test Assignment History]</a> <a href="#">[Edit Profile]</a> <a href="#">[Remove]</a> <a href="#">[Transfer]</a>
Madigan, Kathy	<a href="#">kmadigan</a>	13	<a href="#">[students]</a>	<a href="#">[Test Assignment History]</a> <a href="#">[Edit Profile]</a> <a href="#">[Remove]</a> <a href="#">[Transfer]</a>

The [\[students\]](#) link will take you to this page.

**My School**  
**Individual Teacher Class List**

This page allows you to view a summary test history for all students in a teacher's class, as well as obtain a detailed test history for each student. You may also edit a student's account profile or transfer students to a different teacher or out of the school.

**Teacher Name:** Diana Degas  
**Username:** Diana.Degas7  
**Email Address:** dgeatol@awsch.edu  
**Number of Students:** 3

Student Name	Grade	Student Username	Tests	Test History	Edit Profile	Student Transfer
Miguel Garcia	9	Miguel.Garcia7	2	<a href="#">Test History</a>	<a href="#">Edit Profile</a>	<input type="checkbox"/>
Sertab Kemal	9	Sertab.Kemal7	2	<a href="#">Test History</a>	<a href="#">Edit Profile</a>	<input type="checkbox"/>
Mahmoud Hamad	9	Mahmoud720	2	<a href="#">Test History</a>	<a href="#">Edit Profile</a>	<input type="checkbox"/>

Transfer Students

## L. My School: Access Individual Student Test Reports

From the Individual Teacher Class List by clicking on the **Test History** link you can access the list of tests the student has completed and two different types of individual student reports: an individual test score report and a transcript report.

**My School**  
Individual Student Test History

Below is a list of all of the tests completed by this student. To view results for a particular test, click below on Test Report. To view results for all tests taken by this student, click below on View Student Transcript.

**Teacher Name:** Diana Degas  
**Username:** Diana.Degas7  
**Email Address:** dgeatol@awsch.edu  
**Student Name:** Miguel Garcia  
**Student Username:** Miguel.Garcia7  
**Current Age:** 14  
**Grade:** 9  
**Gender:** Male  
**Special Code:**

[\[View Student Transcript\]](#)

Two types of individual student reports:

Transcript report  
that shows the  
results for all  
tests completed.

Test Score Results  
report for a  
particular testing  
session.

Test Name	Date	
CELLA L/S: Reading & Writing Level D - Form A	Apr 14, 2009 15:16	<a href="#">Test Report</a>

The Student's Test Report needs to be printed and filed in the student's ELL folder.

## M. Transfer Students Within the Same School

**Step 1:** On the main **My School** page, find the student's current teacher name and row. Click on the [\[students\]](#) link for the teacher.

**James Madison**

My School		
Full Name	Username	Administration Actions
Arroyo, Adam	<a href="#">Adam.Arroyo7</a>	<a href="#">[students]</a> <a href="#">[Test Assignment History]</a> <a href="#">[Edit]</a> <a href="#">[Remove]</a>
Barton, Betty	<a href="#">Betty.Barton7</a>	<a href="#">[students]</a> <a href="#">[Test Assignment History]</a> <a href="#">[Edit]</a> <a href="#">[Remove]</a>
Cummins, Caroline	<a href="#">Carol.Cummins7</a>	<a href="#">[students]</a> <a href="#">[Test Assignment History]</a> <a href="#">[Edit]</a> <a href="#">[Remove]</a>
Day, Gracie (Admin)	<a href="#">Gracie.Day</a>	<a href="#">[students]</a> <a href="#">[Test Assignment History]</a> <a href="#">[Edit]</a> <a href="#">[Remove]</a>
Degas, Diana	<a href="#">Diana.Degas7</a>	<a href="#">[students]</a> <a href="#">[Test Assignment History]</a> <a href="#">[Edit]</a> <a href="#">[Remove]</a>

**Step 2:**  
Check the box next to each student to be transferred.  
Then, click on the **Transfer Students** button.

First Name	Last Name	Grade	Student Username	Status	Tests	Test History	Edit Profile	Student Transfer
Joe	Blue	2	hbs5671234	Active Student	0	<a href="#">Test History</a>	<a href="#">Edit Profile</a>	<input type="checkbox"/>
carl	crespo	12	studentcarlos	Active Student	0	<a href="#">Test History</a>	<a href="#">Edit Profile</a>	<input type="checkbox"/>
margie	koep	K	koepm	Active Student	0	<a href="#">Test History</a>	<a href="#">Edit Profile</a>	<input type="checkbox"/>
Hassel	Lopez	7	esolhassell	Active Student	1	<a href="#">Test History</a>	<a href="#">Edit Profile</a>	<input type="checkbox"/>
Pablo	Perales	K	Peralesp	Active Student	0	<a href="#">Test History</a>	<a href="#">Edit Profile</a>	<input type="checkbox"/>
work	speakers	K	speakersw	Active Student	0	<a href="#">Test History</a>	<a href="#">Edit Profile</a>	<input type="checkbox"/>

**Step 3:**  
Select the new teacher within the same school or indicate that the student has left the school/district (the latter will allow you to bring back the student's account if the student returns).

**My School**  
Student transfers move students from one teacher to another teacher within the same school. Transfers can also move a student into the category of Former Students of the school. All student test results, including for former students, remain available for reporting purposes. Within three years of leaving, a former student may be reassigned back to a teacher in the school by going to Former Students.

Transfer Students You selected 1 student(s) to transfer. Select the transfer below and click "Confirm" below.

☒ Transfer student(s) to Arroyo, Adam (Adam.Arroyo7)
☐ Transfer student(s) out of this school.

## N. Transferring Students Between Schools

1. Administrative personnel who have access to more than one school can transfer students between those schools. The first two steps for transferring a student are the same as when you want to transfer within the same school. On the main My School page of the school where the students are currently located, select the [students] link in the row of the applicable staff member. On the list of students for that teacher, select the check box next to each student you wish to transfer (or the check box at the top to select all students).

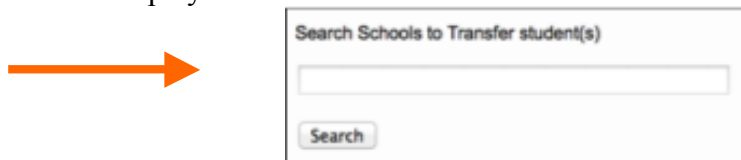
- a. At the bottom of the page select the button: Transfer Students Out of School

First Name	Last Name	Grade	Student Username	Status	Tests	Test History	Edit Profile	Student Transfer
margie	koep	K	koepm	Active Student	0	<a href="#">Test History</a>	<a href="#">Edit Profile</a>	<input checked="" type="checkbox"/>
Hassel	Lopez	7	esolhassell	Active Student	1	<a href="#">Test History</a>	<a href="#">Edit Profile</a>	<input type="checkbox"/>
Pablo	Perales	K	Peralesp	Active Student	0	<a href="#">Test History</a>	<a href="#">Edit Profile</a>	<input type="checkbox"/>
work	speakers	K	speakersw	Active Student	0	<a href="#">Test History</a>	<a href="#">Edit Profile</a>	<input type="checkbox"/>

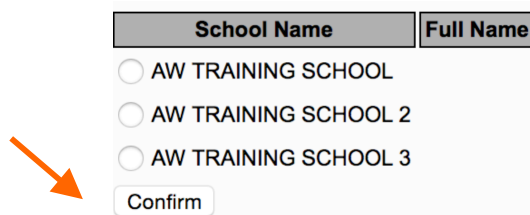
[Transfer Students](#)
[Transfer Students Out of School](#)

a. Select here

- b. The “Search Schools to Transfer Student(s)” page will display. Enter the name of the school or the first several letters of the school and your menu of schools will display.



- c. Select which of your schools you would like to transfer the student. Remember to select the school the student will be transferring to NOT where they are or were. Then select confirm.



d. When the school is selected, the names of staff in that school will appear as a drop down menu box next to the school name. Select the staff member's name to which you would like to assign the student. Then click the button **Confirm**.

School Name	Full Name
<input type="radio"/> AW TRAINING SCHOOL	
<input type="radio"/> AW TRAINING SCHOOL 2	
<input checked="" type="radio"/> AW TRAINING SCHOOL 3	<div> <div>✓ Madigan, Kathy (kmadigan)</div> <div>Rebarber, Theodor (trebarber)</div> <div>Teacher97, Florida (fiteacher97)</div> <div><b>Teacher98, Florida (fiteacher98)</b></div> <div>Teacher99, Florida (fiteacher99)</div> </div>

Confirm

©Accol

e. The transferred student will now be in the new school on the selected teacher's list. You end up back on the **original** staff member's student class list.

## O. My School: Test Assignment History

Also accessible through the **My School** page, the **Test Assignment History** for a teacher provides a list of all tests assigned by that teacher.

[\[My Class\]](#) [\[My School\]](#)  
[\[Add a Teacher\]](#) [\[Upload Teachers\]](#) [\[Upload/Enroll Students\]](#) [\[School Settings\]](#) [\[Former Students\]](#)  
[\[School Summary Reports\]](#) [\[Download Enrollment\]](#)

**James Madison**

**My School**

Full Name	Username	Administration Actions			
Arroyo, Adam	<a href="#">Adam.Arroyo7</a>	<a href="#">[students]</a>	<a href="#">[Test Assignment History]</a>	<a href="#">[Edit]</a>	<a href="#">[Remove]</a>
Barton, Betty	<a href="#">Betty.Barton7</a>	<a href="#">[students]</a>	<a href="#">[Test Assignment History]</a>	<a href="#">[Edit]</a>	<a href="#">[Remove]</a>
Cummins, Caroline	<a href="#">Carol.Cummins7</a>	<a href="#">[students]</a>	<a href="#">[Test Assignment History]</a>	<a href="#">[Edit]</a>	<a href="#">[Remove]</a>
Day, Gracie (Admin)	<a href="#">Gracie.Day</a>	<a href="#">[students]</a>	<a href="#">[Test Assignment History]</a>	<a href="#">[Edit]</a>	<a href="#">[Remove]</a>
Degas, Diana	<a href="#">Diana.Degas7</a>	<a href="#">[students]</a>	<a href="#">[Test Assignment History]</a>	<a href="#">[Edit]</a>	<a href="#">[Remove]</a>

[\[My Class\]](#) [\[My School\]](#)  
[\[Add a Teacher\]](#) [\[Upload Teachers\]](#) [\[Upload/Enroll Students\]](#) [\[School Settings\]](#) [\[Former Students\]](#)  
[\[School Summary Reports\]](#) [\[Download Enrollment\]](#)

**My School**  
**Test Assignment History**

ID	Order Type / Test	Date	Qty	Total	
568	Test: CELLA Listening /Speaking Level A (Form A)	Apr 14, 2009 12:35 pm	3	\$0.00	<a href="#">Details</a>
567	Test: CELLA Listening /Speaking Level A (Form A)	Apr 14, 2009 12:33 pm	3	\$0.00	<a href="#">Details</a>

Click on "Details" and you end up on the Test Assignment Details page below.

### Test Assignment Details

Find information about the student's testing status: **Completed**, **In Progress**, or **Pending** (pending indicates that the student has not started or logged in to an assigned test). If a student has not started a test (i.e., status is Pending), the teacher can cancel or reassign the test to another student. For more information about reassigning and canceling a test, see the teacher user portion of this guide.

**My School**  
**Test Assignment Details**

**Order Type:** Test Assignment  
**Test:** CELLA Listening/Speaking Level D (Form C)  
**Order Total:** \$0.00  
**Order Status:** Paid  
**Payment Method:** Cash, Check or Money Order

#	Student	Price	Test Status
1	Ornelas, Rosa (rosa1234)	\$0.00	In Progress

## P. Other Administrative Actions: Downloading Files

Other Administrative Actions are found on the main **My School** page. These actions allow you to:

- 1) **Download Reports** in a spreadsheet format: Two spreadsheets will be created. One spreadsheet will have basic test taking information: Report ID, Current Teacher, Teacher Username, Teacher Name, Student Username, Student Full Name, Gender, Date of Birth, Test Name, Form, Student grade, Student Age, Date and Time Test was Started, Date and Time test was Ended, Total Time it took for the student to complete the test. The other spreadsheet will have the specific student results: Report ID, Current Teacher, Teacher Username, Teacher name, Student Username, Test name, Form, Scale (e.g., Listening and Speaking, Reading, or Writing), Raw Score, Scale Score, Pass or Fail, Proficiency.)
- 2) **Download the Enrollment** for the school or all schools into a text file that can be easily transformed into a spreadsheet format.

To create a reports for basic test taking information and specific student results find the **Download Reports** section at the bottom of your list of teachers on the My School Page. Select whether you want reports from the **Current School** or **All Schools**. Then make your specific selections regarding the parameters of the download. Once you have selected what you want, click on **Download Reports**. A spreadsheet will be downloaded to your computer. The spreadsheet will have the information across the parameters that you selected.

### Step 1: Select your parameters and click on download reports

**Download Reports**  
You can download CSV (comma-separated) spreadsheets of the data from testing sessions in your school.

☒ **Current School**  
Select a teacher...  
-- All Teachers --

☐ From 01 January 2006 To 01 January 2006

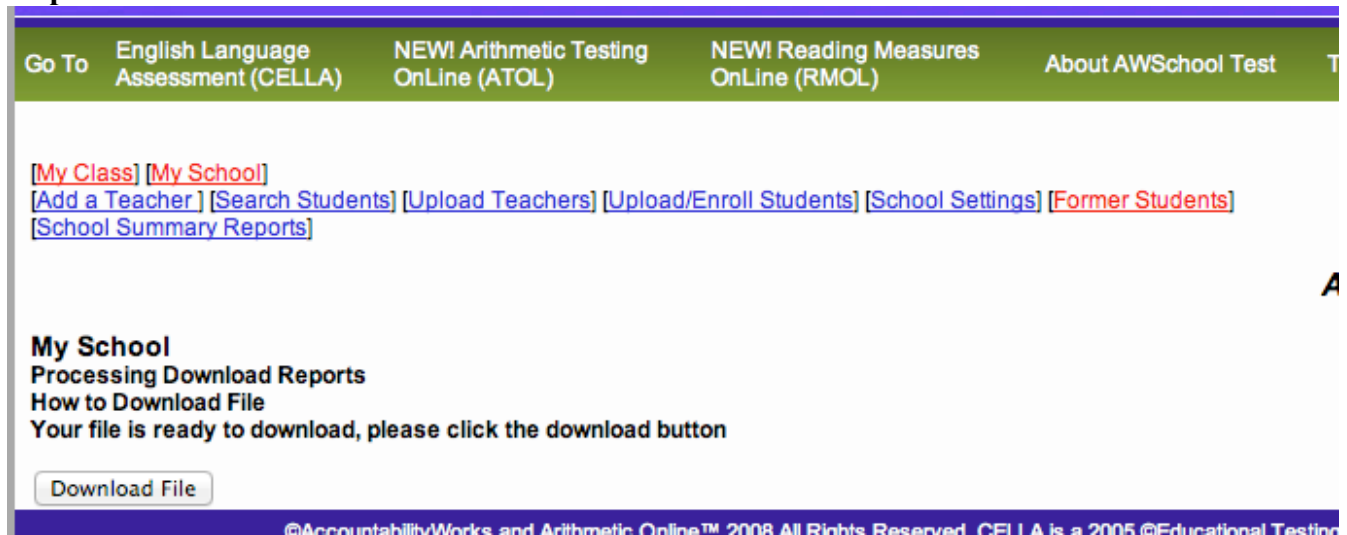
☐ **All Schools**  
Month August  
Year 2012  
Days From 01 to 31  
☐ View by date started instead of date ended

Download Reports

**Step 2: Wait—do NOT click any links, hit back button, or close the window!**



**Step 3: Select Download file**



**Step 4 : Sample of one of the reports that you can obtain**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Report ID	Current Teac	Current Teac	Teacher User	Teacher Nam	Student User	Test Name	Form	Scale	Raw Score	Scale Score	Pass/Fail	Proficiency Level	
2	8923	flteacher21	Teacher21, F	flteacher21	Teacher21, F	matthew123	CELLA Listening/S	D	Listening/Spe	12	613	fail	ESOL 3	
3	8985	flteacher21	Teacher21, F	flteacher21	Teacher21, F	daniel123	CELLA Listening/S	D	Listening/Spe	28	711	pass	Proficient	
4	9051	flteacher21	Teacher21, F	flteacher21	Teacher21, F	fred123	CELLA Listening/S	D	Listening/Spe	1	505	pass	ESOL 1	
5	9052	flteacher21	Teacher21, F	flteacher21	Teacher21, F	susie1	CELLA L/S A : Reac	A	Listening/Spe	19	647	fail	Low Intermediate	

**Download Enrollment:** To create a report that provides information about the students who are enrolled in your current school or all schools: Student Username, Student First Name, Student Middle Name, Student Last Name, Student Password, Gender, Date of Birth, Grade, Special Code, Date Created, Teacher Username, School Name, Status (i.e., active or inactive).

### Step 1: Select your parameters and click on Download Enrollment

**Download Enrollment**  
You can download CSV (comma-separated) spreadsheet of the data from enrollment in your school.


☒ Current School  
☐ All Schools

Last Name Start

Last Name End

Date Created From    To

### Step 2: Wait—do NOT click any links, hit back button, or close the window!

 **SchoolTest.com**

[Go To](#) [English Language Assessment \(CELLA\)](#) [NEW! Arithmetic Testing OnLine \(ATOL\)](#) [NEW! Reading Measures OnLine \(RMOL\)](#) [About AWSchool Test](#) [Trainin](#)

[\[My Class\]](#) [\[My School\]](#)

Processing file, please wait for it to finish and do not click any links, hit the back button, or close the window

### Step 3: Select Download file

[\[My Class\]](#) [\[My School\]](#)  
[\[Add a Teacher\]](#) [\[Search Students\]](#) [\[Upload Teachers\]](#) [\[Upload/Enroll Students\]](#) [\[School Settings\]](#) [\[Former Students\]](#)  
[\[School Summary Reports\]](#)

**My School**  
**Processing Download Enrollment**  
**How to Download File**  
**Your file is ready to download, please click the download button**

## Step 4: Sample of Text File

```
Student Username,First Name,Middle Name,Last Name>Password,Gender,Date of Birth,Grade (IMPORTANT),Special Code,Date Created,Teacher
Username,School Name,Status
flsusto, Jorge,, Suarez,"cellaonline",M,2005-01-01,K,,2010-08-09,flteacher57,AW Training School,active
Ethan1,Ethan,1,"Ethan1",M,2005-01-01,K,,2010-08-09,flteacher19,A Training School,active
test1,test,,1,"test1",M,1988-01-01,K,,2010-08-20,flteacher1,sandy Lane ,active
student19,student ,19,"cellaonline",F,2005-01-01,K,,2010-08-09,flteacher19,Training School,active
1stgrade,1stgrade,1stgrade,"1stgrade",M,2004-01-01,K,,2010-09-02,flteacher80,1stgrade,active
pepitass,s,,a,"pepitass",F,2005-09-01,K,,2010-08-26,flteacher26,Shore Acres Elementary,active
aaronb,bo,,aaron,"music",M,2004-01-01,K,,2010-09-02,flteacher85,happy school,active
abcs,sam,,abc,"music",M,2004-01-01,K,,2010-09-02,flteacher85,happy school,active
abelj,jim,,abel,"friend",M,2002-09-01,3,,2010-08-27,flteacher85,myschool,active
abels,Sarah,,Abel,"friend",F,2003-07-01,2,,2010-09-01,flteacher85,My School,active
n123,nancy,,abrams,"n123",F,2005-01-01,K,Spanish,2010-08-12,flteacher22,training,active
n1234,nancy1,,abrams1,"n1234",M,2005-01-01,K,sp,2010-08-12,flteacher22,training,active
n12345,nancy2,,abrams2,"n12345",M,2005-01-01,K,,2010-08-12,flteacher22,training,active
awllisa,Lisa,,Abressi,"pass",F,2011-01-01,K,,2011-08-01,flteacher45,AW,active
Acerb,Barbara,,Acer,"friend",F,2004-08-01,1,,2010-08-28,flteacher85,my school,active
stephang,Stephan,,Acosta,"stephang",M,2005-01-01,K,,2010-08-12,flteacher10,a training school,active
awstudent33,Sue,,Acosta,"awstudent33",F,1988-01-01,7,3200057888,2010-09-07,flteacher33,sneads,active
yamileadan15,yamile,,adan,"cella",F,2005-01-01,8,,2010-08-09,flteacher15,atraining school,active
elaine,elaine,,Adderly,"elaine",F,1988-01-01,K,,2010-08-10,flteacher46,0jus Elementary,active
tani,flavia,,ade,"cellaonline",M,2005-01-01,K,,2010-08-09,flteacher51,awtrainingschool,active
```

## Step 5: How to Change from Text File to Spreadsheet format

If you don't want the enrollment data in a text file, it is easy to change to a spreadsheet. Just remove the last four characters (including the period) of the file's name: **.txt**—this will leave the file's name ending in **.csv** (comma separated file that will open for most spreadsheet programs, for example Numbers or Excel). To remove the last four characters of this file, use whatever way you would typically change the name of a current file on your computer.

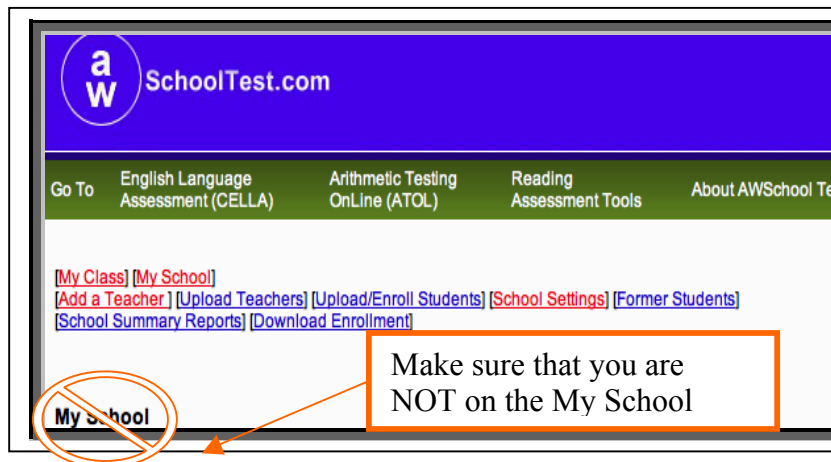
## Step 6: Sample of Enrollment Report as a Spreadsheet

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Student User	First Name	Middle Name	Last Name	Password	Gender	Date of Birth	Grade (IMPC	Special Code	Date Created	Teacher User	School Name	Status
2	flsusto	Jorge		Suarez	cellaonline	M	1/1/05	K		8/9/10	flteacher57	AW Training	active
3	Ethan1	Ethan		1 Ethan1	M		1/1/05	K		8/9/10	flteacher19	A Training Sc	active
4	test1	test		1 test1	M		1/1/88	K		8/20/10	flteacher1	sandy Lane	active
5	student19	student		19 cellaonline	F		1/1/05	K		8/9/10	flteacher19	Training Sch	active
6	1stgrade	1stgrade		1stgrade	M		1/1/04	K		9/2/10	flteacher80	1stgrade	active
7	pepitass	s	a	pepitass	F		9/1/05	K		8/26/10	flteacher26	Shore Acres	active
8	aaronb	bo	aaron	music	M		1/1/04	K		9/2/10	flteacher85	happy schoo	active
9	abcs	sam	abc	music	M		1/1/04	K		9/2/10	flteacher85	happy schoo	active
10	abelj	jim	abel	friend	M		9/1/02		3	8/27/10	flteacher85	myschool	active
11	abels	Sarah	Abel	friend	F		7/1/03		2	9/1/10	flteacher85	My School	active
12	n123	nancy	abrams	n123	F		1/1/05	K	Spanish	8/12/10	flteacher22	training	active
13	n1234	nancy1	abrams1	n1234	M		1/1/05	K	sp	8/12/10	flteacher22	training	active
14	n12345	nancy2	abrams2	n12345	M		1/1/05	K		8/12/10	flteacher22	training	active
15	awllisa	Lisa	Abressi	pass	F		1/1/11	K		8/1/11	flteacher45	AW	active
16	Acerb	Barbara	Acer	friend	F		8/1/04		1	8/28/10	flteacher85	my school	active
17	stenhang	Stephan	Acosta	stephang	M		1/1/05	K		8/12/10	flteacher10	a training sch	active

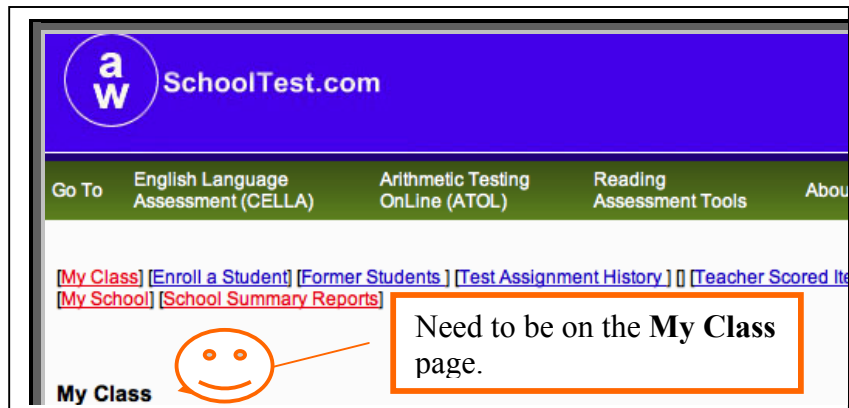
## Teacher User Information

### A. My Class roster page

Remember, for the purposes of CELLA Online Assessment system, if you administer the CELLA Online test you are considered a teacher by the system. Every teacher has a **My Class** page with a Class Roster. The students you enroll to be tested or who are tested by you are assigned to your CELLA Online class roster. (You may have other students in your actual class, but only students who are enrolled in the CELLA Online testing system will be in your roster.)



After login, each teacher's "My Class" page will display. If you have administrator privileges (e.g., school principal) and have your own class list of students, make sure that you have clicked on your **My Class** link. All headers should say **My Class**, not **My School**. Administrators use **My School** when doing tasks associated with the whole school.



This section of the guide focuses on **My Class**. Remember that **My Class** is the place where you can access key information about the students you have enrolled, assigned tests, and tested.

### A Quick Trip Around the Page

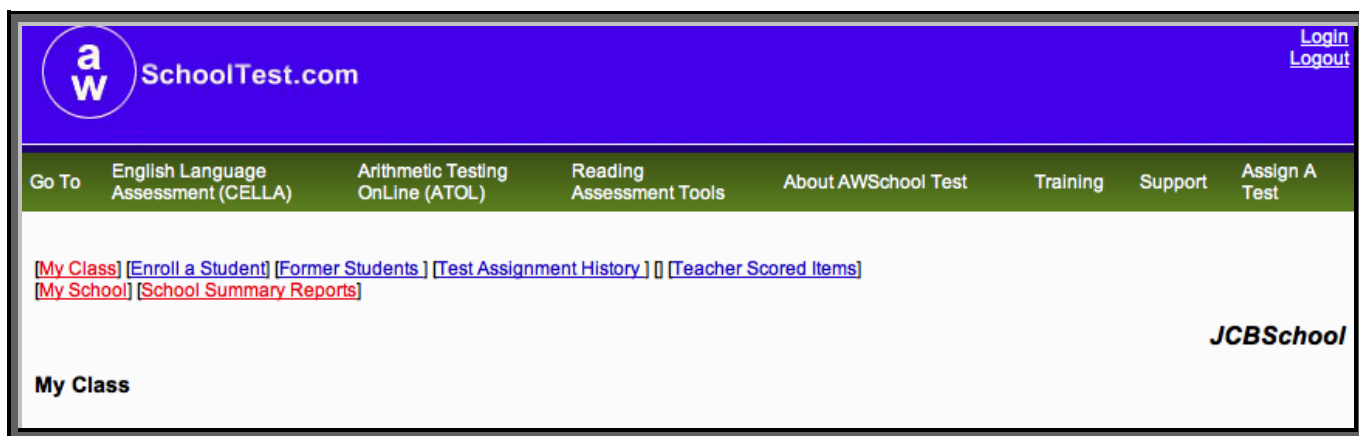
**My Class** includes a roster of all students you have tested or enrolled to be tested, plus access to student test reports and key actions for student testing. When you log in for the first time to this page, it

will not have any students listed. You will need to enroll students to have them listed (see screen shot example of Class Roster before students are enrolled for testing).

Immediately above the “My Class” page title are several links that allow for navigation within the secure sections of the site, including:

- **My Class**
- **Enroll a Student**
- **Former Students**
- **Test Assignment History**
- **Teacher Scored Items**
- **School Summary Reports**

Also notice that as the administrator, you can still access your SCHOOL wide information from here, (e.g., My School and School Summary Reports). Teachers will not have the My School link available to them.



## Example of a Class Roster Before Students are Enrolled for Testing

**My Class** Remember that “My Class” refers to your group of students involved in testing.

**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 Edit the information in a student's account 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](#).

If you would like to login as one of the students in your class, [click here](#).

My Name: Catalina Lopez  
My Username: MiamiDadeTeach

**Students**

You have not enrolled any students yet.

(School administrators, go to [my school](#) for a teacher listing. There you will find enrollments under specific teachers.)

**JCBSchool**


Notice that the teacher's **username**, as the account holder, is in the top right hand corner. Always check to make sure that **your** appears there.

Since this is the first time that the teacher has logged in, there are no students listed. Once she enrolls a student, a list will begin and auto-alphabetize.

In some cases, if several people use the same computer and someone forgets to log out of [www.awschooltest.com](#), a computer may “remember” that person's username when you try to log in. So look for **your username** just to make sure.

Hint:  
If someone does forget to log out, just click the log out button in the top corner for that person and then you can login.

Once you have enrolled students and assigned tests, your “My Class” page will look like this.


SchoolTest.com

Welcome  
 RLopez31416  
[Login](#)  
[Logout](#)

Go To [English Language Assessment \(CELLA\)](#) [Arithmetic Testing OnLine \(ATOL\)](#) [Reading Assessment Tools](#) [About AWSchool Test](#) [Support](#) [Assign A Test](#)

[\[My Class\]](#) [\[Enroll a Student\]](#) [\[Former Students\]](#) [\[Test Assignment History\]](#) [\[Teacher Scored Items\]](#)  
[\[School Summary Reports\]](#)

The link **[Former Students]** will only display if you transfer students out of your “class.”

Walker School

### My Class

#### 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 Edit the information in a student's account 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](#).

If you would like to login as one of the students in your class, [click here](#).

My Name: **Rita Lopez**  
 My Username: **RLopez31416**

---

#### Students

Last Name	First Name	Student Username	Pending Tests	Tests in Progress	
Chen	Kenneth	Ken.Chen2101	0	N	<a href="#">[Test History]</a> <a href="#">[Edit]</a>
Espinosa	Manuel	mespinosa31416	0	N	<a href="#">[Test History]</a> <a href="#">[Edit]</a>
Garcia	Alejandro	AlGarcia748	0	N	<a href="#">[Test History]</a> <a href="#">[Edit]</a>
Patel	Ashika	APatel45	1	N	<a href="#">[Test History]</a> <a href="#">[Edit]</a>
Patel	Ashika	APatel46	0	N	<a href="#">[Test History]</a> <a href="#">[Edit]</a>
Peng	Leon	Leon.Peng2101	0	Y	<a href="#">[Test History]</a> <a href="#">[Edit]</a>
Rashad	Marcus	mrashad31416	0	N	<a href="#">[Test History]</a> <a href="#">[Edit]</a>
Sing	Thomas	tsing31416	0	N	<a href="#">[Test History]</a> <a href="#">[Edit]</a>
Torres	Carmen	ctorres31416	0	N	<a href="#">[Test History]</a> <a href="#">[Edit]</a>
Ying	Michelle	mying31416	0	N	<a href="#">[Test History]</a> <a href="#">[Edit]</a>

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[My Class](#) [Enroll a Student](#) [Former Students](#) [Test Assignment History](#) [Teacher Scored Items](#)  
[My School](#) [School Summary Reports](#)

**My Class**

**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 Edit the information in a student's account 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](#).

If you would like to login as one of the students in this class, click on the student's name.

My Name: **Rita Lopez**  
My Username: **RLopez31416**

**Students**

Last Name	First Name	Student Username	Pending Tests	Tests in Progress	
Chen	Kenneth	Ken.Chen2101	0	N	<a href="#">Test History</a> <a href="#">Edit</a>
Espinosa	Manuel	mespinosa31416	0	N	<a href="#">Test History</a> <a href="#">Edit</a>
Garcia	Alejandro	AGarcia748	0	N	<a href="#">Test History</a> <a href="#">Edit</a>
Patel	Ashika	APate45	1	N	<a href="#">Test History</a> <a href="#">Edit</a>
Patel	Ashika	APate46	0	N	<a href="#">Test History</a> <a href="#">Edit</a>
Peng	Leon	Leon.Peng2101	0	Y	<a href="#">Test History</a> <a href="#">Edit</a>
Rashad	Marcus	mrashad31416	0	N	<a href="#">Test History</a> <a href="#">Edit</a>
Sing	Thomas	tsing31416	0	N	<a href="#">Test History</a> <a href="#">Edit</a>
Torres	Carmen	ctorres31416	0	N	<a href="#">Test History</a> <a href="#">Edit</a>
Ying	Michelle	mying31416	0	N	<a href="#">Test History</a> <a href="#">Edit</a>

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[My Class](#)

**My Class**

**Pending Tests**  
 Ashika Patel--(APate45) hasn't started her assigned test.

**Tests in Progress**  
 Leon Pang hasn't finished his test.

## B. Enroll a Student

As students arrive and need testing, you will first need to enroll them in your CELLA Online account. To add a student to your Class Roster, click on the **[Enroll a Student]** link at the top of the page. Enter the required information and click **Submit** to add the student. Make sure you enter the correct information for the student. Once the form is submitted the student username CANNOT be changed. It takes about 20-30 seconds to enroll a student.

### Step 1

Click  
**[Enroll a Student]**

**[My Class]** **[Enroll a Student]** **[Former Students]** **[Test Assignment History]** **[Teacher Scored Items]**  
**[School Summary Reports]**

### Step 2

Enter student  
information

**My Class**  
**Add a Student**  
To add a student to your class roster,  
fill in the fields below. Then click the "Submit"

Student Username \*  
sarahgomez31416

Password \*

First Name \*

Sarah

Middle Name

Last Name \*

Gomez

Gender

Female

Date of Birth (MM-DD-YYYY) \*

3 - 26 - 2000

Grade \*

5

School Name \*

Wayne Walker

Special Code

Submit

Enter the information correctly. Once submitted, the student username cannot be changed.

For security reasons, it is better to have a different password from a username.

If you or the student forgets his/her username or password, you can access it on the **My Class Roster** page. Just click **Edit** on the student's name row for student profile information or if you need to change any of this information. **Note that you cannot change the student's Username.**

### Step 3

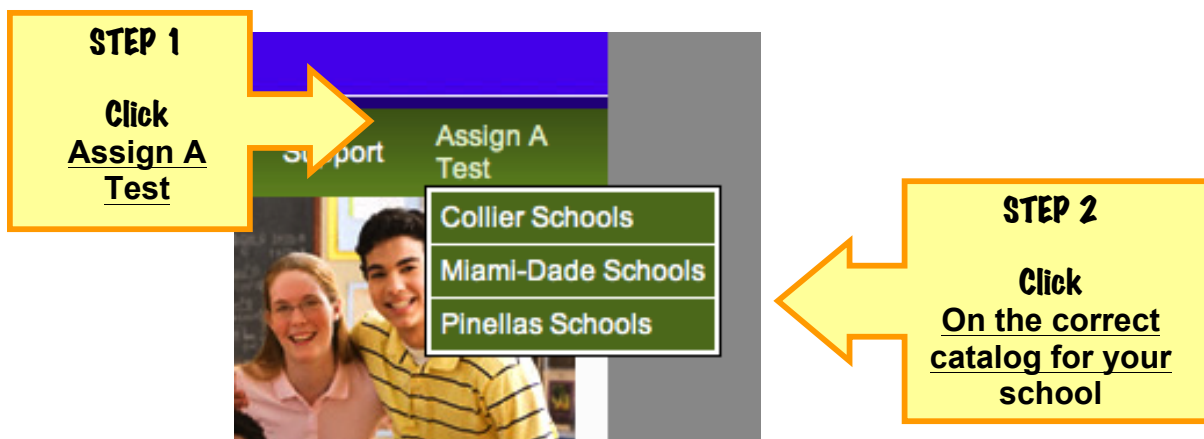
Click  
**Submit**

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Copyright Statement | Privacy Statement | Terms of Service

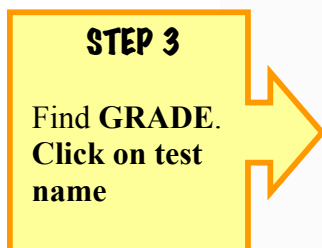
## C. Assign A Test

Click on **Assign a Test** in the top navigation bar. This will access a test the catalog page. Click on **appropriate catalog link**.

The list of tests will display and then you can select the appropriate type of test: Entry or Extension; then the correct grade level for the students.



### CELLA Online Assessments: Entry & Extension



Grade	Entry	Extension of Services
K	<a href="#">Listening/Speaking Level A - Form D</a>	<a href="#">Listening/Speaking Level A - Form B</a>
1	<a href="#">Listening/Speaking Level A - Form A</a>	<a href="#">Listening/Speaking Level A - Form B</a>
2	<a href="#">L/S A : Reading &amp; Writing Ax - Form A</a>	<a href="#">L/S A : Reading &amp; Writing Ax - Form B</a>
3-5	<a href="#">L/S B : Reading &amp; Writing B - Form A</a>	<a href="#">L/S B : Reading &amp; Writing B - Form B</a>
6-8	<a href="#">L/S C : Reading &amp; Writing C - Form A</a>	<a href="#">L/S C : Reading &amp; Writing C - Form B</a>
9-12	<a href="#">L/S D : Reading &amp; Writing D - Form A</a>	<a href="#">L/S D : Reading &amp; Writing D - Form B</a>

Note: The abbreviation **L/S** stands for **Listening and Speaking**. The letter after the abbreviation indicates the level (e.g., L/S E stands for Listening and Speaking Level B).

### Test Assignment Example

For this example, we selected **Grade 1 (Entry)**. The **Listening & Speaking Level A –Form D** is the only CELLA Online test used for Entry for Grade 1. So it will be the only test that is available for assignment. After you have selected the Grade level test, the Test Assignment page will display.

There are only THREE actions to do on Test Assignment page:

**Step #1:** First, you need access the DFA and Training materials. You can review the training materials online, but it is recommended that you **download** and **print** the **Directions for Administration** (DFA) for the test. Be sure to print out the DFA for that test and keep it in a secure location. Unless you notice that there has been an updated version of the DFA for that test (i.e., there will be a note indicating the date of the most recent version), you only need to print out one copy of the DFA. Do not download or print it for each student or each time you assign the test.

**Step #2:** Then you need to **select the name** or names of the students from the list in the box at the bottom of the screen. That is the list of all of the students you have enrolled to be tested or who have already been tested. You can assign the test you selected to one or more of your students using this page. Also, note that all students enrolled in your class, even those who have completed or who are currently taking a test, will be displayed here. To find out whether the student has been assigned, in process of taking, or completed a test, go to your main **My Class** page and view your class roster page.

**Step # 3:** Click **Assign Test**. You will get a confirmation note that you have assigned the test. The student can now log in and take the test.

## Test Assignment Example: Grade 1

**Steps to Assign a Test**

**STEP 1**

Download and Print DFA.

**Test Catalog**  
**Test Assignment: CELLA Listening/Speaking Level A (Form D)**  
 Select one or more students below. Then click on the "Assign Test" button.

---

CELLA Listening/Speaking Level A typically requires 25 minutes to complete. There are six sections. The first three sections can be administered in a group or individually and require approximately 15 minutes. The last three sections are administered individually and require approximately 10 minutes for each student. The test can be administered using the embedded audio or by a teacher reading the directions to the students.

If this is not the test you wish to assign, click on the back button in your browser to return to the Test Catalog.

Training Materials and Directions For Administration (DFA) for this assessment were updated on August 1, 2010. Please make sure you have the most recent version.

Access DFA and Training Materials [here](#).

**Assign This Test**

Standard Price: **\$7.00** ea.  
 Your Discount Price: **\$0.00** ea. (JCBSchool)

Select one or more students in the window below. Select multiple students by holding the Ctrl key (Windows) or Command key (Mac) while selecting with the mouse or track pad.

michaelson, francine (francinem, grade K)  
 Mouse, Minnie (mouse1, grade 2)  
 Ramirez, Zamanta (ZamantaRamirez, grade K)  
 rojas, Yami (59224003976, grade 1)

Assign Test

Be sure to keep DFA and scoring guides in a secure location.



Note "Your Discount Price" is \$0.00 because the district has a license to use AWSchoolTest. You can ignore this part.

All students enrolled in your class will be listed here. **Note that if they have taken a test, they will still be listed.** This is a current listing for all students. Why? In case you need to administer another test to the student he or she will be easy to find and assign.

## D. Test Assignment Confirmation

After you assign a test, you will get a test assignment confirmation page. On this page you access test assignment details, assign more tests or directly login as a student.

**Test Catalog**  
**Test Assignment Confirmation**

 **Order Details**  **Login As a Student**

Thank you for assigning 1 student for a test. For your reference, your test assignment number is #6905. Your order was free and has been activated. View your test assignment status [here](#), [login as a student](#) to take this test, or [assign a student](#) for additional tests. You can also access your [My Class](#) page. To access the appropriate webpage, please use one of these links. Or you can logout of AWSchoolTest at the top right corner of this page under your username. (Do not use your browser back button.)

☑ **Hint:** If you enroll a student, assign a test, and then want to give the student the test immediately on the same computer, then accessing the “login as a student” page is a quick way to start testing as soon as you have assigned the test. Using the log in as a student feature is also a fast way to access tests for testing K students.

## E. Teacher Scored Items

The last section(s) of every test contain questions that require the teacher to work with the student one-on-one and evaluate student responses. When a student comes to this section, he/she is told to exit the test and let the teacher know he/she is ready to work one-on-one with the teacher. When the teacher is ready to work with the student, the student will log in and end up on the last page viewed. The student and teacher work together to complete this section. While completing this section, the student will listen to the embedded audio and then respond to the teacher. Using the appropriate scoring rubrics, the teacher will evaluate the response and record the score. (Note the Scoring Rubrics for all Teacher Scored items are in the DFA; look in the table of contents to find the correct scoring rubrics.) The online system automatically scores the responses that each student has entered during the group-administered sections. Overall results are automatically available once the teacher has also entered the scores for speaking, any oral reading items, and the constructed response writing items (e.g., sentence and paragraph writing).

There are two ways to enter the scores:

1. Record on a paper/pencil record sheet and then enter into the system later.
2. Enter directly into the system while testing.

1. The Directions for Administration (DFA) for each test includes all scoring rubrics and a *Teacher Scored Items Class Roster* record sheet to track individual student one-on-one responses. Usually found in the Appendix of the DFA the scoring Rubrics for each item type and *Teacher Scored Items Class Roster* record sheet provides a paper version that the teacher can use to write the scores for the student responses. Several student scores can be recorded on this sheet; however, you may make copies of this sheet if you need to. The record sheet provides a short prompt and total number of points available for each item (see sample below). Using the record sheet, the teacher enters the scores into the system using the “Teacher Scored Items” page at a later time.

Here is an example of the *Teacher Scored Items Class Roster*:

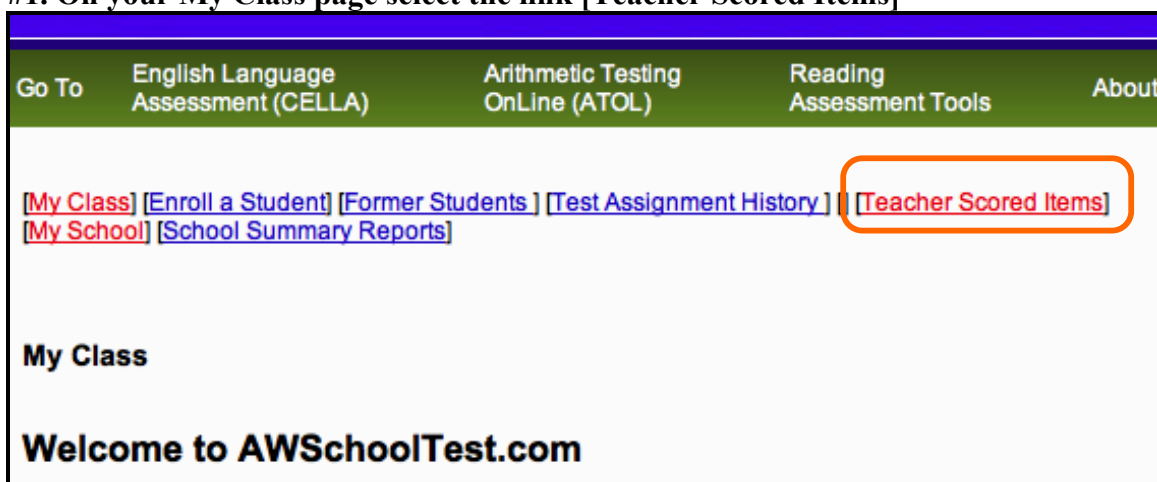
### CELLA Comprehensive Listening & Speaking A : Reading & Writing A

	Listening and Speaking A																Reading A								Writing A						
	a	man	▲	action	line	Object	Girl	boy	ball	Mountain	Ask	Ask	Ask	pet	box	Story Retell	Rhyme	Rhyme	Blend	Blend	Title	Word	Letter name	Letter name	Fluency	Dictation	Spelling	Spelling	Spelling	Writing Sent	Writing Sent
Points →	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	4	1	1	1	1	1	1	1	1	4	2	2	2	2	3	3
Student names ↓																															
1.																															
2.																															

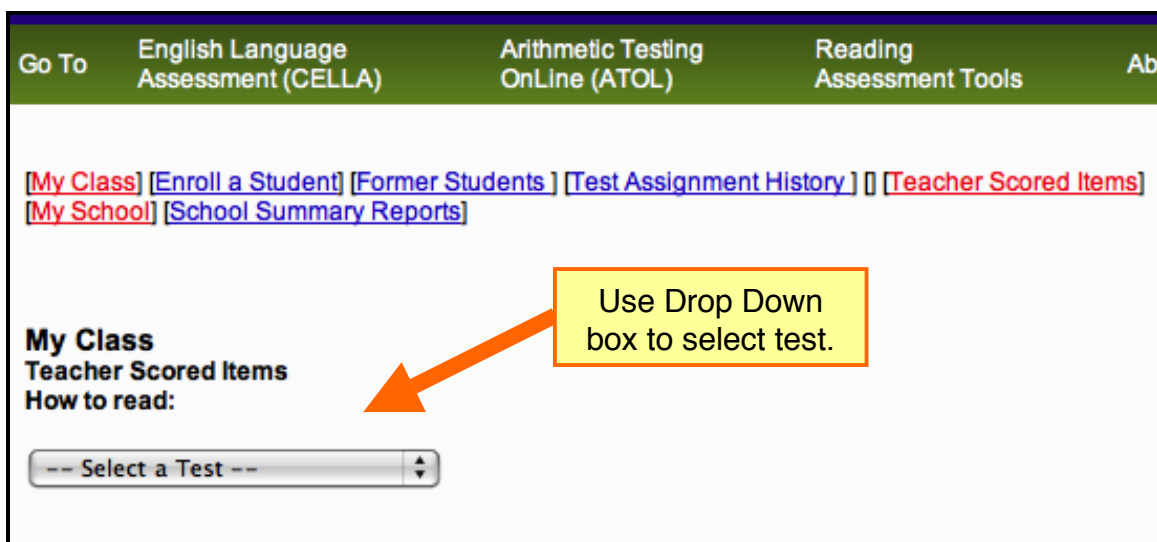
2. Instead of using the paper version of the *Teacher Scored Items Class Roster* record sheet, the teacher can also enter the scores “live” using the “Teacher Scored Items” page. That is, while the student is looking at his/her computer and answering the questions out loud, the teacher can enter the scores directly into the system using the teacher’s own computer or smart phone. Since the scores from the paper version will need to be entered into the system, by directly entering them, you can save some paperwork.

Whether you record on paper or enter “live”, you need to follow five steps for entering the speaking, oral reading, and constructed-response writing scores into the AWSchoolTest system:

**STEP #1. On your My Class page select the link [Teacher Scored Items]**



**STEP #2. Click on Drop Down Box to get list of tests.**



**STEP #3: Select test.** Only tests that have been started by the students will be available for scoring.

My Class  
Teacher Scored Items  
How to read:

✓ -- Select a Test --  
CELTA Listening/Speaking Level A (Form D)  
CELTA L/S A: Reading & Writing A (Form A)

Once you select the test, a student list with an online scoring form will appear. The items are in the same sequence found on the student test and as your record sheet.

Make sure you have the scores to enter for this test.

Points Possible	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	4
Student List	The letter...	Coloring shape...	Largest triangle...	Action...	Shortest line...	Object	Girl action...	Boy action...	Ball...	Scenery	Colors	Asking a question...	Asking a question...	Elephant...	Surprise	Retelling...
Sara Mendoza	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Students do not need to complete the independent portion of the test in order for you to enter their scores for the one-on-one portion.

### IMPORTANT

If the same student is listed more than once, DO NOT enter the scores yet.

- ⇒ Go to the Student's Test History page and **CANCEL** the **test** that is **PENDING**.
- ⇒ Once the extra test(s) are cancelled and no longer display on this page, you can enter the scores.

#### STEP #4. Enter the Data.

Column header contains item prompts and points possible. Refer to the Scoring Rubrics in the DFA to determine how to score each item.

Enter data into score boxes.

Points Possible	1	1	1	1	1	1	1	1	1	1	2	2	2	2	4	
Student List	The letter...	Coloring shape...	Largest triangle...	Action...	Shortest line...	Object	Girl action...	Boy action...	Ball...	Scenery	Colors	Asking a question...	Asking a question...	Elephant...	Surprise	Retelling...
Sara Mendoza	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>

You can use the tab to move the cursor over to enter data into each score box. A link to each question or scoring information is available by the score box, just click on [View Information](#).

#### STEP #5. Enter Scores. SAVE. Check. Then submit the scores.

You can choose from two different ways to **Submit** scores.

1. Enter one student's scores and click **Submit** for that one student.
2. Enter more than one student's scores, click **SAVE**. Then click **Submit** for each student. If you enter more than one student's scores, you must **SAVE** the scores **BEFORE** submitting them.

Points Possible	1	1	1	1	1	1	1	1	1	1	2	2	2	2	4	
Student List	The letter...	Coloring shape...	Largest triangle...	Action...	Shortest line...	Object	Girl action...	Boy action...	Ball...	Scenery	Colors	Asking a question...	Asking a question...	Elephant...	Surprise	Retelling...
Sara Mendoza	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>


**IMPORTANT NOTE: You cannot change a submitted score. So make sure your entries are correct before you click Submit.**

#### Hints:

- You can click **SAVE** at anytime.
- If you are entering the scores live, click **SAVE** frequently.
- You can correct a saved score; just make sure to save it again.
- If you enter a point amount **OVER** the maximum allowed, the system will give you an error message. Check your entries.
- An easy way to move from one score box to another is to use the tab key.

## F. Accessing Individual Student Test Information

From the **My Class** page click on the Student's **Test History** link to access student test information. On the **Individual Student Test History** page you can view the status of a student's test progress, including: completed, in progress, or pending. For completed tests, you can access student test reports.


SchoolTest.com

Welcome  
RLopez31416  
[Login](#)  
[Logout](#)

Go To   [English Language Assessment \(CELLA\)](#)   [Arithmetic Testing OnLine \(ATOL\)](#)   [Reading Assessment Tools](#)   [About AWSchool Test](#)   [Support](#)   [Assign A Test](#)

[\[My Class\]](#)   [\[Enroll a Student\]](#)   [\[Former Students\]](#)   [\[Test Assignment History\]](#)   [\[Teacher Scored Items\]](#)  
[\[School Summary Reports\]](#)

**Wayne Walker School**

**My Class**

**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 Edit the information in a student's account 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](#).

If you would like to login as one of the students in your class, [click here](#).


My Name: **Rita Lopez**  
 My Username: **RLopez31416**

**Students**

Last Name	First Name	Student Username	Pending Tests	Tests in Progress	
Chen	Kenneth	Ken.Chen2101	0	N	<a href="#">[Test History]</a> <a href="#">[Edit]</a>
Espinosa	Manuel	mespinosa31416	0	N	<a href="#">[Test History]</a> <a href="#">[Edit]</a>
Garcia	Alejandro	AlGarcia748	0	N	<a href="#">[Test History]</a> <a href="#">[Edit]</a>
Patel	Ashika	APatel45	1	N	<a href="#">[Test History]</a> <a href="#">[Edit]</a>
Patel	Ashika	APatel46	0	N	<a href="#">[Test History]</a> <a href="#">[Edit]</a>
Peng	Leon	Leon.Peng2101	0	Y	<a href="#">[Test History]</a> <a href="#">[Edit]</a>
Rashad	Marcus	mrashad31416	0	N	<a href="#">[Test History]</a> <a href="#">[Edit]</a>
Sing	Thomas	tsing31416	0	N	<a href="#">[Test History]</a> <a href="#">[Edit]</a>
Torres	Carmen	ctorres31416	0	N	<a href="#">[Test History]</a> <a href="#">[Edit]</a>
Ying	Michelle	mying31416	0	N	<a href="#">[Test History]</a> <a href="#">[Edit]</a>

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Click **[Test History]** to:  
 access student test reports,  
 cancel, reassign or  
 discontinue tests.



## G. Individual Student Test History

Individual Student **Test History** provides the status of a student's test progress (completed, in progress, pending). For completed tests, you can access a more detailed **Test Report** for each test administration as well as the **Student Transcript** report, which provides a summary of all tests taken. This is also the page that teachers can use to finalize tests in progress or to cancel and reassign tests that are pending.

First, let's look at how to access **Individual Student Test Reports**. All reports can be printed.

**My Class**  
Individual Student Test History

Below is a list of all of the tests completed by this student. (Some tests, such as the Locator Test, do not have a passing score; such tests are included below in the count for Tests With No Passing Score.) To view results for a particular test, click below on Test Report. To view results for all tests taken by this student, click below on View Student Transcript.

Full Name: Sara Mendoza  
Username: md12345678  
Current Age: 5  
Grade: K  
Gender: Female  
Special Code:

[View Student Transcript](#)

Access Student Transcript—  
contains an individual student  
report of the results for all tests  
completed using AWSchoolTest  
system.

Access individual test reports.

Test Name	Date	Status	
CELLA Listening/Speaking Level A - Form D	Jul 27, 2010 15:52	Completed	<a href="#">Test Report</a>

## H. Individual Student Test Report

The detailed individual Test Report includes the student's scale score, performance category, and diagnostic raw score breakouts by content category.

[TOP THIRD OF REPORT]

You can print out this entire test report and place it in student's ELL file, share it with other teachers, send home to the parents, or give to the student to discuss what she needs to learn. Talk with your supervisors about report distribution.

CELLA performance levels for *Listening/Speaking, Reading, Writing, Comprehension, and Total* can be found in the report below. **Performance Category** score below indicates the most likely performance level at the time of testing.



### Summary Results

**How To Read:** The performance category characterizes or describes the student score. The score is a numerical value that corresponds to the student's performance on the test.

**Test Date:** Wednesday, February 23, 2011 7:44 pm  
**Test Name:** CELLA L/S D : Reading & Writing D - Form B

**Student Name:** Rosa Garza  
**Student Username:** rosa123  
**Date of Birth:** 07/06/1995  
**Grade Level on Test Date:** 10  
**Gender:** F  
**Special Code:**

**Teacher Name:** Kathy Madigan

**Listening/Speaking Score:** 697  
**Listening/Speaking Performance Category:** Low Intermediate  
**Reading Score:** 710  
**Reading Performance Category:** Beginning  
**Writing Score:** 618  
**Writing Performance Category:** Beginning

**Comprehension Score:** 704  
**Comprehension Performance Category:** Beginning

**Total Score:** 2025  
**Total Performance Category:** Beginning 1

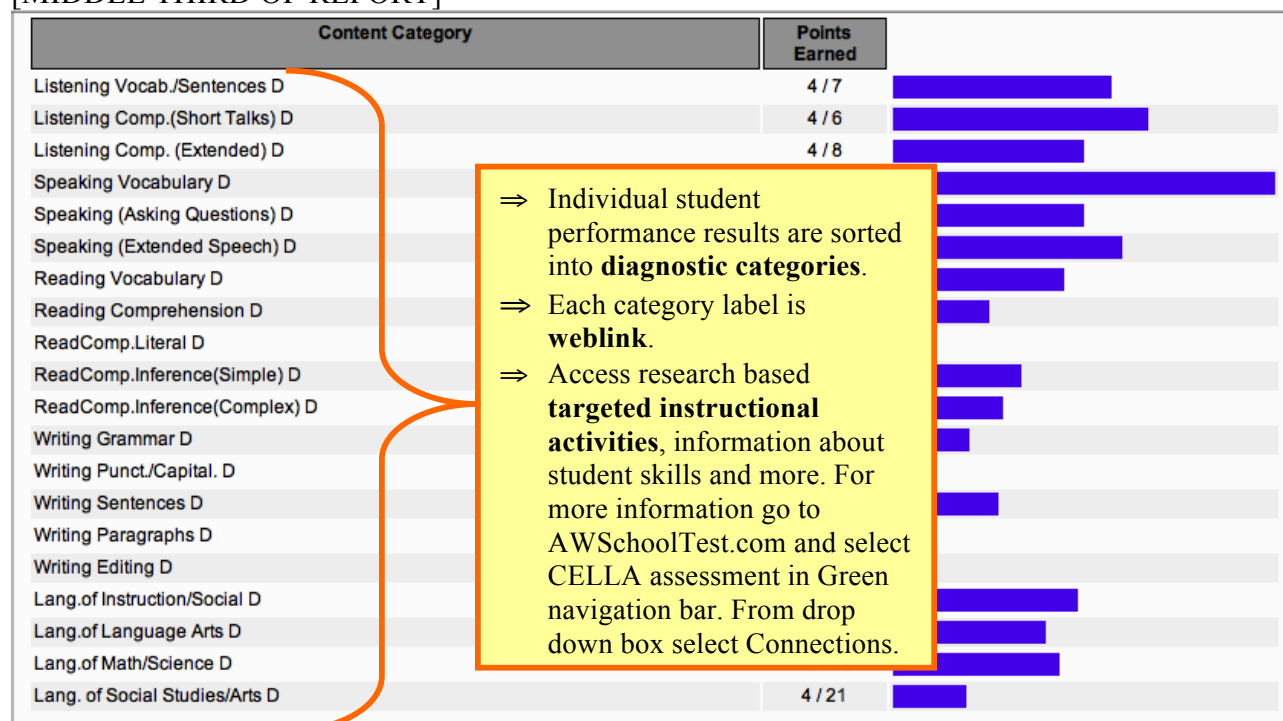
Test Date, Test Name and Student Information

Score Information for each Subject Area

Possible Performance Category descriptors:

**Proficient**  
**High Intermediate 3**  
**Low Intermediate 2**  
**Beginning 1**

[MIDDLE THIRD OF REPORT]



[LOWER THIRD OF REPORT]

Access Actual Questions, View Correct Answers  
and Compare to Student's Responses.

**Individual Questions**

**How To Read:** This section provides information about how the student performed on each question from the test. Clicking on a row will display the full question as it appeared on the test. A question sequence will skip numbers because the report does not list item screens for directions or graphics. Questions which display zero "points earned" when the student got the correct answer are either sample or field test items. Teacher Scored Items that are field tested do not appear.

**Section 1 - Listening I**

#	Question	Correct Response	Student Response	Points Earned
✓ 1)	In line...	B	B	1
✓ 2)	The cover...	A	A	1
✓ 3)	Phone...	B	B	1

**Section 2 - Listening II**

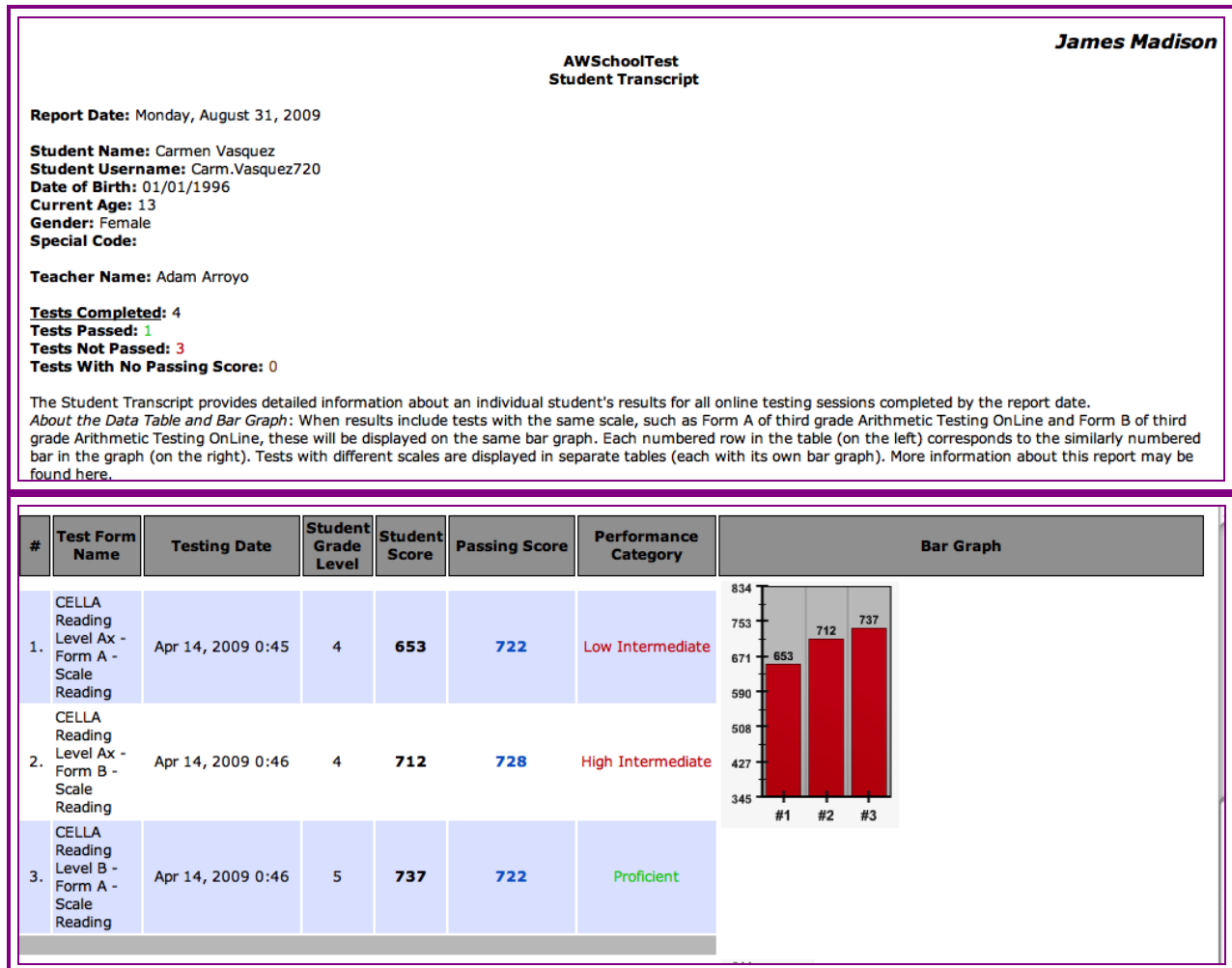
#	Question	Correct Response	Student Response	Points Earned
✗ 1)	Teacher...	B	C	0
✗ 2)	Elephants...	D	C	0
✓ 3)	Sports...	D	D	1
✗ 4)	Group work...	C	D	0

**Section 3 - Listening III**

#	Question	Correct Response	Student Response	Points Earned
✗ 1)	Carlos wants his friend...	(C) lend him the notes from history class	(A) help him find his lost notebook	0
✓ 2)	Mike means...	(C) He might borrow his friend's camera.	(C) He might borrow his friend's camera.	1
✓ 3)	Tran means...	(C) He is going to study for a chemistry test.	(C) He is going to study for a chemistry test.	1
✓ 4)	Mei-li means...	(D) Mei-li thinks her friend is going to be very busy learning the information in Biology.	(D) Mei-li thinks her friend is going to be very busy learning the information in Biology.	0

## I. Student Transcript

The Student Transcript report provides a summary of all tests taken by the student, with performance graphed to display trends.



## J. Reassign, Cancel, or Discontinue Tests

YOU CANNOT CANCEL OR REASSIGN A TEST THAT IS IN PROGRESS (you will need to Discontinue the test, see the next section for more information). YOU CANNOT REMOVE A COMPLETED TEST FROM THE STUDENT'S RECORD.

From the main **My Class** page, click on the student's **Test History** link to access student test information.

**My Class**

**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 Edit the information in a student's account 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](#).

If you would like to login as one of the students in your class, [click here](#).

My Name: **Rita Lopez**  
My Username: **RLopez31416**

**Students**

Last Name	First Name	Student Username	Pending Tests	Tests in Progress	
Chen	Kenneth	mds1234567	0	N	<a href="#">Test History</a> <a href="#">Edit</a>
Espinosa	Manuel	mds1234568	0	N	<a href="#">Test History</a> <a href="#">Edit</a>
Garcia	Alejandro	mds1234569	0	N	<a href="#">Test History</a> <a href="#">Edit</a>
Patel	Ashika	mds2223456	1	N	<a href="#">Test History</a> <a href="#">Edit</a>
Patel	Ashika	mds2345678	0	N	<a href="#">Test History</a> <a href="#">Edit</a>
Peng	Leon	mds2345677	0	Y	<a href="#">Test History</a> <a href="#">Edit</a>
Rashed	Marcus	mds2345676	0	N	<a href="#">Test History</a> <a href="#">Edit</a>

Click [**Test History**] to:  
access student test reports,  
cancel, reassign or finalize  
tests.

On the **Individual Student Test History** page you can view the status of a student's test progress, including: completed, in progress, or pending. When a test is PENDING (assigned, but not started), you can **Cancel** or **Reassign** the test. When a test is IN PROGRESS and you want to end the testing session, you can click on **Discontinue & Score** the test. The test results will show up on the student's testing record, but you do not have to go into the student account to complete the test and all tests that have been started are still tracked.

### To Reassign a Test

**1. Select Reassign.**

**2. This section appears on the page. Using the drop down box, select a student and reassign the test. Remember to click submit.**

Full Name: Ashika Patel  
Username: APatel45  
Current Age: 7  
Grade: 1  
Gender: Female  
Special Code:  
[\[View Student Transcript\]](#)

This registration currently belongs to **Patel, Ashika**  
Reassign it to:

Test Name	Date	Status	
CELLA Listening/Speaking Level A - Form C	Jun 30, 2010 21:02	Pending	<a href="#">Cancel</a> <a href="#">Reassign</a>
CELLA Listening/Speaking Level A - Form C	Apr 28, 2010 20:29	Completed	<a href="#">Test Report</a>

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### To Cancel a Test

**1. Select Cancel for any pending test.**

**2. A pop-up box appears, select OK to cancel this test assignment for this student.**

Full Name: Ashika Patel  
Username: APatel45  
Current Age: 7  
Grade: 1  
Gender: Female  
Special Code:

http://www.awschooltest.com  
Are you sure you want to cancel this test registration?

Status	
Pending	<a href="#">Cancel</a> <a href="#">Reassign</a>
Completed	<a href="#">Test Report</a>

## To Discontinue a Test

When a student starts a test and doesn't or cannot finish it, you can **Discontinue & Score** an In Progress test without going into the student account and "clicking-through" all unanswered questions.

When a test is In Progress, you will need to submit the Teacher Scored Items to gain access to the Discontinue & Score link. The example below shows a test In Progress with a blank spot next to it. That means the student has not clicked Finish on the test and Teacher Scored Items have not been entered and so no final test report can be obtained.

Empty spot means that the student has not clicked Finish on the test and the teacher scored items haven't been submitted.

Test Name	Date	Status	
CELLA L/S C : Reading & Writing C - Form B	Oct 1, 2010 15:19	In Progress	
CELLA L/S C : Reading & Writing C - Form A	Sep 26, 2010 22:51	Completed	<a href="#">Test Report</a>

**STEP 1.** Submit Teacher Scored Items (even if you didn't administer these items, this record needs to be submitted). Go to Teacher Scored Items, enter scores, and click Submit. You **MUST** submit the Teacher Scored Items record for the student. If you have no scores to submit, just submit all zeros (which are already entered by default).

Save

CELLA Listening/Speaking Level A (Form D)

Points Possible	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	4
Student List	The letter...	Coloring shape...	Largest triangle...	Action...	Shortest line...	Object	Girl action...	Boy action...	Ball...	Scenery	Colors	Asking a question...	Asking a question...	Elephant...	Surprise	Retelling...
Sara Mendoza	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>	<a href="#">View Information</a>

Submit

**STEP 2.** Go to your My Class page and click on the Student's Test History. Under the status, it will still show In Progress, but will now display **Discontinue & Score**. If you are certain that the student will not finish the test, then Click **Discontinue & Score**.

Discontinue & Score shows up because the student did not click Finish at the end of the test. If you are sure the student will not complete the test, then select **Discontinue & Score** to finalize a test in progress.

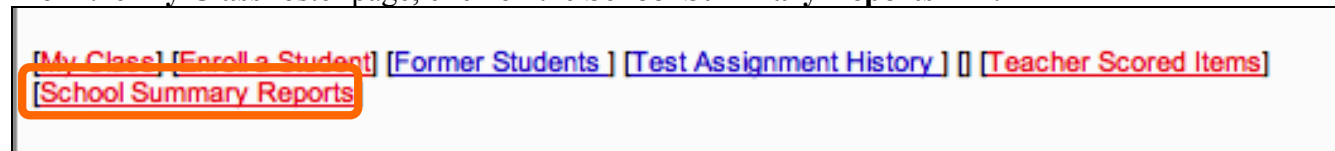
Test Name	Date	Status	
CELLA L/S C : Reading & Writing C - Form B	Oct 1, 2010 15:19	In Progress	<a href="#">Discontinue &amp; Score</a>
CELLA L/S C : Reading & Writing C - Form A	Sep 26, 2010 22:51	Completed	<a href="#">Test Report</a>

The Student's Test History will now say Completed with a "Test Report." The test report is complete for that student. Please note that once a test report is in a student's record it cannot be removed.

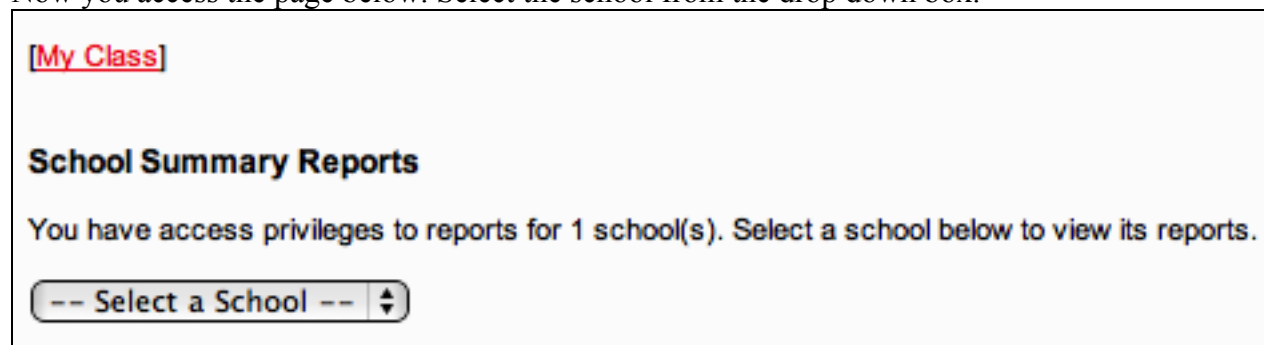
Test Name	Date	Status	
CELLA L/S C : Reading & Writing C - Form B	Oct 1, 2010 15:19	Completed	<a href="#">Test Report</a>
CELLA L/S C : Reading & Writing C - Form A	Sep 26, 2010 22:51	Completed	<a href="#">Test Report</a>

## K. School Summary Reports



Depending on settings selected by school or district administrators, teachers can access school summary reports that provide results for their school, such as your entire class or student group. From the **My Class** roster page, click on the **School Summary Reports** link.



Now you access the page below. Select the school from the drop down box.



There are two types of school summary reports: 1) Aggregate Reports provide summary results and averages 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 next several pages you will find the information you need to create a summary report.



### School Summary Reports

School Summary Reports allows you to identify the school results you wish to view and create a report that displays just those data. Next to each report type are listed (in parentheses) the specific assessments viewable with that report type. First, choose between the two categories of School Summary Reports:

- Aggregate Reports.** Reports that provide results for group(s) of students that can be tracked over time, such as an average, percent, or gain score measure; no individual student results are provided.
- Student List Reports.** Reports that provide results for a list of individual students, such as for a classroom or grade level, displaying each student's performance on key indicators.

Next, using the drop down boxes below, make your selections regarding the test form(s), dates, and student grouping (s).

## L. Aggregate Report

Building your own report requires following the directions on the School Summary Reports web page; all reports can be printed. All Aggregate Reports are single scale reports. Which means although you administered a Comprehensive CELLA test with Listening, Speaking, Reading and Writing (which is a Multiscale test), you create aggregate reports using each scale (e.g., reading only, writing only).

### Aggregate Reports

**Select Report Type:**

☒ Aggregate Reports Using Student Scale Scores and Performance Categories (Locator Test, CELLA Single Modality Assessments or Arithmetic Testing OnLine)  
*These reports provide student group results of one or more testing sessions for assessments that are scored on the same scale. Three available reports: Average Scores and Percent within Performance Categories; Percent of Students Passing; Average Score Gain Between Sessions.*

☐ Aggregate Reports Using Content Categories or Assessment Objectives (CELLA Single Modality Assessments or Arithmetic Testing OnLine)  
*These reports provide student group results for test Content Categories or Assessment Objectives. Two available reports: Percent of Points by Content Category; Percent of Points by Assessment Objective.*

**Select Test Form(s) and Date(s):**  
 Select one to five test form(s) with date ranges. Multiple tests should be selected in the order in which they were administered, with the oldest at the top and the most recent at the bottom.

☒ Select a test form... - From  To

☐ Select a test form... - From  To

☐ Select a test form... - From  To

☐ Select a test form... - From  To

☐ Select a test form... - From  To

**Select Student Grouping(s):** Select a student grouping to filter the information, either school-wide or by grade level or teacher. "School-wide" is usually not useful for reports that address content categories or assessment objectives. You may select more than one grade level or teacher by holding the control (Windows) or command/apple (Mac) key as you highlight each label.

☒ School-Wide

☐ By Grade

A  
B  
C  
D

☐ By Teacher

Adams, Stuart – SAdams31416  
 Day, Gracie (Admin) – Gracie.Day  
 Griffith, Sonya – SGriffith31416  
 Kwan, Sarah – SKwan31416

Select Reports

Once you have selected the features of report you want to create, you access the final page in report development.

**Aggregate Reports:**  
  
**Report Date**                      Wednesday, June 30, 2010  
**Selected Test Form(s)**        CELLA Listening/Speaking Level A - Form A - Listening/Speaking (2009/01/10 - 2010/06/23)  
**Student Grouping**              School-Wide  
  
**Select a Report:**  
  
☐ Average Scores and Percent within Performance Categories (Locator Test, CELLA Single Modality Assessments or Arithmetic Testing OnLine)  
*Displays average scores and the percent of students within performance categories for the selected student grouping(s) and test form(s).*  
  
☐ Percent of Students Passing (CELLA Single Modality Assessments or Arithmetic Testing OnLine)  
*Reported by teacher, this chart displays the percent of students at or above a passing score (e.g., proficiency) for selected testing sessions.*  
  
☐ Average Score Gain Between Sessions (CELLA Single Modality Assessments or Arithmetic Testing OnLine)  
*Displays the average score gain or loss, per teacher, between different testing sessions.*

## M. Student List Report

At the bottom of the **School Summary Reports** page, you will find a section titled, **Student List Reports** (see the image below). Most teachers find that **the Student List Report** is valuable for instructional or placement decision-making. First, select the Test from the drop down menu ("Select a test form...") and date range. Then click on the **Select Reports** button.

**Student List Reports**

**Select Report type:**

☐ Single Scale Assessment Report (Locator Test, CELL...  
These reports provide results for a list of individual students on one or more test form(s) that use the same scales. Available report: Multiple Scale Score Report.

OR

☐ Multiple Scale Assessment Report (Comprehensive Battery)  
This report provides results for a list of individual students on one or more test form(s) that use the same scales. Available report: Multiple Scale Score Report.

There are three types of reports that can be generated: Score, Points by Content Category; Error Patterns. Report Category,

**Select Test Form and Date:**

☒ Select a test form... - From mm/dd/yyyy To mm/dd/yyyy

Select Reports

When creating a multiple scale student list report, what test forms should you select for each grade?

A drop down box will display a menu.

You could make these choices.

**Select Report Type:**

☐ Single Scale Assessment Report (Locator Test, CELL...  
These reports provide results for a list of individual students on one or more test form(s) that use the same scales. Available report: Multiple Scale Score Report.

☒ Multiple Scale Assessment Report (Comprehensive Battery)  
This report provides results for a list of individual students on one or more test form(s) that use the same scales. Available report: Multiple Scale Score Report.

**Select a test form...**

- CELLA L/S A : Reading & Writing A – Form A
- CELLA L/S A : Reading & Writing Ax – Form A
- CELLA L/S B : Reading & Writing B – Form A
- CELLA L/S B : Reading & Writing Bx – Form A
- CELLA L/S C : Reading & Writing C – Form A
- CELLA L/S C : Reading & Writing Cx – Form A
- CELLA L/S D : Reading & Writing D – Form A
- CELLA L/S D : Reading & Writing Dx – Form A
- CELLA Listening/Speaking Level A – Form A
- CELLA Listening/Speaking Level A – Form B
- CELLA Listening/Speaking Level A – Form C
- CELLA Listening/Speaking Level A – Form D

**K and Grade 1:**  
**Listening/Speaking Level A Form D**

**Grade 2**  
**L/S A : Reading & Writing Ax Form A**

**Grade 3-5**  
**L/S B : Reading & Writing B Form A**

**Grade 6-8**  
**L/S C : Reading & Writing C Form A**

**Grade 9-12**  
**L/S D : Reading & Writing D Form A**

Once you have selected the features of the reports you want to build, click select reports.

If creating a single modality report for K or 1<sup>st</sup> grade, you will access the next page to finalize your report selection.

Final report selection page for Student List reports: On this page you will select the specific type of student list report that you want created. For the **CELLA Tests**, 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 diagnostic information for each content category for the student and the group.

The screenshot shows the 'Student List Reports' selection interface. At the top, it displays the 'Report Date' as Thursday, July 1, 2010, and the 'Selected Test Form(s)' as CELLA Listening/Speaking Level A - Form A - Listening/Speaking. The 'Student Grouping' is listed as Teachers: Lopez, Rita. Under the 'Select a Report:' section, three radio button options are presented. The second option, 'Performance Category, Score, Points by Content Category (Locator Test, CELLA Single Modality Assessments or Arithmetic Testing OnLine)', is selected and highlighted with an orange box. An orange arrow points from a yellow callout box above to this selection. Below the options, there are two buttons: 'View Report' and 'Return'. The 'View Report' button is also highlighted with an orange box, with an orange arrow pointing from a second yellow callout box below to it.

**Student List Reports:**

**Report Date** Thursday, July 1, 2010  
**Selected Test Form(s)** CELLA Listening/Speaking Level A - Form A - Listening/Speaking  
**Student Grouping** Teachers: Lopez, Rita

**Select a Report:**

☐ Points by Assessment Objective (Arithmetic Testing OnLine)  
*For each student listed, displays points earned for the applicable assessment objective. A summary row for each assessment objective indicates percent of points earned by all listed students.*

☒ Performance Category, Score, Points by Content Category (Locator Test, CELLA Single Modality Assessments or Arithmetic Testing OnLine)  
*For each student, displays the performance category result, the score, and the number of points earned in each content category (the latter is not applicable to the Locator Test).*

☐ Error Patterns (Arithmetic Testing OnLine)  
*For each student, indicates the number of instances an answer suggesting a particular error type was detected (e.g., 0, 1, 7). For each error type, a summary row at the bottom of the table displays the number of students who appeared to make that error three or more times, which may suggest a pattern that should be investigated further.*

For *CELLA Online* select 2nd report type. Click on the button.

Once you have selected the report type, click on View Report.

## N. Sample Student List Report for Single Modality Test

Here is a sample of a student list report for a teacher. Notice that each student's score for every content category is listed, as well as the group's performance in each content category.

**Student List Reports:**  
**Performance Category, Score, Points by Content Category (Locator Test, CELLA Single Modality Assessments or Arithmetic Testing OnLine)**  
*For each student, 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.*

**Report Date** Tuesday, March 10, 2009  
**Selected Test Form(s)** CELLA Reading Level Ax - Form A - Reading  
**Student Grouping** Teachers: McGee , Mary (ADMIN)

Performance Category, Score, Points by Content Category							
	Performance	Score	#1	#2	#3	#4	#5
Points Possible →	-	-	4	6	4	4	13
Percentage →	-	-	67%	61%	17%	33%	21%
1. Hamad, Mahmoud	Low Intermediate	566	2	4	1	1	4
2. Roja, Samuel	Beginning	350	3	3	0	1	1
3. Vasquez, Carmen	Low Intermediate	591	3	4	1	2	3

**Performance Category, Score, Points by Content Category**

1. Reading Print Concepts
2. Reading Decoding/WR
3. Reading Fluency
4. Reading Vocabulary
5. Reading Comprehension

## O. Multiple Scale Score Student List Report for Comprehensive CELLA

Student list reports can also be generated for grades 2-12. Select Multiscale Report and follow the directions to build your report requirements.

Here is a sample of a student list report for **L/S D: Reading & Writing D:**

<div> <a href="#">[My Class]</a> <a href="#">[My School]</a> </div> <div> <b>School Summary Reports</b> </div> <hr/> <div> <b>Student List Reports:</b>  <b>Multiple Scale Score Listings</b>  <i>Displays the scale score each student earned for that testing session.</i> </div> <div> <b>Report Date</b> Thursday, August 5, 2010  <b>Selected Test Form(s)</b> CELLA L/S D : Reading &amp; Writing D - Form A  <b>Student Grouping</b> School-Wide  <div> <a href="#">Select Another Report</a> <a href="#">Print</a> </div> </div>												
Student Name	Student UN	Test Date	Test Name	Listening/Speaking	Listening/Speaking Performance Level	Reading	Reading Performance Level	Writing	Writing Performance Level	Comprehension	Comprehension Performance Level	Total Performance Level
1. Rosa Garza	rosa123	04/27/2010	CELLA L/S D : Reading & Writing D	725	High Intermediate	729	Low Intermediate	683	Beginning	727	Low Intermediate	2137 Low Intermediate
2. Rosa Garza	rosa123	04/27/2010	CELLA L/S D : Reading & Writing D	730	High Intermediate	757	High Intermediate	688	Beginning	744	High Intermediate	2175 Low Intermediate
3. Ninth Grader	ninthgraderTR	06/24/2010	CELLA L/S D : Reading & Writing D	586	Beginning	625	Beginning	575	Beginning	606	Beginning	1786 Beginning
4. Alex Rodriguez	RodriAlex3f00	06/23/2010	CELLA L/S D : Reading & Writing D	560	Beginning	625	Beginning	575		593	Beginning	1760 Beginning
5. Alex Rodriguez	RodriAlex3f00	06/23/2010	CELLA L/S D : Reading & Writing D	560	Beginning	625	Beginning	575		593	Beginning	1760 Beginning

## P. School Summary Reports

For more samples school summary reports (aggregate and student list), plus information about how to read the reports, select the Training link in the green navigation bar on the AWSchoolTest website.

## Q. Test Assignment History Link on My Class page

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.

[\[My Class\]](#) [\[Enroll a Student\]](#) [\[Former Students\]](#) [\[Test Assignment History\]](#) [\[Teacher Scored Items\]](#)  
[\[School Summary Reports\]](#)

**Wayne Walker School**

**My Class**

**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 Edit the information in a student's account 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](#).

**My Class**  
**Test Assignment History**  
Below is a list of all the tests you have assigned to your students. The list is in chronological order, with the most recently assigned tests at the top.

ID	Order Type / Test	Date	Qty	Total	
5655	Test: CELLA Listening/Speaking Level A (Form C)	Jun 30, 2010 9:02 pm	1	\$0.00	<a href="#">Details</a>
5654	Test: CELLA Listening/Speaking Level A (Form C)	Jun 30, 2010 9:01 pm	1	\$0.00	<a href="#">Details</a>
5356	Test: CELLA Reading Level Ax (Form C)	Apr 30, 2010 11:21 am	5	\$0.00	<a href="#">Details</a>
5335	Test: CELLA Listening/Speaking Level A (Form C)	Apr 29, 2010 12:27 am	1	\$0.00	<a href="#">Details</a>
5334	Test: CELLA Listening/Speaking Level A (Form C)	Apr 28, 2010 11:53 pm	1	\$0.00	<a href="#">Details</a>
5332	Test: CELLA Reading Level B (Form C)	Apr 28, 2010 8:40 pm	1	\$0.00	<a href="#">Details</a>
5331	Test: CELLA Writing Level D (Form C)	Apr 28, 2010 8:31 pm	1	\$0.00	<a href="#">Details</a>
5330	Test: CELLA Listening/Speaking Level A (Form C)	Apr 28, 2010 8:29 pm	1	\$0.00	<a href="#">Details</a>
5309	Test: CELLA Reading Level B (Form C)	Apr 26, 2010 8:55 pm	0	\$0.00	<a href="#">Details</a>

**My Class**  
**Test Assignment Details**  
Below are full details for this test assignment.

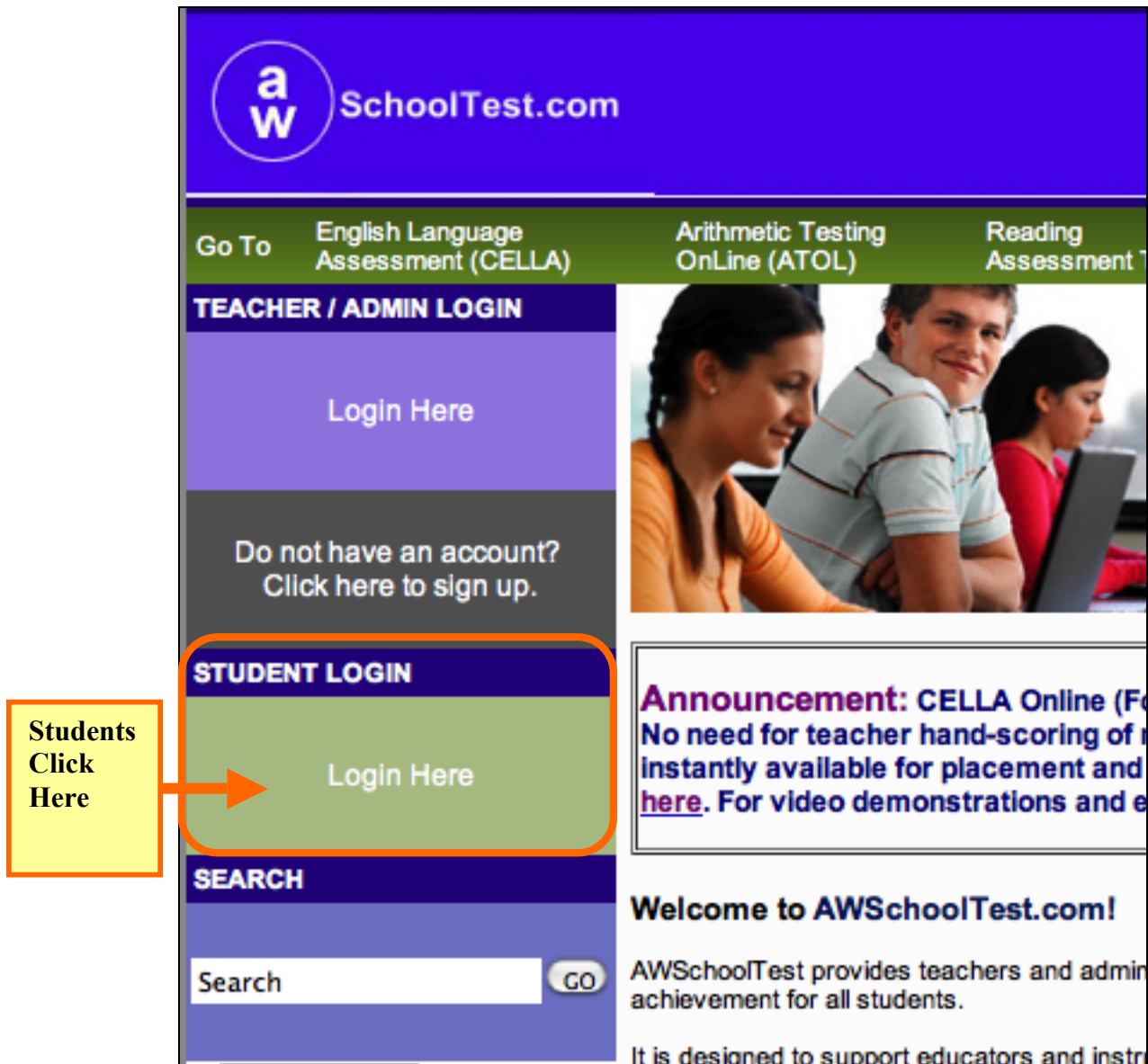
**Test Assignment ID Number:** 5356  
**Order Type:** Test Assignment  
**Test:** CELLA Reading Level Ax (Form C)  
**Order Total:** \$0.00  
**Order Status:** Paid  
**Payment Method:** Cash, Check or Money Order

**Details for order 5356.**

#	Student	Price	Test Status
1	Espinosa, Manuel (mespinosa31416)	\$0.00	Completed
2	Rashad, Marcus (mrashad31416)	\$0.00	Completed
3	Sing, Thomas (tsing31416)	\$0.00	Completed
4	Torres, Carmen (ctorres31416)	\$0.00	Not Taken
5	Ying, Michelle (mying31416)	\$0.00	Completed

## Student User Information

Teachers should be aware of the screen views during a student test. To watch a student taking a test in real time, please go to the Training section of AWSchoolTest and select the video tutorials. Information about how to administer the test can be found in the Directions for Administration (DFA) for the particular test you are administering. This section will focus on what the student user will see and do. First, the student will access [www.awschooltest.com](http://www.awschooltest.com)

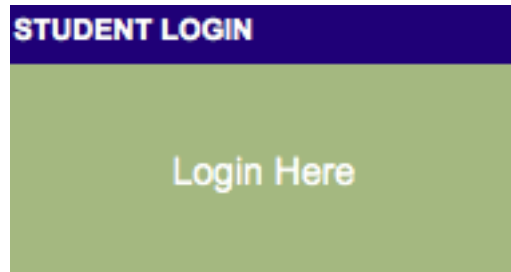


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CELLA was developed by *Educational Testing Service*.  
This document ©2012 by AccountabilityWorks.  
(revised 8/2015)

## A. Student Login Information

The student will login on the left side of the home page using the student username and password (assigned to him or her by the teacher or an administrator).

**STEP 1.** The student clicks on the “Login Here” link



**STEP 2.** The student then enters his or her username, password, and clicks login button.

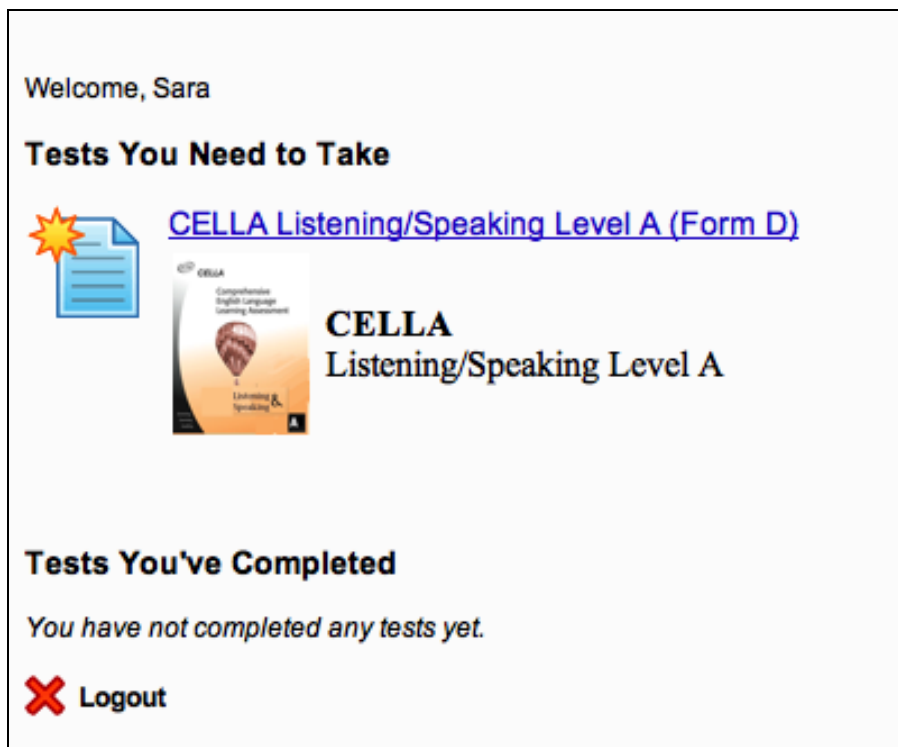
Here is what the Student Login page looks like.

A screenshot of the "Login As a Student" form. The form has a title "Login As a Student" in bold. Below the title are two input fields: "Student Username:" with the text "student1234567" and "Student Password:" with the text "\*\*\*\*\*". Below the password field is a "Login" button. To the left of the form, there is a yellow rectangular box with an orange border containing the text "Student enters **username** AND **password**.\*". Two orange arrows point from this box to the username and password input fields respectively.

\* For younger students or students who are not familiar with computers, the teacher may want to enter the student log in information.

## B. Student Welcome Page

Once the student is logged in, he or she will be on his or her own **Student Welcome** page. The student's name is at the top, along with a list of the tests the student needs to take and any tests he or she has completed.



## C. Student Directions for the Test

This is an example of the first page of the general directions for students in grades 2-12. Students in grades K and 1 have a more simplified version. All directions (plus a teacher script) are reproduced in the test's **Direction for Administration (DFA)**.

**Welcome to the CELLA!**

To help you take this test using the computer, here are some things that you should know:

1. When you see a Stop sign,  wait for teacher instructions.

2. To choose an answer, you must click on the circle button next to the answer.

3. After you click on the button, it will get dark.

**Button NOT clicked**

☐ were  
☐ to be  
☐ been  
☐ was

**Button Clicked**

☒ were  
☐ to be  
☐ been  
☐ was

4. If you want to change your answer, just click on a different answer button.

5. Once you answer a question, you need to click Continue to go to the next page.



6. Sometimes you will need to click the Begin Section button to go to the next page.



7. Do not use any other buttons on your computer to go to the next page.

8. Do not use any buttons on your computer to go back to an earlier page.



9. If you want to go back to a question, wait until the end of the test. You will have a chance to review and change your answers at that time.

10. After you complete part of the test, you may be asked to click on the Exit button. At any other time, you must have permission to click on the Exit button.



11. At the end of the test, you need to click the Finish button.



12. When you are ready to start the test, go the bottom of this page and click the Begin Test button.

[Begin Test](#)

## D. Student Finishes Test

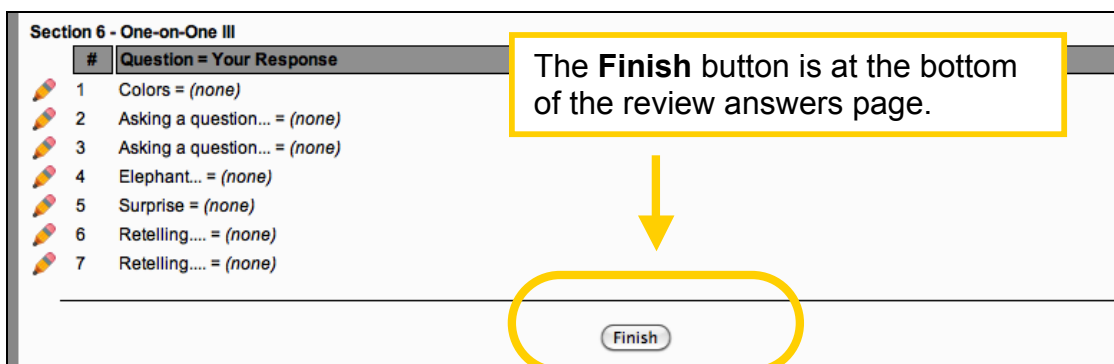
Once this last section is completed, the student will have a chance to review his/her answers. Since the teacher is working one-on-one with the student at this point, the teacher can decide if the student should be allowed to go back and review or complete an answer. Directions for how to use the review section are located in the DFA. Note that for some questions the audio has a limited number of times that it can be played (per test requirements). If the audio cannot be accessed, it is because there are no more chances to listen to that question. When the student has finished the test, even if the teacher hasn't entered the teacher scored items into the system, make sure that the student clicks the **Finish** button on the bottom of the **Review Answers** page.

The screenshot displays the 'Section 2 - Listening II' interface. It features a table with columns for question number, question text, student response, and time left. The questions are as follows:

#	Question	Your Response	Time Left
1	What to do... = C	[Illustration of two children reading a book]	untimed
2	What to do... = B	[Illustration of a girl speaking]	untimed
3	Class... = C	[Illustration of a teacher at a blackboard]	untimed
4	What to do... = (none)	[Yellow highlighted row]	untimed

Annotations on the screenshot:

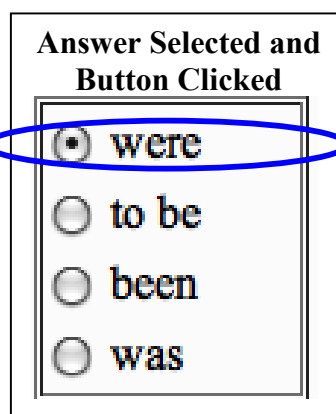
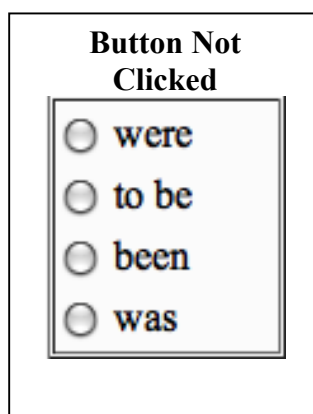
- Click on a pencil to access question and change an answer.** (Points to the pencil icon next to question 1)
- The answers displayed are the ones that the student selected.** (Points to the response area for question 1)
- Yellow highlighting means the answer was left blank or skipped. Click on pencil to go back and try again.** (Points to the yellow highlighted row for question 4)



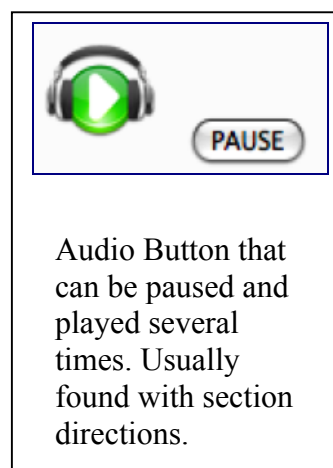
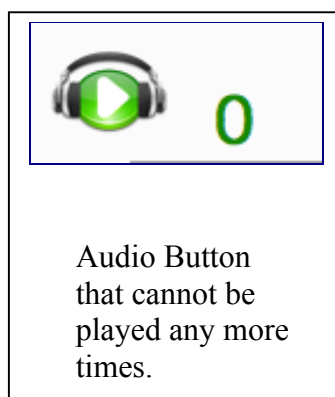
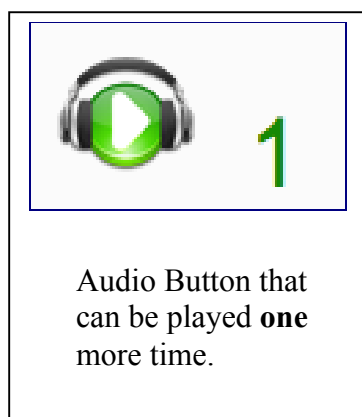
## E. Student Test: Sample Answer Buttons

Click on the button next to the word(s) to choose the answer.

The button will get dark. If you want to change your answer, just click on a different button.



## F. Student Test: Audio Play Buttons



## G. Student Test: Additional Buttons

