

## CELLA Updates for School Year 2022-2023

We have made a number of upgrades to the system database that should result in even faster response times for most actions! In addition, we have added the new capabilities below.

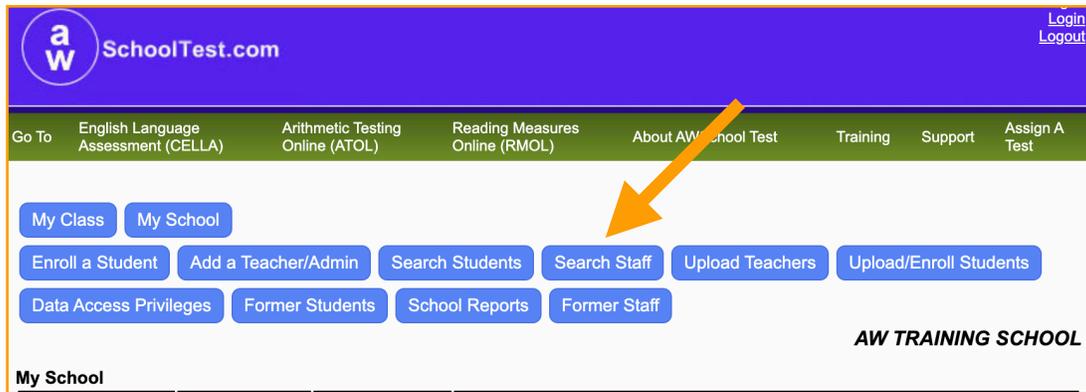
### **New CELLA Online Functions for Administrators**

Administrators for CELLA have two new functions that they can use this school year: "**Search Staff**" and "**Former Staff**".

**Search Staff:** Allows the Admin user to enter the staff's name, username, or email and search across schools or within a school to find a staff member's information. This makes it easy to find a teacher and use any admin actions needed for that teacher.

### **How to use:**

1. Select Blue **Search Staff** Button at top of page to access **Search Staff** function.



2. Select either "All Schools" or "Current School" for the search parameters.
3. Then enter the staff member's name, username, or email address.
4. Select "Search" Button to obtain results.

**My School**  
**Search Staff**  
**How To Search: You must enter staff name,username or email.**

All Schools  
 Current School

5. The system will find the staff in either the active or new “Former Staff” area. The results from the search will provide the staff member’s name, username, and access to administration actions, including access to their students. In the case below, the staff was active. If the staff member had been placed in the Former Staff, the name and info would have been displayed in the the bottom half of the results under “Former Staff.”

AW TRAINING SCHOOL

**My School**  
**Search Staff**  
 How To Search: You must enter staff name,username or email.

All Schools  
 Current School

School Name	Full Name	Username	Active Students	Administration Actions
AW TRAINING SCHOOL	Teacher10, Florida	<a href="#">fteacher10</a>	0	<a href="#">[students]</a> <a href="#">[Test Assignment History]</a> <a href="#">[Edit Profile]</a> <a href="#">[Move to Former Staff]</a> <a href="#">[transfer]</a>

**Former Staff**

School Name	Full Name	Username	Active Students	Administration Actions
No results				

**Former Staff:** Admin users now have a place to store staff members who are no longer active in the school system. This new location (“Former Staff”) allows an admin to reinstate the staff member should they return. The “Former Staff” function is found on the My School home page that lists all staff members and provides action links for administrators, as well as in the results of the new Search Staff function. If a staff member is going to be moved to Former Staff, all of that member’s students must first be reassigned from his or her class list. If the label “Former Staff” is in **blue** font then that staff member can be moved (see “Teacher10, Florida” in the image below as an example of a staff member who can be moved); if the label is in **black** font, then the staff cannot be moved until students are transferred to another staff member (see Madigan, Kathy as an example of teacher who cannot be moved until her students as transferred).

**How to use:**

1. Find the staff member that you want to remove from the school or district.
2. Select the link “Move to Former Staff” in that member’s row (only blue font for “Move to Former Staff” will allow you to move the staff member. If not blue, then first you need to transfer the staff member’s students to an active teacher.).
3. Pop-up window gives you the option to cancel your request or continue. Select “Ok” if you want to continue.
4. Select Blue Button at top of My School home page that is labeled “Former Staff” and check to see if the staff member was successfully move to the Former Staff area.
5. If you want to access a former staff member, you can select the Blue button for “Former Staff” at the top of the My School home page of the in which the account was located or you can use the new Search Staff function (see above). Either one also allows you to return the staff member to his or her previous school. If needed, once the staff member is placed in the previous school you can make a transfer to a new school in the usual manner.

Madigan, Kathy	<a href="#">kmadigan</a>	4	<a href="#">[students]</a> <a href="#">[Test Assignment History]</a> <a href="#">[Edit Profile]</a> <a href="#">[Move to Former Staff]</a> <a href="#">[Transfer]</a>
Rebarber, Theodor	<a href="#">trebarber</a>	4	<a href="#">[students]</a> <a href="#">[Test Assignment History]</a> <a href="#">[Edit Profile]</a> <a href="#">[Move to Former Staff]</a> <a href="#">[Transfer]</a>
Teacher1, Florida	<a href="#">fiteacher01</a>	0	<a href="#">[students]</a> <a href="#">[Test Assignment History]</a> <a href="#">[Edit Profile]</a> <a href="#">[Move to Former Staff]</a> <a href="#">[Transfer]</a>
Teacher10, Florida	<a href="#">fiteacher10</a>	0	<a href="#">[students]</a> <a href="#">[Test Assignment History]</a> <a href="#">[Edit Profile]</a> <a href="#">[Move to Former Staff]</a> <a href="#">[Transfer]</a>
Teacher100, Florida	<a href="#">fiteacher100</a>	0	<a href="#">[students]</a> <a href="#">[Test Assignment History]</a> <a href="#">[Edit Profile]</a> <a href="#">[Move to Former Staff]</a> <a href="#">[Transfer]</a>
Teacher101, Florida	<a href="#">fiteacher101</a>	0	<a href="#">[students]</a> <a href="#">[Test Assignment History]</a> <a href="#">[Edit Profile]</a> <a href="#">[Move to Former Staff]</a> <a href="#">[Transfer]</a>

www.awschooltest.com says

Are you sure you want to move this teacher or other staff account to Former Staff?

**My School**  
**Former Staff**  
 Below are teachers or other staff who are no longer active in this school system.

Full Name	Username	Inactive Date	Return
Florida Teacher100	fiteacher100	2022-08-10 14:41:49	<input checked="" type="checkbox"/>
Florida Teacher120	fiteacher120	2022-08-10 14:42:05	<input type="checkbox"/>
Florida Teacher130	fiteacher130	2022-08-10 14:42:12	<input type="checkbox"/>

## Additional CELLA Updates for School Year 2022-2023

1. The system will no longer allow tests to be assigned to students whose account profile indicates they are at a lower grade than required for that test. You will notice that some student names are in gray font and the others are in dark black font. Those in dark black font are eligible for that particular test assignment. This reduces the potential for test assignment errors. If you want to assign a test to a student and his or her name is not in dark black font, then you need to change the student's grade level. In the example below, only Chase Ornelas is eligible for this test K assignment.

Choose Students:

James, John (JJ1234, grade 7)

**Ornelas, Chase (Chase123, grade K)**

Ornelas, Mia (Mia123, grade 4)

Tabak, Lara (Lara123, grade 7)

Assign Test

2. When using an iPad to administer CELLA, the selection bar that lists student names on the Test Assignment page will, by default, read "0 items." The term "items" here means the number of students selected so far. Please note that you can select multiple students on a tablet by merely selecting each name that needs to be assigned that specific test. To unselect a name using a tablet, just select it again.
3. Administrators can select whether to allow staff to enroll students (or not) when they set-up or change a staff profile. Please note that the default when establishing a staff profile is allow them to enroll students (the box will already be selected on the form). If a district wishes to implement this feature on a larger scale (to NOT allow staff to enroll students), send a request to [priority@awschooltest.org](mailto:priority@awschooltest.org).

Grant Admin Status?

Can Enroll Students?

Submit