

Miami-Dade County Public
Schools
Teacher User's Guide
CELLA Online
(Form 3)

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Teacher User Information

This user guide was designed especially for personnel in Miami-Dade County Public Schools (M-DCPS). If you are not an employee of M-DCPS, please select the Standard version of the user guide.

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

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. If your question is not answered using the support area, please contact your local area administrator in charge of CELLA Online.

B. Login To Teacher Account

Some basic definitions for how M-DCPS will use the CELLA Online System:

- Administrators are M-DCPS 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, **M-DCPS CELLA Test Administrators are considered Teachers**. So if you administer the CELLA Online test you are considered a “teacher” by the system and have a “My Class” page.
- 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 the **Bilingual Tool Box** on <http://bilingual.dadeschools.net/> and clicking on the link for **CELLA Online**. That link will take you directly to AWSchoolTest home page and access to the teacher/administrator log in area.

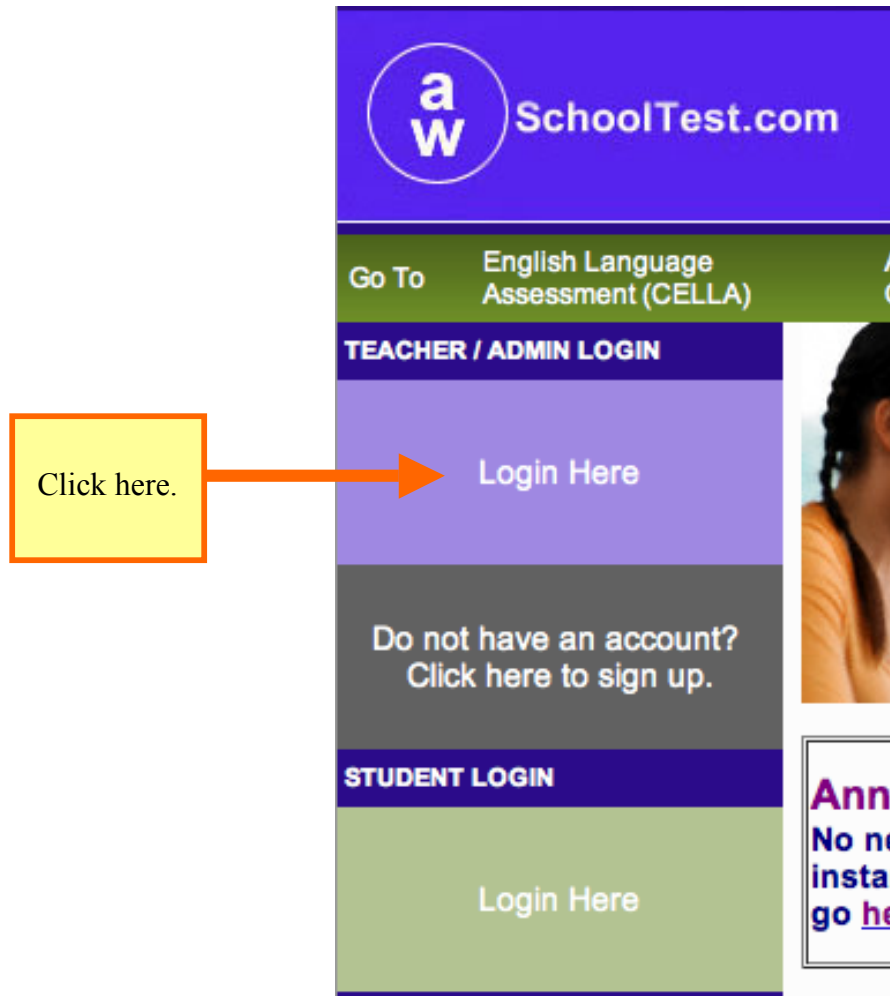


The screenshot shows a webpage with a header featuring two young girls and the text "Welcome Mwen kontan wè w Bienvenidos". Below the header is a navigation menu with two columns: "Bilingual Toolbox" and "Bilingual Highlights". Under "Bilingual Toolbox", there are links for "Education Portal", "Community Connection", "WLRN Video System", "Individual LEP Student Plan", and "CELLA Online". The "CELLA Online" link is highlighted with a red box. A yellow callout box on the left contains the text "Under the Bilingual Toolbox click CELLA Online" with an arrow pointing to the "CELLA Online" link. Under "Bilingual Highlights", there is a paragraph of text: "The Division of Bilingual Education and World Languages encompasses those programs whose ultimate goal is to produce students who can communicate orally and in writing in English and in another language with proficiency commensurate with their experiential and educational level, age, and interests, and who can interact effectively with groups using those languages."

Once you click on the **CELLA Online Link** under the **Bilingual Tool Box** you will access www.awschooltest.com. (You can also access AWSchoolTest by directly entering the webpage address into your browser.) 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. Go to <http://bilingual.dadeschools.net/>
2. Click on CELLA Online (Under tool box)
3. Arrive at AWSchoolTest home page (www.awschooltest.com)
4. Find Teacher/Admin Login (left hand side of the home page)
5. 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 will be the lowercase initials: md and your M-DCPS employee number**; there are no spaces or dashes (e.g., md123456). 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.

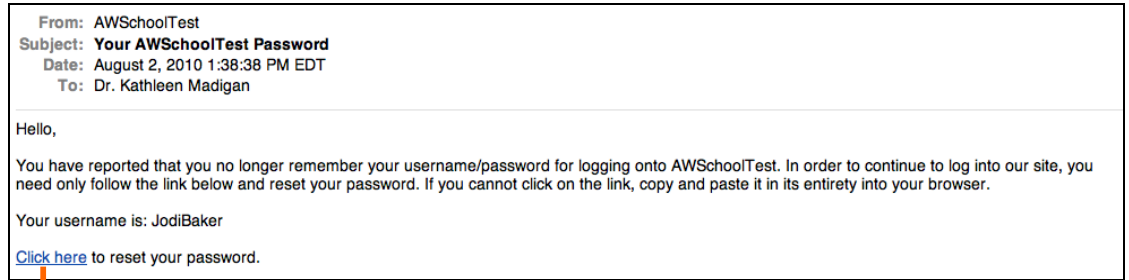
D. Create a Personal and Secure Password

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.

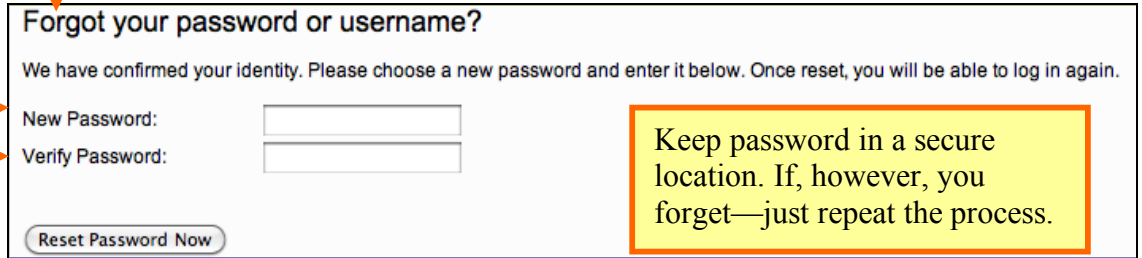
The screenshot shows the AWSchoolTest.com login page. At the top is the logo and navigation menu. Below is the login section with fields for Username and Password, and a 'Forgot your username or password?' link. A yellow box with '1. Click here to create your password.' has an arrow pointing to the 'Forgot your username or password?' link. Below the login section is a footer with copyright information. An arrow points from the footer area down to a separate box representing the 'Forgot your password or username?' page. This page contains instructions and a 'Your email:' field with a 'Continue...' button. A yellow box with '2. Enter your district e-mail address.' has an arrow pointing to the email field. Another yellow box with '3. Click Continue' has an arrow pointing to the 'Continue...' button. A final yellow box with '4. Check your e-mail account for the access link to create your password.' is positioned below the 'Continue' button.

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

Select Click here link.

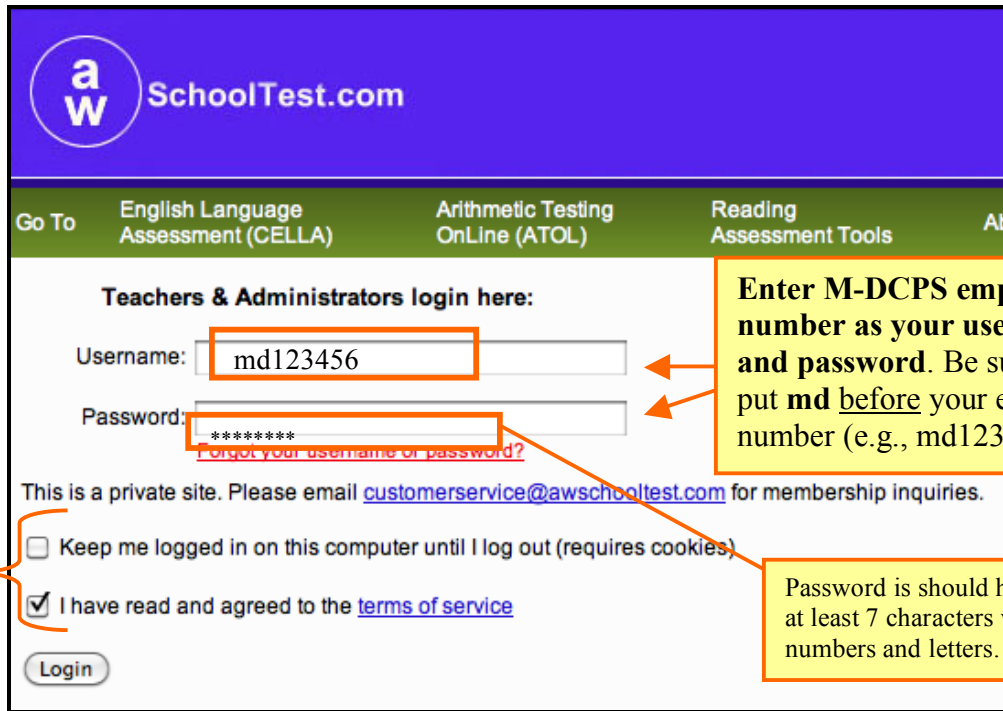


Enter at least 7 numbers and letters.



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.



Enter M-DCPS employee number as your username and password. Be sure to put **md** before your employee number (e.g., md123456).

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

If you are an administrator or teacher working with more than one school, the next screen will ask which school you would like to manage. Click on the drop down to select the school.

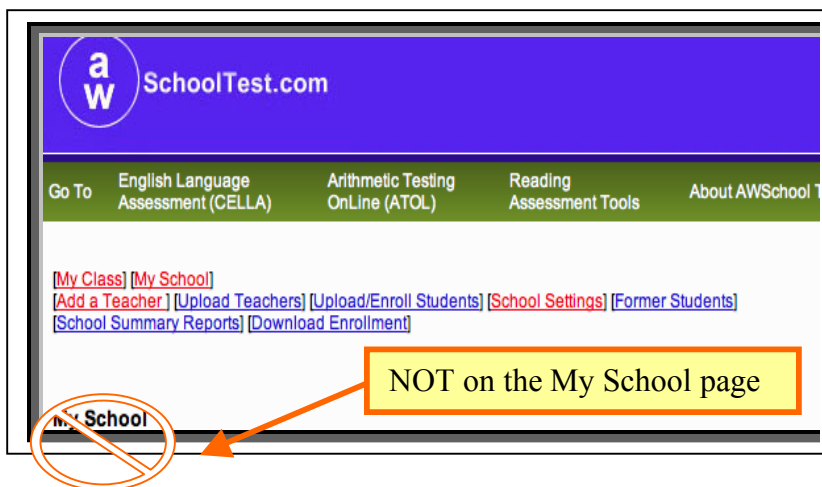
Select a school.

The screenshot shows the SchoolTest.com administrator interface. At the top is a blue header with the 'aW' logo and 'SchoolTest.com'. Below this is a green navigation bar with 'Go To' and three menu items: 'English Language Assessment (CELLA)', 'Arithmetic Testing OnLine (ATOL)', and 'Reading Assessment'. The main content area is white and contains links for '[My Class]' and '[My School]'. Below these links, a message states: 'You are an administrator for 2 school(s). Select a school below to manage it.' At the bottom of this section is a dropdown menu with the text '-- Select a School --' and a small arrow icon on the right.

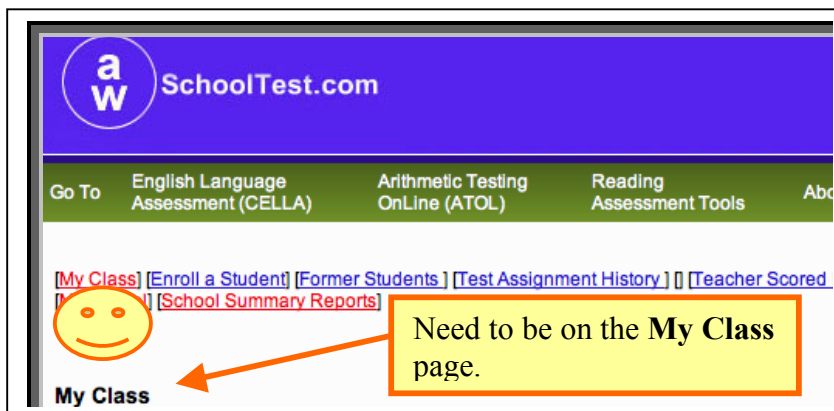
E. My Class roster page

Remember, for the purposes of CELLA Online Assessment system, the M-DCPS CELLA Test Administrators are considered teachers. 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.)

*NOTE: From now on in this manual, the **CELLA Test Administrator** will be called a **teacher** and the students tested or to be tested will be a part of the class 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.

*More information about each of these Administrative Actions see the Administrator User's guide.

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 if you are an administrator, you can still access your SCHOOL wide information from here, (e.g., My School). Teachers will not have the My School link available to them. But have everything else.

The screenshot shows the top navigation bar of the SchoolTest.com website. The header is blue with the 'aw' logo and 'SchoolTest.com' text. On the right, there are 'Login' and 'Logout' links. Below the header is a green navigation bar with the following links: 'Go To', 'English Language Assessment (CELLA)', 'Arithmetic Testing OnLine (ATOL)', 'Reading Assessment Tools', 'About AWSchool Test', 'Training', 'Support', and 'Assign A Test'. Below this is a white area containing several red links: '[My Class]', '[Enroll a Student]', '[Former Students]', '[Test Assignment History]', '[Teacher Scored Items]', '[My School]', and '[School Summary Reports]'. The text 'JCBSchool' is displayed on the right side of this area. At the bottom left, the text 'My Class' is visible.

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

AW SchoolTest.com

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

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

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

My Class Remember that "My Class" refers to your group of students involved in testing.

JCBSchool

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.)

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.

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

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

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

My Class Walker School

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	[Test History] [Edit]
Espinosa	Manuel	mds1234568	0	N	[Test History] [Edit]
Garcia	Alejandro	mds1234569	0	N	[Test History] [Edit]
Patel	Ashika	mds2223456	1	N	[Test History] [Edit]
Patel	Ashika	mds2345678	0	N	[Test History] [Edit]
Peng	Leon	mds2345677	0	Y	[Test History] [Edit]
Rashad	Marcus	mds2345679	0	N	[Test History] [Edit]
Sing	Thomas	mds2345555	0	N	[Test History] [Edit]
Torres	Carmen	mds3456789	0	N	[Test History] [Edit]
Ying	Michelle	mds3456788	0	N	[Test History] [Edit]

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

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 your class, click on the student's name.

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

Pending Tests
Ashika Patel--(mds2223456)
hasn't started her assigned test.

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

Students

Last Name	First Name	Student Username	Pending Tests	Tests in Progress	
Chen	Kenneth	mds1234567	0	N	[Test History] [Edit]
Espinosa	Manuel	mds1234568	0	N	[Test History] [Edit]
Garcia	Alejandro	mds1234569	0	N	[Test History] [Edit]
Patel	Ashika	mds2223456	1	N	[Test History] [Edit]
Patel	Ashika	mds2345678	0	N	[Test History] [Edit]
Peng	Leon	mds2345677	0	Y	[Test History] [Edit]
Rashad	Marcus	mds2345679	0	N	[Test History] [Edit]
Sing	Thomas	mds2345555	0	N	[Test History] [Edit]
Torres	Carmen	mds3456789	0	N	[Test History] [Edit]
Ying	Michelle	mds3456788	0	N	[Test History] [Edit]

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F. 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. **M-DCPS will use mds (Miami-Dade student) followed by the Student Identification numbers as student Usernames AND Passwords.*** Usernames cannot be change, so please enter the correct information for the student. It takes about 20-30 seconds to enroll a student.

Step 1
Click **[Enroll a Student]**

Step 2
Enter student information

Step 3
Click **Submit**

My Class
Add a Student
To add a student to your class roster, or to edit an existing student profile, enter the appropriate information in the fields below. Then click the "Submit" button.

Student Username *
mds1234567

Password *
mds1234567

First Name *
Maria

Middle Name

Last Name *
Ramirez

Gender
Female

Date of Birth (MM-DD-YYYY) *
09 - 4 - 2000

Grade *
4

School Name *
Admin5

Special Code

Submit

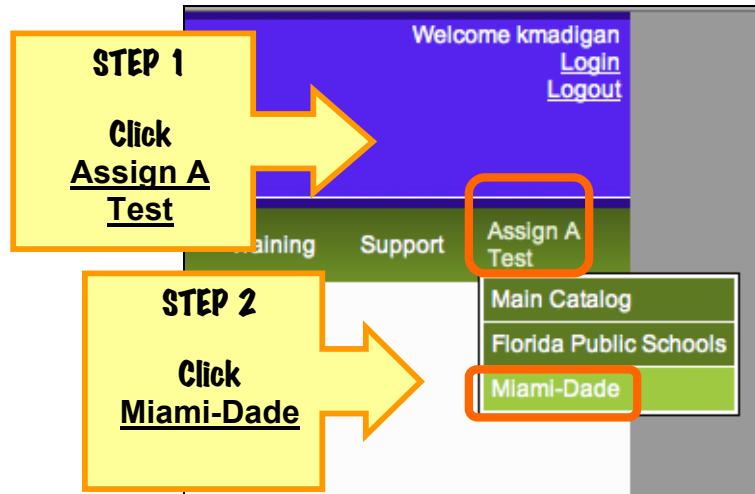
Please use the **mds** (for Miami-Dade student) followed by the **student identification number** for student username AND password. Be sure to put **mds** before the student number.*

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.**

* Guidelines for student usernames and passwords were developed by M-DCPS.

G. Assign A Test

Click on **Assign a Test** in the top navigation bar. This will access a test the customized M-DCPS catalog page. Click on **Miami-Dade** link. Then you can select the test you want to assign to one or more students.



Choose the grade level of the students that you will be testing, click on the name of the test either for **Entry** or **Extension of Services**. The appropriate test assignment page will be immediately displayed.

Test Catalog: Miami-Dade CELLA Comprehensive Assessments

CELLA Comprehensive Assessments: Entry & Extension

Standard CELLA Bulk Pricing is available [here](#); Florida schools can contact us about special pricing at: [CELLA Florida Pricing](#).

Access privileges may be obtained after purchase by contacting [AWSchoolTest](#).

STEP 3
Find **GRADE**.
Click on test
name.

Grade	Entry	Extension of Services
K	Listening/Speaking Level A - Form D	Listening/Speaking Level A - Form E
1	Listening/Speaking Level A - Form D	Listening/Speaking Level A - Form E
2	L/S A : Reading & Writing Ax - Form A	L/S A : Reading & Writing Ax - Form B
3-5	L/S B : Reading & Writing B - Form A	L/S B : Reading & Writing B - Form B
6-8	L/S C : Reading & Writing C - Form A	L/S C : Reading & Writing C - Form B
9-12	L/S D : Reading & Writing D - Form A	L/S D : Reading & Writing D - Form B

Test Assignment Example

For this example, we selected **Grade K (Kindergarten) Entry**. The **Listening & Speaking Level A – Form D** is the only CELLA Online test that M-DCPS is using for K. 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. You can also access the training materials for this test here.

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 K (Kindergarten)

Steps to Assign a Test

STEP 1
Download and Print DFA.

STEP 2
Select name(s).

STEP 3
Click Assign Test

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](#).

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

Assign This Test

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

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

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.

- Grader, Fourth (fourthgraderTR, grade 4)
- Grader, Ninth (ninthgraderTR, grade 9)
- Grader, Second (secondgraderTR, grade 2)
- Grader, Seventh (seventhgraderTR, grade 7)
- Jones, John (johnjones, grade 3)
- Mendoza, Sara (md12345678, grade K)
- Ornelas, Rosa (rosa1234, grade 9)
- Rivar, Nemo (Nemo, grade 2)



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.

Assign Test

H. 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 #5219, but your test(s) was free and your test assignment has been activated. You can view your test assignment details [here](#), [login as a student](#) to take this test, or [assign a student](#) for additional tests.

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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.

I. 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. 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 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 *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. Example of the *Teacher Scored Items Class Roster* for **CELLA Listening & Speaking Level A:**

Listening/Speaking Level A		Section 4					Section 5					Section 6				
		a	map	▲	Act	Line	Object	Girl	Boy	Ball	Mt.	Ask colors	Ask	Ask	Ele	box
Student Name	Possible Score →	1	1	1	1	1	1	1	1	1	2	2	2	2	2	4
↓																
1.																
2.																
3.																
4.																

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 easy steps for entering the speaking, oral reading, and constructed-response writing scores into the AWSchoolTest system:

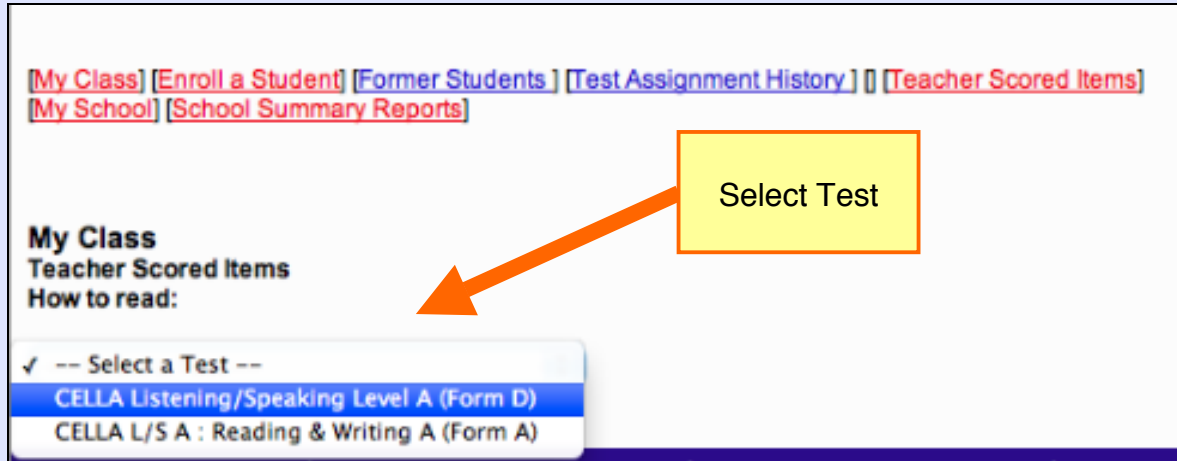
STEP #1. On your My Class page select the link [Teacher Scored Items]

The screenshot shows the top navigation bar with links: Go To, English Language Assessment (CELLA), Arithmetic Testing OnLine (ATOL), Reading Assessment Tools, and About. Below this is a row of links: [My Class], [Enroll a Student], [Former Students], [Test Assignment History], and [Teacher Scored Items]. The [Teacher Scored Items] link is highlighted with a red box and a yellow arrow points to it from above. Below the links, the text 'My Class' and 'Welcome to AWSchoolTest.com' is visible.

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

The screenshot shows the 'My Class Teacher Scored Items' page. The navigation bar is the same as in Step 1. Below the links, the text 'My Class Teacher Scored Items' and 'How to read:' is visible. A drop-down menu is shown with the text '-- Select a Test --'. A yellow box with the text 'Use Drop Down box to select test.' has an orange arrow pointing to the drop-down menu.

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



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
	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information

Only students who have started the test are listed. 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.

STEP #4. Enter the Data.

CELLA Listening/Speaking Level A (Form D)

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	0

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.

CELLA Listening/Speaking Level A (Form D)

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	0


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.

J. 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](#).

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

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

Students

Last Name	First Name	Student Username	Pending Tests	Tests in Progress	
Chen	Kenneth	mds1234567	0	N	[Test History] [Edit]
Espinosa	Manuel	mds1234568	0	N	[Test History] [Edit]
Garcia	Alejandro	mds1234569	0	N	[Test History] [Edit]
Patel	Ashika	mds2223456	1	N	[Test History] [Edit]
Patel	Ashika	mds2345678	0	N	[Test History] [Edit]
Peng	Leon	mds2345677	0	Y	[Test History] [Edit]
Rashad	Marcus	mds2345679	0	N	[Test History] [Edit]
Sing	Thomas	mds2345555	0	N	[Test History] [Edit]
Torres	Carmen	mds3456789	0	N	[Test History] [Edit]
Ying	Michelle	mds3456788	0	N	[Test History] [Edit]

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K. 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 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.

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](#)

Test Name	Date	Status	
CELLA Listening/Speaking Level A - Form D	Jul 27, 2010 15:52	Completed	Test Report

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

Access individual test reports. **Print out and file the Test Report in the Student's ELL file.** All reports can be printed.

L. 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.

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: Tuesday, April 27, 2010 8:38 pm
Test Name: CELLA L/S D : Reading & Writing D - Form A

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: 725
Listening/Speaking Performance Category: High Intermediate

Reading Score: 729
Reading Performance Category: Low Intermediate

Writing Score: 683
Writing Performance Category: Beginning

Comprehension Score: 727
Comprehension Performance Category: Low Intermediate

Total Score: 2137
Total Performance Category: Low Intermediate 2

M-DCPS ESOL Eligibility
If the student is below proficient in **Listening/Speaking, Reading, OR Writing**, then, he/she is eligible for M-DCPS ESOL services. To determine what level of services, look at the **Total Performance Category**.

*Note that the separate Comprehension score is not used to determine eligibility for ESOL services.

Total Performance Category: Note there is a numeral 1, 2, 3, or 4 added to the descriptive label to indicate type of services the student is eligible to receive:

Beginning 1 = ESOL Level 1
Low Intermediate 2 = ESOL Level 2
High Intermediate 3 = ESOL Level 3
Proficient 4 = ESOL Level 4

Content Categories

How To Read: This section provides information about how the student performed in different areas of knowledge or skill assessed by this test. Results indicate the amount of points the student earned in each content category, compared to the total number of points possible in the same category.

Content Category	Points Earned	Progress Bar
Listening Vocabulary/Sentences	6 / 7	
Listening Comp. (Short Talks)	4 / 6	
Listening Comp. (Extended)	5 / 8	
Speaking Vocabulary	4 / 5	
Speaking (Asking Questions)	3 / 4	
Speaking (Extended Speech)	10 / 10	
Reading Vocabulary	5 / 9	
Reading Comprehension	5 / 16	
Writing Grammar	1 / 5	
Writing Punct./Capital.	1 / 3	
Writing Sentences	6 / 11	
Writing Paragraphs	4 / 10	
Writing Editing	1 / 4	

REMEMBER: A hard copy of this entire test report must be put in the student's ELL file.

M. Student Transcript

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

James Madison

AWSchoolTest
Student Transcript

Report Date: Monday, August 31, 2009

Student Name: Carmen Vasquez
Student Username: Carm.Vasquez720
Date of Birth: 01/01/1996
Current Age: 13
Gender: Female
Special Code:

Teacher Name: Adam Arroyo

Tests Completed: 4
Tests Passed: 1
Tests Not Passed: 3
Tests With No Passing Score: 0

The Student Transcript provides detailed information about an individual student's results for all online testing sessions completed by the report date.
About the Data Table and Bar Graph: When results include tests with the same scale, such as Form A of third grade Arithmetic Testing OnLine and Form B of third grade Arithmetic Testing OnLine, these will be displayed on the same bar graph. Each numbered row in the table (on the left) corresponds to the similarly numbered bar in the graph (on the right). Tests with different scales are displayed in separate tables (each with its own bar graph). More information about this report may be found [here](#).

#	Test Form Name	Testing Date	Student Grade Level	Student Score	Passing Score	Performance Category	Bar Graph								
1.	CELLA Reading Level Ax - Form A - Scale Reading	Apr 14, 2009 0:45	4	653	722	Low Intermediate	<table style="display: none;"> <caption>Bar Graph Data</caption> <thead> <tr> <th>Test #</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>653</td> </tr> <tr> <td>#2</td> <td>712</td> </tr> <tr> <td>#3</td> <td>737</td> </tr> </tbody> </table>	Test #	Score	#1	653	#2	712	#3	737
Test #	Score														
#1	653														
#2	712														
#3	737														
2.	CELLA Reading Level Ax - Form B - Scale Reading	Apr 14, 2009 0:46	4	712	728	High Intermediate									
3.	CELLA Reading Level B - Form A - Scale Reading	Apr 14, 2009 0:46	5	737	722	Proficient									

N. Reassign, Cancel, or Finalize Tests

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	Test History Edit
Espinosa	Manuel	mds1234568	0	N	Test History Edit
Garcia	Alejandro	mds1234569	0	N	Test History Edit
Patel	Ashika	mds2223456	1	N	Test History Edit
Patel	Ashika	mds2345678	0	N	Test History Edit
Peng	Leon	mds2345677	0	Y	Test History Edit
Rashad	Marcus	mds2345678	0	N	Test History Edit

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 **Finalize** 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	Cancel Reassign
CELLA Listening/Speaking Level A - Form C	Apr 28, 2010 20:29	Completed	Test Report

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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	Cancel Reassign
Completed	Test Report

To Finalize a Test

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

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:

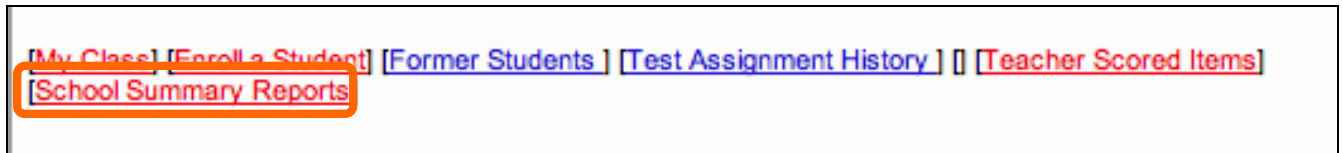
[View Student Transcript](#)

Test Name	Date	Status	
CELLA Listening/Speaking Level A - Form D	Jul 27, 2010 15:52	In Progress	Finalize

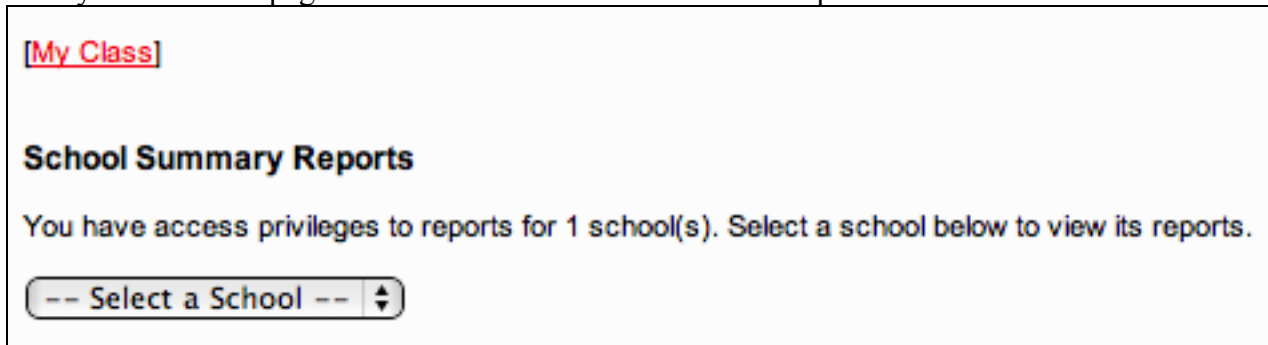
Select **Finalize** to complete a test in progress.

O. School Summary Reports

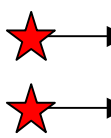
Depending on settings selected by school or district administrators, teachers can access school summary reports that provide results for their school, such as your entire class or student group. From the **My Class** roster page, click on the **School Summary Reports** link.



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).

P. 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).

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.

- From To
- From To
- From To
- From To
- 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

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.

Q. Student List Report

At the very 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.

The screenshot shows the 'Student List Reports' section. It includes a 'Select Report type:' section with two radio buttons: 'Single Scale Assessment Report' (selected) and 'Multiple Scale Assessment Report'. Below this is a note: 'There are three types of reports that can be generated: Performance Category, Score, Points by Content Category; Error Patterns. Report'. The 'Select Test Form and Date:' section has a checked checkbox, a dropdown menu with 'Select a test form...', and date fields 'From mm/dd/yyyy' and 'To mm/dd/yyyy'. A 'Select Reports' button is at the bottom. Two callout boxes are present: one pointing to the 'Single Scale Assessment Report' option with the text 'K and 1st grade teachers select single scale student list report type.', and another pointing to the 'Multiple Scale Assessment Report' option with the text 'Grade 2-12 teachers select multiple scale student list report type.'

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.

The screenshot shows a dropdown menu for selecting test forms. The 'Multiple Scale Assessment Report (Coming 2010)' option is selected. The dropdown list includes various test forms such as 'CELLA L/S A : Reading & Writing A - Form A', 'CELLA L/S A : Reading & Writing Ax - Form A', 'CELLA L/S B : Reading & Writing Ax - Form A', 'CELLA L/S B : Reading & Writing B - Form A', 'CELLA L/S C : Reading & Writing Ax - Form A', 'CELLA L/S C : Reading & Writing B - Form A', 'CELLA L/S C : Reading & Writing C - Form A', 'CELLA L/S D : Reading & Writing Ax - Form A', 'CELLA L/S D : Reading & Writing B - Form A', 'CELLA L/S D : Reading & Writing C - Form A', 'CELLA L/S D : Reading & Writing D - Form A', 'CELLA Listening/Speaking Level A - Form A', 'CELLA Listening/Speaking Level A - Form B', 'CELLA Listening/Speaking Level A - Form C', and 'CELLA Listening/Speaking Level A - Form D'. The 'Select a test form...' option is at the top of the list.

Select these tests for
Entry and Placement.

- 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 1st 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 a web interface for selecting a report type. At the top, it says "Student List Reports:". Below this, there are three fields: "Report Date" (Thursday, July 1, 2010), "Selected Test Form(s)" (CELLA Listening/Speaking Level A - Form A - Listening/Speaking), and "Student Grouping" (Teachers: Lopez, Rita). Underneath is the section "Select a Report:" with three radio button options. 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 a red box. An orange arrow points from a yellow callout box above to this radio button. At the bottom left, there are two buttons: "View Report" and "Return". The "View Report" button is also highlighted with a red box, and an orange arrow points 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.

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

R. 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

S. 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:**

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

School Summary Reports

Student List Reports:
Multiple Scale Score Listings
Displays the scale score each student earned for that testing session.

Report Date Thursday, August 5, 2010
Selected Test Form(s) CELLA L/S D : Reading & Writing D - Form A
Student Grouping School-Wide

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	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

T. 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.

U. 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	Details
5654	Test: CELLA Listening/Speaking Level A (Form C)	Jun 30, 2010 9:01 pm	1	\$0.00	Details
5356	Test: CELLA Reading Level Ax (Form C)	Apr 30, 2010 11:21 am	5	\$0.00	Details
5335	Test: CELLA Listening/Speaking Level A (Form C)	Apr 29, 2010 12:27 am	1	\$0.00	Details
5334	Test: CELLA Listening/Speaking Level A (Form C)	Apr 28, 2010 11:53 pm	1	\$0.00	Details
5332	Test: CELLA Reading Level B (Form C)	Apr 28, 2010 8:40 pm	1	\$0.00	Details
5331	Test: CELLA Writing Level D (Form C)	Apr 28, 2010 8:31 pm	1	\$0.00	Details
5330	Test: CELLA Listening/Speaking Level A (Form C)	Apr 28, 2010 8:29 pm	1	\$0.00	Details
5309	Test: CELLA Reading Level B (Form C)	Apr 26, 2010 8:55 pm	0	\$0.00	Details

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

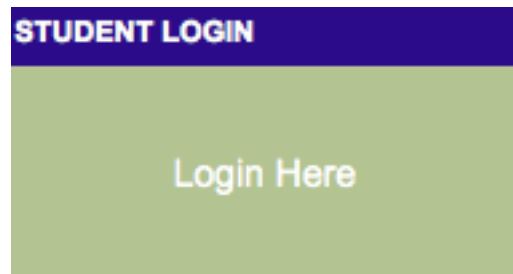
Teachers should be aware of the screen views during a student test. To watch a student taking a test in real time, please go to the Training section of AWSchoolTest and select the video tutorials. Information about how to administer the test can be found in the Directions for Administration (DFA) for 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

The screenshot shows the AWSchoolTest.com website. At the top is a purple header with the logo 'a W SchoolTest.com'. Below the header is a green navigation bar with three links: 'Go To English Language Assessment (CELLA)', 'Arithmetic Testing OnLine (ATOL)', and 'Reading Assessment'. The main content area is divided into two columns. The left column has a purple header 'TEACHER / ADMIN LOGIN' with a 'Login Here' button, a grey box with the text 'Do not have an account? Click here to sign up.', another purple header 'STUDENT LOGIN' with a 'Login Here' button, and a purple header 'SEARCH' with a search input field and a 'GO' button. A yellow callout box with an orange arrow points to the 'STUDENT LOGIN Login Here' button, containing the text 'Students Click Here'. The right column features a photograph of three students (two girls and one boy) looking at a laptop. Below the photo is a white box with a purple border containing an announcement: 'Announcement: CELLA Online (For... No need for teacher hand-scoring of... instantly available for placement and... here. For video demonstrations and e...'. At the bottom of the right column is a white box with a purple border containing the text: 'Welcome to AWSchoolTest.com! AWSchoolTest provides teachers and admin... achievement for all students. It is designed to support educators and instr...

A. Student Login Information

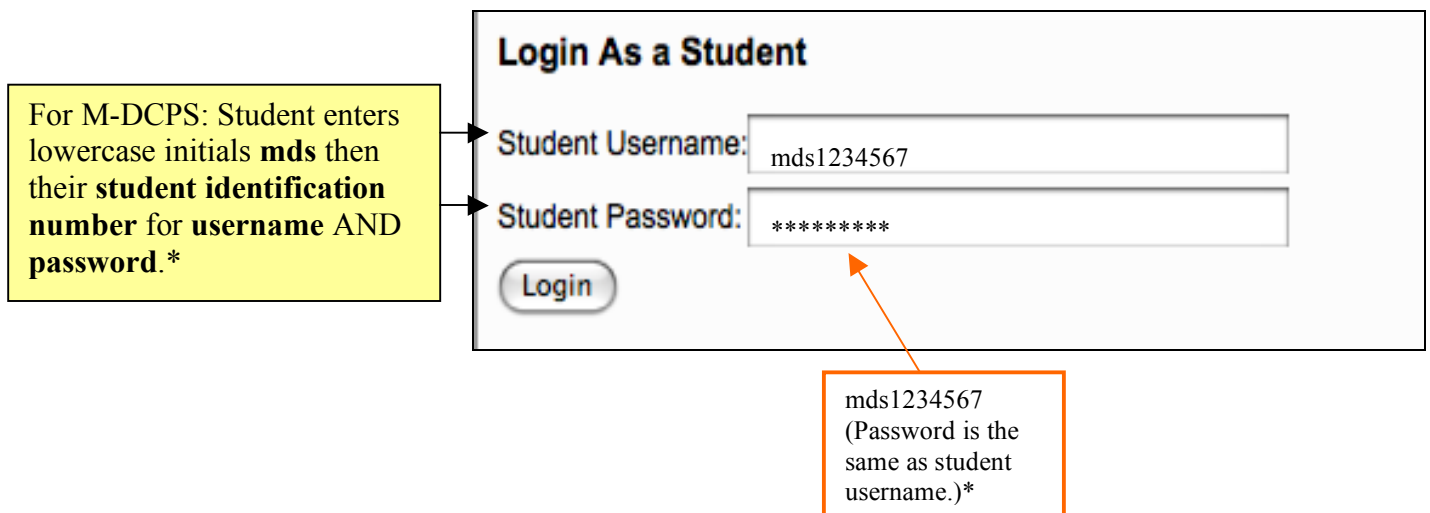
The student will login on the left side of the home page using the student username and password (assigned to him or her by the teacher or an administrator). Remember M-DCPS students will use their student identification number for their username AND password.

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.

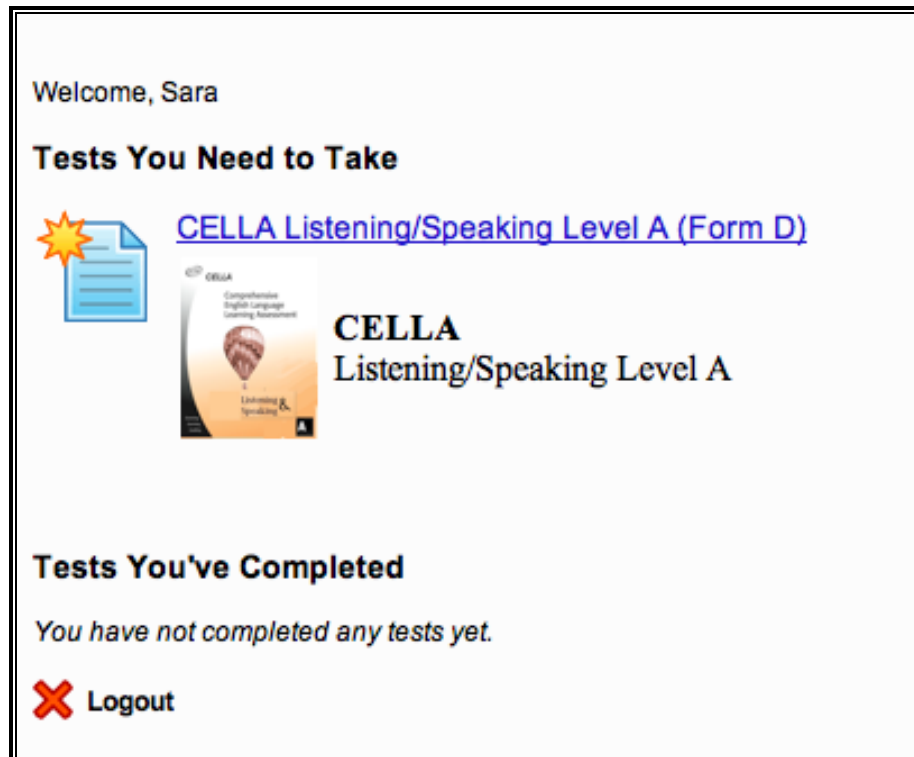


The screenshot shows a login form titled "Login As a Student". It contains two input fields: "Student Username:" with the value "mds1234567" and "Student Password:" with the value "*****". A "Login" button is located below the password field. A yellow box on the left contains the text: "For M-DCPS: Student enters lowercase initials **mds** then their **student identification number** for **username** AND **password**.*". An orange box at the bottom right contains the text: "mds1234567 (Password is the same as student username.)*", with an arrow pointing to the password field.

* Guidelines for student usernames and passwords were developed by M-DCPS.


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.



Welcome, Sara


Tests You Need to Take

 [CELLA Listening/Speaking Level A \(Form D\)](#)

 **CELLA**
Listening/Speaking Level A

Tests You've Completed

You have not completed any tests yet.


 [Logout](#)

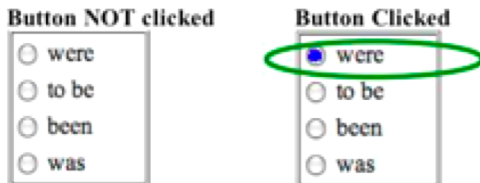
C. Student Directions for the Test

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.



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](#)

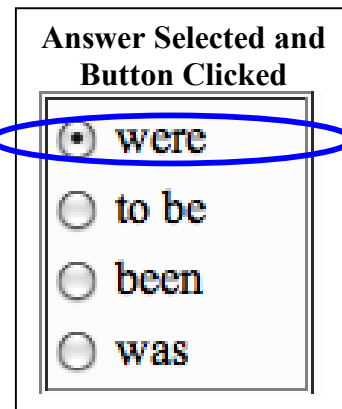
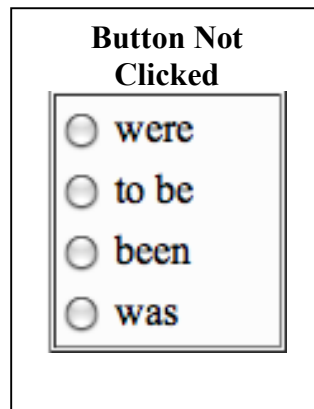
D. Student Finishes Test

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.

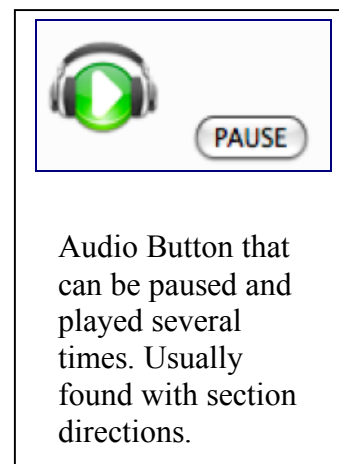
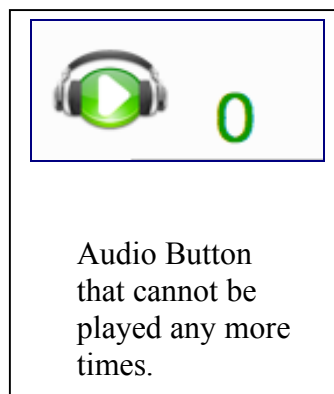
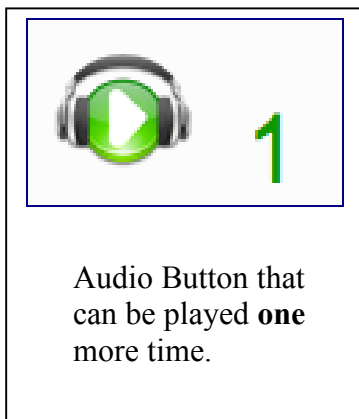
E. Student Test: Sample Answer Buttons

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

