

## 2010–11 Local Scoring Tool Tutorial

Hello and welcome to the tutorial on using the 2010–11 Local Scoring Tool, or LST, to locally score the California English Language Development Test, or CELDT. In this tutorial we will cover the following topics:

- What is the LST
- How to access the program
- Where to go for written instructions on using the LST
- Entering and editing student information
- Printing a report and exporting electronic data files

### What is the LST

To begin, what is the LST? The LST is a Web-based program used by the CELDT District Coordinator and school site personnel to locally score students' CELDT tests. This Web-based program assists with the local scoring process by calculating the scale scores and performance levels needed to help make instructional placement decisions.

### How to access the program

To access the online LST application, first go to the CELDT Web site at <http://www.celdt.org/>, and select the **Local Scoring Tool** quick link on the left side bar of the home page. There is no need to download anything to your desktop, however, you must have access to the Internet to use this application. The program works with both PC and Mac computers.

### Where to go for written instructions on using the LST

On the LST main page, select the **Launch Scoring Tool** button to begin the process. But first, note that there are two links to additional resources on this main page.

- The Tips for Using the Local Scoring Tool document provides step-by-step instructions for using the LST application. We recommend printing this document and using it as a guide while you learn how to use the LST program.
- The second link provides an electronic Excel spreadsheet template into which the electronic scores may be copied for saving locally. To do this, save this template to your hard drive. I'll demonstrate how to use this template in a moment.

### Entering and editing student information

To begin using the LST, select the **Launch Scoring Tool** button which opens a new window in the browser. Student data is entered in two parts: the first part includes the student information and the second part includes the student raw scores.

First, I will step through entering student information by entering data for a sample student. Not all student-identifying information fields need to be filled in. There are, however, a few required fields. They are Student Name, Student Grade, and Test Date (each marked by a red

asterisk). All other demographic information is optional but highly recommended so that when you print your report, it accurately identifies all student and test information.

I am going to enter information for a fictitious third grader whose name is Marcia Rose. Use the tab key to move between fields.

- Marcia doesn't have an SSID, so I'll leave that field blank.
- Her birth date is 1/1/2002.
- Her gender is female.
- Her grade is 3.
- The test form she took was Form 1.
- The test date was July 30, 2010.
- Her local student ID is 3411.
- The Answer Book ID is the 7-digit number on the bottom of the cover of her scannable Answer Book. I'll use 1234567.
- The district name is District A.
- The school name is School A.
- And the teacher name is Teacher A.

To move onto the next step, select the **Enter Scores** button. This button brings up the second part of the data entry screen, the student scores.

For each domain, Listening, Reading, Writing and Speaking, enter the raw score—the number correct—for each test component. The raw score for each test component must be calculated and recorded ahead of time by the examiner or school site personnel. The 2010–11 Examiner's Manual provides the information on how to correctly score each item. The Student Score Sheet in the Addendum to the 2010–11 Examiner's Manual is provided to assist in marking down the raw scores prior to data entry.

In my example, Marcia Rose got 9 points for Following Oral Directions, 8 points for Teacher Talk, and 3 points for Extended Listening Comprehension. The LST program automatically sums these test component scores for a total Listening domain score, in my example, of 20.

Continue to enter all of the test component scores for the other domains—to simplify, I will enter all 3s for the other test components.

Select the **Calculate Scale Scores and View Report** button. This brings up a Web page showing all of the data you have entered, plus the calculated scale scores and performance levels for each domain and the Overall score. From this page, double check all of the data entry to be sure it is correct.

### **Printing a report and exporting electronic data files**

From this point, you have four options.

- 1) If the data are correct, select the **Print Report** button to print a Preliminary Student Score Report. This is an example of a grade three Preliminary Student Report. This is

an example of a kindergarten report. The kindergarten and grade one reports indicate that the Overall score is calculated using the recently revised Overall score calculation, which is 45 percent each for Listening and Speaking and 5 percent each for Reading and Writing. This revised Overall calculation was adopted by the State Board of Education in July 2010 and the new version of the LST was released on July 26. Prior to this time, the K–1 Overall score was calculated as the average of the Listening and Speaking scores.

- 2) Now back to the options. If the data on the screen are not correct, select the **Edit this Student** button to go back and re-enter the data. You can see how the changes are reflected in the on-screen report. The LST recalculates the scale scores and performance levels.
- 3) To begin data entry for a different student or to start over, select the **New Student (Start Over)** button. By selecting this button, you will get a warning that all of your data will be cleared. I won't do this at this time so I can demonstrate the next function, exporting the record.
- 4) To export and save the current student record electronically, select the **Export as CSV** button. This opens a default spreadsheet program—in my case it is Excel. You can either save the file to your hard drive, or open the file and save the student record into another template spreadsheet. The record is shown with column headings for each data field. The exports are not cumulative, so you will only see one student record at a time. You can copy the record out of this exported file and paste it into the Excel template file you saved earlier.

Note that the Excel template has three different worksheets because the CSV files are not common across all grades. The K–1 student records can be combined, the grade 2 student records must be kept separate, and the grades 3 through 12 student records can all be combined. Refer to the CSV record layout in the Tips for Using the Local Scoring Tool document for more information on using the Excel template.

At this point, I have saved Marcia Rose's record, so I am ready to clear her record and start over with a new student record. To begin data entry for a new student, select the **New Student (Start Over)** button. This clears all of the data—both the student information and the scores—and returns you to a blank Student Information screen. Note that the district name and the school name remain filled in. You must overwrite this information by typing over it if it no longer applies.

This concludes the tutorial on using the 2010–11 Local Scoring Tool. If you have questions, contact the CELDT Customer Support Center at 866-850-1039 or by e-mail at [support@celdt.org](mailto:support@celdt.org).