



California English Language Development Test (CELDT)

CELDT Live! 1E:
Local Scoring Tool (LST),
Order Management System &
Request a Pick-up

Tuesday, July 14, 2009



Welcome

- Welcome by Tavi Guimarães Popp, CELDT Consultant
- Introducing the presenter:
 - Caroline Fahmy, CELDT Project Manager



CELDT Live! 1E Overview

- Local Scoring Tool (LST)
 - LST Help Document Available
 - Entering the Student's Information
 - What is Different about Grades K-1
 - Exporting CSV Files
- Online Order Management System
 - Downloadable Items
 - Ordering Items
- Request a Pick-up Site
 - Entering Exact Quantities
 - E-mail Confirmations
 - "On-Your-Own" Shipping
- Questions & Answers



Local Scoring Tool

- Electronic scoring tool
- Automatically calculates scale scores and performance levels based on raw scores
- Printable Report
- Comma Separated Values (CSV) file



Local Scoring Tool (con't)

- Location:
 - Web Based Application
 - www.celdt.org/resources/scoring_tool/
- No downloading needed
- For grades K and 1:
 - Listening and Speaking: raw score to scale score conversion
 - Reading and Writing: enter raw scores on printed report or in CSV file
- LST Help Document includes CSV layouts



Entering Student-Identifying Information

- Required fields for all students
 - Student Name
 - Student's Grade
 - Test Date



Navigate to Application

- Entering Information for Sample Students
 - Grade 3
 - Grade K



Important CSV Information

- CSV files can be combined
 - Grades K and 1
 - Grade 2
 - Grade 3-12



Order Management System

- Access via the secure District Portal

EDUCATIONAL DATA SYSTEMS Text Size: [A](#) [A](#) [A](#)
District: 12345 | [Logout](#)

CELDT District Portal

This web portal will allow you to access district-specific functions, including order management, pre-ID, and reporting. Some functions are only shown and will be available during various periods of the testing year.

District CELDT Information:
If this information is incorrect, please contact the [CELDT Customer Support Center](#).
District: **Sample EDS**
Primary Contact:
Bryan Lewis
bryan@lewisfamily.us
123-456-7890

Materials Shipping Address:
Educational Data Systems
ATTN: CELDT Coordinator
15850 Concord Circle, Suite A
Morgan Hill, CA 95037

To ensure timely delivery of materials, please ensure the above shipping address is correct. If not, [Update your Shipping Address](#).

Additional E-Mail Contacts:
Need others in your district notified about CELDT related information? You may assign additional contacts using our [Additional Contacts Form](#).

Portal Options:

- **Order Management**
Additional Orders now open.
- **Pre-ID Data Management**
[Pre-ID File Layout - Version 3.3 \(PDF - 185KB - 24pp\)](#)
- **Request a Pick Up**
Not Currently Available
- **Data Review Module**
Not Currently Available
- **Student Test Results**
Not Currently Available

Secure Documents:
CELDT documents that are considered secure cannot be posted to the public CELDT web site. Secure documents intended for District Coordinators are posted here to the [Secure Document Archive](#).

Downloadable Documents

- Download Return Address Labels and School/Group Lists

EDUCATIONAL DATA SYSTEMS District: 12345-0000 | [LOGOUT](#)

[District Home >](#)
Order Entry & Management

Enter an Order:

[New Additional Order](#)

Downloadable Items:

- [Return Shipping Labels \(PDF\)](#)
- [School/Group List \(PDF\)](#)

Order History:


Order #	Type	Creation Date	Last Updated	Status	
112133	Additional	06-23-2009	06-23-2009	Open	[View & Edit]
112132	Additional	06-23-2009	06-23-2009	Processing	[View]
112131	Additional	06-22-2009	06-22-2009	Canceled	[View]
112130	Additional	06-22-2009	06-22-2009	Canceled	[View]
112129	Additional	06-16-2009	06-22-2009	Processing	[View]
111877	Annual/Initial Ident.	05-13-2009	05-15-2009	Shipped	[View]

- Only "Open" orders that have not yet started fulfillment processing may be changed or canceled.
- Orders marked as "Processing" are being assembled for shipment, but have not left the warehouse yet.

[Return to District Home](#)

Starting an Additional Order

- Use the Select a School drop down box and click the Add button

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[District Home](#) > [Order Management](#) >



Order Entry Form

Order #	112176	Order Type:	Additional	Order Status:	Open
Creation Date:	06-29-2009	Last Modified:	06-29-2009 1:56PM	Modified By:	12345-0000

Ship To:
Educational Data Systems
ATTN: CELDT Coordinator
15850 Concord Circle, Suite A
Morgan Hill, CA 95037

Order Contents:

This order is currently empty.
To begin adding materials, select a school from the drop-down and press the "Add" button.



Starting an Additional Order (con't)

EDUCATIONAL DATA SYSTEMS

District: 12345-0000 | [LOGOUT](#)

District Home > Order Management > Order (# 112176) >

School Order Form

Use this form to add, edit or delete items from the district's additional order. To add items, select the item, enter the quantity, and press the "Add" button.

For a suggested combination of Student and Test books to order, see the [Test Materials](#) page.

Note: The School/Group List (SGL) and Return Address labels are only available in PDF form and may be downloaded from the Main Menu.

Add: **Item:** - Select an Item - **Quantity:** **Add**


American High Order

Item

Action

ms, Inc.

Completing an Additional Order

 EDUCATIONAL DATA SYSTEMS District: 12345-0000 | [LOGOUT](#)

District Home > Order Management > Order (# 112176) >

School Order Form

Use this form to add, edit or delete items from the district's additional order. To add items, select the item, enter the quantity, and press the "Add" button.

For a suggested combination of Student and Test books to order, see the [Test Materials](#) page.

Note: The School/Group List (SGL) and Return Address labels are only available in PDF form and may be downloaded from the Main Menu.


Add: Item: Quantity:

Overage is not added to additional orders.


American High Order

<u>Item</u>	<u>Quantity</u>	<u>Action</u>
3-5 Test Book Form 3	<input type="text" value="5"/>	<input type="button" value="Update Quantity"/> <input type="button" value="Delete"/>
3-5 Answer Book Forms 2-3	<input type="text" value="5"/>	<input type="button" value="Update Quantity"/> <input type="button" value="Delete"/>

Total Items: **10**



Submitting an Additional Order

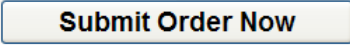
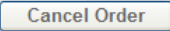

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[District Home](#) > [Order Management](#) >



Order Entry Form

Order #	112176	Order Type:	Additional	Order Status:	Open
Creation Date:	06-29-2009	Last Modified:	06-29-2009 2:06PM	Modified By:	12345-0000


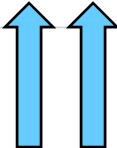
Ship To:
Educational Data Systems
ATTN: CELDT Coordinator
15850 Concord Circle, Suite A
Morgan Hill, CA 95037

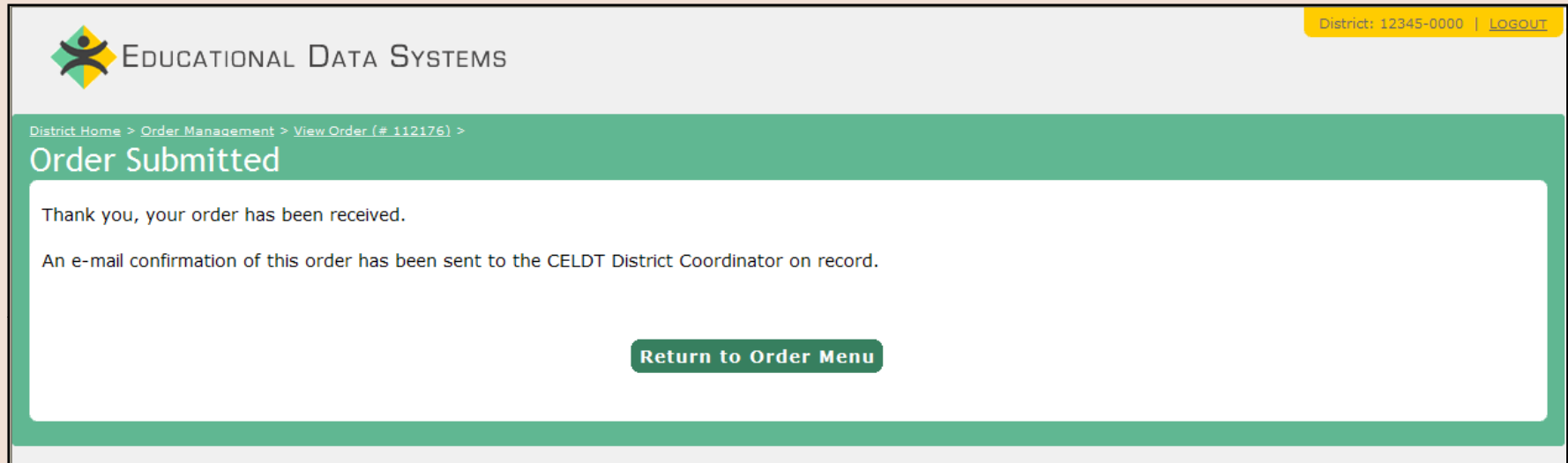
Order Contents: Select a School

<u>Edit / Del</u>	<u>School</u>	<u>Item</u>	<u>Quantity</u>
 	American High	3-5 Answer Book Forms 2-3	5
		3-5 Test Book Form 3	5
Grand Total:			10

Please order only what you need. Additional orders do not include overage.




Order Confirmation



The screenshot shows a web interface for Educational Data Systems. At the top left is the logo and name 'EDUCATIONAL DATA SYSTEMS'. At the top right, it displays 'District: 12345-0000 | LOGOUT'. Below the header is a breadcrumb trail: 'District Home > Order Management > View Order (# 112176) >'. The main heading is 'Order Submitted'. The body text reads: 'Thank you, your order has been received. An e-mail confirmation of this order has been sent to the CELDT District Coordinator on record.' A green button labeled 'Return to Order Menu' is centered at the bottom of the content area.

- The CELDT District Coordinator will receive an e-mail to confirm the order
- Materials will be packed and shipped in 5-7 business days

Tracking Orders

 EDUCATIONAL DATA SYSTEMS District: 12345-0000 | [LOGOUT](#)

[District Home >](#)
Order Entry & Management

Enter an Order:

[New Additional Order](#)

Downloadable Items:

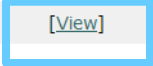
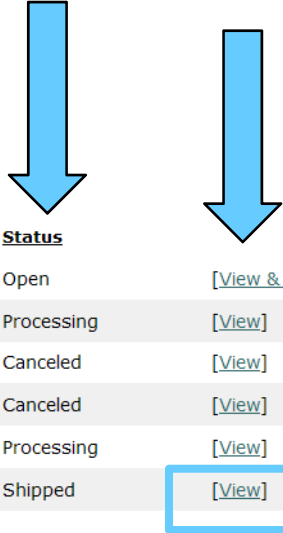
- [Return Shipping Labels](#) (PDF)
- [School/Group List](#) (PDF)

Order History:


Order #	Type	Creation Date	Last Updated	Status	
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[Return to District Home](#)



Tracking Orders (con't)

 EDUCATIONAL DATA SYSTEMS District: 12345-0000 | [LOGOUT](#)

[District Home](#) > [Order Management](#) >

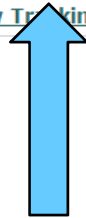
View Order (# 111877)

Order #	111877	Order Type:	Initial	Order Status:	Shipped
Creation Date:	05-13-2009	Processed Date	--	Packing List:	Download PDF
Last Modified:	05-15-2009 2:30PM	Ship Date:	--	Tracking:	View Tracking


Ship To:
Sample EDS
Attn: Caroline Fahmy
15850 Concord Circle
Attn: Suite B
Morgan Hill, CA 95037

Order Contents:

School	Grade	Student Counts by Type			Total
		Regular	Braille	Large	
American High	9	40	0	2	42
	10	50	0	3	53
	11	35	0	0	35
	12	83	1	0	84
Centerville Junior High	6	5	0	0	5
	7	3	1	0	4



Request a Pick-up Site

 EDUCATIONAL DATA SYSTEMS Text Size: [A](#) [A](#) [A](#)
District: 12345 | [Logout](#)

CELDT District Portal

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District CELDT Information:

If this information is incorrect, please contact the [CELDT Customer Support Center](#).

District: **Sample EDS**

Primary Contact:

Bryan Lewis
bryan@lewisfamily.us
123-456-7890

Materials Shipping Address:

Sample EDS School District
Attn: Caroline Fahmy
15850 Concord Circle
Suite B
Morgan Hill, CA 95037

To ensure timely delivery of materials, please ensure the above shipping address is correct. If not, [Update your Shipping Address](#).

Additional E-Mail Contacts:

Need others in your district notified about CELDT related information? You may assign additional contacts using our [Additional Contacts Form](#).

Portal Options:

- **Order Management**
Additional Orders now open.
- **Pre-ID Data Management**
 - [Pre-ID File Layout](#) - Ver 3.4 (PDF - 155KB - 24pp)
 - [Pre-ID User Guide](#) - Ver 2 (PDF - 1.1MB - 12pp)
- **Request a Pick Up**
Not Currently Available
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Not Currently Available
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Request a Pick-up Site

District: 12345-0000 | [LOGOUT](#)

 EDUCATIONAL DATA SYSTEMS

[District Home](#) >

Request a Pickup

Select Service Type:

- Scorable Test Materials Pick up**
Use this service to request your monthly pick up of scorable student tests for scoring and reporting by Educational Data Systems. Please refer to the monthly pick-up schedule and scorables materials pick up policy.
- Non-scorable Materials Return**
Select this service to arrange for pick up of your unused and non-scorable test materials for secure destruction at the end of the 2009-10 school year (**available after June 30, 2010**).

[Continue](#) >

Request a Pick-up Site

Scorable Test Materials Pick-up:

Please verify this is the exact location of the materials to be picked up. If this address is incorrect, please correct it before submitting this form. (Typing over this address will modify the pick-up location. This will not change your shipping address of record.)

District Name: **Sample EDS**

County-District-Charter Code: **01-12345-0000**

Pick-up Address:

15850 Concord Circle

Suite B

Morgan Hill, CA 95037

Instructions (please review pp. 15-17 of the CELDT Test Coordinator's Manual for complete packing instructions)

1. Affix one Return Address label on the side of each box. (These labels were provided in the Test Coordinator's Kit. Additional labels may be downloaded from the Secure District Portal – Additional Orders Web site.)
2. On the Return Address label, write the number of boxes in this shipment (for example, "1 of 3," "2 of 3," "3 of 3").
3. Account for the exact number of boxes to be picked up and fill in this information below.

Select the type of pick up:

- Single Boxes**
 Pallets

Single Boxes

of **Small** boxes:

of **Medium** boxes:

of **Large** boxes:

Special Instructions to Carrier (Max 100 characters)

Submit



Confirmation

- Two confirmations
 - 1) Confirmation of pick-up request
 - 2) Confirmation of carrier details
- Districts may need to print the e-mail or contents of the e-mail



“On-Your-Own” Shipping

- District ships materials without scheduling online
 - Send via a traceable carrier, not through USPS
 - After shipping the materials, send an e-mail to support@celdt.org containing:
 - CD code and Independent charter code if applicable
 - Number of boxes shipped
 - Carrier and Tracking number
 - Ship Materials to:
Educational Data Systems
ATTN: CELDT Coordinator
15850 Concord Circle, Suite A
Morgan Hill, CA 95037



For More Information

- CELDT Contractor,
Educational Data Systems
 - E-mail: support@celdt.org
 - Telephone: 866-850-1039
 - Web: <http://www.celdt.org>
- CELDT Office at CDE
 - E-mail: celdt@cde.ca.gov
 - Telephone: 916-319-0784
 - Web: <http://www.cde.ca.gov/ta/tg/el/>



Questions and Answers

**Thank you for attending CELDT Live! 1E:
Local Scoring Tool (LST),
Order Management System, and
Request a Pick-up**