

## California English Language Development Test (CELDT)

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

Tuesday, July 14, 2009

CALIFORNIA DEPARTMENT OF EDUCATION  
Jack O'Connell, State Superintendent of Public Instruction

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## Welcome

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

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## *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

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## Local Scoring Tool

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

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## Local Scoring Tool (con't)

- Location:
  - Web Based Application
  - [www.celdt.org/resources/scoring\\_tool/](http://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

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## Entering Student-Identifying Information

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

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## Navigate to Application

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

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## Important CSV Information

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

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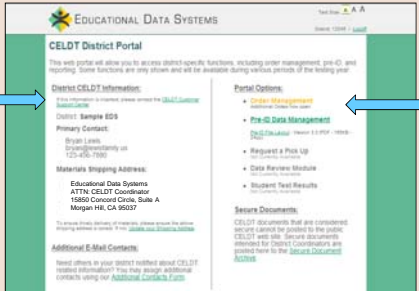
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## Order Management System

- Access via the secure District Portal



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## Request a Pick-up Site

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## 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 the form. (Typing over the address will modify the pick-up location. This will not change your shipping address of record.)

District Name: **Sample EDS**  
 County District Charter Code: **61-82349-9999**  
 Pick-up Address:

1888 Central Drive  
 District  
 Morgan Hill, CA 95037

**Instructions:** (please review pp. 13-17 of the CELDT Test Coordinator's Manual for complete packing instructions)

- Apply 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.)
- On the Return-Address label, enter the number of boxes in the shipment (for example, "1" of 5.1" to 4.7" to 4.7" to 4.7").
- 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:

Select Instructions to District (See EDS Attachments)

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## 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

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## “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

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## For More Information

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

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## Questions and Answers

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

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