



# California English Language Development Test (CELDT)

## ***CELDT Live! 2A:*** **2010-11 Ordering, Training Workshops, New District Coordinator Assistance**

Tuesday, February 23, 2010



# Welcome

- Welcome by Aileen Allison-Zarea, CELDT Consultant, CDE
- Presenters:
  - Caroline Fahmy, Educational Data Systems
  - Amy Barr, Sacramento County Office of Education (SCOE)
- Presentation Facilitator:
  - Rich Walker, SCOE



# *CELDT Live! 2A* Overview

- Test Materials Ordering
  - Basics and New Features
  - Placing an Initial Order
  - Receiving and Inventorying Test Materials
- Scoring Training of Trainers (STOT)
  - Schedule and Locations
  - Registration
  - What's New for STOT
- A New Resource for District Coordinators
- Questions & Answers



# Test Materials Ordering Basics

- Purpose: Establish estimated English Learner enrollments and order test materials for 2010-11
- Ordering Window:
  - March 1 to March 19, 2010
- Access the Ordering System on Secure District Portal at [www.celdt.org](http://www.celdt.org)
  - CELDT District Coordinators must obtain 2010-11 secure passwords prior to ordering

# Test Materials Ordering Basics (cont.)

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## California English Language Development Test

One year ago, on February 1, 2009, Educational Data Systems began its work with the California Department of Education as the new CELDT testing contractor. As the new 2010-11 Edition CELDT testing window approaches, Educational Data Systems and our subcontractors MetriTech, Inc. and the Sacramento County Office of Education are preparing for a busy school year. Underway are the implementation of the 2009 Data Review Module and summary reports; planning and preparations for the 2010-11 Scoring Training of Trainers Workshops; and development of the new 2010-11 tests and answer documents.

This Web site is an informational hub for the CELDT District Coordinator for all things re of the CELDT. Please check back the current activities relevant to tes

News & Updates

**District Logon**

District Code: (5 digits)

Charter Code: (Indpt Only)

Password:

## District Logon:

- 5-Digit District Code
- 4-Digit Charter Code (Independent Only)
- Password

- Review Primary Contact Information
- Review Materials Shipping Information (Edit shipping address if necessary)
- Select Order Management link

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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:**

Caroline Fahmy  
bryan@lewisfamily.us  
123-456-7890

**Materials Shipping Address:**

Sample EDS School District  
Attn: Caroline Fahmy  
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](#)

**Portal Options:**

- **Order Management**  
Additional Orders now open.
- **Pre-ID Data Management**  
The Pre-ID window is now closed.
- **Pre-ID File Layout**  
Ver 3.4 (PDF - 150KB - 24pg)
- **Pre-ID User Guide**  
Ver 2 (PDF - 1.1MB - 12pg)
- **Request a Pick-Up**
- **Data Review Module**
  - **DRM File Layout**  
Ver 0.3 (PDF - 150KB - 19pg)
  - **DRM User Guide**  
Ver 0.1 (PDF - 250KB - 28pg)
- **Student Test Results**



## Test Materials Ordering Basics (cont.)

- Additional Orders:
  - 2009-10 Test Materials
  - Testing through June 30, 2010
  - **Deadline for ordering June 21, 2010**
- Initial Orders:
  - 2010-11 Test Materials
  - Testing from July 1, 2010 to June 30, 2011
  - **Order window open from March 1 to March 19, 2010**



# New Features for 2010-11

- Order summary entry screen
  - A matrix of schools and grades with estimated order quantities
- Order different quantities of Test Books and scannable Answer Books (optional)
- Downloadable spreadsheet template
  - A spreadsheet of schools and order quantities pre-populated with 2009-10 testing quantities



# Placing an Initial Order

- Two options for placing your order:
  - 1) Edit order quantities on Summary Matrix
    - Order quantities pre-populated with 2009-10 number of students tested
  - 2) Download and edit order quantities on spreadsheet template
    - Order quantities pre-populated with 2009-10 number of students tested

# Order Summary Matrix - **New**



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## Initial Order Form

This Order Summary Matrix entry form is pre-populated with the 2009-10 number of students tested. Verify that the numbers in each cell reflect the estimated number of students to be tested in 2010-11. If not, edit the quantities by typing over the numbers in the cells. Be sure there is one Student Book (grades K-2) and one Answer Book (grades 3-12) ordered for the estimated number of students to be tested. By default in grades 3-12, the number of Answer Books and Test Books is the same. However, you may order fewer Test Books than Answer Books to reduce waste if you reuse the Test Books for multiple students.

Enter the number of students to be tested in each grade. **Do not include overage!** Overage will be calculated for you.  
For Grades 3-12: **AB = "Answer Books"** and **TB = "Test Books"**.

### Regular Materials

School	Gr K	Gr 1	Gr 2	Gr 3		Gr 4		Gr 5		Gr 6		Gr 7		Gr 8		Gr 9		Gr 10		Gr 11		Gr 12	
				AB	TB	AB	TB	AB	TB	AB	TB	AB	TB	AB	TB	AB	TB	AB	TB	AB	TB	AB	TB
American High																25	25	8	8	44	44	19	19
Center Junior High										23	23	18	18	34	34								
Washington High																33	33	12	12	9	9	23	23

### Large Print Materials

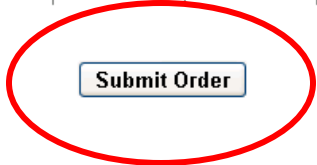
School	Gr K	Gr 1	Gr 2	Gr 3		Gr 4		Gr 5		Gr 6		Gr 7		Gr 8		Gr 9		Gr 10		Gr 11		Gr 12	
				AB	TB	AB	TB	AB	TB	AB	TB	AB	TB	AB	TB	AB	TB	AB	TB	AB	TB	AB	TB
American High																							
Center Junior High																							
Washington High																							

# Order Summary Matrix (cont.)

## Braille Materials

School	Gr K	Gr 1	Gr 2	Gr 3		Gr 4		Gr 5		Gr 6		Gr 7		Gr 8		Gr 9		Gr 10		Gr 11		Gr 12	
				AB	TB	AB	TB	AB	TB	AB	TB	AB	TB	AB	TB	AB	TB	AB	TB	AB	TB	AB	TB
American High	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Center Junior High	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Washington High	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Totals:	Gr K	Gr 1	Gr 2	Gr 3		Gr 4		Gr 5		Gr 6		Gr 7		Gr 8		Gr 9		Gr 10		Gr 11		Gr 12	
				AB	TB	AB	TB	AB	TB	AB	TB	AB	TB	AB	TB	AB	TB	AB	TB	AB	TB	AB	TB
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



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# Spreadsheet Template - **New**

- Edit 2009-10 number of students tested
  - Three tabs: Regular, Large Print, and Braille

	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1		Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8						
2	School Name	Student Book Count	Student Book Count	Student Book Count	Test Book Count	Answer Book Count	Test Book Count	Answer Book Count	Test Book Count	Answer Book Count	Test Book Count	Answer Book Count	Test Book Count	Answer Book Count	Test Book Count	Answer Book Count
3	School Aaa	12	13	14	15	15	17	17	10	10	10	25	12	20		
4	School Bbb	26	27	28	29	29	31	31	33	33	15	30	25	45		
5	School Ccc	11	12	13	14	14	16	16	18	18	10	20	15	35		
6	School Ddd	17	18	19	20	20	22	22	24	24	15	25	20	40		
7	School Eee	18	19	20	21	21	23	23	25	25	10	20	15	25		
8																
9																
10																
11																
12																



# Receive and Inventory Test Materials

- Districts will receive test materials between June 1 and June 14, 2010
- Inventory test materials immediately:
  - report shortages and overages no later than **August 2, 2010**
  - **Shortages** – your district did not receive everything stated on the packing list or is missing boxes
  - **Overages** – your district received more than what was stated on the packing list



# Scoring Training of Trainers Workshops

- 2010-11 Scoring Training of Trainers (STOT) Workshops reduced from 24 to 15
- Allotment of participants per district possibly reduced
  - A waiting list will be available
- Districts and County Offices offering facilities
- Coffee and tea available (no continental breakfast)

# STOT Workshop Schedule and Locations

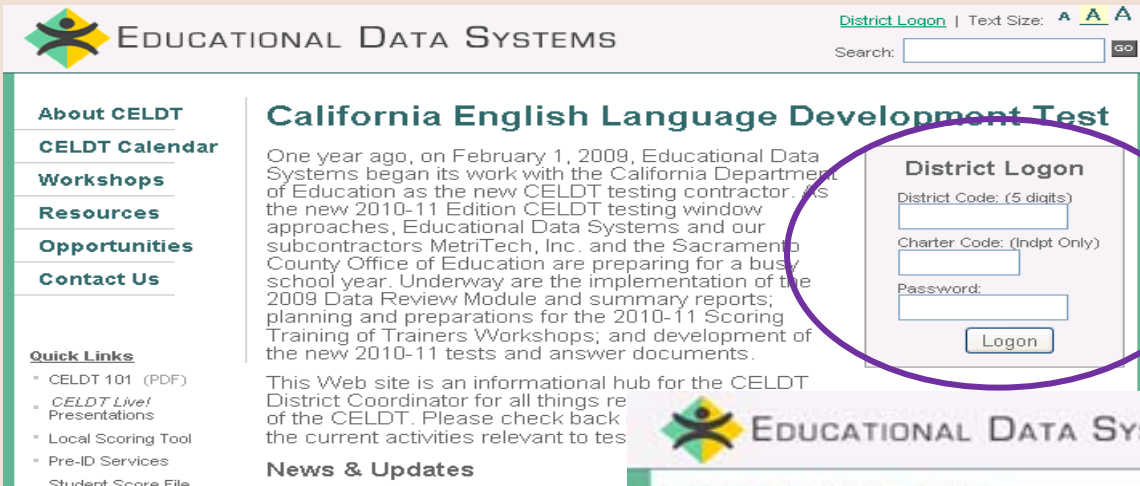
Date	Location	Date	Location
April 15	Sacramento	May 10	Bakersfield
April 20	San Jose	May 13	Stockton
April 22	San Diego	May 18	Redding
April 27	Downey	May 19	Hayward
April 28	Costa Mesa	May 20	Santa Rosa
April 29	Long Beach	August 24	Costa Mesa
May 4	Rancho Cucamonga	August 31	Sacramento
May 5	Burbank		



# STOT Registration

- Registration opens March 1, 2010
- All districts and independent charter schools must register through secure District Portal - **New**
  - Register to attend a state-sponsored workshop
  - Choose to attend a local or regional training workshop

# STOT Registration (cont.)



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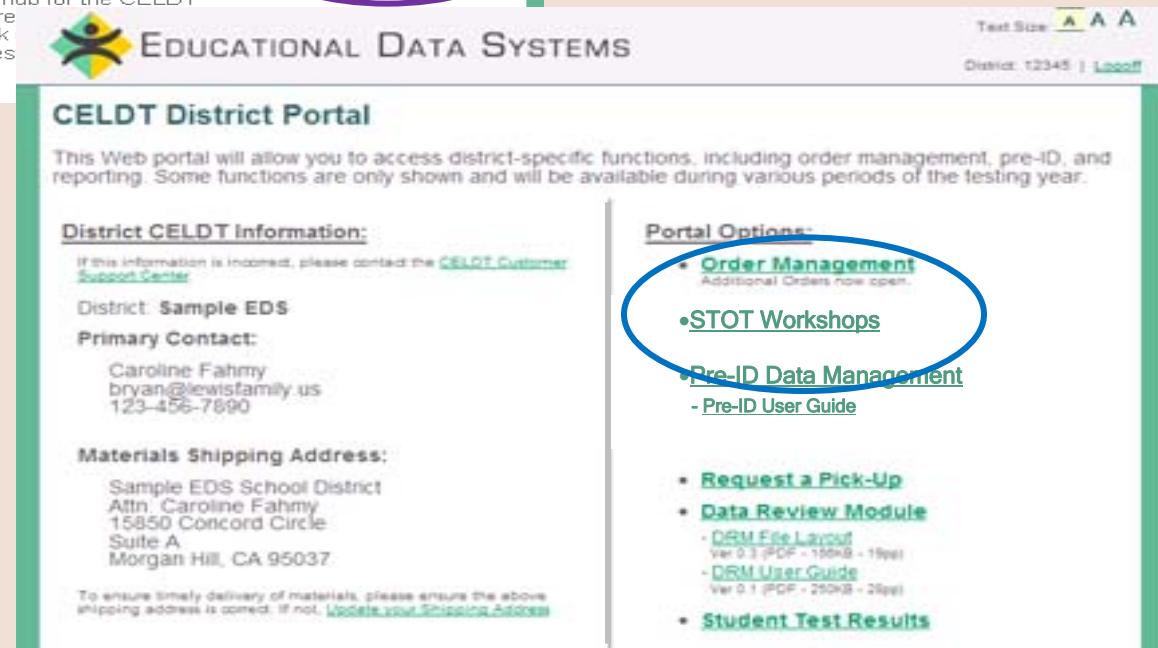
District Code: (5 digits)

Charter Code: (Indpt Only)

Password:

## District Logon:

- 5-Digit District Code
- 4-Digit Charter Code (Independent Only)
- Password



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## 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:**  
Caroline Fahmy  
bryan@lewisfamily.us  
123-456-7890

**Materials Shipping Address:**  
Sample EDS School District  
Attn: Caroline Fahmy  
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](#)

### Portal Options:


- **Order Management**  
Additional Orders now open.
- **STOT Workshops**
- **Pre-ID Data Management**  
- Pre-ID User Guide
- **Request a Pick-Up**
- **Data Review Module**
  - [DRM File Layout](#)  
Ver 0.3 (PDF - 100KB - 19jul)
  - [DRM User Guide](#)  
Ver 0.1 (PDF - 250KB - 28jul)
- **Student Test Results**



# STOT Registration (cont.)

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District: 12345 | [Logoff](#)

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## Scoring Training of Trainers (STOT) Workshops

There will be a total of 15 workshops in for the 2010-11 school year: thirteen will take place from April 15 through May 20, and the final two will take place in August, 2010.

[Workshop Schedule and Locations](#)

Participants must be registered in order to gain entrance to a workshop. Drop-ins may be turned away due to capacity limitations.

- You or a designee must attend a CELDT administration and scoring training for the 2010-11 school year.
- As the CELDT District Coordinator, you must register yourself or a designee for one of the state-sponsored training workshops or you may choose to attend a local or regional CELDT training. If you choose this option, you must complete a Register to Attend letting us know that you plan to attend a local or regional training. Select the "Register to Attend" button below to begin the registration process.

**Registration:**

Each district has been allocated a maximum number of seats.

Your district allotment : **15**

[Register to Attend](#)

[Register additional staff?](#)

### Registration Follow up

Immediately after submitting your registration, a "Request to Attend" confirmation page will appear confirming receipt of your request to attend a workshop. Within five working days, you will receive an e-mail confirmation of registration. Approximately one week before the workshop for which you are registered, you will receive a reminder e-mail.

**Note that registration for a specific workshop will close when the workshop is full or seven working days prior to the workshop, so please register early.**

Check-in for each workshop will begin at 8:00 a.m. and the workshop will run from 8:30 a.m. to 4:00 p.m. Participants must stay for the entire training to become certified and receive materials needed to train others.

# STOT Registration (cont.)

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**REQUEST TO ATTEND**  
**Scoring Training of Trainers Workshops**

\* Required Field

\* First Name

\* Last Name

\* Job Title

\* County

\* District

\* School

\* Work Address

\* City

- Registration closes when site is full or 7 days prior to workshop
- Additional seats will be filled off the waiting list
- Registration Web site closes August 24, 2010

<b>SACRAMENTO AREA</b>	<b>SAN JOSE AREA</b>
Twin Rivers Unified 5115 Dudley Blvd. McClellan, CA 95652 916-566-1600 x1281	Santa Clara COE 1290 Ridder Park Drive San Jose, CA 95131 408-453-6690
Location 3 4/22/2010	Location 4 4/27/2010



# Local and Regional Trainings

- District and County Offices of Education will be hosting local and regional trainings
  - Call the Customer Support Center to list your local/regional workshop on the main CELDT Web site
  - Trainer **MUST** have attended a STOT
- Training materials may be purchased (on a cost recovery basis)

# Local and Regional Trainings (cont.)

- Select the local and regional training option

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**Location 13**  
**5/20/2010**  
**SANTA ROSA AREA**

Veterans Memorial Hall  
1351 Maple Avenue  
Santa Rosa, CA 95404  
707-565-2041

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**Location 14**  
**8/24/2010**  
**COSTA MESA AREA**

Orange County DOE  
200 Kalmus Drive  
Costa Mesa, CA 92626  
714-966-4044

---

**Location 15**  
**8/31/2010**  
**SACRAMENTO AREA**

TBD  
,

**Location 16**  
**LOCAL/REGIONAL TRAINING**

Our District will be attending a local/  
regional training, instead of one of the above.



# Confirmation E-Mail

- Confirmation e-mail will be sent within five days of Request to Attend
  - Waiting list registrants will also be sent confirmation e-mails within five days
  - Confirmation e-mail copied to district coordinator - **New**
- One week prior to the workshop, a reminder e-mail will be sent to registrants
  - Waiting list registrants will be notified of available seats the week prior to the workshop



# New for STOT 2010-11

- Overview of new format and layout of materials; new administration procedures
- Oral vocabulary training
- Increased trainer's notes
- Increased number of samples
- Online training and calibration modules
- Kindergarten and grade one (K-1) writing training with final rubrics
- New DVD menu and K-1 footage



# District Coordinator Resources

- New Resource for CELDT District Coordinators
  - See [www.celdt.org/resources/newCDC](http://www.celdt.org/resources/newCDC)
  - Listing of resources and information, including:
    - The superintendent's designation form
    - The downloadable Test Coordinator's Manual
    - The CELDT and the CDE Web sites
    - The CELDT Live! training archives
    - STOT Registration
    - The Local Scoring Tool and Pre-ID

# District Coordinator Resources (cont.)

Resource	Location
<p><b>Superintendent's Designation of CELDT District Coordinator Form</b>            This form must be filled out and signed by the district's superintendent each year and sent to Educational Data Systems</p>	<ul style="list-style-type: none"> <li>• <a href="http://www.celdt.org/documents/2010-11/CELDT_Superintendents_Designation_Form_2010-11.pdf">http://www.celdt.org/documents/2010-11/CELDT_Superintendents_Designation_Form_2010-11.pdf</a></li> </ul>
<p><b>CELDT Test Coordinator's Manual</b>            A document containing the deadlines, processes and procedures for packing and shipping of test materials to Educational Data Systems for scoring</p>	<ul style="list-style-type: none"> <li>• The district receives two copies in test materials shipment each year  <a href="http://www.celdt.org/resources/archives/">http://www.celdt.org/resources/archives/</a></li> </ul>
<p><b>CELDT Web site</b>            An informational hub containing:</p> <ul style="list-style-type: none"> <li>• CELDT calendar of events</li> <li>• Workshop and training schedules and registration</li> <li>• Frequently Asked Questions (searchable)</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="http://www.celdt.org">www.celdt.org</a></li> </ul>



# 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>
- CDE CELDT Office:
  - E-mail: [celdt@cde.ca.gov](mailto: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! 2A:***  
**2010-11 Ordering, Training Workshops,**  
**New District Coordinator Assistance**

**Join us for *CELDT Live 2B: What's New for***  
**2010-11 March 30, 3:30 p.m.**

**See [www.celdt.org/workshops/live](http://www.celdt.org/workshops/live) for dates**  
**and times of upcoming *CELDT Live!* online**  
**trainings and for this presentation archive**