

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

Presentation Transcript

SLIDE 1 - Good Afternoon

We would like to welcome you to CELDT Live! 2A. This presentation is the first online training for the 2010-11 administration of the CELDT.

If you are experiencing any issues using WebEx please contact WebEx customer service at 866-229-3239. That number again is 866-229-3239.

If you have questions while listening to this presentation, please send them to us by using the chat feature. The chat feature is located on your WebEx toolbar. You may need to expand the toolbar by selecting the icon that looks like a speaking bubble. Once expanded you can type your question in the text box and select send. At the end of the presentation we will address as many questions as we can.

These PowerPoint slides are posted in the Workshops section of the CELDT Web site at www.celdt.org if you wish to print them and follow along.

We will now begin the presentation.

SLIDE 2 - Hello, I am Aileen Allison-Zarea consultant of the CELDT program at the California Department of Education. I want to welcome you to our CELDT Live! 2A presentation which covers the 2010-11 test materials ordering system, information about this year's Scoring Training of Trainers Workshops, and a new resource for new CELDT District Coordinators.

Our presenters today will be Caroline Fahmy, the CELDT Project Manager from Educational Data Systems and Amy Barr, the CELDT Coordinator from the Sacramento County Office of Education.

Our facilitator today will be Rich Walker, CELDT project specialist from Sacramento County Office of Education. Rich will monitor and respond to the questions that come from our audience and facilitate the Q&A at the end of the session.

SLIDE 3 - Today's presentation will cover the following main topics.

The Test Materials Ordering system, including:

- Basics
- New features
- Placing an initial order
- Receiving and inventorying your materials

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- Scoring Training of Trainers (STOT) Workshops, including:
- The schedule and locations of the workshops.
- How to register online, and
- What's new for STOT
- A new resource for CELDT District Coordinators
- And, finally, a question and answer session

Now, let's get started. And now I'll introduce Caroline Fahmy the project manager from Educational Data Systems to begin with the ordering system basics.

SLIDE 4 - Thank you Aileen.

Each year the CELDT District Coordinator must estimate and order test materials for the

Each year the CELDT District Coordinator must estimate and order test materials for the students who will need to be tested in the district from July 1 to June 30. The ordering window for the 2010-11 administration will be open for three weeks, from March 1st to March 19th. Ordering is done online only, through the secure District Portal. If you have not yet done so, you must fill out and submit your district's Superintendent's Designation of CEDLT District Coordinator form and receive your 2010-11 password. This password will allow you to logon and place your order. The Web site is shown on this screen.

SLIDE 5 - This slide shows you the CELDT Web site home page with the district logon box. Fill in the 5-digit district code, for independent charter schools, the 4-digit charter code, and the password. This will take you into the secure District Portal.

When you logon, review the primary contact information on the left of the screen to be sure it is correct. Also review the ship-to name and address. This address will be used to ship the 2010-11 test materials. If the address is not correct, select the Update your shipping address link and edit the shipping address.

To begin the ordering process, select the Order Management link.

SLIDE 6 - Within the order management Web page you may do two things, 1) order additional test materials for the 2009-10 school year and 2) place an initial order for the 2010-11 school year.

Additional orders for 2009-10 materials must be placed by deadline of June 21, 2010 in order to arrive in time to complete all testing by June 30, 2011; the end of the testing window.

The 2010-11 Initial orders may be placed beginning at 8:00 a.m. on March 1 through 5:00 p.m. on March 19th.

SLIDE 7 - Over the last year, we've listened to districts' feedback and implemented a few new features into this year's initial order system to help make ordering easier.

First, we have added a new summary matrix data entry screen of schools and estimated order quantities; this new process should help speed up entering your order.

Second, this year you may order different quantities of non-consumable and consumable books, which will cut down on materials wastage; and

Third, we have created a downloadable spreadsheet template pre-populated with this year's number of students tested.

I will go into more detail about these new features as I go through the options for placing your order, next.

SLIDE 8 - Once you enter into the initial order web site, you will have two options for placing your order. You may choose to use one or both of them depending on which is easiest for you to manage.

The first option is to use the new Summary Matrix screen. The matrix will be pre-populated with your district's 2009-10 number of students tested by grade and school. Although the year is not yet completed, we have about 98% of the student counts for this year in our system at this time. These numbers will help you determine what you should order for this year.

The second option is to download the pre-populated spreadsheet template, edit the order quantities, and then upload the spreadsheet. Again, the spreadsheet will hold your 2009-10 number of students tested to help you make your estimates.

SLIDE 9 - This slide shows a representation of the new Order Summary matrix. Each school is shown as a row, and each grade as a column. The cells will contain the total number of students tested in 2009-10. If one or more of your schools did not test students in 2009-10, then the cells will be empty.

Another one of our new features is the option to order different quantities of non-scannable Test Booklets and scannable Answer Booklets at grades 3-12. You must order one scannable Answer Booklet for each student to be tested at all grades. The non-scannable Test Booklets are the ones containing the test questions, and you may reuse these for different students at grades 3-12, thus reducing the number that you need to order and cutting down on wastage.

Remember, to ensure fairness and the validity of the test, students and examiners may not mark in the non-scannable test booklets. Note that this option does not apply to the large print and Braille packages.

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Check the numbers in each cell to make sure they reflect estimates of the number of students you expect to test in 2010-11. Edit your order quantities by typing over the numbers in the cells. Please do not add any additional quantities over the expected number of students to be tested. In the packing process, Educational Data Systems will add overages to your order: 5% additional materials shipped to the district and 10% additional materials shipped to each school.

SLIDE 10 - When you finish entering all of your order quantities, review the total number of scannable and non scannable test books at the bottom of the screen, and then submit your order. It's that easy.

SLIDE 11 - This slide shows the second option for placing your order. You can download this template containing the 2009-10 number of students tested for each school and grade for regular, large print and Braille. You will review and edit the numbers in the cells in all three tabs, then upload the template back into the order system to place your order.

For Excel users, you will find a downloadable help document on the Order Management Web site to assist you with formatting the numbers in Excel so that they properly upload back into the ordering system.

SLIDE 12 - As noted here, you will receive your test materials, including a Test Coordinator's Kit, between June 1 and June 14, 2010. When you receive your boxes, please find the Test Coordinator's Manual in your Test Coordinator's Kit, and read it carefully. This manual will provide you with due dates and instructions for properly administering and managing your CELDT Testing. One important task to be completed right away is to inventory your shipment of test materials. You, the CELDT District Coordinator, along with each of your site coordinators, must inventory the materials and report shortages or overages to Educational Data Systems no later than August 2nd. A shortage is when your district or schools did not receive everything that is stated on the packing list, or you are missing one or more boxes from your shipment or more boxes from your shipment. An overage is when your district received more than what was stated on your packing list.

If at any time after you receive your order, you determine that you will need more test materials, beginning July 1st you may place an additional order for more materials. Orders for additional materials will be fulfilled within 5-7 working days and take from 1-3 days for ground shipping ground shipping.

If you anticipate that your district will be closed after the receipt of your materials, you must be sure to store them in a secure locked area.

Now, I will turn the presentation over to Amy Barr who will talk about the training workshops.

SLIDE 13 - The Sacramento County Office of Education is excited to be a part of the Scoring Training of Trainers Workshops. This year has brought many changes due to the state budget cuts. The workshop budgets were reduced significantly. The workshops were reduced from 24

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to 15 locations; however, thanks to districts and county offices of education statewide, we are working hard to not reduce the number of seats available to districts. Schools and districts statewide have offered us large meeting spaces free of charge. Some workshops will have over 150 participants. One additional change is that there will not be any continental breakfast served this year, just coffee and tea. A simple lunch will, however, be served.

Allotments for each district went out in an email last week. If you do not know the number seats assigned to your district, you may either logon to the workshop registration page, which I will show you in a minute, or you can call the customer support center and they will be able to provide it to you.

SLIDE 14 - The list of workshops can be found on the CELDT website. Workshops are scheduled from April 15 through May 20, with the final two in August, 2010. We are receiving calls from districts concerned about the travel distance to these workshops. These will be the only workshops this year, but I will speak a little later about some local and regional options.

SLIDE 15 - Registration procedures have changed this year.

Registration opens March 1st. Each district or charter school must register to attend one of the state sponsored training workshops or choose to attend a local or regional CELDT training. New this year, the CELDT District Coordinator must log in through the secure district portal to register. All districts must either register to attend one of the state sponsored training workshops or choose to attend a local or regional CELDT training. If you choose to attend a local or regional training, you must still logon and submit a Register to Attend confirming with us that you will be attending a workshop. On the next few slides I will go through the registration process in more detail.

SLIDE 16 - To register for a workshop, you must logon to the district portal, shown earlier. Once logged into the district portal you will select the STOT Workshop link on the right hand side under Portal Options.

SLIDE 17 - After selecting the Workshop link you will be at the workshop page. Please read the instructions on this Web page carefully. As I mentioned before, your district allocation will be listed here. Again, all districts must go into this portal and click on Register to Attend, even if you plan to attend a local or regional training.

SLIDE 18 - After selecting the Register to Attend button, you will end up on the Request to Attend workshop page, shown here. The CELDT District Coordinator must register each person who will attend from the district. Please enter the data for the attendee and choose a location. Complete one Request to Attend for each trainer up to the number of participants you have been allocated.

Improved this year, is the waiting list process. If you want to register additional staff members to attend a workshop, please submit an additional Request to Attend for each additional staff member. For instance, if you have an allocation of 1, but you want to put a second staff

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member on the waiting list, the first registration that you submit will automatically be assigned to your allocation seat. The second and subsequent registrations will be assigned to the waiting list.

Registration for a specific workshop will close when full or seven days prior to the workshop. Registration is on a first-come first-serve basis, so register early. Upon closing registration seven days prior to the workshop, additional seats will be filled from the waiting list. Remember the last day to register is August 24th.

Immediately after submitting each Request to Attend, a Thank You page will appear confirming receipt of your request. Your request will then be processed. Within five working days, a confirmation of registration will be e-mailed to each registrant at the email address provided.

CELDT District Coordinators will be cc'd on confirmation emails.

SLIDE 19 - We understand that with fewer trainings statewide, districts will be traveling farther to attend state sponsored trainings. Several districts and county offices of education will be hosting regional trainings. If a local agency would like to advertise its workshop on the main CELDT webpage, please call the Customer Support Center. To host a training workshop the trainer **MUST** have attended a state-sponsored training for the 2010-11 school year.

Also, to help regional trainers, SCOE is willing to provide training materials for a small fee to recover the cost of duplication and shipping. The price list and order form will be available from customer support. This is being offered as a service to help districts statewide save time duplicating materials, CD's and DVD's.

SLIDE 20 - If you have chosen to attend, or are registering others in your district to attend a local or regional CELDT training, you would register for Location 16, local/regional training. This lets us know that the registrant will not be attending a statewide training and we can give your allocated seat to another district.

Again, the STOT registration system will be closed on August 24, 2010, so you must logon to register for a workshop or indicate that you or your staff will attend a local/regional workshop by that deadline.

SLIDE 21 - New this year, e-mail confirmations will be sent to the person registered as well as cc'd to the CELDT District Coordinator.

One week prior to the workshop, a reminder email will be sent to registrants of the workshop.

If you have a staff member on the waiting list, the staff member will receive an email confirmation that he/she is on the waiting list, and then will be notified 7 days prior to the workshop if there are seats available.

SLIDE 22 - You don't want to miss the training this year! There are some new aspects of the 2010-11 administration that will be covered.

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This is the first year that Educational data Systems, as the new contractor, has developed all of the test materials. The workshop will introduce you to the new look and feel to all of the materials. This year added to the workshop is a training on the scoring of the Oral Vocabulary section of the exam. Also, the training kit binder has increased trainers' notes for ease of replicating the training, as well as additional training samples. This year also will include an online training and calibration module. The K-1 writing training will include the final rubrics used to score the 2009-10 K-1 exams. The DVD has been updated to include the new test materials as well as new footage of the administration of the K-1 exam. We look forward to seeing you at this year's training.

OK. Now I will turn the presentation back over to Caroline who will wrap up with our last topic.

SLIDE 23 - If you are a new CELDT District Coordinator, or just need a refresher, there is a lot of information available to you. But it may be difficult to know where to start. We've compiled a matrix of facts about CELDT, resources, and contact information to help guide you through the myriad of resources and topics related to the CELDT program. If you still have questions, you may always call our customer support center. You will find the District Coordinator matrix available soon on the CELDT Web site at www.celdt.org/resources/newCDC/.

SLIDE 24 - There is too much information to show on these slides, but this gives you a sample of the types of information that will be available soon for CELDT District Coordinators on this new Web page. We include where to find:

- The required Superintendent's Designation form
- The downloadable CELDT Test Coordinator's Manual
- The CELDT Web site, and what it contains
- The secure District Portal, and what it contains
- The CELDT live! training archives
- How and where to register for the STOT workshops
- The CDE's CELDT Web site and what it contains
- The Local Scoring Tool or LST, for local scoring of student tests
- And information on pre-ID services.

We wish you the very best this school year and are here to help make your job as easy and efficient as we can.

SLIDE 25 - For more information about this year's CELDT or if you have questions related to the ordering system or STOT workshops, please contact the Customer Support Center at the contact information on this slide.

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You may also contact the CDE CELDT office for issues or questions related to the CELDT program, policy and regulations.

SLIDE 26 - Thank you very much for attending the CELDT Live! 2A training. Please join us for the next CELDT Live! on March 30, where we will be discussing What's New for the 2010-11 Administration. Check the dates and times on the CELDT Web site for additional presentations coming up in the next several months.

Now, we will now open up the session to questions and answers. You may submit additional questions at this time using the Question and Answer feature of the WebEx system. Rich, do you have any questions for us?

Q: Will we need to order all new test materials for 2010-11?

A: Yes, the CDE, through our contract, has developed new test forms for the 2010-11 school year. You will return or destroy all of the 2009-10 tests at the end of the year (actually during July and August of this year)

Q: If independent charter schools show up on our list of schools but they do not belong in our district and

A: Contact the charter school directly and let them know that they need to fill out and submit a 2010-11 Superintendent's Designation form. Then EDS will send them a password to logon to the Secure District portal and they can place their own order for materials. We will also remove the schools from your list.

Q: Are the counts you have provided in the template and summary matrix the same as the 2009-10 year, or have you aged them or moved them up by one year?

A: These counts are the same as what you tested during the 2009-10 school year. In determining your estimated enrollments for 2010-11, you will need to take into consideration the incoming population of English Learners, the percentage of the EL student population that is retained each year, and the movement of ELs up one grade.