

Teachers' Guide
CETE Management & Reporting Tool
The Center for Educational Testing and Evaluation



The Management & Reporting Tool accessed through the CETE website, www.cete.us, exists to support No Child Left Behind (NCLB) testing in Kansas, as well as other state-wide testing programs. This guide will help Kansas teachers make use of the tool by giving information about:

- Teacher Login
- Navigating the Management & Reporting Tool,
- Monitoring Students' NCLB Testing, and
- Using Interim assessments for NCLB preparation.

It should be stated at the outset that teachers will only be able to access information on the CETE website after their school district has sent SCRS (Student Course Record System) records to KIDS. SCRS data ties teachers to their students, thereby making it possible to meet federal privacy requirements by limiting each teacher's view to their own students.

Teacher Login

The "Logins for Educators" box on the CETE website's opening page controls access to CETE Management and Reporting Tool. To protect the privacy of students' data, users are required to identify themselves with a Username and Password before entry.

Teachers who do not yet have an account will need to make an account request. You will be asked to provide your State Teacher Id as part of the application. If you do not know your 10-digit State Teacher Id, you may look it up on the KSDE website, www.ksde.org. Find your ID by clicking the blue "Teachers" link at the top of the screen. When the teachers' page displays, look for the "Teacher Licensure" box in the middle of the page. Click the "License Lookup" link in the box and be ready with your Social Security number.

To initiate a CETE account request, click the "Need a new account?" link at the bottom of the "Logins for Educators" box and follow the online instructions to request an account. Choose "Teacher" from the "Account Type" dropdown list.

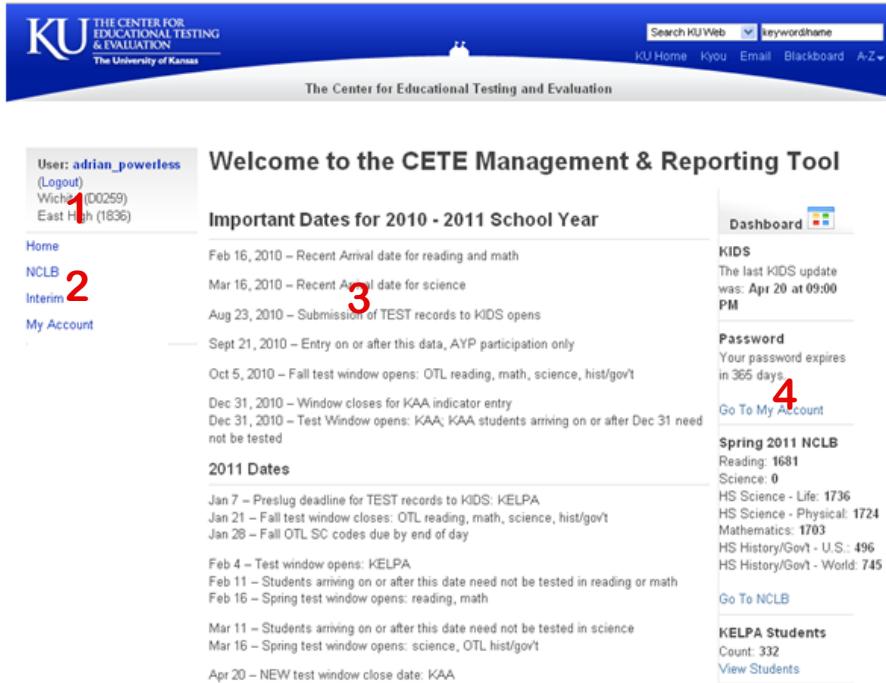
You will need to provide an email address as part of the account request. Notification that your request has been submitted will be sent to the email address provided. Please forward your notification email to the person in your district who is responsible for approving accounts. This will make them aware of your pending request and expedite approval. If you are uncertain who that person is, contact your district test coordinator.

Use the "Forgot?" link above the Password text box if you need to change a forgotten password. There are two options for changing the password. You may provide your birthdate and the answer to your security question, or you may click "Email Password Reset" at the top of the screen. The email alternative is easier as long as the email address associated with the account is your current email. If you have multiple accounts for which

A screenshot of the "Logins for Educators" interface. At the top, it says "Logins for Educators" in a grey box. Below that is a grey box with the text "Management & Reporting Tool". Underneath is a link that says "Access student tickets and reports." in blue. There are two input fields: "Username:" and "Password:". A red arrow points to the "Forgot?" link next to the password field. Below the password field is a "Login" button. At the bottom, there is a link that says "Need a new account?" in blue, with a red arrow pointing to it.

you have provided the same email, you will receive multiple email reset instructions, each with the relevant Username identified. If you ignore emails that mention other Usernames than the one with the forgotten password, the other accounts will be unaffected.

Navigating the Management & Reporting Tool



After you have entered your Username and Password on the CETE website, you will get to the Management and Reporting Tool. The home page will appear as on the left.

The principle elements of the home page are:

- 1 User profile**
- 2 Task option list**
- 3 Testing calendar**
- 4 Dashboard**

The User profile (1) records which username you used to login, and shows the district and building with which the account is associated. The task option list (2) is always visible on the screen and allows you to choose your next activity. The options are "Home", "NCLB", "Interim", and "My Account". Clicking on "NCLB" allows you to monitor NCLB testing; clicking "Interim" will display Interim testing options. (NCLB and Interim are discussed in labeled sections below.) "Home" returns you to the opening screen. "My Account" lets you review and modify your account information.

Summary **Update** Change password Update security

Make the necessary changes below and then click "Update account details".

First name:

Last name:

Email:

State Teacher Id:

Address:

City:

State:

Zip:

Phone:

Fax:

The "My Account" page has several tabs at the top. It opens to the "Summary" tab. Clicking "Update" reveals a form with text boxes for changing any of your demographic information.

This is where you can update your email, should it change, so that email password reset remains available to you.

Also here you may update your "State Teacher Id". This number is used to associate you with your students. If it is missing or incorrect, you will be told that you have no students when you undertake Interim or NCLB testing activities.

There are also tabs for changing your password and updating your security

question and answer. Always click the "Update account details" button to effect desired changes.

The testing calendar (3 on the home page illustration above) has all of the important deadlines for the testing cycle. It includes all window opening and closing dates, and other important events such as the date after which a student counts only for participation in AYP calculations and the date after which students are exempt from NCLB testing. CETE keeps this calendar current when KSDE extends a deadline, CETE keeps this calendar current. Refer to this calendar early and often.

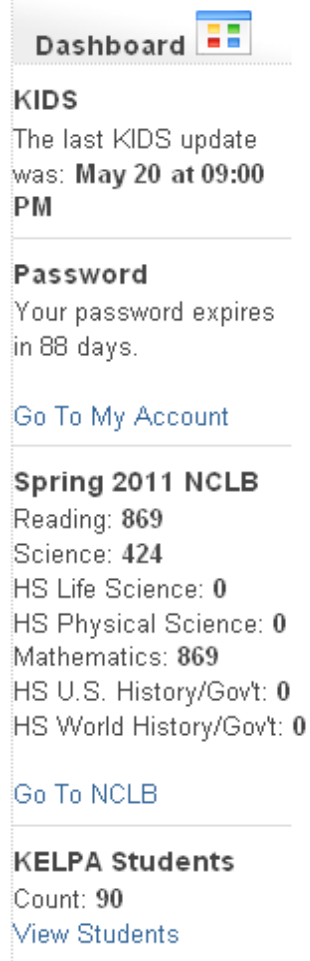
On the right side of the home page (4 in the illustration above) there is a dashboard providing you information, mostly about the flow of data from the KIDS (Kansas Individual Data on Students) database to CETE. There are four sections on the dashboard. "KIDS" tells you when the most recent transfer of information from the KIDS database to CETE happened.


The KIDS database is CETE's source of data about your students. In general, the data is updated nightly. When a student arrives, leaves, or requires a different type of NCLB test, this updating process is how the information is integrated into the NCLB testing program.

If in monitoring your students' testing progress you identify a problem that needs to be addressed by supplying new data to KIDS, the last KIDS update date will tell you when new information has been made available. If expected changes fail to materialize in the Management & Reporting Tool after a CETE update from KIDS, you will know that it is appropriate to discuss the issue with your test coordinator.

The section labeled with the current testing window name (here "Spring 2011 NCLB") shows the number of students in your building that have been enrolled in each of the NCLB tests offered during the testing window. Similarly, the "KELPA Students" section gives the number of Kansas English Proficiency Assessment (KELPA) tests that have been requested for students in your building.

There is also a "Password" section on the dashboard which says how long until password expiration, and offers a direct link to "My Account" where the password can be updated. If the password is allowed to lapse, you will find that you are unable to navigate the website on next login until a new password is provided.



Dashboard 

KIDS
The last KIDS update was: **May 20 at 09:00 PM**

Password
Your password expires in 88 days.

[Go To My Account](#)

Spring 2011 NCLB
Reading: **869**
Science: **424**
HS Life Science: **0**
HS Physical Science: **0**
Mathematics: **869**
HS U.S. History/Gov't: **0**
HS World History/Gov't: **0**

[Go To NCLB](#)

KELPA Students
Count: **90**
[View Students](#)

Monitoring Students' NCLB Testing

It is presumed here that you are familiar with the KCA testing client that presents NCLB tests on your students' computers. If you are not acquainted with the testing software, you can find a discussion in the Kansas Assessment Examiner's Manual. The Examiner's Manual is available on the CETE website (click "Assessment Program" on the opening page and choose "Documentation") or on the KSDE website www.ksde.org.

User: **teacher** (Logout)
 Demo (D0100)
 Demo Elementary (0047)

Spring 2011 NCLB

From here you can manage the administration of t

Home
 NCLB
 Fall 2011 OTL
 Spring 2012 NCLB
 Interim

Choose from the following:

1. **Monitor Status** - View the testing status of yo
2. **View Results** - Download your students' test re

[Return to the Testina Main Page](#)

During an NCLB testing window, teachers are able to monitor the status of their students and view student scores when testing is complete. Clicking "NCLB" discloses available test window names; clicking a test window name brings you the "Monitor Status" and "View Results" options.

Choosing "Monitor Status" reveals a monitoring page. The labeling in the yellow bar identifies the building, subject, and grade of the data you are viewing. The gray monitor status table gives information about student testing. Here you can view the entire list of students that CETE knows about. In the event that you are looking for a specific student, you may enter a portion of the student's name in the text box beside the "Find" button and click the button. This will limit the list to names that match the search pattern.

Building: Demo Elementary Subject: Reading Grade: 4

Students who are "bounced" or "kicked out" of the system without officially ending the test part do NOT need to be reactivated if they have been taking the same test part for less than 90 minutes. This means a student CAN use her/his test session ticket AGAIN within 90 minutes of their starting the test without needing to be reactivated.

Find students by any part of their name: **Find**

[Student Status Spreadsheet](#) - Download this data in Excel-compatible format.

Student Listing
 Now viewing 1-50 of 397. [Next 50](#)

Name	Part 1	Part 2	Part 3	Total
Abramovich, Collin	<input type="checkbox"/> Not started - Not ended	<input type="checkbox"/> Not started - Not ended	<input type="checkbox"/> Not started - Not ended	<input type="checkbox"/>
Adams, Peri	<input type="checkbox"/> 00:01:55 11/04/2010 12:30 PM - 11/04/2010 12:32 PM	<input type="checkbox"/> 00:02:06 11/04/2010 12:32 PM - 11/04/2010 12:34 PM	<input type="checkbox"/> 00:02:09 11/04/2010 12:34 PM - 11/04/2010 12:36 PM	<input checked="" type="checkbox"/>

The example shown above has one student who has not yet started testing and another whose test is complete. Notice that the testing system collects timing information and shows the student's starting and stopping times, as well as the duration for each completed test part. The student in this example worked for about two minutes on each test part, and one might expect a poor score on the test.

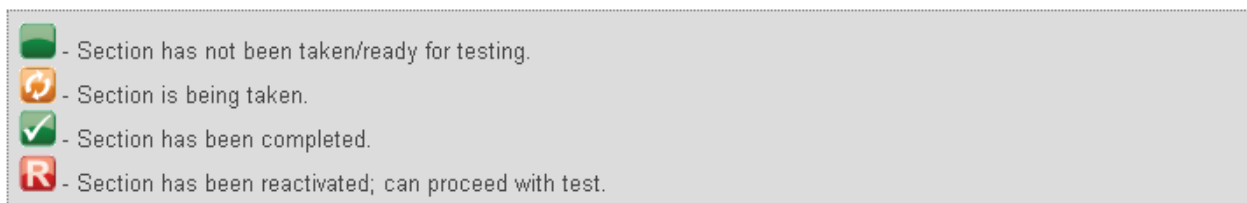
At the bottom of the Monitor Status table are two buttons; one to effect the reactivation of test parts, the other to allow parts to be marked as complete. These buttons are disabled for teachers, but it helps nonetheless to be aware of their functionality.

Reactivation is the reopening of a test part so that a student may continue working. This option is made available so that a student whose testing is interrupted (or who is discovered to have skipped a significant number of items) will be able to complete the test. This should not be an alternative of frequent resort, because when a student initiates testing, a 90-minute window is defined during which that student may simply resume testing by logging in again if the session is dropped. Hence, unless there is extended power failure during testing, it should be possible to restart an interrupted test session without reactivation.

That said, if there is an interruption to testing which would compromise students' performance, the option to reactivate at a later time does exist. You should request your test coordinator to reactivate the tests. The testing should be resumed and completed as soon as is feasible.

With respect to skipped items, if the teacher reviews the summary page at the end of each student's test to verify that the student has responded to all items, skipped items will be identified before the student exits the test. But occasionally a student manages to terminate testing with 8 or more skipped items. (Usually, the student has failed to read a passage on a reading test.) Reactivation is the remedy. Again, your test coordinator is the person to talk to.

The icons on the status monitoring table provide feedback on testing status. This legend explaining all of the possible icons appears at the bottom of the screen.



The **R** informs you when a test section has been reactivated and is ready for the student to complete testing. It is important that no such symbol remain when your students' testing is complete. If a test is reactivated and then never reopened, have your test coordinator use the "Mark Selected Part(s) as Complete" button to return the test to the completed state.

The "Section is being taken" icon will always be present if you choose to monitor status while students are testing. Occasionally, you will find that the symbol persists when no students are testing. This indicates that there may have been a problem with closing the test.

The first thing to do in addressing this issue is to wait until the morning following testing. Some districts use a Local Caching Server (LCS). This is a computer that collects student responses in the district, sending them in bundles back to CETE. The student responses saved in the LCS are sent to CETE during off-peak hours, usually at night. This will cause a delay in closing student tests.

If the icon remains over-night, see that your technical support staff is made aware of the problem. CETE should be contacted at 785-864-3537 to help in resolving the issue. No "Section is being taken" icon should be displaying when testing is considered complete.

User: **teacher** (Logout)
Demo (DD100)
Demo Elementary (0047)

Spring 2011 NCLB

From here you can manage the administration of t

Choose from the following:

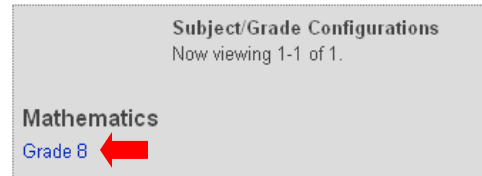
1. [Monitor Status](#) - View the testing status of yo
2. [View Results](#) - Download your students' test re

[Return to the Testina Main Page](#)

The final step in monitoring students' progress is to check their scores. Clicking "NCLB" discloses available test window names; clicking a test window name brings you the "Monitor Status" and "View Results" options. Click on the "View Results" option. You will be presented a list of your class names. Choose the class you wish to view.

The class names are derived from the Student Course (SCRS) data that your district sends to Kansas Department of Education. If you have difficulty in interpreting what the class names represent, ask your test coordinator or the technical staff responsible for KIDS data about the naming strategy used for courses by your district.


Having chosen a course, you will next be offered a list of subject/grade combinations for students in the chosen class. Generally, there is only one choice in this table. It serves only to confirm that you have chosen the correct class name. In this example you would click the Grade 8 link which would bring you to the results page represented below.




The lower part of the page is the immediate feedback score report. It tells you how your students performed and whether any of them had missing responses on their test.

Building: Your School Name Subject: Mathematics Grade: 8 Course: Your Course Name

All Students

 Download All Results (PDF)

 Download All Results (XLS)

Refresh this page.

Name	State ID	Form	Score	Performance Cat	Missing
Your students names and state IDs					
		247	55	2	0
		742	72	3	0
		247T	44	1	0

If you are looking for scores as your students are terminating their tests, you will want to update the list by clicking "Refresh this page" periodically.

For a more complete performance report click on "Download All Results (PDF)". This will cause a printable report to be opened in your browser. The report has three portions:

- Student score listing,
- Student indicator table, and
- Summary listing.

The score listing has virtually the same information as the immediate feedback page.

The indicator table has for every student the percent of items responded to correctly for each indicator (or standard in the case of science and history/government assessments). This is helpful in assessing weaknesses in a student's understanding of tested curriculum indicators. The table is missing for the two-part high school science and history/government assessments as the report is about the test parts and percent correct by standard can only be calculated when the two parts are combined.

The summary listing (shown below) gives group information. For students who took the general assessment, some simple statistics and lists of the three easiest and three hardest indicators are provided. There is also a graph of the score distribution. The graph of performance category distribution includes all students tested, KAMM and general.

Spring 2011 NCLB Preliminary Results*
Group Summary
 Grade 8 Mathematics

District: D0512
 Building: 8868 - Westridge Middle
 Subject: Mathematics
 Grade: 8
 Group: All Students (28)

Group Statistics (excluding KAMM)

Number of students: 28
 Mean: 79.1
 Median: 79.5
 Mode: 80.0
 Standard Deviation: 8.5
 Range: 33.0
 High Score: 94.0
 Low Score: 61.0
 25th percentile: 75.0
 50th percentile: 79.0
 75th percentile: 86.0

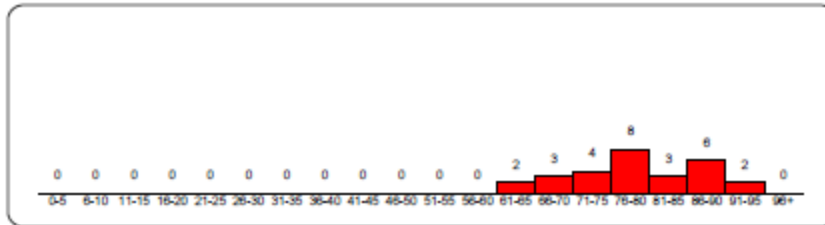
Easiest Indicators (excluding KAMM)

M.8.2.2.K3 had an average score of 95.0.
 M.8.3.1.K6 had an average score of 94.3.
 M.8.3.1.A1 had an average score of 88.6.

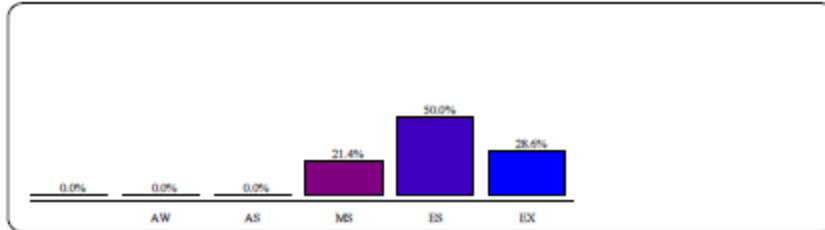
Hardest Indicators (excluding KAMM)

M.8.2.4.A2 had an average score of 74.1.
 M.8.4.1.K3 had an average score of 62.5.
 M.8.1.4.A1 had an average score of 53.6.

Total Score Distribution (excluding KAMM)



Performance Category Distribution



* These are preliminary, not official, results.
 Performance Categories: AW-Academic Warning; AS-Approaching Standard; MS-Meets Standard; ES-Exceeds Standard; EX-Exemplary

Using Interim assessments for NCLB preparation

CETE offers an Interim testing program to prepare students for NCLB testing. Interim tests evaluate students over all tested indicators. There are three windows of testing opportunity for students: two in the fall and one in the winter. This allows you to evaluate your students' progress at three points during the academic year, giving you an estimate of student achievement on all tested indicators. This can aid in curriculum planning.

The Interim testing program is fully discussed in the Kansas Interim Assessment Examiner's Manual. The manual is available on the CETE website homepage. Find it by clicking "Kansas Assessment Program" in the upper left corner and choosing "Documentation" from the right-hand set of links. This manual has a thorough discussion of what the assessment is, how to administer it, and how to interpret the score reports.