

CAPT/CMT Accommodations Data Collection Center

Help Guide 2013-2014

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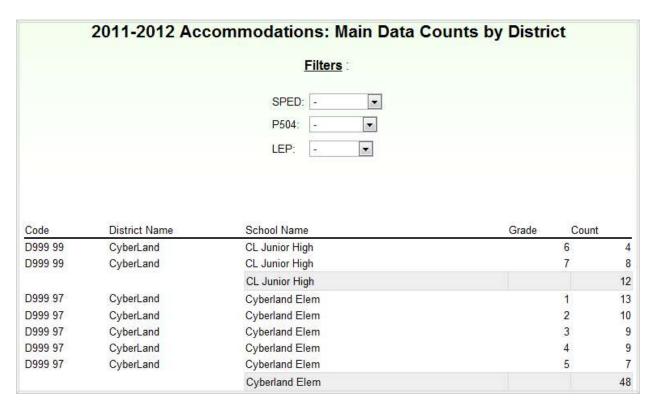
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2. SUMMARY REPORTS

2.1 MAIN DATA COUNTS BY DISTRICT

Getting Started

To view the main data counts by district, click on "Main Data Counts by District" on the homepage. This will display a table of the total test accommodations ordered per grade, per school within that district.



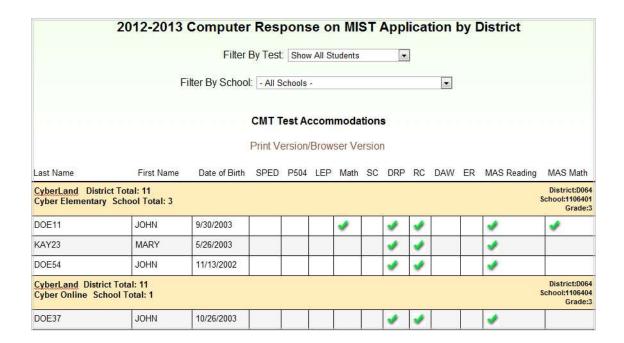
To display the next page of the list, click "Next" below the table. If you wish to view a previous page, click "Previous".

- To download the data as an Excel CSV file, click "Get Text". An Excel CSV is simply a text-file which
 opens directly in Microsoft Excel.
- To filter the table by SPED, S504, or LEP status, change the appropriate drop down selections. To view all students, leave the filters at "-".
- Click "Return to Main Menu" at any time to be directed back to the homepage.

2.2 COMPUTER RESPONSE ON MIST APPLICATION BY DISTRICT

Getting Started

To view the computer response on MIST application by school district, click on "Computer Response on MIST Application by District" on the homepage. This will display a large table showing the ordered CMT and CAPT test accommodations for each accommodated student in the district who is submitting responses via computer.



To display the next page of the list, click "Next" below the table. If you wish to view a previous page, click "Previous".

- To download the data as an Excel CSV file, click "Get Text". An Excel CSV is simply a text-file which opens directly in Microsoft Excel.
- To filter the table by test (MAS or Census), change the drop down selection.
- To filter the table by school, change the drop down selection.
- Click "Return to Main Menu" at any time to be directed back to the homepage.

2.3 ACCOMMODATIONS SUMMARY REPORT

Getting Started

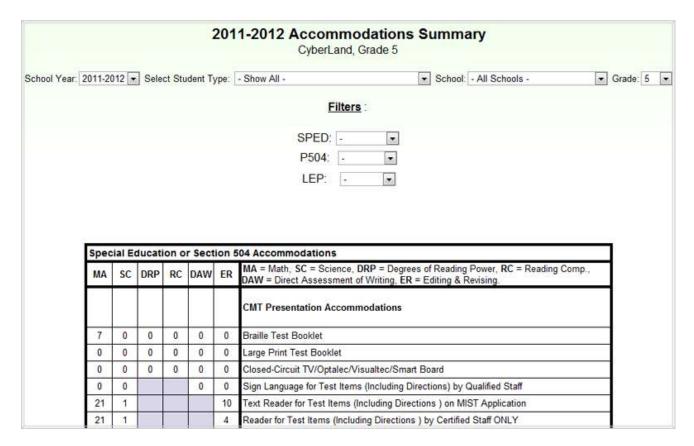
The Accommodations Summary Report provides a list of all accommodations available to students during testing. To get started:

- Click on "Accommodation Summary Report" on the homepage.
- Select a school year.
- Select a type of student to view. (NOTE: Facility Students are students who are attending a special outplacement facility, but are reported in your district. Students Assigned to Different Districts are students who attend school in your district, but are reported in another district. Students
 Assigned from Different Districts are reported at your district, but attend a school in another district.)
- Select a school.
- · Select a grade.
- Apply a filter by SPED, P504, or LEP status if desired by changing the appropriate drop down selection. To view all students, leave the filters at "-".



Sample

A table like the following sample will be displayed:



- To download the data as an Excel CSV file, click "Get Text". An Excel CSV is simply a text-file which opens directly in Microsoft Excel.
- Click "Return to Main Menu" at any time to be directed back to the homepage.

2.4 SKILLS CHECKLIST SUMMARY REPORT

Getting Started

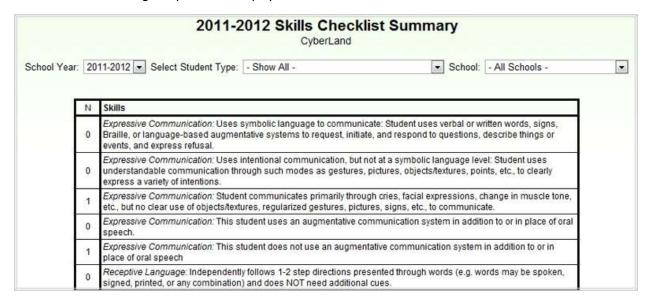
The Skills Checklist Summary Report provides a list of all possible scores for the Skills Checklist exam and their meaning. To get started:

- Click on "Skills Checklist Summary Report" on the homepage.
- Select a school year.
- Select a type of student to view. (NOTE: Facility Students are students who are attending a special outplacement facility, but are reported in your district. Students Assigned to Different Districts are students who attend school in your district, but are reported in another district. Students
 Assigned from Different Districts are reported at your district, but attend a school in another district.)
- Select a school.



Sample

A table like the following sample will be displayed:



Advanced Features

To download the data as an Excel CSV file, click "Get Text". An Excel CSV is simply a text-file which
opens directly in Microsoft Excel.

• Click "Return to Main Menu" at any time to be directed back to the homepage.

3. Roster Reports

3.1 ROSTER: ACCOMMODATIONS

Getting Started

The Roster: Accommodations Report provides a roster of all students with the kind of accommodations ordered for them, the name of the user creating the accommodations, and the date and time of the order.

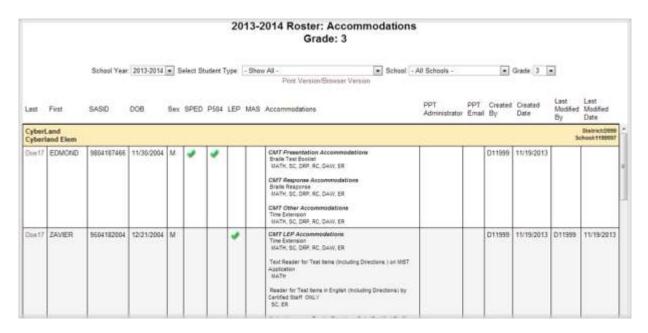
Accommodations for both the CMT/CAPT and Smarter Balanced exams will be included within this roster report. The students are listed alphabetically by last name for each school and grade. To get started:

- Click on "Roster: Accommodations" on the homepage.
- Select a school year.
- Select a type of student to view. (NOTE: Facility Students are students who are attending a special outplacement facility, but are reported in your district. Students Assigned to Different Districts are students who attend school in your district, but are reported in another district. Students
 Assigned from Different Districts are reported at your district, but attend a school in another district.)
- Select a school.
- Select a grade.



Sample

A table like the following sample will be displayed:



- To edit or delete a record, click the student's last name.
- To download the data as an Excel CSV file, click "Get Text". An Excel CSV is simply a text-file which opens directly in Microsoft Excel.
- To view the data as it was originally uploaded to the website, click "Get Batch File" at the bottom of the report.
- Click "Return to Main Menu" at any time to be directed back to the homepage.

3.2 ROSTER: SKILLS CHECKLIST ENTRIES

Getting Started

The Roster: Skills Checklist Entries provides a list of all students who have registered to take the Skills Checklist exam. To get started:

- Click on "Roster: Skills Checklist Entries" on the homepage.
- Select a school year.
- Select a type of student to view. (NOTE: Facility Students are students who are attending a special outplacement facility, but are reported in your district. Students Assigned to Different Districts are students who attend school in your district, but are reported in another district. Students
 Assigned from Different Districts are reported at your district, but attend a school in another district.)
- Select a school.



Sample

A table like the following sample will be displayed:



- To edit or delete a record, click the student's last name.
- To download the data as an Excel CSV file, click "Get Text". An Excel CSV is simply a text-file which opens directly in Microsoft Excel.
- Click "Return to Main Menu" at any time to be directed back to the homepage.

3.3 ROSTER: MAS ENTRIES

Getting Started

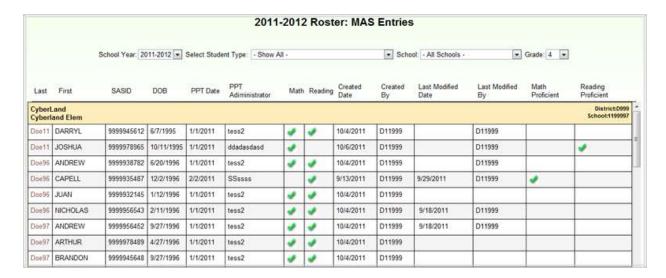
The Roster: MAS Entries provides a list of all students who have registered to take the MAS exam. To get started:

- Click on "Roster: MAS Entries" on the homepage.
- Select a school year.
- Select a type of student to view. (NOTE: Facility Students are students who are attending a special outplacement facility, but are reported in your district. Students Assigned to Different Districts are students who attend school in your district, but are reported in another district. Students
 Assigned from Different Districts are reported at your district, but attend a school in another district.)
- · Select a school.
- Select a grade.



Sample

A table like the following sample will be displayed:



- To edit or delete a record or edit the MAS student's accommodations, click the student's last name.
- To download the data as an Excel CSV file, click "Get Text". An Excel CSV is simply a text-file which opens directly in Microsoft Excel. This file will include all MAS qualification questions and the answers provided for each student.
- To download the data as an Excel CSV file showing only the selected accommodations for each student, click "Get Accommodations".
- Click "Return to Main Menu" at any time to be directed back to the homepage.

4. ACCOMMODATIONS SUBMISSION FORM

4.1 ENTER CAPT/CMT ACCOMMODATIONS

Getting Started

To enter accommodations for students taking the CMT/CAPT and/or Smarter Balanced field test:

- Click on "Accommodations Submission Form" on the homepage.
- Enter the SASID of the student for whom you wish to order test accommodations.
- Click "Get Student."
- Select the radio button next to "Enter Accommodations for this student."
- Click "Continue."



Sample

A form like the following will be displayed:

	Conn	ecticut State [Test Accor	Department mmodations Form	of Education	1					
2014	Special Education/Section 504 Students And/Or Students with Limited English Proficiency (LEP)									
	IEP Date [MM/DD/YYYY	7:	SASID: 9804	SASID: 9804187466						
	Student's Name: First E	DMOND	Last Do							
	Date of Birth [MM/DD/Y)	YY]: 11/30/2004	Gender: 🎯 🛭	M O F	Grade: 3	_8				
	School/Facility Name:	Cyberland Elem	-	School Code:	1199997					
	District of Fiscal Responsibility:	CyberLand	w	District Code:	D999					
	PPT Administrator/Desig	nee:		_						
	This student has (click one): A) A Special Education IEP B) A Section 504 Plan C) Neither									
	This student has Limited English Proficiency (click one): ○ Yes ◎ No									
	This student is taking at least one MAS exam:									
	This student is taking the SBAC field test:									

Completing the Form

- Verify the student's information is correct.
- Enter the district contact person's name and phone number.
- Click the box next to "A Special Education IEP" and/or "A Section 504 Plan", or "Neither."
- Click the radio button next to "Yes" or "No" depending on whether the student has Limited English Proficiency (LEP).
- Click the box next to "This student is taking the Smarter Balanced Field Test" if the student is taking the Smarter Balanced field test.
- The form will show whether the student is taking MAS Math or MAS Reading. This may only be changed via the MAS eligibility form. You may not change the MAS eligibility via this form.
- The form will expand depending on the selections made above. Click the box corresponding to the subject area of the test and the accommodations needed. For example, if the student needs a large print presentation booklet for the Degrees of Reading Power (DRP), click the box that falls in the row for "Large Print" and column for "DRP."
- When the form is complete, click "Submit."

				Cor	ne	cticut State D			ducation	ř.		
201									2014			
	١	IEP Date [MM/DD/YYYY]: Student's Name: First EDN					SASID:	9804187466				
	,						Last Doe17					
	į	Date of Birth [MM/DD/YYY' School/Facility Name: District of Fiscal Responsibility: PPT Administrator/Designe			/YYY	Y]: 11/30/2004 Cyberland Elem CyberLand	Gender	r: M Grade: 3		Grade: 3	<u>-1</u> 07	
					e:				School Code:	1199997		
							w		District Code:	D999		
	-				esigne	e: Cyber Teacher		PF	PT Email: tead	cher@gmail.com	ım	
Spec	_	This student is taking the SBAC field test: V										
MA	sc	DRP	RC	DAW	ER	MA = Math, SC = Sc DAW = Direct Assess					Comp.,	
					0	CMT Presentation A	ccommoda	tions				
						Braille Test Booklet						
						Large Print Test Book	det					
						Closed-Circuit TV/Opt	talec/Visualt	ec/Smart Boa	rd			
						Sign Language for Te	st Items (Inc	luding Directio	ns) by Qualifie	d Staff		
						Text Reader for Test I	tems (Includ	ing Directions	in MIST Appli	cation		
						Reader for Test Items	(Including D	irections) by	Certified Staff	ONLY		

- If you need to cancel the order for this student, click "Reset."
- Click "Return to Main Menu" at any time to be directed back to the homepage.

4.2 ENTER CMT/CAPT SKILLS CHECKLIST PROFILE

Getting Started

To order the CMT/CAPT Skills Checklist for a student, you will be required to submit a form confirming eligibility. To get started:

- Click on "Accommodations Submission Form" on the homepage.
- Enter the SASID of the student for whom you wish to order test accommodations.
- Click "Get Student."
- Select the radio button next to "Enter CMT [or CAPT] Skills Checklist Profile for this student."
- Click "Continue."

CAPT/CMT Accommod	ations Da	ta Collection
Enter SASID for accommodation entry:	99994556	Get Student
Program: CMT Name: JASON Doe96 Grade: 6 School Code: 1199999 District of Fiscal Responsibility: D999		
Choose Action:		
 Enter CMT Accommodations for this student Enter CMT Skills Checklist Profile for this student Enter Modified Assessment Survey and Subremodations 	545441	dations for this student
Continue		

Sample

A form like the following will be displayed:

NOTE: THIS SECTION IS PART OF CHECKLIST. EVERY FIELD MUST Learner Characteristics Investigation	BE COMPLETED
Alternate Assessments on Alternate Achie Developed by the National Assessment Center, Un And Modified for user in Connecti	evement Standards ¹ iversity of Kentucky
Purpose: This inventory will be used by the Connecticut State Depthe population of students who are assessed with the CMT Skills Chachievement standards. These students comprise less than 1% of the a variety of disability categories but they are the students with the management of the students with the management of the students.	ecklist which is based on alternate he total student population and come from
Student Name: BRIAN Doe96	DOB: 1993/09/07
Teacher Email:	
Teacher EIN:	
SASID: 3 7 9 5 9 8 0 9 7 8	
Expressive Communication (check the one that best describes	this student)
Uses symbolic language to communicate: Student uses verbal of based augmentative systems to request, initiate, and respond to quexpress refusal.	
Uses intentional communication, but not at a symbolic language communication through such modes as gestures, pictures, objects/ variety of intentions.	

Completing the Form

- Verify the student's information is correct.
- Enter the teacher's email address and EIN.
- For each question, click the radio button next to the one that best describes the student.
- If any additional information needs to be reported, enter it in the text box at the bottom of the form.
- When the form is complete, click "Submit."
- Verify the student information provided:

New Entry ▼

SASID: 9999900517

Student Name: JASON Doe96

Teacher Email:

Selected CMT Skills Checklist:

Expressive Communication: Uses intentional communication, but not at a symbolic language level: Student uses understandable communication through such modes as gestures, pictures, objects/textures, points, etc., to clearly express a variety of intentions.

Expressive Communication: This student does not use an augmentative communication system in addition to or in place of oral speech

Receptive Language: Requires additional cues (e.g., gestures, pictures, objects, or demonstrations/models) to follow 1-2 step directions.

Vision: Corrected vision within normal limits.

Hearing: Hearing within normal limits.

Motor: No significant motor dysfunction that requires adaptations.

Engagement: Alerts to others.

Health Issues/Attendance: Attends at least 90% of school days.

Reading: Reads basic sight words, simple sentences, directions, bullets, and/or lists in print or Braille.

Mathematics: Does computational procedures with or without a calculator.

Submit New Entry | Cancel

• Click "Submit New Entry."

Advanced Features

• If you need to cancel the order for this student, click "Cancel."

4.3 ENTER MODIFIED ASSESSMENT SURVEY & CMT/CAPT ACCOMMODATIONS

Getting Started

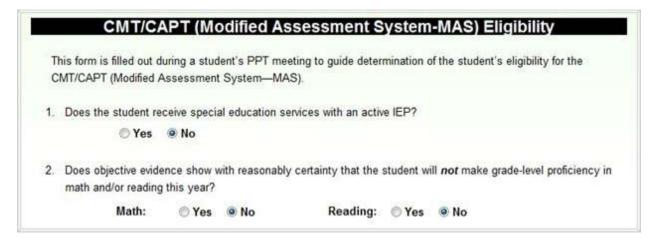
To enter the MAS and CMT/CAPT accommodations for a student, you will be required to submit a form confirming eligibility. To get started:

- Click on "Accommodations Submission Form" on the homepage.
- Enter the SASID of the student for whom you wish to order test accommodations.
- Click "Get Student."
- Select the radio button next to "Enter Modified Assessment Survey and Submit CMT [or CAPT]
 Accommodations for this student."
- Click "Continue."



Sample

A form like the following will be displayed:



Completing the Form

- For each question, select the radio button next to the answer that best describes this student.
- Verify the student's information is correct at the bottom of the form.
- Enter the PPT meeting date and name of the administrator/designee.
- Click "Submit."

Advanced Features

• If you need to cancel the order for this student, click "Cancel."

5. ACCOMMODATIONS BATCH SUBMISSION

Getting Started

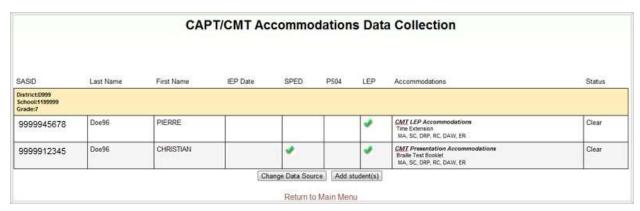
To order accommodations for multiple students at once (i.e. in a "batch submission"), an Excel CSV or XLS file must be created with the following column headings (in this order): SASID, IEPDATE, SPED, S504, LEP, ACC_ID, CONTENT_ID, and PPT_EMAIL. An Excel CSV is simply a text-file which opens directly in Microsoft Excel. **Both CMT/CAPT and Smarter Balanced accommodations may be included in the same file.** To get started:

- Click on "Accommodations Batch Submission" on the homepage.
- Click "Choose File" to search your computer for the document.



- Click "Upload New File."
- If you would like to use a previously uploaded file, click "View Existing Files." Review the data uploaded to ensure validity.

The new data will be presented in a table like the following:



- Click "Add Student(s)" if the data is correct.
- Click "Change Data Source" if the data is incorrect and a new file must be uploaded.

To view an example of a correctly formatted XLS or CSV file:

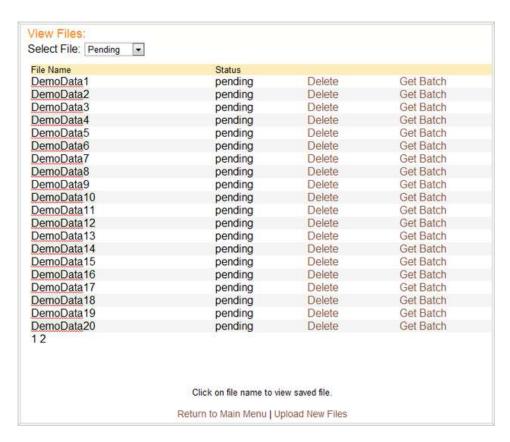
• Click "Excel (.xls) Template" at the bottom of the "Load Existing File" screen.

To view a more detailed help guide regarding uploading files:

• Click "File Upload Help Guide" at the bottom of the "Load Existing File" screen.

To view a previously uploaded file:

- Click "View Existing Files."
- The screen will display all pending batches of data. Here, users may delete a pending file or view it for editing by clicking "Get Batch."
- To view a list of all uploaded batches, click on the drop down menu labeled "Pending" and select
 "Show All."
- To view a list of batches with a different status, click on the drop down menu labeled "Pending" and select the desired status.

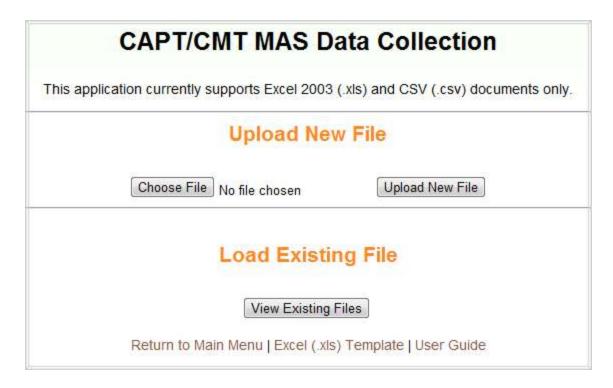


6. MAS BATCH SUBMISSION

Getting Started

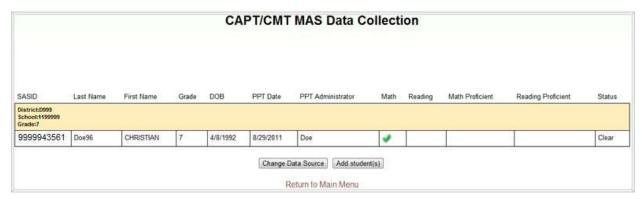
To order the MAS for multiple students at once (i.e. in a "batch submission"), an Excel CSV or XLS file must be created with the following column headings (in this order): SASID, PPT Date, PPT Administrator, PPT Administrator Email, Q1, Q2M, Q2R, Q3aM, Q3aR, Q3bM, Q3bR, Q3cM, Q3cR, PPTM, and PPTR. An Excel CSV is simply a text-file which opens directly in Microsoft Excel. To get started:

- Click on "MAS Batch Submission" on the homepage.
- Click "Choose File" to search your computer for the document.



- Click "Upload New File."
- If you would like to use a previously uploaded file, click "View Existing Files." Review the data uploaded to ensure validity.

The new data will be presented in a table like the following:



- Click "Add Student(s)" if the data is correct.
- Click "Change Data Source" if the data is incorrect and a new file must be uploaded.

Advanced Features

To view an example of a correctly formatted XLS or CSV file:

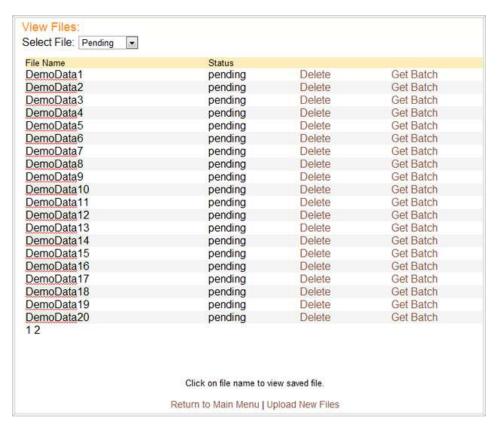
• Click "Excel (.xls) Template" at the bottom of the "Load Existing File" screen.

To view a more detailed help guide regarding uploading files:

• Click "File Upload Help Guide" at the bottom of the "Load Existing File" screen.

To view a previously uploaded file:

- Click "View Existing Files."
- The screen will display all pending batches of data. Here, users may delete a pending file or view it for editing by clicking "Get Batch."
- To view a list of all uploaded batches, click on the drop down menu labeled "Pending" and select "Show All."
- To view a list of batches with a different status, click on the drop down menu labeled "Pending" and select the desired status.



7. CONTROL PANEL

The control panel inside the CAPT/CMT Accommodations Data Collection Center allows administrative users to create user accounts with different privileges at the district and school levels.

7.1 ADD USER ACCOUNTS

Getting Started

To add user accounts:

- Click "Control Panel" on the homepage.
- Click "Add User Accounts."
- Select the type of account (district level or school level).
- Select the name of the user's school if a school level user is being created.
- Enter the new username.
- Enter a password (must be 5-12 characters long).
- Click "Add User."

Sample

Here is an example of the screen displayed when "Add User Accounts" is selected:



Notes

- When the username has been added, a message stating "User added successfully!" will be displayed.
- If that username has already been taken by another user, you will receive a message stating,
 "Username already exists. Please choose a different username."

7.2 VIEW USER ACCOUNTS

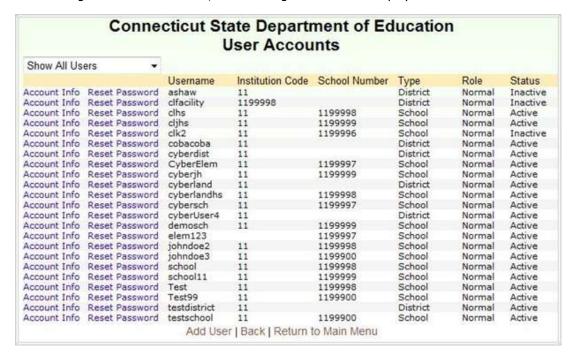
Getting Started

To view user accounts:

- Click "Control Panel" on the homepage.
- Click "View User Accounts."

Sample

After clicking "View User Accounts", the following screen will be displayed:



Advanced Features

To show certain types of usernames:

Click on the drop down box labeled "Show All Users" and select to view only district or school users.

To reset a password for a specific username:

Click "Reset Password."

Enter a new password in the text box (must be 5-12 characters long)

- Re-enter the new password in the second text box.
- Click "Change Password."



To view the most recent activity for a username:

Click "Account Info."

	tate Department of Education count Information
Deactivate	
Username :	cljhs
Account Type :	School
District :	D999
School:	1199999
Active :	Yes
Role:	Normal
Date Created :	1/3/2008 10:50:31 AM
Created by :	711
Last Accessed :	
View User Acco	ounts Add User Return to Main Menu

To deactivate the username being viewed:

- Click "Deactivate."
- Alternatively, to activate the username being viewed, click "Activate."

Notes

• A username cannot be changed to another type of user. For example, if the username was originally set up as a school level user, that username cannot be changed to a district level user. A new username assigned as a district level user must be created.