

# English Language Proficiency Test (ELPT and ELPT Connect)

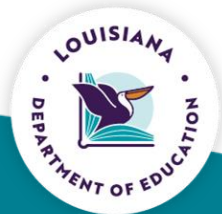
January 25, 2024



# Zoom Meeting Preparation

- Please make sure your **phone or computer is muted** to minimize background noise.
  - To do this, hover over the bottom left-hand side of your screen and click “Mute.”
- Please make sure you have **turned off your camera** to save bandwidth and prevent any connectivity issues.
  - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen. Your chat will only be viewed by hosts.

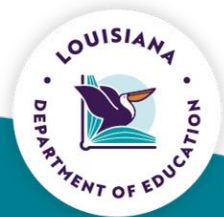
This presentation cannot be recorded by AI or any other function. Users who enable AI or other recording programs will be removed from the meeting.



# Objectives

During this sessions, testing coordinators will learn how to:

- Access the ELPT Portal
- Navigate the ELPT administrative systems
- Manage students and users
- Manage additional materials orders
- Monitor testing in progress
- Create and manage appeals
- Administer the ELPT and ELPT Connect
- Download the CAI Secure Browser
- Enter non-participation codes
- Access resources for administration



# ELPT Overview

The ELPT and ELPT Connect are computer-based assessments that will be taken in the [EL Portal](#) by all students identified as EL in grades K-12. Prior to testing, the 2023-2024 [CAI Secure Browser](#) must be installed on computers. Reference the [Secure Browser Installation Manual](#) for detailed directions.

Test administrators, students, and accommodations are managed in the [TIDE Portal](#). See the [TIDE User Guide](#) for detailed directions on test setup requirements.

Students taking the ELPT will need headsets with microphones for interacting with the online platform. Specifications for headsets are located on pages 2-3 of the [Technology Requirements document](#) in the [Assessment Library](#).

\*Enable pop-up windows and microphone settings on all ELPT computers prior to testing.



# ELPT Administration Systems Overview

All ELPT systems can be accessed in the [ELPT Portal](#) under the [ELPT tab](#).

## Testing Information and Distribution Engine (TIDE)

- Stores student demographic information and test settings
- Used to manage user accounts for all systems

## Operational Test Administration

- Used by TAs to create session IDs, administer tests, and monitor student progress

## Data Entry Interface (DEI)

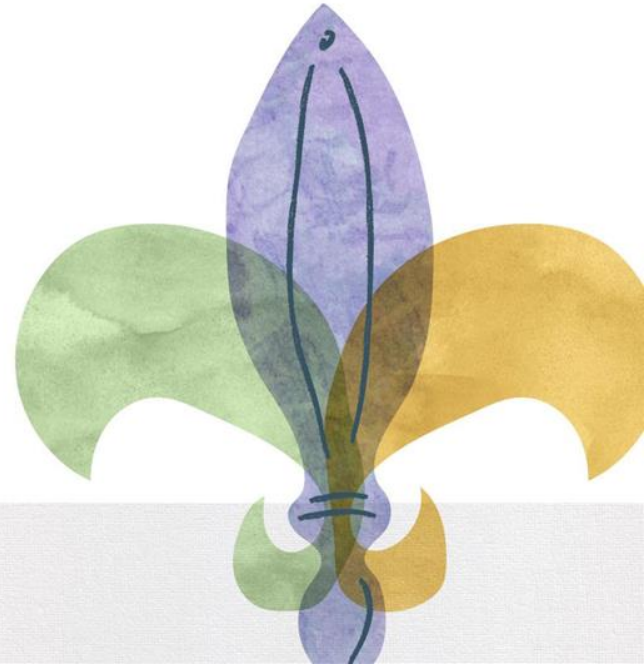
- Used by TAs to enter responses for students using accommodated forms of ELPT

## Reporting

- Used to view and download student assessment reports

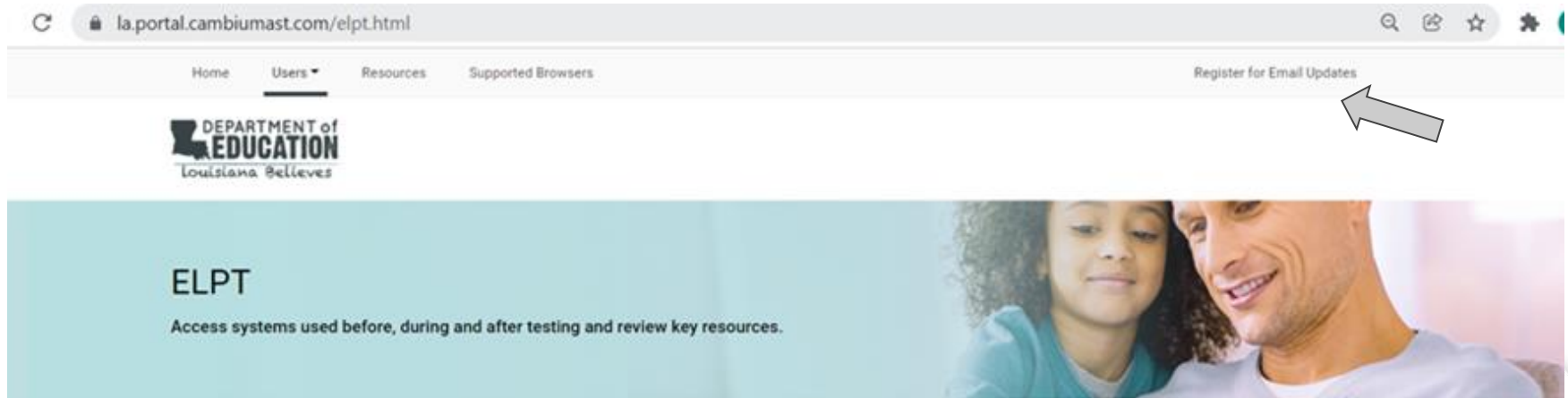


# ELPT Portal Overview



# ELPT Portal

The [ELPT Portal](#) is a centralized location for all information about administering ELPT. Users can register to receive EL updates by clicking the link in the top right of the ELPT Portal.



# Navigating the Portal

Quick Access, located in the middle of the homepage, includes navigation tabs for following resources:

- Important Dates
- Headset Specifications
- Online Tools Training
- Secure Browsers

Districts are not required to order headsets directly from CAI. Any headsets meeting the specifications can be used.

## Quick Access

SYSTEM



### Important Dates

View upcoming events. Updated throughout the year.

SYSTEM



### Headset Specifications

Learn how to order ELPA21 headsets.

SYSTEM



### Online Tools Training

Become familiar with the testing system and types of questions on the operational tests.

SYSTEM



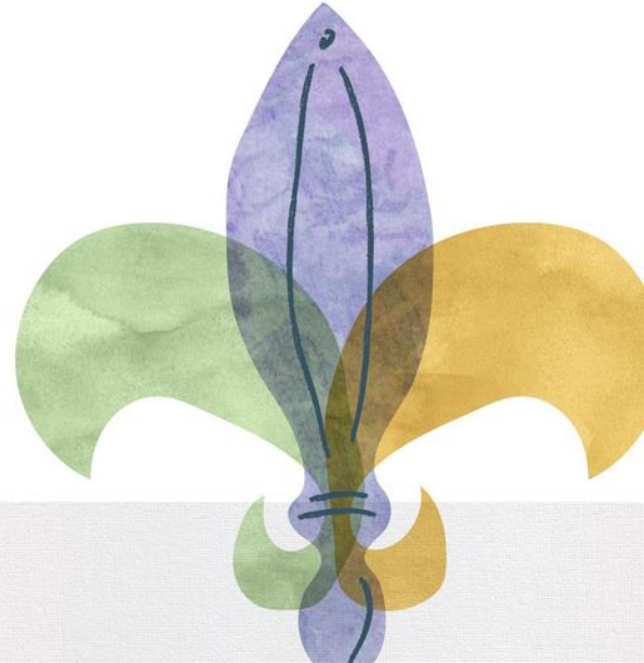
### Secure Browsers

Install the secure browser on each student device used for secure student testing.





# ELPT Administrative Systems



# ELPT Dashboard

The [ELPT tab](#) in the [ELPT portal](#) will be the link to all required ELPT administration systems and documents.

**Preparing for Testing**

- Online Tools Training Administration**  
Become familiar with TA Interface and proctor practice sessions for students and guest users.
- Online Tools Training**  
Become familiar with the testing system and types of questions on the operational tests.
- Test Information Distribution Engine (TIDE)**  
Manage users and student information and monitor test progress.

**Administering Tests**

- Operational Test Administration**  
Create and manage operational test sessions from any web browser.

**After Testing**

- Data Entry Interface (DEI)**  
Enter student responses and scores for paper and braille tests.
- Reporting**  
Access and download ELPT/ELPS results and view reports on student performance.
- Inbox**  
Securely access data files exported from TIDE or Reporting.



# ELPT Administration Systems Overview

All ELPT systems can be accessed in the [ELPT Portal](#) under the [ELPT tab](#).

## Testing Information and Distribution Engine (TIDE)

- Stores student demographic information and test settings
- Used to manage user accounts for all systems

## Operational Test Administration

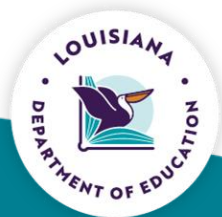
- Used by TAs to create session IDs, administer tests, and monitor student progress

## Data Entry Interface (DEI)

- Used by TAs to enter responses for students using accommodated forms of ELPT.

## Reporting

- Used to view and download student assessment reports



# ELPT Administration Documents

All ELPT administration documents can be found in the [ELPT Portal](#) under the [ELPT tab](#).

## [TIDE User Guide](#)

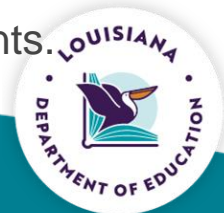
Provides directions for registering students for assessments, establishing test settings and accommodations, associating students with districts, schools, and rosters, and creating and approving testing appeals

## [TA User Guide](#)

Directions to help users navigate the Test Delivery System (TDS) including the Student Interface and the Test Administrator Interface, and help support Test Administrators manage and administer ELPT.

## [ELPT TAM](#)

Provides specific instructions for the administration of the ELPT. Details include information on test security, logistical requirements, and the Test Administrator directions to students.



# ELPT Administration Documents

All ELPT administration documents can be found in the [ELPT Portal](#) under the [ELPT tab](#).

## [Accessibility and Accommodations Manual](#)

Used to guide the selection and administration of appropriate universal features, designated features, and accommodations for individual students to produce valid assessment results

### **ELPT Accommodation Information**

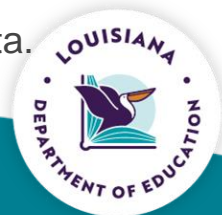
- Test administrators cannot translate test content.
- No EL accommodations are permitted.

## [Data Entry Interface \(DEI\) Manual](#)

Provides specific instructions for using the DEI which allows authorized users to enter student assessment data, such as item responses and scores. Entering student data is required for the ELPT Braille forms

## [Reporting System User Guide](#)

Provides information on how to use Reporting to view student performance and participation data.



# ELPT Technology Documents

All ELPT technology manuals can be found in the [ELPT Portal](#) under Technology Coordinators.

## [Secure Browser Installation Manual](#)

Provides instructions for installing the secure browsers on computers and devices used for online assessments

## [System Requirements for Online Testing](#)

Used to verify that all devices to be used for testing meet the minimum technology specifications

## [Technical Specifications Manual for Online Testing](#)

Used to verify that your school's network and Internet are properly configured for testing.



# Test Administration and Distribution Engine (TIDE)

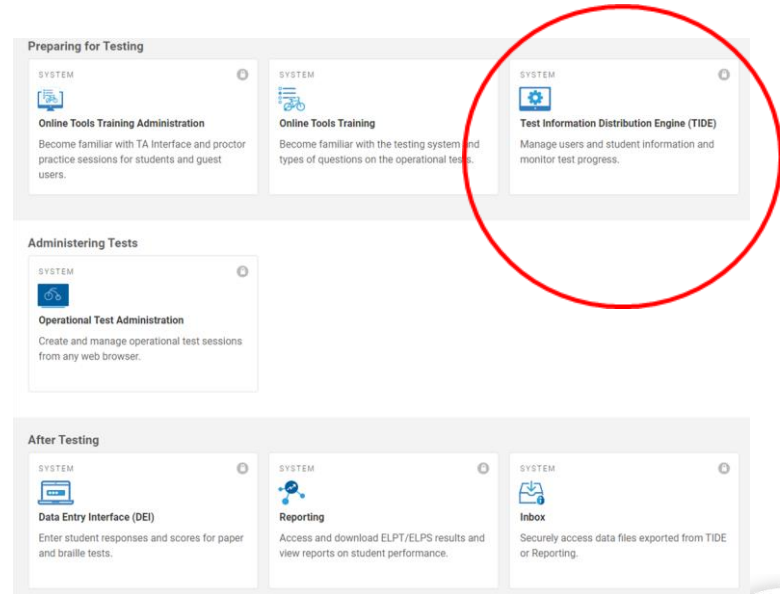


# Accessing TIDE

TIDE is the administrative system used to :

- Manage users
- Manage students/rosters
- Order and track additional materials
- Monitor testing progress
- Manage appeals
- Enter nonparticipation codes

TIDE can be accessed through the [ELPT tab](#) in the [ELPT portal](#).

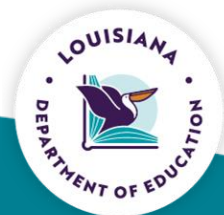




# ELPT: Preparing to Test

Each user in TIDE has a role, such as a district coordinator or a test administrator. Each role has an associated list of permissions to access certain features within TIDE.

Task or Site	DTC*	STC*	TA*
<b>Access to Test Information Distribution Engine (TIDE) Features and Tasks</b>			
<b>Managing Student Information</b>			
<a href="#">Adding Students</a>	✓	✓	
<a href="#">Viewing and Editing Students</a>	✓	✓	✓
<a href="#">Adding and Editing Students through File Uploads</a>	✓	✓	
<a href="#">Moving Students Between Schools</a>	✓		
<a href="#">Printing PreID Labels</a>	✓	✓	✓
<a href="#">Printing Students' Test Settings</a>	✓	✓	✓
*DTC—District Test Coordinator; STC—School Test Coordinator, TA—Test Administrator			
**Some roles have view-only access to this feature.			



# TIDE Home Page

TIDE is made up of three sections:

- Preparing for Testing
- Administering Tests
- After Testing

The screenshot displays the TIDE Home Page interface. At the top left, the logo for the Louisiana Department of Education (LDE) is shown, featuring the text "DEPARTMENT of EDUCATION" and "Louisiana Believes" alongside the "ELPT" logo. The top right corner contains the text "Administration: Louisiana ELPT 2018-2019 | User: Mooloskey, Rachel (ELPT\_ADM)" and navigation links for "Help", "Inbox", "Manage Account", and "Log Out". A search bar labeled "Find Student by ID" is located in the upper right area of the main content.

The main content is organized into three vertical panels, each with a large circular icon at the top and a list of menu items below:

- Preparing for Testing (Orange Panel):** Features a circular icon with a person and a gear. The menu items are: Users, Students, Test Settings and Tools, Order Quantity Reports, and Rosters.
- Administering Tests (Green Panel):** Features a circular icon with a person at a computer. The menu items are: Monitoring Test Progress, Print Testing Tickets, and Appeals (indicated with a red notification dot).
- After Testing (Blue Panel):** Features a circular icon with a document and a checkmark. The menu item is: Data Cleanup.

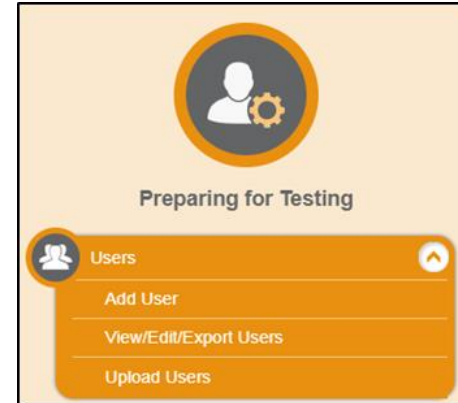


# TIDE: Adding Users

Under Preparing for Testing, DTCs/STCs add users for ELPT administration. Available roles for ELPT:

- District Test Coordinator
- School Test Coordinator
- Test Administrator

To create a user, enter a valid email, first name, last name, and select a role. An email will be sent to the user to create an account.

A screenshot of the 'Add User' form. The top navigation bar includes 'Users', 'Students', 'Test Settings and Tools', 'Order Quantity Reports', and 'Rosters'. The main heading is 'Add User' with a help icon and the text 'Use this page to add users to assessment systems. [more info](#)'. Below this are 'Save' and 'Cancel' buttons. The form is titled 'PERSONNEL' and contains three input fields: '\*Role:' with a dropdown menu showing '- Select a role -', '\*Email Address:', '\*First Name:', and '\*Last Name:'. At the bottom are 'Save' and 'Cancel' buttons.

# Logging into TIDE

To set up the new account, the user will receive an email from [DoNotReply@cambiumast.com](mailto:DoNotReply@cambiumast.com) to set up the account. Click the link in the activation email. The Reset Your Password page appears.

When logging in, if you have not logged in using this browser before, or if you have cleared your browser cache, the Enter Code page appears and an email is sent to your address. This applies every time you access TIDE with a new browser.

**Reset Your Password**

Please create a password in accordance with the New Password Requirements.

New Password

Confirm New Password

Submit

[Return to Login Page](#)

A code has been sent to your email address. The code will expire after 5 minutes.

Enter Emailed Code

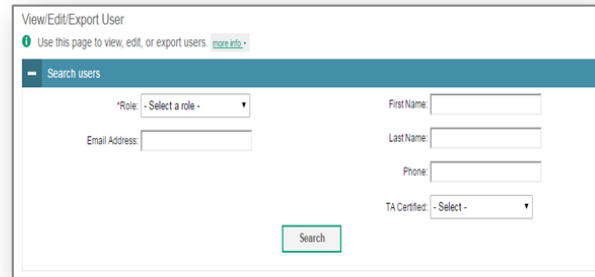
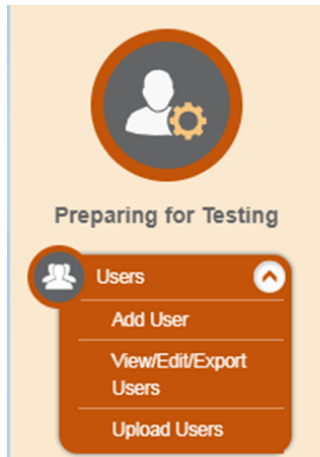
Submit

Resend Code

[Cancel](#)

# TIDE: View/Edit/Export Users

DTCs and STCs may use the View/Edit/Export User page to retrieve users who match particular search criteria.



A screenshot of the "View/Edit/Export User" web page. The page title is "View/Edit/Export User". Below the title is a green notification icon and the text "Use this page to view, edit, or export users." followed by a link to "more info". A blue header bar contains the text "Search users". The main content area contains search criteria: a dropdown menu for "Role" with the text "- Select a role -", an input field for "Email Address", input fields for "First Name", "Last Name", and "Phone", and a dropdown menu for "TA Certified" with the text "- Select -". A green "Search" button is located at the bottom center of the form.





# TIDE: View/Edit/Export Users

- After clicking Search, TIDE will display all the users satisfying the search criteria.
- To export user information, mark the checkboxes next to the users you wish to export and click the export button above the search results.





View/Edit/Export User

Use this page to view, edit, or export users. [more info](#)

+ Search users

Number of users found: 13

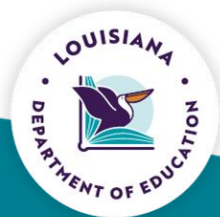
<input type="checkbox"/>	Edit	Role	District	School	Email Address	First Name	Last Name	Phone	TA Certified
<input type="checkbox"/>		ELPA21_TEST_ADM	9998-Demo district 1	99989997-Demo School 1	IA-PR1@demo.user	PRFName	PRLName		Y
<input type="checkbox"/>		ELPA21_TEST_ADM	9998-Demo district 1	99989997-Demo School 1	IA-TA1@demo.user	TAFName	TALName		Y
<input type="checkbox"/>		ELPA21_TEST_ADM	9998-Demo district 1	99989997-Demo School 1	TUser12345@air.org	TA	user		Y
<input type="checkbox"/>		ELPA21_TEST_ADM	9998-Demo district 1	99989997-Demo School 1	IA-PR2@demo.user	PRFName	PRLName		Y



# TIDE: Upload Users

DTCs and STCs may upload users through a CSV or Excel file. Detailed directions on uploading users can be found in the [TIDE User Guide](#).

The screenshot shows the TIDE 'Upload Users' interface. At the top, there are navigation icons for 'Home', 'Preparing for Testing', 'Administering Tests', and 'After Testing', along with a 'Find Student by ID' search box. Below this is a main navigation bar with dropdown menus for 'Users', 'Students', 'Test Settings and Tools', 'Order Quantity Reports', and 'Rosters'. The 'Upload Users' section features a progress bar with four steps: 1. Upload, 2. Preview, 3. Validate, and 4. Confirmation. A 'Download Templates' dropdown menu is open, showing 'CSV' and 'EXCEL' options. Below the progress bar, there is an information icon and a text box: 'Use this page to upload a file of users you want to add, modify, or delete. [more info](#)'. Underneath, 'Step 1: Upload File' is displayed with a 'Choose File' input field and a 'Browse' button. At the bottom, there is an 'Upload History' section with a plus icon and a 'Next' button.

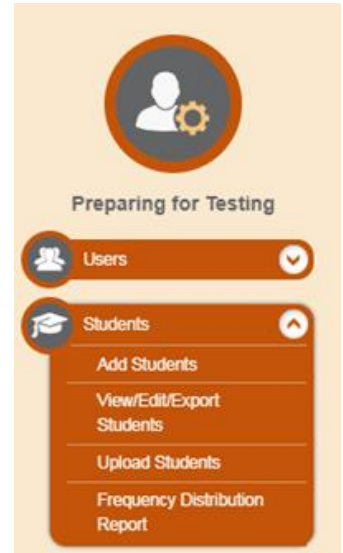


# TIDE: Adding Students

An initial upload of students was uploaded from the October 1 student data submission. If additional students need to be added, DTCs or STCs can add students into TIDE individually or by batch upload.

Under Preparing to Test, select Add Students. In the Student Demographics panel, enter the student's demographic information. Accommodations will also be entered on this page.

Refer to the [TIDE User Guide](#) for assistance in entering demographic information.

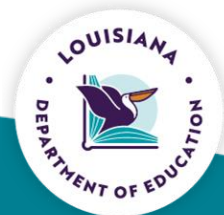
A screenshot of the "Add Students" form. At the top, it says "Add Students" and "Use this page to add students to assessment systems." There are "Save" and "Cancel" buttons. Below is a "Student Demographics" section with various fields: "District" (Demo Dist 999-999), "School" (Demo School 1-999,991), "SSD", "Student's Last Name", "Student's First Name", "Middle Name", "Gender" (Male/Female), "Birth Date (MMCCYY)", "Grade", "Homeless Status", "IDEA Indicator", "First Year ELL", "Economically Disadvantaged", "SSA status", "Migrant Status", "Language", "Primary Disability", "U.S. Entry Date", "Military Affiliation", "Foster Care", "LEP Funding Code", "Birth Country Code", and "Scholarship".



# TIDE: View/Edit/Export Students

DTCs and STCs may use the View/Edit/Export student page to retrieve students who match particular search criteria.

The screenshot displays the 'View/Edit/Export Students' page in the TIDE system. On the left is a sidebar with a 'Preparing for Testing' header and a list of navigation items: 'Users' and 'Students'. The 'Students' menu is expanded, showing options: 'Add Students', 'View/Edit/Export Students', 'Upload Students', and 'Frequency Distribution Report'. The main content area is titled 'View/Edit/Export Students' and includes a help icon and a link to 'more info'. Below this is a 'Search Students' section with a blue header. It contains several search criteria: '\*District: -- Select --', '\*School: None selected', 'SSID:', 'Student's First Name:', 'Student's Last Name:', 'Gender: Male Female', and 'Grade: None selected'. An 'Advanced Search' section follows, featuring a 'Search Fields: -- Select --' dropdown, an 'Additional Criteria Chosen:' label, and buttons for 'Add', 'Remove All', and 'Remove Selected'. A 'Search' button is located at the bottom of the search area.







# TIDE: View/Edit/Export Students

- After clicking Search, TIDE will display all the students satisfying the search criteria.
- To export user information, mark the checkboxes next to the students you wish to export and click the export button above the search results.

Number of students found: 16644

Enter search terms to filter search result

1-50 of 16644 records | Page: 1 of 333

	Edit	School Information		Student Information							
		District	School	SSID	Student's Last Name	Student's First Name	Middle Name	Gender	Birth Date (MMDDYYYY)	Grade	Page Tests
<input type="checkbox"/>		999 - Demo Dist 999	999_991 - Demo School 1	0000555500	Austin	Stone-Cold		Male	06112013	KG	
<input type="checkbox"/>		999 - Demo Dist 999	999_991 - Demo School 1	0000555501	Austin\$01	Stone-Cold		Male	06112013	KG	
<input type="checkbox"/>		999 - Demo Dist 999	999_991 - Demo School 1	0000555502	Austin\$02	Stone-Cold		Male	06112013	KG	
<input type="checkbox"/>		999 - Demo Dist 999	999_991 - Demo School 1	0000555503	Austin\$03	Stone-Cold		Male	06112013	KG	



# TIDE: Upload Students

DTCs and STCs may upload students through a CSV or Excel file. Detailed directions on uploading students can be found in the [TIDE User Guide](#).

The screenshot displays the TIDE user interface for uploading students. At the top, there is a navigation bar with icons for Home, Preparing for Testing, Administering Tests, and After Testing. A search box labeled 'Find Student by ID' is located on the right. Below the navigation bar is a menu with options: Users, Students, Paper Ordering, Test Settings and Tools, and Rosters. The 'Upload Students' section features a progress bar with four steps: 1. Upload, 2. Preview, 3. Validate, and 4. Confirmation. A red circle highlights the 'Download Templates' dropdown menu, which is open to show 'CSV' and 'EXCEL' options. Below the progress bar, there is a text box with an information icon and the instruction: 'Use this page to upload a file of students you want to add or modify. [more info](#)'. Underneath, 'Step 1: Upload File' is shown with a 'Choose File' input field and a 'Browse' button. At the bottom, there is an 'Upload History' section with a plus sign icon and a 'Next' button.



# TIDE: Upload Student Settings

- TIDE will validate the file and display any errors or warnings accordingly to the legend on the page. Click the orange error icons and blue warning icons to view the reason a field is invalid. **If a record contains an error, that record will not be included in the upload.** If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.
- If your file contains a large number of records, TIDE will process it offline and send you a confirmation email when complete.
- When the upload is complete, a confirmation page will appear with a message that summarizes how many records were committed and how many were excluded.

Upload Student Settings

1. Upload 2. Preview 3. Validate 4. Confirmation

Download Validation Report

Review the validation results, then click **Continue with Upload**. [more info](#)

Step 3: Validate

Legend: Error: The file can be uploaded, but this row will not be included. Warning: This field is invalid, but the row will be uploaded.

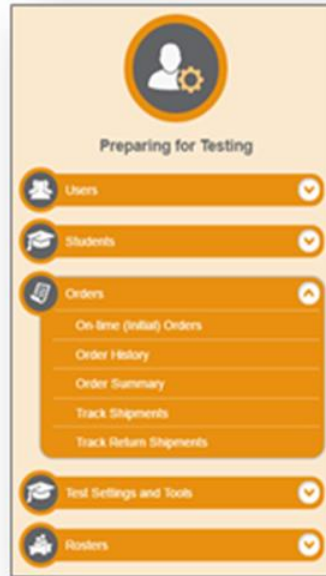
Row Number	Student ID	Accommodation Codes	Color Choices	Masking	Non-Embedded Accommodations	Non-Embedded Designated Supports	Nur
3		ELPA21	Print on Request	Stimuli	Stimuli	Stimuli	

Continue with Upload Upload Revised File Cancel



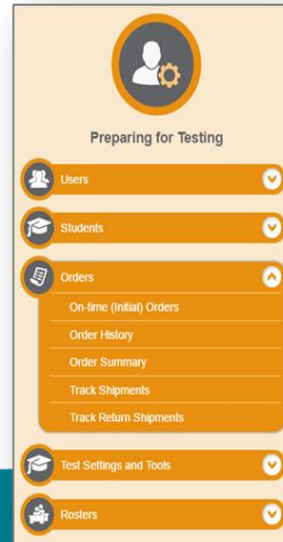
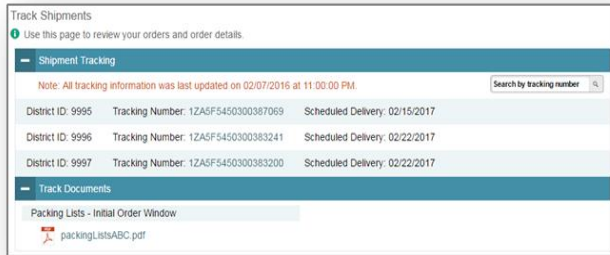
# TIDE: Additional Materials Ordering

The Orders task menu allows DTCs to manage orders for paper and pencil materials in their district.



# TIDE: Track Shipments

DTCs can track shipments of paper materials on the Track Shipments page. Click a tracking number to view the current tracking status of a shipment.



# TIDE: Track Return Shipments

DTCs may track shipments as they are returned on the Track Return Shipments page. Tracking information for each return shipment is displayed in the Return Shipment panel, with delivery status appearing on the right side.

Track Return Shipments

Click a tracking number to view its report. Click a PDF link to display its answer document.

Return Shipments

Note: All tracking information was last updated on 03/17/2017 at 11:00:00 PM. Search by tracking number

Tracking Number: 1ZA5F5450300387069	Shipped on: 03/01/2017	Scheduled Delivery: 03/15/2017 By End of Day	Delivered
Tracking Number: 1ZA5F5450300387176	Shipped on: 03/05/2017	Scheduled Delivery: 03/20/2017 By End of Day	In Transit
Tracking Number: 1ZA5F5450300387069	Shipped on: 03/11/2017	Scheduled Delivery: 03/25/2017 By Noon	Label Scanned

Preparing for Testing

- Users
- Students
- Orders
  - On-time (Initial) Orders
  - Order History
  - Order Summary
  - Track Shipments
  - Track Return Shipments
- Test Settings and Tools
- Rosters



# TIDE: Rosters

The Rosters task menu allows you to add rosters; view, edit, or export rosters; and upload rosters from an external file.

Once test scores are calculated, roster information is used to generate reports in Reporting indicating how students in the roster performed as a group.





# TIDE: Add Roster

- You can manually create a roster on the Add Roster page. Rosters are used by the Online Reporting System to group student assessment results for users who want categories below the school and district level.
- To search for students with specific test settings enabled, expand the Test Settings and Tools Filters panel by clicking the plus sign.

Add Roster

Use this page to add rosters. [more info](#)

Save Cancel

Search for Students to Add to the Roster

\*District: select a District Grade: None selected

\*School: select a School Student Added Since: -Select-

+ Test Settings and Tools Filters

Search



# TIDE: Add Roster

- In the Add/Remove Students to the Roster section, enter a roster name and select the name of the teacher who should be associated with the roster.
- In the table below, the students in the left column are available to be added to the roster, and the students in the right column are currently in the roster.

\*Roster Name:

\*Teacher Name:

Select Students from "Available Students" List below to add to the Roster

Available <input type="checkbox"/> Quick Search				Selected <input type="checkbox"/> Quick Search			
<input type="checkbox"/> Add	Student Name	Grade	Reporting ID	<input type="checkbox"/> Remove	Student Name	Grade	Reporting ID
<input type="checkbox"/>	Biddle, Peter	01	90000190	<input checked="" type="checkbox"/>	Allen, Brian	08	90000262
<input type="checkbox"/>	Burch, Charles	01	90000195	<input checked="" type="checkbox"/>	Johnson, Shemia	08	90000260
<input type="checkbox"/>	Carfno, Florence	01	90000192	<input checked="" type="checkbox"/>	Jarvis, Johnny	08	90000258
<input type="checkbox"/>	Champlin, Carlos	01	90000191	<input checked="" type="checkbox"/>	Ramos, Michael	08	90000266
<input type="checkbox"/>	Florio, John	01	90000196	<input checked="" type="checkbox"/>	Sunlin, Allen	08	90000259
<input type="checkbox"/>	Gregg, Carol	01	90000193	<input checked="" type="checkbox"/>	Swope, Christopher	08	90000264
<input type="checkbox"/>	Kimbrell, Jessie	01	90000194				
<input type="checkbox"/>	Rivera, Ricardo	01	90000187				



# TIDE: Add Roster

- To add a single student to the roster, click the green plus sign next to a student in the left column. You can add multiple students to the roster by marking checkboxes next to the students you want to add, and then clicking Add Selected.
- To move a single student from the roster, click the orange X next to a student in the right column. You can remove multiple students from the roster by marking checkboxes next to the students you want to remove, and then clicking Remove Selected.

The screenshot displays the 'Add Roster' interface in TIDE. At the top, there are input fields for 'Roster Name' and 'Teacher Name' (set to '-Select-'). Below these is the instruction: 'Select Students from "Available Students" List below to add to the Roster'.

The interface is divided into two main sections:

- Available Students:** A table with columns for 'Add', 'Student Name', 'Grade', and 'Reporting ID'. It lists eight students with green plus signs in the 'Add' column.
- Selected Students:** A table with columns for 'Remove', 'Student Name', 'Grade', and 'Reporting ID'. It lists five students with orange X marks in the 'Remove' column.

At the bottom of each section are buttons: 'Add All' and 'Add Selected' for the available students, and 'Remove All' and 'Remove Selected' for the selected students. At the very bottom of the interface are 'Save' and 'Cancel' buttons.

Available Students			
	Student Name	Grade	Reporting ID
<input type="checkbox"/>	Biddle, Peter	01	90000190
<input type="checkbox"/>	Bunch, Charles	01	90000195
<input type="checkbox"/>	Carino, Florence	01	90000192
<input type="checkbox"/>	Champlin, Carlos	01	90000191
<input type="checkbox"/>	Florio, John	01	90000196
<input type="checkbox"/>	Gregg, Carol	01	90000193
<input type="checkbox"/>	Kimbrell, Jessie	01	90000194
<input type="checkbox"/>	Rivera, Ricardo	01	90000187

Selected Students			
	Student Name	Grade	Reporting ID
<input type="checkbox"/>	Allen, Brian	08	90000262
<input type="checkbox"/>	Johnson, Sherie	08	90000260
<input type="checkbox"/>	Jarvis, Johnny	08	90000258
<input type="checkbox"/>	Ramos, Michael	08	90000266
<input type="checkbox"/>	Sumlin, Allen	08	90000259
<input type="checkbox"/>	Swope, Christopher	08	90000264

# TIDE: View/Edit/Export Rosters

- The View/Edit/Export Rosters page include a form for setting selection criteria to retrieve rosters.
- Print or delete rosters from TIDE by selecting the desired rosters and clicking the Print or Delete button above the search results.
- Click the pencil icon next to a roster to view or edit its details. The Edit Roster form will appear.

The screenshot displays the 'View/Edit Rosters' interface. At the top, there is a header with a green dot and the text 'Use this page to view, edit, or delete rosters. [more info >](#)'. Below this is a section titled 'Search for Rosters to Edit' with a blue background. It contains three dropdown menus: '\*District' set to '9998 - Demo district 1', '\*Roster Type' set to 'User Defined', and '\*School' set to '99989997 - Demo School'. A 'Search' button is located below these filters. Underneath the search section are icons for print and delete. A note in red text states: 'Note: For multiple roster selection, you may print 50 students at a time.' Below the note, it says 'Number of rosters found: 4' and 'Enter search terms to filter search results' with a search icon. A table lists the search results:

	Edit	Roster Name	Grades In Roster	Number Of Students
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Roster1234	10	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TestRoster1	KG	3
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TestRoster1	KG	6



# TIDE: Upload Rosters

- Another way to add new rosters into TIDE is to use the Upload Rosters page to compose an upload file in Excel or CSV file.
- Click Next to upload the file. A file preview page will appear, allowing you to verify that you are uploading the correct file. If the preview is correct, click Next to continue.

Upload Rosters

1. Upload 2. Preview 3. Validate 4. Confirmation

Download Templates

Use this page to upload a file of rosters you want to add or modify.

Step 1: Upload File

RosterTemplateFile.xlsx

Browse

Upload History

Next

Upload Rosters

1. Upload 2. Preview 3. Validate 4. Confirmation

Verify you uploaded the correct file. Click Next. If the values in the columns are incorrect, try re-creating your upload file using one of the available templates from the previous Upload Rosters page.

Step 2: Preview

Row Number	District ID	School ID	Username	Roster name	SSID
1	9998	9997	IA-TA1@demo user	2nd Period	90000262
2	9998	9997	IA-TA1@demo user	2nd Period	90000260
3	9998	9997	IA-TA1@demo use	4th Period	90000258
4	9998	9997	IA-TA1@demo user	4th Period	90000266

Next Cancel



# TIDE: Upload Rosters

- TIDE will validate the file and display any errors or warnings according to the legend on the page. Click the orange error icons and blue warning icons in the validation results to view the reason a field is invalid. If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.
- When the upload is complete, a confirmation page will appear with a message that summarizes how many records were committed and how many were excluded.

Upload Rosters

1. Upload 2. Preview 3. Validate 4. Confirmation

Download Validation Report

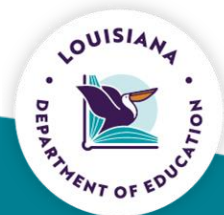
Review the validation results, then click **Continue with Upload**. [more info](#)

Step 3: Validate

Legend: Error: The file can be uploaded, but this row will not be included. Warning: This field is invalid, but the row will be uploaded.

Row Number	District ID	School ID	Username	Roster name	SSID
3	9998	9997	IA-TA1@demo.use	4th Period	90000258

Continue with Upload Upload Revised File Cancel



# Accessing the Operational Test Administration Interface



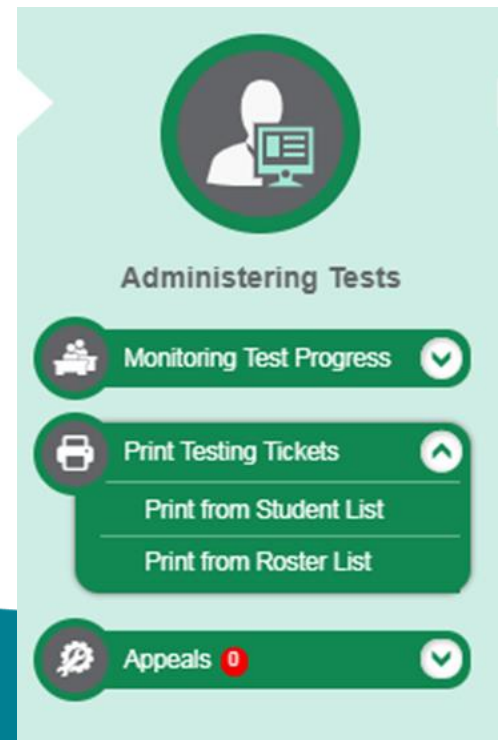
# Testing Tickets

DTCs, STCs, and TAs can print test tickets through the Administering Test section of TIDE.

A test ticket is a hard-copy form that includes a student's LASID for logging in to a test.

- Students will use their first name, LASID, and the Session ID to login to the TDS.

See the [TIDE User Guide](#) for detailed instructions on printing the testing tickets.





# Accessing the Operational Test Administration Interface

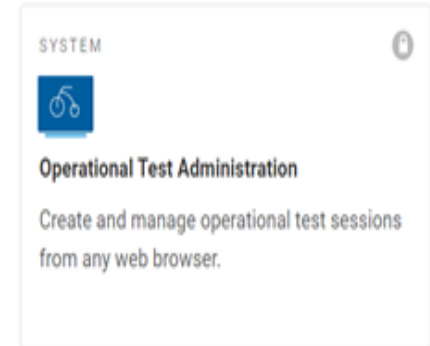
Operational Test Administration is the administrative system that allows TAs to:

- Select the tests students will take
- Create Session IDs
- Select testing settings
- Monitor testing progress


The Operational Test Administration system can be accessed through [ELPT tab](#) in the [ELPT portal](#).

Reference the [ELPT Summative TAM](#) and [TA User Guide](#) for detailed information on administering the ELPT.

## Administering Tests



SYSTEM 🔒



**Operational Test Administration**

Create and manage operational test sessions from any web browser.



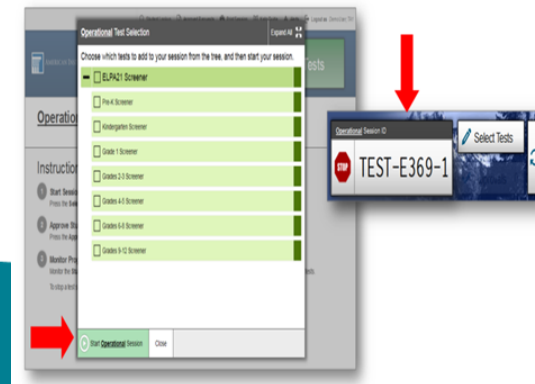
# Creating a Test Session

Test Administrators will administer the test through the Operational Test Administration icon accessed through the ELPT tab in the ELPT portal.

- TAs will login to the TA Interface with their TIDE Username and Password.
- Test sessions must be created *less than 20 minutes* prior to starting the test in order to prevent the system from timing out.

In the TA Interface, the TA will select the grade band of the student taking ELPT: Kindergarten, Grade 1, Grades 2-3, Grades 4-5, Grades 6-8, or Grades 9-12.

→ T9 students will test in the 9-12 grade band.



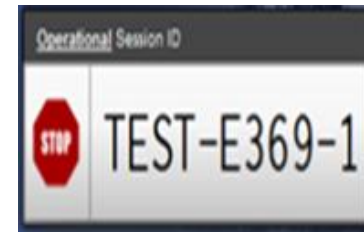
# Student Login: Accessing ELPT

Once a grade band is selected, the ELPT Session ID will be generated in the TAs Operational Test Administration screen.

- Provide the Session ID to the student so the student can access the test.

Student will access the ELPT through the **CAI Secure Browser icon** using the first name, LASID, and teacher provided Session ID.

Student will be required to conduct an Audio Playback Check and Recording Device Check prior to the beginning of the test.

A screenshot of the "Please Sign In" login screen. It features three input fields: "First Name:" with a person icon, "Student ID:" with a "ID" icon, and "Session ID:" with a key icon and a "PROD" label. A "Take a Practice Test" button is located in the bottom left, and a "Sign In" button is in the bottom right. A dark blue box in the bottom left contains the text: "This is the Operational Test Site. If you wish to take a practice test, please click the button below." and a "Operational Test Site" logo with a checkmark.

# Approving Student Entry

Once the Test Administrator starts the test session and students log in, the TA must approve or edit students' test settings on the Operational Test Administration screen before the student can access the ELPT. It is very important to pay close attention to the test name prior to approving to be sure that the appropriate test was selected.

Approvals and Student Test Settings

Approve All Students Refresh Done

2 students awaiting approval 0 tests in session

ELPT Summative

Grades 4-5 ELPT Summative - Reading - 1 student(s)

Student Name	SSID	Opp #	See Details	Action
Last, First	9999999901	1	Standard	

Test Settings for: L\_name, F\_name

Set Set & Approve Cancel

You must select [Set] or [Set & Approve] to confirm these test settings. Use [Set] to confirm the settings and return to the main Approvals screen to approve this student.

SSID: 9876510014 | Grades 4-5 ELPT Summative - Reading | Opp # 1

**Universal Tools**

Color Choices: Black on White

**Designated Supports**

Non-Embedded Designated Supports: None

Zoom: 1X

**Accommodations**

Exempted Domains: No Exemptions

Non-Embedded Accommodations: None

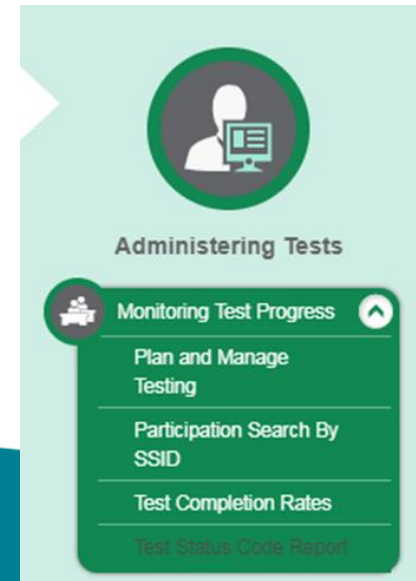
# Monitoring Test Progress

The Monitoring Test Progress task menu provides reports about a test administration's progress.

The following reports are available in TIDE:

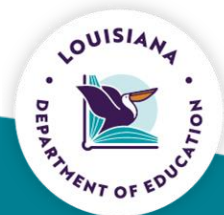
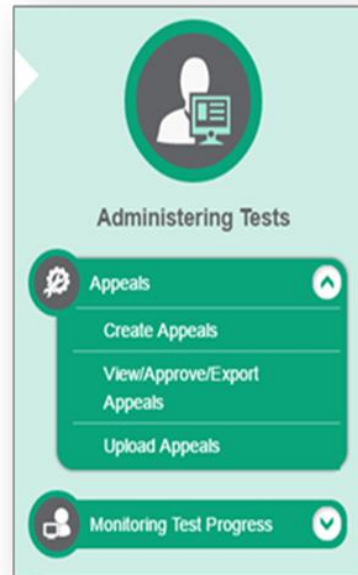
- **Plan and Manage Testing Report:** Details a student's test opportunities and the status of those test opportunities. You can generate this report from the Plan and Manage Test page or the Participation Report by SSID page.
- **Test Completion Rates Report:** Summarizes the number and percentage of students who have started or completed a test.
- **Test Status Code Report:** Displays all non-participation codes for a test administration

See the [TIDE User Guide](#) for detailed instructions on accessing testing reports.



# Appeals Process

In the Administering Tests section of the TIDE dashboard, the Appeals task menu allows users to view pending appeals; create new appeals; view, approve, or export appeals; and upload appeals.



# Creating Appeals

The Create Appeals page lets DTCs and STCs create an appeal for a test.

Steps to creating an appeal:

- Select the type of appeal
- Search for the test result
- Mark the checkbox next to each test result
- Enter a reason for the appeal and hit submit

Create Appeals

Use this page to create appeals. [more info](#)

Select Appeal Type and Search

Appeal Type:  Invalidate A Test [?](#)  Reset A Test [?](#)  Re-open A Test [?](#)  Grace Period Extension [?](#)  Re-open Test Segment [?](#)

Search Student By: Result ID

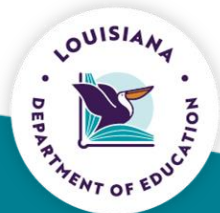
Result ID:

Search

Create

Number of records found: 4

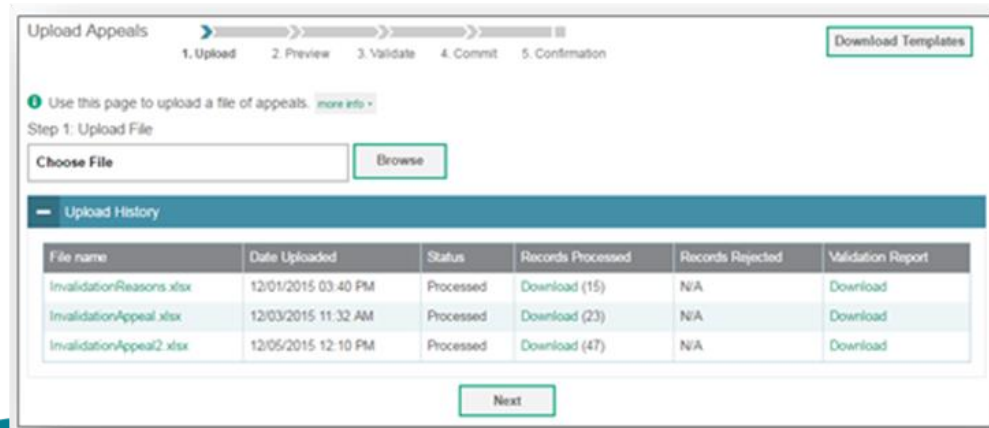
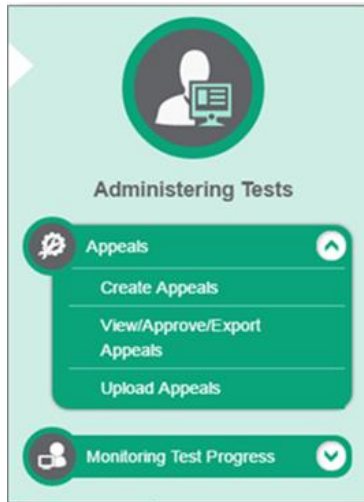
	Result ID	School IRN	Last Name	First Name	SSID	Test Name	Test Opportunity	Test Status	Test Start Date	Date of Last Activity
<input checked="" type="checkbox"/>	832	99-999	Smith	Tim	992421311	SAGE-Biology-Science-7-summative	1	Submitted	8/27/2015	10/01/2015
<input type="checkbox"/>	832	99-999	Brown	Patricia	992421525	SAGE-Biology-Science-8-summative	1	Submitted	8/27/2015	10/11/2015



# Upload Appeals

DTCs may also create new appeals in TIDE by using the Upload Appeals page to compose and upload a file in Excel or CSV format.

Detailed directions on uploading appeals can be found in the [TIDE User Guide](#).

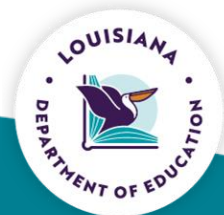




# Status of Appeals

The [TIDE User Guide](#) has an overview of the appeals process and the status of appeals.

Appeal Status	Description of Status
Error Occurred	An error occurred while the appeal was being processed.
Item Information Sent	Information regarding a Report Problem with Item appeal was sent to the designated recipients.
Pending Approval	Appeal is pending approval.
Processed	Appeal was successfully processed and the test opportunity has been updated.
Rejected	Another user rejected the appeal.
Rejected by System	Test Delivery System was unable to process the appeal.
Requires Resubmission	Appeal must be resubmitted.
Retracted	Originator retracted the appeal.
Submitted for Processing	Appeal submitted to Test Delivery System for processing.

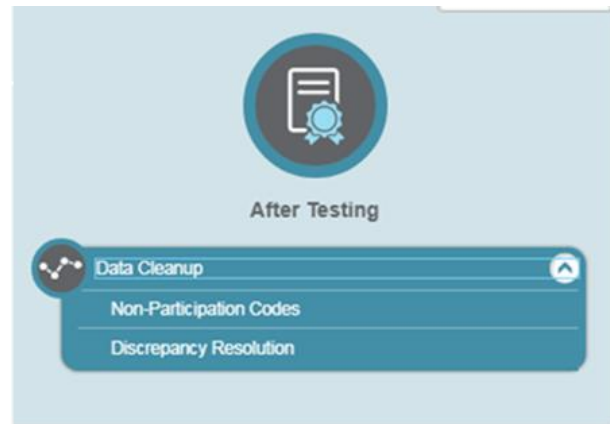


# TIDE: Data Cleanup

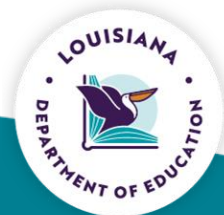
Non-participation codes are entered in the After Testing section of TIDE.

All students who are entered in TIDE and did not take an ELPT summative test should have a nonparticipation code assigned for each domain by the end of the ELPT administration window.

Detailed directions on entering nonparticipation codes can be found in the [TIDE User Guide](#).



***NOTE: Non-participation codes are aligned with our Accountability Codes.***



# TIDE: Non-Participation Codes

Within the non-participation code screen, the **Student Information** panel provides the student's demographic information.

- The student's available tests and special codes are listed in the **Special Codes** panel.
- To edit the student's non-participation code, from the drop-down lists in the **Special Codes** panel, select the special code for each available test, as required, and click **Save**.

The screenshot displays the TIDE Non-Participation Code screen. At the top right, there are 'Save' and 'Cancel' buttons. The 'Student Information' panel contains the following data:

District: 999 - Demo Dist 999	Middle Name:
School: 999_991 - Demo School 1	Gender: M
SSID: 9999999901	Birth Date (MMDDYYYY): 11202012
Student's Last Name: Last	Grade: 05
Student's First Name: First	

The 'Special Codes' panel is expanded, showing a list of tests with corresponding drop-down menus:

Grades 4-5 ELPT Listening Test:	Student is absent for the
Grades 4-5 ELPT Reading Test:	Student completed the test
Grades 4-5 ELPT Speaking Test:	Student is no longer enrolled
Grades 4-5 ELPT Writing Test:	Pre-coded materials are required

At the bottom right, there are 'Save' and 'Cancel' buttons.



# Accountability Code 81

Code 81 **cannot be used as a non-participation code** for ELPT or ELPT Connect. If the code is applied to a student who did not test, the result will be a zero added to accountability calculations.



# Training Modules

The following TIDE trainings modules are available in the [Resources](#) tab of the ELPT portal:

- TIDE: Activating Your Account and Navigating Through TIDE
- TIDE: Adding and Editing Users
- TIDE: Adding and Editing Students and Student Test Settings
- TIDE: Managing Rosters
- TIDE: Printing Testing Tickets and Pre ID Labels
- TIDE: Appeals Process
- TIDE: Entering Reason-Not-Tested Codes



# CAI Secure Browser



# Secure Browser

The CAI Secure Browser must be installed on all devices being used for ELPT. To download, click on the [Secure Browsers](#) link in the [ELPT Portal](#) to access the Secure Browser download page.

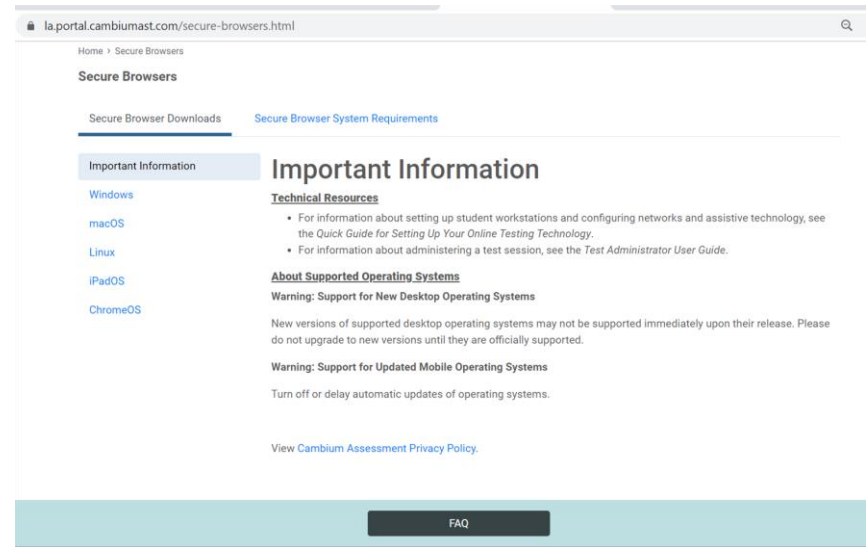
Directions can be found in the [Secure Browser Installation Manual](#).



# Downloading the Secure Browser

Scroll down the [Secure Browser page](#) and choose the appropriate tab for information about downloading the Secure Browser for your operating system.

Each tab on the Secure Browsers page of the Portal includes a link to download the Secure Browser and an overview of the process for installing that Secure Browser.



The screenshot shows a web browser window with the URL [la.portal.cambiumast.com/secure-browsers.html](http://la.portal.cambiumast.com/secure-browsers.html). The page title is "Secure Browsers". Below the title, there are two tabs: "Secure Browser Downloads" (which is selected) and "Secure Browser System Requirements". Under the "Secure Browser Downloads" tab, there is a list of operating systems: "Windows", "macOS", "Linux", "iPadOS", and "ChromeOS". The "Important Information" section is currently selected, and it contains the following content:

- Technical Resources**
  - For information about setting up student workstations and configuring networks and assistive technology, see the *Quick Guide for Setting Up Your Online Testing Technology*.
  - For information about administering a test session, see the *Test Administrator User Guide*.
- About Supported Operating Systems**
  - Warning: Support for New Desktop Operating Systems**

New versions of supported desktop operating systems may not be supported immediately upon their release. Please do not upgrade to new versions until they are officially supported.
  - Warning: Support for Updated Mobile Operating Systems**

Turn off or delay automatic updates of operating systems.

At the bottom of the page, there is a link to "View Cambium Assessment Privacy Policy" and a "FAQ" button.





# Network Diagnostic Tool

The main page of the Secure Browser includes a link to a network diagnostic tool. The network diagnostic tool allows users to run two checks:

- Network Diagnostics Test checks for bandwidth
- Recording and Playback checks confirm that the computer's recording system is working correctly for testing ELPT speaking.

Click here to go to the network diagnostic tool



Diagnostic Screen  
This page allows you to check the **current** bandwidth of your network. Select a test from the drop-down list and enter the maximum number of students likely to test at one time, then click [Run Network Diagnostics Tests].

---

Your Operating System: **Windows 7**

---

Your Browser Version: **Secure v9**

---

Secure Browser: **true**

---

Network Diagnostics:

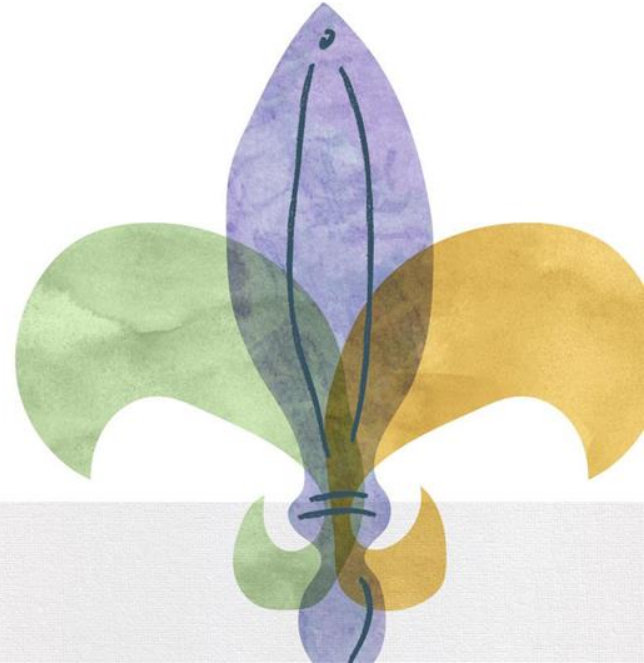
Select Test: **ELPA21**

Enter the total number of students you would like to test at one time:

---



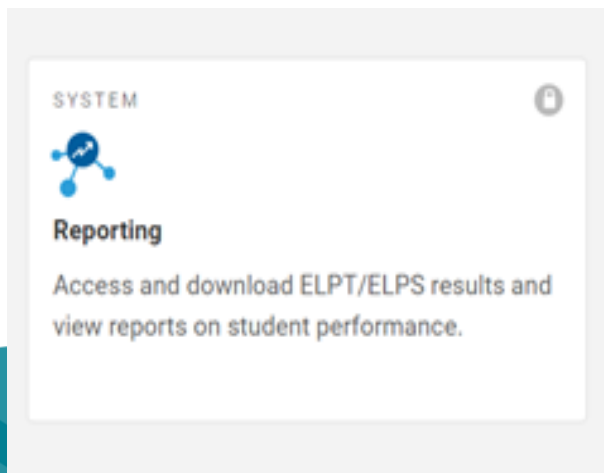
# Reporting



# Accessing the Reporting

ELPT score reports are available in Reporting which can be accessed through the [ELPT tab](#) in the [ELPT portal](#).

Reference the [Reporting Manual](#) for detailed steps on navigating Reporting.



# Reporting: Accessing Student Results

Use the **Filters** to the left of the screen to select the desired data.

The screenshot displays a web interface for reporting student results. On the left, a 'Filters' sidebar allows selection of 'Test Groups' (Summative, English Proficiency) and 'Test Reasons' (Spring 2021). The main area shows 'Performance Distribution, By Test Group: Parish, 2020-2021', filtered by 'Test Reasons: Spring 2021' and sorted by 'Date Last Taken'. A chart for 'Summative English Proficiency' shows 14 tests taken, with 21% (3 students) in the lower range and 79% (11 students) in the higher range.

Reporting

Dashboard Selector > Dashboard

Enter Student ID

Inbox My Settings Help Sign Out

Download Student Results Print

Filters

Test Groups

- Screener
- Summative
- English Proficiency

Test Reasons

Spring 2021

Clear Filters

Apply

Performance Distribution, By Test Group: Parish, 2020-2021

Filtered By **Test Reasons:** Spring 2021 | **Sorted By:** Date Last Taken

**Summative English Proficiency**

Grades Tested: 1, 2, 3, 5, 6, 7, 9, 10, 12

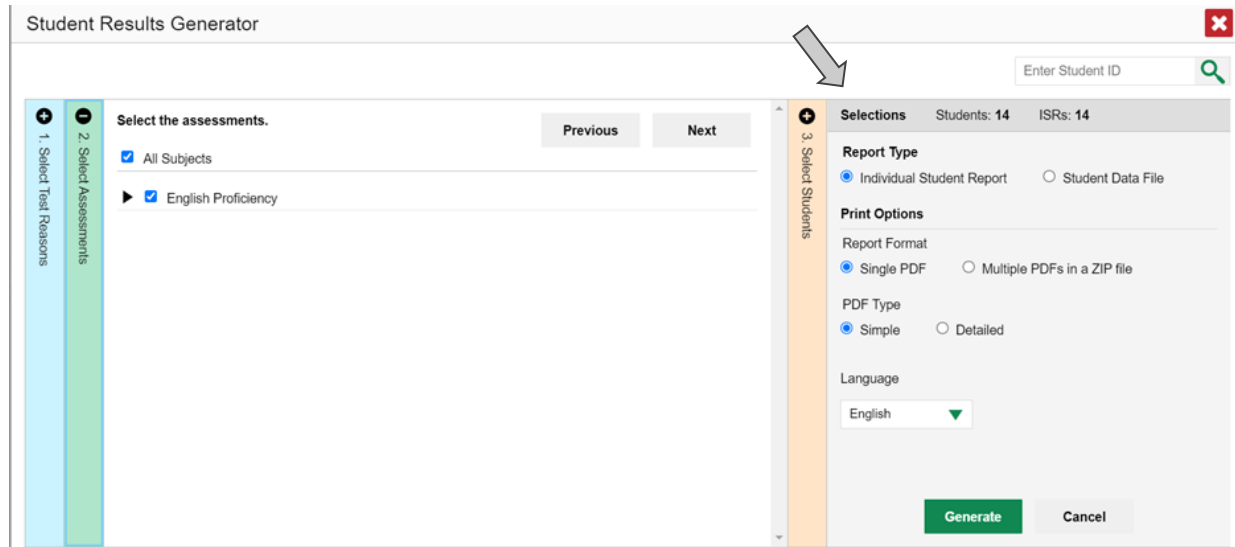
Tests Taken: 14 Date Last Taken: 03/08/2021

Percent	21%	79%
Count	3	11



# Reporting: Accessing Student Results

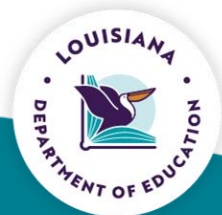
Use ***Selections*** to determine the Report Type. **Individual Student Report** provides options for *Report Format* and *PDF Type*.



The screenshot displays the 'Student Results Generator' application window. The interface is divided into three main sections:

- 1. Select Test Reasons:** A vertical sidebar on the left.
- 2. Select Assessments:** A central panel with the heading 'Select the assessments.' and 'Previous' and 'Next' buttons. It contains a checked box for 'All Subjects' and a sub-section for 'English Proficiency' with a checked box.
- 3. Select Students:** A vertical sidebar on the right, highlighted with an orange background. It contains the following options:
  - Report Type:** Radio buttons for 'Individual Student Report' (selected) and 'Student Data File'.
  - Print Options:**
    - Report Format:** Radio buttons for 'Single PDF' (selected) and 'Multiple PDFs in a ZIP file'.
    - PDF Type:** Radio buttons for 'Simple' (selected) and 'Detailed'.
    - Language:** A dropdown menu set to 'English'.

At the bottom right of the '3. Select Students' panel are 'Generate' and 'Cancel' buttons. A search bar at the top right of the window contains the text 'Enter Student ID' and a magnifying glass icon. A grey arrow points to the '3. Select Students' sidebar.



# Reporting: Accessing Student Results

Selecting ***Student Data File*** provides options for *Report Format* and *Output*.

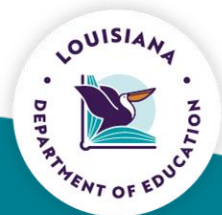
The screenshot shows the 'Student Results Generator' window. It features a search bar for 'Enter Student ID' and a 'Next' button. The interface is divided into three main sections:

- 1. Select Test Reasons:** Includes a 'Next' button and a list of test reasons: 'All Test Reasons' (checked), '2020-2021' (unchecked), and 'Spring 2021' (checked).
- 2. Select Assessments:** A vertical bar with a plus sign and the text '2. Select Assessments'.
- 3. Select Students:** A vertical bar with a plus sign and the text '3. Select Students'.

The right-hand side of the window contains the following options:

- Report Type:** Radio buttons for 'Individual Student Report' and 'Student Data File' (selected).
- Print Options:** A section header.
- Report Format:** Radio buttons for 'XLS' (selected), 'CSV', and 'TXT'.
- Output:** Radio buttons for 'Data File for Each Test' (selected) and 'Single Combined Data File'. A note below states: 'Sub-scores will not be available in the combined data file; only overall scores/measures will be included.'

At the bottom right, there are 'Generate' and 'Cancel' buttons. The top right corner of the window has a red 'X' close button.

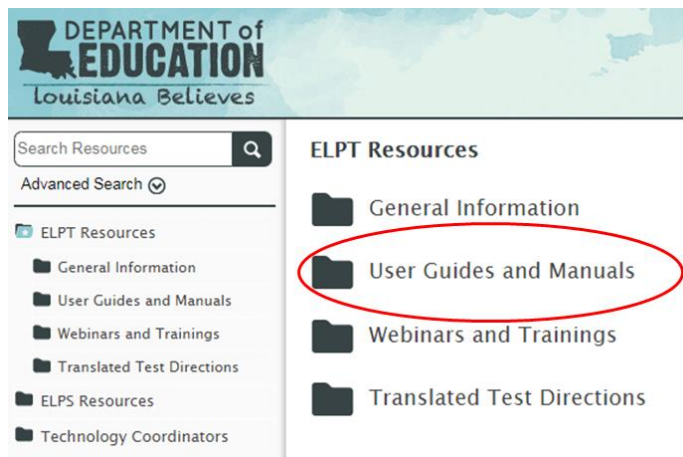


# Resources



# Accessing Resources

Each manual can also be accessed by clicking on the Resources link in the [ELPT Portal](#) home page and then choosing [ELPT Resources](#) and then [User Guides and Manuals](#).





# ELPT Resources

[EL Frequently Asked Questions](#): a list of common ELPT/ELPS questions and answers

[ELPT Assessment Guide](#): a guide for teachers to understand the test design, structure, and sample items (*updated rubric section*)

[ELPT Portal](#): how to access all ELPT/ELPS, reports and manuals

[LDOE English Learner Library](#): link to the LDOE's English Learner web page to access materials and forms to support ELs

[English Learner Guidebook](#): provides guidance to school systems and school-site leaders in implementing high-quality instruction for ELs

[LA Connectors for ELs](#): a list of the English Learner Connectors for use collaboratively with EL and content teachers

[EL Accommodation Form](#): the form used to document an EL's classroom and assessment accommodations. Also available in [Arabic](#), [Spanish](#), and [Vietnamese](#)



# District Support

The Assessment team offers multiple avenues of support to districts, schools, and teachers seeking information or assistance about assessment administration and accountability.

## **Weekly Newsletters**

Assessment and accountability information and deadlines are released each week in the district newsletter.

## **Weekly Assessment & Accountability Calls**

Each Tuesday at 3:45 PM, these webinars are held to provide training, updates, and important information to DTCs and Accountability Contacts.

## **Assessment Library and Accountability Library**

The [Assessment Library](#) contains resources for DTCs, including the Assessment Schedule and the Assessment and Accountability Month-by-Month Checklist. The [Accountability Library](#) contains resources for accountability contacts, including the School Performance Score (SPS) calculators, as well as information on data certification and federal accountability.



# District Support

## Monthly Educational Technology Calls

The third Thursday of each month a webinar is held for district technology personnel to provide training, updates, and important information related to technology readiness and digital literacy.

### Assessment@

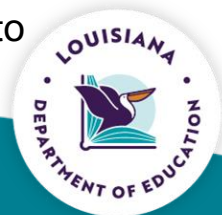
DTCs are encouraged to email assessment and accountability questions and/or concerns to [assessment@la.gov](mailto:assessment@la.gov).

### Assessment Hotline

For immediate assistance regarding assessment and accountability, district-level staff may call the Assessment Hotline at 1-844-268-7320.

### EdTech@

All stakeholders are encouraged to email technology readiness questions and/or concerns to [edtech@la.gov](mailto:edtech@la.gov).



# Technical Assistance Protocol

If technical problems occur during testing, school and district staff should follow the [ELPT Technical Assistance Protocol](#) presented below. Technical problems include, but are not limited to, problems connecting to the CAI Secure Browser, the inability to load test items, or missing buttons.

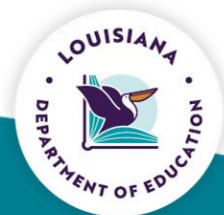
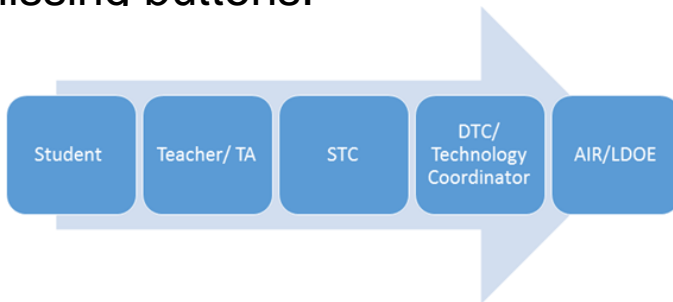
## Cambium Contact Info

**7:00 AM –7:00 PM**

**1-866-758-0231**

**laelpthelpdesk@cambiumast.com**

**Chat:<https://la.portal.cambiumast.com/chat.stml>**



# ELPT Connect



# What is ELPT Connect?

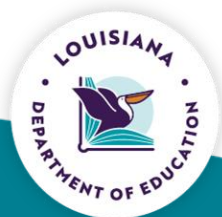
ELPT Connect is a computer-based assessment administered to ELs enrolled in grades K-12 who are identified with the most significant cognitive disabilities in a **one-on-one** setting. Eligibility must be reflected in a current IEP in SER. Its purpose is to measure progress in English language proficiency as required by the **Every Student Succeed Act**.

- ELPT Connect is composed of four testing domains: Listening, Reading, Speaking and Writing
- In 2022-2023, students who participated in ELPT Connect set new baselines to determine proficiency progress in 2023-2024. They will be included in the ELPT progress index using the current trajectory tables for ELPT as described in Bulletin 111.



# Testing Format

- Designed to assess two Modalities:
  - Receptive Modality (Listening and Reading)
  - Productive Modality (Speaking and Writing)
- Each test domain contains one warm-up item followed by 10 operational test items
  - multiple choice items
  - Constructed Response items for Writing and Speaking domains
    - Constructed Response items will be scored locally



# Local Scoring

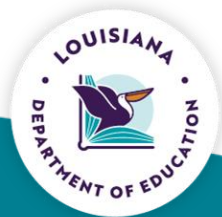
- Speaking and Writing domains include items that are locally scored.
- The TA will use the rubric to score the student's response and enter the score into the online system.
- To ensure fairness, the state will randomly select tests to be dually scored (Test Administrator and a Second Scorer)
  - The two scorers will observe the student's response
  - Scorers will confer and reach consensus
  - If consensus is not reached, refer to ELPT Connect TAM





# ELPT Connect Item Types

	<i>Listening</i>	<i>Reading</i>	<i>Speaking</i>	<i>Writing</i>
<b>Selected Response</b>	✓	✓	✓	✓
<b>Constructed Response</b>			✓	✓
<b>Constructed Response-Guided Prompt</b>				✓
<b>Technology Enhanced</b>	✓	✓		✓



# Student Response Check & Early Stopping Rule

## *Student Response Check*

- means to identify & understand the student's communication modes
- not needed if the TA is familiar with the student's response mode

## *Early Stopping Rule*

- for ELs with the most significant cognitive disabilities **who do NOT have a reliable response mode**
- may stop the assessment, if student doesn't engage with the first 3 items
- student may be able to continue at a later time
- if unable to continue the domain test, student's score will be "Not Determined." TA may move to the next domain.

***! Early Stopping Rule does not apply if the student has an identified communication mode.***



# Available Resources

[ELPT Connect Accessibility and Accommodations Manual](#)

[ELPT Connect Test Administration Manual](#)

[ELPT Connect Training Module](#) (Test Coordinator & Test Administrator)

ELPT Connect Directions for Administration

ELPT Connect Practice Test

