http://www.ade.az.gov/cte/Assessments/

References/Resources

- Technical Standards
- 2010 - CTE Assessment System Administration Guide PDF

AGENDA

1. System Overview
2. Getting Started
3. Registrations

CTE ASSESSMENT SYSTEM

ASSESSMENT SYSTEM

- Organizational Chart
- Permission Levels
- Entity Registration
- Student Registration
- Rosters
- Conducting
- Reports

Getting Started

- Definitions
- Logging onto the System
- Organizational Chart
- Permission Levels

Definitions:

Entity:
All Arizona high schools, high school districts, Joint Technical Education Districts (JTEDs), and colleges are known as Entities in the ADE CTE Assessment System.

Permission Level:
The Coordinator is a JTED or School District Administrator that is assigned to oversee the Assessment Process.
Entity Administrators are created to help Coordinators with various tasks regarding student registration and conducting assessments.

Entity Management:
Teachers, proctors or school officials are registered into the Assessment System by Coordinators.

Student Registration:
Coordinators, or Entity Administrators that have been set up in the Assessment System with online permissions, may register students on a “per-school” basis at their School of Attendance. Student information must be attained from the district office.

Rosters:
Creation of a list with the students’ assessment information and assessment time management.

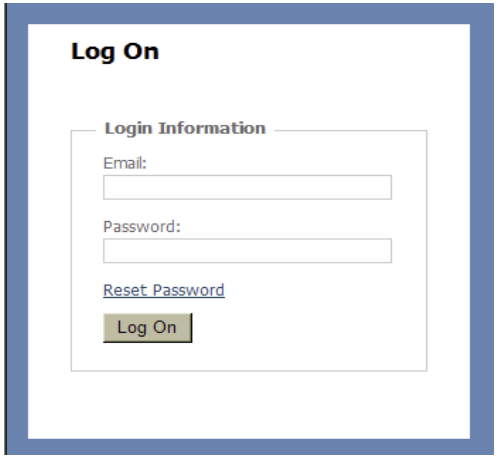
System Password

When an Entities Account is created the account owner will receive a system generated password.

Look for the email
no-reply@ade.state.az.us
with your system password in it.

Logging onto the System

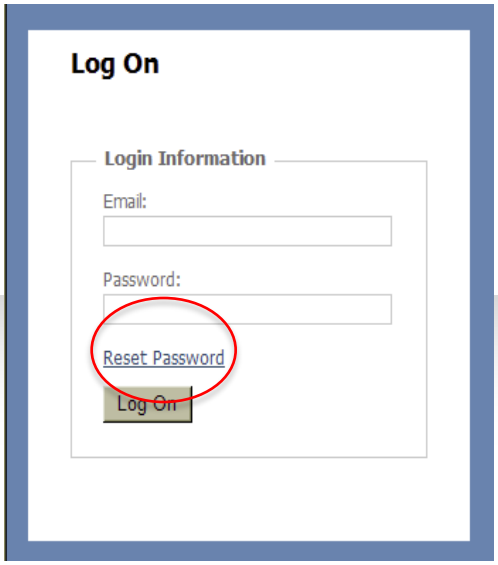
1. *Enter: Email Address*
2. *Enter: Password*



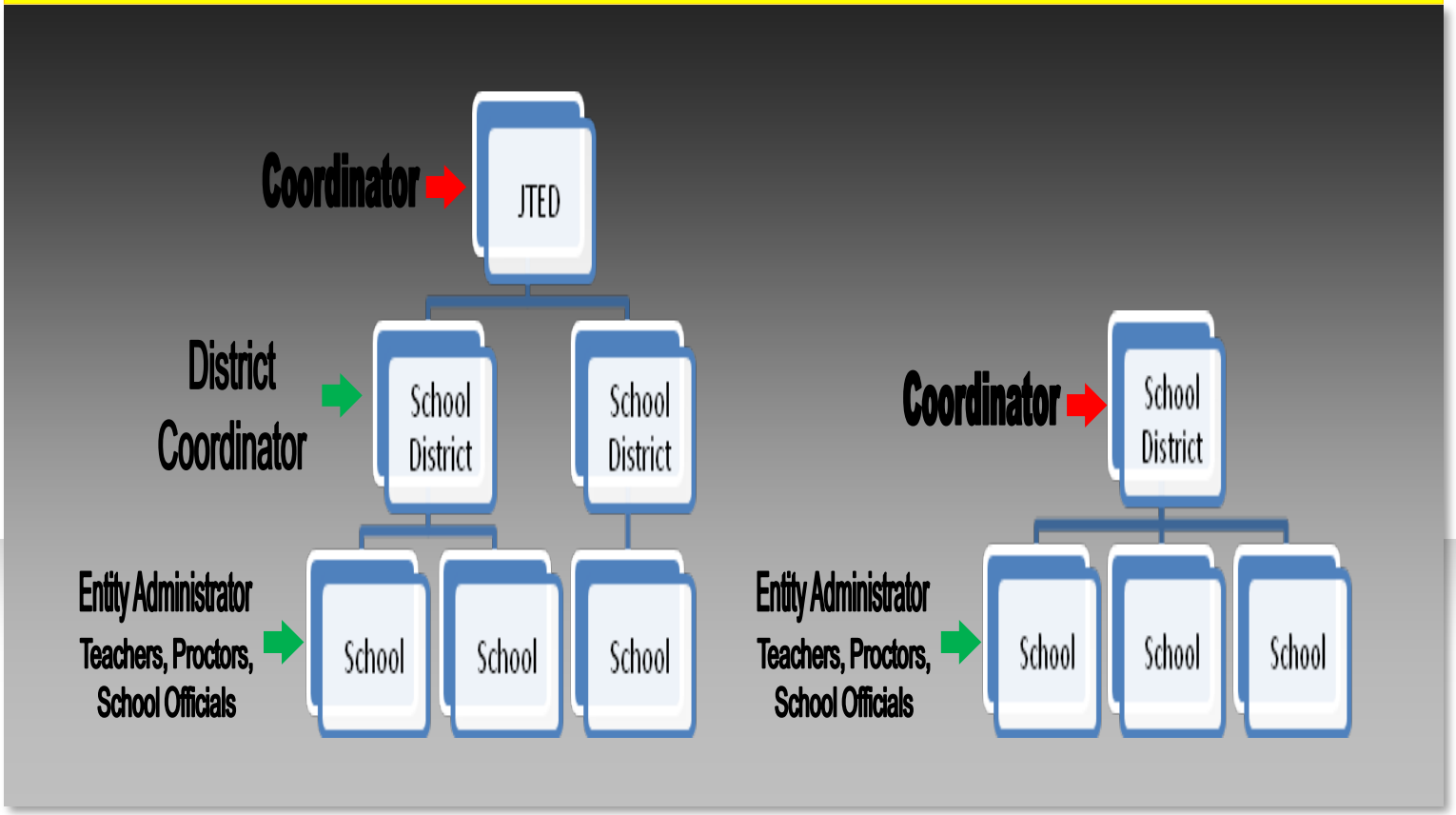
Forgotten Password

Forgotten Password

1. *Enter: Email Address*
2. *Click: Reset Password*
3. *Repeat Email Address*



Organizational Chart



Entity Permission Levels

- Level 1 – Coordinator
- Level 2 – School or Site Administrator
- Level 3 – Teacher or Proctor
- Level 4 – Special Situation Level

The Guide – Pages 7-8

***Prerequisite**

Viewing Registration is a prerequisite for:

- * Roster Management
- * Registration Management
- * Manage Assessment Time

Permission Levels for Entity Administrators

☐ **Roster Management**

This permission allows an Entity Administrators to add/edit/delete rosters which includes having access to student login information and assign students to an Entity Administrators who is a proctor.

☐ **Registration Management**

This permission allows an Entity Administrators to add/edit/delete registration records through Bulk Upload Registation and Manual Registration. The "View Registrations" permission is a prerequisite.

☐ **Viewing Registrations**

This permission allows an Entity Administrators to view registration records. (If a user is going to have Registration Management then they should have this permission).

☐ **Manage Assessment Time**

This permission allows an Entity Administrators to add time for student assessments (on a per-student basis or in a multiple-student basis).

☐ **Manage Entity Administrators**

This permission allows and Entity Administrators to have the ability to add/edit/delete other Entity Administrators.

☐ **View School Reports**

This permission allows for the viewing of school wide reports.

Set Permissions

Registrations

- Entity Registrations
- Correcting Entity Registration Data
- Student Registration
- Correcting Student Registration Data

The Guide page 5

Welcome **alvin.todd@azed.gov**! [Log Off]

ADE CTE Assessment System

Sample Test | Guide

Dashboard For ALPINE UNION HIGH SCHOOL

Manage Entity Admin
View and manage the Entity Admin for ATEST HIGH SCHOOL.

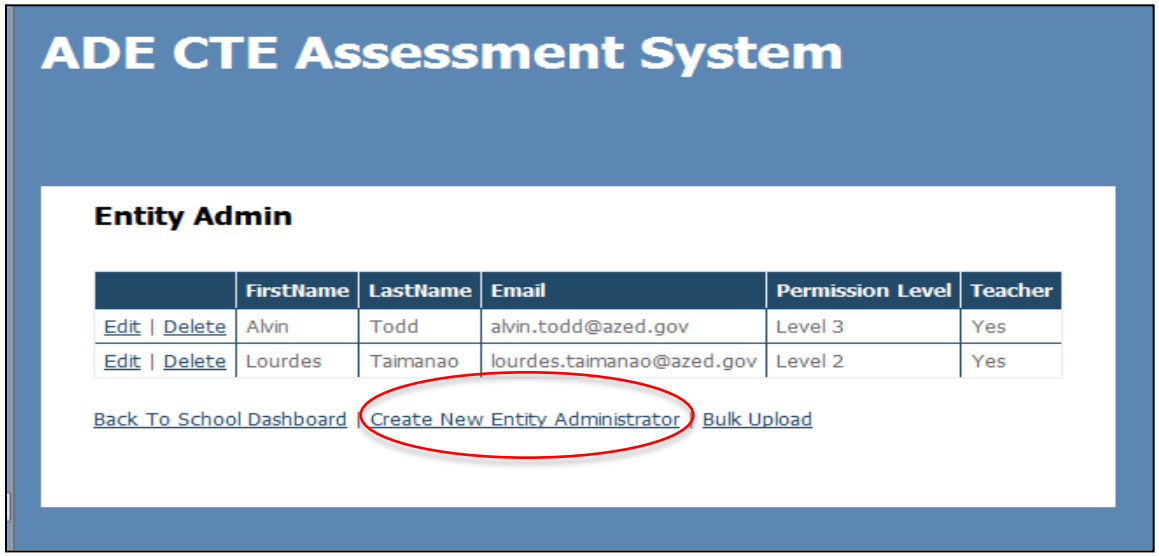
Registration Page
Manage the Student Registrations for ATEST HIGH SCHOOL.

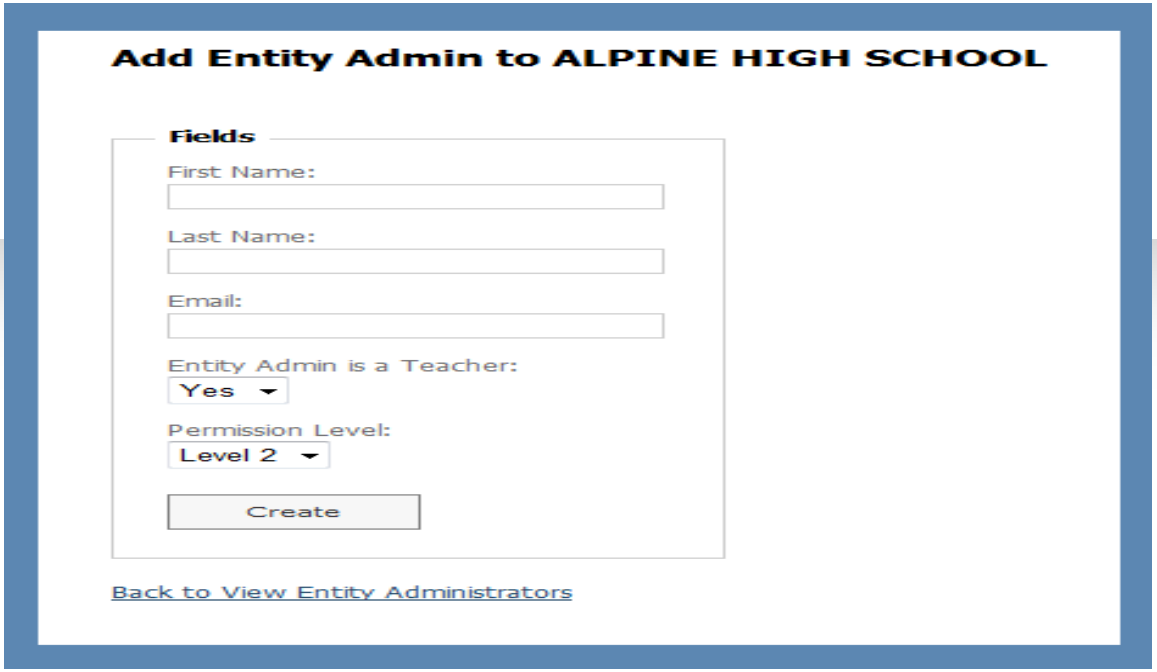
View Rosters
View the Rosters for ATEST HIGH SCHOOL.

View Reports
View Reports for ATEST HIGH SCHOOL.

Manual Registration

1. School Dashboard
2. Select Registration Page
3. Click OK on pop-up window
4. Select Create New Entity Administration link
5. Fill out form
6. Click on Create button
7. Registration Grid displays data



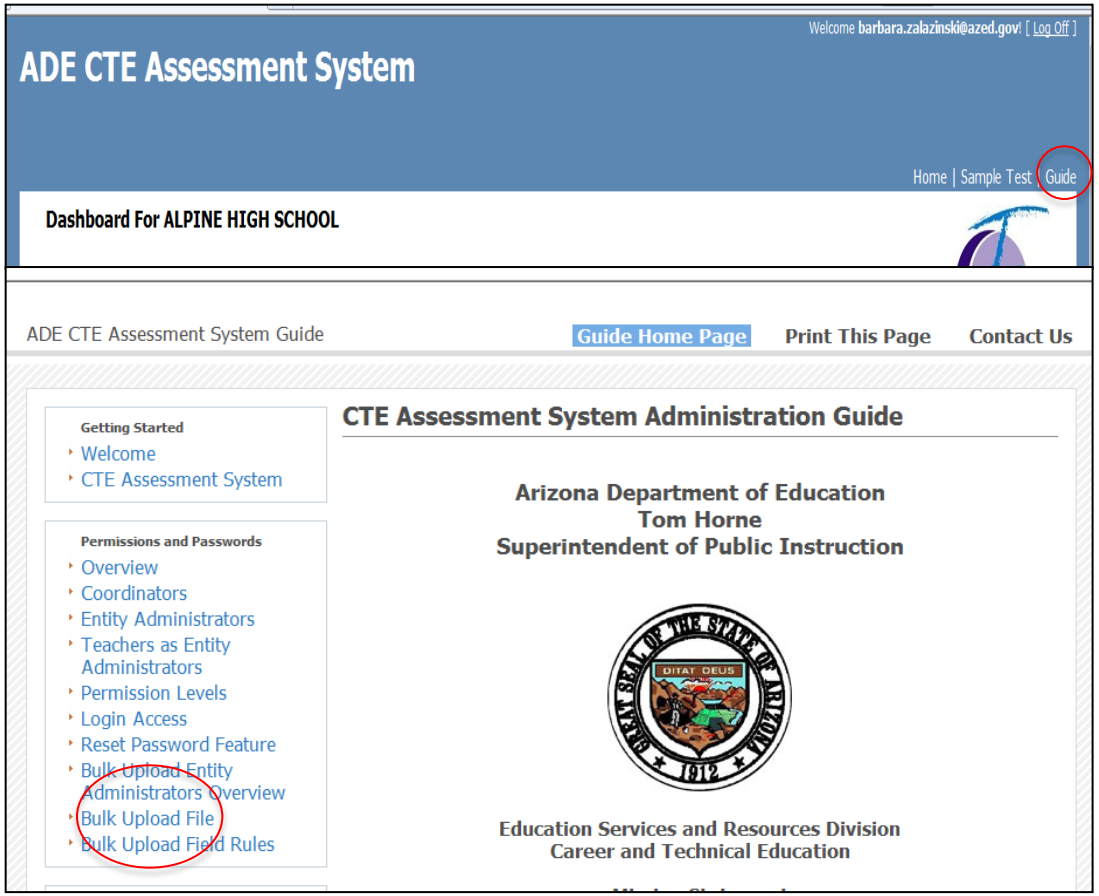


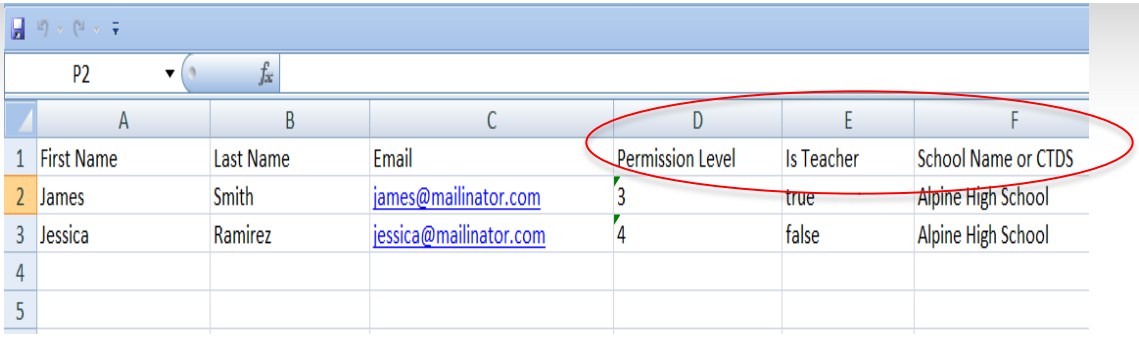
The Guide page 9

CTE Bulk Entity Upload Template

1. Click on the Online Guide
2. Under Permissions and Passwords
3. Click Bulk Upload File
4. Click on Example Excel 2003 file
5. Click on Save - save to your computer
6. Fill out your Excel file template

Note:
The fields circled in RED are not in the same sequence as the Manuel Registration form. The last field is a extra field that must be filled out for the Excel Template.

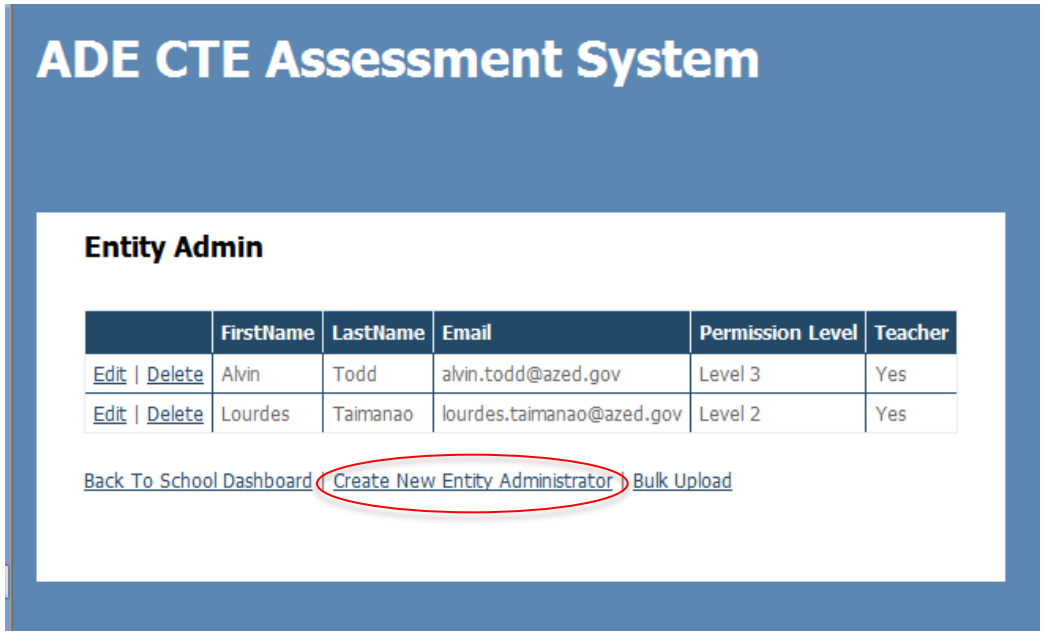




	A	B	C	D	E	F
1	First Name	Last Name	Email	Permission Level	Is Teacher	School Name or CTDS
2	James	Smith	james@mailinator.com	3	true	Alpine High School
3	Jessica	Ramirez	jessica@mailinator.com	4	false	Alpine High School
4						
5						

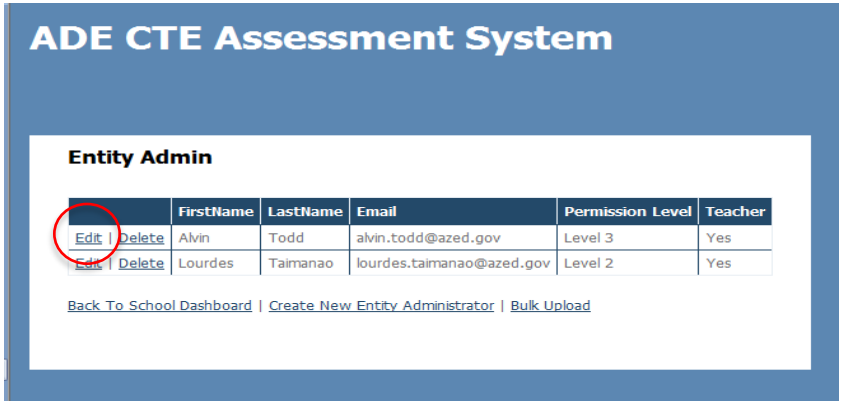
Entity Bulk Upload Registration

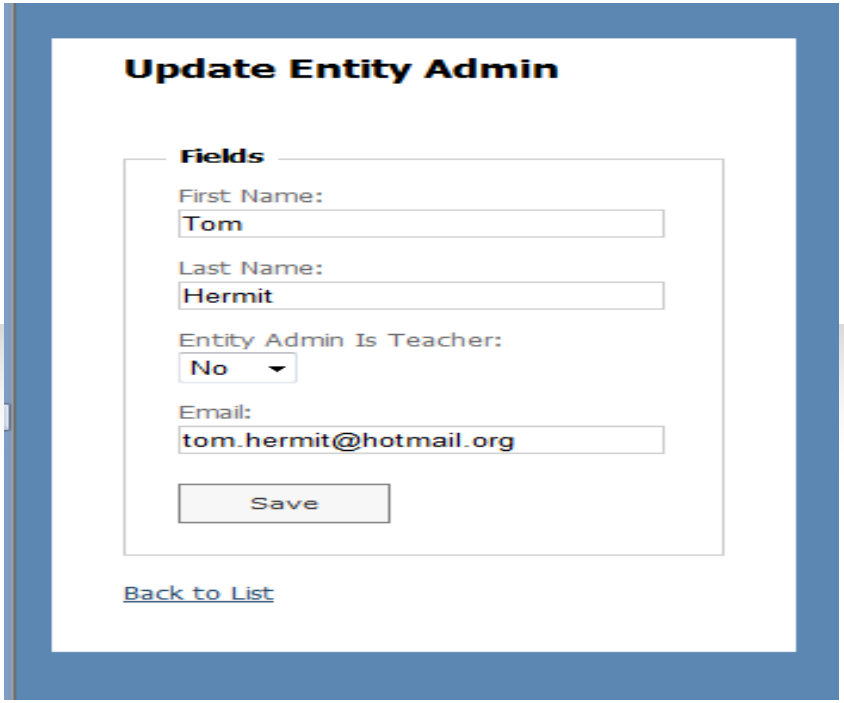
1. School Dashboard
2. Registration Page
3. Click OK on pop-up window
4. Select Bulk Upload Registration
5. Browse for your Excel file
6. Displays file name
7. Click Upload and Import button
8. Displays new screen with errors
9. Correct errors and repeat steps



Correcting Entity Data

1. Click the Edit next to the Entity name
2. Displays the Update Enitity Admin screen
3. Key in correct information
4. Press the Save button





The Guide page 5

Welcome **alvin.todd@azed.gov**! [Log Off]

ADE CTE Assessment System

Sample Test | Guide

Dashboard For ALPINE UNION HIGH SCHOOL

Manage Entity Admin
View and manage the Entity Admin for ATEST HIGH SCHOOL.

Registration Page
Manage the Student Registrations for ATEST HIGH SCHOOL.

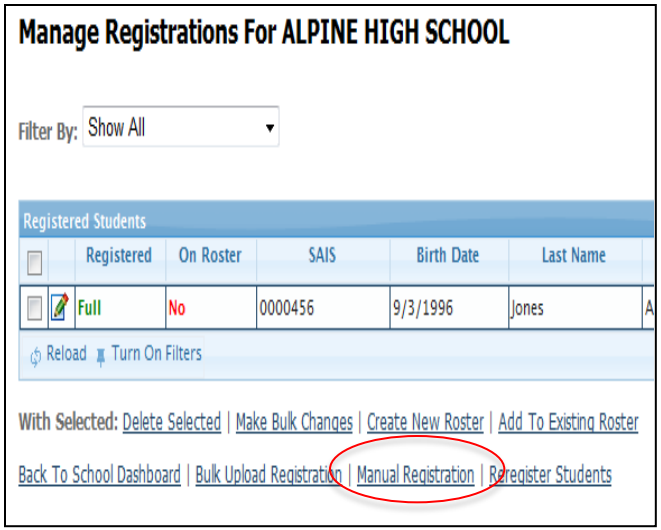
View Rosters
View the Rosters for ATEST HIGH SCHOOL.

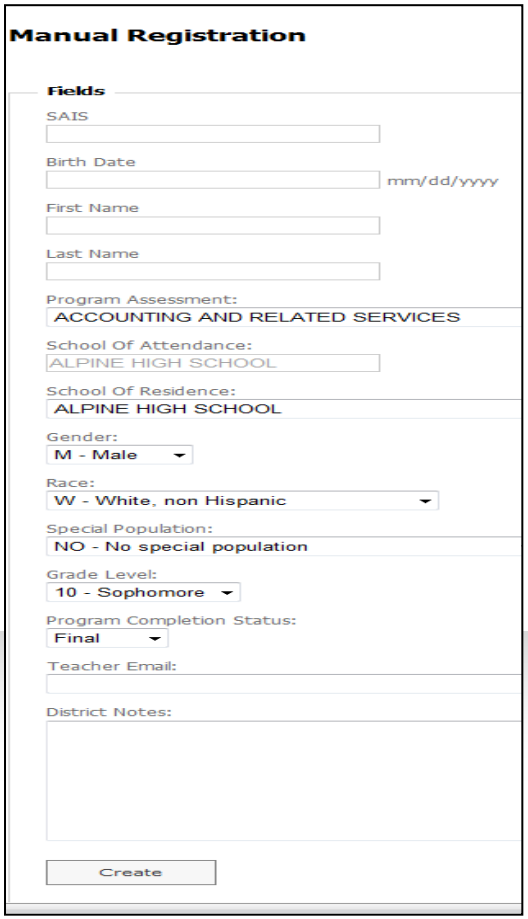
View Reports
View Reports for ATEST HIGH SCHOOL.

The Guide page 13

Student Manual Registration

1. School Dashboard
2. Select Registration Page
3. Click OK on pop-up window
4. Select Manual Registration
5. Fill out form
6. Click on Create button
7. Registration Grid displays data

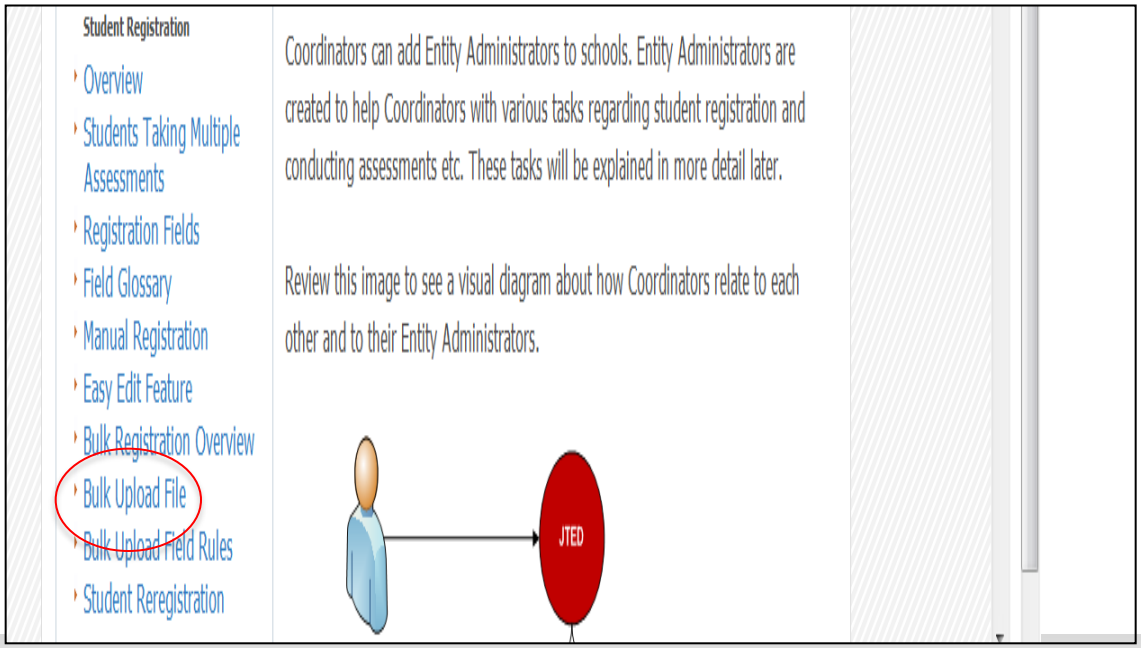


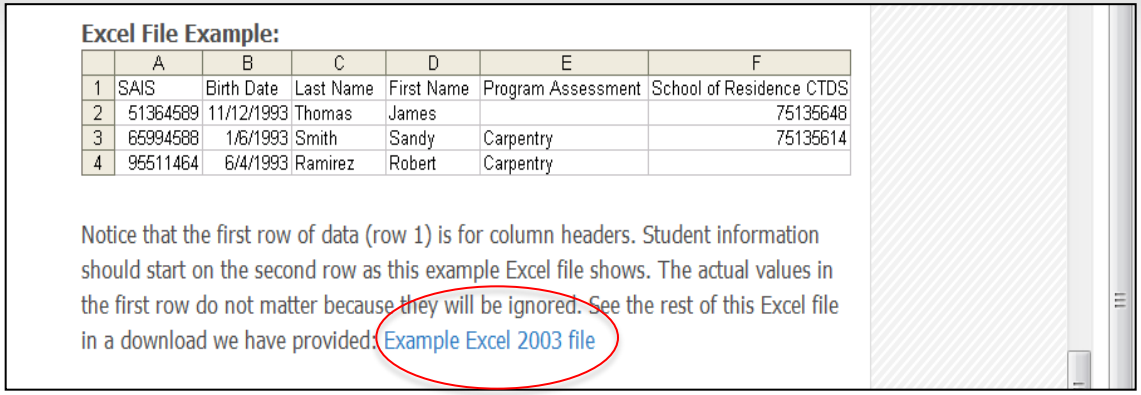


The Guide page 13-14

Student Bulk Upload Template

1. Click on the Online Guide
2. Under Student Registration
3. Click Bulk Upload File
4. Click on Example Excel 2003 file
5. Click on Save - save to your computer
6. Fill out your Excel file template





Excel File Example:

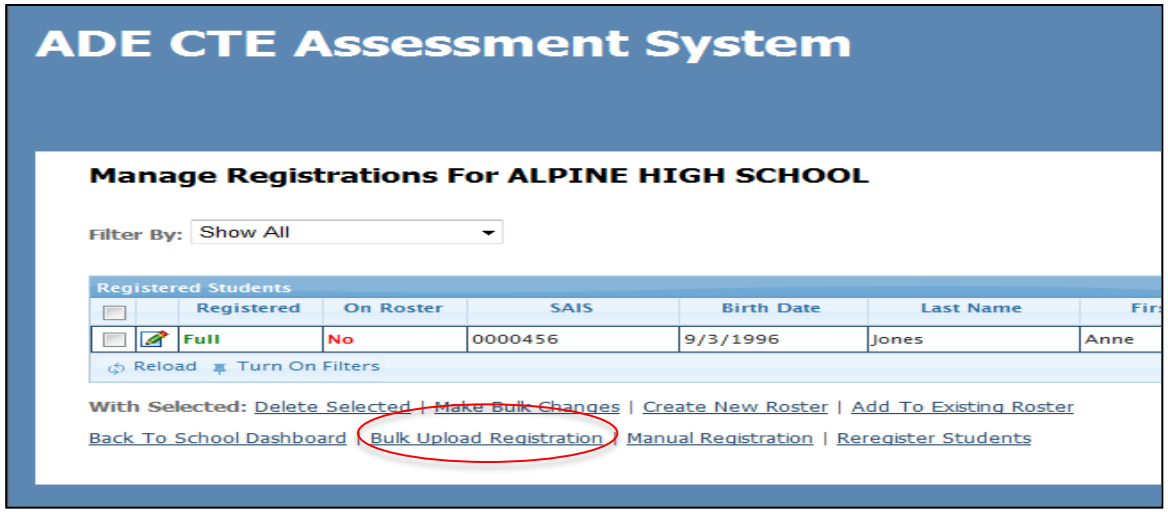
	A	B	C	D	E	F
1	SAIS	Birth Date	Last Name	First Name	Program Assessment	School of Residence CTDS
2	51364589	11/12/1993	Thomas	James		75135648
3	65994588	1/6/1993	Smith	Sandy	Carpentry	75135614
4	95511464	6/4/1993	Ramirez	Robert	Carpentry	

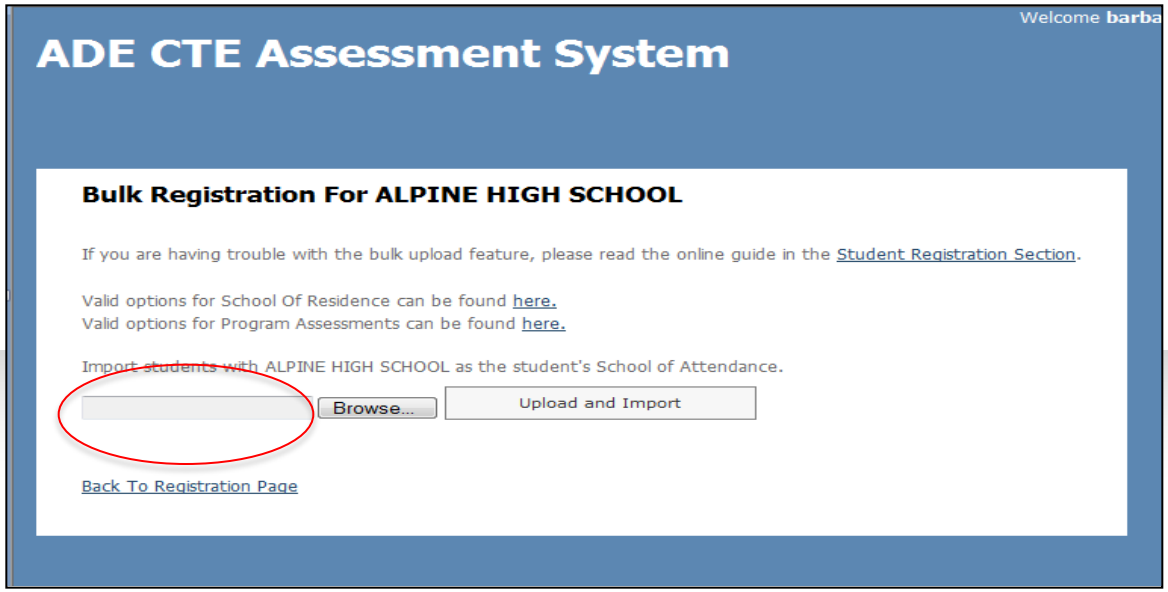
Notice that the first row of data (row 1) is for column headers. Student information should start on the second row as this example Excel file shows. The actual values in the first row do not matter because they will be ignored. See the rest of this Excel file in a download we have provided: Example Excel 2003 file

The Guide page 13-14

Student Bulk Upload Registration

1. School Dashboard
2. Registration Page
3. Click OK on pop-up window
4. Select Bulk Upload Registration
5. Browse for your Excel file
6. Displays file name
7. Click Upload and Import button
8. Displays new screen with errors
9. Correct errors and repeat steps





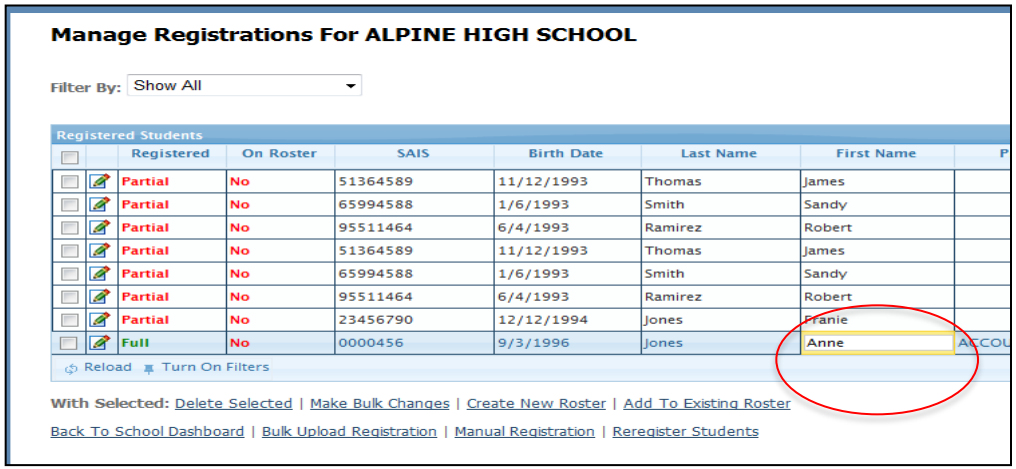
The Guide page 15

Correcting Student Data

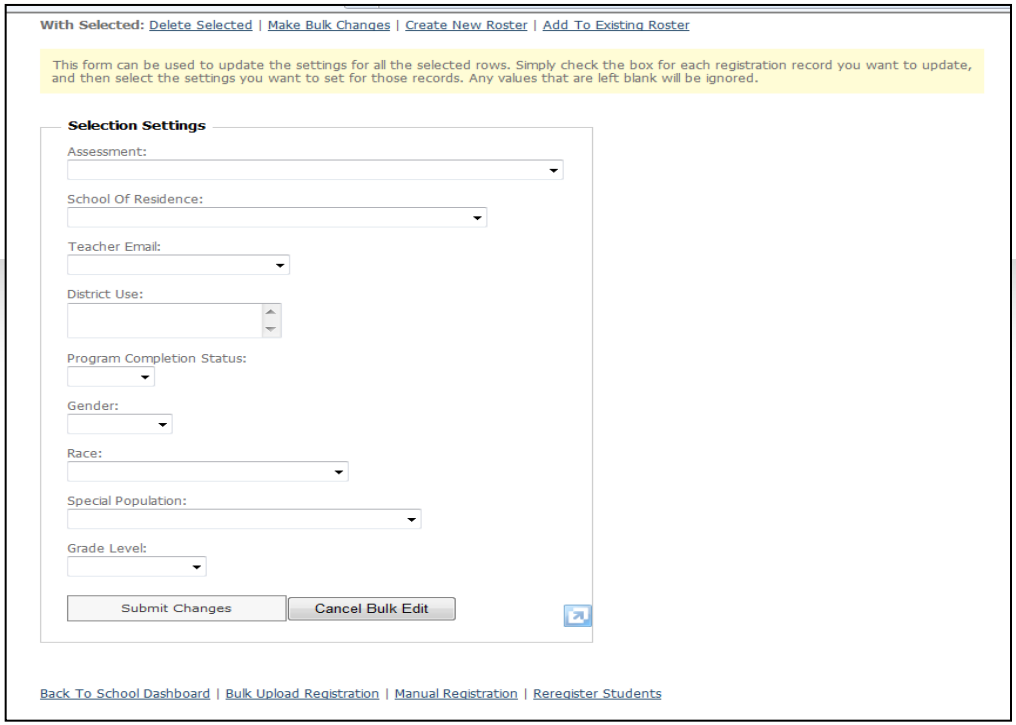
1. Correct one student's data in one cell
2. Easy Edit Feature
3. Click in cell to be corrected
4. Cell outline turns yellow
5. Delete incorrect data
6. Key in correct information
7. Tab out of field

1. Correct students with multiple fields
2. Click in first (box) on the students row
3. All rows selected will highlight in yellow
4. Click on Make Bulk Changes
5. Scroll down to display Selection Settings
6. Key in field for corrected data
7. Click on Submit Changes button

Easy Edit



Make Bulk Changes



Rosters

- See pages 16 – 17 for Roster Creation in the Guide
- See pages 19 – 21 for Formatting the Roster in Excel
- Roster Samples see pages 16 – 21 in the Guide
- Roster Samples

The Guide page 5

Welcome **alvin.todd@azed.gov**! [Log Off]

ADE CTE Assessment System

Sample Test | Guide

Dashboard For ALPINE UNION HIGH SCHOOL

Manage Entity Admin

View and manage the Entity Admin for ATEST HIGH SCHOOL.

Registration Page

Manage the Student Registrations for ATEST HIGH SCHOOL.

View Rosters

View the Rosters for ATEST HIGH SCHOOL.

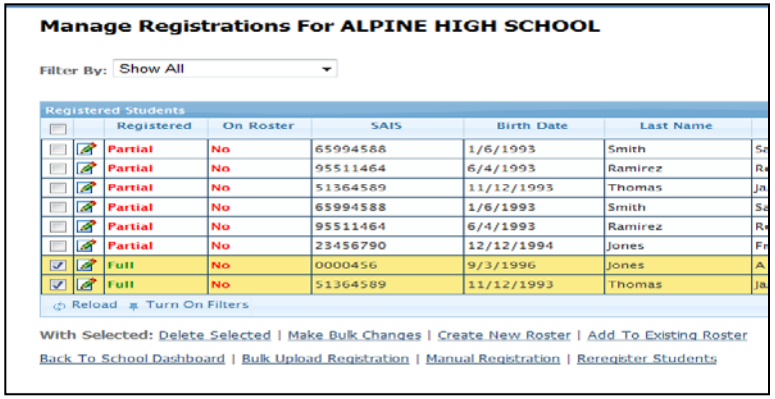
View Reports

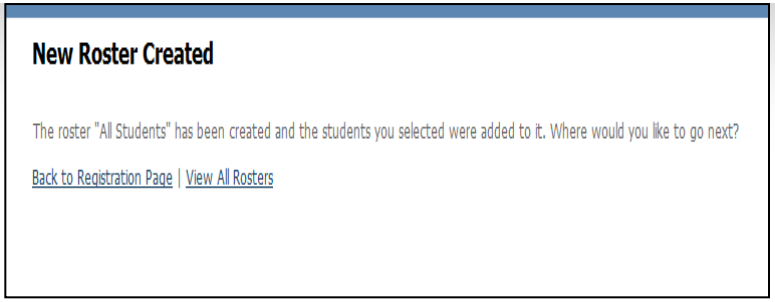
View Reports for ATEST HIGH SCHOOL.

The Guide page 16

Roster Creation

1. School Dashboard
2. Registration Page
3. Click OK on pop-up window
4. Click in first (box) on the students row
5. All rows selected will highlight in yellow
6. Click on Create New Roster
7. Enter in a Roster Name
8. Click Create button
9. Click on Back to Registration page

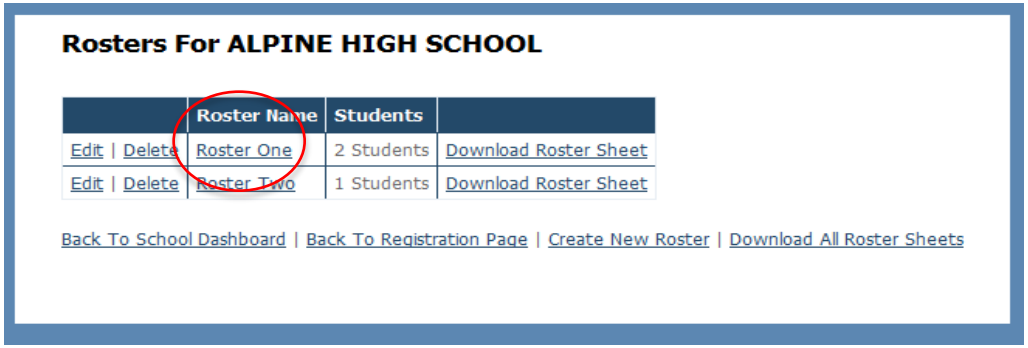


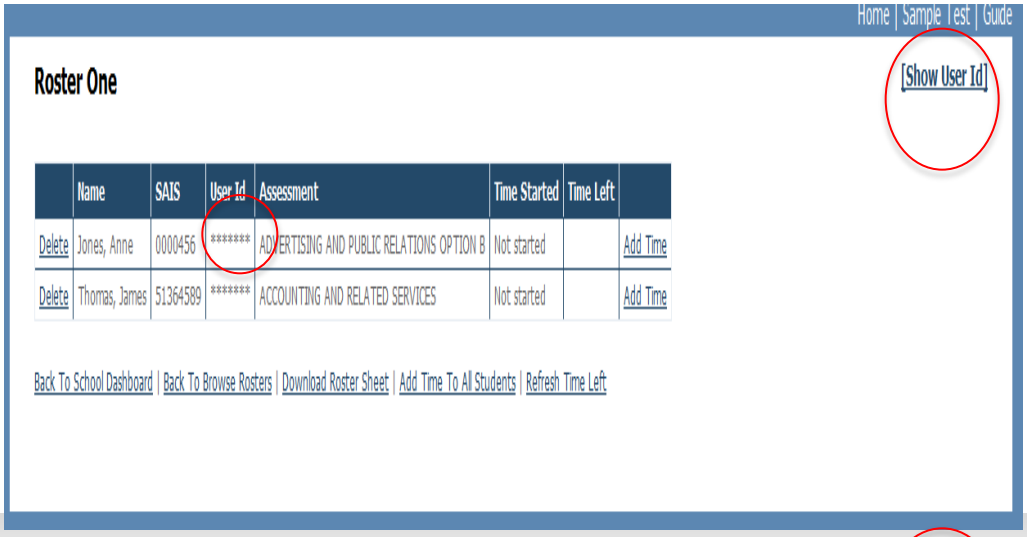


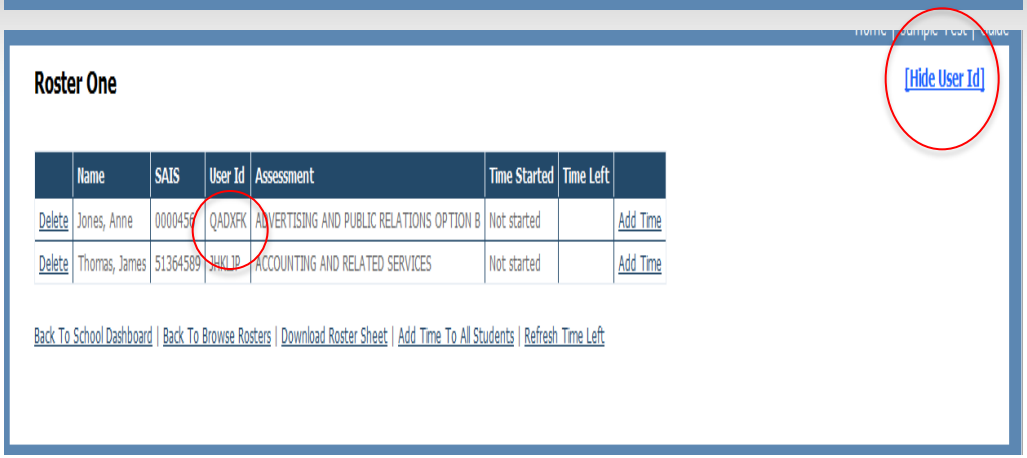
The Guide page 16

Roster Menu

1. School Dashboard
2. View Rosters
3. Click on Roster Name
4. Displays Roster information
5. Click Show User Id
6. Displays Students User ID
7. Click Back to School Dashboard
8. Click on Back to Registration page





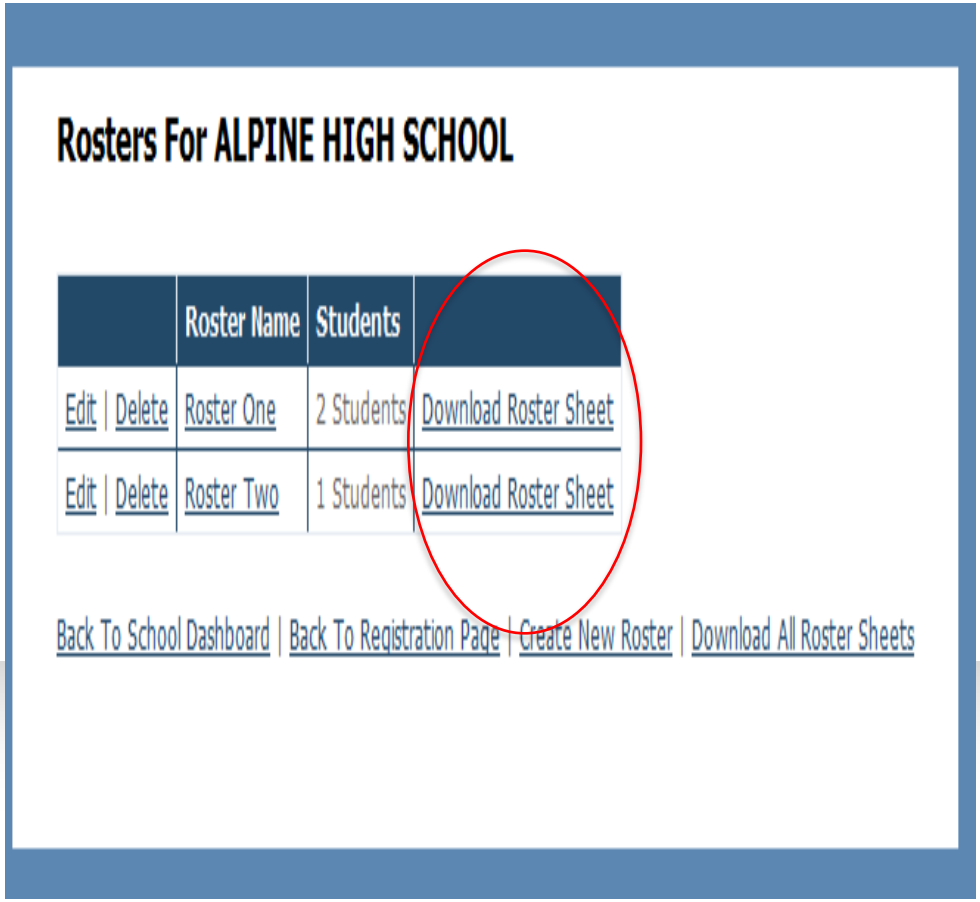


The Guide pages 18 - 21

Download Roster Sheet

The Download Roster Sheet is used to create the User ID Card for the students.

See pages 18-21
for detailed instructions provided by Michell Crary from Tempe Union District

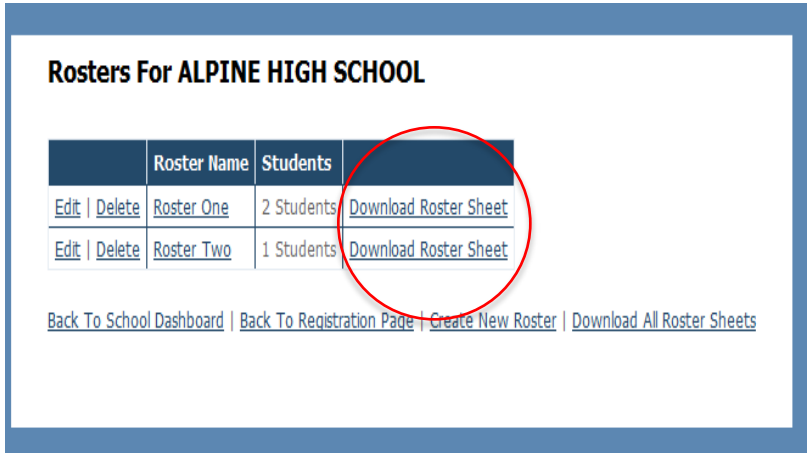


The Guide pages 18 - 21

Creating User ID Cards

The Download Roster Sheet is used to create the User ID Card for the students.

See pages 18-21
for detailed instructions provided by Michell Crary from Tempe Union District



Conducting CTE Assessments

Tasks to Get Started

See Pages 22 - 25 in the Guide

The Guide pages 16-18

Adjust Time for Assessments

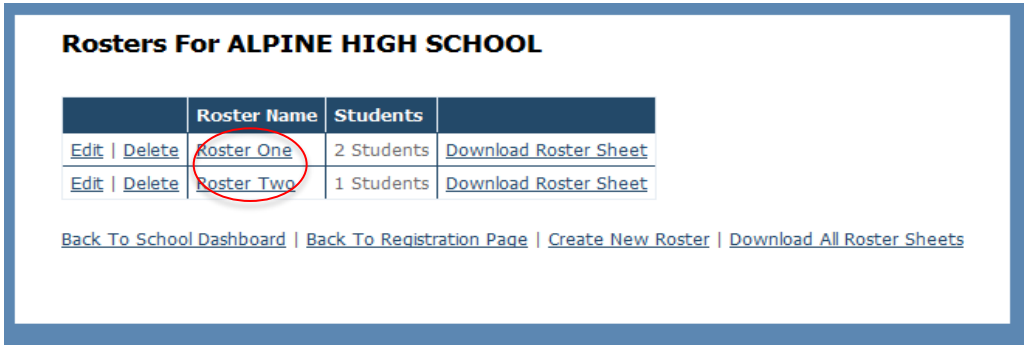
1. School Dashboard
2. View Rosters
3. Click on Roster Name
4. Displays Roster information

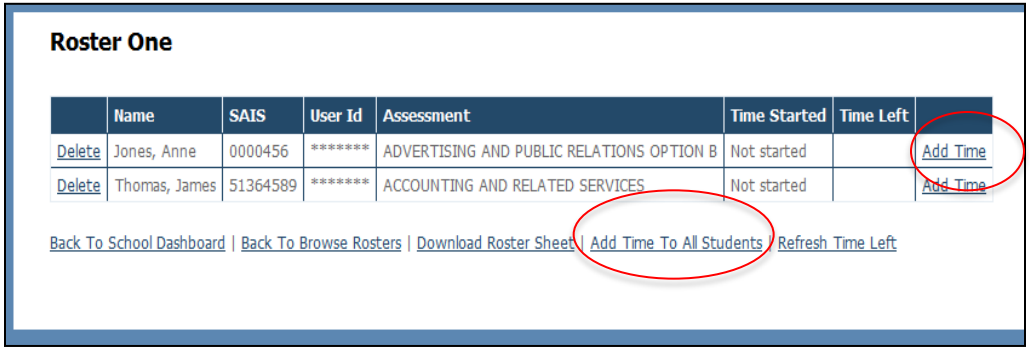
Change time for a single student

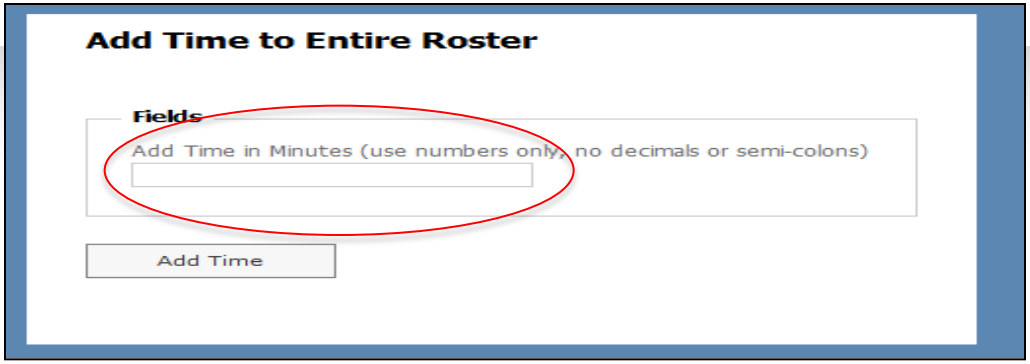
1. Click on Add Time on student's row
2. Next screen, key in time by minutes
3. Click on the Add Time button

Change time for many students

1. Click on the Add Time To All Students
2. Next screen, key in time by minutes
3. Click on the Add Time button







Proctor Script for Assessment Procedures

See Pages 27 – 32 in the Guide

The Guide page 5

Welcome **alvin.todd@azed.gov**! [Log Off]

ADE CTE Assessment System

Sample Test | Guide

Dashboard For ALPINE UNION HIGH SCHOOL

Manage Entity Admin
View and manage the Entity Admin for ATEST HIGH SCHOOL.

Registration Page
Manage the Student Registrations for ATEST HIGH SCHOOL.

View Rosters
View the Rosters for ATEST HIGH SCHOOL.

View Reports
View Reports for ATEST HIGH SCHOOL.

The Guide page 34

Report Menu

1. Student Status
2. *Standards and Measurement Criteria Results*
3. *Score Distribution*
4. *Total Results*

Reports

Student Status

Shows a breakdown of measurement criteria with how many answers were correct, incorrect, and skipped.

Standards and Measurement Criteria Results

Shows a breakdown of measurement with a graph of percentage correct.

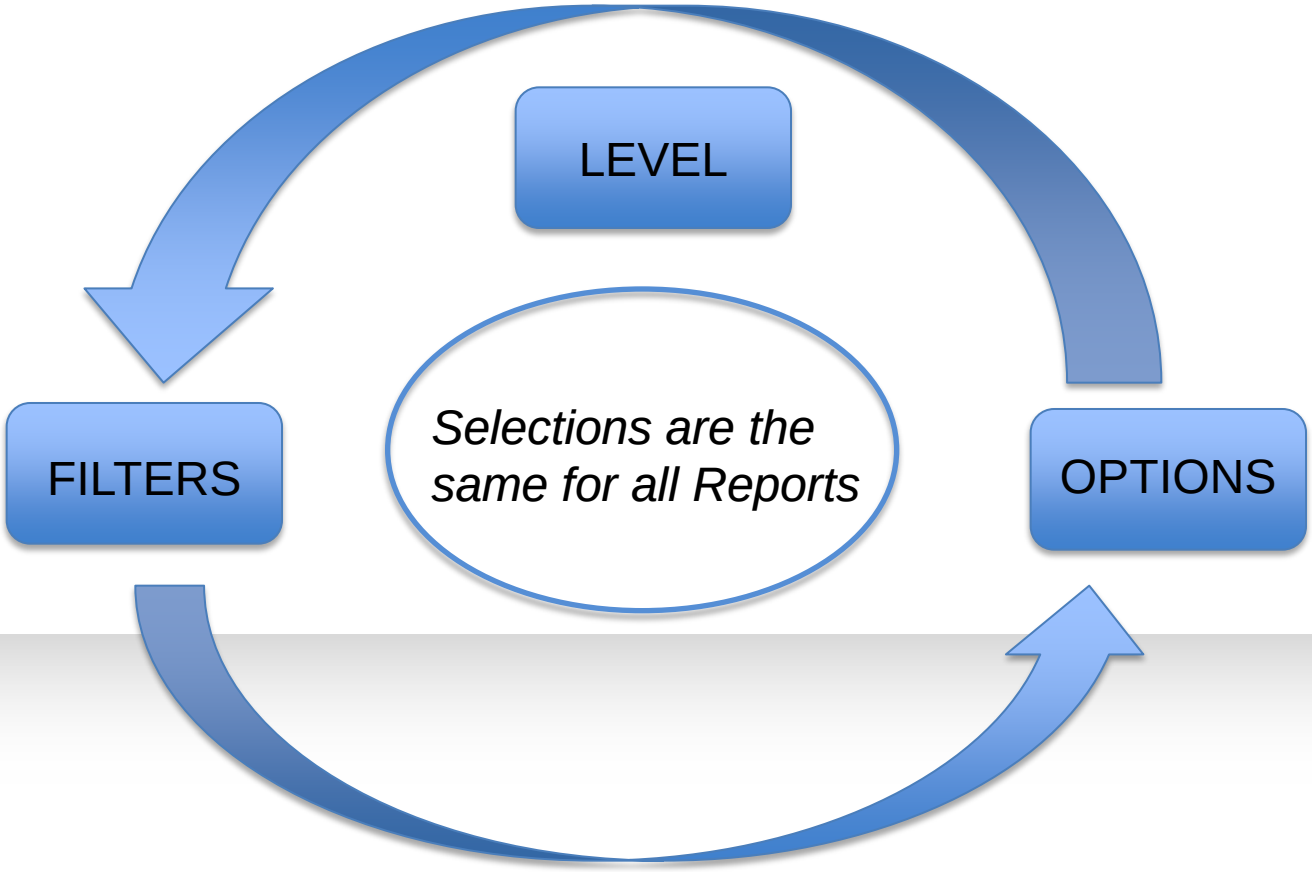
Score Distribution

A summary of assessment data regarding scores, time on assessment, and a cumulative line graph indicating percent of students at score levels.

Total Results

Download results and complete student information as CSV.

Selections for Reports



See Pages 33 - 41 in the Guide

Student Status Report

Assessment Period / Assessment

Spring 2010 Final / 51.1600.0 - NURSING SERVICES

Level

School District: ALPINE UNION DISTRICT

School: ALPINE UNION HIGH SCHOOL

Teacher: All

Filters

Completion Status: Final

SAIS:

Gender: All

Race: All

Special Population: All

Grade Level: All

Options

Download File ☐

Email Report:

Generate Report

Standards And Measurement Criteria Results

Assessment Period / Assessment

Spring 2010 Final / 51.0800.3 - LABORATORY ASSISTING OPTION B

Level

School District: ALPINE UNION DISTRICT

School: ALPINE UNION HIGH SCHOOL

Teacher: All

Filters

Completion Status: Final

SAIS:

Gender: All

Race: All

Special Population: All

Grade Level: All

Options

Email Report:

Generate Report

Score Distribution

Assessment Period / Assessment

Spring 2010 Final / 51.0800.6 - MEDICAL ASSISTING SERVICES OPTION E

Level

School District: ALPINE UNION DISTRICT

School: ALPINE UNION HIGH SCHOOL

Teacher: All

Filters

Completion Status: All

SAIS:

Gender: All

Race: All

Special Population: All

Grade Level: All

Options

Download File

Email Report:

Generate Report

Total Results Report

Assessment Period

Spring 2010 Final

Level

School Level: None

School District/College: 010101001 - ALPINE UNION DISTRICT

School: 010101002 - ALPINE UNION HIGH SCHOOL

Program

SPORTS MEDICINE AND REHABILITATION SERVICES OPTION D

Filters

Completion Status: Final

SAIS:

Gender: All

Race: All

Special Population: All

Grade Level: All

Options

School of Attendance / School of Residence

Student Status Report

Assessment: ACCOUNTING AND RELATED SERVICES
Students In Set: 129
Filters Used

Name		Correct	Wrong	Skipped	Percent
EXPLORE ACCOUNTING AND RELATED SERVICES SYSTEMS THEORY AND PRACTICE					
	Investigate merchandise inventory accounting principles that relate to budgetary decisions	58	71	2	44%
	Demonstrate basic research techniques to organize accounting records and information	30	99	1	23%
	Explain how work plans and budget information are used to allocate people and resources effectively	107	22	4	82%
EXPLORE ECONOMIC PRINCIPLES OF MANAGERIAL ACCOUNTING AND RELATED SERVICES PROFESSIONS					
	Define the differences among service, merchandising and manufacturing businesses	185	73	4	71%
	Define cost concepts and cost behavior	86	43	3	66%
	Explain the role of accounting as utilized in support of the five management functions and related decision making	73	56	2	56%
	Define the five management functions: planning, organizing, directing, staffing, and controlling	212	175	10	54%
EXAMINE ETHICAL STANDARDS IN ACCOUNTING					
	Explain the importance of high ethical standards in the preparation of financial statements	85	44	4	65%
	Describe social responsibility in accounting	194	64	6	75%
	Differentiate between ethical and legal issues	159	99	6	61%
USE ACCOUNTING TECHNOLOGY IN MANAGING FINANCIAL INFORMATION					

Standards And Measurement Criteria Results

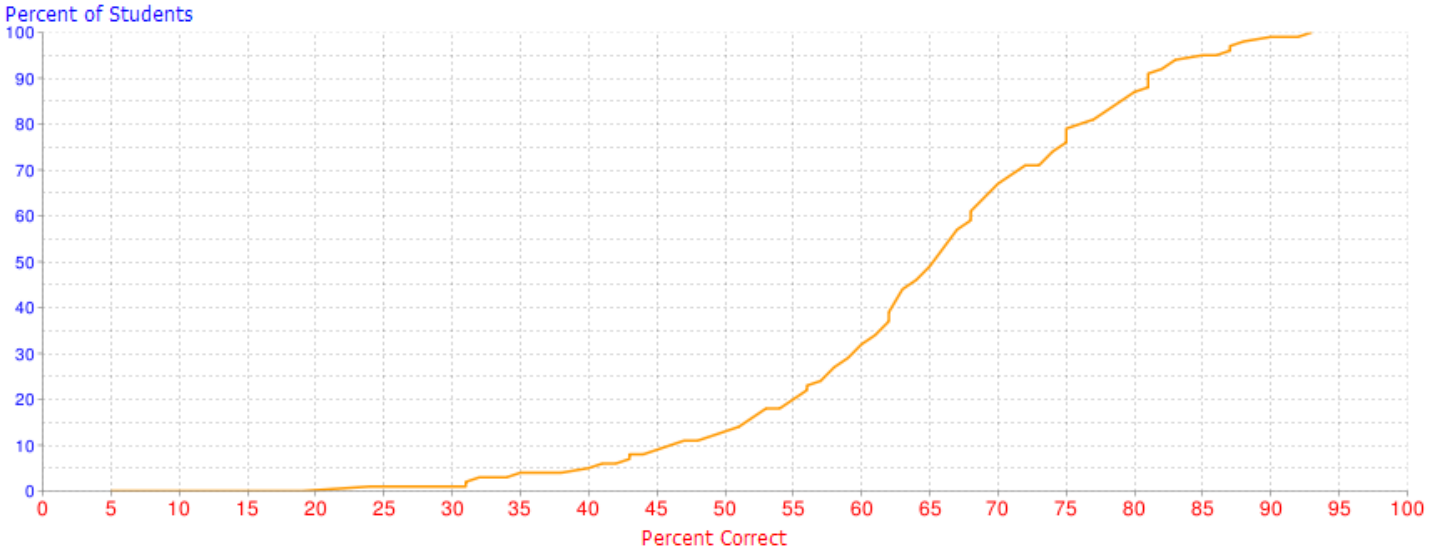
Assessment: ACCOUNTING AND RELATED SERVICES
Students In Set: 1
Filters Used

Standard/Measurement Criterion		Percentage Correct
EXPLORE ACCOUNTING AND RELATED SERVICES SYSTEMS THEORY AND PRACTICE		
	Investigate merchandise inventory accounting principles that relate to budgetary decisions	100%
	Demonstrate basic research techniques to organize accounting records and information	0%
	Explain how work plans and budget information are used to allocate people and resources effectively	0%
EXPLORE ECONOMIC PRINCIPLES OF MANAGERIAL ACCOUNTING AND RELATED SERVICES PROFESSIONS		
	Define the differences among service, merchandising and manufacturing businesses	50%
	Define cost concepts and cost behavior	0%
	Explain the role of accounting as utilized in support of the five management functions and related decision making	100%
	Define the five management functions: planning, organizing, directing, staffing, and controlling	66%
EXAMINE ETHICAL STANDARDS IN ACCOUNTING		
	Explain the importance of high ethical standards in the preparation of financial statements	0%
	Describe social responsibility in accounting	50%

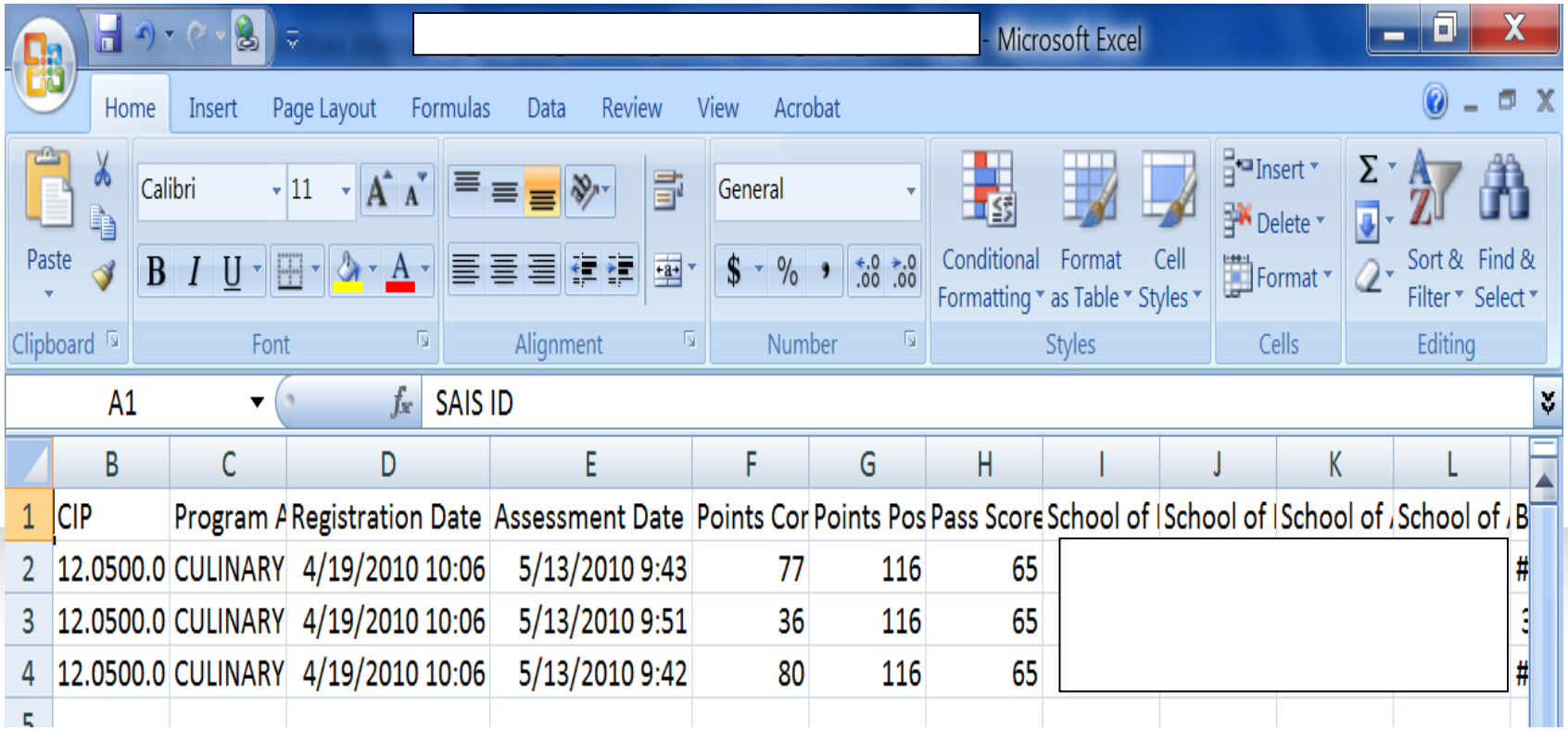
Score Distribution

Assessment: CULINARY ARTS
Filters Used

Statistic	Raw	Percent
Participants	281	N/A
Items	116	N/A
Time Limit	120	N/A
Mean Time	35	N/A
Max Time	146	N/A
Min Time	4	N/A
Mean Score	75	65%
Mode Score	74	63%
Median Score	77	66%
Range	103	88%
Standard Deviation	0.96	0%
Min	6	5%
Max	109	93%



Total Results Report – all data fields are available



	B	C	D	E	F	G	H	I	J	K	L
1	CIP	Program A	Registration Date	Assessment Date	Points Cor	Points Pos	Pass Score	School of	School of	School of	School of
2	12.0500.0	CULINARY	4/19/2010 10:06	5/13/2010 9:43	77	116	65				
3	12.0500.0	CULINARY	4/19/2010 10:06	5/13/2010 9:51	36	116	65				
4	12.0500.0	CULINARY	4/19/2010 10:06	5/13/2010 9:42	80	116	65				