CTP ONLINE
USERS' MANUAL

ERB : **CTP** COMPREHENSIVE TESTING PROGRAM

FALL 2018 | SPRING 2019

Quick Navigation Simply click on a section or subsection title to navigate directly to that content within the manual.

HELP & RESOURCES

Visit the CTP Portal's Help & Resources section to access a variety of guides, contacts, and other resources. Use the tabs at the top of the page to navigate.

This section also has instructions on scheduling a live training webinar with your ERB Consultant to guide you through the CTP ordering, administration, and report retrieval process.

If you require support with interpreting your score reports, please contact the ERB Consultant in your area at **www.erblearn.org/consultants**.

WELCOME TO THE CTP ONLINE USERS' MANUAL

This manual prepares your school for CTP administration. It also explains the many convenient features that the CTP Portal has to offer.

This manual is used in conjunction with the CTP Online Directions for Administration (DFA) which provide specific subtest administration instructions and proctor scripts. The DFAs are downloaded from the Help & Resources section of the Portal.

Please note that all screenshots depict the Portal as seen by a Purchasing Coordinator. Screenshots may look slightly different when viewed by other users.

CHECKLIST

Are you ready? Use this convenient checklist.

CTP COMPREHENSIVE TESTING PROGRAM Grades 1-11

nFORM INFORMING CONCEPT MASTERY Grades 1-12

3 CHECK READINESS

4 DOWNLOAD SECURE BROWSER

2 DEMONSTRATION TESTS

PORTAL LOG IN

School administrators, teachers, and test proctors log in to the CTP Portal here. Students do not access CTP Online assessments from this page. Students must launch the Secure Browser or ERB CTP Online application to access CTP Online assessments.

Login **1**

Contact Us
CTP Operations
(866) 683-2335
or (646) 503-2699
CTPOperations@erblearn.org

Speak with your
ERB Consultant

GETTING **STARTED**

1 ERB'S CTP PORTAL

Go to **http://ctponline.erblearn.org** to log in to ERB's CTP Portal. The Portal allows you to manage all things CTP.

If you're new to CTP, you received a welcome email from **CTPOperations@erblearn.org** that contains your instructions for logging in.

If you're a returning CTP user or you already have an ERB Member Account, use your existing username to log in. You may be required to reset your password.

> Use the "Request New Password" link if you have forgotten your password.

2 DEMONSTRATION TESTS

Faculty and students can use this link to review demonstration tests and familiarize themselves with CTP Online. Demonstration tests also provide students with a number of sample questions.

> Demonstration tests are also available through the CTP Online iPad and Chromebook apps.

SETTING UP **COMPUTERS**

3 CHECK READINESS

> These instructions only apply to testing on traditional computers. For instructions setting up iPads and Chromebooks, please refer to the Table of Contents.

This page offers a variety of tools that you must run to ensure you're ready for testing. If possible, have technology staff members available to assist with this process. Follow the on-screen instructions to run both readiness tools.

> Please note that the use of Windows Surface Tablets running any version of Windows RT or Windows 8 and 8.1 is not supported.

System Check

This tool verifies that your computers meet the minimum system requirements for testing. If each computer is configured differently, run the check on every one you plan to use for testing. If all computers are configured the same way, you may run it on just one.

Test Simulation

This tool evaluates your network infrastructure and provides a recommended maximum number of students that can test simultaneously.

Both wired and wireless internet connections are supported. However, wireless network strength may decrease as multiple students access an assessment.

Advanced Readiness and Troubleshooting

These are optional tools to further diagnose test delivery issues.

4 SECURE BROWSER

Students use the secure browser to access subtests. This creates a secure testing environment by blocking the use of other websites, computer programs, and other functions.

You must install the browser on every computer you plan to use for testing. To install the browser you may:

> Download the browser directly to each computer.
> ....
> Download the browser to your server; then create a shortcut to it on the desktop of each computer.

> CTP Online supports zoom functionality native to your computer's operating system.
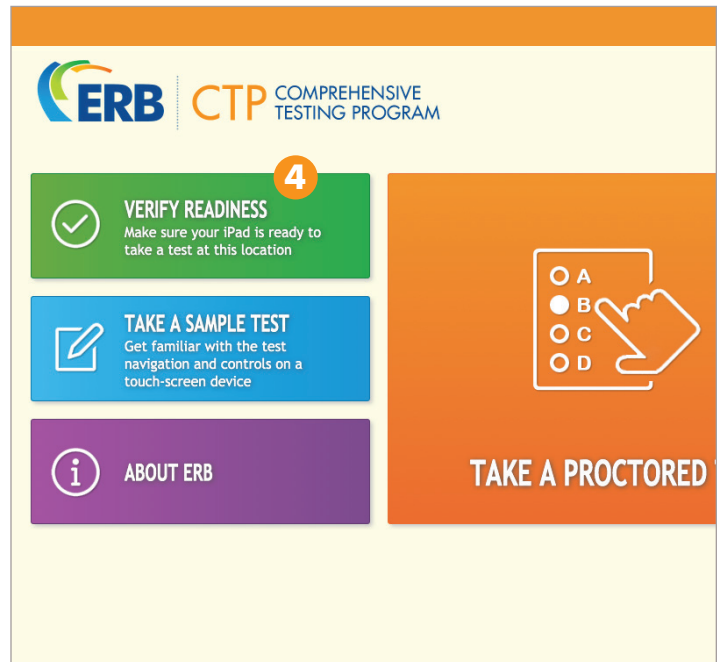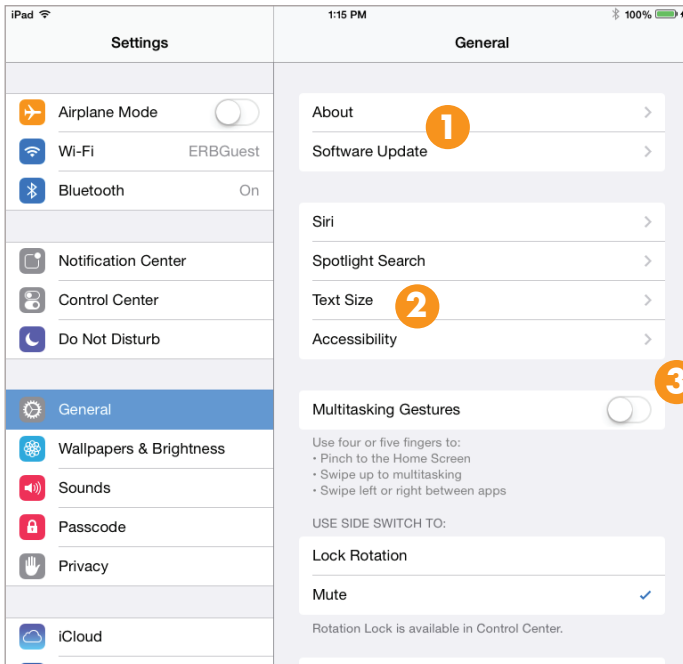
SETTING UP **IPADS™**

CTP Online testing is supported on iPad 2™ and up, iPad Mini™, and iPad Air™. Students use the free CTP Online for iPad™ app to access assessments. Go to the Apple App Store and search for "ERB CTP Online." Download and install the app onto each iPad™ you intend to use for administration.

> If your school uses MDM (Mobile Device Management), CTP Online for iPad supports ASAM (Autonomous Single App Mode). Please contact CTP Operations for ASAM set-up instructions.

As iPads™ cannot utilize the ERB Secure Browser, use the following instructions to create a secure testing environment for students. Aside from these settings, all CTP Online subtests are administered on iPads™ the same way they are on other devices.

1 SOFTWARE UPDATE

Access the Settings app and tap "General," then tap, "Software Update" to confirm that you are running the most recent version of iOS. Perform any available software updates.

> CTP Online supports zoom functionality native to your iPad operating system.

2 ACCESSIBILITY

While in the general settings section, tap "Accessibility" and scroll down to Guided Access. Turn Guided Access and the Accessibility Shortcut on.

Tap "Set Passcode" to choose a passcode that is easily remembered by yourself and all Test Administrators. Test Administrators need this passcode to control the Guided Access session during testing. If you forget your passcode, return to the Accessibility screen to reset it.

> Detailed instructions for further configuring Guided Access settings are found in the CTP Online Directions for Administration.

3 MULTITASKING GESTURES

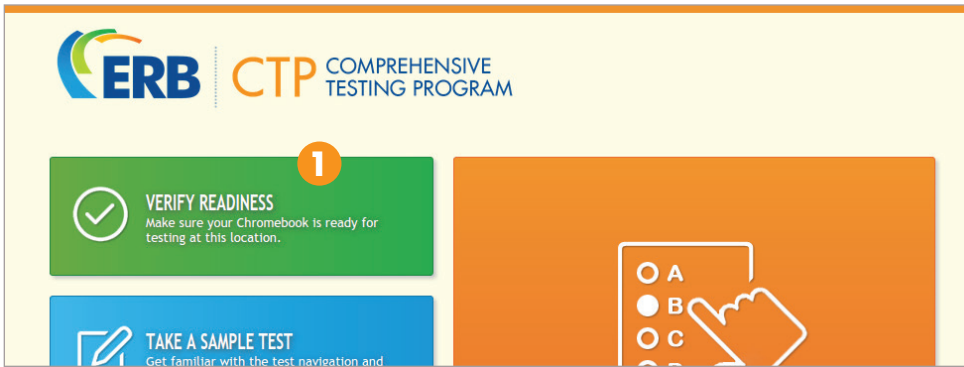While in General Settings, make sure that multi-tasking gestures are turned off.

4 VERIFY READINESS

Open the CTP Online app and tap "Verify Readiness." Follow the on-screen instructions to make sure your wireless network connection is ready for testing.

SETTING UP **CHROMEBOOKS**

Users who intend to administer CTP Online using Chromebooks must download the free ERB CTP app. Students use this app to access assessments.

> CTP Online Chromebook testing is only supported on devices running the latest, stable Chrome OS release.

The directions in this section configure the app to automatically run in Kiosk Mode. Kiosk mode prevents switching between apps and taking screenshots.

We recommend that app installation, configuration, and validation take place in your testing location several days before testing begins. Once this is complete, all CTP Online subtests are administered on Chromebooks the same way they are on other devices.

> Please note that CTP Online supports zoom functionality native to Chromebook operating systems.

SETTING UP THE APP

The ERB CTP app is set up as a managed or unmanaged solution. Use the directions for the Managed Solution if you use the Chrome Management console. Otherwise, use the directions for the Unmanaged Solution.

Managed Solution

These instructions are for Chrome Device Managers to add the test delivery app to their domain-managed Chromebook devices

> Log in to the ChromeOS management console at **https://admin.google.com.**

> Go to Device Management.

> Click on the "Chrome Management" link on the left-hand side of the screen.

> Click on "Device Settings".

> Scroll down to the Kiosk Settings section, then click "Manage Kiosk Applications."

> Add the ERB CTP app by searching for "ERB CTP" in the Chrome Web Store.

> Click "Save" on the console window, then click "Save" on the Device Settings page.

> **If Auto-Login to the Kiosk App is configured**, the app automatically loads the next time the device boots.

> **If Auto-Login to the Kiosk App is not configured**, when the device boots the sign-in screen displays the app in the system tray for students to access.

Unmanaged Solution

> Sign into the Chromebook using the "owner" account.

> Download and install the ERB CTP app from the Chrome Web Store by searching for "ERB CTP."

> In the Chrome address bar, enter **chrome://extensions.**

> > Make sure the "Developer Mode" check box is checked.

> > Copy the ID of the application (this is found underneath the description of the application in the extensions list).

> > Click on "Manage Kiosk Applications."

> > Paste the application ID into the box located underneath "Add kiosk application" and click "Add."

> Restart the Chromebook.

> To access the app, students will open the apps menu in the bottom left-hand corner of the sign-in screen and click on the ERB CTP app.

❶ VERIFY READINESS

Open the app and tap "Verify Readiness." Launch the Test Simulation and follow the on-screen instructions to make sure your wireless network connection is ready for testing.

This section of the app also confirms whether or not the app is running in Kiosk Mode.

> If the app is not running in Kiosk Mode, consult with your IT staff to ensure that it is properly configured.

Recently, Google made the decision to end support of kiosk mode for certain devices. Kiosk mode is the security feature we use to lock down Chromebooks for secure testing. Secure testing is supported on two types of devices:

1. Managed devices which are purchased by a school and controlled by school administrators through a Chromebook Management Console license

2. Unmanaged devices which may be purchased by the student/school but are not controlled through a Chromebook Management Console license

Google is no longer supporting kiosk mode for unmanaged devices. Some Chromebook models manufactured in 2017 already have the kiosk mode feature removed, and Google plans to eliminate the feature in all Chromebooks manufactured in the future.

We will continue to support secure testing on older model unmanaged devices that include the kiosk mode feature. If you have Chromebooks without the kiosk mode feature and your devices are unmanaged, contact CTP Operations to find out how you can still administer the CTP online.

For more information, please see Google's help page at https://support.google.com/chromebook/answer/3134673

ERB | LIGHTING THE PATHWAYS TO LEARNING

CONTACT US | LOGOUT

WELCOME, CTP PURCHASING COORDINATOR (*EMAIL@ERBLEARN.ORG*)

HOME   ABOUT ERB   ASSESSMENTS   PARENTS   NEWS & RESEARCH   EVENTS

My Profile

Contacts & Users
- All Contacts
- *CTP Users*
- Writing Users
- nFORM Users
- Administrative Users

Help & Resources
- CTP Role Definitions
- nFORM Role Definitions
- Other Role Definitions
- User Management
- Glossary

All Contacts | **CTP Users** | Writing Users | nFORMUsers | Administrative Users | **+ Create Contact**

A | B | C | D | E | F | G | **H** | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | ALL

	Last Name ▲	First Name ▲▼	Email ▲▼	Roles	Status
✏ ⊞ 🔍	Last Name	First Name	email@erblearn.org	🗑 CTP Test Administrator	✎ Active
✏ ⊞ 🔍	Last Name	First Name	email@erblearn.org	🗑 CTP Purchasing Coordinator	✎ Active

MANAGING **ERB CONTACTS AND CTP USERS**

1 USER ROLES

To access the Portal, school faculty and staff must be listed as an ERB Contact and have an assigned CTP user role. Go to the **Users** section of the Portal to add or manage ERB Contacts and CTP Users.

Only Purchasing Coordinators can create and manage contacts and users.

Once on the Contacts and Users page, click on **CTP Role Definitions** to familiarize yourself with the different CTP user roles. The role that you assign will reflect what the ERB Contact is responsible for in the CTP administration process and determine the areas of the Portal to which he or she has access.

2 ERB CONTACTS AND CTP USERS

The "All Contacts" tab includes all ERB Contacts associated with your school—not just CTP users. To view only the ERB Contacts that have a CTP role, click the "CTP Users" tab.

To update a CTP user's name or email address please contact CTPOperations@erblearn.org.

3 ADDING CONTACTS AND USERS

To create a new ERB Contact, click the "Create Contact" tab. Enter the user's information and select a user role. Once you save the new user, he or she will receive a welcome email with instructions to utilize their account.

4 ADDING ROLES

Use the plus sign button to add a new role to an existing contact.

Users can only have one CTP user role. To change a role, you must first delete the existing role then assign a new one.

5 DELETING ROLES

To remove a CTP Role, click the trash can icon next to the desired contact's role. If a contact does not have a CTP Role, he or she cannot access the Portal.

It may take up to 20 minutes for role updates to appear on the website.

6 REMOVING CONTACTS AND USERS

If an ERB Contact has left your school, click on the edit icon next to his or her status. Select an appropriate new status from the available list. ERB Contacts that are not listed as "Active" are removed from the ERB Contacts and Users website. A deactivated user does not have access to the CTP Portal or other ERB member's only areas of the website.

If a user has not left your school but you wish to remove that user's CTP Portal access, please refer to "Updating Roles."

To reinstate a previously deactivated user, please contact CTPOperations@erblearn.org.
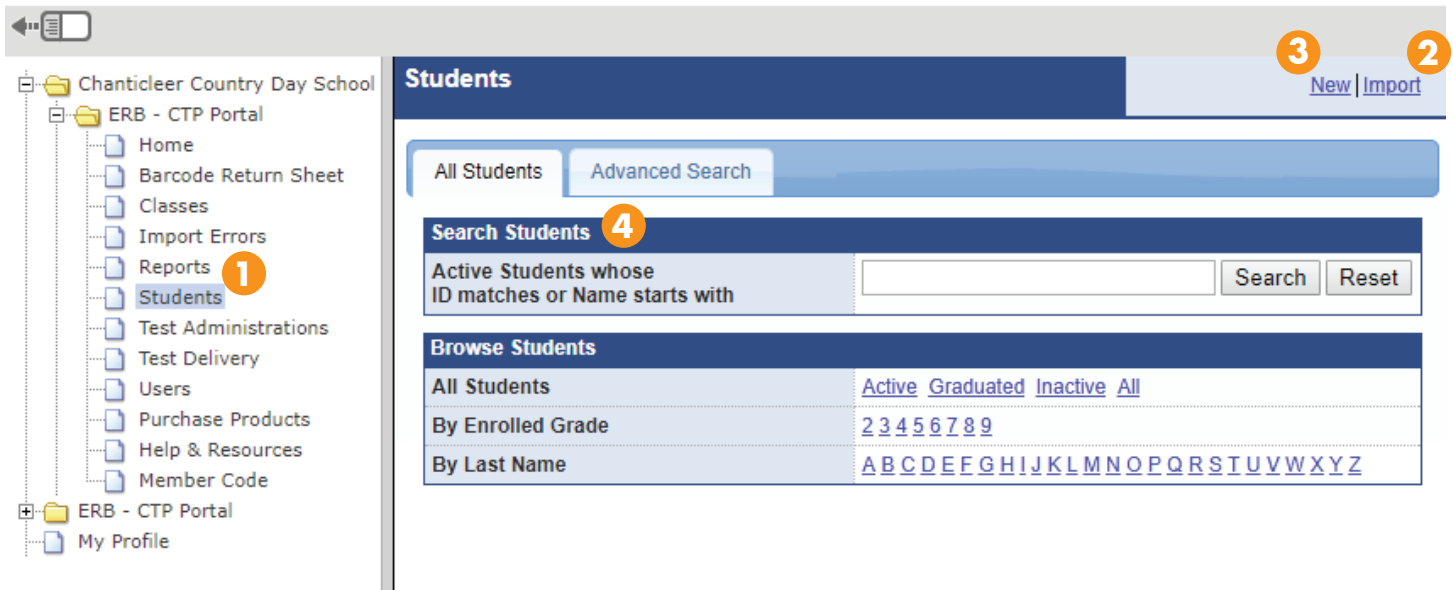
MANAGING **STUDENTS**

You must add all students to the Portal before they can test. Adding a student to the Portal creates a profile for that student that contains all their testing information.

> If you are a returning CTP user, students from previous years of testing are automatically promoted to the next grade. Only enter new students into the Portal.

Each student must have a student ID number. If your school does not currently use ID numbers, you need to create them. These must be alphanumeric, up to 12 characters in length, and each ID must be unique. A student's ID cannot change—use the same ID for every test administration.

> You may wish to use the same Student ID numbers for CTP Online that you use in your student management system.

1 STUDENTS

Access the Students section of the Portal to add students, edit existing student profiles, or view information about existing students' CTP assessment history.

Do not add any "fake" students into the Portal as these students affect reporting and consume testing package inventory.

2 STUDENT IMPORT

Select "Import" to add new students in bulk using a CSV (comma-separated values) file created in a database or spreadsheet application, such as Excel. From the Import page, you can download a CSV spreadsheet template, sample file, and step-by-step directions to help you create your file.

Once your file is complete and you begin the import, your import status is displayed.

If any information in your file is missing or invalid the import will fail. If this happens, use the Import History box to access a detailed error report to help remedy the error. Then, perform the import again.

3 NEW STUDENT

Select "New" to add a single new student.

4 SEARCH

You can locate and view existing student profiles by searching for a specific student or using the filter options to browse a group of student profiles.

USING **STUDENT PROFILES**

1 STUDENT PROFILE

From the Students page, locate the desired student and click on his or her ID number to view or modify the student's profile. The Profile tab displays the student's name, ID number, grade, and other identifying information.

Links at the top of this page allow you to edit, delete, change the student's grade, or merge the profile.

Merge

When duplicate student profiles exist, the merge feature allows you to select which profile to save and which to delete. Student demographic information from the deleted profile is not included in the new profile but test history from the deleted profile is merged with the test history from the profile you choose to keep.

After clicking "Merge" you are asked to search for the duplicate profile. You can compare the two profiles and then select which one you want to keep with the "Keep this profile" link. Once you click "Confirm" the merge is permanent and cannot be undone. It can take up to an hour for student profile mergers to complete.

2 ACTIVE ADMINISTRATIONS

This tab shows testing status and whether or not the student has testing accommodations.

3 SET ACCOMMODATIONS

Testing accommodations are managed in the Active Administrations tab. Some accommodations are set in the Portal prior to testing.

Set Before Testing

❯ Untimed testing
❯ Unlimited replay of audio content (Levels 1 & 2)

No Action Required

❯ Testing reader or scribe
❯ Any other accommodation

Click "Set Options" next to the current test administration. On the next screen, click the check boxes next to the desired accommodation(s) and subtest(s). Save your selections.

You may grant accommodations to students who receive testing accommodations under an Individualized Education Plan (IEP), Section 504 Plan,

or who otherwise have a documented disability that necessitates reasonable testing accommodations. Documentation should be on file at your school.

Determining a student's eligibility for, and the nature of, an accommodation is at your discretion.

4 TEST HISTORY

This tab displays scores and percentiles from past test administrations. A longitudinal view is included that allows you to view subtest scores from over the years side by side.

> Only Purchasing Coordinators and Test Coordinators can view the Test History tab.

5 AUDIT LOG

This tab shows a record of changes made to the student's profile including when it was changed and who made the change.

ADMINISTRATOR **TRAINING** and **MATERIALS**

DIRECTIONS FOR ADMINISTRATION (DFA)

Purchasing Coordinators must download the DFAs from the Help & Resources section of the Portal to familiarize themselves with test administration, delivery, and proctor scripts.

> Check DFAs frequently to make sure all proctors have the most recent version.

TRAINING PROCTORS

Purchasing Coordinators must lead a training session to go over the DFAs with proctors. Along with administration procedures and scripts, training sessions should cover any necessary accommodations that proctors need to provide during administration as well as a plan of action for proctors to follow if their test session is interrupted or they experience technical difficulties.

Tutorial Test Sessions

A tutorial test session is a mock test session that is created and administered like a live session. These sessions familiarize proctors with creating and monitoring sessions and familiarize students with the assessment format. Refer to the Directions for Administration for instructions on creating and administering tutorial test sessions.

Tutorial test sessions also represent an excellent opportunity to see your school's

network capabilities in action. You should organize tutorials for the same number of students that you intend to test during a live session and have technology staff members on hand to analyze the network.

> Tutorial tests are part of your testing package and therefore burn inventory however, this does not limit students from taking all other subtests in the testing package.

MATERIALS

Devices

Each student and proctor needs access to a computer, iPad™, or Chromebook.

> Have extra devices available in case one stops working. Pausing the test on one device and resuming it on another is easy.

Guided Access Passcodes for iPads

Test Administrator's must know the iPad Guided Access passcode.

Pencils and Scratch Paper

Students must have pencils and scratch paper for taking notes during the test.

Headsets for Levels 1 and 2

We recommend standard, wired, over-the-ear headsets (not wireless headsets).

Calculators for Mathematics Part 2, Levels 9-10

Students have the option of using a four-function, scientific, or graphing calculator on this subtest only. You may instruct students to bring their own calculators or use appropriate classroom calculators. Only use calculators if students are familiar with them.

Students may not use calculators that have QWERTY keypads or paper tape, make noise or "talk", require an electrical outlet, or have digital writing pads or pen-input devices. Nor may students use pocket organizers, cell phones, tablets, or laptops as their calculator.
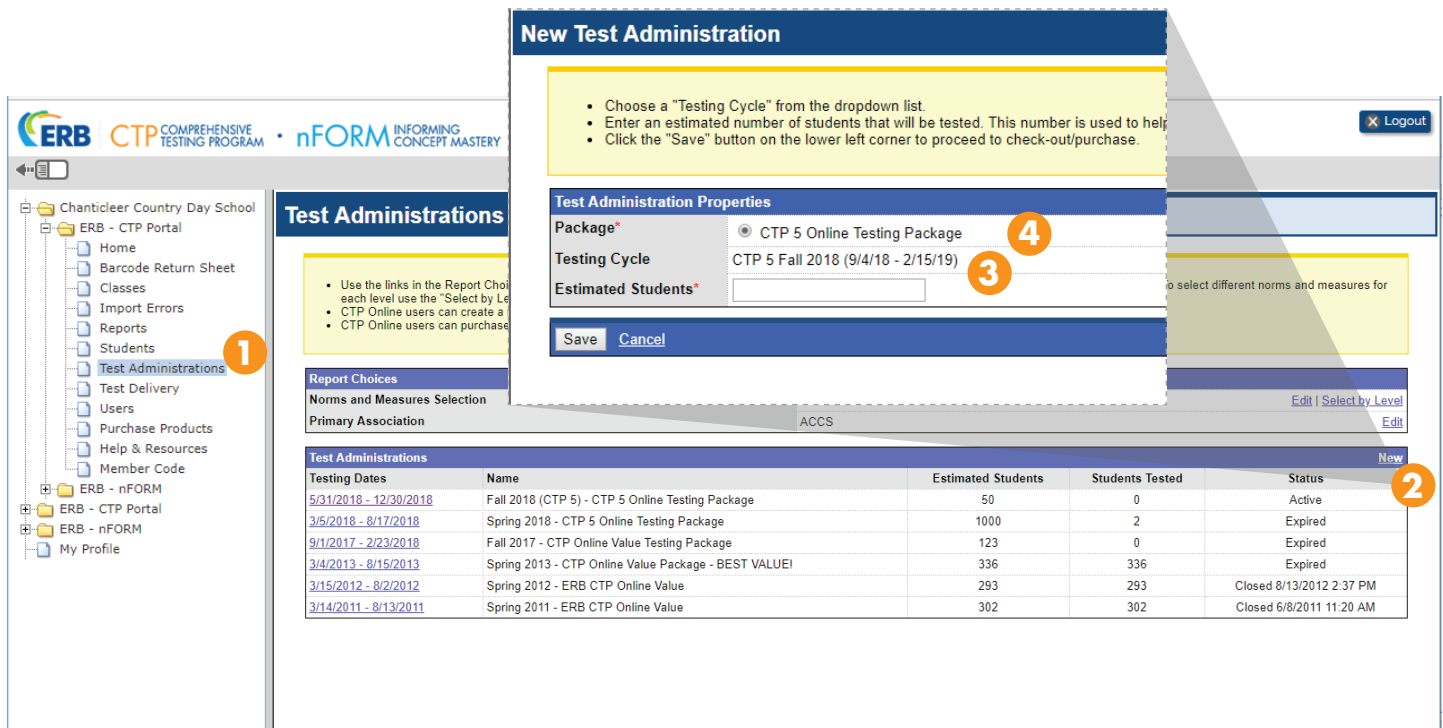
OPENING **TEST ADMINISTRATIONS**

① TEST ADMINISTRATIONS

Access the Test Administration section of the Portal to open and manage your test administrations. Test administrations keep your assessment data from year to year organized by testing season, or cycle, package type, and modality (paper or online).

② NEW ADMINISTRATIONS

You must open a new test administration before you can begin testing and purchasing packages.

Click on "New" to open an administration. The current testing cycle will automatically appear.

③ TESTING SEASONS

The testing season's, or cycle's, testing dates represent the time frame in which you must complete testing. When scheduling testing, allow ample time to complete all scheduled and makeup testing before the cycle closes. CTP administration cannot take place outside of a testing cycle.

You may either test during the spring or the fall cycle. Students testing in the fall cycle are scored using fall norms and students testing in the spring cycle are scored using spring norms.

Testing cycle dates are listed on our website at **www.erblearn.org/ctp**.

Scheduling Tests

Schedule subtest administration at a time that encourages maximum student performance. Scheduling tests immediately before or after a vacation, on school event days, Monday mornings, or Friday afternoons is discouraged. We recommended that you administer no more than two subtests in one sitting and that you provide a brief rest period between subtests.

All students in the same grade should complete the same subtest within a two week period to limit influence on results from classroom instruction. To compare year-over-year results from subtests that assess similar content areas, you may want to consider scheduling these subtests during a similar time frame.

④ TESTING PACKAGES

A testing package covers all testing and reporting for one student. The package includes all subtests, tutorial tests, and reports currently available. Click on "View Package Details" to see the reports included in the package.

> Visit the Help & Resources section of the Portal for more information about Lexile and Quantile measures as well as links to sample reports.

Input the estimated number of students you plan to test—you can always edit this number later. Click "Save" to confirm the new test administration.

Fall 2018 (CTP 5) - CTP 5 Online Testing Package

- The Test Administration Properties box allows you to edit, open, and close the selected test administration. You may also enable or disable reports in this section. Test administrations should be closed once all testing is complete.

CTP ONLINE

CTP ONLINE

CTP Online testing packages include all tests, tutorial tests, and reports for one student. If you've used CTP in the past, check your exisiting package inventory with the "Check CTP Inventory" button before purchasing additional packages. Only purchase enough packages for the expected number of students testing. You can always purchase additional packages.

PRODUCT	QUANTITY	TOTAL
CTP Online Testing Package ($22.00 ea.) ?	25	$550.00

Continue Shopping   **2** Add to Cart

Status	Active	Close Test Administration Disable Reports

Inventory Management	Value Package
Students Tested	5
Students Remaining to Test	15
Packages in Inventory	
CTP 5	0
	0
	0
Additional Packages Needed	**15 Value** **1** Purchase

Warning: You need **15** more packages to test all students estimated for this test administration.

Tip: Only purchase enough packages to test the expected number of students. You can always purchase more testing packages. Testing packages expire two years from the date of purchase. **You may request a refund for any unused testing packages up to one year from the date of purchase.**

PURCHASING **TESTING PACKAGES**

TESTING PACKAGE INVENTORY

Testing packages are stored in inventory until students begin testing. Packages are saved in inventory for up to two years from the date of purchase to offer users the opportunity to purchase packages in advance of their desired testing season.

> Unused testing packages can be refunded up to one year from the date of purchase. Testing packages expire two years from the date of purchase.

1 PURCHASING PRODUCTS

Packages and other products are purchased from the **Test Administrations** section of the Portal. On this page, click on the current testing dates to view the Test Administration Detail page.

The Test Administration Detail page compares the number of testing packages you have in inventory to the estimated number of students testing to determine if additional packages are required.

> To edit the estimated number of students, refer to the **Managing Test Administrations** section of this manual.

If additional packages are required, click "Purchase" to proceed. This link will redirect you to the ERB website to complete your purchase.

2 SELECTING PRODUCTS

Once on the ERB purchasing website, click on the section for CTP Online products. The next page is automatically populated with the product quantities that the Portal has determined are required.

> You can always check your existing package inventory with the "Check CTP Inventory" button.

You may alter these quantities if desired. Once you're satisfied with your order quantities, click "Add to Cart."

> Please use the "Refund Policies" link to review the full CTP refund policy.

CHECKOUT

When you're satisfied with your selections, view your cart to proceed. Follow the on-screen instructions to complete your purchase. You will receive a confirmation email with your order number.

ADMINISTRATION **PROCEDURES**

Tests should be administered in accordance with directions outlined in the Directions for Administration.

TEST SECURITY

Lapses in security will impact the validity of CTP. These include:

Students exposed to the assessment prior to administration.

Improper use of calculators.

Reading the Reading Comprehension subtest aloud to a student (unless the student's testing accommodations expressly allow for this).

Use of cell phones or other unauthorized electronic devices.

Students exchanging answers.

A student taking the test twice during the same test cycle.*

Retests may be granted for special circumstances. Please contact CTP Operations for more information.

TECHNOLOGY

It is a good idea to have technology staff members on hand during administration to help with any technical questions or issues.

A technology staff member should run the System Check (or the Verify Readiness check if testing on iPads or chromebooks) just before you commence testing to confirm your network strength. Run a check whenever you encounter an issue to help find and remedy the problem.

IT staff should also review the **Technical Requirements** section of this manual prior to administration to help avoid or resolve:

› Freezing or slowness
› "Page not found" messages
› Missing navigation buttons
› Communication errors
› JavaScript errors
› Missing audio

MAKE-UP ASSESSMENTS

While test sessions expire, tests do not. You can resume a subtest as long as time still remains on the test and the testing cycle is open. Students can log back in to a subtest on the same day with the original session number. If students need to finish on another day, create a new session and new session number at a later date.

When students log back in to a subtest, it automatically starts where the student left off. All information from the previous session is intact including the student's responses and time remaining. Please note that the Math subtest has two parts, Part 1 and Part 2. Part 1 should be completed before proceeding to Part 2.

Students in Levels 4-10 can make up subtests in the same room as the directions for their subtests are identical. Level 1, 2, and 3 students should make-up assessments separately as each subtest and level has unique directions.

Test Administration Properties   4 Edit

Package	CTP 5 Online Testing Package
Testing Cycle	Fall 2018 (8/1/2018 - 12/30/2018)
Dates Active	5/31/2018 - 12/30/2018
Estimated Students	50
Status	Active

Close Test Administration   Disable Reports

Inventory Management   Value Package

Students Tested	0
Students Remaining to Test	50
Packages in Inventory	
CTP 5 Online Testing Package	118
	0
	0

of students. You can always purchase more testing packages. Testing packages expire two years from the date of purchase. nd for any unused testing packages up to one year from the date of purchase.

ve 68 packages left after testing all students in this test administration

Test Administrations   New

Testing Dates	Name	Estimated Students	Students Tested	Status
5/31/2018 - 12/30/2018	Fall 2018 (CTP 5) - CTP 5 Online Testing Package	50	0	Active
3/5/2018 - 8/17/2018	Spring 2018 - CTP 5 Online Testing Package	1000	2	Expired
9/1/2017 - 2/23/2018	Fall 2017 - CTP Online Value Testing Package	123	0	Expired
3/4/2013 - 8/15/2013	Spring 2013 - CTP Online Value Package - BEST VALUE!	336	336	Expired
3/15/2012 - 8/2/2012	Spring 2012 - ERB CTP Online Value	293	293	Closed 8/13/2012 2:37 PM

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MANAGING **TEST ADMINISTRATIONS**

1 TEST ADMINISTRATION DETAIL PAGE

In the **Test Administrations** section of the Portal click on the desired testing dates to view the Test Administration Detail page. Current and past administrations are listed in chronological order and separated by package type.

2 CLOSE & REOPEN

Purchasing Coordinators can use this link to close or reopen a test administration. Test administrations should be closed when all testing is complete.

> Keep in mind that changes made to an administration effect all levels of testing at your school. If necessary, confirm with other departments that testing is complete before closing an administration.

Closing the administration blocks the scheduling of test sessions for that administration. It also automatically marks all incomplete tests as "Completed" and submits them for scoring. Once the administration is closed, you can generate your school's final test results and most accurate reports.

When a testing cycle ends, any administrations that are still open will automatically close. You can always reopen a closed administration.

3 DISABLE & ENABLE REPORTS

Purchasing Coordinators can use this link to disable or enable reports. Disabling reports blocks users from generating reports for that test administration.

You can disable reports for past administrations to make sure reports are generated for only the most recent administration or you can disable reports for the current administration to prevent users from generating reports while testing is still taking place.

4 ESTIMATED NUMBER OF STUDENTS

Use the "Edit" link to update the number of estimated students. Fill in the required fields, then increase the number of estimated students to reflect the new **total** number of students you plan to assess. Click "Save" to confirm the change.

After adjusting the estimated students, be sure to check whether or not additional testing packages are required.

DELETE

The "Delete" link is only accessible if a Test Administration contains no test data.

Norms and Measures Selection			
Report	National[1]	Suburban	Independent
⊟ **Individual**			
Comprehensive Individual Student Report - Student History (Choose up to 3 norms, including one local norm.)	☑	☐	☐
Content Standards Mastery Detail			*see Indiv*
Content Standards Mastery Graph			*see Ind*
Percentile Rank Graph			*see Ind*
Student Growth Summary	n/a	n/a	n/a
Primary Grade Performance Summary	n/a	n/a	n/a
Individual Instructional Summary	n/a	☑	☑
Individual Narrative Parent Report - Test Levels 3-10 (Choose up to 4 norms)	☑	☐	☐
Graph on bottom of report (Choose only 1 norm)	☑	☐	☐

Name	Estimated Students	Students Tested	Status
Fall 2018 (CTP 5) - CTP 5 Online Testing Package	50	0	Active
Spring 2018 - CTP 5 Online Testing Package	1000	2	Expired
Fall 2017 - CTP Online Value Testing Package	123	0	Expired
Spring 2013 - CTP Online Value Package - BEST VALUE!	336	336	Expired
Spring 2012 - ERB CTP Online Value	293	293	Closed 8/13/2012 2:37 PM
Spring 2011 - ERB CTP Online Value	302	302	Closed 6/8/2011 11:20 AM

SELECTING **NORMS and MEASURES**

❶ TEST ADMINISTRATION

The norms that appear on your reports are managed in the Test Administration section of the Portal. Norms can be updated and edited at any time if a user's role allows it.

❷ REPORT CHOICES

Use the "Edit" link to select the same norms and measures for every level. Use the "Select by Level" link to select different norms for each level.

❸ NORMS & MEASURES

Select the desired norms. You must have at least one norm selected but no more than five for most reports. A pop-up warning will appear to help you correct any norm combinations that are not allowed.

> Please note that the District Norm is only available to district accounts.

NATIONAL Compare your students' scores to those from the national population.

· ·

SUBURBAN PUBLIC Compare your students' scores to those from suburban public schools.

· ·

INDEPENDENT Compare your students' scores to those from independent schools.

· ·

CLASS Compare students' scores to those from the Class(es) your school created.

· ·

GRADE Compare students' scores to those from other students in the same grade at your school.

· ·

ASSOCIATION Compare your students' scores to those from other schools in your chosen association.

❹ ASSOCIATIONS

To utilize the Association Norm use the "Edit" link to select the primary association against which to compare your students' scores.

For a list of available Association Norms, reference the CTP Norms book found in the Help & Resources section of the Portal. Your school must belong to the chosen association for access to that association's norm.

Test Administration Detail

③ New Class | All Administrations

- To create a new class, click on "New Class" in the upper right corner.
- To manage or edit a class, click on "View by Class" to the right below, then click the class "Name" below that.
- To add students to an existing class, click on the "Add Students" link associated with the class.
- Clicking on "All Administrations" in the upper right hand corner will return you to the list of test administrations in the Classes section.

Students By Class

View by: Class | Grade

Name	Teacher(s)	# Students	Actions
Miss Green	Val Sandberg	18	Add Students
Mr. Barnes	Val Sandberg	17	Add Students

Active Test Administrations

Name	Testing Dates
Spring 2013 - CTP Online Value Package - BEST VALUE!	3/4/2013 - 8/15/2013
Fall 2018 - CTP 5 Online Testing Package	9/4/2018 - 2/22/2019

Closed Test Administrations

Name	Testing Dates
Spring 2011 - ERB CTP Online Value	3/14/2011 - 8/13/2011
Spring 2012 - ERB CTP Online Value	3/15/2012 - 8/2/2012

UTILIZING **CLASSES**

① CLASSES

Creating Classes allows your school to design custom student groups for reporting purposes. You can create as many Classes as you need and assign students to multiple Classes. Use of this feature is entirely optional. Teachers must have a user account to access Class reports.

② SELECT ADMINISTRATION

To create or edit Classes, click on the Test Administration link of either an active or inactive administration to open the Test Administration Detail page.

③ CREATE A NEW CLASS

Use the "New Class" link on the Test Administration Detail page to create a new Class. Classes do not have to correspond to a physical classroom. You could create Classes to compare:

Students in the same classroom.

Students in the same class period.

Students in the same academic track.

Students receiving accommodations.

Students with the same teacher.

Students who have the same teacher the following school year (if testing in the spring).

Many more!

Complete the Class Description field (to name your Class), period, and select the teachers who may access the Class' reports. Click "Save" in the upper right-hand corner to save your new Class.

All users except for Test Administrators and Purchasing Assistants automatically have access to Class reports.

④ EDIT A CLASS

Click on the name of the desired Class to edit or delete it. This displays the Class Detail page.

From the Class Detail page you can select "Edit" to change the name of, period of, or users with access to the Class. Use the "Delete" link to delete the Class and use the "Remove" link next to a student's name to remove that student from the Class.

⑤ ADD STUDENTS TO A CLASS

The "Add Students" link allows you to add students to an existing Class.

Locate the student you want to add and then click the check box next that student's name. Click the "Add Students" link at the top of the page to confirm your selection.

⑦

Generate PDF | Modify Re...

⑤ | **Report Selection** | |
| PDF Report to Generate | Individual Instructional Summary (pdf) ▲▼ |
| PDF Options | Optimize for Color Printers ▲▼ |

⑥ **Student Selection (Showing 1 to 10 of 53, 0 selected)** (1 2 3 4 5 6 next)

Select ☐	Last Name	First Name	MI	DOB	Gender	Grade	Student ID
☐	Surname	Kristen		09/19/2005	F	1	636574

④ Run Report | Clear

To download and/or print separate PDF files of individual student reports, download and run the ERB Download and Print Utility. After launching the utility, log in using your CTP Portal login credentials.

③

② **Report Options** (0 Students)

Test Administration*	Fall 2018 - CTP 5 Online Testing Package ▼
	This test administration is active. Reports generated now may differ from those generated after the test administration is closed. The test administration may be closed once all students have completed testing.
Report Type*	Individual Reports ▼
Individual Reports*	Individual Instructional Summary (pdf) ▼
Test Level	Level 1 ▼

* indicates required field

Left sidebar navigation:
- Chanticleer Academy
  - Home
  - Barcode Return Sheet
  - Classes
  - Import Errors
  - Profile
  - Purcha**①** oducts
  - Reports
  - Students
  - Test Administrations
  - Test Delivery
  - Users
  - Help & Resources
- My Profile

GENERATING **REPORTS**

① REPORTS

Reports help you analyze and interpret scores for an individual, group, and/ or school roster. You can generate an unlimited number of reports for a past or current test administration. Be aware that if you generate reports while students are still testing they are not the most accurate representation of your scores.

② REPORT OPTIONS

Make selections from the Report Options drop-down menus to indicate the type of report you want to generate. Start with the first drop-down menu and work your way down as options will change depending on your selections. Data downloads are available in data spreadsheet format (such as Excel).

③ DOWNLOAD AND PRINT UTILITY

This optional utility allows you to download, save, and print individual reports "in bulk" as separate PDF files. Click the link and follow your computer's on-screen instructions to download the utility.

Additional instructions for using this utility are found in the **Using the Download and Print Utility** section of this manual.

④ RUN REPORTS

Once you have selected the type of report you want to generate, click "Run Report" to continue.

⑤ REPORT SELECTION

Use this box to change the report type you want to generate and to choose PDF options.

⑥ SELECTING STUDENTS OR GROUPS

Select the levels or students to include on the report.

These groups or students may run across multiple pages. Using the "Select All" check box only selects all the groups or students on the current page. To generate reports for students on the following pages navigate to each page, select the desired students, and click "Generate PDF."

⑦ GENERATE PDF

This button confirms your selections and generates the desired report(s). Reports are generated in PDF format which your school can easily save and share as needed.

We suggest you open and view reports before saving to make sure the desired norms are displayed.

USING **THE DOWNLOAD AND PRINT UTILITY**

ACCESS THE UTILITY

The utility is downloaded from the Reports section of the Portal. After downloading the utility, open it from the file created on your computer. Log in to the utility using your existing Portal login information.

1 REPORT OPTIONS

When you generate reports in bulk using the utility, either to print or download, each batch of reports is referred to as a "job." Select the desired test administration, report, and level for the job.

Remember, the utility **only provides access to individual reports**. To access any other reports, navigate to the Reports section of the Portal.

2 REPORT MANAGER OPTIONS

Select the desired options from the fields provided. If saving files, the utility saves your reports in the specified location organized into folders. Use the "Arrange by" field to customize the organization and naming conventions of these files. Click "Start Job" to proceed.

There are a few different arrangement options you can choose from:

ARRANGE BY:
....
> Administration
  > Report
    > School (if more than one)
      > Grade
        > LastName.pdf
....

> Administration
  > Report
    > School (if more than one)
      > LastName.pdf
....

> Administration
  > Report
    > School (if more than one)
      > StudentIDNumber.pdf

After selecting all options, click "Start Job" to proceed.

You can import reports directly into most student management systems when files are named using the Student ID Number.

3 JOB DETAILS

The length of time it takes to complete a job depends on how many individual reports you chose to generate.

If this window closes in the middle of a job, the job automatically pauses so you can resume it later.

You can click "Download List" to see a data spreadsheet summary of the job. If applicable, you can click on "View" to open the folder your reports are saving to.

PAUSE JOB

A job can be paused and resumed at a later date from the Job Details page. Paused jobs can be resumed at any time. When you access the utility after pausing a job, your paused job will automatically display upon login.

You can restart the job from the beginning, resume where you left off, or resume from a specific student's file. You can also switch the job to another printer using the pause feature.

INTERPRETING **REPORTS**

The Help & Resources section of the Portal contains many documents to help you understand your reports and scores. You can download interpretation documents designed to share with administrators as well as documents designed to share with parents.

Click on the "Resources" tab in Help & Resources to access Norms Books, the Users' Handbook (formerly the Content Standards Manual), information about how scoring works, and much more.

For more personalized report interpretation please contact your school's ERB Consultant at **www.erblearn.org/consultants**.

❶ EXPORTING TO TESTWIZ

If you are a Pathways to Interpretation with TestWiz customer, your data is automatically sent to TestWiz when you close your test administration. If the test administration is closed before you became a TestWiz customer, you need to send your data manually.

Access the Test Administration Details page of the administration you want to export to TestWiz. In the Test Administration Properties box, click "Resend."

TestWiz provides educators with comprehensive reporting and analysis of assessments to complement your regular score reports. This gives you powerful, on-demand analysis across a range of parameters to help inform decisions about teaching and learning.

Visit **www.erblearn.org/testwiz** for more information about introducing TestWiz to your school.

PARENT GUIDES

Parent guides are available for download in the Help & Resources section of the Portal. These guides help parents read and understand their child's individual reports. Your school is welcome to share these with parents along with their child's report.

Parent guides are available for the Individual Narrative, Subscore, and Primary Grade Reports. There are two versions of each guide—one that includes information about Lexile and Quantile measures and one the doesn't, as the inclusion of these measures is optional.

Share these recommendations with your technology staff prior to testing. These procedures and settings can help avoid:

> Freezing or slowness
> "Page not found" messages
> Missing navigation buttons
> Communication errors
> JavaScript errors
> Missing audio

If you have any questions about these settings, please contact the CTP Operations office.

NETWORK SETTINGS

The following recommendations apply to any proxy, firewall, content filter, or other security device set up on local devices and local networks.

See if you can access other websites to ensure that your internet connection is functioning properly.

Open these ports fully:

> Http (80)
> Https (443)

Set these IP addresses to approved, unblocked, or give them the highest priority:

> 64.27.100.27
> 64.27.64.232
> 206.188.17.0/24*
> 64.106.193.0/24*
> 64.106.220.0/24*

*These are IP ranges. If your system does not accept them, remove the "0/24" portion.

Approve these domains and give them unrestricted access.*

> http://*.starttestr.com
> https://*.starttestr.com
> http://*.starttest.com
> https://*.starttest.com
> http://*.starttest2.com
> https://*.starttest2.com
> http://*.programworkshop.com
> https://*.programworkshop.com

*Some systems may require you to list these as: "(1) http://starttest.com (2) http://starttest2.com (3) *.starttest.com* (4) *.starttest2.com*" etc.

Adjust your Windows firewall to allow free communication with the CTP Online website if you're using a PC. To do this, open Internet Explorer and go to the Tools menu. Select "Internet Options" and click on the Privacy tab. Select the "Sites" button and add the domains listed previously.

DEVICE SETTINGS

Perform system updates and disable automatic updates.

Run the System Check if you're using a computer. This will confirm that the computer is configured properly and can support CTP Online. Please note that the use of Windows Surface Tablets running any version of Windows RT or Windows 8 and 8.1 is not supported.

Create a new login ID that students will use solely for testing. This will minimize any programs that automatically start under the student's normal ID.

Make sure you have cookies enabled if you're using a computer. To enable cookies, you will need to access your internet browser's privacy options on each computer used for testing.

Make sure that pop-ups are allowed if you're using a computer. If you currently utilize pop-up blockers simply add "*.starttest.com" to your pop-up blocker's list of allowed sites before testing.

Check your browser's caching settings if you're using a computer. You're cache settings should automatically check for the newest version of a page every time.

SCIENCE SUBTESTS AND AUDIO SUBTESTS

Ensure that devices support sound and volume is not muted or turned down too low. Then, check that the speakers or headphones are completely plugged in.

Log out and back in to the test.

Run a System Check on the affected device(s) to ensure you have enough bandwidth to run an audio test.

Verify that Adobe Flash is up-to-date and enabled.

ADMINISTRATION PROCEDURES

Organize a test tutorial session to confirm the number of simultaneous testers the network can support.

Wired connection users may start with around 30 testers. If those students complete the tutorial session without any issues you may increase the number of simultaneous testers by around 15 students.

Wireless connection users should test no more than 15 students per wireless access point.

Latency is generally a minimal issue but high latency can lead to connection time-outs and communication errors.

Stagger student log ins. Break students into several groups and have each group login and start the test (proceed past question one) before logging in the next group.

Limit the number of testers to about $\frac{1}{5}$ the amount you would normally schedule when administering Levels 1 and 2 audio subtest as well as all Science subtest. For these bandwidth intense tests, start by testing around seven students and only increase that number if they complete the subtest without issues.

Limit the use of the network for other purposes while testing takes place. Streaming music and videos can cause serious drain and instability and even short downloads can cause freezing or time-outs.

Have extra testing devices on hand in case issues arise with a specific machine. The assessment downloads one question at a time and each answer is saved when you move to the next question so there is no risk of losing answers.

Use the breaking key if a student's computer is frozen and he or she cannot be logged out by pausing the test.

> Ctrl+Opt+Shift+F10 (Mac Users)
> Ctrl + Opts + Fn + Shift + F10 (Mac Laptops)
> Ctrl+Alt+Shift+F10 (PC Users)

ACCOMMODATIONS Allowances, such as untimed testing, granted to an individual student based on his or her needs. Granting accommodations is at the school's discretion.

CHECKLISTS Help ensure that you have completed all necessary steps to successfully administer CTP. There are three different checklists—one for preparation, one for managing administration, and one for receiving reports.

CLASS A group of students as defined by your school for reporting purposes.

CSV FILE A comma-separated values (CSV) file is used to import student information into the Portal in bulk. These files are created using a spreadsheet application and templates are available for download from the Portal.

CTP USER ROLE A CTP User Role is assigned to an ERB Contact in order to grant the contact access to the CTP Portal. The CTP User Role designates the level of access a contact has to the Portal.

DIRECTIONS FOR ADMINISTRATION (DFA) A set of instructions for the Test Administrator that explain how to administer each subtest. It includes directions to read aloud to students. You can download the DFAs from the Help & Resources section of the Portal.

ERB CONTACT A profile created on the ERB website that grants the contact access to members only areas of the website.

INVENTORY Testing packages your school purchased that remain unused.

LEVEL Levels correspond to a student's grade—in the spring testing cycle the level is the same as the student's grade and in the fall testing cycle the level is one number lower than the student's current grade.

NORMS Compare your students scores to the scores of another comparable group of students. There are a variety of norms available.

PORTAL The website used to manage and administer all aspects of CTP. The Portal is password protected, customizable, and contains all of your school's and students' CTP information.

PROCTOR A proctor is the person administering the assessment. Proctor's must have a user account and are often granted the Test Administrator user role.

REFRESHER TUTORIAL At the beginning of every live test session a brief tutorial is included in test delivery to introduce the assessment environment and navigation. These tutorials do not use up any of the time alloted for the assessment. More information about refresher tutorials is found in the CTP Online DFAs.

REPORT A document containing a student or group's scores. There are many different types of reports that allow you to view your scores in a variety of forms.

SECURE BROWSER An internet browser provided by ERB that creates a secure testing environment. This browser must be utilized when administering CTP Online on a computer.

STUDENT PROFILE A record of a student's identifying information, past and present tests, and accommodations. Student's must have a student profile in order to access CTP Online.

SUBTEST One of the content-specific assessments that CTP is comprised of.

READINESS CHECKS Tools that verify that your computers and network can support CTP Online administration.

TESTING PACKAGE A package purchased to cover all CTP Online assessment and scoring for one student.

TEST ADMINISTRATION Contains all of the administration information for a particular testing cycle.

TESTING WINDOW OR CYCLE A range of dates in which testing is completed. The spring cycle generally runs from March through August and the fall cycle generally runs from September through February.

TEST SESSION A test session is a student's access point to CTP Online. Each session is created to administer a specific subtest. More information about test sessions is found in the CTP Online DFAs.

TEST SESSION NUMBER A unique passcode generated when a test session is created that allows students to access a subtest. Session numbers expire at the end of the day on which they are created. More information about test sessions is found in the CTP Online DFAs.

TUTORIAL SESSION A practice test session that is created and utilized the same as a live test session. It familiarizes students with the CTP Online environment and gives proctors practice administering a subtest.

TESTING DEVICE A machine on which one administers CTP Online. This includes desktop computers, iPads™, laptops, and Chromebooks.

VERIFY READINESS A tool within an app that quickly verifies that your iPad or Chromebook meets the system requirements for CTP Online administration.

WELCOME EMAIL An email sent to new users when an account is created in their name. It contains their user name and temporary password.