INDIANA

LIMITED ENGLISH PROFICIENCY ASSESSMENT

ONLINE ENROLLMENTS
CORPORATION / CHARTER SCHOOL
USER GUIDE

October 2008

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Welcome to Online Enrollment

Online Enrollments is one application which is a part of our suite of eBusiness applications called Navigator.™ With Online Enrollments, you can easily verify which schools are participating in the administration and assure that you are ordering the correct amount of assessment materials for the Spring 2009 Indiana LAS Links testing administration. Navigator will be available for you to complete enrollments from **October 13, 2008 to October 17, 2008.**

This User Guide offers instructions and best practices for using Online Enrollments via Navigator to achieve your goal.

About Your Task

Before CTB can send test materials to your school, we need to know which schools have students enrolled and are participating in the Spring 2009 Indiana LAS Links testing administration:

- Verify your corporation's or charter school's address for shipping test materials, along with your e-mail address and contact information;
- Verify which schools will be administering the LAS Links assessment
- Enter the number of students testing for each participating school;

Before You Begin

Make sure you have Adobe Acrobat Reader installed and can open PDF files in your web browser.

For security, best practice is to always close your browser when you have finished reviewing records. This prevents an unauthorized user from using your browser back button to access Online Enrollment.

Please note that you will time-out after 20 minutes of inactivity and will have to log in again to access Online Enrollments.

Contacting our CTB/Indiana Help Desk

For help with LAS Links products and services, our Indiana Help Desk is available:

Monday through Friday, 7:30 AM to 5:00 PM, Eastern Standard Time

For help by…	Contact…
Phone	800-282-1132
Fax	866-262-2251
Email	CTB_ILEPA_Helpdesk@ctb.com

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Getting Started

You can access Online Enrollment from October 13, 2008 to October 17, 2008.

During this time, you can confirm or change enrollment numbers, make contact and address changes, and add and close schools.

Connecting to Online Enrollment

1. Use your browser to navigate to www.ctb.com
2. Enter you username and password to enter the Navigator system
3. Change your password
4. You should first confirm or change your email address. This is important because you will receive an email confirmation upon completion of entering all of your enrollment numbers.
   - ✓ On the My Programs – Overview page, click on the My Profile button in the left-hand column
   - ✓ Click on the edit link under Contact Information
   - ✓ Confirm or change your email address
   - ✓ Click on the save button
   - ✓ Click the logout button in the top right-hand corner
   - ✓ Re-login by entering your Username and Password,
   - ✓ Click on the login button
5. On the My Programs page, click on the IN LAS Links 2008-2009 Enrollment link
   - ✓ Confirm your shipping address so that materials arrive at the right place
   - ✓ Confirm your contact information
   - ✓ Click on the submit button

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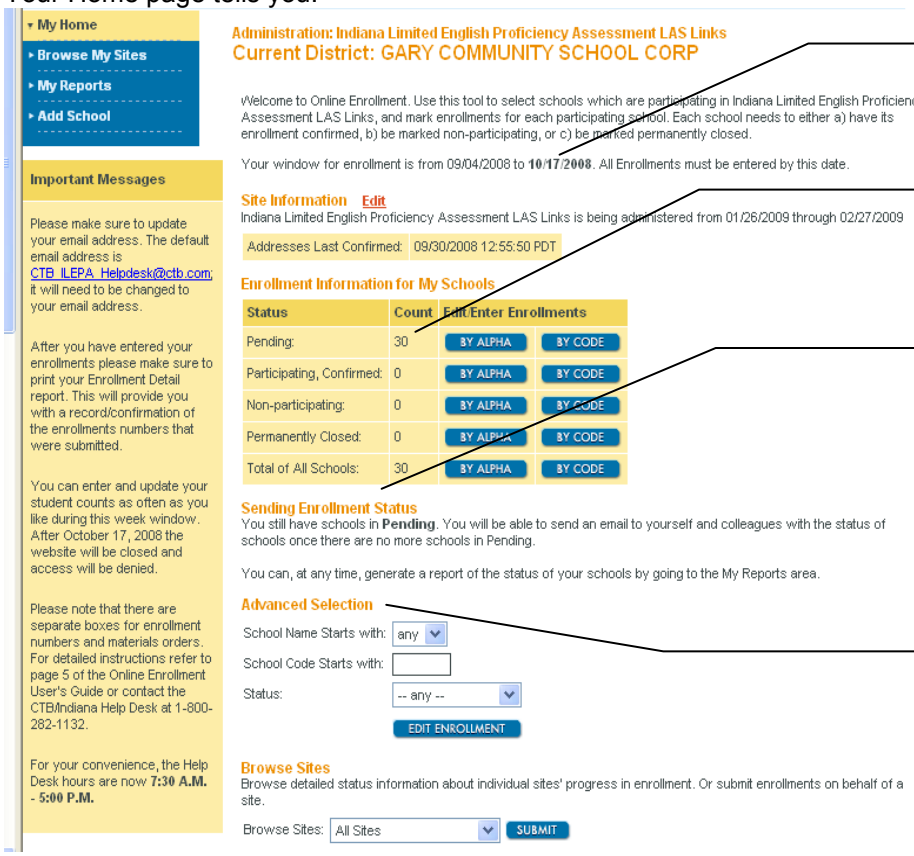
About the Online Enrollment Home Page

Your Home page tells you:



When you can confirm the participation of schools in your corporation.

How many schools whose participation you must confirm.

When you can notify your colleagues of each school's status.

How to review and edit the participation status of each school.

If you see an error in your **Site Information**, click **Edit** to return to the previous page and correct it.
The **Enrollment Information for My Schools** is your "scoreboard." Here's what it tracks:

Pending

This is the number of schools whose participation has not yet been confirmed. Your goal is to bring the number of pending schools to zero.

Participating, Confirmed

This is the number of schools who have confirmed their participation in the administration.

Non-participating

This is the number of schools that will not be participating in this administration.

Permanently Closed

The number of schools that are not participating because they have closed since CTB received your corporation's or charter school's data.

Total of All Schools

This is the total number of schools CTB received in your corporation's or charter school's data.
When your number of pending schools is zero, controls under **Sending Enrollment Status** become active so you can notify those in your corporation or charter school of the enrollment status.
When you want to review the status of one school individually, and perhaps edit its status, choose the appropriate option in the **Browse Sites** list and click Submit.

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Verifying and Changing Enrollment Numbers

Entering Enrollments Online

On the Enrollments Home Page, click on **Alpha** or **Code** to list all of your schools that are marked as **Participating**.

In the Status Column, all of your schools are marked as participating if they have enrollment counts loaded and are marked as non-participating if there are not any enrollment counts loaded. You can change the status to **Participating**, **Non-participating** or **Permanently Closed** by choosing this option in the drop-down box.

For participating schools, you can click on the Estimates link and it will auto-fill all of the boxes with the Estimate numbers above. If you need to update the quantity, highlight the number in the box and type in the new number.

<u>Please Note</u>: This year you will reuse the non-consumable "Form B" testing materials that you received in 2007. The non-consumable tests materials are the Student Books for Grades 4-12, Classroom Kit containing Examiner's Guide, CD/audio cassettes and Cue book for K-1 and 2-3.

Since you will reuse the non-consumable Form B testing materials, you will need to tell CTB how many answer documents you need to replenish your stock, by grade span, as listed on your answer documents.

If you need Large Print or Braille tests, click on the Fill LP Br link. Two additional lines will appear beneath the school and you can enter the number needed by grade.

When you have finished verifying all enrollment numbers and material orders for each school, click on the done button and you will be directed to the Enrollments home page.

i.

Number of Answer Documents Needed

Enter Enrollments

Mark each school as, "Participating", "Non-Participating" or permanently "Closed". For Participating schools only, fill in the number of students for each grade.

If Large Print or Braille materials are available and you would like to order them for a particular test, click on the Fill LP/Br link to enter those values.

CTB's Estimates Shown Above Box

CTB's estimates are above the box for each grade.

School Name	Status		Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Grade Span K-1	Grade Span 2-3	Grade Span 4-5	Grade Span 6-8	Grade Span 9-12	Copy/Fill
aaa 12345	Pending	Estimate	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	ESTIMATES [Fill LP Br]
LEW WALLACE HIGH SCHOOL 4029	Pending	Estimate	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	ESTIMATES [Fill LP Br]
THEODORE ROOSEVELT HIGH SCH 4033	Pending	Estimate	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	ESTIMATES [Fill LP Br]

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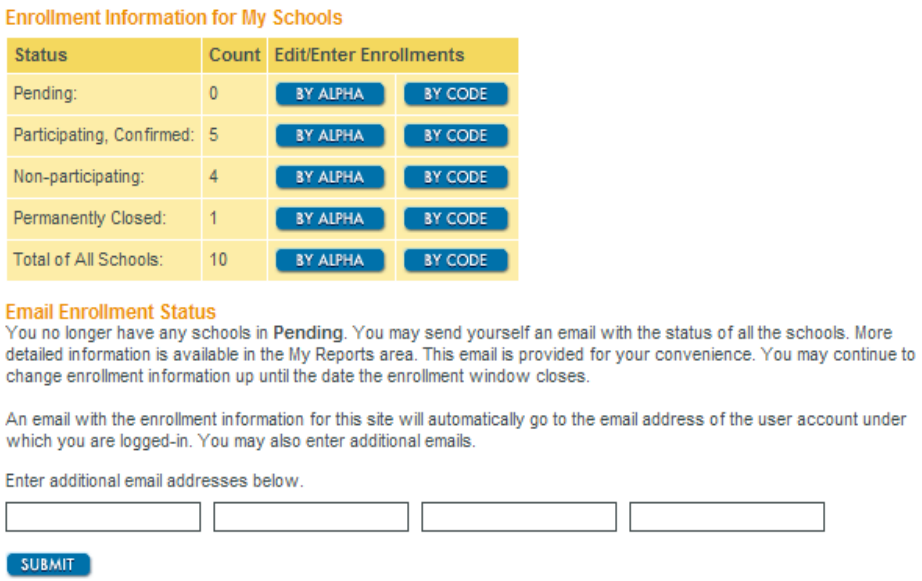
Completing the Online Enrollments Process

When you have completely verified and updated your enrollment numbers and the **Pending** row on the Enrollments Home Page is 0, a section will appear that allows you to send a confirmation of the final enrollment numbers to yourself and others via email. You may send yourself an email with the status of all the schools. More detailed information is available in the **My Reports** area. You may continue to change enrollment information up until the date the enrollment window closes, which is **October 17, 2008**.

An email with the enrollment information for this site will automatically go to the email address of the user account under which you are logged-in (please see the Getting Started section on page 3 to confirm the email address attached to your login). You may also enter additional emails.



Enrollment Information for My Schools

Status	Count	Edit/Enter Enrollments	
Pending:	0	BY ALPHA	BY CODE
Participating, Confirmed:	5	BY ALPHA	BY CODE
Non-participating:	4	BY ALPHA	BY CODE
Permanently Closed:	1	BY ALPHA	BY CODE
Total of All Schools:	10	BY ALPHA	BY CODE

Email Enrollment Status

You no longer have any schools in **Pending**. You may send yourself an email with the status of all the schools. More detailed information is available in the My Reports area. This email is provided for your convenience. You may continue to change enrollment information up until the date the enrollment window closes.

An email with the enrollment information for this site will automatically go to the email address of the user account under which you are logged-in. You may also enter additional emails.

Enter additional email addresses below.

SUBMIT

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Reviewing and Editing School Status

To locate a school's information, use the list on the Browsing Sites page.

Displaying the Browse Sites List

- When you don't want to filter the list, click **Browse My Sites** in the left navigation bar.
- When you do want to filter the list and you're on the Home page:

1. Under **Browse Sites** on the Home page, choose which schools you want to browse.

- All schools in your corporation
- Schools that have not edited their data
- Schools that have edited some data
- Schools that have finished editing

2. Click **Submit**.

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Locating a School's Information

On the Browsing Sites page, schools appear alphabetically by name.

1. Find the name of the school you want to review.
   - To find a school by name, click its Site Name. Click **NAME** to restore the complete list.
   - To find a school by code, enter the first few numbers of the code.
   - To limit your view to schools that are unconfirmed, partially confirmed, or complete, choose the filter for that status. These filters make it easy to identify which schools are still pending so you can get their status confirmed.
2. When you see the school you want to work with:
   - Click the school's name to review its information, or
   - Click the **Edit** link to change its information.

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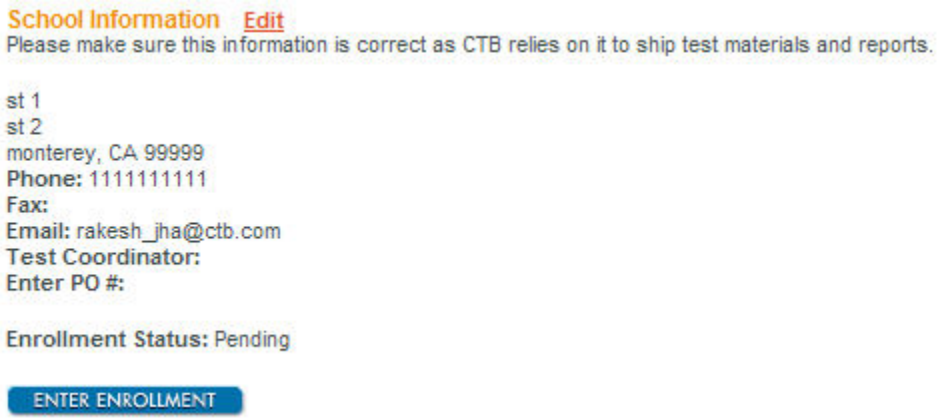
Reviewing a School's Information

When you click a school's name on the browse list, the School Information page appears.



1. Review the school information.
2. If the information is inaccurate or incomplete, you can edit it by clicking the Edit link.
3. Click on the Enter Enrollment button if you would like to add enrollment numbers for the school.

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Editing a School's Information

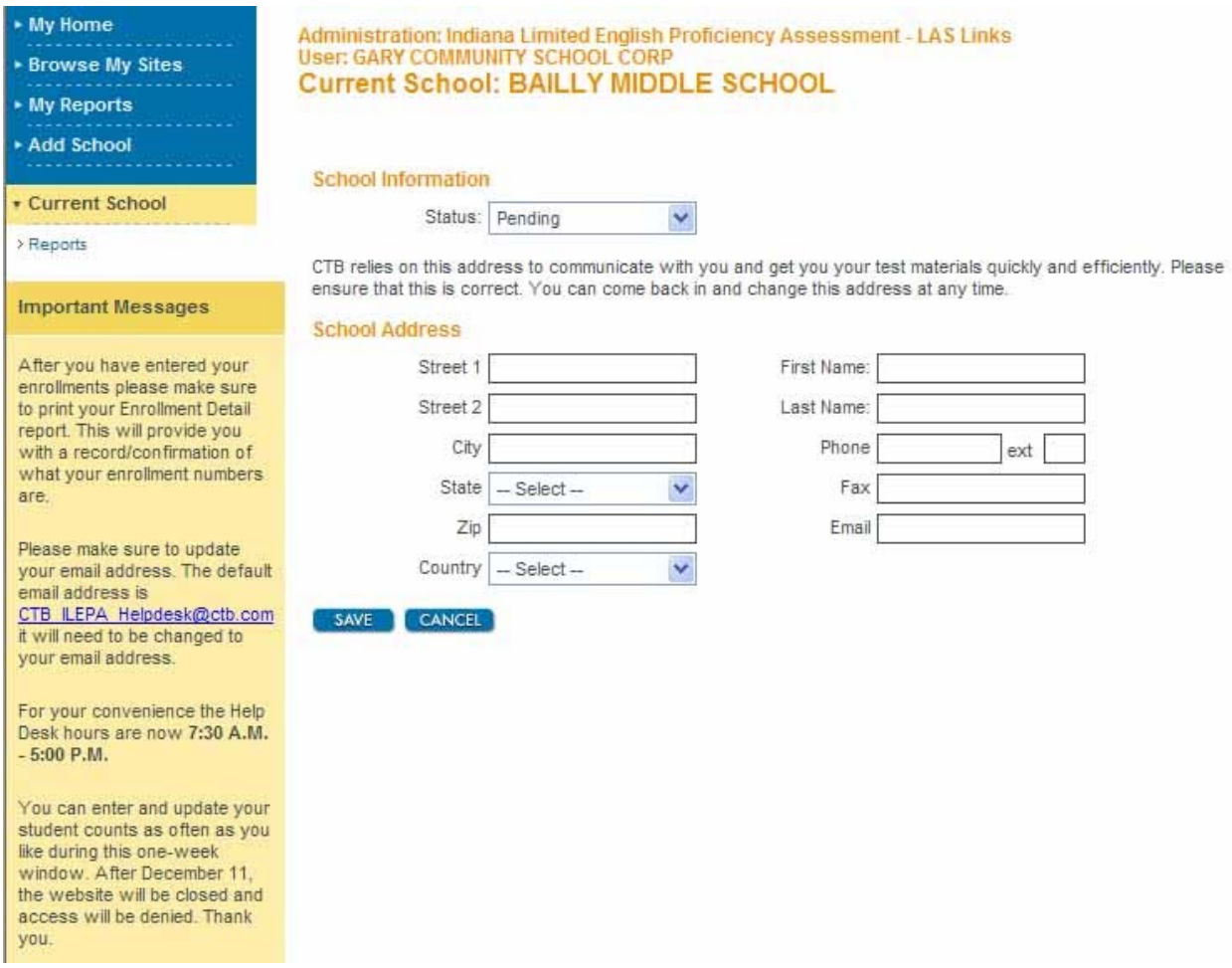
Important Note: *For the Spring 2009 LAS Links test administration, it is not necessary for your corporation or charter school to update the school's contact information.*

The Edit School Information page appears when:

- You click the Edit link on the School Information page
- You click the Edit link to the right of the school's name in the browse list

To edit a school:

1. Choose the school's status.
2. Enter the shipping address for the school.
3. Enter the contact information for the school's test coordinator.
4. Click **Save** to update the school's information.



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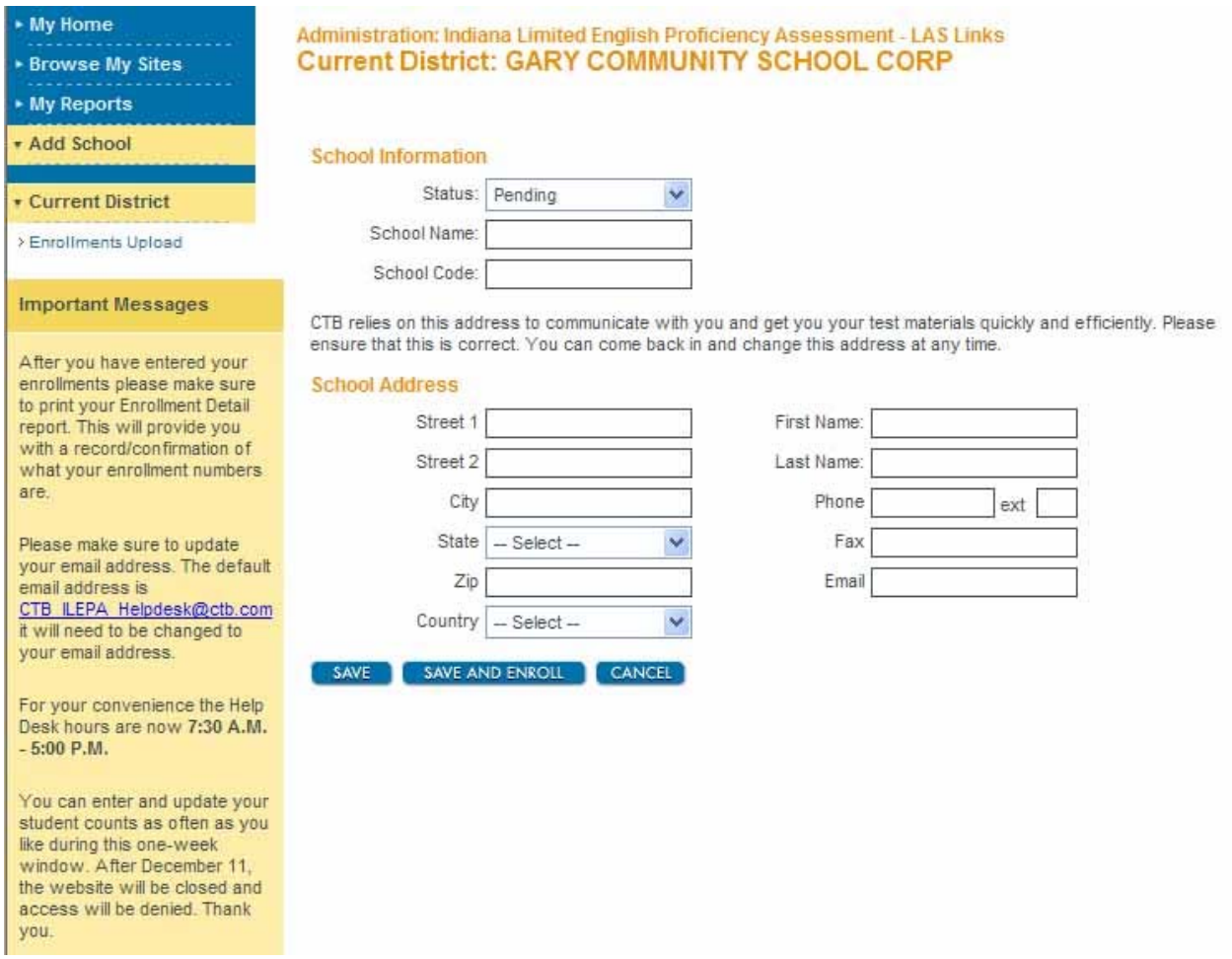
Adding a School

Click on Add School from the left navigation bar.

- Choose the status from the drop-down menu
- Enter the school name and code
- Enter the address and contact information for the school
- Click on the Save or Save and Enroll button if you want to enter enrollment numbers for the new school



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Creating and Downloading Reports

You can access reports that summarize status information by clicking My Reports in the left navigation bar. You can choose one of four reports.

- **Enrollment Status Report**
  - ✓ reports the status of each school in the corporation or charter
- **District/School Change Report**
  - ✓ see edits to the enrollment information
  - ✓ see who edited the enrollment information
  - ✓ display the "before" and "after" information to see what changed
- **Enrollment Detail**
  - ✓ check the number of students to be tested at each school
- **Login Report (Create Report)**
  - ✓ access the report showing all users that have logged in to the administration

To create and download a report:

1. Click the blue button below the report you wish to run.
2. To run a new report, click on the Create Report button. You can wait while your report generates or navigate away from the report screen and come back later to retrieve your report. You will receive an email when your report is ready to view. If you are waiting, click Refresh every few minutes and a new button will appear when your report is ready to view.
3. You can access your report by clicking the Download Report button. The date and time the report was last run is displayed.
4. Save the report to your computer. Once the report is saved, extract the report file from the zip archive; open it in the application of your choice, typically Microsoft Excel.
5. Use your application to modify the report to fit your requirements.
6. To run a new report, click the button under the report you selected, then click Update Report. The last generated report will now be replaced with your new report. Click Download Report to access your new report.

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Frequently Asked Questions and Troubleshooting

1. ***What's the web site address for Online Enrollment?***

   http://www.ctb.com and look for the log in section on the upper portion of the web page.

2. ***What happens if I forget my password?***

   On the Login web page, enter your username under the "Forgotten your Password?" section, and click on the Hint or Send New Password button. You may also call or email our CTB/Indiana Help Desk by calling (800) 282-1132 or via email at <**CTB_ILEPA_Helpdesk@ctb.com**> and they will reset your password.

3. ***What if I miss the enrollment window or need to make a change?***

   You may contact the CTB/Indiana Help Desk by calling (800) 282-1132 or via email at <**CTB_ILEPA_Helpdesk@ctb.com**> for assistance in processing an order for materials. However, we are not able to guarantee that materials will arrive prior to the beginning of your testing window.

4. ***I am not sure how many students I will actually have at the time of testing. What will happen if I need more materials?***

   You will have any opportunity to order additional materials **from December 19, 2008 through February 16, 2009** by using an electronic order form that will be provided at a later date or by calling the CTB/Indiana Help Desk at 800-282-1132.

5. ***What if I cannot open the reports on the Enrollments system?***

   You need to have the Zip software on your computer to open the reports. If you do not have this software, please contact your technology department for direction.

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