



CAPT/CMT Accommodations Data Collection Center

Help Guide 2013-2014

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2. SUMMARY REPORTS

2.1 MAIN DATA COUNTS BY DISTRICT

Getting Started

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

2011-2012 Accommodations: Main Data Counts by District				
Filters :				
SPED:	-			
P504:	-			
LEP:	-			
Code	District Name	School Name	Grade	Count
D999 99	CyberLand	CL Junior High	6	4
D999 99	CyberLand	CL Junior High	7	8
		CL Junior High		12
D999 97	CyberLand	Cyberland Elem	1	13
D999 97	CyberLand	Cyberland Elem	2	10
D999 97	CyberLand	Cyberland Elem	3	9
D999 97	CyberLand	Cyberland Elem	4	9
D999 97	CyberLand	Cyberland Elem	5	7
		Cyberland Elem		48

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

Advanced Features

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

2.2 COMPUTER RESPONSE ON MIST APPLICATION BY DISTRICT

Getting Started

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

2012-2013 Computer Response on MIST Application by District													
Filter By Test: <input type="text" value="Show All Students"/>													
Filter By School: <input type="text" value="- All Schools -"/>													
CMT Test Accommodations													
Print Version/Browser Version													
Last Name	First Name	Date of Birth	SPED	P504	LEP	Math	SC	DRP	RC	DAW	ER	MAS Reading	MAS Math
CyberLand District Total: 11 Cyber Elementary School Total: 3											District:D064 School:1106401 Grade:3		
DOE11	JOHN	9/30/2003				✓		✓	✓			✓	✓
KAY23	MARY	5/26/2003						✓	✓			✓	
DOE54	JOHN	11/13/2002						✓	✓			✓	
CyberLand District Total: 11 Cyber Online School Total: 1											District:D064 School:1106404 Grade:3		
DOE37	JOHN	10/26/2003						✓	✓			✓	

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

Advanced Features

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

2.3 ACCOMMODATIONS SUMMARY REPORT

Getting Started

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

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

2011-2012 Accommodations Summary
CyberLand, Grade PK

School Year: 2011-2012 Select Student Type: - Show All - School: - All Schools - Grade: PK

Filters :

SPED: -
P504: -
LEP: -

Sample

A table like the following sample will be displayed:

2011-2012 Accommodations Summary

CyberLand, Grade 5

School Year: Select Student Type: School: Grade:

Filters :

SPED:

P504:

LEP:

Special Education or Section 504 Accommodations						
MA	SC	DRP	RC	DAW	ER	MA = Math, SC = Science, DRP = Degrees of Reading Power, RC = Reading Comp., DAW = Direct Assessment of Writing, ER = Editing & Revising.
CMT Presentation Accommodations						
7	0	0	0	0	0	Braille Test Booklet
0	0	0	0	0	0	Large Print Test Booklet
0	0	0	0	0	0	Closed-Circuit TV/Optalec/Visualtec/Smart Board
0	0			0	0	Sign Language for Test Items (Including Directions) by Qualified Staff
21	1				10	Text Reader for Test Items (Including Directions) on MIST Application
21	1				4	Reader for Test Items (Including Directions) by Certified Staff ONLY

Advanced Features

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

2.4 SKILLS CHECKLIST SUMMARY REPORT

Getting Started

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

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

2011-2012 Skills Checklist Summary

CyberLand

School Year: Select Student Type: School:

Sample

A table like the following sample will be displayed:

2011-2012 Skills Checklist Summary

CyberLand

School Year: Select Student Type: School:

N	Skills
0	<i>Expressive Communication:</i> Uses symbolic language to communicate: Student uses verbal or written words, signs, Braille, or language-based augmentative systems to request, initiate, and respond to questions, describe things or events, and express refusal.
0	<i>Expressive Communication:</i> Uses intentional communication, but not at a symbolic language level: Student uses understandable communication through such modes as gestures, pictures, objects/textures, points, etc., to clearly express a variety of intentions.
1	<i>Expressive Communication:</i> Student communicates primarily through cries, facial expressions, change in muscle tone, etc., but no clear use of objects/textures, regularized gestures, pictures, signs, etc., to communicate.
0	<i>Expressive Communication:</i> This student uses an augmentative communication system in addition to or in place of oral speech.
1	<i>Expressive Communication:</i> This student does not use an augmentative communication system in addition to or in place of oral speech
0	<i>Receptive Language:</i> Independently follows 1-2 step directions presented through words (e.g. words may be spoken, signed, printed, or any combination) and does NOT need additional cues.

Advanced Features

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

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

3. Roster Reports

3.1 ROSTER: ACCOMMODATIONS

Getting Started

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

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

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

2013-2014 Roster: Accommodations
Grade: 3

School Year: Select Student Type: School: Grade:

[Print Version/Browser Version](#)

Sample

A table like the following sample will be displayed:

2013-2014 Roster: Accommodations															
Grade: 3															
School Year: 2013-2014		Select Student Type: - Show All -			School: - All Schools -			Grade: 3							
Print Version/Browser Version															
Last	First	SASID	DOB	Sex	SPED	P504	LEP	MAS	Accommodations	PPT Administrator	PPT Email	Created By	Created Date	Last Modified By	Last Modified Date
CyberLand Cyberland Elem															
00e17	EDMOND	9804187466	11/30/2004	M	✓	✓			CMT Presentation Accommodations Braille Test Booklet MATH, SC, DRP, RC, DAW, ER CMT Response Accommodations Braille Response MATH, SC, DRP, RC, DAW, ER CMT Other Accommodations Time Extension MATH, SC, DRP, RC, DAW, ER			D11999	11/19/2013		
00e17	ZAVIER	9504182004	12/21/2004	M			✓		CMT LEP Accommodations Time Extension MATH, SC, DRP, RC, DAW, ER Text Reader for Test Items (Including Directions) on MST Application MATH Reader for Test Items in English (Including Directions) by Certified Staff ONLY SC, ER			D11998	11/19/2013	D11999	11/19/2013

Advanced Features

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

3.2 ROSTER: SKILLS CHECKLIST ENTRIES

Getting Started

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

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

2011-2012 Roster: Skills Checklist Entries

School Year: Select Student Type: School:

No records were found.



Return to Main Menu

Sample

A table like the following sample will be displayed:

2011-2012 Roster: Skills Checklist Entries											
School Year:		<input type="text" value="2011-2012"/>	Select Student Type:		<input type="text" value="- Show All -"/>			School:			<input type="text" value="- All Schools -"/>
Last	First	SASID	Grade	DOB	Sex	Created By	Created Date	Last Modified By	Last Modified Date		
CyberLand CL Junior High										District:0999 School:1199999	
Doe96	JOHN1	9949816848	6	1/31/1994	M	D11999		D11999	10/05/11		
Doe96	JOHN2	9999465468	8	11/13/1991	M	D11999		D11999	10/05/11		
Kay96	SALLY1	9999944684	7	7/15/1993	F	D11999		D11999	10/05/11		
CyberLand Cyberland Elem										District:0999 School:1199997	
Doe11	JOHN4	9999994774	4	5/18/1996	M	D11999		D11999	10/05/11		
Doe96	JOHN22	9999918349	5	5/6/1995	M	D11999		D11999	10/05/11		
CyberLand CyberLand High										District:0999 School:1199998	
Doe96	JOHN8	9999125481	9	9/7/1989	M	D11999		D11999	10/05/11		



Return to Main Menu

Advanced Features

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

3.3 ROSTER: MAS ENTRIES

Getting Started

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

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

2011-2012 Roster: MAS Entries

School Year: 2011-2012 Select Student Type: - Show All - School: - All Schools - Grade: PK

No records were found.

 Get Text

Get Accommodations

Return to Main Menu

Sample

A table like the following sample will be displayed:

2011-2012 Roster: MAS Entries													
School Year: 2011-2012		Select Student Type: - Show All -			School: - All Schools -			Grade: 4					
Last	First	SASID	DOB	PPT Date	PPT Administrator	Math	Reading	Created Date	Created By	Last Modified Date	Last Modified By	Math Proficient	Reading Proficient
CyberLand Cyberland Elem												District:0999 School:1199997	
Doe11	DARRYL	9999945612	6/7/1995	1/1/2011	tess2	✓	✓	10/4/2011	D11999		D11999		
Doe11	JOSHUA	9999978965	10/11/1995	1/1/2011	ddadasdasd	✓		10/6/2011	D11999		D11999		✓
Doe96	ANDREW	9999938782	6/20/1996	1/1/2011	tess2	✓	✓	10/4/2011	D11999		D11999		
Doe96	CAPELL	9999935487	12/2/1996	2/2/2011	SSssss		✓	9/13/2011	D11999	9/29/2011	D11999	✓	
Doe96	JUAN	9999932145	1/12/1996	1/1/2011	tess2	✓	✓	10/4/2011	D11999				
Doe96	NICHOLAS	9999956543	2/11/1996	1/1/2011	tess2	✓	✓	10/4/2011	D11999	9/18/2011	D11999		
Doe97	ANDREW	9999956452	9/27/1996	1/1/2011	tess2	✓	✓	10/4/2011	D11999	9/18/2011	D11999		
Doe97	ARTHUR	9999978489	4/27/1996	1/1/2011	tess2	✓	✓	10/4/2011	D11999				
Doe97	BRANDON	9999945648	9/27/1996	1/1/2011	tess2	✓	✓	10/4/2011	D11999				

Advanced Features

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

4. ACCOMMODATIONS SUBMISSION FORM

4.1 ENTER CAPT/CMT ACCOMMODATIONS

Getting Started

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

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

**Connecticut State Department of
Education**

Accommodations Data Collection

Enter SASID for accommodation entry:

Name: EDMOND Doe17
Grade: 3
School Code: 1199997
District of Fiscal Responsibility: D999

Choose Action:

Enter Accommodations
 Enter CMT Skills Checklist Learner Characteristics Inventory (LCI)
 Enter CMT (Modified Assessment System MAS) PPT Eligibility Worksheet and ALL accommodations

Sample

A form like the following will be displayed:

Connecticut State Department of Education Test Accommodations Form			
2014	Special Education/Section 504 Students And/Or Students with Limited English Proficiency (LEP)		2014
IEP Date [MM/DD/YYYY]: _____	SASID: 9804187466		
Student's Name: First <u>EDMOND</u>	Last <u>Doe17</u>		
Date of Birth [MM/DD/YYYY]: <u>11/30/2004</u>	Gender: <input checked="" type="radio"/> M <input type="radio"/> F	Grade: <u>3</u>	
School/Facility Name: <u>Cyberland Elem</u>	School Code: 1199997		
District of Fiscal Responsibility: <u>CyberLand</u>	District Code: D999		
PPT Administrator/Designee: _____		PPT Email: _____	
This student has (click one): <input type="checkbox"/> A) A Special Education IEP <input type="checkbox"/> B) A Section 504 Plan <input checked="" type="checkbox"/> C) Neither			
This student has Limited English Proficiency (click one): <input type="radio"/> Yes <input checked="" type="radio"/> No			
This student is taking at least one MAS exam: <input type="checkbox"/> Math <input type="checkbox"/> Reading			
This student is taking the SBAC field test: <input type="checkbox"/>			

Completing the Form

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

Connecticut State Department of Education

Test Accommodations Form

2014

**Special Education/Section 504 Students
And/Or Students with Limited English Proficiency (LEP)**

2014

IEP Date [MM/DD/YYYY]: 11/20/2013 SASID: 9804187466
 Student's Name: First EDMOND Last Doe17
 Date of Birth [MM/DD/YYYY]: 11/30/2004 Gender: M F Grade: 3
 School/Facility Name: Cyberland Elem School Code: 1199997
 District of Fiscal Responsibility: CyberLand District Code: D999
 PPT Administrator/Designee: Cyber Teacher PPT Email: teacher@gmail.com

This student has (click one): A) A Special Education IEP B) A Section 504 Plan C) Neither
 This student has Limited English Proficiency (click one): Yes No
 This student is taking at least one MAS exam: Math Reading
 This student is taking the SBAC field test:

Special Education or Section 504 Accommodations for the CMT						
MA	SC	DRP	RC	DAW	ER	MA = Math, SC = Science, DRP = Degrees of Reading Power, RC = Reading Comp., DAW = Direct Assessment of Writing, ER = Editing & Revising.
CMT Presentation Accommodations						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Braille Test Booklet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Large Print Test Booklet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Closed-Circuit TV/Optalec/Visualtec/Smart Board
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sign Language for Test Items (Including Directions) by Qualified Staff
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Text Reader for Test Items (Including Directions) in MIST Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reader for Test Items (Including Directions) by Certified Staff ONLY

Advanced Features

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

4.2 ENTER CMT/CAPT SKILLS CHECKLIST PROFILE

Getting Started

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

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

CAPT/CMT Accommodations Data Collection

Enter SASID for accommodation entry:

Program: CMT
Name: JASON Doe96
Grade: 6
School Code: 1199999
District of Fiscal Responsibility: D999

Choose Action:

Enter CMT Accommodations for this student
 Enter CMT Skills Checklist Profile for this student
 Enter Modified Assessment Survey and Submit CMT Accommodations for this student

Sample

A form like the following will be displayed:

NOTE: THIS SECTION IS PART OF THE CMT SKILLS CHECKLIST. EVERY FIELD MUST BE COMPLETED
Learner Characteristics Inventory for
Alternate Assessments on Alternate Achievement Standards¹
Developed by the National Assessment Center, University of Kentucky
And Modified for user in Connecticut

Purpose: This inventory will be used by the Connecticut State Department of Education (CSDE) in describing the population of students who are assessed with the CMT Skills Checklist which is based on alternate achievement standards. These students comprise less than 1% of the total student population and come from a variety of disability categories but they are the students with the most significant cognitive disabilities.

Student Name: BRIAN Doe96 **DOB:** 1993/09/07

Teacher Email: _____

Teacher EIN: _____

SASID:

Expressive Communication (check the **one** that **best** describes this student)

Uses symbolic language to communicate: Student uses verbal or written words, signs, Braille, or language-based augmentative systems to request, initiate, and respond to questions, describe things or events, and express refusal.

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

Completing the Form

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

SASID: 9999900517

Student Name: JASON Doe96

Teacher Email:

Selected CMT Skills Checklist:

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

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

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

Vision: Corrected vision within normal limits.

Hearing: Hearing within normal limits.

Motor: No significant motor dysfunction that requires adaptations.

Engagement: Alerts to others.

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

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

Mathematics: Does computational procedures with or without a calculator.

New Entry ▼

Submit New Entry | Cancel

- Click "Submit New Entry."

Advanced Features

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

4.3 ENTER MODIFIED ASSESSMENT SURVEY & CMT/CAPT ACCOMMODATIONS

Getting Started

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

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

CAPT/CMT Accommodations Data Collection

Enter SASID for accommodation entry:

Program: CMT
Name: JASON Doe96
Grade: 6
School Code: 1199999
District of Fiscal Responsibility: D999

Choose Action:

Enter CMT Accommodations for this student
 Enter CMT Skills Checklist Profile for this student
 Enter Modified Assessment Survey and Submit CMT Accommodations for this student

Sample

A form like the following will be displayed:

CMT/CAPT (Modified Assessment System-MAS) Eligibility

This form is filled out during a student's PPT meeting to guide determination of the student's eligibility for the CMT/CAPT (Modified Assessment System—MAS).

1. Does the student receive special education services with an active IEP?

Yes No

2. Does objective evidence show with reasonably certainty that the student will *not* make grade-level proficiency in math and/or reading this year?

Math: Yes No **Reading:** Yes No

Completing the Form

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

Advanced Features

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

5. ACCOMMODATIONS BATCH SUBMISSION

Getting Started

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

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

CAPT/CMT Accommodations Data Collection

An update has been made for the 2011-2012 school year. Please upload all accommodations (MAS and standard) in a single file. The MAS accommodations will be automatically linked to the MAS eligibility form. (You may upload the MAS eligibility file at any time to link these accommodations to the MAS eligibility.) Please see the File Upload Help Guide at the bottom of this page for more information.

This application currently supports Excel 2003 (.xls) and CSV (.csv) documents only.

Upload New File

Choose File No file chosen
Upload New File

Load Existing File

View Existing Files

Return to Main Menu | Excel (.xls) Template | File Upload Help Guide

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

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

CAPT/CMT Accommodations Data Collection

SASID	Last Name	First Name	IEP Date	SPED	P504	LEP	Accommodations	Status
District:0999 School:1199999 Grade:7								
9999945678	Doe96	PIERRE				✔	<i>CMT LEP Accommodations</i> Time Extension MA, SC, DRP, RC, DAW, ER	Clear
9999912345	Doe96	CHRISTIAN		✔		✔	<i>CMT Presentation Accommodations</i> Braille Test Booklet MA, SC, DRP, RC, DAW, ER	Clear

Change Data Source
Add student(s)

Return to Main Menu

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

Advanced Features

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

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

To view a more detailed help guide regarding uploading files:

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

To view a previously uploaded file:

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

View Files:
 Select File: Pending ▾

File Name	Status	Delete	Get Batch
DemoData1	pending	Delete	Get Batch
DemoData2	pending	Delete	Get Batch
DemoData3	pending	Delete	Get Batch
DemoData4	pending	Delete	Get Batch
DemoData5	pending	Delete	Get Batch
DemoData6	pending	Delete	Get Batch
DemoData7	pending	Delete	Get Batch
DemoData8	pending	Delete	Get Batch
DemoData9	pending	Delete	Get Batch
DemoData10	pending	Delete	Get Batch
DemoData11	pending	Delete	Get Batch
DemoData12	pending	Delete	Get Batch
DemoData13	pending	Delete	Get Batch
DemoData14	pending	Delete	Get Batch
DemoData15	pending	Delete	Get Batch
DemoData16	pending	Delete	Get Batch
DemoData17	pending	Delete	Get Batch
DemoData18	pending	Delete	Get Batch
DemoData19	pending	Delete	Get Batch
DemoData20	pending	Delete	Get Batch

1 2

Click on file name to view saved file.

[Return to Main Menu](#) | [Upload New Files](#)

6. MAS BATCH SUBMISSION

Getting Started

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

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

CAPT/CMT MAS Data Collection

This application currently supports Excel 2003 (.xls) and CSV (.csv) documents only.

Upload New File

No file chosen

Load Existing File

[Return to Main Menu](#) | [Excel \(.xls\) Template](#) | [User Guide](#)

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

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

CAPT/CMT MAS Data Collection											
SASID	Last Name	First Name	Grade	DOB	PPT Date	PPT Administrator	Math	Reading	Math Proficient	Reading Proficient	Status
District:0999 School:199999 Grade:7											
9999943561	Doe96	CHRISTIAN	7	4/8/1992	8/29/2011	Doe	✓				Clear

[Return to Main Menu](#)

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

Advanced Features

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

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

To view a more detailed help guide regarding uploading files:

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

To view a previously uploaded file:

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

The screenshot shows a web interface titled "View Files:". At the top, there is a "Select File:" dropdown menu currently set to "Pending". Below this is a table with the following columns: "File Name", "Status", "Delete", and "Get Batch". The table lists 20 entries, each with a file name from "DemoData1" to "DemoData20", a status of "pending", and corresponding "Delete" and "Get Batch" buttons. Below the table, there is a "1 2" pagination indicator. At the bottom of the interface, there is a text instruction: "Click on file name to view saved file." and a navigation link: "Return to Main Menu | Upload New Files".

File Name	Status	Delete	Get Batch
DemoData1	pending	Delete	Get Batch
DemoData2	pending	Delete	Get Batch
DemoData3	pending	Delete	Get Batch
DemoData4	pending	Delete	Get Batch
DemoData5	pending	Delete	Get Batch
DemoData6	pending	Delete	Get Batch
DemoData7	pending	Delete	Get Batch
DemoData8	pending	Delete	Get Batch
DemoData9	pending	Delete	Get Batch
DemoData10	pending	Delete	Get Batch
DemoData11	pending	Delete	Get Batch
DemoData12	pending	Delete	Get Batch
DemoData13	pending	Delete	Get Batch
DemoData14	pending	Delete	Get Batch
DemoData15	pending	Delete	Get Batch
DemoData16	pending	Delete	Get Batch
DemoData17	pending	Delete	Get Batch
DemoData18	pending	Delete	Get Batch
DemoData19	pending	Delete	Get Batch
DemoData20	pending	Delete	Get Batch

1 2

Click on file name to view saved file.

[Return to Main Menu](#) | [Upload New Files](#)

7. CONTROL PANEL

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

7.1 ADD USER ACCOUNTS

Getting Started

To add user accounts:

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

Sample

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



The screenshot shows a web form titled "Connecticut State Department of Education Add User". The form has a light green background and contains the following elements:

- Type of Account:** Two radio buttons are present: "District" (selected) and "School".
- Username:** A text input field with a label "Username:" and a note below it: "Username must be 4-12 characters long and cannot contain special characters."
- Password:** A text input field with a label "Password:" and a note below it: "Password must be 5-12 characters long."
- Add User:** A green button with a right-pointing arrow.
- Navigation:** At the bottom, there are three links: "View User Accounts", "Back", and "Return to Main Menu".

Notes

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

7.2 VIEW USER ACCOUNTS

Getting Started

To view user accounts:

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

Sample

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

		Username	Institution Code	School Number	Type	Role	Status
Account Info	Reset Password	ashaw	11		District	Normal	Inactive
Account Info	Reset Password	clfacility	1199998		District	Normal	Inactive
Account Info	Reset Password	clhs	11	1199998	School	Normal	Active
Account Info	Reset Password	cljhs	11	1199999	School	Normal	Active
Account Info	Reset Password	clk2	11	1199996	School	Normal	Inactive
Account Info	Reset Password	cobacoba	11		District	Normal	Active
Account Info	Reset Password	cyberdist	11		District	Normal	Active
Account Info	Reset Password	CyberElem	11	1199997	School	Normal	Active
Account Info	Reset Password	cyberjh	11	1199999	School	Normal	Active
Account Info	Reset Password	cyberland	11		District	Normal	Active
Account Info	Reset Password	cyberlandhs	11	1199998	School	Normal	Active
Account Info	Reset Password	cybersch	11	1199997	School	Normal	Active
Account Info	Reset Password	cyberUser4	11		District	Normal	Active
Account Info	Reset Password	demosch	11	1199999	School	Normal	Active
Account Info	Reset Password	elem123		1199997	School	Normal	Active
Account Info	Reset Password	johndoe2	11	1199998	School	Normal	Active
Account Info	Reset Password	johndoe3	11	1199900	School	Normal	Active
Account Info	Reset Password	school	11	1199998	School	Normal	Active
Account Info	Reset Password	school11	11	1199999	School	Normal	Active
Account Info	Reset Password	Test	11	1199998	School	Normal	Active
Account Info	Reset Password	Test99	11	1199900	School	Normal	Active
Account Info	Reset Password	testdistrict	11		District	Normal	Active
Account Info	Reset Password	testschool	11	1199900	School	Normal	Active

Add User | Back | Return to Main Menu

Advanced Features

To show certain types of usernames:

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

To reset a password for a specific username:

- Click "Reset Password."

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

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

Connecticut State Department of Education Change Password

Changing Password for: clhs

Please Enter a New Password:

Please Re-Enter New Password:

[View User Accounts](#) | [Add User](#) | [Return to Main Menu](#)

To view the most recent activity for a username:

- Click "Account Info."

Connecticut State Department of Education Account Information

[Deactivate](#)

Username :	cljhs
Account Type :	School
District :	D999
School :	1199999
Active :	Yes
Role :	Normal
Date Created :	1/3/2008 10:50:31 AM
Created by :	711
Last Accessed :	

[View User Accounts](#) | [Add User](#) | [Return to Main Menu](#)

To deactivate the username being viewed:

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

Notes

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