

# Scheduling ELA Read-Aloud Tests

OSTP and CCRA Portal

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## Introduction

The English Language Arts (ELA) read-aloud test for grades 3-8 can be requested for students with a Non-Standard Accommodation (NS1) and requires OSDE approval. Once approval has been granted, the District Test Coordinator (DTC) will be notified when the test(s) is available for scheduling in the Oklahoma Portal.

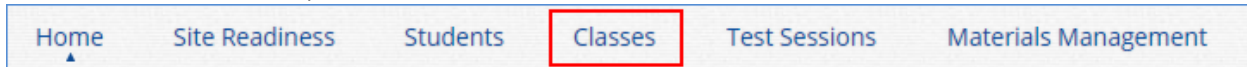
This document provides a step-by-step guide on how to schedule the English Language Arts (ELA) read-aloud test(s).

## Non-Standard ELA Read-Aloud Tests (Grades 3-8)

Step-by-Step Guide: How to schedule a student for a non-standard ELA read-aloud test in grades 3-8

### STEP 1. Create a new class for the student(s).

- Log in to the Portal with your username and password.
- Click **Administration** on the landing page.
- In the menu, click **Classes**.



- Click **Create Grade Level Class**.

Create Grade Level Class

- On the Class Information page, enter a new class name and include “Read Aloud” at the end of the class name so the user can easily tell which class this is. Enter all other pertinent information and add the student(s) who require the read-aloud test to the class.
- Click **Save**.

**Class Information**

Class Name:

Grade:

Search for Students

Grade:  Class:

Show only students that are not assigned to a class

Showing students in : Cyber City Sch QA

Last Name, First Name (State Student ID Number)

Sort By:

Demo, Greg (4458745456)

Demo, Rhonda (6584521254)

Demo, Forest (6584521455)

Demo, Chris (5412325451)

Demo, Roger (8745451222)

Demo, Richard (5474123541)

Demo, Ricardo (2584545412)

Demo, Amy (6541587455)

Demo, Phillip (6594587455)

Demo, Renee (3254125455)

Students in ELA G3 Read Aloud:

Demo, Greg (4458745456)

Demo, Rhonda (6584521254)

Demo, Forest (6584521455)

Demo, Chris (5412325451)

**STEP 2:** Schedule the new class to take the test.

- If not done already, log in to the Portal with your username and password and click **Administration** on the landing page.
- In the menu, click **Test Sessions**.

Home Site Readiness Students Classes **Test Sessions** Materials Management

- Click **Schedule New Test Session**.

Schedule New Test Session

- Use the drop-down menus to verify the correct content area, program, and test. Select the class created for the student(s).
- Click **Schedule**.

Content Area:  Program:

Test:

Search for Classes

Classes:

fz19714\_ELAGr5\_1-(Grade -03)-(online)

ELAClass85-(Grade -03)-(online)

NikELAClass-(Grade -03)-(online)

Axton ELA-(Grade -03)-(online)

Axton ELA 2-(Grade -03)-(online)

Start Date:  End Date:  Time Zone:

**STEP 3:** Print the student’s test login.

- If not done already, log in to the Portal with your username and password and click **Administration** on the landing page.
- In the menu, click **Test Sessions**.

Home   Site Readiness   Students   Classes   **Test Sessions**   Materials Management

- Use the drop-down menus to select the correct school, content area, program, and test name (see the list of 2024 ELA Read Aloud test names below).

Cyber City Sch QA (Cyber City)   ELA

OSTP Operational   **2024 G3 Read Aloud**

Filter by testing status

All

- Locate the student’s class and click **View Details/Student Logins**.

School	Class	Testing Status	Created Date	Created By	
Cyber City Sch QA	Demo G3 Class-(Grade -03)-(online)	Not Started	1/3/2024 6:01:38 PM	Joseph Johnson	<b>View Details/Student Logins</b>

- Confirm the correct student(s) are in the test session.
- Select the students to print and click **Export Logins for Selected Students** to print the student login ticket(s) as CSV or PDF. This document will include a list of accommodations for each student as well as the individual student login information and session access codes.

**Export Logins for Selected Students (1)**   Add Report Code (1)   Invalidate (1)

<input checked="" type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created
<input checked="" type="checkbox"/>	Demo	Student	1234567293	k8pe3yhu	Form_occtEOI	01/03/2024 5:09:45 PM

- As long as the test window is active, the student may now begin the test.

List of Non-Standard ELA Read-Aloud Test Names

**OSTP Test Name**

2024 G3 ELA TTS

2024 Breach G3 ELA TTS

2024 G4 ELA TTS

2024 Breach G4 ELA TTS

2024 G5 ELA MC TTS

2024 Breach G5 ELA MC TTS



2024 G6 ELA TTS

2024 Breach G6 ELA TTS

2024 G7 ELA TTS

2024 Breach G7 ELA TTS

2024 G8 ELA MC TTS

2024 Breach G8 ELA MC TTS