



## ELDA Instructions for Online Material Orders WESTELL - West Virginia 2015

**NOTE:** In order for the ELDA Online Material Orders application to perform properly, you must have an Internet security setting of no more than medium and disable pop-up blockers.

**WEBSITE FEATURES** – A pre-ID roster has been added so you can review the pre-ID label information to determine if additional test materials need to be ordered or if changes are necessary. A delete function has also been added to allow you to delete unwanted or incorrect orders.

The English Language Development Assessment (WESTELL/ELDA) will be administered in Spring 2015 to all Limited English Proficient students in grades K – 12 in West Virginia. The testing window begins **March 16, 2015** and ends **April 24, 2015**.

Measurement Incorporated (MI) will use the online material ordering system for the 2014 administration of the WESTELL/ELDA. Please follow the steps below to access the website and place an order for your district's WESTELL/ELDA materials. You will also need to choose an audio format (audiocassette or compact disk) for the prompt recordings used in the administration. Please also review your district's contact information.

**\*\*\*\*\*Orders must be completed no later than January 16, 2015\*\*\*\*\***

### Logging In

1. Open your Internet browser, enter the website address <https://state2.measinc.com/eldamaterials/Login.aspx>, and click **Go** or press **Enter**.
2. Enter the **User Name** and **Password** provided in the email, and click **Log In** or press **Enter**.

### Updating District Test Coordinator and Shipping Information

1. From the homepage, click **Contact Information**.
2. Review the DTC and shipping information in the *Ship To* box. To update this information, contact the ELDA Helpline at 1-888-612-0180 or [elda@measinc.com](mailto:elda@measinc.com).

### Determining if a Test Material Order is Required and Verifying Student Data

The *Pre-ID District Roster* contains details of ordered pre-ID labels for each student and school in your district, and can assist you in determining if you need to order test materials. The *Pre-ID District Roster* also provides an opportunity to verify student data.

You do **NOT** need to order test materials if:

- the quantity of student test materials needed is equal to the quantity of pre-ID labels requested,
- the default number of teacher materials is acceptable (one packet of test administration materials for every 3 students in grades K – 2 and one packet for every 6 students in grades 3 – 12), or
- Braille or large print test materials are not required.

1. From the homepage, click **Pre-ID Review Roster**. The *Pre-ID District Roster* opens.

**NOTE: If there is no roster for your district, you will NOT receive ELDA test materials. To confirm that you have no EL/LEP students currently enrolled, do the following:**

- a. Click **Home**.
- b. Click **Material Order**.
- c. Click the appropriate checkbox to indicate that you have no Pre-ID roster.

2. Locate the school or a particular student on the roster. If changes are required or you need to add students, enter the changes in the Excel template that was emailed with these ordering instructions. Then, forward those changes via email to Mami Itamochi at WVDE [mitamochi@k12.wv.us](mailto:mitamochi@k12.wv.us) and the ELDA helpline [elda@measinc.com](mailto:elda@measinc.com). You may delete the student from the roster by clicking **Remove** next to the student's name.

**TIP – The default sort order for the roster is by school, then last name, and then first name. To change the sort order, click a column heading once to sort the table using that column's data in ascending order (A to Z). Click the same column heading again to sort the column in descending order (Z to A).**

**TIP – The default number of students displayed on a page is 15. To change the number of entries displayed per page, select the number from the drop-down list (5, 10, 15, 25, 50, or 100), and click **Change Page View**.**

**TIP – Use the page navigation links (1 2 3 4 5 6 7 8 9 10 ...) to move from page to page in multi-page rosters. You can also click <<1<sup>st</sup> Page, <Prev ##, Next ##>, or Last Page>> to move around.**

3. To print a copy of the roster or export the roster to an Excel spreadsheet, click **Export to Excel**. The "print-friendly" report opens in a new window.
4. To print, click **Print this page** and follow the printing instructions for your system.
5. To export, click **Export students to Excel**.
  - Follow directions for downloading and, if desired, saving Excel File on your computer.
6. Click **Close Window** to close the report window.
7. Click **Return** to go back to the previous screen.

**NOTE: You will automatically receive materials for all students on your roster. If that is sufficient, you may indicate that no additional materials are needed by doing the following:**

- a. Click **Home**.
- b. Click **Material Order**.
- c. Click the appropriate checkbox to indicate that you do not need to order additional materials.


### Ordering Test Materials

You **MUST** order test materials if:

- pre-ID labels were NOT ordered,
- the quantity of test materials needed is greater than the number of pre-ID labels requested,
- the default number of teacher materials is not acceptable (one packet of test administration materials for every 3 students in grades K – 2 and one packet for every 6 students in grades 3 – 12), or
- Braille or large print test materials are needed.

1. From the homepage, click **Material Order**.
2. Click the radio button next to the type of media (**Audio Cassette** or **Audio CD**) needed for the prompt recordings. The default setting is audio CD.

**NOTE: If there is a checkmark next to Pre-ID (incl overage) under the *Ordered* column, it means that you will be receiving materials for that school for students in your Pre-ID roster.**

3. To order test materials for a school, locate the school on the *School Order Summary* list, and then click  under *View Details/Add Order*.

The *Material Request Form* opens.

4. Select the **Grade** cluster (K, 1 – 2, 3 – 5, 6 – 8, and 9 – 12) from the drop-down list.
5. Enter the total number of **Teacher** and **Student** test materials needed in the corresponding text boxes. For grade clusters 3 – 5, 6 – 8, and 9 – 12, also enter the number of Braille and Large Print materials needed.

**TIP – The number of pre-ID students for each cluster is pre-populated in both the Pre-ID Student and Total Student boxes. The number of extra materials in the Total Students box should include BOTH the Pre-ID Student total and the number of new student materials that you are ordering (e.g., if Pre-ID Students = 1 and New Materials needed = 3, the total that should go into the Total Students box is 4). If the total number of students shown in the Total Students box is less than the number of students in the Pre-ID for that cluster, you will receive an error message.**

**TIP – Unless a specific number of Teacher materials are ordered, MI will send one packet of test administration materials for every 3 students in grades K – 2, and one for every 6 students in grades 3 – 12. If this ratio is not acceptable, please enter the required quantity in the Teacher text box.**

6. Click **Add Material**.
7. Repeat the material ordering steps for each cluster needed at this school.
8. Review the pending orders listed in the *Material Order Details* section. If everything is correct, click **Submit Order**.

**TIP – To delete a pending order, click  under Delete.**

The *Material Order Confirmation* opens.

9. To print a copy of this order, click **Printer Friendly**. To export the order to a file, click **Export to a File**.
10. Click **Return** to place an order for a different school.
11. Select the new school from the drop-down list at the top of the page, and repeat the ordering process.

**TIP – You can update the DTC and test material shipping information by contacting the ELDA Helpline at 1-888-612-0180 or [elda@measinc.com](mailto:elda@measinc.com).**


**NOTE: You must repeat this process for each school.**

## ELDA Online Material Order Instructions, continued

### Reviewing Existing Order Details

1. From the homepage, click **Material Order**.

**NOTE: Schools that have additional materials ordered will have a checkmark next to Additional Materials under the *Ordered* column.**

2. Locate the school on the *School Order Summary* list, and click  under *View Details/Add Order*. The *Material Order Details* screen opens.

Each order placed for this school, including the grade clusters, quantities, date ordered, and the user ID of the person who placed the order, are displayed on the *Material Order Details* screen.

3. Click **Return** to go back to the previous screen.


**TIP – To cancel a submitted order, click  under *Delete*. This option is available only during the ordering window dates.**

### Deleting Orders

**NOTE: You can delete submitted orders only during the ordering window dates.**

1. From the homepage, click **Material Order**.

**NOTE: Schools that have additional materials ordered will have a checkmark next to Additional Materials under the *Ordered* column.**

2. Locate the school on the *School Order Summary* list, and click  under *View Details/Add Order*. The *Material Order Details* screen opens.

3. Locate the order you want to cancel, and click  under *Delete*. A deletion confirmation message is displayed. Click **OK** to delete this order or **Cancel** to keep this order.


4. Click **Return** to go back to the previous screen.

### Changing Passwords

1. Click **My Account**.
2. Enter your **User Password** and **Confirm Password**, and click **Update**. A password confirmation message is displayed.
3. Click **Return** to go back to the homepage.

**TIP – Passwords are between 6 and 10 characters in length, are case sensitive, and can contain any combination of letters and numbers. The password cannot be the same as the user name.**

### Logging Off

1. Click **Logout**. This logs the current user out of the application.
2. The login screen appears. You can log in again or another user can log in. To exit the application entirely, click .

Help is available by contacting the Measurement Inc. ELDA Helpline at 1-888-612-0180 during the hours of 8:30 AM and 4:30 PM EST/EDT, Monday through Friday, or via email [elda@measinc.com](mailto:elda@measinc.com).