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State Education Department



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New York State

ENGLISH LANGUAGE ARTS AND
MATHEMATICS

2007 FIELD TEST ADMINISTRATION

ONLINE ENROLLMENT SYSTEM

SCHOOL USER GUIDE

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Welcome to the 2007 Field Test Online Enrollment System

CTB/McGraw-Hill is providing New York schools with the capability to enter enrollments online. With this system, you will be able to enter the correct number of enrollments for the current field test administration. You can also easily verify and change school information. The online enrollment window is outlined in the following table.

NEW YORK STATE PROGRAM	ONLINE ENROLLMENT START DATE	ONLINE ENROLLMENT END DATE
2007 English Language Arts Field Test	10/09/2006	10/27/2006
2007 Mathematics Field Test	10/09/2006	10/27/2006

This User Guide offers instructions and best practices for using the online enrollment system as your tool for the field test administration process.

About Your Task

Your role as Test Coordinator is critical to ensuring a successful administration.

In order for CTB/McGraw-Hill to send the proper test materials to your school, we need you to take a few moments to log in to the online enrollment system and provide us with the following information:

- 1) Verification of how many students will be enrolled for the 2007 Field Test.
- 2) Accurate school address information to ensure timely delivery of test materials.

If your school is not required to test this year, you will need to provide that information. For example, you will need to log in and verify your address information and enter zeros (0's) for all grade levels. All users **must change** their status from "pending" to "participating" to complete the process.

To find out if you are assigned to administer the 2007 Field Test, please visit <http://www.emsc.nysed.gov/3-8/fieldtest.htm> and click the **Matrix** link. Please note that you will need your strand to determine which grades and content areas you are testing.

Best Practices

For security, the best practice is to always close your web browser when you have finished reviewing records. This prevents an unauthorized user from using your browser's Back button to access the online enrollment system.

Every time you enter the enrollment system, make sure you check the *Important Messages* section on the left side of the web page. There may be new messages that provide you with the latest information since the last time you were in the system.

Contacting the New York Client Services Help Desk

For help with the online ordering process, the CTB/McGraw-Hill New York Client Services Help Desk is available to offer assistance. Email requests will be responded to within 24 hours.

Monday through Friday, 8:00 AM to 5:00 PM Eastern Standard Time

For help by	Contact
Phone	(888) 282-0059
Fax	(866) 282-2251
Email	NYHelpdesk@ctb.com

Getting Started

You can access the Online Enrollment system for the 2007 Field Test Administration between 10/09/2006 and 10/27/2006.

Please mark these dates on your calendar! You can enter your enrollments in the system 24 hours a day, 7 days a week, between 10/09/06 and 10/27/06 to ensure timely delivery of your test materials.

Connecting to the Online Enrollment System

Note: To log into the online enrollment system, you will need the user name and password sent to you in a letter from CTB/McGraw-Hill. Be sure to have this information ready before you connect to the online enrollment system.

To log into the online enrollment system:

1. Go to <http://www.emsc.nysed.gov/3-8/fieldtest.htm> by typing this address into the Address field at the top of your browser window.
2. Click the **2007 Grades 3–8 Field Test Enrollments** link
3. You will be prompted to enter your user name and password.
4. On your first login, you will be directed to change your assigned password to a new password of your choice that you can more easily remember. Use a combination of 8 letters and numbers for your new password.

The term “old password” refers to the password that was sent to you in the enrollment letter. The term “new password” refers to the password you are creating.

5. Change your password as directed by typing your new password into the New Password field. (Make a note of your user name and password for future access.)
6. Click **SUBMIT**.
7. You may be directed to a page to confirm your contact information and enter your email address. Please enter your email address and click on **Save**.
8. Click on the **Overview** link on the left-hand side menu under the My Programs section.
9. If you are not directed to the page to confirm your contact information, then in the **My Programs–Overview** screen, click on the 2007 Grades 3–8 Field Test Enrollments Link.
10. On your first login, the **School Address** screen will appear. Please verify or change the information displayed to provide accurate mailing information. Please note: To continue entering your enrollments, you will be required to provide a valid email address. On subsequent logins, you will be directed to the **Online Home page**.

About the Home Page

1. On the **Online Home page**, review the school and contact information.
 - ✓ Confirm your shipping address so that test materials arrive at the right location.
 - ✓ Confirm your phone number and email address for communication options.
 - ✓ Make sure there is a valid contact name for the Test Coordinator.

Note: If the information is inaccurate or incomplete, you can edit it by clicking the **Edit** link.

The screenshot shows the user interface of the Online Enrollment System. At the top, there is a navigation bar with the McGraw-Hill logo and the text 'HELPING LEARNERS OF ALL AGES'. Below this is a breadcrumb trail: 'Home / My Account / Select Administration / NY State English Language Arts Grades 3-8 2007 Field Test'. A 'Logout' link is visible in the top right corner.

On the left side, there is a sidebar menu with the following options: 'My Home', 'My School Info', and 'Enter Enrollments'. Below the menu is a section titled 'Important Messages' containing two messages. The first message provides information about the ELA matrix and strand assignments, with a link to the Office of State Assessment's website. The second message is a 'VERY IMPORTANT!' notice regarding school selection for the field test, instructing users to confirm their information and provide a valid email address.

The main content area displays the 'University of the State of New York State Education Department' logo and name. Below this, it shows the current administration: 'Administration: NY State English Language Arts Grades 3-8 2007 Field Test' and 'Current School: Sample School 1'. A welcome message states that the enrollment window is from 09/25/2006 to 10/09/2006. A second message indicates that the field test is being administered from 01/22/2007 through 01/26/2007. There is a 'School Information Edit' link and a note that the system relies on this information for shipping test materials. Contact information for the Test Coordinator/Principal is provided, including a phone number, fax number, and email address. The enrollment status is shown as 'Pending', and there is a prominent 'ENTER ENROLLMENT' button.




2. Click **Enter Enrollment** to continue the online enrollment process, and enter the number of students enrolled for the field test grade you have been assigned. See **Completing the Online Enrollment Process** on page 7.

Completing the Online Enrollment Process

To complete the enrollment process:

1. In the Status column, be sure that the **Participating** option is selected whether or not your school has the grade assigned to test.
2. Enter the number of enrollments you have for the field test grade you have been assigned. If you do not have the grade you have been assigned to test, please enter a "0" for the grade. For Large Print and Braille materials, click the **[Fill LP Br]** link, and enter the number of test materials you need.
3. When you have finished entering all the information for your school, click the **Done** button. You will be directed back to the Online Home page. Please see page 8 to complete your enrollments session and receive your enrollment confirmation email.

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HELPING LEARNERS OF ALL AGES


Administration: NY State English Language Arts Grades 3-8 2007 Field Test
Current School: Sample School 1

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. To use your estimated enrollments as your actual enrollments, click "Estimates" in the far right column.

School Name	Status	ELA Grade 3	ELA Grade 4	ELA Grade 5	ELA Grade 6	ELA Grade 7	ELA Grade 8	Copy/Fill
Sample School 1 999999999999	Participating	45	0	0	0	0	0	ESTIMATES [Fill LP Br]

SAVE DONE RESET THIS PAGE

Copy all estimates.
■ Error Message: the info you entered cannot be processed.
■ Warning Message: please recheck your entry for validity.

[Back to School Home](#)
[Top of Page](#)



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Receiving Your Enrollment Confirmation Email

1. After you click on **Done**, you will be directed back to the Enrollments home page.
2. Confirm the email address or enter your email address under the Email Enrollment Status section.
3. Click on **SUBMIT**
4. You will receive the confirmation email within one hour.
5. Once you have completed the online enrollment process, go to the top right corner of the menu bar and click the Logout link.

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HELPING LEARNERS OF ALL AGES


Home / My Account / Select Administration / NY State English Language Arts Grades 3-8 2007 Field Test
[Logout](#)

▼ My Home

▶ My School Info

▶ Enter Enrollments



**University of the State of New York
State Education Department**

Administration: NY State English Language Arts Grades 3-8 2007 Field Test
Current School: Sample School 1

Welcome to Online Enrollment. Your window for enrollment is from 09/25/2006 to **10/09/2006**. All Enrollments must be entered by this date.

NY State English Language Arts Grades 3-8 2007 Field Test is being administered from 01/22/2007 through 01/26/2007.

School Information [Edit](#)

Please make sure this information is correct as CTB relies on it to ship test materials and reports.

20 No Name Rd
New York, NY 11111
Phone: 1111111111
Fax:
Email: adrienne_dieball@ctb.com
Test Coordinator/Principal:

Enrollment Status: Participating

ENTER ENROLLMENT

Email Enrollment Status
You may send yourself an email with the enrollment status of your school. This email is provided for your convenience. You may continue to change enrollment information up until the date the enrollment window closes.

Enter email address below.

Important Messages

The ELA matrix and strand assignments for all schools can be found on the Office of State Assessment's, web site at <http://www.emsc.nysed.gov/3-8/fieldtest.htm>

VERY IMPORTANT!
If your school has been selected by the State Education Department to participate in the Field Test, you are expected to participate and comply. Please review, confirm/edit your school's information, and include a valid email address in order to receive an enrollment confirmation. DO NOT change your status in the drop down box.

ALL MATERIALS MUST BE RETURNED!
All schools must arrange for online return of their Field Test materials. Online return will start on January 27th and will end on February 10th. Please log-in to <http://www.ctb.com>

Frequently Asked Questions and Troubleshooting

1. *What is the web site address for the Online Enrollment System?*

Visit <http://www.emsc.nysed.gov/3-8/fieldtest.htm>. Then click on the 2007 Grades 3–8 Field Test Enrollments link.

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

Call or email the CTB/McGraw-Hill New York Customer Service Help Desk at (888) 282-0059 or email NYHelpdesk@ctb.com, and they will reset your password.

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

If you miss the ordering window or need to make changes, call the CTB/McGraw-Hill New York Client Services Help Desk at (888) 282-0059 or email NYHelpdesk@ctb.com for assistance.

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

Your school will be provided with an overage of test materials based on your enrollment numbers. If you need to order more test materials, call the CTB/McGraw-Hill New York Client Services Help Desk at (888) 282-0059 or email NYHelpdesk@ctb.com.