

### ELPA21 2017-2018 Screener

The ELPA21 Screener is a K-12 online testing tool for determining if students are English Learners. If you have administered the ELPA21 summative, the technology requirements and systems are the same. Review the *Nebraska ELPA21 Online Screener Test Administration Manual* for administering this assessment. If you are new to screening potential ELs and your district has not administered the summative ELPA21 follow these step-by-step instructions:

1. Access the Nebraska AIR portal with materials, resources, and online systems at <http://ne.portal.airast.org/>. **Note:** AIR is the vendor for the ELPA21 screener.
2. Contact NDE's Title III office for an ID and password for AIR's testing systems. Once you have access, you will be able to enter students and conduct assessments.
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3. Before testing:
  - a. Work with your technology coordinator to set up computers for ELPA21 testing. The test administrator will need a computer as well as the student. A secure browser will need to be installed on the student's computer. There is a separate tab for technology coordinators on the AIR portal.
  - b. Enter new potential English learners into TIDE (found on the AIR portal under test administrators). If someone else is delivering the assessment, you will need to create a user account for them. The *NE ELPA21 TIDE User Guide* can be found under guides and manuals.
  - c. Review the *Nebraska ELPA21 Online Screener Test Administration Manual*, also found under guides and manuals.
  - d. Prepare all materials. Headsets are required for this assessment. Supported headsets can be found on page 13 of the *System Requirements for Online Testing* manual (under Technology Coordinators resources).
  - e. **Note:** Short training modules for screener administration can be found under the resources sections of the AIR portal. <http://ne.portal.airast.org/resources/?section=2>
4. During testing:
  - a. Once a student has been entered into TIDE, you will need to assign them a screener based on their grade level. When in TIDE, look for the *operational test administration* drop down on the top left. Passwords for TIDE, the Operational Test Administration, and Online Reporting System are the same.
  - b. Once a screener has been assigned, the screener assessment will be ready on the student's computer (as long as the secure browser has been downloaded).
  - c. A test administrator (TA) will see session ID, students, and approvals on their screen. In order for a student to start, a TA will need to approve the testing session.
  - d. From this point, a TA should follow the general directions for administration in the *Nebraska ELPA21 Online Screener Test Administration Manual*.
5. After testing:
  - a. Results for the screener can be found in the Online Reporting System (ORS). A *Screener ORS Quick Guide* can be found under resources. Results may take up to 7 days depending on the volume of screeners being processed.
  - b. Sign up for AIR email updates on the portal.