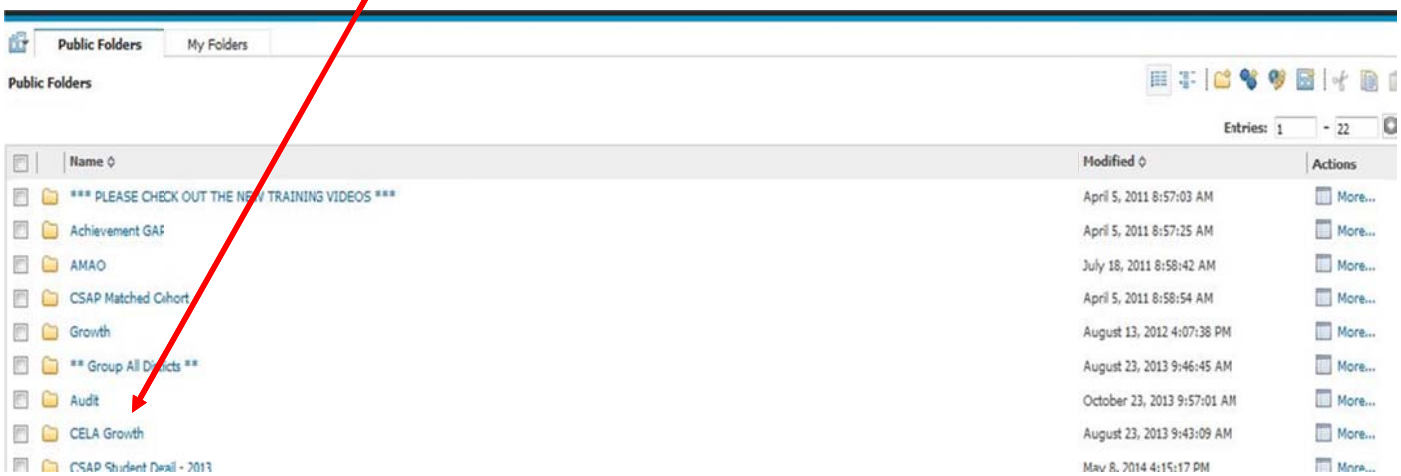
Instructions for how to download a CELApro or ACCESS for ELLs® growth flat file from CEDAR

1. Log into CEDAR using the single sign-on ID that gives you access to student-level data. Only users with district-wide access can download the data – school-level CEDAR users will not see this report at all when they log into CEDAR. In order to log-in click on this link: https://cdeapps.cde.state.co.us/index.html. Next, select the link to CEDAR that appears on the left hand side of the screen. At this point, enter your user name and password. If you do not have access to CEDAR, a district LAM (Local Access Manager) can grant this access. LAMs can also change passwords, delete users, etc.

2. Click on the words CELA Growth here



3. That click will generate the following screen:

If you want a file of all the CELApro growth or ACCESS for ELLs® growth data and associated demographics for one year at a time (years 2008-2014 are currently available), click on the little stack of papers icon to the right of the words "CELA Growth Detail."

If you want a file of the CELApro growth data and associated demographics for the latest year, with prior years of data for those students in columns to the right, click on the little stack of papers icon to the right of the words "CELA Growth Wide."

For either report, be sure to click on the little stack of papers icon, not the words.

4. If you chose the single-year report called CELA Growth Detail, you will see a list of reports that you can download – one for each year. Click on the little computer icon (not on the name of the report).

If you chose the multi-year report called CELA Growth, you should see only one file, as shown below. Click on the little computer icon (not on the name of the report).

5. Whether you chose a single-year or multiple-year report, clicking on the little computer icon over to the right should begin your download. You will have to access it by looking in the normal place on your computer where downloads are placed. Open it in Microsoft Excel if you like, then immediately save it as an Excel file instead of as what it is now, a csv (comma separated values) file. This is a good opportunity to give it a more useful name and to save it to a more logical location on your computer.

6. Now that you have the data, you can begin your analysis.

You will need to consult the flat file layout in order to understand what the different fields mean and how their values are coded. That file is on the CDE website in the English Language Proficiency Growth section of the Accountability webpage under useful links:

http://www.cde.state.co.us/accountability/englishlanguageproficiencygrowth

If you are having trouble downloading or converting your data to a useful file, please write to the following address: growth.questions@cde.state.co.us