

Field Test and Platform and System Trial Training Modules

To help participating schools and districts prepare for the ELPA21 Field Test and Platform and System Trial, ELPA21 has developed a series of training modules as part of a comprehensive toolkit to support your successful participation. The toolkit is designed to allow test administrators, teachers, SEA/LEA staff, and participants to preview the features of the assessment system; review administration procedures, security features, and logistics; and ask questions. The toolkit includes eight training modules and will be posted to the ELPA21 Test Administration Site on December 17. Each module takes between five and twenty minutes to complete, and viewers can select the module(s) appropriate for their specific role. If you have questions after reviewing the modules, please consult our [Field Test FAQ page](#). Additional questions can be submitted to Questar Assessment customer support either by email at elpa21support@questarai.com or by phone at 800.574.5583.

The Field Test and Platform Overview Training Module—the first in a series of seven modules—is available at <http://www.elpa21.org/field-test-resources>. This training session:

- Describes the field test
- Presents the testing platform
- Provides a basic walkthrough
- Demonstrates how to start a test
- Gives users a general sense of what students will experience

Who Should Watch: The Field Test and Platform Overview Training Module is open to test administrators, teachers, parents, students, and SEA/LEA staff who will be participating in the ELPA21 Field Test and/or Platform and System Trial.

On December 17, ELPA21 will release the remaining training modules:

Trial Orientation

- Using the Test Administration Site and Dashboard
- Reviewing the platform (not test items)
- Troubleshooting
- How to complete the post-trial survey

Who Should Watch: School-based teachers and administrators and test coordinators who will be participating in the Platform and System Trial in early January 2015.

Student Testing Session

- Registering individual students
- Roster changes
- Modifying Personal Needs Profiles (PNPs)
- Interactive Demos
- Starting the student testing session
- Directions for administration
- Pausing and restarting a testing session

Who Should Watch: Test coordinators and the student's main point of contact before and during the testing session. Also appropriate for a general audience, including SEA staff members, and teachers participating in both the Trial and the Field Test.

Student Testing Experience

- Educator-facing walk-through of the testing tools students may encounter
- Describes the interactive demos and accompanying lesson plans
- Explains how to navigate the test, pause and resume testing, and how to end a testing session and submit.

Who Should Watch: Test coordinators and the student's main point of contact before and during the testing session. Also appropriate for a general audience, including SEA staff members, and teachers participating in both the Trial and the Field Test.

Accessibility Features and Accommodations

- Overview of accessibility features (universal and designated)
- Overview of accommodations
- Creating PNPs: Entering IEP and 504 plans
- Student platform tools

Who Should Watch: IEP coordinators, test coordinators, and anyone who is the student's main point of contact before and during the testing session. Also appropriate for a general audience, including SEA staff members, and teachers participating in both the Trial and the Field Test.

Testing Lab Management

- Security measures
- Bulk Upload/Pre-ID File Upload
- Adding, modifying, and deleting school accounts
- System reports

Who Should Watch: IT directors, data directors, technology coordinators, test administrators, coordinators, and coaches participating in the Field Test.

Workstation Preparation

- Workstation readiness
- Secure browser setup
- Safeguards against data loss
- Refreshing a workstation between testing sessions

Who Should Watch: IT directors, data directors, technology coordinators, test administrators, coordinators, and coaches participating in both the Trial and the Field Test.

Troubleshooting

- Troubleshooting common issues
- Error prevention
- How to get help

Who Should Watch: IT directors, data directors, technology coordinators, test administrators, coordinators, and coaches participating in both the Trial and the Field Test.

These training modules will be available to participants in the ELPA21 Platform and System Trial and Field Test via the Questar Administration Site. Participants will receive information on how to access the Administration Site via email.