



Dear Local Educational Agency (LEA) ELPAC Coordinator,

The 2019 Summative ELPAC English Language Proficiency Assessments for California (ELPAC) [Moodle Training Site Resources](#) (Moodle) opens **Monday, October 15, 2018**.

Using Moodle requires trainers, LEA ELPAC coordinators, and test examiners to set up individual user accounts and have enrollment keys. The ELPAC LEA coordinator, who has access to the ELPAC Administration and Scoring Training Registration site, is the only person with access to the LEA Moodle keys and is responsible for distributing these keys to the appropriate staff. Users who have established a Moodle account for the 2018 Summative or 2018–19 Initial ELPAC do not need to create a new account.

Moodle Training Site Enrollment Keys

To obtain your unique LEA Moodle enrollment keys, logon to the ELPAC Administration and Scoring Training Registration [site](#) select the *Summative Moodle Training Site*. Your LEA has three enrollment keys for the following courses: Trainer’s Resources, Examiner’s Resources, and Downloads.

Trainer’s Resources: This enrollment key allows LEA trainers to log into the Trainer’s Resources course to access training presentations, along with the presenters’ scripts.

Examiner’s Resources: This enrollment key allows LEA test examiners to automatically become part of the LEA’s user group. The user group is set up to retain test examiners’ training and calibration results and provide reports for LEA trainers to monitor test examiner training progress within Moodle.

Downloads: This enrollment key is only provided to LEA ELPAC coordinators and gives access to download the Training Binder and training videos. Access to this course should be limited to the LEA ELPAC coordinator and/or lead trainer.

Trainer Moodle Reporting Access

The LEA ELPAC coordinator is responsible for distributing these enrollment keys to the appropriate LEA staff. The LEA ELPAC coordinator must also identify the lead trainer(s) and request LEA Trainer Reporting Access, if the trainer needs to

view reports in Moodle and monitor calibration completion and quiz status of test examiners. The only way for a lead trainer to obtain access to reports in Moodle is through the LEA ELPAC coordinator.

The LEA ELPAC coordinator must log in to the [ELPAC Training Registration](#), select the *Summative ELPAC Moodle Training Resources* link, and request an LEA Trainer Moodle User Account to provide them access to view reports in Moodle and monitor the calibration completion and quiz status of test examiners. The LEA ELPAC coordinator must submit the LEA trainer's name and email address through the ELPAC Training Registration site. Each LEA may provide access for up to three trainers.

Moodle User Account Template

The Moodle User Account Template is posted on Moodle for LEA trainers who wish to create individual accounts for their staff members. The template can be populated with staff members' names and emails. Once the file is emailed to elpac@scoe.net, it will be imported into Moodle. Moodle will send an account-created confirmation email to each person listed in the file.

For further inquiries about the 2019 Summative ELPAC Administration and Scoring Trainings and the available resources, please contact the ELPAC Customer Support Center by phone at 844-782-2714 or by email at ELPAC@ets.org.

Sincerely,

ELPAC Project Team
Educational Testing Service