

# Moodle Training Site Quick Start Guide

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# Moodle Process

## 1. Select a course that matches your ELPAC role

- **LEA Certification (Kindergarten through grade twelve):** For the LEA coordinator or their designee training in a kindergarten through grade twelve LEA (the person/people who would have attended the statewide in-person training).
- **LEA Certification (Grades six through twelve):** For the LEA coordinator or their designee training in a grades six through twelve LEA (the person/people who would have attended the statewide in-person training).
- **Trainer's Resource course:** For any person responsible for delivering ELPAC training.
- **Examiner's Resource course:** For any person administering the ELPAC.
- **Downloads course:** For the LEA coordinator or head ELPAC trainer.

## 2. Enter Moodle Enrollment Key

- LEA Coordinator obtains key and distributes (See "Obtain Moodle Keys" for further information)

## 3. Sign Test Security Affidavit

- Must be signed in each course
- Only need to be signed once per course

## 4. Complete the course

- **LEA Certification courses (K–12 and 6–12)**
  - One section unlocks the next
  - Sections must be completed in order
  - Should complete entire section before exiting
  - Entire course does not need to be completed in one sitting
  - Receive certificate upon completion (Emailed to address in account profile)
  - Must be completed prior to giving any training
  - DOES NOT calibrate coordinator to administer the test
- **Trainer's Resource course**
  - Resources to support training
  - Organized by task type
  - Nothing required to complete
  - Resources used by trainer to best support test examiners
  - DOES NOT calibrate trainer to administer the test
- **Examiner's Resource course**
  - Resources to support training and calibration
  - Organized by grade/grade span sections
  - Each grade/grade span section has a resource portion and a calibration portion
  - Must complete/pass Speaking calibration quizzes
  - Does not need to be completed in order or one sitting
  - Receives a certificate upon completion of calibration quizzes (Emailed to address in account profile)

## Obtaining Moodle Keys

The primary LEA coordinator was emailed a registration access code. If you did not receive one the primary LEA coordinator should email [elpac@scoe.net](mailto:elpac@scoe.net). To obtain your Moodle enrollment keys:

1. Log on to the [ELPAC Administration and Scoring Training](#) registration site.
2. Enter your access code.
3. Select the [Summative ELPAC Moodle Training Site] button.
4. Access the five enrollment keys (one key per course).
5. Distribute keys to appropriate ELPAC personal.

## Creating User Accounts

A Moodle user account is necessary for all coordinators, trainers and test examiners. There are two ways to create Moodle user accounts: (1) The LEA ELPAC coordinator or ELPAC trainer populates a template for upload, or (2) individuals create their own accounts. **Individuals who already have accounts from a previous year do not need to create new ones.**

### Moodle User Account Template

1. Fill out the User account template located in the Trainer's Resource course.
2. Email populated file to [elpac@scoe.net](mailto:elpac@scoe.net).
3. Moodle will send a confirmation email that a new account has been requested to each person listed in the file
4. Each person will need to confirm his or her account by selecting the link in the email confirmation.

### Individual Account Directions

1. Access the [Moodle Training Site](#).
2. Select **Create new account** under the banner "Is this your first time here?"
3. Create a username and password and provide the requested information.
4. Activate the account by selecting the link provided in the email confirmation.

### Test Examiner Log in Directions

Once a test examiner has created an individual account:

1. Obtain the Examiner's Resources course enrollment key from your LEA ELPAC coordinator.
2. Access the [Moodle Training Site](#) and select "Log in".
3. Log in using your username and password.
4. Select "2020-2021 Summative ELPAC Training Resources"
5. Next, select "Examiner's Resources course" under available courses
6. Enter the Examiner's Resources course enrollment key
7. Select "Enroll me".
8. Accept terms of test security.

## ELPAC Training Binder

LEAs had the opportunity to request training binders be sent to them. If you would like one did not receive one, you can request a binder on the [ELPAC Administration and Scoring Training site](#). Select the [Summative ELPAC Binders] button.

If you would like to order additional binders, complete the 2020-2021 Summative ELPAC Administration and Scoring Training Binder Order Form, located near the top of the Trainer's Resource course.

All sections of the training binder are located in Moodle. LEAs may choose to access the binder electronically rather than request a hard copy.

## Test Examiner Calibration

### Examiner's Resource Course Organization

The Examiner's Resource course is divided into sections specific to grades and grade spans. Test examiners need only to calibrate for speaking items in the grade/grade spans they are administering. The training and calibration sections are:

- Kindergarten
- Grade 1
- Grade 2
- Kindergarten–grade 2
- Grades 3–5
- Kindergarten–grade 5
- Grades 6–8
- Grades 9–12
- Grades 6–12

Some test examiners may need to calibrate in more than one section. For example, if a test examiner is testing across kindergarten through grade 12, they need to complete calibration in the K–5 section AND the grades 6–12 section.

Each grade span section is divided into two portions: Training resources/quizzes and calibration quizzes. Only the calibration quizzes are required for a certificate of completion. The training resources (training videos, binder pages and training quizzes) are there to help you pass the mandatory calibration. The "Speaking Calibration Certification" portion is located midway down the section, past the training resources/quizzes.

## LEA Coordinator Monitoring

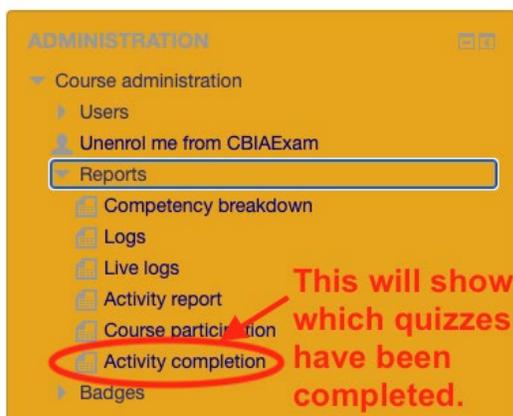
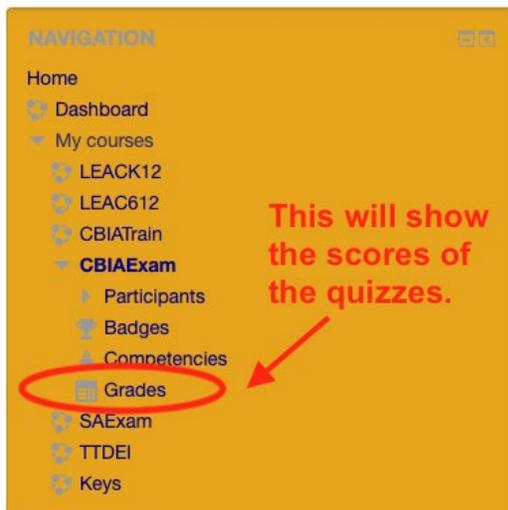
The LEA coordinator, or their designee, is responsible for overseeing test examiners' calibration progress/completion. Test examiners will be emailed a certificate of completion when they complete and pass calibration. They should email that certificate to their coordinator.

Coordinators can also monitor test examiners' progress in the Activity Completion Report and Grade book in Moodle:

1. LEA coordinators request LEA Trainer Moodle Reporting Access.
2. Access must request every administration (does not carry over from year to year).
3. Log on to the [ELPAC Administration and Scoring Training](#) registration site.
4. Select the [Summative ELPAC Training Site] button.
5. Complete the LEA Trainer Moodle Reporting Access - Summative section.
6. Can request access for up to three trainers.

Once access is granted, coordinators/trainers can view the Activity Completion Report and Grade book to monitor examiners' progress. You can scroll across the report to see all activities. Look for the certificate icon to check calibration completion.

To see the examiner's scores, after access is setup, in the Examiner's Resources Course you would click on the Reports link to view the Activity Completion Report or click on the Grades link to view the User Report. Both of these links can be found on the left side of the page in the orange boxes.



## Trainer's Resources

The Trainer's Resources course provides trainers access to online training presentations and additional resources for training. Trainers should use whatever they need in order to best support test examiners in their LEA. Near the top of the course, you will find the following resources:

- Trainer's Alerts-anything new about training or test administration
- Comment and Questions Web Page link
- Technical Support contact information
- Browser Troubleshooting information
- Moodle User Template
- ELPAC Resource-links to resources from the California Department of Education and the ELPAC website
- Summative Binder Order Form

### Training Presentations

The training presentations for each Speaking task type are all-inclusive modules that contain training videos, test items, playable anchor samples, training quizzes and calibration quizzes. Trainers can pick and choose what they want to use in the training presentation to best align with the needs of their test examiners. In most sections, trainer notes are available that supplement the presentation.

## Summative ELPAC Downloads

The Downloads Course contains all the resources available throughout the Moodle courses:

- PDFs of Training Binder Sections
- Scoring Rubrics
- ELD Standards Alignment Cards
- Effective Language Chart (for Grades 3–12 Support an Opinion)
- Draft Directions for Administration (DFAs)\*
- Training Videos
- Training Presentations (including LEA Certification Videos 1 and 2)

Only LEA coordinators have the Moodle Key to access this course.

\*Only to be used for training purposes. Operational DFAs are available in the Test Operations Management System (TOMS).