



Dear Local Educational Agency (LEA) ELPAC Coordinator,

This is a reminder that the 2019 Summative English Language Proficiency Assessments for California (ELPAC) [Moodle Training Site Resources](#) (Moodle) opens **Monday, October 15, 2018**.

District Trainer Moodle Account and Reporting Access: The LEA ELPAC coordinator is the only person with access to the enrollment keys and is, therefore, responsible for distributing these keys to appropriate LEA staff. The LEA ELPAC coordinator must also identify the LEA trainer and must log in to the [ELPAC Training Registration](#), select the *Summative ELPAC Moodle Training Resources* link and request a 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, to the ELPAC Training Registration site. Each district may provide access for up to three trainers.

Moodle User Account Template: LEA trainers who wish to create individual Moodle accounts for their staff can use this template posted in Moodle. Filling out and submitting a User Account file is an easy way of creating accounts for all test examiners in the LEA. The file can be populated with staff members' names and emails. Populated files should be emailed to elpac@scoe.net. Once the file is imported into Moodle, Moodle will send a confirmation email that a new account has been requested to each person listed in the file. Each person will need to confirm his or her account by selecting the link in the email confirmation. Instructions for using the Moodle User Account Template can be found in the Trainer's Resources course in Moodle.

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