CALIFORNIA ASSESSMENT OF STUDENT PERFORMANCE AND PROGRESS (CAASPP) TEST ADMINISTRATOR TUTORIAL

LEA CAASPP COORDINATORS

LEA CAASPP coordinators must obtain and distribute the appropriate Moodle Enrollment Keys to test administrators to allow them access to the Moodle courses.

1. Refer to the CAASPP Test Administrator Tutorial email to obtain an access code for the CAASPP-ELPAC Administration and Scoring Training (AST) website.

2. Access the AST website and enter the access code.

3. To obtain the Moodle Enrollment Keys, select the [CAASPP Moodle Training Site] button.

4. Use the CAASPP Test Administrator Moodle Template Letter (optional) to distribute the appropriate Moodle Enrollment Keys to CAASPP test administrators.
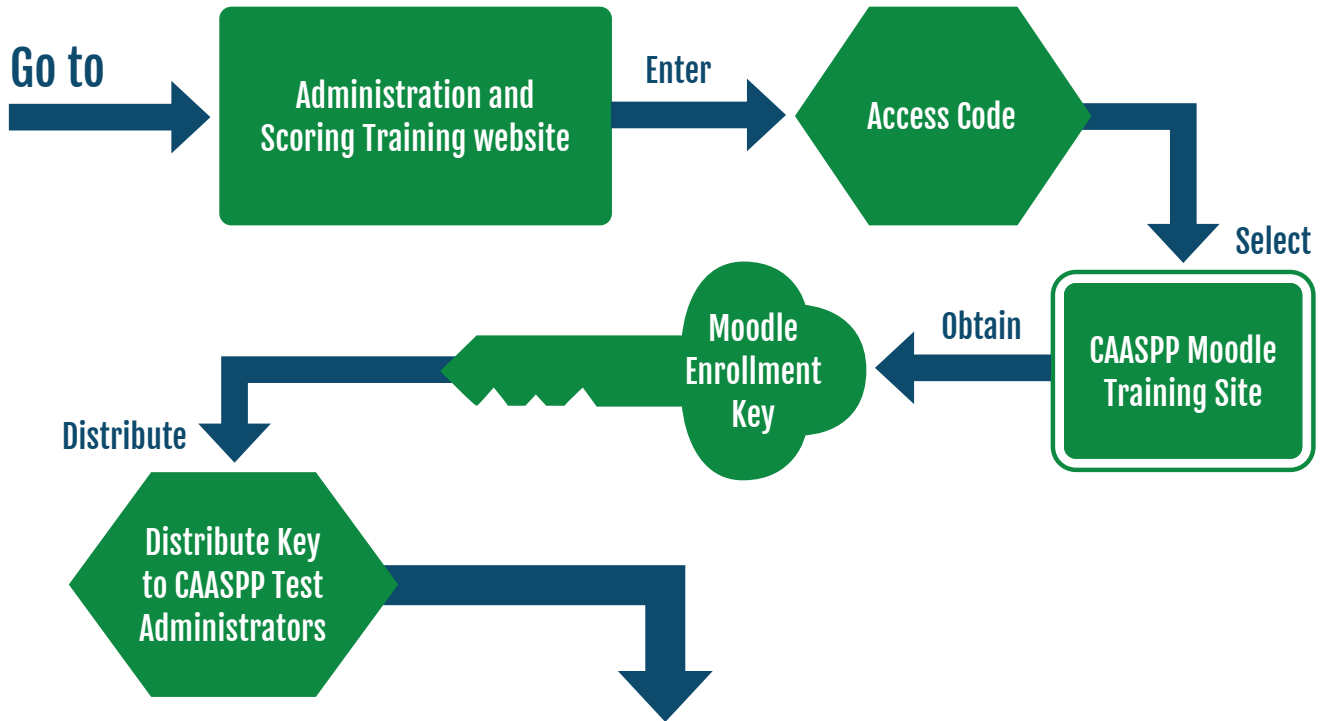
CAASPP TEST ADMINISTRATORS

Test administrators must complete the required tutorial segments prior to administering any tests.

1. Receive a Moodle Enrollment Key from your LEA CAASPP coordinator.

2. Log on to the Moodle Training Site and select the Test Administrator Tutorial for General Assessments.

3. Select the Test Administrator Tutorial.

4. Complete each section within the course to receive your certificate(s) of completion.

5. The certificates are emailed to the test administrator.

6. The LEA CAASPP coordinator and test site coordinator can also confirm your completion status by accessing the LEA Moodle Account Reporting feature.

caaspp
California Assessment of Student Performance and Progress

California Department of Education • January 2022

LEA CAASPP COORDINATORS

Go to → **Administration and Scoring Training website** — Enter → **Access Code**

Select → **CAASPP Moodle Training Site** — Obtain → **Moodle Enrollment Key** → Distribute → **Distribute Key to CAASPP Test Administrators**

CAASPP TEST ADMINISTRATORS

Receive Moodle Key from LEA Coordinator — Go to → **Moodle Training Site** — Enter → **Login username and password**

Select → **California Assessment of Student Performance and Progress (CAASPP)** — Select → **Test Administrator Tutorial for General Assessments** — Enter → **Moodle Enrollment Key**

Complete → **CAASPP Test Administrator Tutorial** — Submit → **Certificate of Completion is emailed to test administrator**