

TELPAS
Coordinator's User Guide for
Online Holistic Rating Training



Texas
TrainingCenter

Levels of Administrative Access in the TrainingCenter

The Texas TrainingCenter provides coordinators with the ability to monitor the Texas English Language Proficiency Assessment System (TELPAS) online holistic rating training activities and the State of Texas Assessments of Academic Readiness (STAAR) Alternate online training. Pearson coordinates with the Texas Education Agency (TEA) to obtain the names of region and district testing coordinators as well as region bilingual/English as a second language (ESL) coordinators. These TrainingCenter accounts are created and distributed to the e-mail address on file for the respective coordinator. If you do not have your account information, contact Pearson for assistance. Campus testing coordinator accounts are not automatically generated. Campus testing coordinators self-register and request administrative access.

Availability of the administrative features in the TrainingCenter depends on the role the user has in the system. The seven administrative roles are described on the following page.

Role	Administrative Access	Account Set-up
Region Testing Coordinator	<p>Access reports for their region</p> <p>Promote region testing coordinator assistants to have access to administrative report features available to a region testing coordinator</p> <p>Access coordinator resources section of TrainingCenter</p>	Account username and password automatically generated and sent to user
Region Testing Coordinator Assistant	<p>Access reports for their region</p> <p>Access coordinator resources section of TrainingCenter</p>	<p>User self-registers</p> <p>Region testing coordinator promotes user to the assistant role</p>
Region Bilingual/ESL Coordinator	<p>Access reports for their region</p> <p>Access coordinator resources section of TrainingCenter</p>	Account username and password automatically generated and sent to user
District Testing Coordinator	<p>Access reports for their district</p> <p>Access coordinator resources section of TrainingCenter</p> <p>Promote district testing coordinator assistants to have access to administrative report features available to a district testing coordinator</p> <p>Approve users who have a campus testing coordinator role</p>	Account username and password automatically generated and sent to user
District Testing Coordinator Assistant	<p>Access reports for their region</p> <p>Access coordinator resources section of TrainingCenter</p> <p>Assist district testing coordinator in approving users who have a campus testing coordinator role</p>	<p>User self-registers</p> <p>District testing coordinator promotes user to the assistant role</p>
Campus Testing Coordinator	<p>Access reports for their campus</p> <p>Access coordinator resources section of TrainingCenter</p> <p>Promote campus testing coordinator assistants to have access to administrative report features available to a campus testing coordinator</p>	<p>User self-registers</p> <p>User requests campus testing coordinator access from district testing coordinator</p>
Campus Testing Coordinator Assistant	<p>Access reports for their campus</p> <p>Access coordinator resources section of TrainingCenter</p>	<p>User self-registers</p> <p>Campus testing coordinator promotes user to the assistant role</p>



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New User Registration

Campus testing coordinators and region, district, and campus testing coordinator assistants who do not have TrainingCenter accounts will follow the new user registration process.

TrainingCenter Site Code

You will need the TrainingCenter site code from your district or campus testing coordinator in order to register. The site code ensures you have been authorized to access the TrainingCenter. You will only be prompted to enter the site code the first time you access the TrainingCenter. The site code is not case sensitive.

Creating Your TrainingCenter Account

1. Click the *Self-Registration* link from the TrainingCenter homepage.
2. Enter the TrainingCenter site code in the field provided.
3. Complete the registration form.
4. Click the **Submit** button to continue.
5. Confirm registration details by reviewing your entries. If you need to change any of the information you provided, click the **Back** button at the bottom of the screen. Do not use the Internet browser back button.
6. Click the **Finish** button to complete your registration.

Note: Region testing coordinator assistants and staff not associated with a specific district must select the appropriate education service center (ESC) from the *District* and *Campus* fields in the registration form.

Additional Role Authorization for Campus Testing Coordinator

By clicking the “CTC” checkbox in the registration form, an individual requests authorization from the district testing coordinator or district testing coordinator assistant to have campus coordinator administrative privileges in the TrainingCenter. The system automatically informs the district testing coordinator that a request for approval is pending. Once the request is approved, the campus coordinator will receive a confirmation e-mail. Until the request is approved, the individual will have only rater access to the TrainingCenter.

The district testing coordinator can give campus testing coordinator administrative privileges to more than one individual on a campus in accordance with campus needs for monitoring holistic rating training.

Coordinator Assistant Accounts

Individuals designated to be region, district, or campus coordinator assistants who do not have an existing account create accounts using the new user registration process. The region, district, or campus coordinator must promote the individual to an assistant role. Until the promotion occurs, the individual will have only rater access to the TrainingCenter.



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Registered User Access

You can access the TrainingCenter after you have received your username and password. If you have an existing account, log in using the same username and password from the last time you logged in.

To access the TrainingCenter, enter your username and password and then click the **Login** button. If you have forgotten your TrainingCenter username or password, click the *Login Help* link on the homepage.

Self-Enrollment Process for Campus Testing Coordinators

Self-enrollment is a simple process that allows an existing TELPAS user to request a campus testing coordinator (CTC) role pending approval of the district testing coordinator.

1. Once you have logged in to the TrainingCenter, select the *Self Enrollment* link from the top navigation bar.
2. Select “I want to request being a CTC.”
3. A request for CTC access will be sent to the district testing coordinator or district testing coordinator assistants. You will not receive CTC access until this request is approved.

Account Deactivation

If you have not logged in to your account for 18 months or longer, you will automatically receive an account deactivation notice upon attempting to log in to your user account. To reactivate your account, contact Pearson at 800-627-0225.

Coordinator Account Features

My Home

The *My Home* screen summarizes all functionality available to coordinators. It is also known as the TrainingCenter homepage.

- Region, district, and campus coordinators and coordinator assistants access reports
- Region, district, and campus coordinators promote assistants
- District coordinators authorize campus coordinators access to reports

My Info

Upon successful login, check your personal information for accuracy. If your personal information is not complete, you will see a message to enter your information in the top-left part of the screen.

The *My Info* screen lists your personal information. If you would like to update any of the information you submitted when you registered, click the *My Info* link on the top navigation bar.

You can update all fields except *First Name*, *Last Name*, *Month of Birth*, and *Day of Birth*. Region and district testing coordinators and region bilingual/ESL coordinators cannot update their region and district information. If you need to change this information, contact Pearson for assistance.

Promoting Coordinator Assistants

Coordinators may choose to grant administrative access to individuals who assist them. After instructing these individuals to register as users if they do not have an existing TrainingCenter account, coordinators should use the Promote Testing Coordinator Assistants box on the TrainingCenter homepage to grant these individuals an administrative role. Coordinators can only promote assistants to their role; for example, a region testing coordinator can only promote a region testing coordinator assistant. All coordinator assistants have access to the TELPAS training and calibration reports and to the user lookup tool. In addition, district testing coordinator assistants have the ability to authorize campus testing coordinators. Coordinator assistants do not have the ability to promote other assistants. Follow these steps to promote an assistant.

1. Click the *Go* link in the Promote Testing Coordinator Assistants box on the *My Home* screen. (Note: This box is customized to the coordinator's administrative access; for example, a region testing coordinator would see a Promote Region Testing Coordinator Assistants box.)



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2. On the *Promote* tab, click the **Search** button to display the list of all registered users in your region, district, or campus (depending on your administrative access). You may either select from the full list or use the search tool to find a specific registered user whom you would like to promote.
3. Place a checkmark next to the registered user(s) you would like to promote.
4. Check the e-mail option, “Send a promotion e-mail,” to notify the region or district testing coordinator assistant of the approval.
5. Click the **Promote Selected Users** button to complete the authorization process.
6. Click the **Yes** button to confirm. Authorized coordinator assistants will receive an e-mail confirming their administrative access.
7. On the *Current Coordinator List* tab, click the **Search** button to retrieve the list of all authorized coordinators.

Coordinators are able to remove the administrative access rights of coordinator assistants who are no longer fulfilling those responsibilities. These individuals will then have only rater access to the TrainingCenter.

Authorizing Campus Testing Coordinators

As a security measure campus testing coordinators receive administrative access only upon approval by the district testing coordinator or district testing coordinator assistant. District coordinators may approve administrative access for more than one campus coordinator on a campus if desired. After instructing campus testing coordinators to register as such in the TrainingCenter, follow these steps to authorize their administrative privileges. This tool is only available to district testing coordinators and district testing coordinator assistants. Follow these steps to authorize campus testing coordinators.

1. Click the *Go* link in the Authorize Campus Testing Coordinators box on the *My Home* screen.
2. The screen will refresh, displaying the list of campus testing coordinators in your district who are currently waiting for your authorization under the *Requesting* tab. Use the *Authorize* tab to search for users you would like to assign to the role of campus testing coordinator. Approve only those individuals you designate as campus testing coordinators for their campuses. To review the list of campus testing coordinators who have already been approved, click the *Current Coordinator List* tab. Click the **Search** button to retrieve the list of authorized coordinators.
3. Check the e-mail option, “Send an authorization e-mail,” to notify campus testing coordinators that you have authorized their request. Each authorized campus testing coordinator will receive an e-mail confirming administrative access.
4. Place a checkmark in the box next to the campus testing coordinator(s) you are authorizing.
5. Click the **Authorize Selected Users** button to complete the authorization process.
6. Click the **Yes** button to confirm. Once the individuals are approved, they will no longer appear on this list.

User Lookup

Use this tool to look up the training history for any user statewide. The User Lookup box is available from the TrainingCenter homepage. Follow these steps to find a user's training history.

1. Click the *User Lookup* link in the User Lookup box.
2. Use the *Search For* field to search for the user.
3. Click the user's name to view the training history. The screen will update, displaying the user's history.

Coordinator Resources and FAQs

To access the coordinator resources or FAQs, click the *Resources* or *FAQs* link in the top navigation bar of the *My Home* page. The *My Home* page is also known as the TrainingCenter homepage. These resources and FAQs differ from those available in the rater portion of the TrainingCenter.



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Accessing Reports

Overview

Personnel with administrative authorization are able to access reports on demand to monitor TELPAS online training and calibration. These reports are updated nightly and they enable coordinators to monitor whether each rater has completed the necessary training and is adequately prepared to apply the TELPAS holistic rating rubrics. The reports provide information according to the level of the coordinator's administrative access.

- Region coordinators see reports containing information pertaining to all districts and campuses within their region.
- District coordinators see reports for all campuses within their district.
- Campus coordinators see reports for their campus.

Available Reports for Online Training and Calibration

There are four reports available for coordinators and other designated personnel to monitor TELPAS holistic rating training activities. The sample reports on the following pages show the PDF file format of the reports.

Note: In order for users to appear in the correct reports, their location (region, district, campus) must be up to date in the *My Info* section.

It is the responsibility of district and campus testing coordinators to ensure that trainees establish their username and password and update the information as necessary so that their training status can be monitored.

TELPAS Returning Rater Planning Roster

This roster of returning raters uses TrainingCenter records from the past three school years to generate a list of recently trained raters. The list is based on TEA's recommendation that districts consider requiring individuals to repeat new rater training if they have not rated students in several years. The date a rater first completed training requirements (starting in 2008–2009) is provided. This example on the following page shows a campus roster.

Note: This roster serves as an aid for planning. The TrainingCenter records may not be fully accurate in situations where users have multiple accounts, outdated information in the *My Info* section, etc.

At the district level, the campus rosters are provided in alphabetical order. Region reports are sorted alphabetically by district and then by campus.

To be included in the Returning Rater Planning Roster, individuals must have completed the following training requirements:

Grades K–1

In 2008–2009 and 2009–2010, new raters trained in the fall completed a Level 1 course in the fall and a Level 2 course in the spring. In the spring, new raters completed a Level 1 course, and returning raters completed a Level 2 course.

In 2010–2011, new raters completed the online basic training course and calibration. Returning raters completed calibration.

Grades 2–12

In 2008–2009 and 2009–2010, new raters trained in the fall completed a Level 1 course and qualification in the fall, and a Level 2 course in the spring. In the spring, new raters completed a Level 1 course and qualification, and returning raters completed a Level 2 course.

In 2010–2011, new raters completed the online basic training course and calibration. Returning raters completed calibration.

Example: TELPAS Returning Rater Planning Roster

TELPAS Returning Rater Planning Roster

Region: 99 Example Region
 District: 999-999 EXAMPLE ISD
 Campus: 999 EXAMPLE CAMPUS

This roster is generated using LMS records from the 2008–2009, 2009–2010 and 2010–2011 school years. For more information about the LMS programming rules for this list, see the *TELPAS Coordinator's User Guide for Online Holistic Rating Training*.

Report Date: 1/1/12
 Reporting Period: Spring 2012

Last Name	First Name	E-mail	Grade	Date Training Requirements First Completed (Starting in 2008–2009)
TELPAS01	User01	User01@nodomain.com	K-1	2/3/09
TELPAS02	User02	User02@nodomain.com	2-12	3/1/10
TELPAS03	User03	User03@nodomain.com	2-12	2/5/09
TELPAS04	User04	User04@nodomain.com	K-1	2/14/10
TELPAS05	User05	User05@nodomain.com	K-1	3/4/11
			2-12	3/1/09
TELPAS06	User06	User06@nodomain.com	2-12	3/3/09
TELPAS07	User07	User07@nodomain.com	K-1	2/26/09
TELPAS08	User08	User08@nodomain.com	K-1	2/4/10
			2-12	3/4/09
TELPAS09	User09	User09@nodomain.com	2-12	3/5/10
TELPAS10	User10	User10@nodomain.com	2-12	3/10/11

TELPAS Confidential Course Completion Roster

This report provides online basic training course completion and performance information by user for the current year.

This example shows a campus roster.

At the district level, information is presented alphabetically by campus and then by user on the campus. At the region level, information is presented alphabetically by district and then by campus and user.

Example: TELPAS Confidential Course Completion Roster

TELPAS Confidential Course Completion Roster						
Region: 00 EXAMPLE REGION District: 999001 EXAMPLE ISD Campus: 999001001 EXAMPLE HS				Report Date: 3/18/2011 Reporting Period: Spring 2011		
First Name	Last Name	Course Title	Date Started	Date Completed	Time in Module (mins.)	Activities Correct/Possible % Correct
AXMVFirst	AXMVLast	TELPAS Rater Online Basic Training Course for Grades 2-12	2/26/2011	2/26/2011		
		Overview	2/26/2011	2/26/2011	60	
		Overview				3 / 4 75 %
		Listening	2/26/2011	2/26/2011	40	
		Grades 6 to 8				4 / 5 80 %
		Speaking	2/26/2011	2/26/2011	50	
		Grades 6 to 8				5 / 5 100 %
		Writing	2/26/2011	2/26/2011	60	N/A N/A
		Writing Practice	2/26/2011	2/26/2011	90	
		Grades 6 to 8				3 / 5 60 %
BSKSFirst	BSKSLast	Assembling and Verifying Grades 2-12 Writing Collections	2/11/2011	2/11/2011		
		Assembling and Verifying Grades 2-12 Writing Collections	2/11/2011	2/11/2011	38	
		Assembling				0 / 3 0 %
		Verifying				3 / 3 100 %
CPIOFirst	CPIOLast	TELPAS Rater Online Basic Training Course for Kindergarten and Grade 1	2/16/2011	2/16/2011		
		Overview	2/16/2011	2/16/2011	65	
		Overview				1 / 3 33 %
		Listening	2/16/2011	2/16/2011	35	
		Practice				5 / 5 100 %
		Speaking	2/16/2011	2/16/2011	40	
		Practice				4 / 5 80 %
		Reading	2/16/2011	2/16/2011	45	
		Practice				5 / 5 100 %
		Writing	2/16/2011	2/16/2011	55	
		Practice				4 / 5 80 %

TELPAS At-a-Glance Training & Calibration Report

This report provides basic training course and calibration status in a roster format that makes it easy to scan for completion information. This report displays information for the current year.

Basic Online Training

The report lists all registered users who have completed the training course or are in progress. Performance information for individual modules is not shown.

Calibration

The report includes calibration status by grade cluster.

Example: TELPAS At-a-Glance Training & Calibration Report

TELPAS At-a-Glance Training & Calibration Report

Region: 99 Example Region
 District: 999-999 EXAMPLE ISD
 Campus: 999 EXAMPLE CAMPUS

Report Date: 3/22/11
 Reporting Period: Spring 2011

Last Name	First Name	Calibrated	Course	Status Date	Grade	Calibration					
						Set 1		Set 2		Set 3	
						Score	Date	Score	Date	Score	Date
TELPAS01	User01	Yes	TELPAS Rater Online Basic Training Course for Kindergarten and Grade 1	Complete 2/11/11	K-1	90%	2/11/11				
TELPAS02	User02	Yes	TELPAS Rater Online Basic Training Course for Kindergarten and Grade 1	Complete 2/21/11	K-1	60%	2/21/11	90%	2/21/11		
TELPAS03	User03	No	TELPAS Rater Online Basic Training Course for Kindergarten and Grade 1	Complete 2/11/11	K-1	20%	2/11/11	40%	2/11/11		
TELPAS04	User04	Yes	TELPAS Rater Online Basic Training Course for Kindergarten and Grade 1	Complete 3/1/11	K-1	20%	3/1/11	50%	3/1/11	90%	3/16/11
TELPAS05	User05	Yes	TELPAS Rater Online Basic Training Course for Grades 2–12	Complete 2/13/11	2	100%	2/14/11				
TELPAS06	User06	Yes	TELPAS Rater Online Basic Training Course for Grades 2–12	Complete 2/19/11	3-5	60%	2/19/11	90%	2/19/11		
TELPAS07	User07	No	TELPAS Rater Online Basic Training Course for Grades 2–12	Complete 2/19/11	2	10%	2/19/11	30%	2/19/11		
TELPAS08	User08	Yes	TELPAS Rater Online Basic Training Course for Grades 2–12	Complete 2/19/11	6-8	20%	2/19/11	40%	2/19/11	100%	2/19/11
TELPAS09	User09	Yes			K-1	100%	3/15/11				
TELPAS10	User10	Yes			K-1	60%	2/21/11	90%	2/21/11		
TELPAS11	User11	Yes			3-5	100%	2/26/11				
		No			6-8	60%	2/27/11				

TELPAS Confidential Calibration Summary Report

This report provides calibration summary information for all registered users at the region, district, or campus level for the current year.

Only users who have completed a set or successfully calibrated are included in the numbers for this report. Incomplete calibration sets are not reflected in this report.

Example: TELPAS Confidential Calibration Summary Report

TELPAS Confidential Calibration Summary Report

Region: 99 Example Region
 District: 999-999 EXAMPLE ISD
 Campus: 999 EXAMPLE CAMPUS

Report Date: 3/1/11
 Report Period: Spring 2011

All Clusters	Number	Percent	Grades 3-5	Number	Percent
Attempted Calibrations	24	100	Attempted Calibrations	5	100
Successful Calibrations	19	79	Successful Calibrations	3	60
Successful After Set 1	12	50	Successful After Set 1	2	40
Successful After Set 2	4	17	Successful After Set 2	1	20
Successful After Set 3	3	13	Successful After Set 3	0	0
Unsuccessful After Set 3	5	21	Unsuccessful After Set 3	2	40
Unsuccessful After Set 1/No Set 2 Yet	5 *		Unsuccessful After Set 1/No Set 2 Yet	1 *	
Unsuccessful After Set 2/No Set 3 Yet	5 *		Unsuccessful After Set 2/No Set 3 Yet	1 *	

Grades K-1	Number	Percent	Grades 6-8	Number	Percent
Attempted Calibrations	2	100	Attempted Calibrations	4	100
Successful Calibrations	2	100	Successful Calibrations	3	75
Successful After Set 1	1	50	Successful After Set 1	3	75
Successful After Set 2	1	50	Successful After Set 2	0	0
Successful After Set 3	0	0	Successful After Set 3	0	0
Unsuccessful After Set 3	0	0	Unsuccessful After Set 3	1	25
Unsuccessful After Set 1/No Set 2 Yet	1 *		Unsuccessful After Set 1/No Set 2 Yet	1 *	
Unsuccessful After Set 2/No Set 3 Yet	1 *		Unsuccessful After Set 2/No Set 3 Yet	1 *	

Grade 2	Number	Percent	Grades 9-12	Number	Percent
Attempted Calibrations	8	100	Attempted Calibrations	5	100
Successful Calibrations	7	88	Successful Calibrations	4	80
Successful After Set 1	4	50	Successful After Set 1	2	40
Successful After Set 2	2	25	Successful After Set 2	0	0
Successful After Set 3	1	13	Successful After Set 3	2	40
Unsuccessful After Set 3	1	13	Unsuccessful After Set 3	1	20
Unsuccessful After Set 1/No Set 2 Yet	0 *		Unsuccessful After Set 1/No Set 2 Yet	2 *	
Unsuccessful After Set 2/No Set 3 Yet	1 *		Unsuccessful After Set 2/No Set 3 Yet	1 *	

* These numbers are not included in the Attempted Calibrations total.

Report Formats

Reports are available in Web view, PDF files, and CSV files.

To view PDF files, you need the Adobe Reader plug-in. To view CSV files, you need Microsoft Excel. Presentation of the data in the Web view and PDF file is fixed. Exporting data into a CSV file allows you to manipulate (e.g., sort) information in a way that is most useful for you.

Running Reports

The list of reports available is on the TrainingCenter homepage. Follow these steps to run a report.

1. Click on the name of the report you would like to view.
2. The report will automatically run for the current time period (e.g., Spring 2012). The report will display on the screen.
 - A. Go to other pages in the report by using the Page drop-down list.
 - B. Click the **Export to CSV** button to export the report in the CSV format.
 - C. Click the **Export to PDF** button to export the report as a PDF.

The screenshot shows the 'Confidential Course Completion Roster' interface. On the left, an 'Instructions' box explains the process: 'To view a report, select the required year from the drop down menu and click "View Report". Once the year is selected, you can click "Export to CSV" button to view raw data in an Excel sheet, or "Export to PDF" for a standard report to save or print.' Callout 'B' points to the 'Export to CSV' button, and callout 'C' points to the 'Export to PDF' button. The main report area is titled 'TELPAS Confidential Course Completion Roster' and shows 'Region: 99 Example Region' and 'District: 999001 Example ISD'. Callout 'A' points to the 'Page: 1 of 110' dropdown menu. Below this is a table with columns: 'First Name', 'Last Name', 'Course Title', 'Date Started', 'Date Completed', 'Time in Module (mins.)', 'Activities Correct/Possible', and '% Correct'. The first row is labeled 'Example' and 'EXAMPLE ISD'.

Accessing the Rater Portion of the TrainingCenter

TELPAS Homepage

Upon clicking the *TELPAS 2012* link from the *My Home* page, you will see the TELPAS TrainingCenter homepage. This is where you can access TELPAS training courses and calibration activities. You can also access rater support links.

Navigate the TrainingCenter by clicking the appropriate grade level button on the homepage, or by clicking the links on the top navigation bar.

Rater Resources and FAQs

Click the *Resources* or *FAQs* link from the TELPAS TrainingCenter homepage to access information available to raters. These resources and FAQs differ from those available from the *My Home* page of the Texas TrainingCenter homepage, since these are for coordinators.

Assistance

For help accessing or navigating the TrainingCenter, contact Pearson using the information below.

Phone: 800-627-0225
Monday–Friday, 7:00 AM to 7:00 PM CT
E-mail: TELPAS.techhelp@support.pearson.com



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