



Using the Online Course for ACCESS for ELLs® Test Administration Training

WIDA Help Desk
September 2008

Training Objectives

- To understand the roles of different participants in conducting ACCESS for ELLs® testing
- To understand how to activate and use the online Test Administrator Course
 - WIDA will no longer be using the UW-Oshkosh Desire2Learn (D2L) platform for the ACCESS for ELLs® Test Administration Training. The new training course will be accessible via the WIDA Consortium website (www.wida.us).

Roles in Conducting ACCESS for ELLs® Testing



▪ **Facilitators**

- These individuals, typically at the state or district level, are responsible for the overall coordination of test administration activities within the state or district; they may have or may delegate training responsibilities.

▪ **Coordinators**

- These individuals, typically at the district or school level, have responsibility for receiving, securing, distributing, and returning test materials.

▪ **Test Administrators**

- These individuals administer the parts of the ACCESS for ELLs® test for which they have received appropriate training.

Facilitator Responsibilities



- Coordinate with WIDA administrators, MetriTech, and the Center for Applied Linguistics
- Schedule school-level testing during the testing window
- Make sure test administrators are enrolled in the online test administration training course and/or provide alternative means of training
- Certify or approve test administrators
- Arrange for reporting and dissemination of testing results

Coordinator Responsibilities



- Arrange and schedule test sessions and generally oversee all aspects of test administration
- Make sure that test administration is performed by properly trained test administrators
- Coordinate distribution of teacher reports and parent/guardian reports

Test Administrator (TA) Responsibilities



- Assure that pre-ID labels are attached to test booklets correctly or that student data is properly bubbled in on test booklet covers
- Administer group components of the test (Listening, Reading, and Writing)
- Administer and score the Speaking component of the test
- Administer the Kindergarten test
- Properly account for test booklet security immediately before, during, and after test administration

Preparing for Your Role



- Get registered in the new course
 - All users will be required to create new accounts regardless of their status in the previous D2L course.
 - Enrollment procedures for the new training course depend on which state you are in.
 - To obtain enrollment information please contact your State Educational Agency (SEA) or the WIDA Consortium.
 - SEA contact information and enrollment procedures can be found on your state's page of the WIDA Consortium website (www.wida.us).
 - Contact the WIDA Help Desk with any questions: 1-866-276-7735 or help@wida.us

Preparing for Your Role



- Read the background documents in the course related to your role
- If you will be administering tests to students
 - Practice with the sample test items and sound files in the course
 - Take the quizzes for the tests you will be administering

Registering in the new course



- Some states allow all teachers to create their own accounts, others have state or district facilitators complete the following steps:
- To create a new account, simply visit www.wida.us and click the “Login” button in the top right corner of the page
 - To access the account creator, please contact your local or state educational agency (LEA or SEA) or the WIDA Consortium to obtain your login information
- After logging in, you may proceed to enter the new user’s personal information.
- The account will be immediately activated once you have submitted the form.

Registering in the new course



- After registration, the new user will receive an email containing his/her login information
 - Note: you may login right away without having received the email if you created your own account
 - If you do not see the message, please check your spam or junk mail folders and/or check with a technical coordinator to be certain that your system is not blocking messages from help@wida.us or widahelp@wcer.wisc.edu.

Registering



Use the username and password provided to you by your SEA or District Facilitator to access the account creator

The screenshot shows the WIDA Consortium website interface. At the top, there is a navigation bar with the WIDA Consortium logo and a search bar. Below the navigation bar is a main content area with a sidebar on the left containing a menu with categories like Home, Training Course Home, About Us, Standards, Assessment Tools, and More. The main content area features a 'Log In' section with a text box for 'User Name', a text box for 'Password', and a 'Log In' button. Below the login form, there is a link that says 'Have a test administrator training account and forgot your password?'. The website header also includes the text 'World-Class Instructional Design and Assessment'.

Training Account Creator



- Please select your State and District in order to continue to the next page

ACCESS for ELLs® Test Administrator Training Account Creator

Please select your school district.

Step 1:

State

Step 2:

Pick the First Letter of Your School District

ABCDEFGHIJKLM
NOPQRSTUVWXYZ

Step 3:

District Name

Training Account Creator



- Enter your personal information into the allotted fields
- Once you have submitted the form, your account will be immediately activated.

ACCESS for ELLs® Test Administrator Training Account Creator

WI - WIDA Test District WI - 9999901

Use this Test Administrator Training Account Creator to create an account for test administrators. After the account is created the test administrator will be able to take the Quizzes.

Account Information

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email Address	<input type="text"/>
Retype Email Address	<input type="text"/>
Password	<input type="text"/>
Retype Password	<input type="text"/>

Please provide as much information as possible.

Position Type	<input type="text" value="Special Education Teacher"/>
School Name	<input type="text"/>
Teacher ID	<input type="text"/>

Training Account Creator



- After your account has been created
 - For Facilitators
 - To create multiple accounts for TA's from the same district choose the "Create Another account-Same District" button and repeat previous steps
 - To create multiple accounts for TA's from different districts choose the "Create Another Account-New District" button and repeat previous steps
 - If your account creator login also has training course privileges...
 - You can proceed to the ACCESS for ELLs® Training by choosing the "Go to ACCESS Training Overview" button.

ACCESS for ELLs® Test Administrator Training Account Creator

WI - WIDA Test District WI - 9999901

Congratulations!

You have successfully created a training account! Please print this page for your records.

The course is located at: www.wida.us

Username: wida
Password: sample

Please don't use the back button on your browser at this point! Thanks

An email has been sent to the new user's email address containing the username, password, and a link to the training course.

Confirmation Email from Test Administrator Course



Note email is sent from help@wida.us. Check your spam filter if you did not receive it!

Subject: Your new WIDA ACCESS for ELLs® training account
From: help@wida.us
Date: 7/25/2008 10:20 AM
To: widasample@wida.us

The URL to get to log in screen.

Welcome!
You have successfully created a WIDA ACCESS for ELLs® training account.
To sign in to the training course, please visit www.wida.us
Here is the information you have submitted.
Please save this in your records.

Your Username and Password

Username: wida
Password: sample
State: WI
District Name: WIDA Test District
District Number:
Teacher ID: Position Type: Other
School Name:

Special instructions for WIDA participants

If you need to update any of your personal information such as your email address, school or district, please login to the training course and click on "My Account" under "My ACCESS Training."
For security reasons, we also recommend that you change your password.

Logging in to the account



Use your username and password from the Account Creator confirmation page and/or the enrollment email.

World-Class Instructional Design and Assessment

Home

Training Course Home

About Us

- Background
- Mission & History
- Partners
- WIDA Staff

Standards

- English Language Proficiency
- Spanish Language Arts
- Search the Standards

Assessment Tools

- ACCESS for ELLs®
- W-APT™
- Test Administrator Training
- Alternate ACCESS

Home | Help

Log In

To access this part of the WIDA website, you must be an authorized user with a valid username and password. Authorized WIDA website users include WIDA administrators and teachers/administrators in a WIDA Consortium member state who have responsibilities that include identifying and assessing English language learners in public schools.

User names that start with the letters "WIDA" are for our old training site, the Desire2Learn (D2L) system. They will not log you in to this website. If you are attempting to view the WIDA ACCESS Placement Test (W-APT)™ and you have forgotten your username and password, please contact your district or state ELL coordinator.

User Name:

Password:

Log In

Have a test administrator training account and forgot your password?

Training course home



ACCESS for ELLs® Test Administrator Training

Expand all Collapse all

WIDA Home

Training Course home

Overview Module

Test Management Module

Group Test Module

Speaking Test Module

Kindergarten Test Module

My ACCESS Training

My Quizzes

My Account

SEARCH

LOGOUT HELP

Welcome!

What would you like to do?

[Begin/Resume ACCESS for ELLs® Test Administrator Training](#)

[View my Quiz Grades](#)

- After logging on you will be placed on your training course home page
 - From here you can navigate to the ACCESS for ELLs® course or to your quiz grade scores

Course Content



- Course content is divided into 5 sections
 - Overview Module
 - Test Management Module
 - Group Test Module
 - Speaking Test Module
 - Kindergarten Test Module
- You can also access your quiz scores using the “My Quizzes” link
- To update/change any of your personal information such as your email address, school, district and password use the “My Account” link

ACCESS for ELLs® Test Administrator Training

Expand all Collapse all

WIDA Home

Training Course home

Overview Module

Test Management Module

Group Test Module

Speaking Test Module

Kindergarten Test Module

My ACCESS Training

My Quizzes

My Account

Group Components Test Training



- Provides essential background on the structure of Listening, Reading, and Writing items
- Provides samples of test items
- Provides a quiz to test knowledge and skill with group administered components of the test & to establish certification/approval to administer the test

Speaking Test Training



- Provides essential background in the Speaking test and Speaking items
- Provides samples of responses at all grade levels and proficiency levels
 - Samples provide models for standardization of administration procedures
 - Samples allow for calibration on the scoring rubric
 - Calibration better assures inter-rater reliability
- Provides a quiz to test knowledge and skill with Speaking test and to establish certification/approval to administer test

Kindergarten Test Training



- Provides essential background in the structure and organization of the Kindergarten test
- Since TAs will score both the Speaking and Writing responses, samples of Speaking and Writing performances are provided
- A separate Kindergarten test administration manual is available
- Provides a quiz to test knowledge and skill with Kindergarten test and to establish certification/approval to administer the test

Quiz and Grade Details



- Each quiz includes 10-15 questions
- Some questions require rating of speech samples
- Quiz is “passed” at 80% correct
- Quiz results, feedback, and correct answers are available after completion of the quiz
- Quiz may be retaken as necessary to reach criterion
- Only highest graded attempt is recorded in Grades book



Questions or Comments?

World-class Instructional Design and Assessment



For more information, please contact
the WIDA Help Desk:
1-866-276-7735 or help@wida.us



World Class Instructional Design and Assessment, www.wida.us



Center for Applied Linguistics, www.cal.org



Metritech, Inc., www.metritech.com

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