

E-mail #1
Subject: ELPAC 2017–18 Edition Moodle Training Site Resources
To: LEA ELPAC Coordinators
Date: October 3, 2017
Purpose: Notification of Moodle Training Site Opening



Dear Local Educational Agency (LEA) ELPAC Coordinator,

The Moodle Training Site Resources (Moodle) for the 2017–18 Edition English Language Proficiency Assessments for California (ELPAC) Administration and Scoring Training will open **Friday, October 27, 2017**.

Below are a few details regarding the materials available to prepare for your district training:

Training Binder: The Training Binder is designed to be used with the 2017–18 Edition Summative Assessment. Each person attending an Administration and Scoring Training will receive the Training Binder. This binder is also available for purchase on a cost recovery basis. The order form may be downloaded from the [Regional Trainings](#) Web page.

Online Training Certification Information: Trainers who use Moodle will find charts for determining the required training and calibration activities for Test Examiners in Section 2. The charts provide a guide detailing the training and calibration requirements to be certified to administer and score the Speaking test. The official scores for Speaking are the scores given by Test Examiners, and proper training and calibration will ensure reliable results.

Training Presentations: The 2017–18 Administration and Scoring Training presentations will be available on Moodle in the following three formats.

- **Training Presentations:** These are the same presentations used in the Administration and Scoring Training. They include embedded video and audio. The presentations are for trainers who are hosting in-person staff training. The presenters' scripts are posted separately in PDF for use with the presentation slides.
- **Training Presentations as Flash Files:** The training presentations (versions without narration) may be downloaded as secure flash files for use during an in-person training where the trainer does not have Internet access.

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Administration and Scoring Videos (MP4): The video segments are available within each of the presentations and are posted separately as MP4 files in the Downloads course in Moodle.

For further inquiries about the Administration and Scoring Trainings and available resources, please contact the ELPAC Customer Support Center by phone at 844-782-2714 or at by e-mail at ELPAC@ets.org.

Sincerely,

ELPAC Project Team
Educational Testing Service

E-mail #2
Subject: ELPAC 2017–18 Edition Moodle Training Site Resources
To: LEA ELPAC Coordinators
Date: October 23, 2017
Purpose: Enrollment keys and online resources



Dear Local Educational Agency (LEA) ELPAC Coordinator,

The 2017–18 Edition English Language Proficiency Assessments for California (ELPAC) [Moodle Training Site Resources](#) (Moodle) opens **Friday, October 27, 2017**.

Using Moodle requires trainers, LEA ELPAC Coordinators, and Test Examiners to set up individual user accounts and have enrollment keys. The ELPAC LEA Coordinator, who has access to the training registration system, is the only person with access to the LEA Moodle keys, and is therefore, responsible for distributing these keys to the appropriate staff.

Moodle Training Site Enrollment Keys

To obtain your unique LEA Moodle enrollment keys, logon to the [ELPAC Training Registration](#), select the *Summative Assessment Moodle Training Resources* link. Your LEA has three enrollment keys for the following courses: Trainer's Resources, Examiner's Resources, and Downloads.

Trainer's Resources: This enrollment key allows LEA trainers to log into the Trainer's Resources course to access training presentations, along with the presenters' scripts.

Examiner's Resources: This enrollment key allows LEA Test Examiners to automatically become part of the LEA's user group. The user group is set up to retain Test Examiners' training and calibration results and provide reports for LEA trainers to monitor Test Examiner training progress within Moodle.

Downloads: This enrollment key is only provided for LEA ELPAC Coordinators and gives access to download the Training Binder and training videos. Access to this course should be limited to the LEA ELPAC Coordinator and/or lead trainer.

Trainer Moodle Reporting Access

The LEA ELPAC Coordinator is responsible for distributing these enrollment keys to the appropriate LEA staff. The LEA ELPAC Coordinator must also identify the

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lead trainer(s) and request LEA Trainer Reporting Access, if the trainer needs to view reports in Moodle and monitor calibration completion and quiz status of Test Examiners. The only way for a lead trainer to obtain access to reports in Moodle is through the LEA ELPAC Coordinator.

The LEA ELPAC Coordinator must log in to the [ELPAC Training Registration](#), select the *Summative Assessment 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 e-mail address through the online Training Registration site. Each LEA may provide access for up to three trainers.

Moodle User Account Template

The Moodle User Account Template is posted on Moodle for LEA trainers who wish to create individual accounts for their staff members. The template can be populated with staff members' names and e-mails. Once the file is e-mailed to elpac@scoe.net, it will be imported into Moodle. Moodle will send an account-created confirmation e-mail to each person listed in the file.

For further inquiries about the Administration and Scoring Trainings and the available resources, please contact the ELPAC Customer Support Center by phone at 844-782-2714 or by e-mail at ELPAC@ets.org.

Sincerely,

ELPAC Project Team
Educational Testing Service

E-mail #3
Subject: ELPAC 2017–18 Edition Moodle Training Site Resources
To: LEA ELPAC Coordinators
Date: October 26, 2017
Purpose: Reminder Online Training Site Opening



Dear Local Educational Agency (LEA) ELPAC Coordinator,

This is a reminder that the 2017–18 Edition English Language Proficiency Assessments for California (ELPAC) [Moodle Training Site Resources](#) (Moodle) opens **Friday, October 27, 2017**.

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 district staff. The LEA ELPAC Coordinator must also identify the LEA trainer, and must log in to the [ELPAC Training Registration](#), select the *Summative Assessment 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 e-mail address, to the Online 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 e-mails. Populated files should be e-mailed to elpac@scoe.net. Once the file is imported into Moodle, Moodle will send a confirmation e-mail that a new account has been requested to each person listed in the file. Each individual will need to confirm his or her account by selecting the link in the e-mail 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 Administration and Scoring Trainings and the available resources, please contact the ELPAC Customer Support Center by phone at 844-782-2714 or at by e-mail at ELPAC@ets.org.

Sincerely,

E-mail #3

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