

## MOODLE ACCESS AT-A-GLANCE

# CALIFORNIA ALTERNATE ASSESSMENT (CAA) MOODLE TRAINING SITE

### LEA CAASPP COORDINATORS

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

- 1 Refer to the CAA Test Examiner 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 [CAA Moodle Training Site] button.
- 4 Use the CAA Test Examiner Moodle Template Letter (optional) to distribute the appropriate Moodle Enrollment Keys to CAA test examiners.

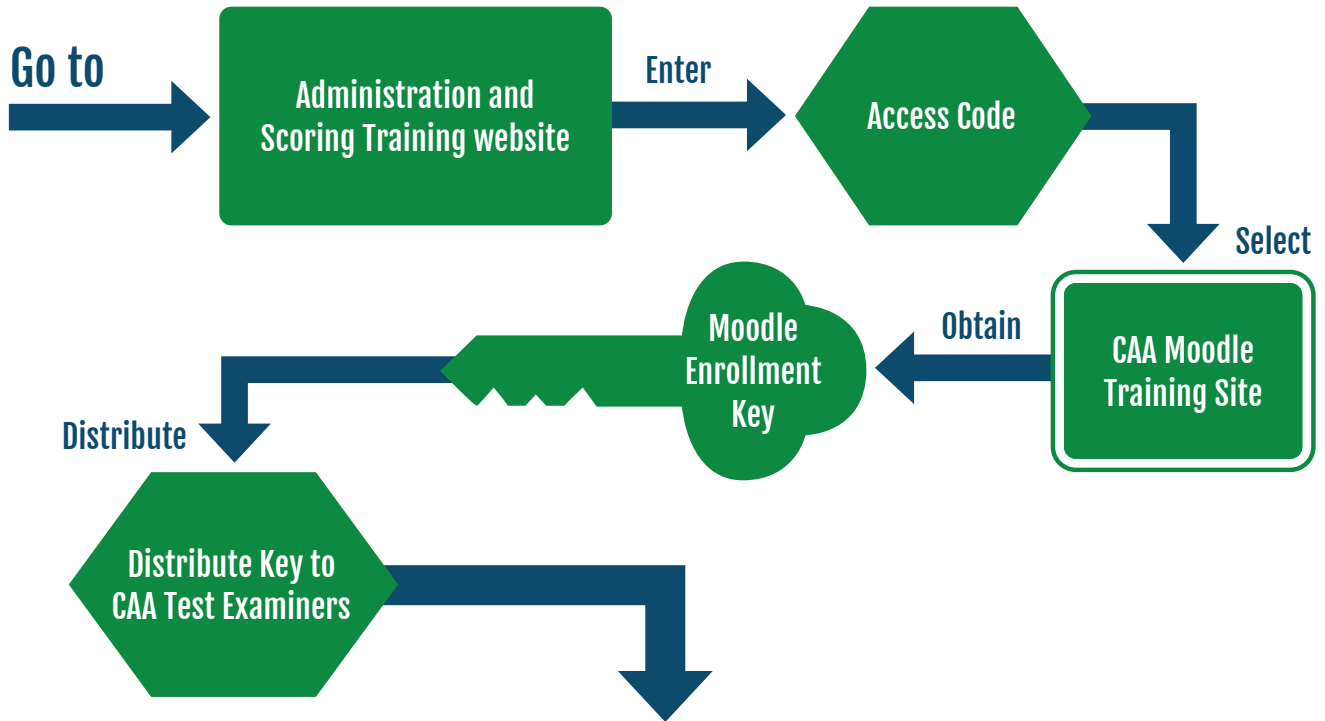
### CAA TEST EXAMINERS

**Test examiners must complete the required CAA tutorial segments prior to administering any CAA.**

- 1 Receive a Moodle Enrollment Key from your LEA CAASPP coordinator.
- 2 Log on to the Moodle Training Site and select the California Alternate Assessments (CAAs) Training.
- 3 Select the California Alternate Assessment (CAA) Test Examiner Tutorial.
- 4 Complete the General section and your respective content area section(s) within the course to receive your certificate(s) of completion.
- 5 The certificates are emailed to the examiner.
- 6 Your LEA CAASPP coordinator and test site coordinator can also confirm your completion status by accessing the LEA Moodle Account Reporting feature.



## LEA CAASPP COORDINATORS



## CAA TEST EXAMINERS

