

# California Assessment of Student Performance and Progress Test Administrator Tutorial Moodle Template Letter

Dear CAASPP Test Administrator:

The California Assessment of Student Performance and Progress (CAASPP) Test Administrator Tutorial is available on the [Moodle Training Site](https://moodle.caaspp-elpac.org/).

Prior to administering the general assessments (i.e., the Smarter Balanced Summative Assessments for English language arts/literacy and mathematics, the California Science Test, and the California Spanish Assessment), test administrators must complete the required sections of the CAASPP Test Administrator Tutorial.

## Accessing Moodle

***[Remove this section if your test administrators will be creating their own Moodle accounts.]***

A Moodle user account is necessary for test administrators to access and complete the Test Administrator Tutorial. A Moodle account has been created for you. You will receive an email with your Moodle logon credentials. Upon your initial logon, you will be prompted to update your password.

***[Remove this section if you will be creating Moodle accounts for your test administrators in bulk.]***

A Moodle user account is necessary for test administrators to access and complete the tutorial. Follow these steps to create your individual Moodle account:

1. Access the [Moodle Training Site](https://moodle.caaspp-elpac.org/login/index.php).
2. Select the [Create new account]link.
3. Create a username and password and provide the requested information. Use the county-district-school (CDS) code **[Insert CDS code here.]**.
4. Activate the account by selecting the link provided in the email confirmation.

Once in Moodle, test administrators can access the tutorial using the following Moodle enrollment key:

**[Insert enrollment key here.]**

## Completing the Course

To receive the Test Administrator Tutorial certificate of completion, you must answer all the “Check for Understanding” questions correctly. Download and save or print the certificate for your reference.

If you have questions about the administration of the CAASPP, contact your test site coordinator:

**[Insert site coordinator name here.]**

**[Insert site coordinator phone number here.]**

**[Insert site coordinator email here.]**

Sincerely,

**[Insert LEA CAASPP coordinator name here.]**

**[Insert LEA CAASPP coordinator phone number here.]**

**[Insert LEA CAASPP coordinator email here.]**