

## Summative Test Training Modules

To play the training modules:

- **For users who do not need to follow along with the script:** Open the PowerPoint file. Click [Slide Show] on the bar at the top of the page and then choose [From Beginning]. The slides will advance automatically with sound.
- **For users who want to follow along with the script:** Open the PowerPoint file. Hover over the sound icon on the bottom right-hand corner of the slide. Click the Play button that appears. Slide will need to be manually advanced and Play will need to be chosen for each slide.

### Available Training Modules

Module	Duration
Technology Requirements for Online Testing	22:23
Test Delivery System (TDS)-Online Test Administration	34:08
Data Entry Interface (DEI)-Paper Test Administration	10:53
Participation Reports	5:34
Online Reporting System (ORS)	18:11
Test Information Delivery Engine (TIDE)	
Adding and Editing Students and Student Settings	12:44
Ordering Paper, Large Print, and Braille Tests, Tracking Shipments	4:26
Managing Rosters	4:55
Printing Test Tickets and PreID Labels	5:20
Appeals Process	4:25
Entering Reason Not Tested Codes	3:25