

An Educators' Guide to Accessing eLearning Test Administration Courses

This guide provides detailed instructions on accessing the test administration courses available in the eLearning Learning Management System. Districts may assign these courses to staff responsible for filling the roles of a Building Test Coordinator or Test Administrator for purposes of the PEAKS and the Alaska Science assessments.

- Test Administration Training for Building Test Coordinators
- Test Administration Training for Test Administrators

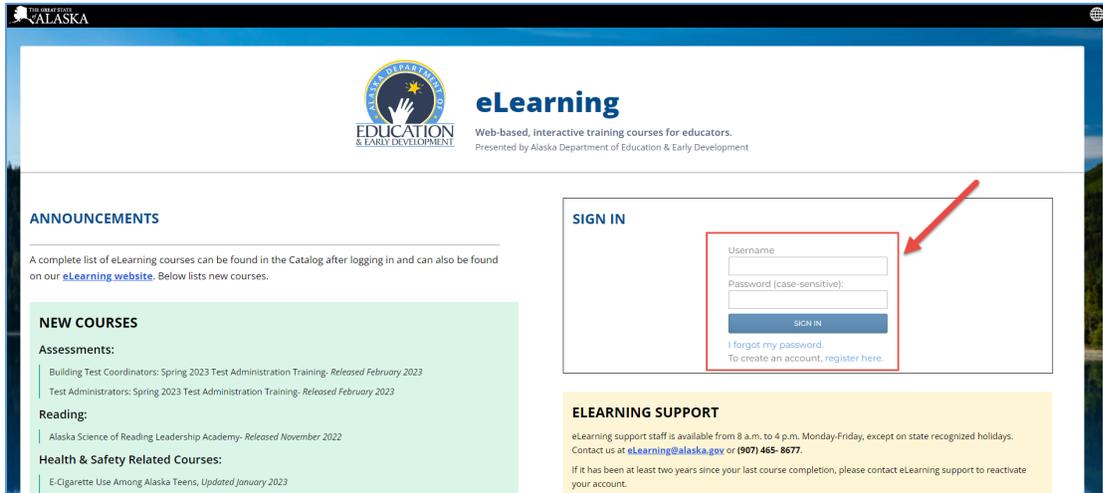
Contact your District Test Coordinator to find out if these courses are being used in your school district to meet the test administration requirements.

1. Both test administration training courses can be accessed on the [eLearning Learning Management System](#) located on the [DEED website](#).

The screenshot shows the DEED website with the following sections:

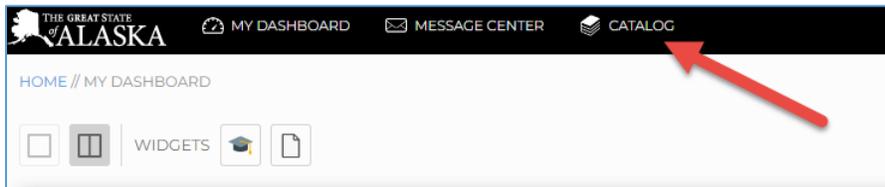
- Header:** Alaska Department of Education & Early Development, Alaska Learns, navigation menu (Parents, Student Learning, Educator & School Excellence, Finance & Support Services), and Data Center.
- Main Banner:** ALASKA SCIENCE OF READING SYMPOSIUM, April 28-30, 2023, Egan Civic and Convention Center | Anchorage, Alaska, Free Admission.
- In the Spotlight:** Alaska Reads, Our Strategic Plan, TEACHER RECRUITMENT & RETENTION.
- Feature Pages:** Teacher Certification, Find My School/District, Statewide Assessments, Report Card to the Public, The Newsroom, Data Center.
- Mission:** An excellent education for every student every day.
- COVID-19 Resources:** Find resources and supplemental information for school districts, families and the public regarding federal COVID relief funding.
- Compass: A Guide to Alaska's Public Schools:** Parents are critical partners in their child's education. This guide was designed to provide parents with important information about their child's school so they can make the best decisions for their child's educational experience.
- Teaching & Learning Support Website:** DEED launched this Teaching & Learning Support site to offer information, resources, and leadership to teachers and school leaders across Alaska.
- Supporting Educators:** Our eLearning training courses assist educators in complying with state and federal laws requiring district staff training. We offer over 50 eLearning courses for educators in Alaska. (A red arrow points to the 'eLEARNING COURSE CATALOG' link in this section.)
- Tribal Compacting:** Compacting is a process through which the State of Alaska and an Alaskan Native Tribal entity reach an agreement that formally recognizes a Tribal entity's authority to operate and oversee K-12 schools.
- Purple Star School Designation:** The Purple Star Award for military-friendly schools recognizes schools that show a major commitment to students and families connected to our nation's military.
- Trauma Engaged Schools:** This innovative framework focuses on transforming schools together by supporting the whole student and integrating trauma-engaged practices.

2. Type in your Username and Password and select **LOG IN**. Returning users, please do not register for another account. Contact eLearning support to update your profile. If new to the eLearning system, select **To create an account, register here**.

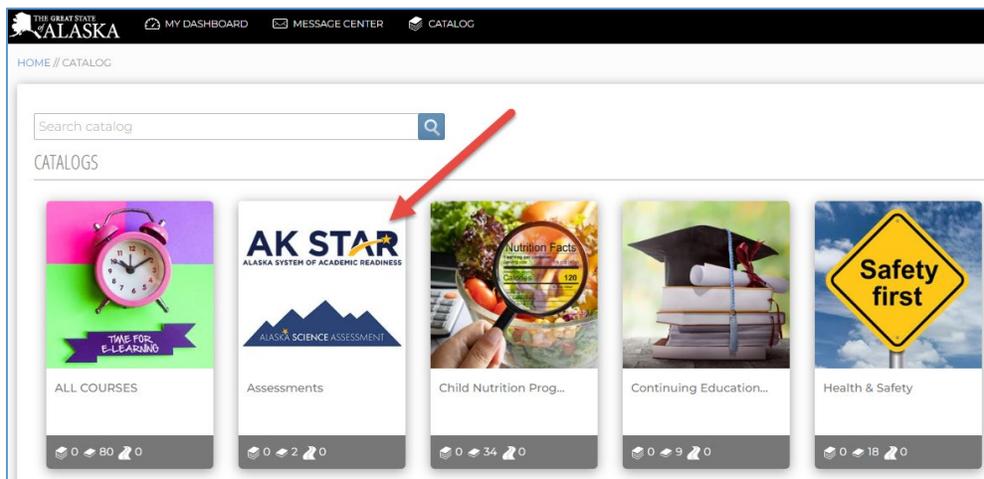


If you need assistance, contact DEED: elearning@alaska.gov or (907) 465-2981 or 465-2304.

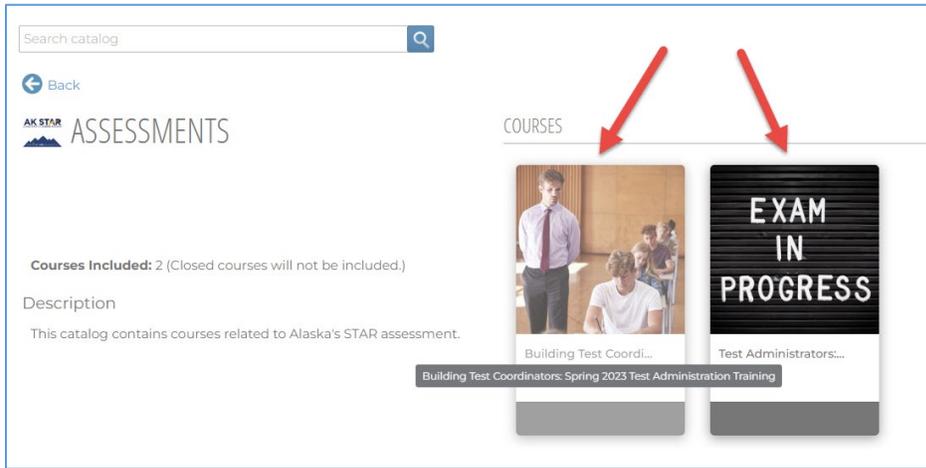
3. When successfully logged in, select **Catalog** in the upper left hand corner.



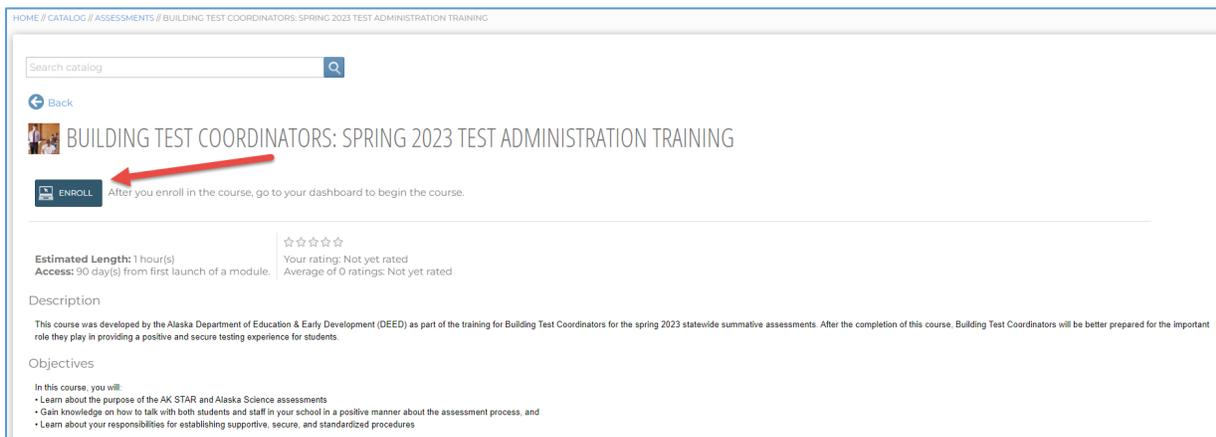
4. Select the **Assessments** catalog.



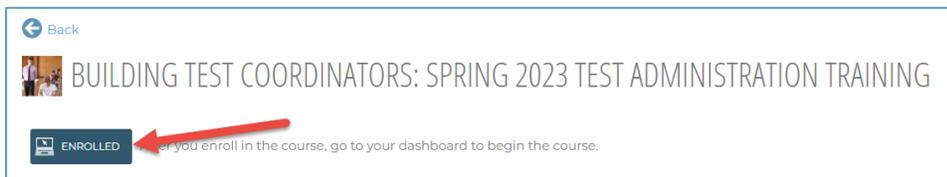
5. Select the desired course. There is one for Building Test Coordinators and another for Test Administrators.



6. Select the **Click Here to Enroll** button.



7. After successfully enrolling, the Enroll button will change to say Enrolled. Select the **Enrolled** button to go the course.



8. Select the **Click Here to Launch** button.



For more information on using eLearning, visit the [eLearning webpage](#) at the [DEED website](#).