

Good Morning,

Training is required for those who will administer Dynamic Learning Maps alternate assessments in 2015-16. Training may be accessed at <http://training.dynamiclearningmaps.org/> and uses the Moodle platform.

For detailed information please see the [Guide to DLM Required Test Administrator Training](#).

NEW TEST ADMINISTRATORS

New test administrators must successfully complete **four** modules before testing begins. Training for new test administrators is available in **self-directed** and **facilitated** formats.

RETURNING TEST ADMINISTRATORS

Returning test administrators must successfully complete **one** module before testing begins. Training for returning test administrators is only available in the **self-directed** format.

Please ensure that new test administrators have an account in Educator Portal and are identified as teachers at least one week before training is started. This ensures enough time for their accounts to be created in Moodle using the Educator Portal account information.

FACILITATED TRAINING (FOR NEW TEST ADMINISTRATORS)

If your district will be conducting a facilitated training for new test administrators, please provide the facilitator's information to the OSDE-SES using this form: <http://goo.gl/forms/OtYHzaDEI> **no later than Sept. 11th at 5pm**. Facilitated Training will be available by **Sept. 18th**.

For more information about the facilitated training, please see the [Facilitator Guide for Required Test Administration Training](#).

SELF-DIRECTED TRAINING (FOR BOTH NEW AND RETURNING)

Returning test administrators may now access the required training at <http://training.dynamiclearningmaps.org/>.

The username is the same email address used for Educator Portal. When a user first logs in, the temporary password is the first part of their email address, up to the "@". For example, educator Jane Jones will use her email of jjones@email.com as her login name and a temporary password of jjones on her first login to Moodle. She will then be prompted to change her password.

New test administrators will be able to access the required training at least one week after they have set up an account in Educator Portal.

If you have any questions, please contact:

Todd P. Loftin,
Executive Director, Assessment/Instruction
Special Education Services
Email: todd.loftin@sde.ok.gov
Phone: 405-522-3237