

To: District Test Coordinators, OAAP Test Administrators, OAAP Test Supervisors, Special Education Directors, and Technology Staff

Date: October 27, 2015

Re: Oklahoma Alternate Assessment Program (OAAP) 2015–2016
Pearson Access Next Technical Training

Please see the following pages for the information regarding technical training sessions for the 2015–2016 OAAP Portfolio administration.

Note that the Pearson technical training is highly recommended for all staff involved in administering the OAAP. Please register for one of the Web trainings described below.

Thank you for your support and cooperation in this matter. If you have additional questions/concerns, please contact Pearson at 866-294-9970 or email us at okhelp@support.pearson.com.

Pearson Technical Training For OAAP 2015–2016 Portfolio Administration

General Information

Pearson will offer technical training for the OAAP 2015–2016 Portfolio Administration in Pearson Access Next. Three separate training sessions will be offered the week of November 9–13. Participants will attend training via conference call and WebEx meeting. Training will apply to:

- Winter 2015 End-of-Instruction (EOI) administration, for seniors and second time testers only
- Spring 2016 administration, for grades 5, 7, & 8 and EOI

Who Should Attend Training?

This training opportunity is recommended for ALL staff involved in the administration of the Winter 2015 and/or Spring 2016 OAAP Portfolio, including:

- District and Building Test Coordinators
- District and Building Technology Staff
- OAAP Test Administrators and Test Supervisors
- Other Special Educators and Special Education Supervisors

What Topics Will Be Covered?

- Portfolio submission dates
- Test Coordinator and Test Administrator responsibilities
- Technical tips, including system/software requirements
- User accounts (different types of users, how to add/remove users, etc.)
- Registering students manually and via Student Data Upload (SDU)
- Updating and verifying organization and student information
- Uploading portfolio evidence and entering related task information
- Question and answer session

How Do I Register for Training?

Review the training session dates and times below. To register, click the link, select the desired training session, and enter the requested information. You will receive immediate confirmation of your registration. Training details, such as the toll-free telephone number and link to the Web meeting, will be emailed to you after the registration deadline but before your training session.

Please note:

- Capacity is limited to 150 participants per session.
- Participants may attend as a group (i.e., the group meets in one room, joins the call with one conference phone, and views the Web presentation on one computer/projector). **If you are attending as part of a group, please coordinate with the group to make sure only ONE participant from the group registers.**
- We recommend that you call in and log into the WebEx 15–30 minutes before the meeting starts to check for any technical issues that may occur.

Pearson Technical Trainings for OAAP 2015–2016 Portfolio Administration			
Session Number	Date	Time (Central Daylight Time)	Registration Deadline
Training #1	Monday, November 9, 2015	7:00 a.m.–8:00 a.m.	11/6/15
Training #2	Wednesday, November 11, 2015	10:00 a.m.–11:00a.m.	11/9/15
Training #3	Friday, November 13, 2015	4:00 p.m.–5:00 p.m.	11/11/15

[Click here to register](#)