

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

Date: September 14, 2012

Re: OAAP 2012-2013 Pearson Technical Training – PowerPoint Presentation AND Recorded Session Available Online

Pearson has posted to PearsonAccess the following training materials related to the OAAP 2012-2013 Portfolio Administration:

1. The Pearson Technical Training PowerPoint Presentation
2. A recorded technical training session

The OAAP training materials are available here:

www.okassessments.com/Training

Also, attached below is the previous information Pearson sent out regarding technical training sessions for the 2012-2013 OAAP Portfolio administration.

Please note that the Pearson technical training is not required but is highly recommended for all staff involved in administering the OAAP. Please view the recorded training and/or 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 2012-2013 Portfolio Administration

General Information

Pearson will offer technical training for the OAAP 2012-2013 Portfolio Administration in PearsonAccess. Five separate training sessions will be offered September 17-25. Participants will attend training via conference call and WebEx meeting. Training will apply to:

- Winter 2012 EOI administration, only for seniors and second time testers
- Spring 2013 administration, for grades 3-8 and EOI

Who Should Attend Training?

This training opportunity is recommended for ALL staff involved in the administration of the Winter 2012 and/or Spring 2013 OAAP Portfolio, including:

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

What Topics will be Covered?

- Enhancements and other changes for 2012-2013
- 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 on the link, select the desired training session, and enter the requested information. You will receive immediate confirmation of your registration. Training details, such as toll-free telephone number and link to the Web meeting, will be emailed to you after the registration deadline but no later than 3 days before your training session.

Please note:

- Capacity is limited to 200 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). Only one participant from the group should register.

Pearson Technical Trainings for OAAP 2012-2013 Portfolio Administration			
Session Number	Date	Time (Central Daylight Time)	Registration Deadline
Training #1	Monday, September 17	10:00 am-11:00 am	9/10
Training #2	Monday, September 17	4:00 pm-5:00 pm	9/10
Training #3	Friday, September 21	7:00 am-8:00 am	9/14
Training #4	Monday, September 24	4:00 pm-5:00 pm	9/17
Training #5	Tuesday, September 25	7:00 am-8:00 am	9/18

Click here to register:

<http://www.cvent.com/d/0cqssr>