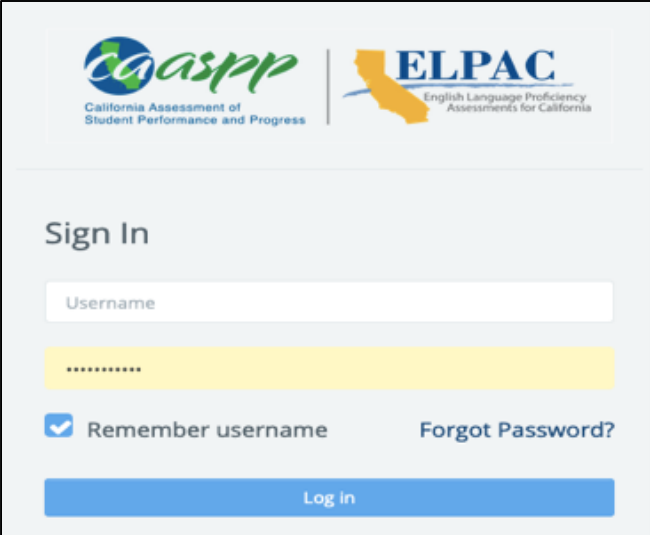

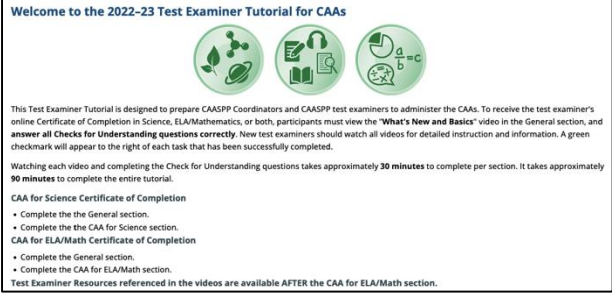








# Quick Guide for CAASPP Coordinators and CAA Test Examiners (TEs) Enrolling in the California Alternate Assessment (CAA) Training in Moodle

After receiving their Moodle account, CAASPP Coordinators and CAA TEs will be able to enroll in the *California Alternate Assessments (CAAs) Training* using the steps indicated below. Please remember, your enrollment key as well as Moodle course materials are secure. Only CAASPP Coordinators are allowed to share the enrollment key with Test Examiners who have met all CAASPP training requirements.

	<ol style="list-style-type: none"> <li>1. Log into your Moodle account <a href="https://moodle.caaspp-elpac.org">https://moodle.caaspp-elpac.org</a>. <b>Moodle Account Troubleshooting</b> <b>Having trouble locating your Moodle email?</b> <ul style="list-style-type: none"> <li>• Enter “Moodle” in your email search bar.</li> </ul> <b>Forgot your Moodle password?</b> <ul style="list-style-type: none"> <li>• Log into Moodle and select FORGOT PASSWORD. Search by EMAIL (enter LAUSD email).</li> </ul> <b>Forgot your Moodle username?</b> <ul style="list-style-type: none"> <li>• Email moodlesupport@scoe.net</li> </ul> </li> </ol>
<p><b>LAUSD (For LAUSD Test Examiners Only)</b></p> <p>▶ <b>California Alternate Assessments (CAAs)</b> <sup>(1)</sup></p>	<ol style="list-style-type: none"> <li>2. Scroll down to the LAUSD Section and select <b>California Alternate Assessments (CAAs)</b>.</li> </ol>
	<ol style="list-style-type: none"> <li>3. Select <b>2022-23 California Alternate Assessment (CAAs)</b></li> <li>4. Enter the Moodle enrollment key <ul style="list-style-type: none"> <li>• Click “Enroll Me”</li> </ul> </li> </ol>
	<p>Read the Course Introduction.</p>
<p>▶ <b>Instructions for the Test Examiner Tutorial</b></p>	<p>Read the <i>Instructions for the Test Examiner Tutorial</i> section.</p>

<div data-bbox="142 149 824 258" style="border: 1px solid black; padding: 5px; text-align: center;">  <b>General Section (START HERE)</b> </div>	<p>The <b>General Section</b> must be completed by all CAA Test Examiners and CAASPP Coordinators.</p> <p>All videos and related Checks for Understanding need to be completed to earn a Certificate of Completion.</p> <p>A checkmark will appear after each item is completed.</p>
<div data-bbox="134 596 708 705" style="border: 1px solid black; padding: 5px; text-align: center;">  <b>CAA for Science Section</b> </div> <div data-bbox="134 764 974 873" style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 20px;">  <b>CAA for ELA/Mathematics Section</b> </div>	<p>The CAA for Science section must be completed by all Test Examiner’s administering the CAA for Science and all CAASPP Coordinators.</p> <p>The CAA for ELA/Math section must be completed by all Test Examiner’s administering the CAA for ELA/Math and all CAASPP Coordinators.</p>
<div data-bbox="102 1060 1032 1129" style="border: 1px solid black; padding: 5px; text-align: center;">  <b>CAA for ELA/Mathematics Certificate of Completion (Click here to access your certificate)</b> </div> <div data-bbox="102 1157 1032 1226" style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;">  <b>CAA for Science Certificate of Completion (Click here to access your certificate)</b> </div> <div data-bbox="180 1253 924 1358" style="border: 1px solid black; padding: 10px; text-align: center; margin-top: 20px;"> <p>Click the button below and your certificate will be sent to you as an email attachment.</p> <div data-bbox="500 1310 615 1341" style="border: 1px solid gray; padding: 2px 10px; display: inline-block; margin: 0 auto;">Get Certificate</div> </div>	<p>Once the desired course has been completed, click on the corresponding <b><i>Certificate of Completion.</i></b></p> <ul style="list-style-type: none"> <li>• Select <b>[Get Certificate]</b>.</li> </ul> <p>Your Certificate of Completion will be emailed to your LAUSD account.</p>
<div data-bbox="180 1459 753 1556" style="border: 1px solid black; padding: 5px; text-align: center;">  <b>Test Examiner Resources</b> </div>	<p>Resources referred to in each video can be found at the bottom of the course in the <b>Test Examiner Resources</b> section.</p>