

# SUMMATIVE ELPAC MOODLE CALIBRATION

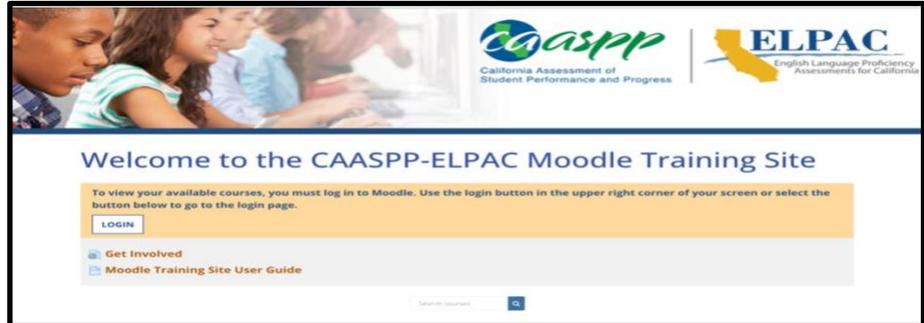
This user guide will walk Summative ELPAC Test Examiners (TEs) through the steps of the Moodle Summative ELPAC calibration.

## STEP 1:

Log in to Moodle.

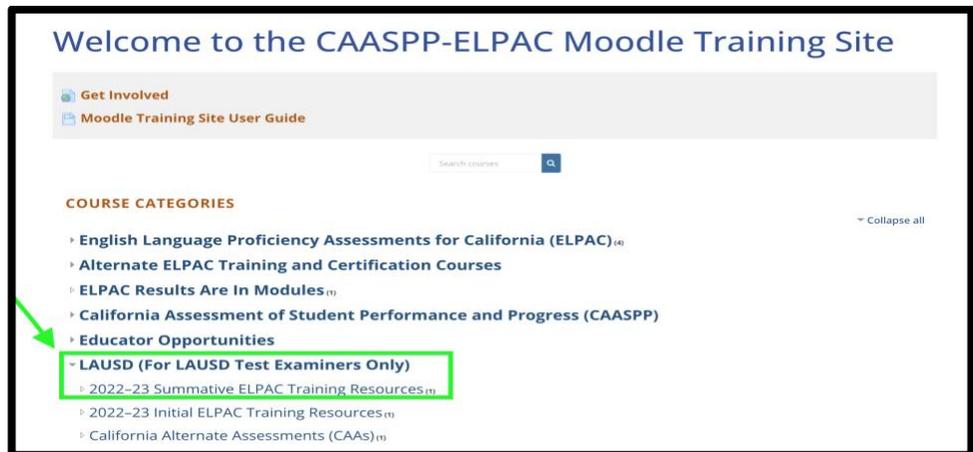
<https://moodle.caaspp-elpac.org/>

The first time you access the course, you will need to use the secure key provided to you by your site coordinator.



## STEP 2:

Once you have logged in, scroll down to the LAUSD section (For LAUSD Test Examiners Only) and select the **2022-23 Summative ELPAC Training Resources**.



## STEP 3:

Click on the course title and enter the key provided by your site ELPAC Coordinator when prompted.



# SUMMATIVE ELPAC MOODLE CERTIFICATION

## STEP 4:

1-Read the "Welcome and Instructions" section.

2-Go to "START HERE! Sign the Security Affidavit" section.

Click the Test Security Affidavit to read and accept the terms. Once you have completed that section, you will see a little green checkmark on the right-hand side.

3-Go to the "CONTINUE HERE! Mandatory Videos" section.

You must watch the *Entering Scores Into the Data Entry Interface (DEI)* video to be eligible to receive the calibration certificate.

## STEP 5:

ELPAC Test Examiners will click on the assigned section based on the grade level they will be assessing with the Summative ELPAC.

# SUMMATIVE ELPAC MOODLE CERTIFICATION

## STEP 6:

Complete all **calibration** quizzes for the section.

Please note that each quiz needs to be completed in its entirety for progress to be tracked.

Keep track of your scores using the score sheet provided in case you need to retake the quiz.

The screenshot shows a Moodle course page for 'Speaking—Kindergarten'. It is organized into sections with blue headers: 'Talk About a Scene', 'Support an Opinion', 'Retell a Narrative', and 'Summarize an Academic Presentation'. Each section contains two items: a quiz icon (a book with a pencil) and a PDF icon (a document with a magnifying glass). Below these sections is a 'Kindergarten Certificate' section with a certificate icon (a diploma) and a link to 'Kindergarten—Speaking Certificate of Calibration'.

Your Certificate of Completion will be emailed to you, after you complete the course and click on the “email certificate” button (unless you have unsubscribed to emails from SCOE- if that is the case, please be sure to send an email to [moodlesupport@scoe.net](mailto:moodlesupport@scoe.net) if needed).

Provide a printed copy of your Calibration Certificate to your ELPAC Coordinator

The screenshot shows a confirmation message in a light blue box. The text reads: 'Congratulations! You have calibrated on the kindergarten-grade 5 Summative ELPAC Speaking and are now ready to administer and score the kindergarten-grade 5 Summative ELPAC Assessment.' Below this text is a button labeled 'Get Certificate'.