



2021-2022 Required STAAR Modules

At KIPP Texas we believe that a well-trained staff is vital to a fair and valid assessment process. Everyone must do their part to ensure that our students are able to do their best on all assessments. Following all test security procedures is non-negotiable. By having a well trained staff we have historically been able to prevent most serious testing incidents that could possibly have catastrophic consequences for students and for school accountability. To ensure that all staff members are effectively trained, we use the following required supplemental training sessions for all staff members. These trainings are in addition to campus based PD and reading all appropriate testing manuals and emails.

All required trainings are available in the [Learning Management System \(LMS\)](#). In addition to the trainings listed below, all Big KIPPsters are also required to fill out an Oath of Test Security. The oath is linked below.

Directions for logging into/creating your LMS account

1. The first time you visit the LMS you will need to create an account
 - a. Open an Internet browser and navigate to the [LMS Site](#).
 - b. Click Log in.
 - c. Click Create new account.
 - d. Type a user name, password, e-mail address, and other required account information.
 - e. A district (work) email should be used to ease single sign-on with other Cambium systems and since your district will be tracking the training you complete. If you do not have a work email, please contact your CTC/supervisor.
 - f. Click Create my new account.
 - g. Click Continue.
2. Once you log in to the LMS you can choose from any of the listed roles to see trainings available.
 - a. Most of the trainings below are listed under supplemental trainings under Test Administrator or Campus Testing Coordinator.
 - b. You can access any training for any role regardless of your role on campus.
 - c. You can also use the search function at the top to find the assigned trainings.
3. You can access a record of your completed trainings by selecting the *User* icon next to your name in the upper right corner, and then selecting *View Completed Trainings* from the dropdown menu. This record can be printed.



**** Updated 2.4.2022** Turning in Certificates to CTCs/ESL Leads**

1. Any module that does have a certificate, the certificate should be shared with the CTC. Certificates will appear on the *Completed Trainings* page after completion of a course or module in which CPE hours are awarded. CPE hours will be shown on the bottom of the certificate.
2. For any module that does not have a certificate - the CTC will monitor completion via the administrator reports in LMS.
3. When staff members are complete with all of their training, they will print or send a copy of their **signed** training record to their CTC, along with any certificates.

Training Name	Time	Required Staff	Description	Direct Link to Module	Due Date	Certificate sent to CTC?
LMS Overview	6 minutes	Optional	A general overview for how to navigate the LMS training system.	https://tx.tms.pearson.com/Modules/Launch?moduleId=3	N/A	N/A
Oath of Test Security	2 minutes	All Big KIPPsters	All staff must sign an oath for testing. The document is a fillable PDF. Staff members should save a copy for themselves and send a copy to their CTC/DTC.	https://drive.google.com/file/d/1k2anLqhpZyjSs4M2_qDVtEHOs8aNvBzS/view	2/16/22	Yes (copy of completed oath)
Test Security	30 minutes	All Big KIPPsters	This training covers the essentials of active monitoring, improper monitoring, detecting improper student behavior, and blank answer documents.	https://tx.tms.pearson.com/Modules/Launch?moduleId=86	2/16/22	Yes
Active Monitoring	20 minutes	All campus based staff	This module reviews what active monitoring is and how to implement it.	https://tx.tms.pearson.com/Modules/Launch?moduleId=206	3/4/22	No - included in training

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						record
Oral Administration for Reading/ELA - TA proctoring OA	15 minutes	Staff proctoring an OA (includes relief floaters, admin, break givers, etc.)	This training video will provide a brief overview of the Oral/Signed (O/S) Administration Policy and how it applies to Reading and Language Arts.	https://tx.tms.pearson.com/Modules/Launch?moduleId=234	3/4/22	No - included in training record
Oral Administration Overview Math/Science/SocialStudies	13 minutes	Staff proctoring an OA (includes relief floaters, admin, break givers, etc.)	This training reviews what an oral/signed administration is, the steps that need to be completed, and an overview on how to correctly provide an oral/signed administration in math, science, and social studies.	https://tx.tms.pearson.com/Modules/Launch?moduleId=233	3/4/22	No - included in training record
Test Accommodations for TA	25 minutes	All test administrators	This module reviews types of test accommodations and how to avoid errors during testing.	https://tx.tms.pearson.com/Modules/Launch?moduleId=205	3/4/22	No - included in training record
Intro to Online Testing	13 minutes	CTCs; LPAC Leads	In this training module, campus testing coordinators and LPAC leads will learn how to create and edit online testing sessions, how to print test tickets, and how to effectively monitor online test progress.	https://tx.tms.pearson.com/Modules/Launch?moduleId=150	Pre Work for STAAR Training 2/9/22	No - included in training record
Managing Materials	16 Minutes	CTCs	This training module will cover how campus testing coordinators should manage materials before testing, on	https://tx.tms.pearson.com/Modules/Launch?moduleId=151	Pre Work for	No - included in training

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			test day, and after testing.		STAAR Training 2/9/22	record
Answer Document Training	15 minutes	CTCs	In this training module, campus testing coordinators will learn how to verify PreID labels, how to print ID labels, how to manage answer documents, and tips and best practices for successful paper testing administration.	https://tx.tms.pearson.com/Modules/Launch?moduleId=152	Pre Work for STAAR Training 2/9/22	No - included in training record