

Summative Test Training Modules

To play the training modules:

- **For users who do not need to follow along with the script:** Open the PowerPoint file. Click [Slide Show] on the bar at the top of the page and then choose [From Beginning]. The slides will advance automatically with sound.
- **For users who want to follow along with the script:** Open the PowerPoint file. Hover over the sound icon on the bottom right-hand corner of the slide. Click the Play button that appears. Slide will need to be manually advanced and Play will need to be chosen for each slide.

Available Training Modules

Module	Duration
Technology Requirements for Online Testing	22:23
Test Delivery System (TDS)-Online Test Administration	34:08
Data Entry Interface (DEI)-Paper Test Administration	10:53
Participation Reports	5:34
Online Reporting System (ORS)	18:11
Test Information Delivery Engine (TIDE)	
Activating Your Account and Navigating Through TIDE	9:12
Adding and Editing Users	6:23
Adding and Editing Students and Student Settings	12:44
Ordering Paper, Large Print, and Braille Tests, Tracking Shipments	4:26
Managing Rosters	4:55
Printing Test Tickets and PreID Labels	5:20
Appeals Process	4:25
Entering Reason Not Tested Codes	3:25