

## 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	12:19
Test Delivery System (TDS)-Online Test Administration	35:14
Data Entry Interface (DEI)-Paper Test Administration	10:53
Participation Reports	5:34
Online Reporting System (ORS)	18:57
Test Information Delivery Engine (TIDE)	
Activating your account and navigating through TIDE	6:55
Adding and editing users	5:51
Adding and editing students and student settings	10:57
Ordering paper, large print, and Braille tests, tracking shipments	4:33
Managing rosters	4:31
Printing test tickets and PreID labels	5:00
Appeals process	4:40
Entering Reason Not Tested codes	3:18