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**TELPAS**  
**Coordinator's User Guide for**  
**Online Holistic Rating Training**

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**2015**

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TrainingCenter

## Levels of Administrative Access in the TrainingCenter

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The Texas TrainingCenter provides coordinators with the ability to monitor the Texas English Language Proficiency Assessment System (TELPAS) online holistic rating training activities. Pearson coordinates with the Texas Education Agency (TEA) to obtain the names of region and district coordinators as well as region bilingual/English as a second language (ESL) coordinators. These TrainingCenter accounts are created and distributed to the email address on file for the respective coordinator. If you do not have your account information, contact Pearson for assistance. Campus coordinator accounts are not automatically generated. Campus coordinators self-register and request administrative access.

Availability of the administrative features in the TrainingCenter depends on the role the user has in the system. The seven administrative roles are described on the following page.

Role	Administrative Access	Account Set-up
Region Testing Coordinator	<p>Access reports for their region</p> <p>Promote region testing coordinator assistants to have access to administrative report features available to a region testing coordinator</p> <p>Access coordinator resources section of TrainingCenter</p>	<p>Account username and password automatically generated and sent to user</p>
Region Testing Coordinator Assistant	<p>Access reports for their region</p> <p>Access coordinator resources section of TrainingCenter</p>	<p>User self-registers</p> <p>Region testing coordinator promotes user to the region assistant role</p>
Region Bilingual/ESL Coordinator	<p>Access reports for their region</p> <p>Access coordinator resources section of TrainingCenter</p>	<p>Account username and password automatically generated and sent to user</p>
District Testing Coordinator	<p>Access reports for their district</p> <p>Access coordinator resources section of TrainingCenter</p> <p>Promote district testing coordinator assistants to have access to administrative report features available to a district testing coordinator</p> <p>Promote campus testing coordinator assistants to have access to administrative report features available to a campus testing coordinator</p> <p>Approve users who have a campus testing coordinator role</p> <p>Promote users to the TELPAS supplemental support provider role</p>	<p>Account username and password automatically generated and sent to user</p>
District Testing Coordinator Assistant	<p>Access reports for their district</p> <p>Access coordinator resources section of TrainingCenter</p> <p>Assist district testing coordinator in approving users who have a campus testing coordinator role</p> <p>Promote campus testing coordinator assistants to have access to administrative report features available to a campus testing coordinator</p> <p>Promote users to the TELPAS supplemental support provider role</p>	<p>User self-registers</p> <p>District testing coordinator promotes user to the district assistant role</p>
Campus Testing Coordinator	<p>Access reports for their campus</p> <p>Access coordinator resources section of TrainingCenter</p> <p>Promote campus testing coordinator assistants to have access to administrative report features available to a campus testing coordinator</p> <p>Promote users to the TELPAS supplemental support provider role</p>	<p>User self-registers</p> <p>User requests campus testing coordinator access from district testing coordinator or designated district testing coordinator assistant(s)</p>
Campus Testing Coordinator Assistant	<p>Access reports for their campus</p> <p>Access coordinator resources section of TrainingCenter</p>	<p>User self-registers</p> <p>Campus testing coordinator, district testing coordinator, or designated district testing coordinator assistant(s) promotes user to the campus assistant role</p>
TELPAS Supplemental Support Provider*	<p>Access supplemental support provider resources</p>	<p>User self-registers</p> <p>Campus testing coordinator, district testing coordinator, or designated district testing coordinator assistant(s) promotes user to the TELPAS supplemental support provider role</p>

\*This role has limited administrative access to special resource materials for supplemental support providers.



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## New User Registration

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Campus testing coordinators and region, district, and campus testing coordinator assistants who do not have TrainingCenter accounts will follow the new user registration process.

**NOTE:** If you are a returning user with an account used for previous training, follow the instructions in the “Registered User Access” section of this guide. Each user should register in the TrainingCenter only once.

### TrainingCenter Site Code

If you do not already have a TrainingCenter account used during previous training, including training programs other than TELPAS, you will need a TrainingCenter site code from your district or campus testing coordinator in order to register. The site code ensures you have been authorized to access the TrainingCenter. The site code is not case sensitive.

### Creating Your TrainingCenter Account

1. Click the *Self-Registration* link from the TrainingCenter homepage.
2. Enter a TrainingCenter site code in the field provided.
3. Complete the registration form.
4. Click the **Submit** button to continue.
5. Confirm registration details by reviewing your entries. If you need to change any of the information you provided, click the **Back** button at the bottom of the screen. Do not use the Internet browser back button.
6. Click the **Finish** button to complete your registration.

**NOTE:** Region testing coordinator assistants and staff not associated with a specific district must select the appropriate education service center (ESC) from the District and Campus fields in the registration form.

### Additional Role Authorization for Campus Testing Coordinator

By clicking the “CTC” checkbox in the registration form, an individual requests authorization from the district testing coordinator or district testing coordinator assistant to have campus coordinator administrative privileges in the TrainingCenter. The system automatically informs the district testing coordinator or district testing coordinator assistant that a request for approval is pending. Once the request is approved, the

campus coordinator will receive a confirmation email. Until the request is approved, the individual will have only rater access to the TrainingCenter.

The district testing coordinator or their designated district testing coordinator assistant(s) can give campus testing coordinator administrative privileges to more than one individual on a campus in accordance with campus needs for monitoring holistic rating training.

## Coordinator Assistant Accounts

Individuals designated to be region, district, or campus coordinator assistants who do not have an existing account create accounts using the new user registration process. The region, district, or campus coordinator must promote the individual to an assistant role. Until the promotion occurs, the individual will have only rater access to the TrainingCenter.



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## Registered User Access

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You can access the TrainingCenter after you have received your username and password. If you have an existing account, log in using the same username and password from the last time you logged in.

To access the TrainingCenter, enter your username and password and then click the **Login** button. If you have forgotten your TrainingCenter username or password, click the *Login Help* link on the homepage.

## Self-Enrollment Process for Campus Testing Coordinators

Self-enrollment is the process that allows an existing TELPAS user to request a campus testing coordinator (CTC) account role from the district testing coordinator or designated district testing coordinator assistant(s).

1. Once you have logged in to the TrainingCenter, select the *Self Enrollment* link from the top navigation bar.
2. Select “I want to request being a CTC.”
3. A request for CTC access will be sent to the district testing coordinator or district testing coordinator assistant(s). You will not receive CTC access until this request is approved.

Also, users who previously trained in the TrainingCenter for other programs (e.g., STAAR Alternate) who now need to complete TELPAS training requirements can train with the account previously used by entering the TELPAS site code in Self-Enrollment.

## Account Deactivation

If you receive an account deactivation notice upon attempting to log in to your account, contact Pearson at 800-627-0225.



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# Coordinator Account Features

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## My Home

The *My Home* screen summarizes the functionality available to different roles. It is also known as the TrainingCenter homepage.

- Region, district, and campus coordinators and coordinator assistants access reports.
- Region, district, and campus coordinators promote assistants.
- District coordinators authorize campus coordinator's access to reports.
- Supplemental support providers access training and materials.
- Region, district, and campus coordinators and coordinator assistants look up the training history for any user statewide and edit select user information.

## My Info

Upon successful login, check your personal information for accuracy. If your personal information is not complete, you will see a message to enter your information in the top-left part of the screen.

The *My Info* screen lists your personal information. If you would like to update any of the information you submitted when you registered, click the *My Info* link on the top navigation bar.

You can update all fields in the *My Info* section except *First Name*, *Last Name*, *Month of Birth*, and *Day of Birth*. The *Last Name* field can be updated through the User Lookup tool. Region and district testing coordinators and region bilingual/ESL coordinators cannot update their region and district information. If you need to change this information, contact Pearson for assistance.

## Promoting Coordinator Assistants

Coordinators may choose to grant administrative access to individuals who assist them. After instructing these individuals to register as new users if they do not have an existing TrainingCenter account, coordinators should use the Promote Testing Coordinator Assistants box on the TrainingCenter homepage to grant these individuals an administrative role. All coordinator assistants have access to the TELPAS training and calibration reports and to the user lookup tool. In addition, district testing coordinator assistants have the ability to authorize campus testing coordinators. Follow these steps to promote an assistant.

1. Click the *Go* link in the Promote Testing Coordinator Assistants box on the *My Home* screen. (**NOTE:** This box is customized to the coordinator's administrative access.)



2. On the *Promote* tab, click the **Search** button to display the list of all registered users in your region, district, or campus (depending on your administrative access). You may either select from the full list or use the search tool to find a specific registered user whom you would like to promote.
3. Place a checkmark next to the registered user(s) you would like to promote.
4. Check the email option, “Send a promotion e-mail,” to notify the coordinator assistant of the approval.
5. (For district and campus testing coordinators only) Select “DTC Assistant” or “CTC Assistant” from the “Set All Promote To Roles To” drop-down menu. Click the **Apply** button.
6. Click the **Promote Selected Users** button to complete the authorization process.
7. Click the **Yes** button to confirm. Authorized coordinator assistants will receive an email confirming their administrative access.
8. On the *Current Coordinator List* tab, click the **Search** button to retrieve the list of all authorized coordinators.

Coordinators are able to remove the administrative access rights of coordinator assistants who are no longer fulfilling those responsibilities. These individuals will then have rater access only to the TrainingCenter.

## Promoting TELPAS Supplemental Support Providers

TELPAS supplemental support providers must access Web-based training presentations and resources that are not available to raters. Coordinators should use the Promote Testing Coordinator Assistants and TELPAS Supplemental Support Providers box on the TrainingCenter homepage to grant these individuals the supplemental support provider role. Supplemental support providers will have access to a resources section that contains all of the training materials and other documents needed to provide supplemental support. These users will not have access to the TELPAS training and calibration reports or the user lookup tool.

1. Click the *Go* link in the Promote Testing Coordinator Assistants and TELPAS Supplemental Support Providers box on the *My Home* screen. **NOTE:** This box is customized to the coordinator’s administrative access.
2. On the *Promote* tab, click the **Search** button to display the list of all registered users in your district or campus (depending on your administrative access). You may either select from the full list or use the search tool to find a specific registered user whom you would like to promote.
3. Place a checkmark next to the registered user(s) you would like to promote.
4. Check the email option, “Send a promotion e-mail,” to notify the individual designated as the supplemental support provider of the approval.
5. Select “TELPAS SSP” from the “Set All Promote To Roles To” drop-down menu. Click the **Apply** button.
6. Click the **Promote Selected Users** button to complete the authorization process.



7. Click the **Yes** button to confirm. Individuals designated as supplemental support providers will receive an email confirming their access.
8. On the *Current Coordinator List* tab, click the **Search** button to retrieve the list of all authorized supplemental support providers.

Coordinators are able to remove the access rights of supplemental support providers who are no longer fulfilling those responsibilities. These individuals will then have rater access only to the TrainingCenter.

## Authorizing Campus Testing Coordinators

As a security measure campus testing coordinators receive administrative access only upon approval by the district testing coordinator or designated district testing coordinator assistant(s). District coordinators or their assistant(s) may approve administrative access for more than one campus coordinator on a campus if desired. After instructing campus testing coordinators to request the campus testing coordinator role during self-registration (or in self-enrollment for existing accounts), follow these steps to authorize their administrative privileges.

1. Click the *Go* link in the Authorize Campus Testing Coordinators box on the *My Home* screen.
2. The screen will refresh, displaying the list of campus testing coordinators in your district who are currently waiting for your authorization under the *Requesting* tab. Use the *Authorize* tab to search for users you would like to assign to the role of campus testing coordinator. Approve only those individuals you designate as campus testing coordinators for their campuses. To review the list of campus testing coordinators who have already been approved, click the *Current Coordinator List* tab. Click the **Search** button to retrieve the list of authorized coordinators.
3. Check the email option, “Send an authorization e-mail,” to notify campus testing coordinators that you have authorized their request. Each authorized campus testing coordinator will receive an email confirming administrative access.
4. Place a checkmark in the box next to the campus testing coordinator(s) you are authorizing.
5. Click the **Authorize Selected Users** button to complete the authorization process.
6. Click the **Yes** button to confirm. Once the individuals are approved, they will no longer appear on this list.

## User Lookup

Use this tool to look up the training history for any user statewide. The User Lookup box is available from the *My Home* screen. Follow these steps to find a user’s training history.

1. Click the *User Lookup* link in the User Lookup box.
2. Use the *Search For* field to search for the user.



Texas  
TrainingCenter

3. Click the user's name to view the training history. The screen will update, displaying the user's history.

The User Lookup tool also has select account management options so coordinators and their assistants can

- modify the last name of a user;
- send a user password reset email;
- modify the email address of a user;
- retrieve an email address associated with a user's TrainingCenter account;
- retrieve a username associated with a user's TrainingCenter account; and
- see account status (active/inactive) for all users.

District testing coordinators have the additional ability to change a user's email address and send a password reset email for user accounts of teachers who have moved from other districts.

## Coordinator Resources and FAQs

To access the coordinator resources or FAQs, click the *Resources* or *FAQs* link in the top navigation bar of the *My Home* screen. The *My Home* screen is also known as the TrainingCenter homepage. These resources and FAQs differ from those available in the rater portion of the TrainingCenter.

# Accessing Reports

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## Overview

Personnel with administrative authorization are able to access reports on demand to monitor TELPAS online training and calibration. These reports are updated nightly and they enable coordinators to monitor whether each rater has completed the necessary training and is adequately prepared to apply the TELPAS holistic rating rubrics. The reports provide information according to the level of the coordinator's administrative access.

- Region coordinators see reports containing information pertaining to all districts and campuses within their region.
- District coordinators see reports for all campuses within their district.
- Campus coordinators see reports for their campus.

## Available Reports for Online Training and Calibration

There are four reports available for coordinators and other designated personnel to monitor TELPAS holistic rating training activities. The sample reports on the following pages show the PDF file format of the reports.

**NOTE:** In order for users to appear in the correct reports, their location (region, district, campus) must be up-to-date in the *My Info* section.

It is the responsibility of district and campus testing coordinators to ensure that trainees establish their username and password and update the information as necessary so that their training status can be monitored.

## TELPAS Returning Rater Planning Roster

This roster of returning raters uses TrainingCenter records to generate a list of trained raters. The date a rater first completed training requirements (starting in 2008–2009) is provided. The example on the following page shows a campus roster.

**NOTE:** This roster serves as an aid for planning. The TrainingCenter records may not be fully accurate in situations where users have multiple accounts, outdated information in the **My Info** section, etc. TEA requires individuals to repeat new rater training if they have not completed any online holistic rating training within the last three school years.

At the district level, the campus rosters are provided in alphabetical order. Region reports are sorted alphabetically by district and then by campus.

To be included in the Returning Rater Planning Roster, individuals must have completed the following training requirements:

### **Grades K–1**

In 2008–2009 and 2009–2010, new raters trained in the fall completed a Level 1 course in the fall and a Level 2 course in the spring. In the spring, new raters completed a Level 1 course, and returning raters completed a Level 2 course.

In 2010–2011, 2011–2012, 2012–2013, and 2013–2014, new raters completed the online basic training course and calibration. Returning raters completed calibration.

### **Grades 2–12**

In 2008–2009 and 2009–2010, new raters trained in the fall completed a Level 1 course and qualification in the fall, and a Level 2 course in the spring. In the spring, new raters completed a Level 1 course and qualification, and returning raters completed a Level 2 course.

In 2010–2011, 2011–2012, 2012–2013, and 2013–2014, new raters completed the online basic training course and calibration. Returning raters completed calibration.

### Example: TELPAS Returning Rater Planning Roster

Region: 99 Example Region  
 District: 999-999 EXAMPLE ISD  
 Campus: 999 EXAMPLE CAMPUS

This report uses LMS records beginning with the 2008–2009 school year to generate a list of trained raters. For more information about the LMS programming rules for this list, see the TELPAS Coordinator’s User Guide for Online Holistic Rating Training.

Report Date: 10/10/2013  
 Reporting Period: Spring 2014

Last Name	First Name	Email	Grade	Date Training Requirements First Completed (Starting in 2008–2009)
AHVRLast	AHVRFirst	AHVRFirst.AHVRLast@invalid_domain.com	2-12	2/27/2009
AVNLLast	AVNLFirst	AVNLFirst.AVNLLast@invalid_domain.com	2-12	3/4/2010
CBPCLast	CBPCFirst	CBPCFirst.CBPCLast@invalid_domain.com	K-1	2/25/2009
ELGYLast	ELGYFirst	ELGYFirst.ELGYLast@invalid_domain.com	2-12	2/26/2010
FBPMLast	FBPMFirst	FBPMFirst.FBPMLast@invalid_domain.com	K-1	2/29/2009
FBPMLast	FBPMFirst	FBPMFirst.FBPMLast@invalid_domain.com	2-12	3/3/2010
IQWYLast	IQWYFirst	IQWYFirst.IQWYLast@invalid_domain.com	K-1	2/12/2009
IQWYLast	IQWYFirst	IQWYFirst.IQWYLast@invalid_domain.com	2-12	2/28/2013
IZJBLast	IZJBFirst	IZJBFirst.IZJBLast@invalid_domain.com	2-12	2/10/2009
NOBOLast	NOBOFirst	NOBOFirst.NOBOLast@invalid_domain.com	2-12	2/24/2010
SGUSLast	SGUSFirst	SGUSFirst.SGUSLast@invalid_domain.com	2-12	2/28/2013
SKKXLast	SKKXFirst	SKKXFirst.SKKXLast@invalid_domain.com	2-12	2/28/2013
SLBCLast	SLBCFirst	SLBCFirst.SLBCLast@invalid_domain.com	K-1	3/2/2013

## TELPAS Confidential Course Completion Roster

This report provides online basic training course completion and performance information by user for the current year.

This example shows a campus roster.

At the district level, information is presented alphabetically by campus and then by user on the campus. At the region level, information is presented alphabetically by district and then by campus and user.

### Example: TELPAS Confidential Course Completion Roster

Region: 99 Example Region  
 District: 999-999 EXAMPLE ISD  
 Campus: 999 EXAMPLE CAMPUS

Report Date: 3/22/13  
 Reporting Period: Spring 2013

Last Name	First Name	Course Title	Date Started	Date Completed	Time in Modules (mins.)	Activities Correct/Possible	% Correct
TELPAS01	User01	TELPAS Rater Online Basic Training Course for Grades 2-12	2/26/2013	2/26/2013			
		Overview	2/26/2013	2/26/2013	60		
		Listening	2/26/2013	2/26/2013	20	3/4	75%
		Grades 6 to 8				4/5	80%
		Speaking	2/26/2013	2/26/2013	50		
		Grades 6 to 8				5/5	100%
		Writing	2/26/2013	2/26/2013	60	N/A	N/A
		Writing Practice	2/26/2013	2/26/2013	90		
TELPAS02	User02	Assembling and Verifying Grades 2-12 Writing Collections	2/11/2013	2/11/2013			
		Assembling and Verifying Grades 2-12 Writing Collections	2/11/2013	2/11/2013	38		
		Assembling				0/3	0%
		Verifying				3/3	100%
TELPAS03	User03	TELPAS Rater Online Basic Training Course for Kindergarten and Grade 1					
		Overview	2/16/2013	2/16/2013	65		
		Listening	2/16/2013	2/16/2013	35	1/3	33%
		Practice				5/5	100%
		Speaking	2/16/2013	2/16/2013	40		
		Practice				4/5	80%
		Reading	2/16/2013	2/16/2013	45		
		Practice				5/5	100%
		Writing	2/16/2013	2/16/2013	55		
		Practice				4/5	80%

## TELPAS At-a-Glance Training & Calibration Report

This report provides basic training course and calibration status in a roster format that makes it easy to scan for completion information. This report displays information for the current year.

### Basic Online Training

The report lists all registered users who have completed the training course or are in progress. Performance information for individual modules is not shown.

### Calibration

The report includes calibration status by grade cluster.

### Example: TELPAS At-a-Glance Training & Calibration Report

Region: 99 Example Region  
 District: 999-999 EXAMPLE ISD  
 Campus: 999 EXAMPLE CAMPUS

Report Date: 3/22/14  
 Reporting Period: Spring 2014

Last Name	First Name	Calibrated	Course	Status Date	Grade	Calibrations									
						Set 1			Set 2			Set 3			
						Score	Date	Time Spent	Score	Date	Time Spent	Score	Date	Time Spent	
TELPAS01	User01	Yes	TELPAS Rater Online Basic Training Course for Kindergarten and Grade 1	Complete 2/16/14	K-1	90%	2/16/14	00:60:00							
TELPAS02	User02	Yes	TELPAS Rater Online Basic Training Course for Kindergarten and Grade 1	Complete 2/21/14	K-1	60%	2/21/14	00:38:00	90%	2/21/14	01:01:00				
TELPAS03	User03	No	TELPAS Rater Online Basic Training Course for Kindergarten and Grade 1	Complete 2/16/14	K-1	20%	2/16/14	00:21:00	40%	2/16/14	00:39:00				
TELPAS04	User04	Yes	TELPAS Rater Online Basic Training Course for Kindergarten and Grade 1	Complete 3/1/14	K-1	20%	3/1/14	00:45:00	50%	3/1/14	00:51:00	90%	3/16/14	00:59:00	
TELPAS05	User05	Yes	TELPAS Rater Online Basic Training Course for Grades 2-12	Complete 2/16/14	2	100%	2/16/14	00:53:00							
TELPAS06	User06	Yes	TELPAS Rater Online Basic Training Course for Grades 2-12	Complete 2/19/14	3-5	60%	2/19/14	00:41:00	90%	2/19/14	00:56:00				
TELPAS07	User07	No	TELPAS Rater Online Basic Training Course for Grades 2-12	Complete 2/19/14	2	10%	2/19/14	00:21:00	30%	2/19/14	00:39:00				
TELPAS08	User08	Yes	TELPAS Rater Online Basic Training Course for Grades 2-12	Complete 2/19/14	6-8	20%	2/19/14	00:36:00	40%	2/19/14	00:46:00	100%	2/19/14	01:02:00	
TELPAS09	User09	Yes			K-1	100%	3/16/14	00:58:00							
TELPAS10	User10	Yes			K-1	60%	2/21/14	00:34:00	90%	2/21/14	01:13:00				
TELPAS11	User11	Yes			3-5	100%	2/26/14	00:57:00							
		No			6-8	60%	2/27/14	00:41:00							

## TELPAS Confidential Calibration Summary Report

This report provides calibration summary information for all registered users at the region, district, or campus level for the current year.

Only users who have completed a set or successfully calibrated are included in the numbers for this report. Incomplete calibration sets are not reflected in this report.

### Example: TELPAS Confidential Calibration Summary Report

Region: 99 Example Region  
 District: 999-999 EXAMPLE ISD  
 Campus: 999 EXAMPLE CAMPUS

Report Date: 3/1/13  
 Report Period: Spring 2013

All Clusters	Number	Percent	Grades 3-5	Number	Percent
Attempted Calibrations	24	100	Attempted Calibrations	5	100
Successful Calibrations	19	79	Successful Calibrations	3	60
Successful After Set 1	12	50	Successful After Set 1	2	40
Successful After Set 2	4	17	Successful After Set 2	1	20
Successful After Set 3	3	13	Successful After Set 3	0	0
Unsuccessful After Set 3	5	21	Unsuccessful After Set 3	2	40
Unsuccessful After Set 1/No Set 2 Yet	5 *		Unsuccessful After Set 1/No Set 2 Yet	1 *	
Unsuccessful After Set 2/No Set 3 Yet	5 *		Unsuccessful After Set 2/No Set 3 Yet	1 *	

  

Kindergarten and Grade 1	Number	Percent	Grades 6-8	Number	Percent
Attempted Calibrations	2	100	Attempted Calibrations	4	100
Successful Calibrations	2	100	Successful Calibrations	3	75
Successful After Set 1	1	50	Successful After Set 1	3	75
Successful After Set 2	1	50	Successful After Set 2	0	0
Successful After Set 3	0	0	Successful After Set 3	0	0
Unsuccessful After Set 3	0	0	Unsuccessful After Set 3	1	25
Unsuccessful After Set 1/No Set 2 Yet	1 *		Unsuccessful After Set 1/No Set 2 Yet	1 *	
Unsuccessful After Set 2/No Set 3 Yet	1 *		Unsuccessful After Set 2/No Set 3 Yet	1 *	

  

Grade 2	Number	Percent	Grades 9-12	Number	Percent
Attempted Calibrations	8	100	Attempted Calibrations	5	100
Successful Calibrations	7	88	Successful Calibrations	4	80
Successful After Set 1	4	50	Successful After Set 1	2	40
Successful After Set 2	2	25	Successful After Set 2	0	0
Successful After Set 3	1	13	Successful After Set 3	2	40
Unsuccessful After Set 3	1	13	Unsuccessful After Set 3	1	20
Unsuccessful After Set 1/No Set 2 Yet	0 *		Unsuccessful After Set 1/No Set 2 Yet	2 *	
Unsuccessful After Set 2/No Set 3 Yet	1 *		Unsuccessful After Set 2/No Set 3 Yet	1 *	

\* Numbers not included in Attempted Calibration total

## Report Formats

Reports are available in Web view, PDF files, and CSV files.

To view PDF files, you need the Adobe Reader plug-in. To view CSV files, you need a compatible application, such as Microsoft Excel. Presentation of the data in the Web view and PDF file is fixed. Exporting data into a CSV file allows you to manipulate (e.g., sort) information in a way that is most useful for you.



## Running Reports

The list of reports available is on the *My Home* screen. Follow these steps to run a report.

1. Click the name of the report you would like to view.
2. The report will automatically run for the current time period (e.g., spring 2015). The report will display on the screen.
  - A. Go to other pages in the report by using the Page drop-down list.
  - B. Click the **Export to CSV** button to export the report in the CSV format.
  - C. Click the **Export to PDF** button to export the report as a PDF.

**Instructions**

To view a report, select the required year from the drop down menu and click 'View Report'. Once the year is selected, you can click 'Export to CSV' button to view raw data in an Excel sheet, or 'Export to PDF' for a standard report to save or print.

**Confidential Course Completion Roster**

**Run Report**

**Go Back**

**Report**

**Export to CSV** **Export to PDF**

**TELPAS Confidential Course Completion Roster**

Region: **99 Example Region**  
District: **999001 Example ISD**

Page: 1 of 110 20 per page

First Name	Last Name	Course Title	Date Started	Date Completed	Time in Module (mins.)	Activities Correct/Possible	% Correct
Example	EXAMPLE ISD						



# Accessing the Rater Portion of the TrainingCenter

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## TELPAS Homepage

Upon clicking the *TELPAS 2015* link from the *My Home* screen, you will see the TELPAS TrainingCenter homepage. This is where you can access TELPAS training courses and calibration activities. You can also access rater support links.

Navigate the TrainingCenter by clicking the appropriate grade level button on the homepage, or by clicking the links on the top navigation bar.

## Rater Resources and FAQs

Click the *Resources* or *FAQs* link from the TELPAS TrainingCenter homepage to access information available to raters. These resources and FAQs differ from those available from the *My Home* screen of the Texas TrainingCenter homepage, since these are for raters.

## Assistance

For help accessing or navigating the TrainingCenter, contact Pearson using the information below.

Phone: 800-627-0225  
Monday–Friday, 7:00 AM to 7:00 PM (CT)  
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