Pennsylvania State Test Administration Training (PSTAT) Website Training Guide.

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1 Introduction

The purpose of Pennsylvania State Administration Training (PSTAT) website is to provide access to training module(s) and resources associated with administering the Pennsylvania state tests to students in K-12 education. On this site you will be able to register as a Test Administrator (TA), School Assessment Coordinator (SAC), or District Assessment Coordinator (DAC) and complete a training module designed specifically to help you correctly administer the Pennsylvania System of School Assessment (PSSA) tests or the Keystone Exams. There are links to Pennsylvania Department of Education (PDE) resources for further information and clarification of particular aspects of test administration. We hope this site is helpful and welcome your feedback as a registered user.

This site provides a training module for general test administration of the PSSA test and Keystone Exams. Registered users will learn Before, During, and After test administration guidelines and answer general questions about test administration. Upon completion of the training module, test administrators will be able to print a certification of completion certifying successful completion of the training module. The training module provides training for general administration. Registered users who administer either the PSSA test or Keystone Exam to special populations should consult the specific documentation and training available on the Pennsylvania Department of Education website for further guidelines on test administration.

2 Getting Started with PSTAT Website

2.1 Types of Users

- New Learner (Test Administrator): This user is a learner who has not registered on the site. He or she only has access to the non-member web pages. This includes Home Page, Sign In, Register, About, Help, Contact, Terms & Conditions, and Privacy Policy.
- PSSA Learner (Test Administrator): This user is a learner who is registered as a member of the site, but is not an administrator. In addition to access the same pages as a new learner, he or she can also access the "membership" area of the site, excluding reporting.
- PSSA School Coordinator (SAC): This user is a learner who is a registered member of the site and has been approved as a School Coordinator by the District Assessment Coordinator or the PDE Administrator to have access to reporting information for their building. In addition to reporting data, he or she also has access to all web pages; follow the same logic as the existing learner. Multiple members can be selected to be administrators for a building; however a school coordinator cannot be an administrator for more than one School. This administrator does not have access to the CMS/LMS; however the same account information can be set up to provide CMS/LMS access.
- PSSA District Coordinator (DAC): This user is a learner who is a registered member of the site. He or she is manually selected by the PDE Administrator to have access to reporting information for their District. In addition to reporting data, he or she also has access to all web pages; follow the same logic as the existing learner. Multiple members can be selected to be administrators for a district; however a District Assessment Coordinator cannot be an administrator for more than one District. This administrator does not have access to the CMS/LMS; however the same account information can be set up to provide CMS/LMS access.
- PSSA Admin: The PDE Administrator user is created by JPL. He or she can login to have access to all web pages and reporting data for all Districts and Schools. In addition to reporting data, he or she also has access to all web pages; follow the same logic as the existing learner. This user has the ability to assign members as District Assessment Coordinators and School Coordinators. Multiple members can be selected to be a PDE Administrators. This administrator has access to the CMS/LMS and can upload courses and make content updates to the web pages.

2.2 Registration

Leaners will be able to self-register within the PSTAT website.

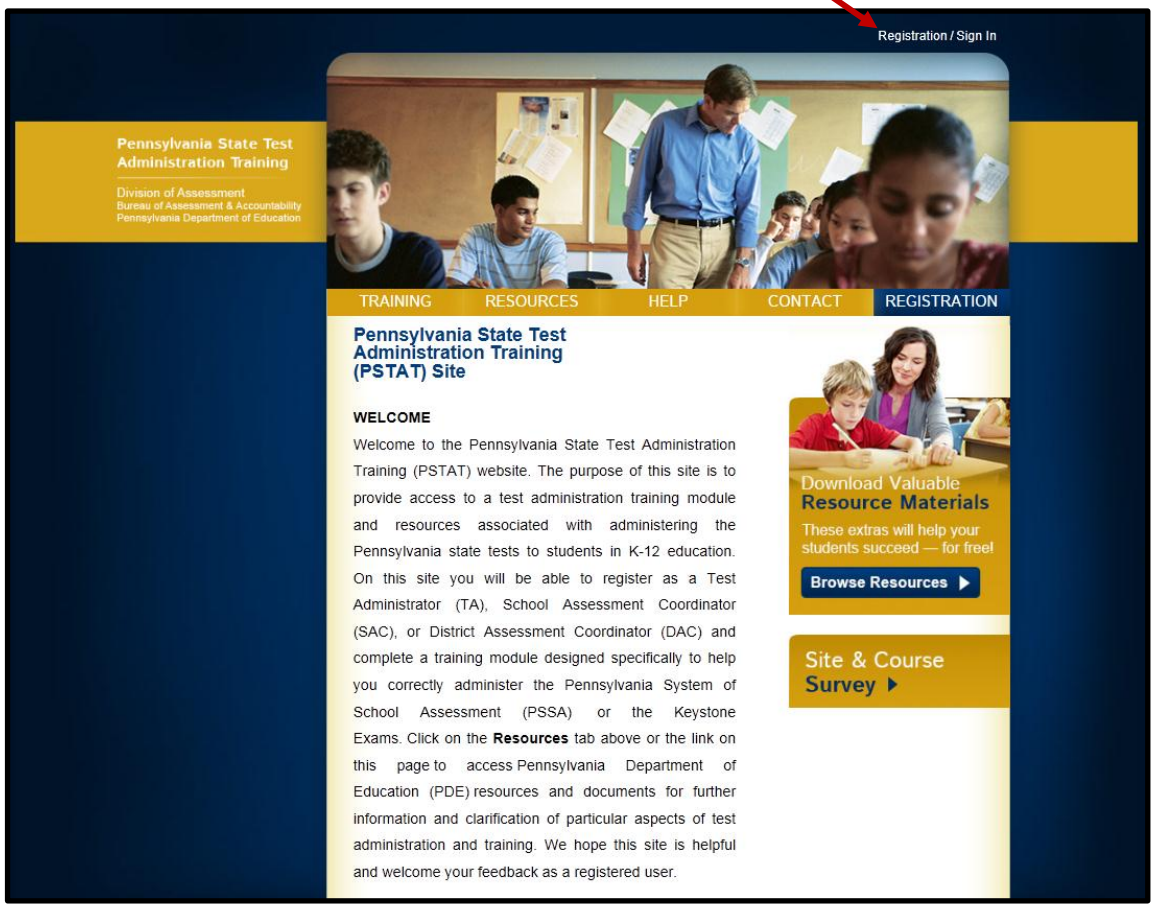
To register a new learner:

1. Click **REGISTRATION**.
2. Complete the appropriate fields on the Registration Form. The following fields are required:
    - First Name
    - Last Name
    - Email Address
    - Password
    - Confirm Password
    - Intermediate Unit
    - District
    - School
    - Captcha

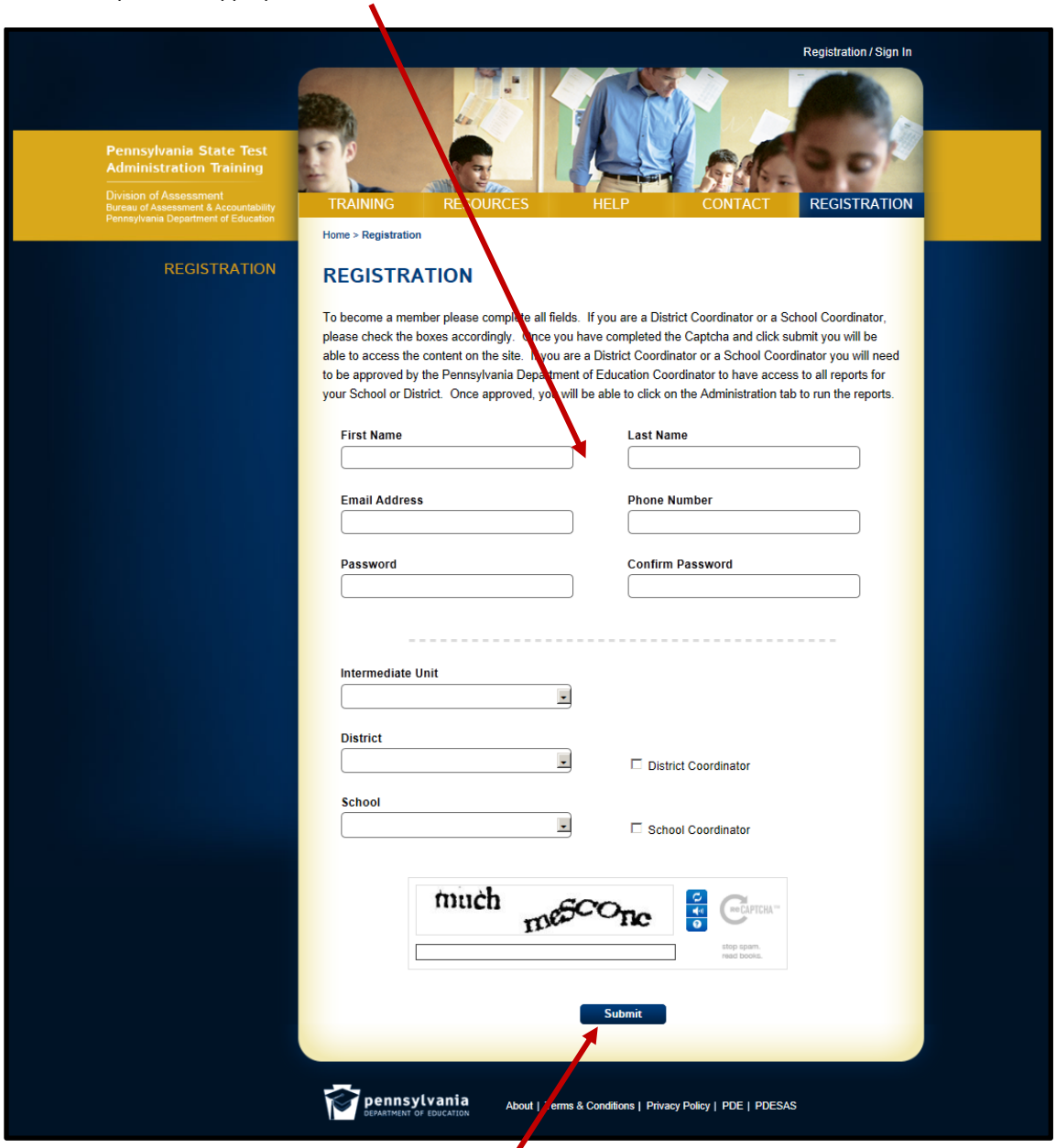
Note: If District Coordinator checkbox is selected, an email will be sent to the PDE Administrator for Approval. Once they have been granted approval, they will then have access to run reports pertaining to their District. If the School Coordinator checkbox is selected, an email will be sent to the PDE Administrator for approval. Once they have been granted approval, they will then have access to run reports pertaining to their school.

3. Click **SUBMIT**.

*1. Click **REGISTRATION***



2. Complete the appropriate fields



*3. Click **SUBMIT***

2.3 Signing In

In order to take courses, and run reports a user must sign in to the PSTAT website. Open your web browser and enter the address of the PSTAT website.

http://www.pssatraining.com

When a user clicks the Sign In link or tries to access a page that requires login, he or she will be redirected to the Sign In page

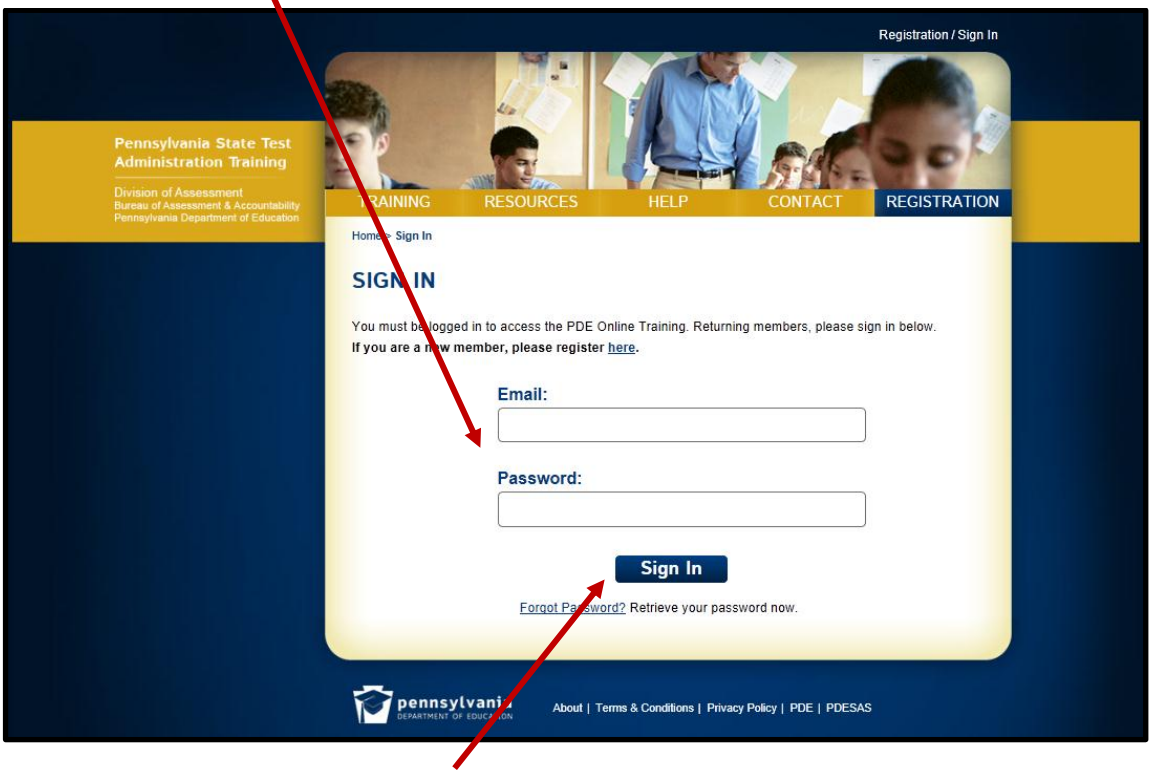
To sign in to the PSTAT website:

1. Click **SIGN IN**.
2. Enter **Email** and **Password**.
3. Click **SIGN IN**

NOTE: Once a user signs in they will be directed to the Training page.

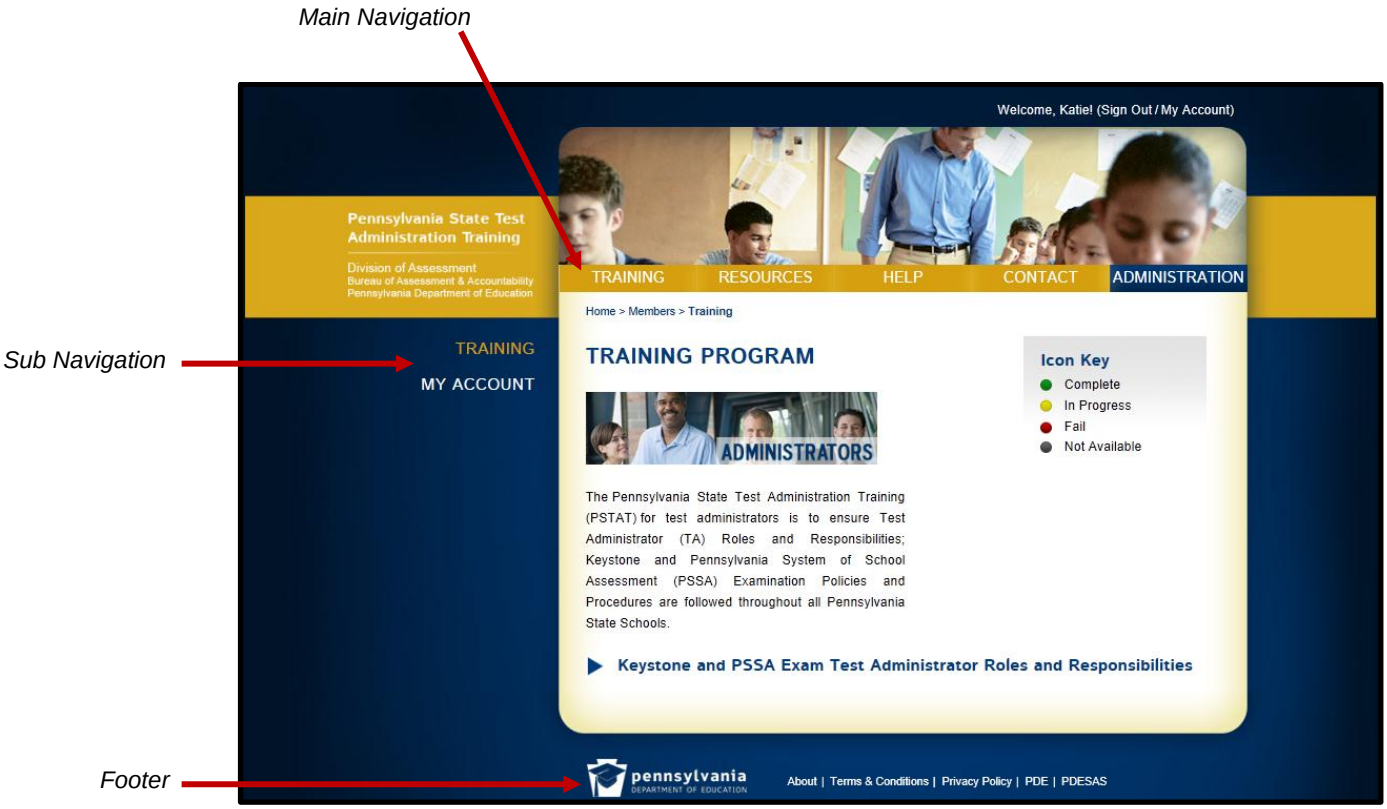
*1. Click **SIGN IN***

*2. Enter **Email** and **Password***



*3. Click **SIGN IN***

3 Navigating PSTAT Website



3.1 Main Navigation

The main navigation will changed depending if the learner is signed in, or if they are a DAC, SAC or PDE Administrator.

3.1.1 Main Navigation – Learner is Not Signed In

1: This link will direct learners to the Training page. Since the learner is not signed , the system will require the sign in before the Training page is displayed.

2: This link will direct learners to the Help page. This page will provide information on how to use the website.

3: This link will direct learners to the Contact page. This page will provided mailing address, phone numbers and email addresses for PSTAT contacts.

4: This link will direct learners to the About page. This page provides information about Pennsylvania State Test Administration Training (PSTAT).

5: This link will direct learners to the Registration page. This page will allow new learners to register for access to PSTAT.

3.1.2 Main Navigation – Learner is Signed In

1: This link will direct learners to the Training page. This page will allow learners to view module details and launch a module.

2: This link will direct learners to the Help page. This page will provide information on how to use the website.

3: This link will direct learners to the Contact page. This page will provided mailing address, phone numbers and email addresses for PSTAT contacts.

4: This link will direct learners to the About page. This page provides information about Pennsylvania State Test Administration Training (PSTAT).

5: This link will direct users to the My Account page. This page will allow learners to update their account information, or request DAC or SAC access to the PSTAT website.

3.1.3 Main Navigation – DAC, SAC or PDE Administrator is Signed In

1: This link will direct learners to the Training page. Since the learner is not signed in, the system will require the sign in before the Training page is displayed.

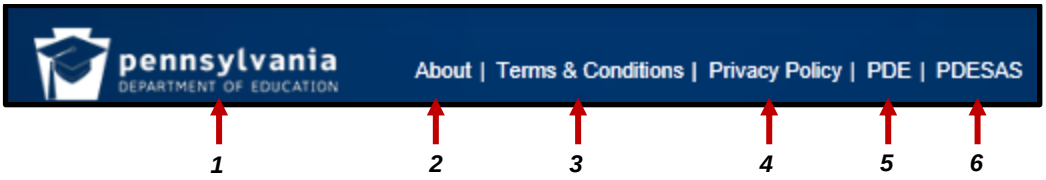
2: This link will direct learners to the Help page. This page will provide information on how to use the website.

3: This link will direct learners to the Contact page. This page will provided mailing address, phone numbers and email addresses for PSTAT contacts.

4: This link will direct learners to the About page. This page provides information about Pennsylvania State Test Administration Training (PSTAT).

5: This link will direct users to the Administration page. This page will allow DAC or SAC to run reports.

3.2 Footer



1: This link will direct learners to the Pennsylvania Department of Education website.

2: This link will direct learners to the About page. This page provides information about PSTAT.

3: This link will direct learners to the Terms & Conditions page. This page provides the terms and conditions of the PSTAT website.

4: This link will direct learners to the Privacy Policy page. This page will provide the Privacy Policy of the PSTAT website.

5: This link will direct learners to the PDE Bureau of Assessment & Accountability website.

6: This link will direct learners to the PDE Standards Aligned System website.

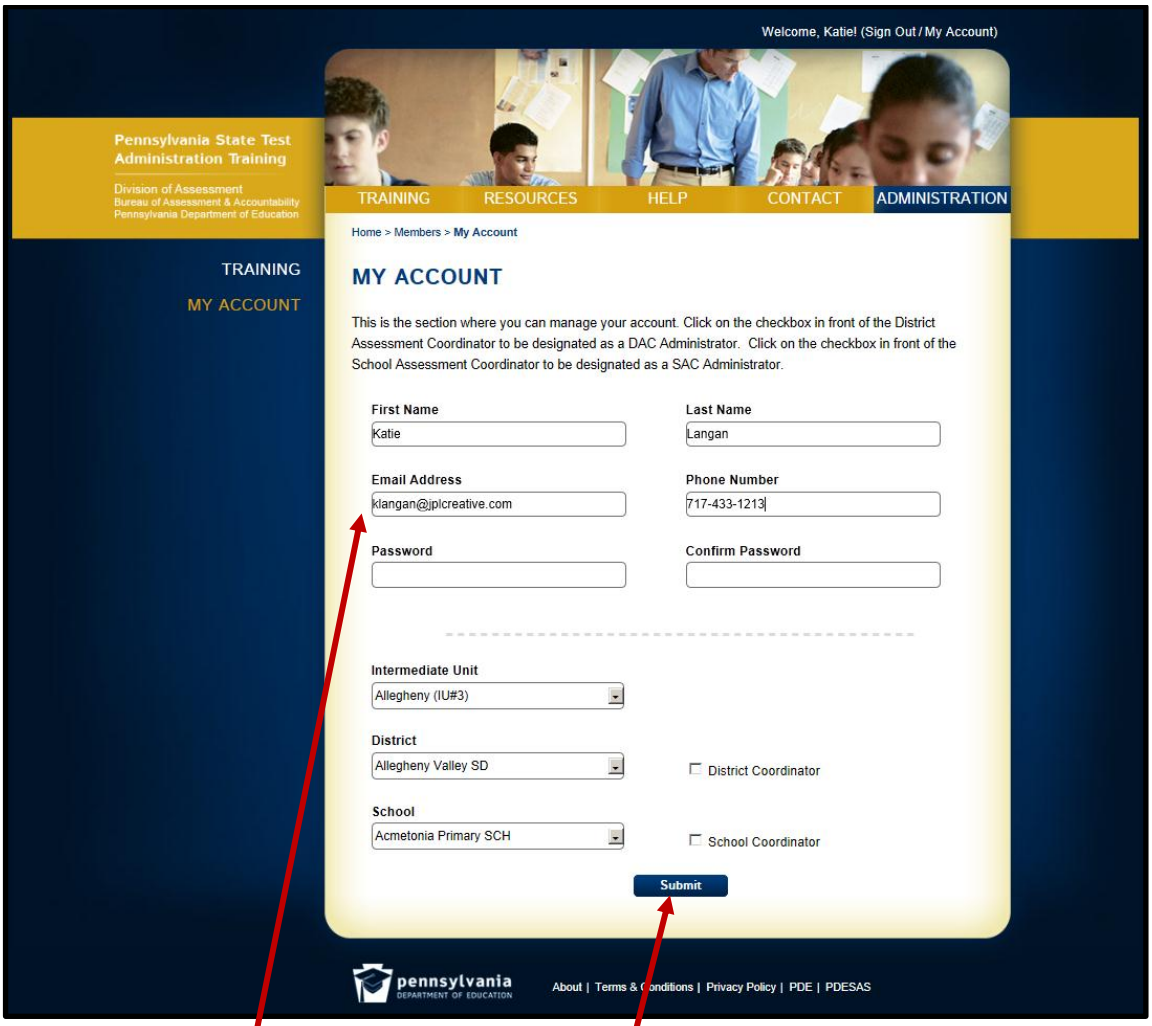
4 Managing My Account

4.1 Updating Account Information

To update Account Information:

1. Click **MY ACCOUNT**.
2. Update the appropriate fields. The following fields are required:
    - First Name
    - Last Name
    - Email Address
    - Password
    - Confirm Password
    - Intermediate Unit
    - District
    - School
3. Click **SUBMIT**.

*1. Click **MY ACCOUNT***



2. Update the appropriate fields

*3. Click **SUBMIT***

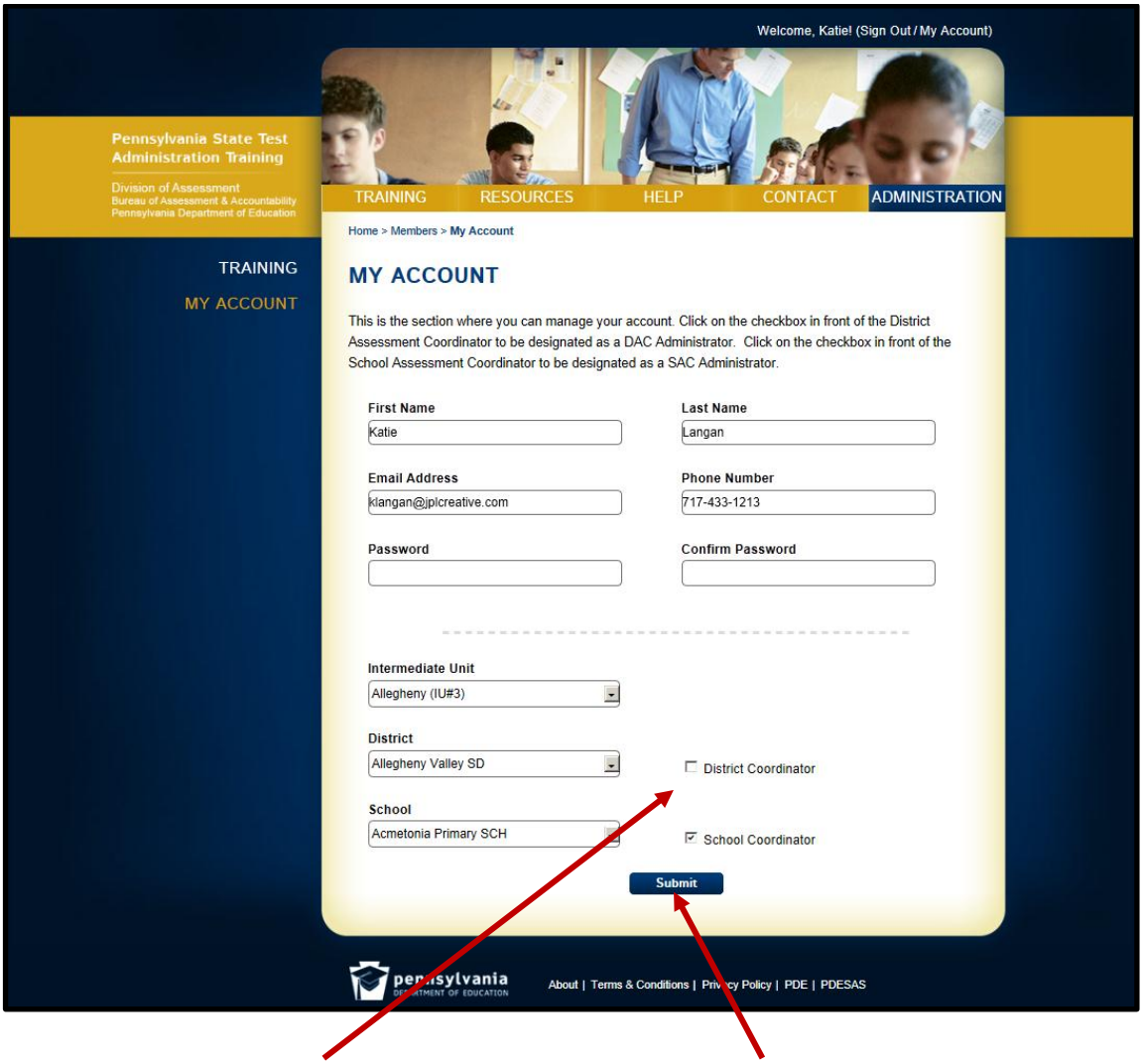
4.2 Requesting DAC or SAC Access

In order to become a DAC or SAC user, a request must be sent to the PDE Administrator for their approval. When the request is submitted an email notification is sent to the PDE Administration.

To request DAC or SAC Administrator:

1. Select the **District Coordinator** checkbox to request DAC access.
   - or -
   Select the School Coordinator checkbox to request SAC access.
2. Click **SUBMIT**.

Note: If a member is denied and wishes to be sent for approval again, they will need to go to their My Account page and re-select the School Administrator checkbox



*1. Select the **District Coordinator checkbox** to request DAC access.*
- or -
*Select the **School Coordinator checkbox** to request SAC access.*

*2. Click **SUBMIT***

4.3 Retrieve Password

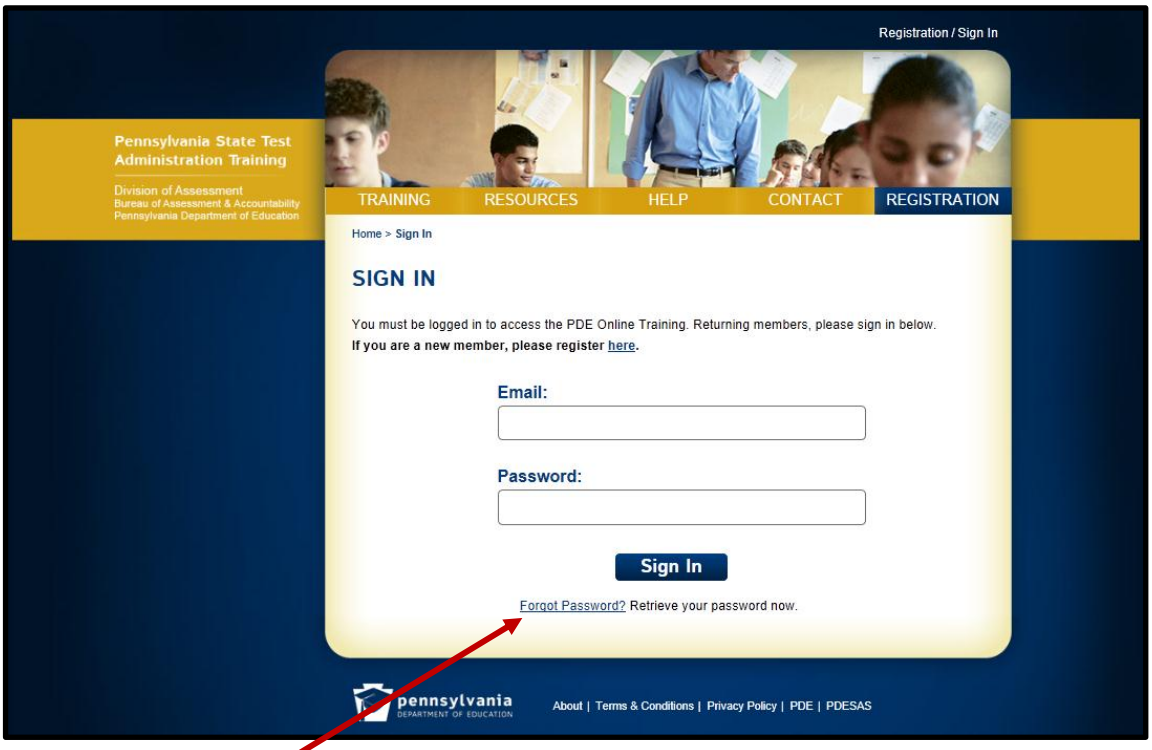
To retrieve your password:

1. Click **SIGN IN**.

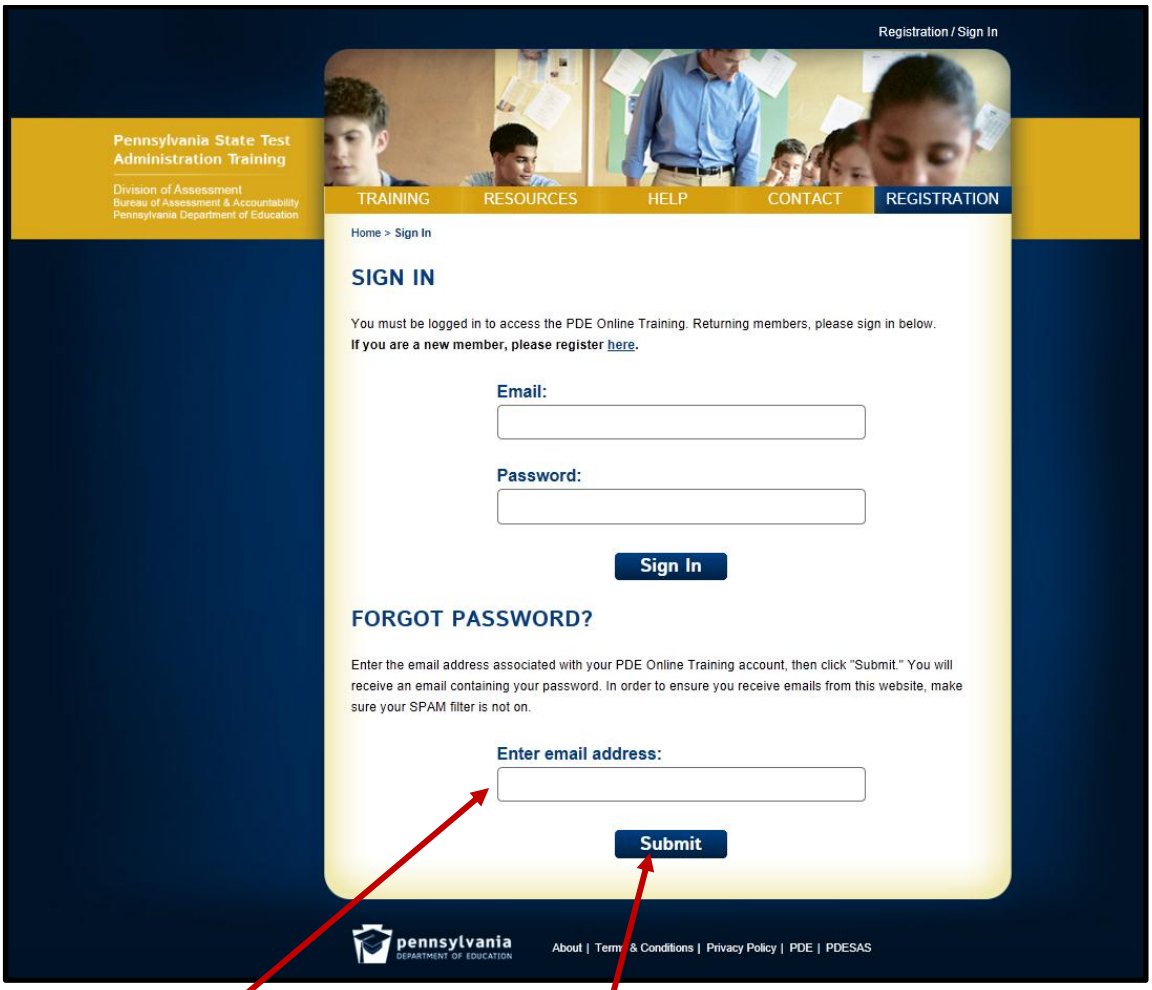
2. Click **Forgot Password** link.
3. Enter your **Email Address**.
4. Click **SUBMIT**.

Note: An email will be sent to the email address. It will contain the password, because passwords cab only be retrieved, not reset if they are forgotten.

*1. Click **SIGN IN***



*2. Click **Forgot Password** link*



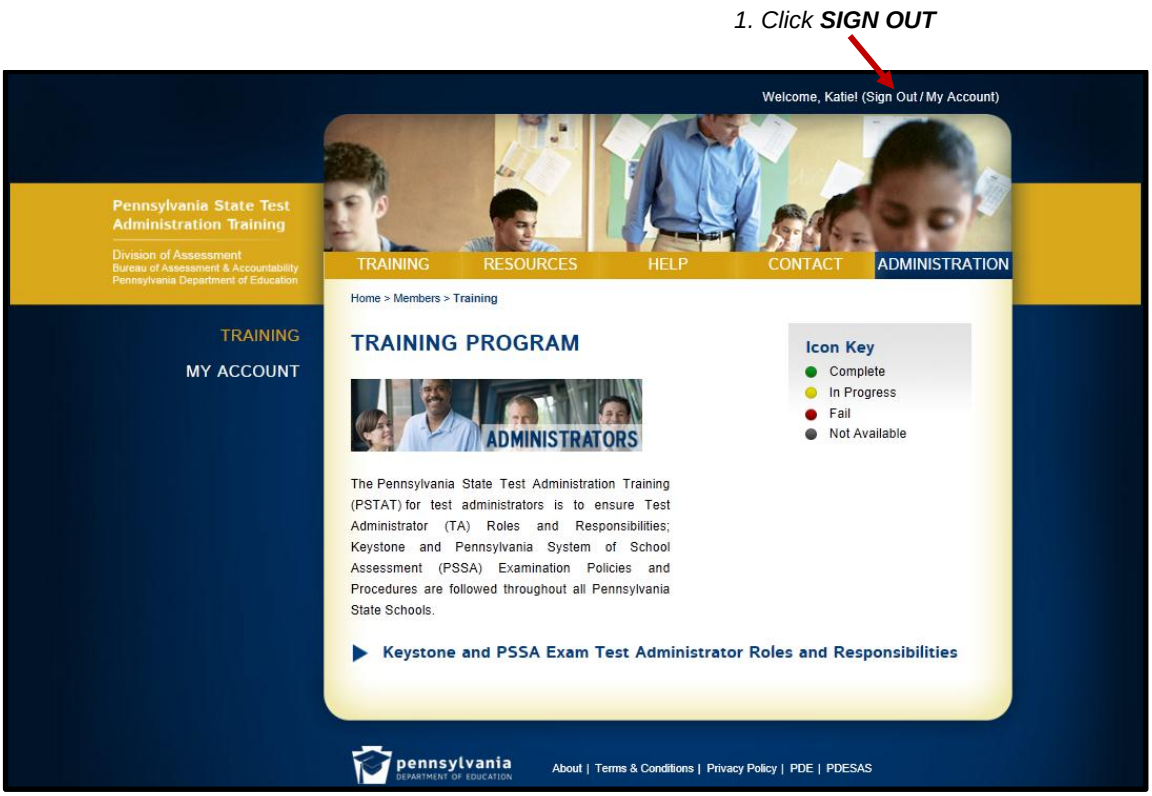
*3. Enter **Email Address***

*4. Click **SUBMIT***

4.4 Signing Out

To sign out:

1. Click **SIGN OUT**.



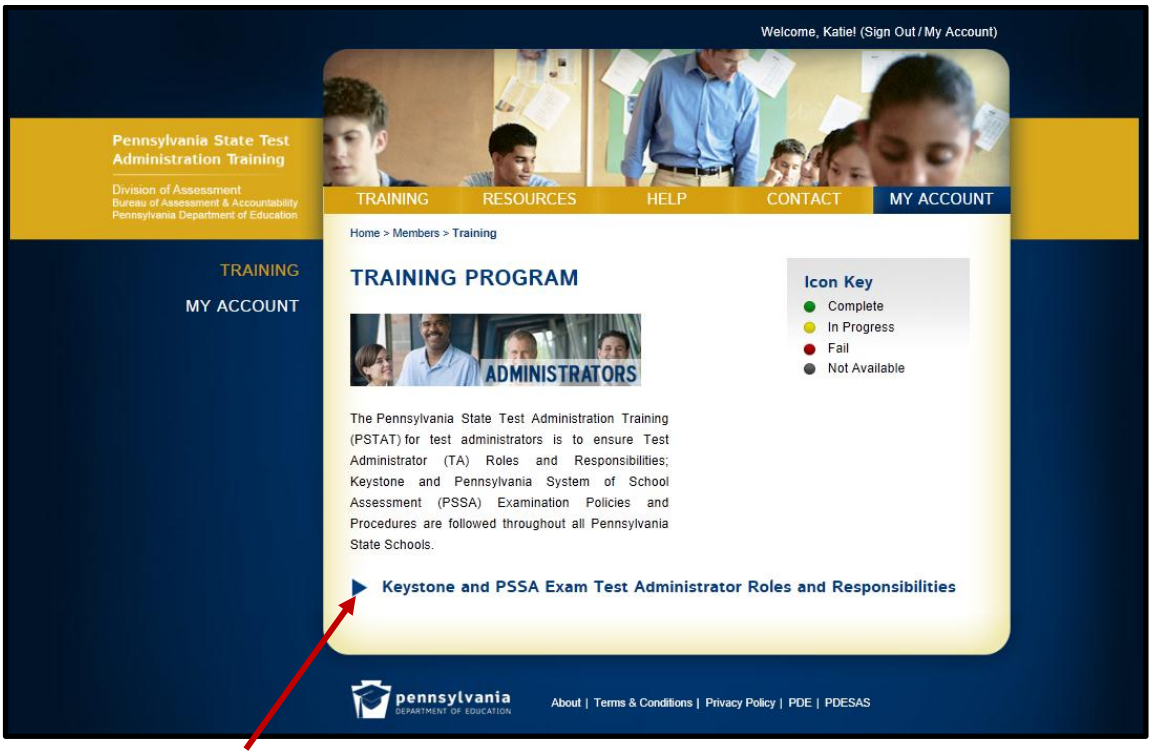
5 PSTAT Training Program

In this section, we will learn how to view module details, launch a course and print a certificate.

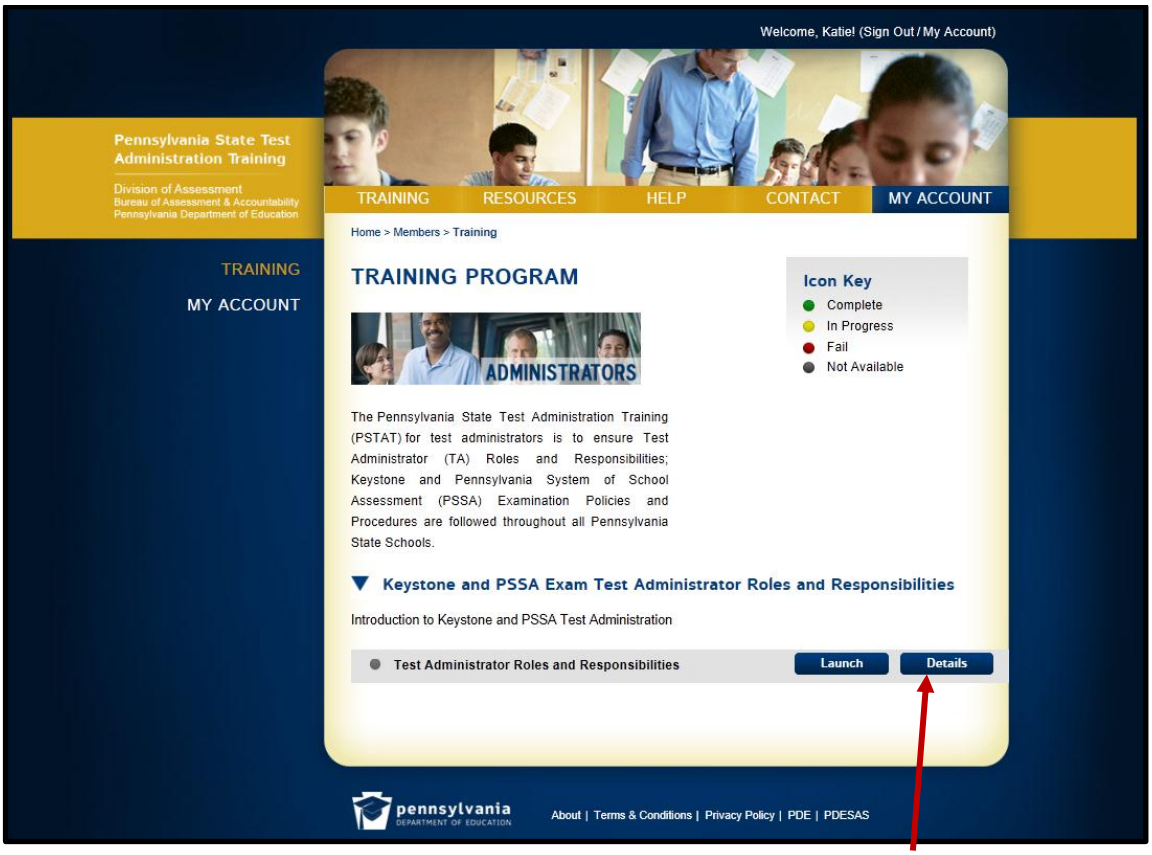
5.1 Viewing Module Details

To view module details:

1. Expand **Course**.
2. Click **DETAILS**.



*1. Expand **Course***



*2. Click **DETAILS***

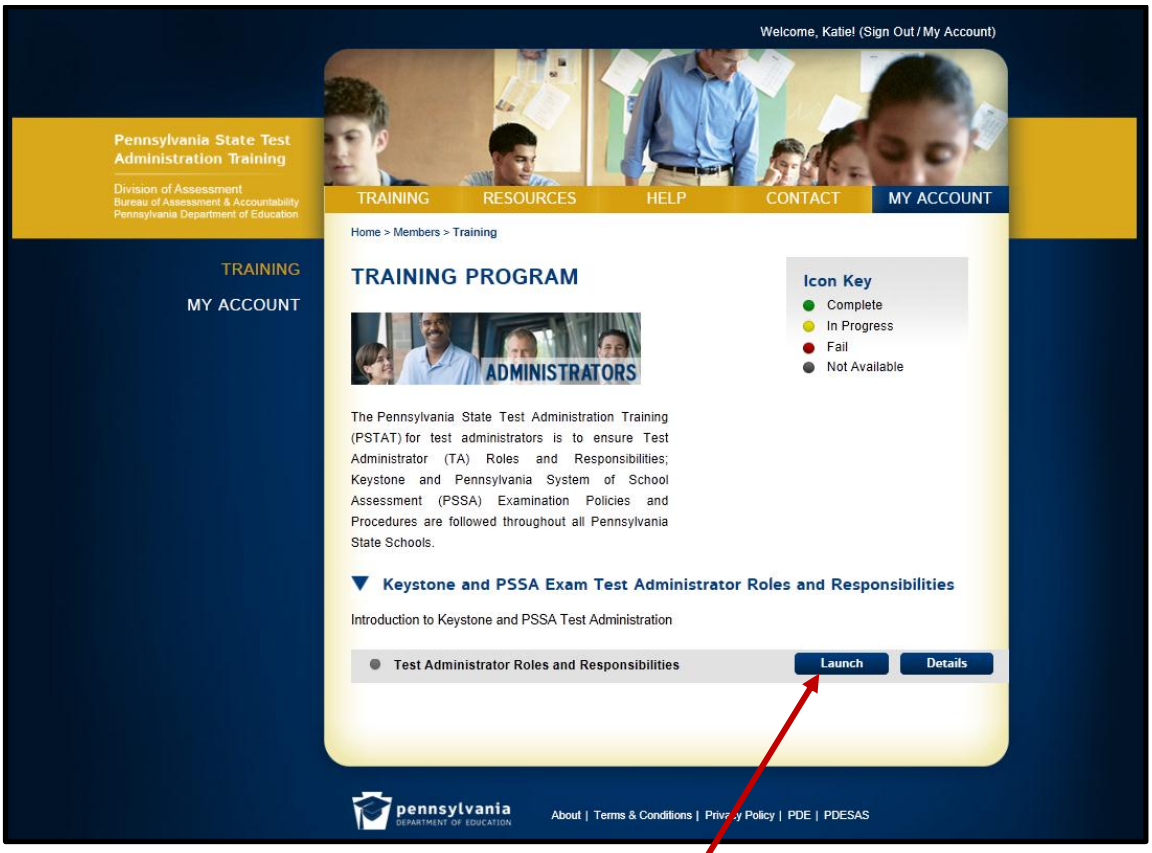
5.2 Launching a Module

To launch a module:

1. Expand **Course**.
2. Click **LAUNCH**.

Note: The module displays in another window. To complete the module, follow the instructions provided in the new window.

*1. Expand **Course***



*2. Click **LAUNCH***

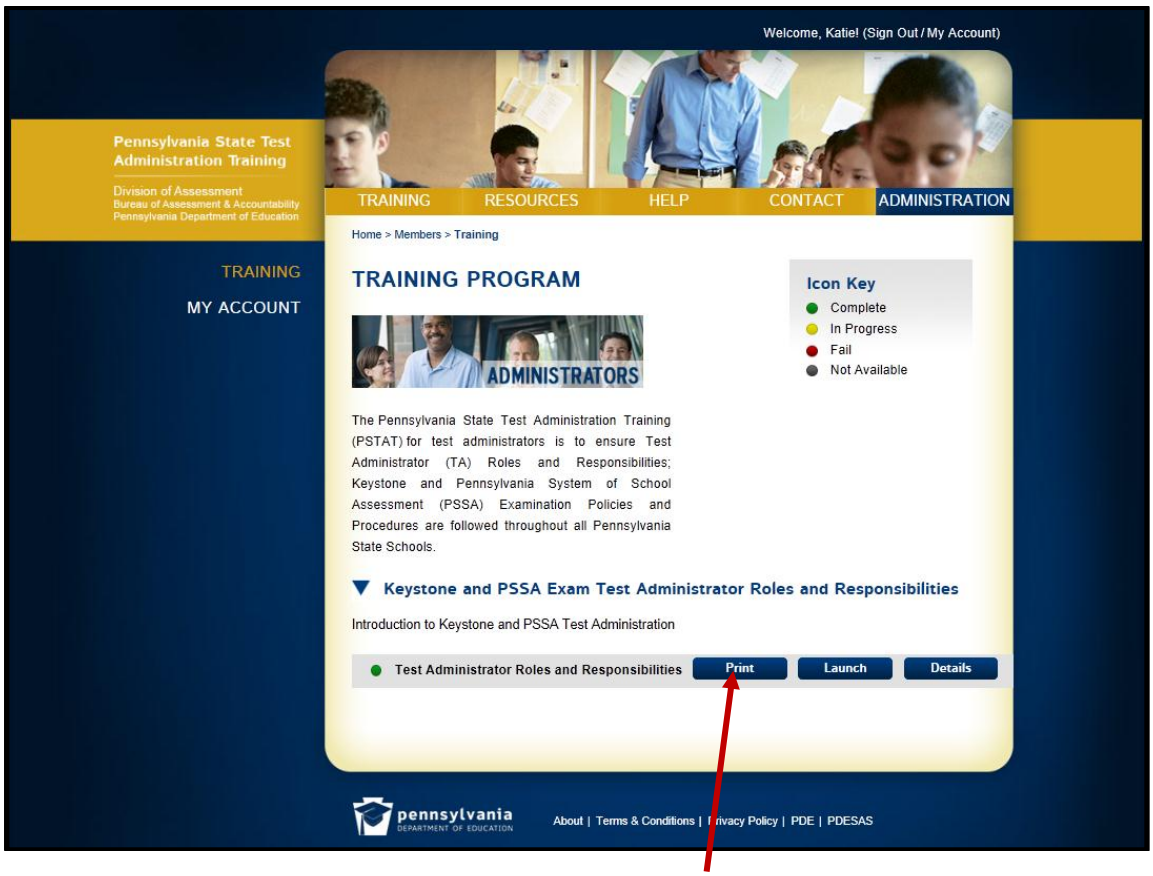
2. C

5.3 Printing a Certificate

Upon completion of the training module, test administrators will be able to print a certification of completion certifying successful completion of the training module. To print a certificate:

1. Expand **Course**.
2. Click **PRINT**.

*1. Expand **Course***



*2. Click **PRINT***

6 Administration

6.1 Working with the Member Approval Page

The Member Approval page is where PDE Administrators can approve or deny members of the site who have requested to be designated as a DAC or a SAC.

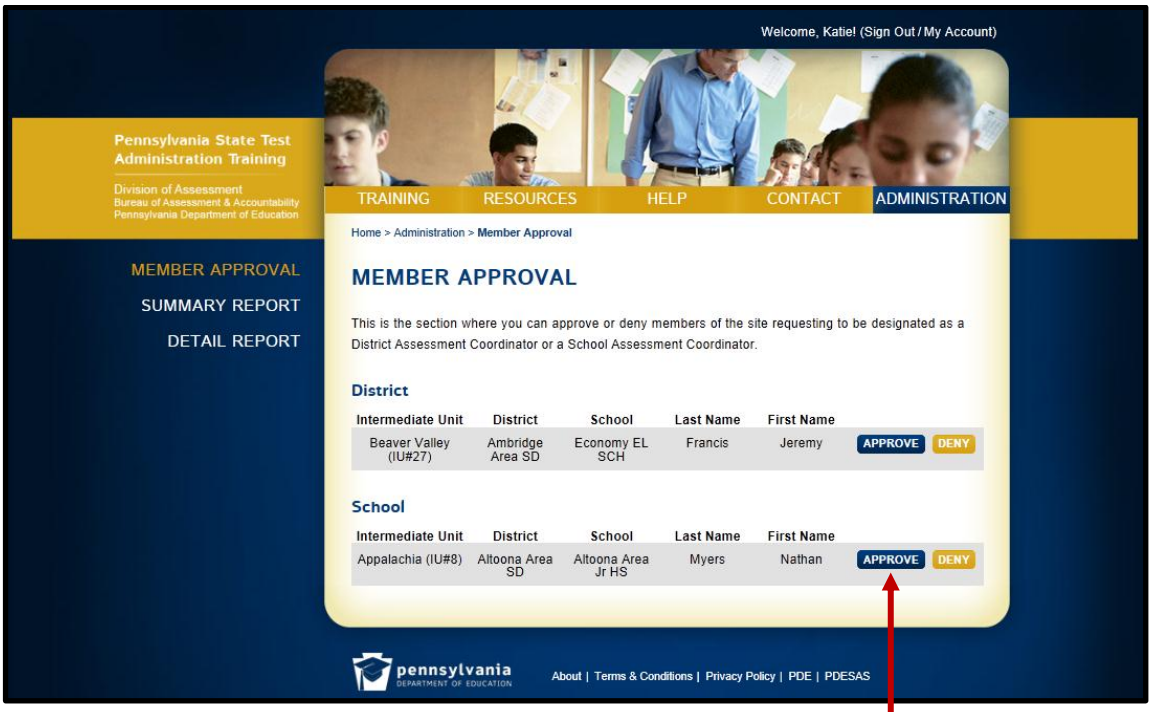
Note: Only PDE Admin users can view the Member Approval page.

6.1.1 Approving DAC or SAC Requests

To approve a DAC or SAC Request:

1. On the Member Approval page, click **APPROVE** to approve the DAC or SAC Request.

Note: After clicking **APPROVE** the member's name is removed from the list.



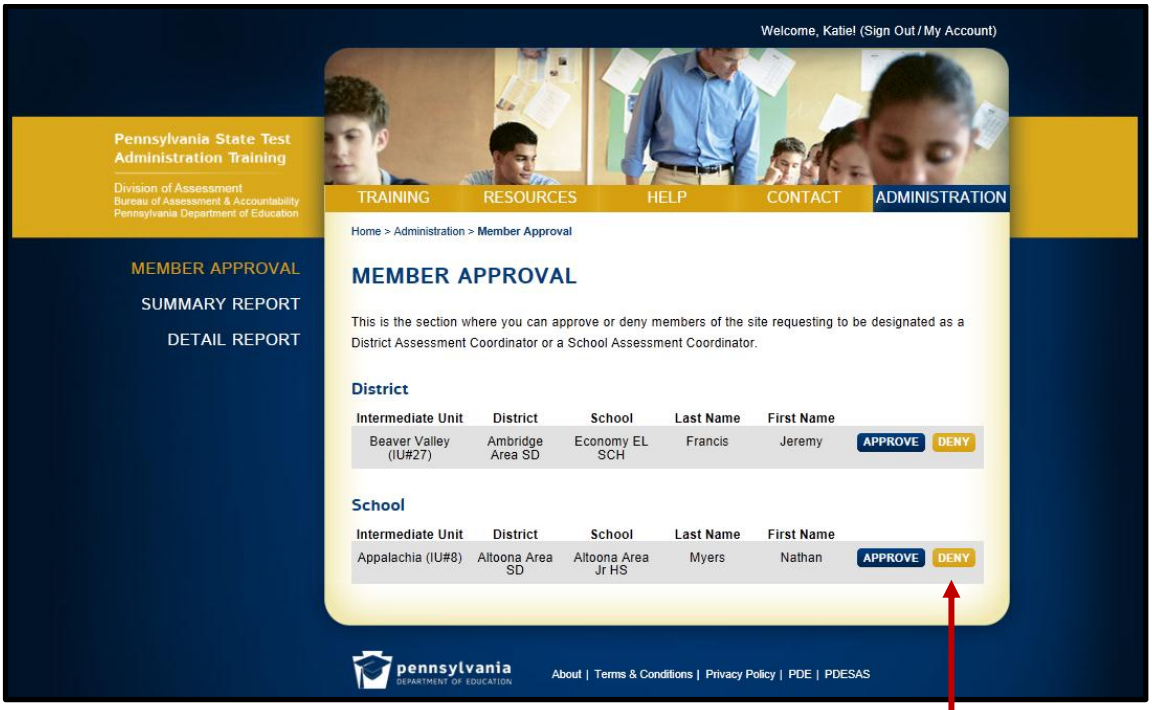
*1. Click **APPROVE***

6.1.2 Denying DAC or SAC Requests

To deny a DAC or SAC Request:

1. On the Member Approval page, click **DENY** to deny the DAC or SAC Request.

Note: After clicking **DENY** the member's name is removed from the list.



*1. Click **DENY***

6.2 Working with Summary Report

The Summary Report page is where a DAC, SAC or a PDE Administrator can view a summary of learner information.

Note: If you are a DAC or a SAC, you will only be able to view results from your location.

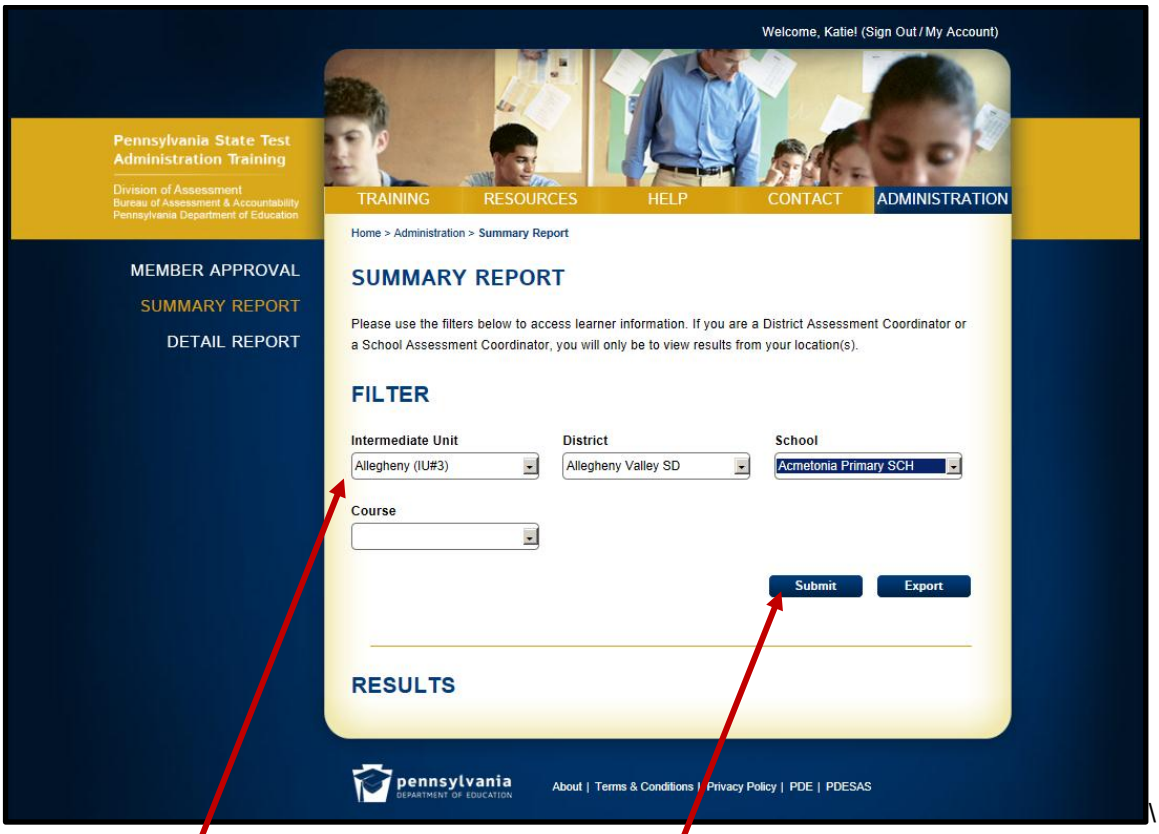
6.2.1 Filtering Learner Information

To filter learner information:

1. On the Summary Report page, complete the appropriate filter fields.
   - Intermediate Unit
   - District
   - School
   - Course

2. Click **SUBMIT**.

Note: Leave the fields blank and click **SUBMIT** to return all learners you have rights to view.



*1. Complete the appropriate **Filter** fields*

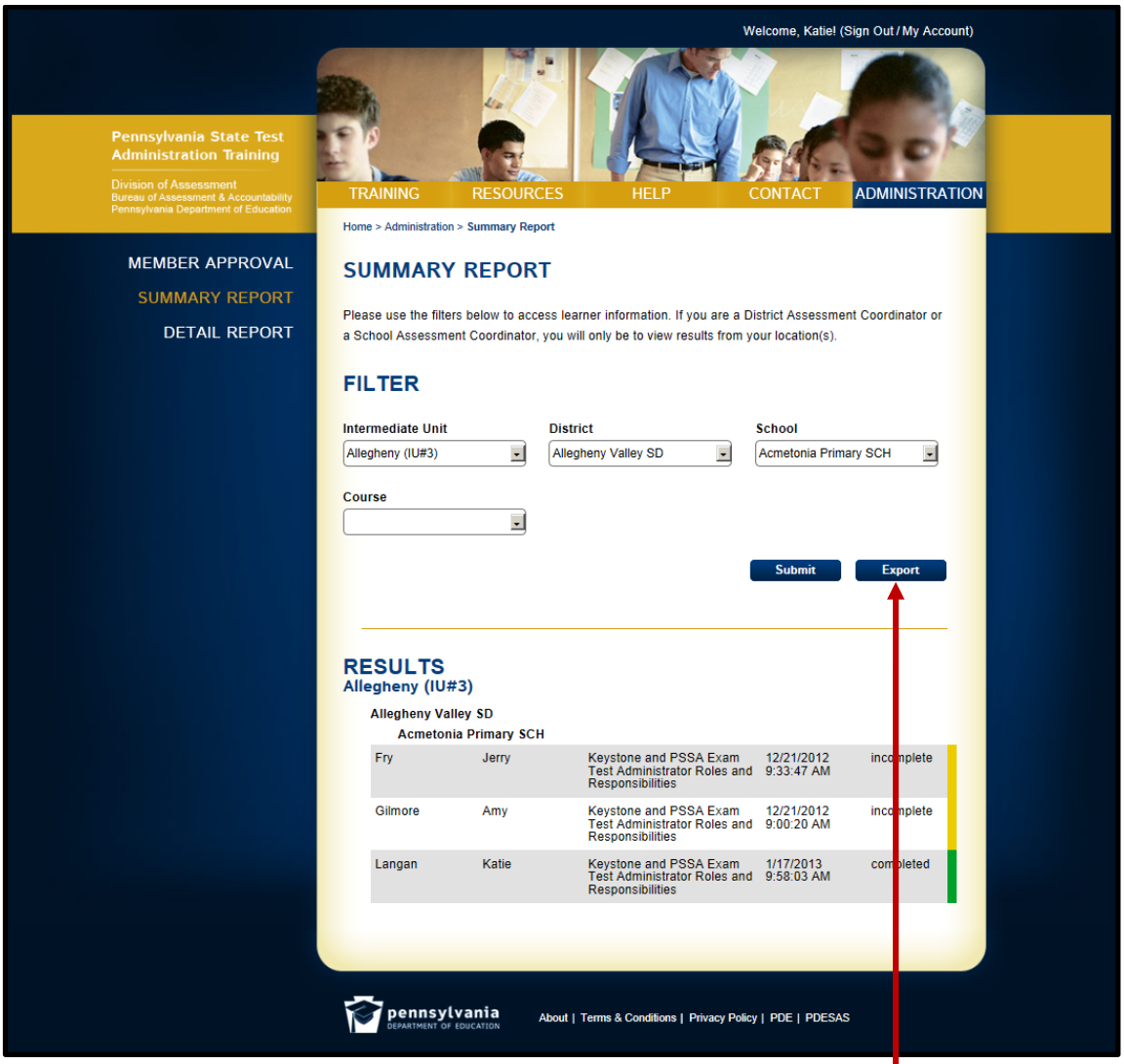
*2. Click **SUBMIT***

6.2.2 Exporting Learner Information

To export learner information:

1. After applying the appropriate filter on the Summary Report page, click **EXPORT**.

Note: A CVS file will download.



*2. Click **EXPORT***

6.3 Working with Detail Report

The Detail Report page is where a DAC, SAC or a PDE Administrator can view a detail report of learner information.

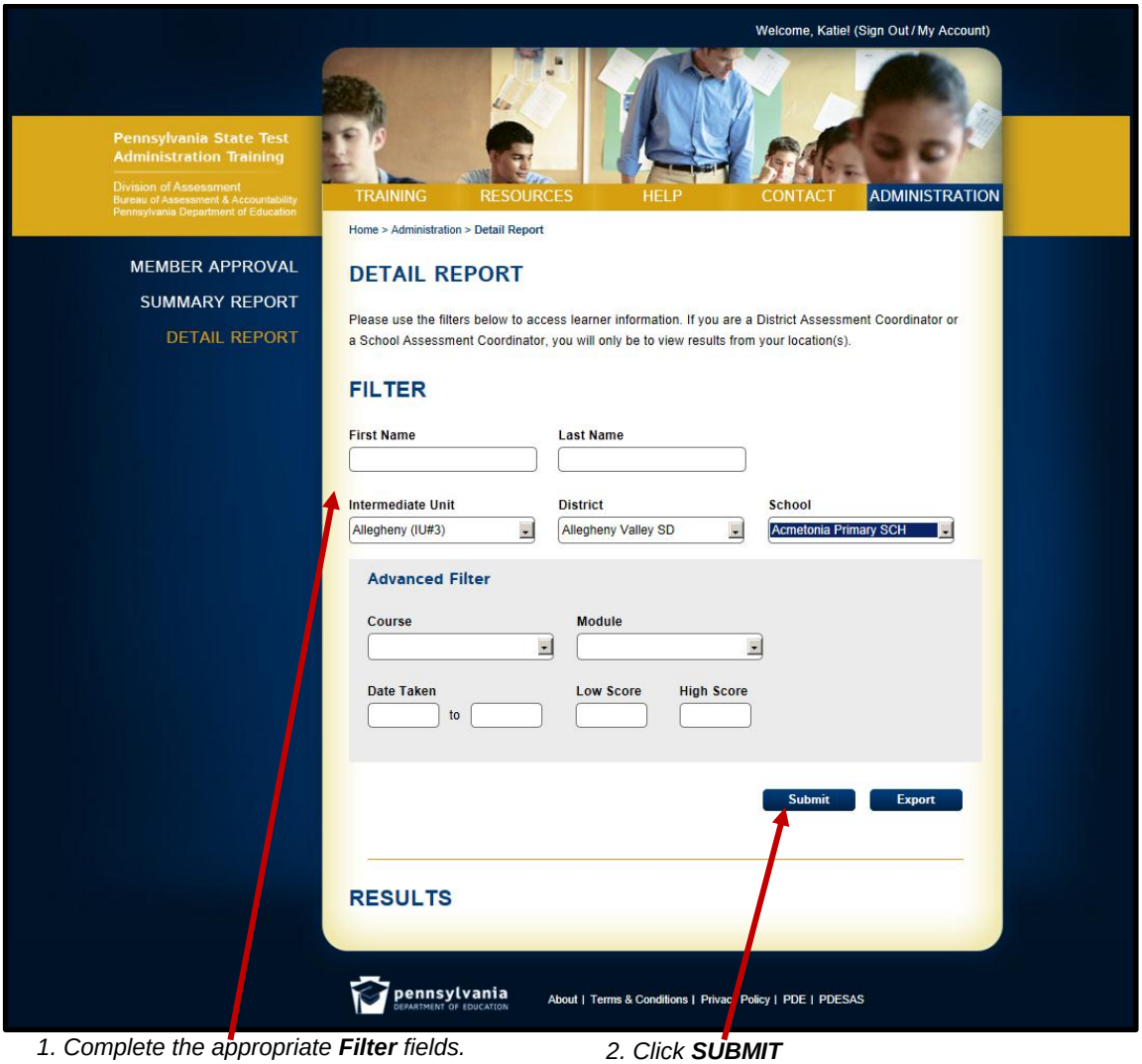
Note: If you are a DAC or a SAC, you will only be able to view results from your location.

6.3.1 Filtering Learner Information

To filter learner information:

1. On the Detail Report page, complete the appropriate filter fields.
   - First Name
   - Last Name
   - Intermediate Unit
   - District
   - School
   - Course
   - Module
   - Date Taken
   - Low Score
   - High Score
2. Click **SUBMIT**.

Note: Leave the fields blank and click **SUBMIT** to return all learners you have rights to view.



*1. Complete the appropriate **Filter** fields.*

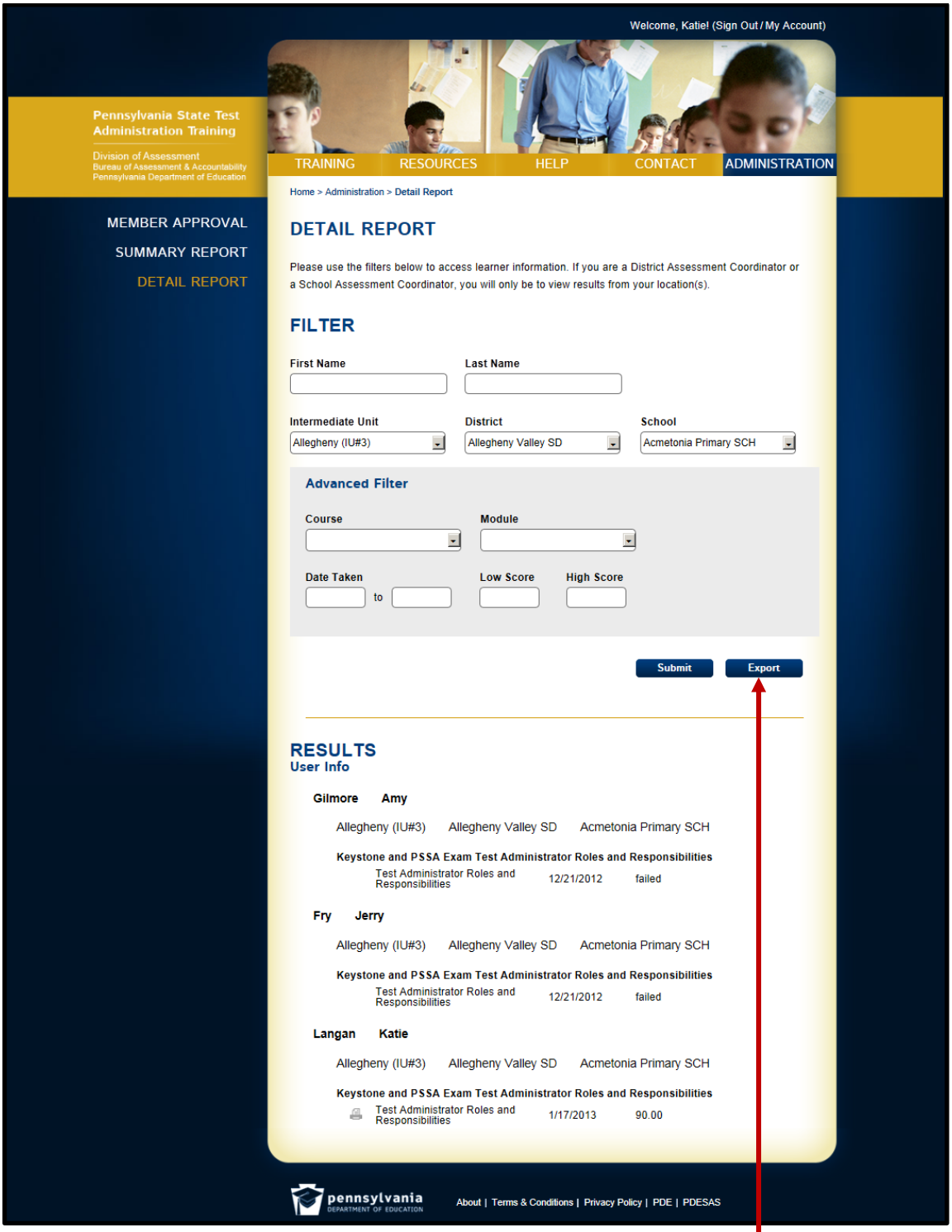
*2. Click **SUBMIT***

6.3.2 Exporting Learner Information

To export learner information:

1. After applying the appropriate filter on the Detail Report page, click **EXPORT**.

Note: A CVS file will download.



*1. Click **EXPORT***