

Pennsylvania State Test Administration Training (PSTAT) Website

Help Guide 2016-2017

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2. Introduction

The Pennsylvania State Test Administration Training (PSTAT) website provides test administrators and proctors training for administering the Pennsylvania student assessments for exams such as the Keystone Exams and the Pennsylvania System of School Assessment (PSSA). The 2016-2017 PSTAT website opened October 24, 2016, and is available for use. Test Administrators and proctors must complete the training prior to administering the PSSA or Keystone Exams in the 2016-2017 school year. This help guide will explain how to navigate and utilize the PSTAT website.

3. Technical Requirements

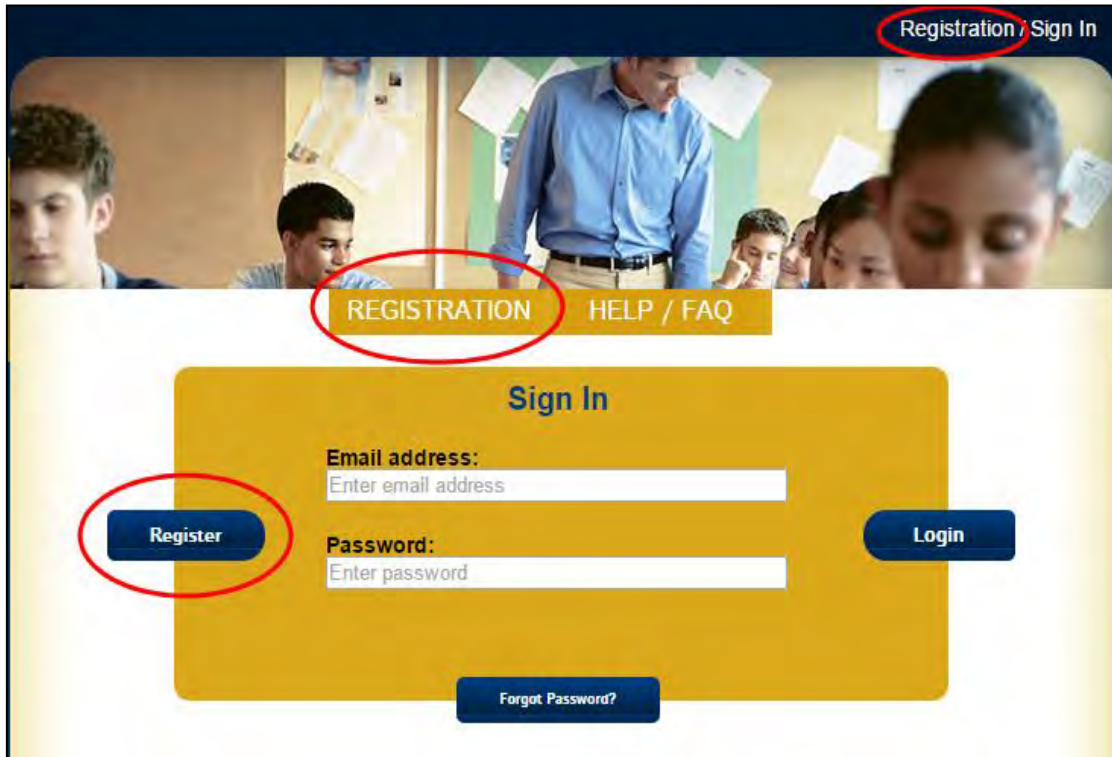
Below are the system requirements for accessing the PSTAT website and training modules. Note that an increase in users on your local bandwidth can negatively affect your download speeds. If you experience a lag in downloading the training modules, please try again when fewer users are on your network.

Note: iPad usage is not supported at this time.

Browsers	Adobe® Flash®	Operating Systems	Network Speed
Microsoft Edge™	Flash® Player 10 +	Windows® 7, 8.1, 10	25+ mbps (download)
Internet Explorer® 11		Mac® 10.8 – 10.11	4+ mbps (upload)
Firefox® 48 - 49			
Google Chrome™ 52 - 53			
Safari® 9 - 10			

4. New User Registration

New user registration allows test administrators and proctors to sign up to use the PSTAT website so they may complete the proper training to administer state assessments. From the main page, select one of the following three buttons to go to the registration page:

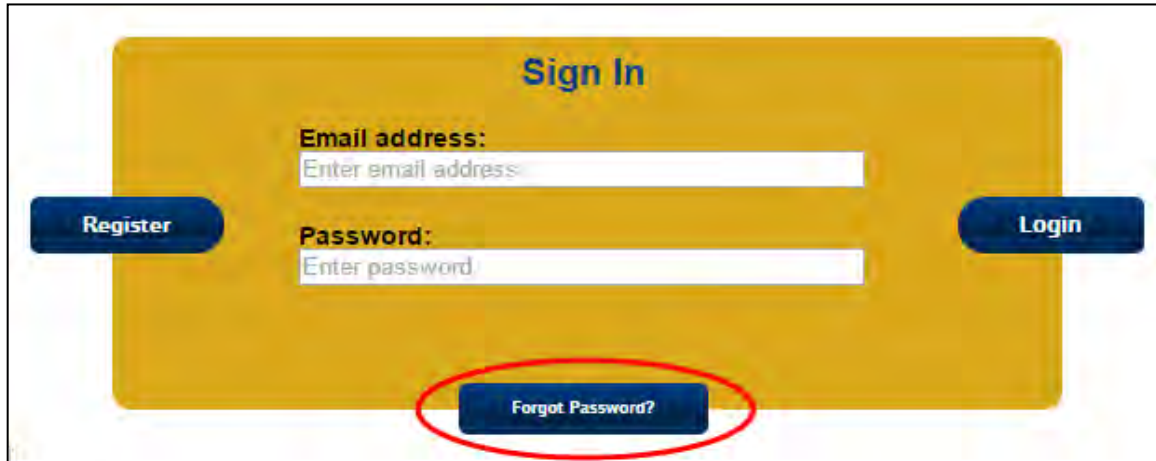


1. Once on the Registration page, the user will be asked to fill in a number of information fields to create an account. Each of these fields is required to continue with the registration process.
 - First Name: **Enter the user's** first name used on all legal documents.
 - Last Name: **Enter the user's** last name used on all legal documents.
 - Email Address (school/work): Enter the email address used at the school at which the user currently works. If the user is not associated with a school, the user should provide the email address they can most easily access. Email addresses must be confirmed in the next field to ensure accuracy. It is important to use a valid email address that can be easily accessed to ensure future communications are received. This email will also be used if the user forgets their password.
 - Password: Enter the desired password. This will be the password used to log into the PSTAT website and must be confirmed in the next field to ensure accuracy.
 - Phone Number: Enter the best phone number at which to reach the user.

- Intermediate Unit: Select an Intermediate Unit. For users that do not belong to an intermediate unit, select either Non-IU or Other Educational Entity (Academy, Private, Providers, or Technical).
 - District: Once an Intermediate Unit option has been selected, a drop-down box for District will become available. The user must select the district to which they belong. If the user does not belong to a district, there is a Non-District Affiliated option to select.
 - School: Once a District has been selected, the School drop-down box will become available. Select the school to which the user belongs. If the user does not belong to a district, there is a Non-School Affiliated option to select.
2. After all fields have been selected, two check boxes will display: one for District Coordinator and one for School Coordinator. If the user is a District or School Coordinator, click the correct box. If neither apply to the user, *do not click either box*.
 3. The user must **check the box next to "I'm not a robot"** to verify that they are not a robot and click Register. Note: verification will expire after two minutes if Register is not clicked.
 4. Once the account has been created, an automated email will be sent to the email address associated with the new account. This email will include the website URL, username, password, and technical support contact information for the new user.

5. Forgotten Password

To recover a forgotten password, click the Forgot Password? button on the home page at the bottom of the Sign In box.



The image shows a yellow rectangular box titled "Sign In". Inside the box, there are two input fields: "Email address:" with the placeholder text "Enter email address:" and "Password:" with the placeholder text "Enter password:". To the left of the box is a blue button labeled "Register", and to the right is a blue button labeled "Login". At the bottom center of the box is a blue button labeled "Forgot Password?", which is circled in red.

Users will be taken to the Forgot Password page where they will be prompted to enter their email address and click Submit. If the email address matches an account in the PSTAT database, a message will appear letting the user know that the password has been sent to their email address. The Forgot Password email will contain the website URL, username, password, and technical support contact information. If the email address does not match an account in the database, an error message will appear with a link to register for a new account.



The image shows a white rectangular box with a light blue background. At the top, it says "Enter the email address associated with your PDE Online Training account, then click "Submit." You will receive an email containing your password. In order to ensure you receive emails from this website, make sure your SPAM filter is not on." Below this is a label "Enter email address:" followed by an input field containing "emailaddress@domain.net". Below the input field is a red error message: "This email address is not registered for this site. Please check the spelling and try again. If the email address entered is correct, please click [here](#) to register for this site." At the bottom center is a blue button labeled "Submit".

6. Training

The Test Administrator Training consists of three modules and a quiz. Modules must be completed in the order in which they are listed. Lesson 2 will not be available until Lesson 1 has been completed and Lesson 3 will not be available until Lesson 2 has been completed. The final quiz will not be available until all lessons have been completed. Click the Launch button on the Test Administrator Training 2016 Lesson 1 line to begin. Lesson 1 includes an explanation of the process of how to complete the different training modules.

Next to each module's Launch button, there is a Details link, which will describe in detail the content of each module. As each module is completed, a launch button will appear for the next lesson. Once all three training modules and the Quiz have been completed, a Print button will display and remain on the training page so that the user may access and print the certificate. Underneath the list of available modules, there is an icon key that describes the meaning of the different icons **that could appear next to a module's title.**

Once all training modules are complete, the user may relaunch any of the modules at any time by clicking Launch. The user may opt to resume the training module from where they left off by answering Yes, or to restart the module by answering No.

The screenshot shows a web interface for a training program. At the top, there are navigation tabs for TRAINING, ADMINISTRATION, and HELP / FAQ. Below the tabs, the breadcrumb path is Home > Members > Training. The main heading is TRAINING PROGRAM. A sub-heading is Test Administrator Training 2016. A descriptive paragraph follows: "This interactive course is designed as an individual, one-to-one training for Test Administrators and is a key component of the training that School Assessment Coordinators are required to perform as outlined in the Handbook for Assessment Coordinators." Below this is a table of training modules. Each row has a status icon (a green checkmark), the module name, and buttons for Launch, Details, and Print. The Print button is only visible for the Quiz module. At the bottom, there is a legend for the status icons: a red X for Failed, a green checkmark for Complete, a yellow triangle for In Progress, a grey square for Not Available, and a purple square for Available.

Module Name	Status	Launch	Details	Print
Test Administrator Training 2016 Lesson 1	Complete	Launch	Details	
Test Administrator Training 2016 Lesson 2	Complete	Launch	Details	
Test Administrator Training 2016 Lesson 3	Complete	Launch	Details	
Test Administrator Training 2016 Quiz	Complete	Launch	Details	Print

Legend:
❌ - Failed ✅ - Complete 🟡 - In Progress 🟡 - Not Available 🟡 - Available

7. My Account

Click My Account at the top right corner of the page to be taken to the account information page.



This page allows the user to edit or update the information in their account. Once user information has been edited or changed, click Submit at the bottom of the page to save the changes.

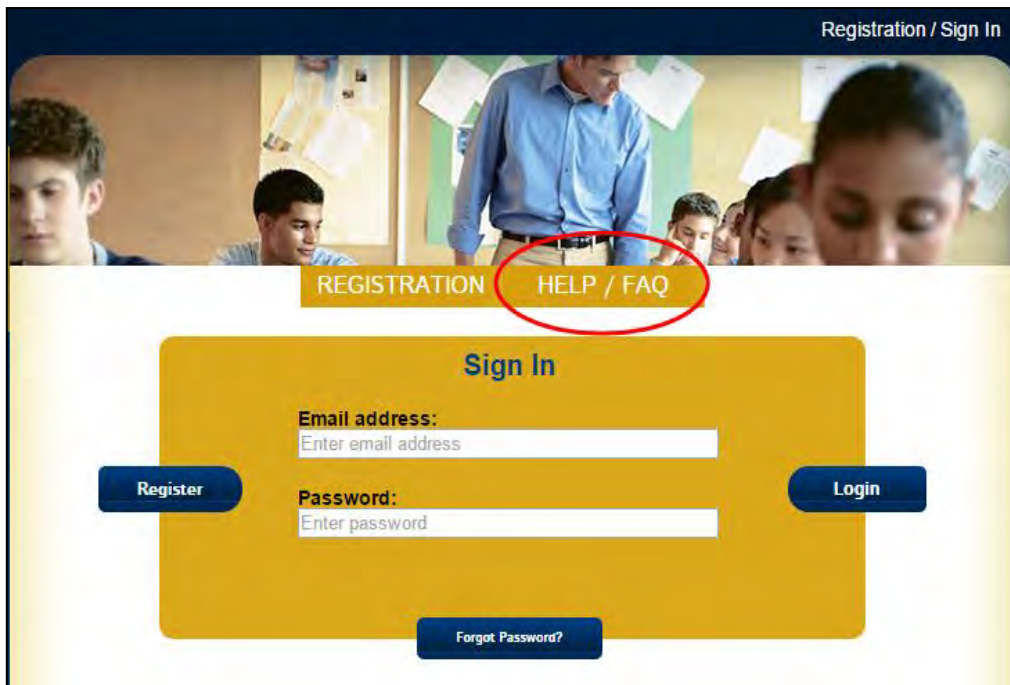
Note: Users cannot change the email address associated with their account because the email address is the user name for the account.

Important: Users can change their designation as a District Coordinator or School Coordinator by checking or unchecking the appropriate checkbox.

8. Help/FAQ

From the home screen, click Help/FAQ above the Sign In box. From this screen, the following pages may be accessed:

- About: Brief description about the PSTAT website and its purpose
- Help/FAQ: Answers to frequently asked questions and technical requirements
- Terms & Conditions: Legal agreements to use PSTAT website
- Privacy Policy: PSTAT privacy policy
- Contact Us: Contact and technical support information



The screenshot shows a web page titled "Registration / Sign In" with a background image of students and a teacher. Below the image are two yellow buttons: "REGISTRATION" and "HELP / FAQ". The "HELP / FAQ" button is circled in red. Below these buttons is a yellow "Sign In" box containing an "Email address:" field with the placeholder "Enter email address", a "Password:" field with the placeholder "Enter password", and a "Forgot Password?" link. On the left side of the "Sign In" box is a blue "Register" button, and on the right side is a blue "Login" button.

9. Administration

The Administration tab is only available to District Coordinators and School Coordinators. There are three options available on the Administration tab: Member Approval (District Coordinator only), Detail Report, and Summary Report.

9.1 Member Approval (District Coordinator Only)

District Coordinators will utilize this page to manage users' requests to have school coordinator access.

Requests can be filtered by status (requested, approved, or denied) and/or sorted by school, last name, or first name. There is also the option to search for specific users by first name, last name, or email address.

Click View All Requests to display the list of user requests according to the filters placed on the search.

Once a list of users has been populated, the District Coordinator will have the option to click Approve or Deny for School Coordinator access.

The screenshot displays the Member Approval interface. At the top, there are two dropdown menus: 'Status' set to 'Requested' and 'Sort By' set to 'Last Name'. Below these is a blue button labeled 'View All Requests'. Underneath is a section titled 'School' containing a table of user requests. Each row in the table includes columns for Intermediate Unit, District, School, Last Name, and First Name, followed by 'APPROVE' and 'DENY' buttons.

Intermediate Unit	District	School	Last Name	First Name	APPROVE	DENY
ARIN (IU#28)	Armstrong SD	Shannock Valley EL S	*****	*****	APPROVE	DENY
ARIN (IU#28)	Armstrong SD	West Hills Intermediate SCH	*****	*****	APPROVE	DENY
ARIN (IU#28)	Armstrong SD	Dayton EL SCH	*****	*****	APPROVE	DENY
ARIN (IU#28)	Armstrong SD	Shannock Valley EL S	*****	***	APPROVE	DENY

9.2 Detail Report

Detail Reports can be generated using a number of filters to help the user obtain information about which users have completed each training module. Click **Submit** to generate a detailed report that provides user information, available modules, and completion status per module. Click **Export** to export the Detail Report as a .csv file.



The screenshot displays a 'RESULTS' page with a 'User Info' section and a table of training modules. At the top right, there are 'Submit' and 'Export' buttons. The 'User Info' section identifies the user as 'Gmerek (DemoUser@*****.net)' and lists locations: 'Central Cyber (IU#89)', 'Cyberland SD', and 'Cyber MS'. The table below shows training modules for 'Test Administrator Training 2015' with columns for the module name, completion date, and status.

Test Administrator Training 2015		
Test Administrator Training 2015 Intro & Lesson 1	3/25/2015	completed
Test Administrator Training 2015 Lesson 2	3/25/2015	completed
Test Administrator Training 2015 Lesson 3	3/25/2015	completed
 Test Administrator Training 2015 Quiz	3/25/2015	100

9.3 Summary Report

Summary reports differ from detailed reports in that they will not show completion status on a per -module basis. Summary Reports provide information on whether or not a user is either complete or incomplete with all of their Test Administration Training. To run a Summary Report, select the appropriate filters and click Submit. Click Export to export the Summary Report as a .csv file.



Submit **Export**

RESULTS

Non-IU

Other

Non-School Affiliated

Last Name	First Name	Course	Updated Date	Status
Demo	User	Test Administrator Training 2015	3/19/2015 6:57:12 PM	completed
Doe	John	Test Administrator Training 2015	3/18/2015 8:54:34 PM	incomplete

Other

Last Name	First Name	Course	Updated Date	Status
Doe	Jane	Test Administrator Training 2015	11/21/2014 7:05:51 PM	completed
Demo	David	Test Administrator Training 2015	4/2/2015 2:42:45 PM	incomplete
Demo	Barbara	Test Administrator Training 2015	4/2/2015 7:19:41 PM	completed
Demo	Abigail	Test Administrator Training 2015	1/5/2015 10:27:57 PM	completed

10. Technical Support

If you still have any questions or need technical assistance, please contact DRC Technical Support at (844) 734-1422 or via email at pstat@datarecognitioncorp.com. Please be sure to include your name, contact information, email address used during website registration, and a brief description of the issue.