AZELLA | Arizona English Language Learner Assessment

AZELLA Training Management System (ATMS)

https://az.tms.pearson.com – ONLY use the Mozilla Firefox or the Google Chrome web browser to access the ATMS

The AZELLA Training Management System (ATMS) is the platform for the Annual (once per school year), AZELLA Placement, Spring Reassessment, and the Stand-Alone Field Test (SAFT) training modules. These training modules are available for all AZELLA staff and organized by AZELLA roles or categories. **ATMS users must select their AZELLA role (under Category) after they sign in to the ATMS and complete the required modules for that Category.**

If a module is completed under the incorrect category, the user will have to re-take the module under the correct Category. Module completions cannot transfer between Categories.

AZELLA Role *CATEGORY*	Test Security & Ethics	AZELLA Basics	AZELLA Technology	AZELLA DTC – STC Placement	K-2 Placement Administration *ONLY IF DISTRICT/CHARTER SERVES KG-2*	3-12 Placement Administration	AZELLA Reports & Corrections	Student Registrations in PAN	K-2 Data Entry
District Test Coordinator	■	■	■	■	■	■	■	■	■
School Test Coordinator	■	■	■	■	■	■	■	■	■
Technology Coordinator	■		■						
Test Data Entry	■							■	■
K-2 and/or 3-12 Test Administrator	■				✱	■			
District and/or School Report Only Access	■						■		
Proctor	■								
All Others	■								

The AZELLA DTC must register his or her ATMS account using the email address that is on file with ADE's Assessment Unit. All ATMS users must create their account using their **work email address**.

All modules are presented online and some of them have Knowledge Check questions throughout the module with a final test that requires 80% correct to pass. Each module with a final test provides 3 attempts for passing the final test. After passing the final test, the user **must advance to the next slide (Conclusion)** and click on the **Click here to complete training** link located in the upper-left corner of the slide to record completion of the module in your account.

Professional Development Certificates (for all users)

Successful completion of a module will provide the user with a link to a Professional Development certificate for that module in the *View Completed Trainings* section located in the upper right corner under the User's name.
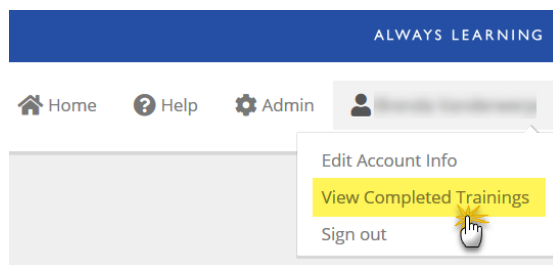
Completed Modules Reports for the DTC

The AZELLA District Test Coordinator may run reports in the ATMS to monitor the progress of module completions by the AZELLA staff. If you are the AZELLA DTC for more than one district, you will be able to monitor the progress of module completions for all your districts and schools under one account provided you've used the same email for each district in PAN and for the ATMS.


Completing a Training Module in the ATMS (for all users)

Once the User sees the results of the module's final test on the screen, **there are additional steps to record the module as being completed.**

Please **read these instructions first** and then follow them to record your completed training module in the ATMS.

If the module is open to the slide with the results of the final test, proceed to Step 3.

1. If the module is not already open, launch the module.

2. When you are presented with **"Would you like to resume the presentation from the last slide viewed?"** message, respond with **YES**.
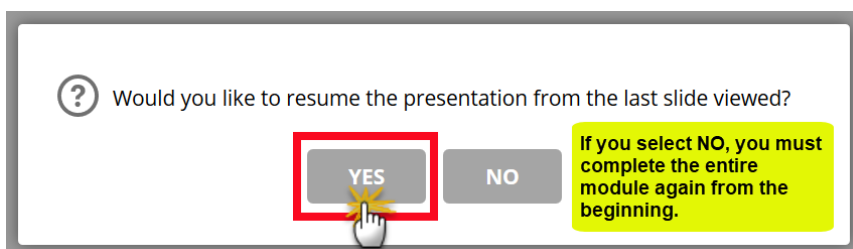

3. **Once you have passed the final test**, you will see a slide that provides you the opportunity to review your final test results. Click the Review button and advance through the 15 questions to see the correct answers.
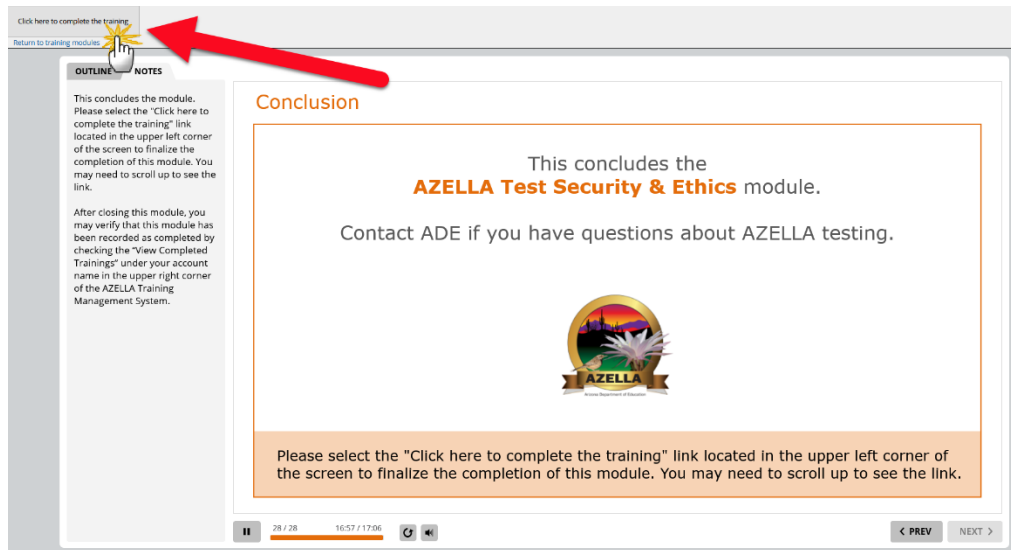
4. After reviewing the results of the final test, click on the **Close Review** button.
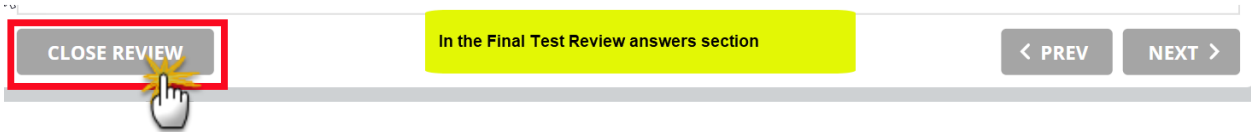
5. On the slide that shows your final test results, click the **Next** button in the lower right corner of the slide.
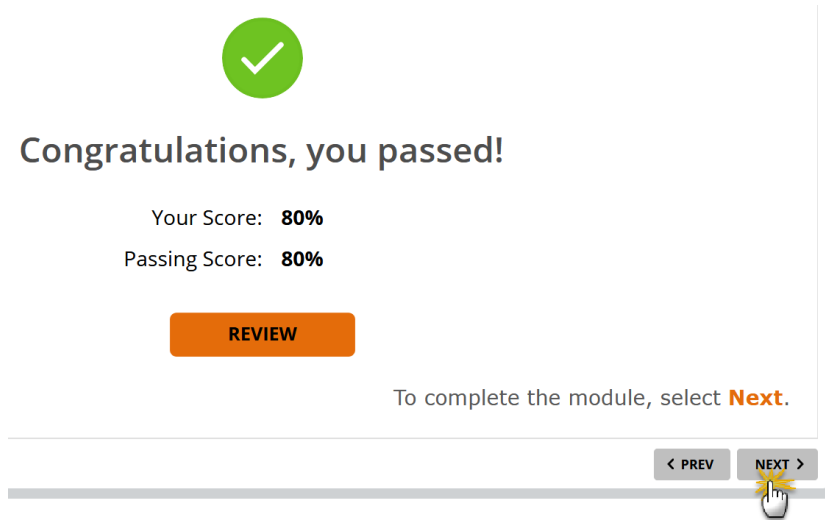

6. This will bring you to the "**Conclusion**" slide.

7. On the **Conclusion** slide, scroll up and click on the **Click here to complete the training** link.
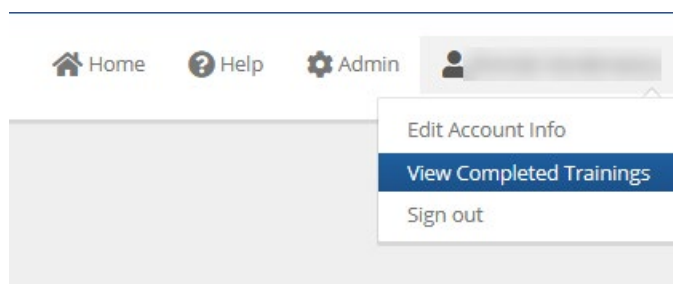

8. Once you've done this, you will receive a confirmation message. Then, click on the **View available training modules** link.
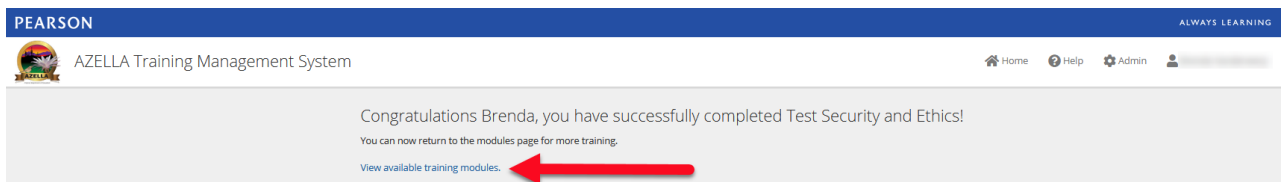
9. You will see the "Completed [date]" with the module you've completed under the AZELLA role (Category) in which you launched and completed the module.
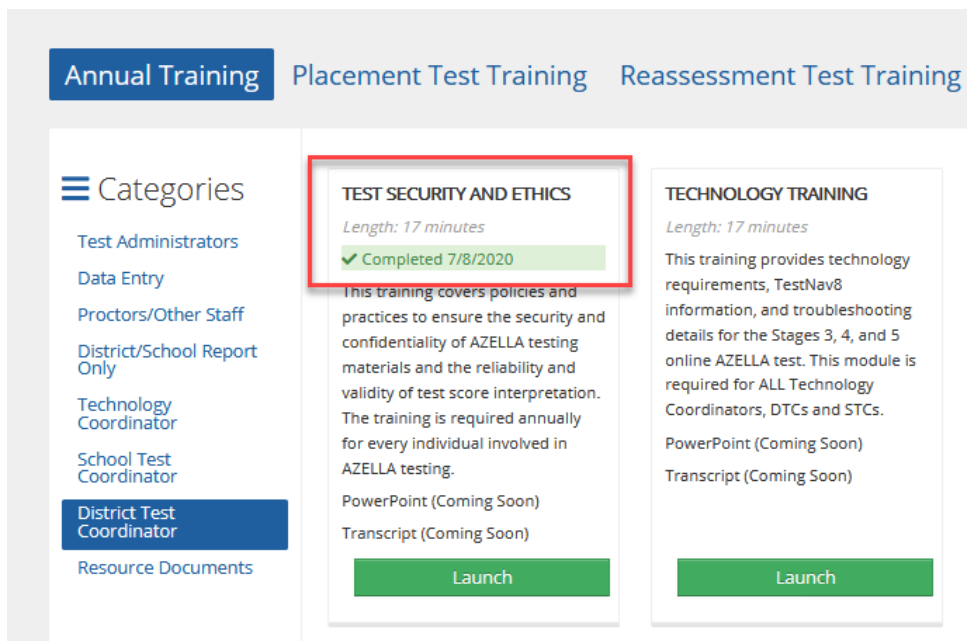
10. You will also see the module completions under your name in the **View Completed Trainings.**

11. You can print your PD Certificate(s) from the **View Completed Trainings.**