



Each AZELLA staff member must complete the required training modules that are **associated with their assigned AZELLA role(s) and grade level(s) of the AZELLA that they will be administering**. If you do not know your assigned AZELLA role(s) please ask your AZELLA District Test Coordinator (DTC) prior to starting the training modules. Assigned training modules only need to be completed once per school year.

Arizona Learning Management System (AzLMS) users that had an account during the prior school year and are at the same district/school this year, will continue to use their same AzLMS account. Pearson will create **new AZELLA DTC** AzLMS accounts by way of an invitation from **Adobe**. It is the responsibility of the DTC to send the URL links to new AZELLA School Test Coordinators (STCs) and Technology Coordinators to create their AzLMS account. The DTCs and the STCs must provide the specific AzLMS user role URL links for new AZELLA staff and assign the training modules they are required to complete based on their AZELLA role and the grade level(s) of the AZELLA that they will be administering. Additional training modules may be assigned to AZELLA staff members as needed. All training modules and Understand Scoring are housed in the AzLMS.

Proctors must be an employee of the district. A "contracted with the University" student teacher in their last semester of school may be a Proctor. Parents and volunteers are not permitted to be Proctors.

## AZELLA Staff Roles

<b>District Test Coordinator (DTC)</b>	<b>Technology Coordinator</b>	<b>Data Entry</b>	<b>Reports Only Access</b>
<b>School Test Coordinator (STC)</b>	<b>Test Administrator</b>	<b>Proctors and Other Non-Testing Staff</b>	

## 3 Training Module Sets

<b>Annual</b>	<b>Placement</b>	<b>Reassessment</b>
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Assigned and required training modules are identified with a checkmark.

## AZELLA Role (Tag) Assigned ANNUAL Training Modules

	Test Security & Ethics	Technology	AZELLA Basics	Reports & Corrections	PAN
DTC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> PAN DTC/STC
STC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> PAN DTC/STC
Test Administrator	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/> PAN for TA
Technology Coordinator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Data Entry	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/> PAN Data Entry
Reports Only Access	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
Proctor and Non-Testing Staff (includes Extended Writing Scorer)	<input checked="" type="checkbox"/>				

## AZELLA Role (Tag) Assigned PLACEMENT Training Modules

		DTC-STC	KPT	KPT UndScr	Gr 1	Gr 1 UndScr	Gr 2-3	Gr 2-3 UndScr	Gr 4-12
DTC	Based on the grade levels served	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
STC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Test Administrator	Based on the grade level(s) testing		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Extended Writing Scorer						<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

UndScr = Understand Scoring Training and Qualifications. DTCs and STCs need to complete one or more of these qualifications if they will be administering the KPT and scoring the extended Writing items; Anyone administering the KPT must also complete the KPT Administrator qualification from Understand Scoring; Grades 1 and 2-3 Writing Scorers are required to complete the associated Understand Scoring qualifications.  
**KEYWORD= 2425azella** (case sensitive)

## AZELLA Role (Tag) Assigned REASSESSMENT Training Modules

		DTC-STC	Grades K & 1	Grades 2-3	Grades 4-12
DTC	Based on the grade levels served	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
STC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Test Administrator	Based on the grade level(s) administering		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>