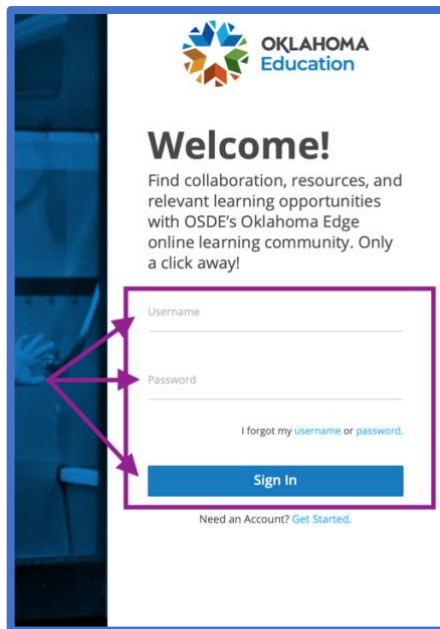


2020-2021 OSTP & CCRA

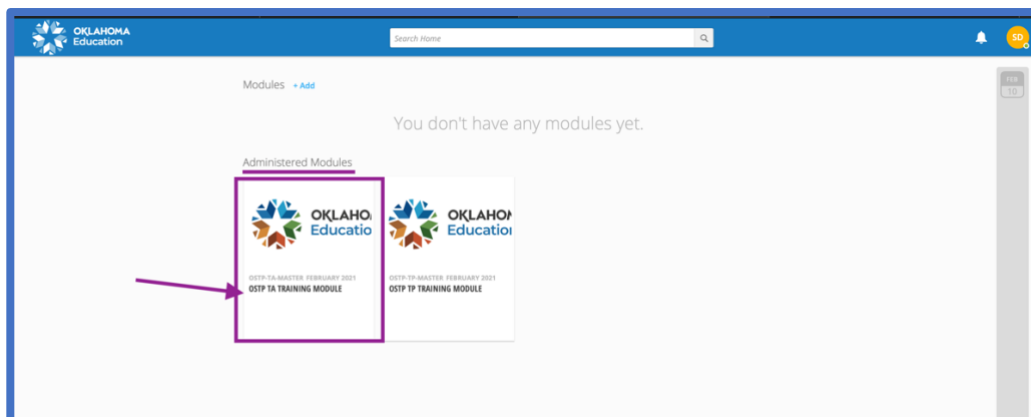
Accessing TA & TP Training Records for Your District

This document is intended for use by DTCs

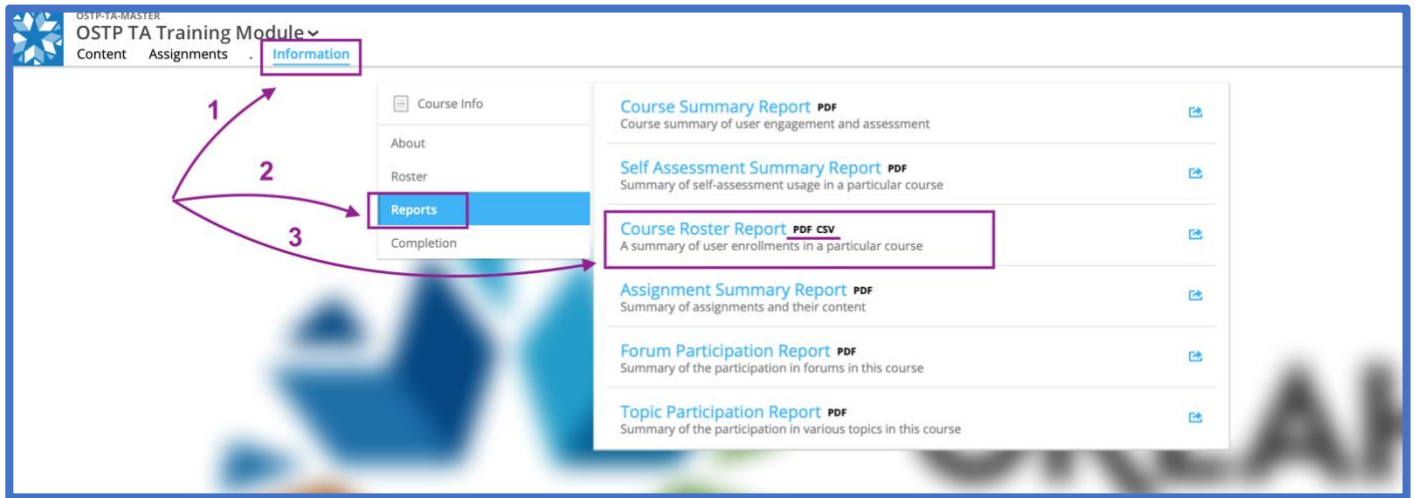
1. Go to <https://osdeconnect.ok.gov/login/>, enter your account information, and select **Sign In**.
 - If you do not have an OKEdge account, please see the [Creating an Oklahoma Edge Account](#) guide for information about creating one.



2. Under “Administered Modules,” select either the TA or TP training module for your district.
 - Your district’s modules will be titled “*District Name* – OSTP TA Training Module” and “*District Name* – OSTP TP Training Module.”
 - If your district’s modules are not listed under “Administered Modules,” please email sarah.dunn@sde.ok.gov.



3. Within the module, select the **Information** tab > **Reports** tab > **Course Roster Report**.



4. Within the “Course Roster Report” pop-up window, you will see a list of all the TAs or TPs enrolled in the module.
- This report will also provide a column on course completion.
 - If a TA or TP has completed the module, the column will list the date of completion.
 - If you select the **Download** button at the top of the report, you will be given the option to download the report as a PDF or CSV file.
 - Following the close of testing, it is highly recommended that you download and save a copy of this report for both the TA and TP modules.

