



## 2020-2021 OSTP & CCRA

### Completing a Module & Downloading Your Certificate

\*This document is intended for use by Test Administrators (TAs) & Test Proctors (TPs)\*

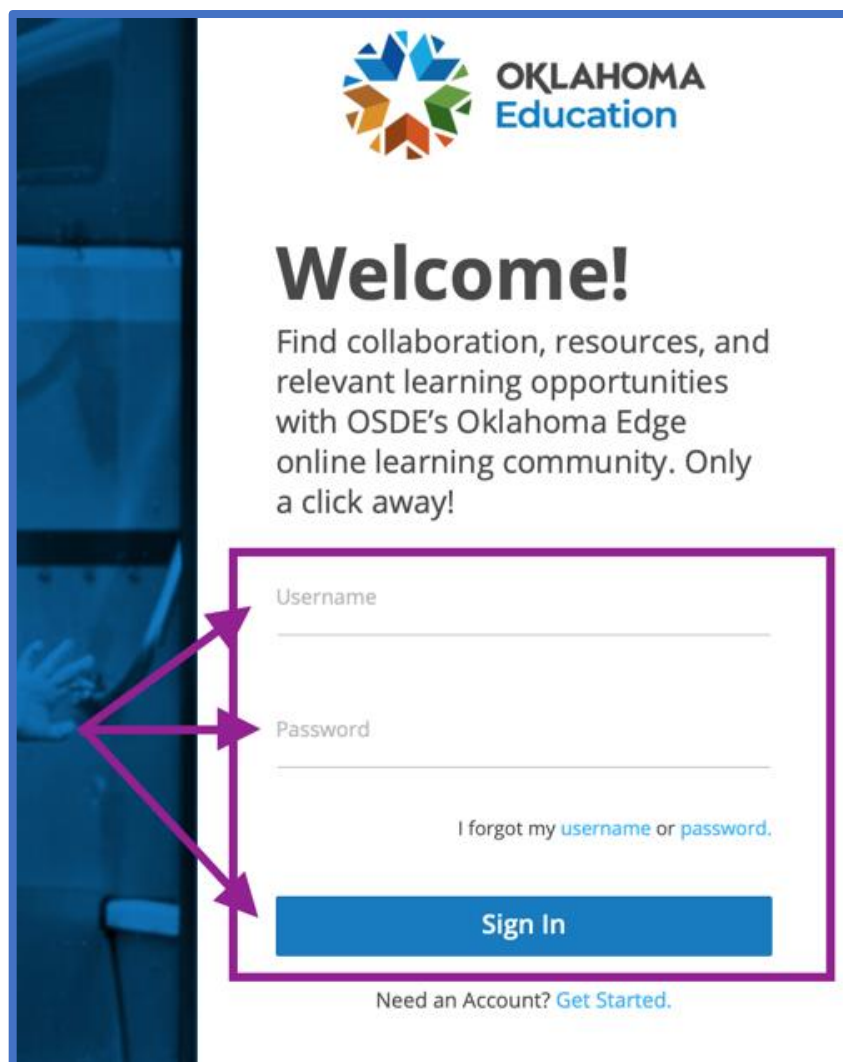
**Note:** TAs & TPs will need to create an [OKEdge](#) account and enroll a module before they are able to access/complete the OSTP Training Module. For more information on these processes, please see the following guides:

[Creating an OKEdge Account](#)

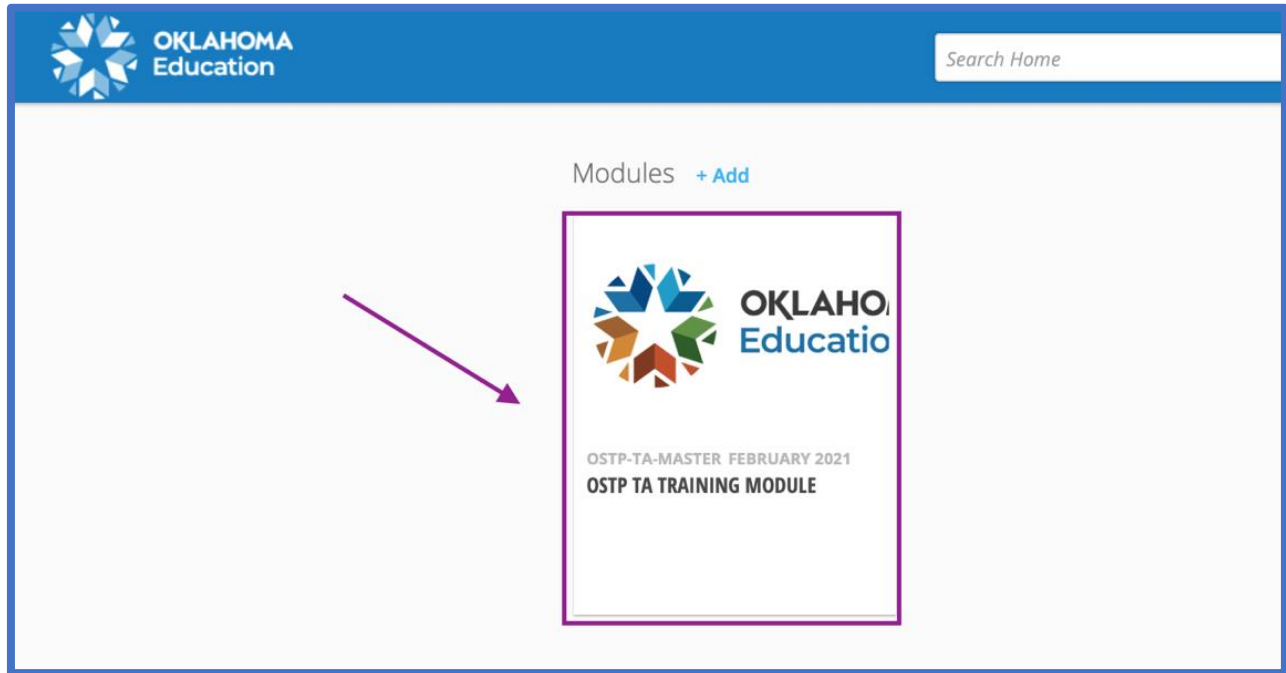
[Enrolling in a Module with an Invitation Email](#)

[Enrolling in a Module with a Redemption Code](#)

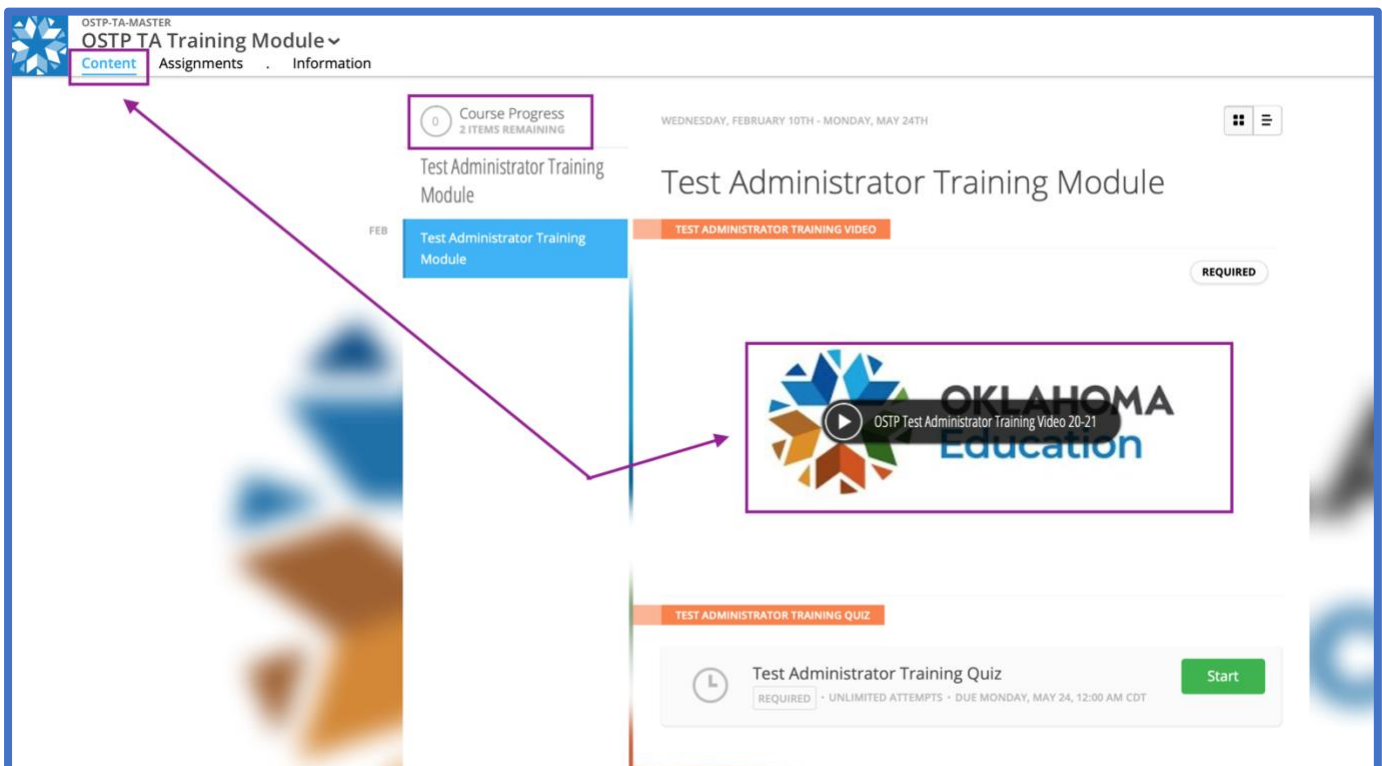
1. Go to <https://osdeconnect.ok.gov/login/>, enter your account information, and select **Sign In**.

A screenshot of the Oklahoma Edge login page. The page features the Oklahoma Education logo at the top left. Below the logo, the text reads "Welcome!" followed by a paragraph: "Find collaboration, resources, and relevant learning opportunities with OSDE's Oklahoma Edge online learning community. Only a click away!". The login form is highlighted with a purple border and contains three fields: "Username", "Password", and a link "I forgot my username or password." Below the fields is a blue "Sign In" button. At the bottom of the form, there is a link "Need an Account? Get Started." Three purple arrows point from the left side of the page towards the Username, Password, and Sign In button fields.

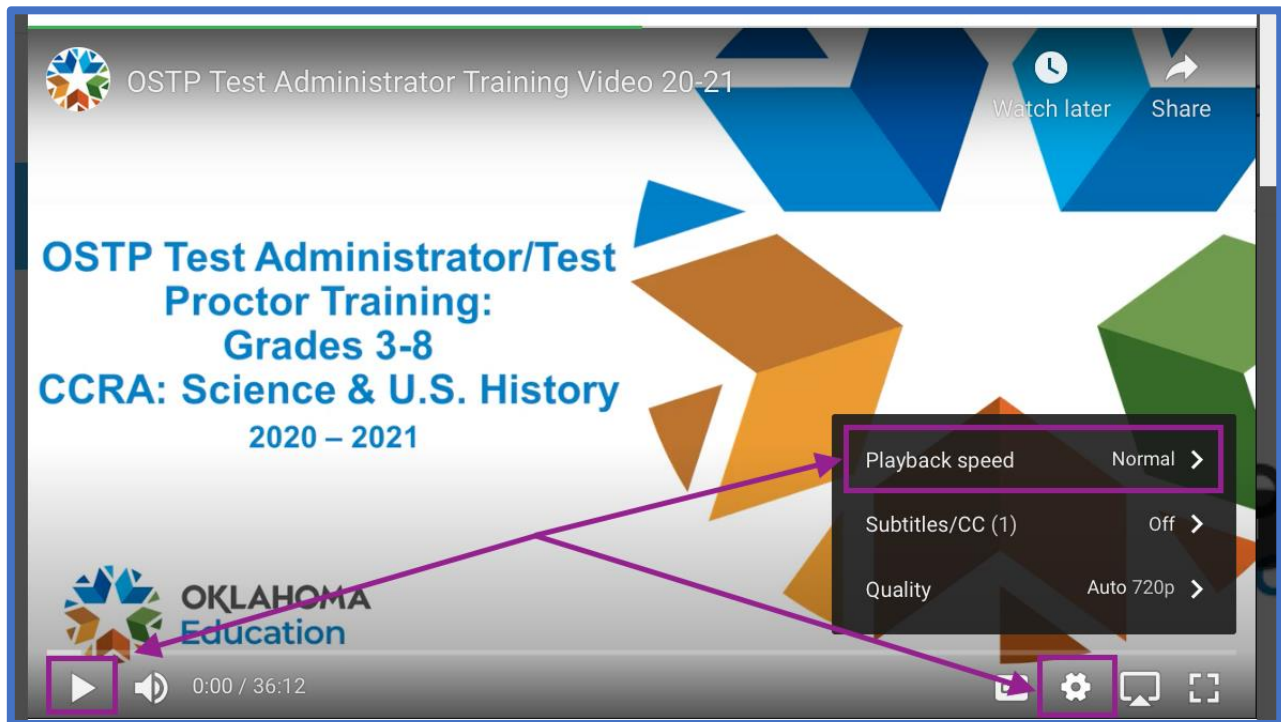
- Once you have logged into OKEdge, double click on the OSTP Training Module in which you are enrolled.
  - The module should include your district's name in the title. **If it does not, contact your Building Test Coordinator.**



- Within the module's "Content" tab, select and play the required training video.



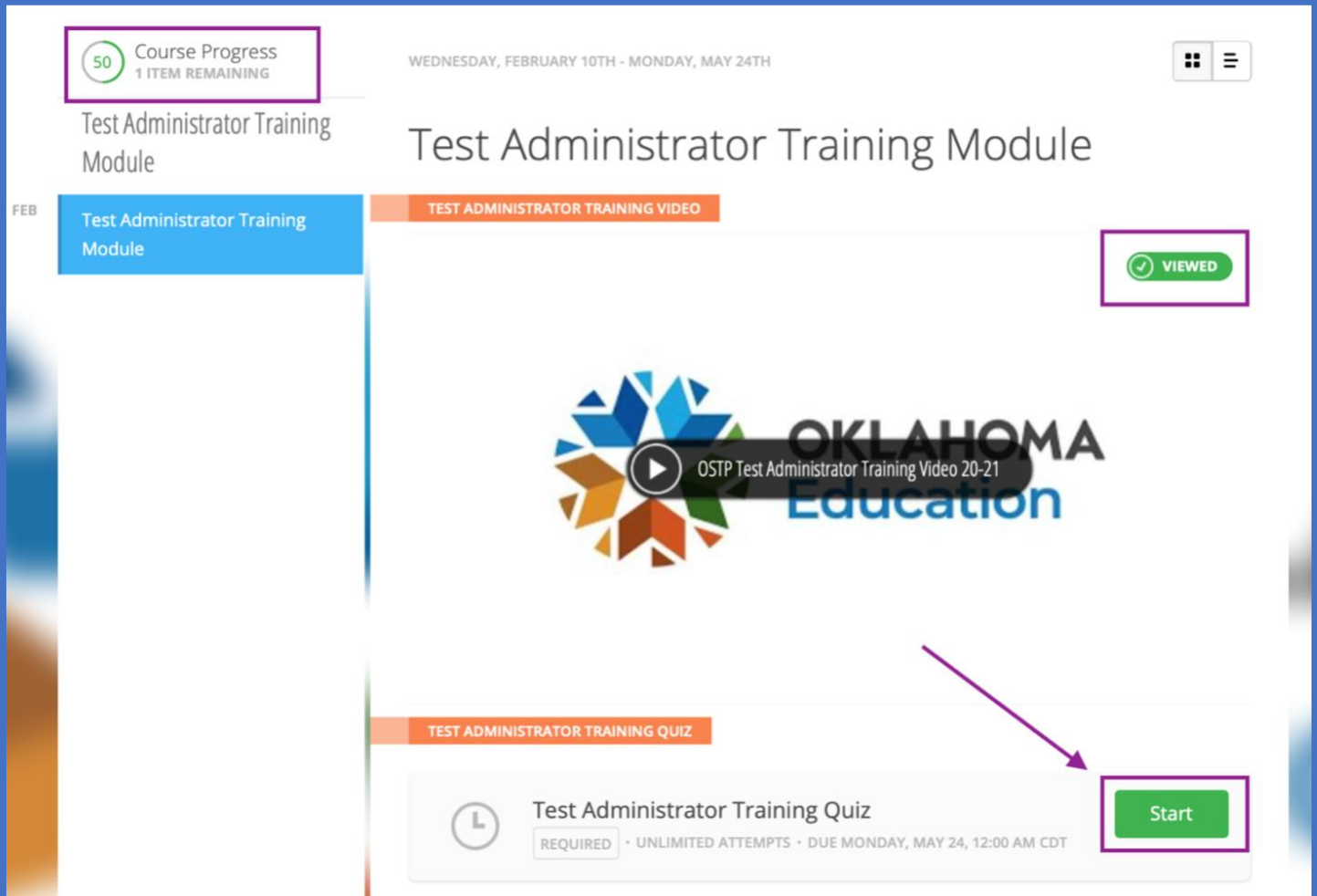
- The video will play in a pop-up window. Viewers can increase or decrease the playback speed of the video by selecting the **Gear** icon > **Playback Speed**.



- Once the video has finished, select the gray X located in the top left corner of the pop-up window.

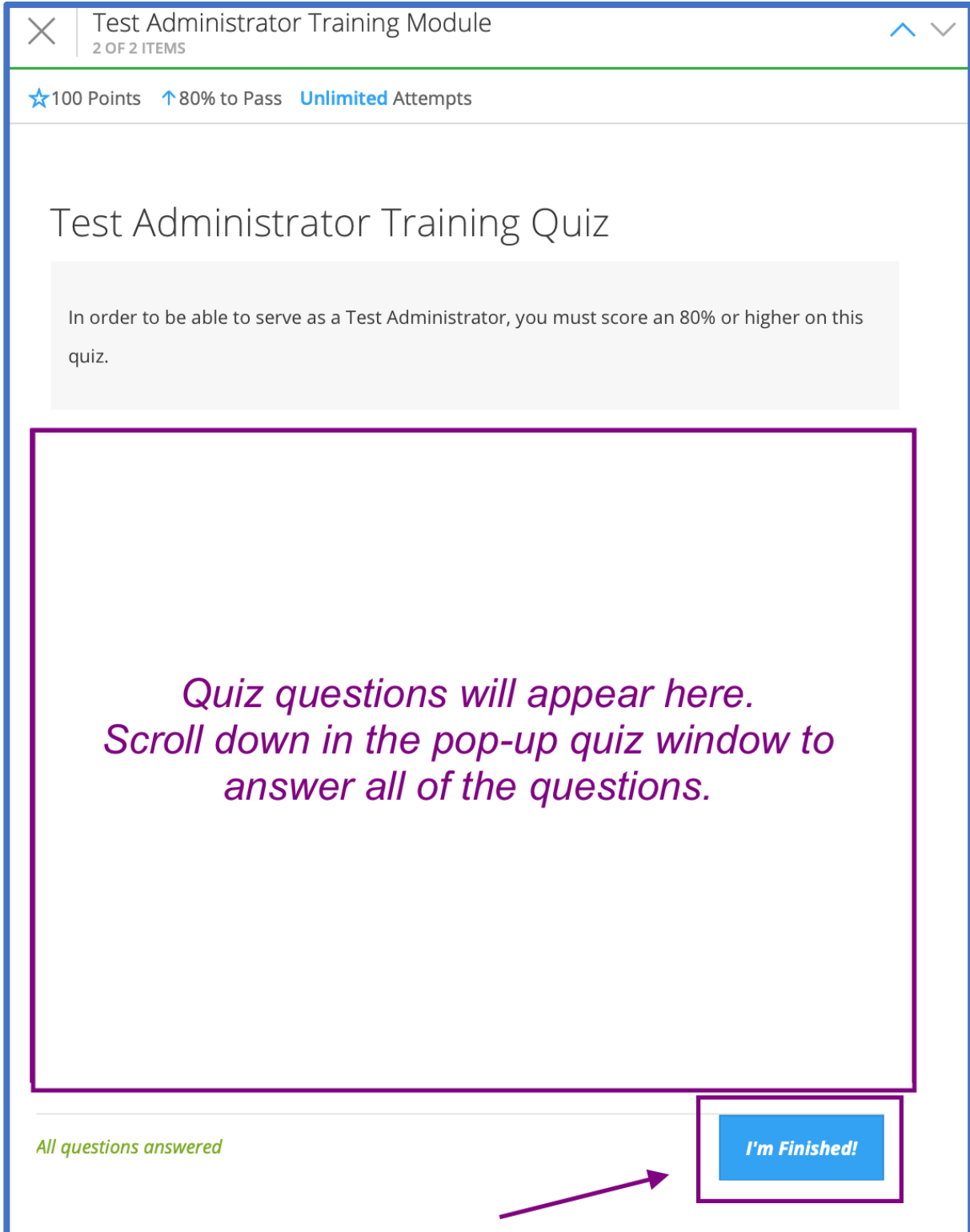


4. Select the green **Start** button to begin the required training quiz.
  - After viewing the required training video, the Course Progress indicator will show 50% complete and the video will be marked as viewed.



The screenshot displays the course interface for the "Test Administrator Training Module". At the top left, a "Course Progress" indicator shows 50% completion with "1 ITEM REMAINING". The course dates are "WEDNESDAY, FEBRUARY 10TH - MONDAY, MAY 24TH". The main content area features a video player for "OSTP Test Administrator Training Video 20-21" with a "VIEWED" status. Below the video is a "TEST ADMINISTRATOR TRAINING QUIZ" section with a "Start" button highlighted by a purple arrow. The quiz is marked as "REQUIRED" and has "UNLIMITED ATTEMPTS" with a due date of "DUE MONDAY, MAY 24, 12:00 AM CDT".

5. The training quiz will appear in a pop-up window. To view all the questions, scroll down. Once all of the questions have been answered, select the blue **I'm Finished** button.



✕ Test Administrator Training Module 2 OF 2 ITEMS

★ 100 Points ↑ 80% to Pass Unlimited Attempts

## Test Administrator Training Quiz

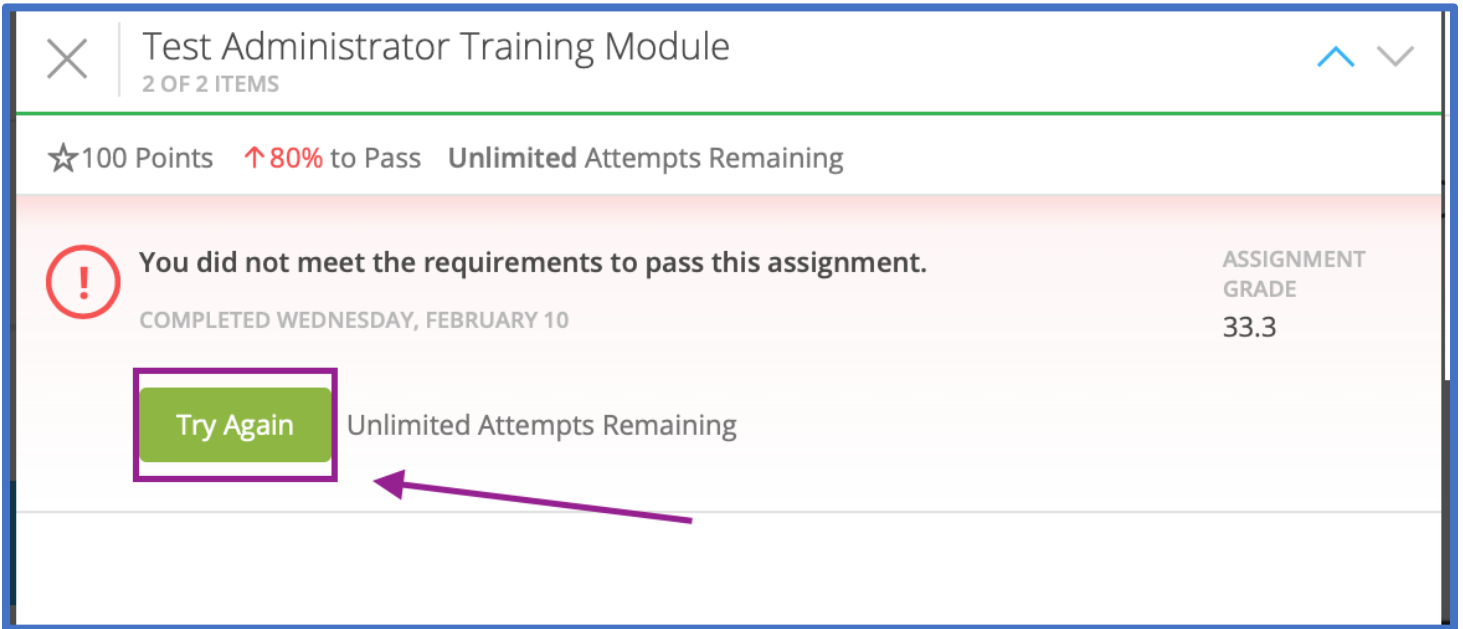
In order to be able to serve as a Test Administrator, you must score an 80% or higher on this quiz.

*Quiz questions will appear here.  
Scroll down in the pop-up quiz window to  
answer all of the questions.*

All questions answered

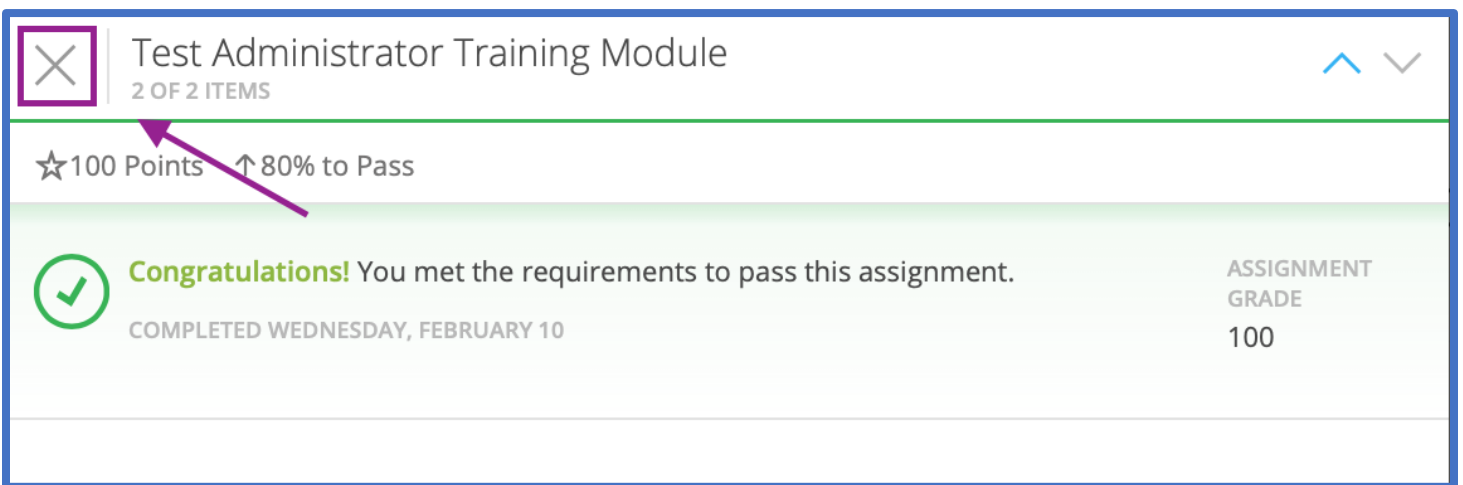
**I'm Finished!**

6. After selecting the blue **I'm Finished** button, scroll to the top of the pop-up window to view the quiz results.
  - TAs and TPs must score an 80% or higher on the quiz in order complete the module.
  - If a score lower than 80% was earned, select the green **Try Again** button to retake the training quiz.



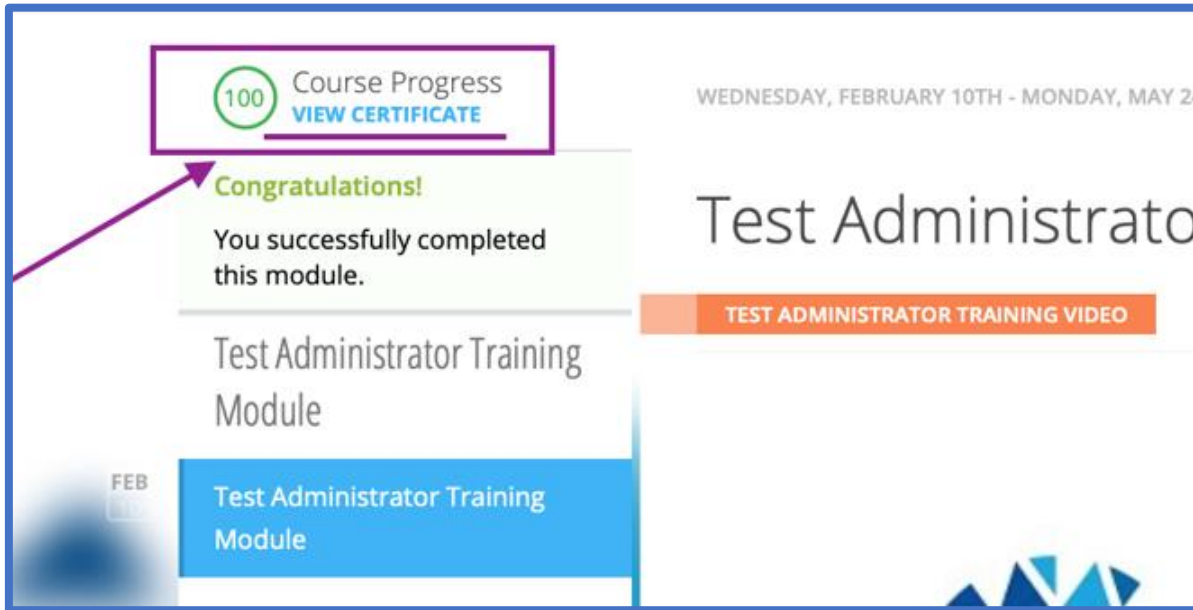
The screenshot shows a pop-up window titled "Test Administrator Training Module" with "2 OF 2 ITEMS" below it. At the top left is a gray 'X' button. Below the title, it says "☆ 100 Points" and "↑ 80% to Pass Unlimited Attempts Remaining". A red warning icon is followed by the text "You did not meet the requirements to pass this assignment." To the right, it says "ASSIGNMENT GRADE 33.3" and "COMPLETED WEDNESDAY, FEBRUARY 10". A green "Try Again" button is highlighted with a purple box, and a purple arrow points to it from the right. The text "Unlimited Attempts Remaining" is to the right of the button.

- If a score of 80% or higher was earned, select the gray **X** button located in the top left corner of the pop-up window.



The screenshot shows a pop-up window titled "Test Administrator Training Module" with "2 OF 2 ITEMS" below it. At the top left is a gray 'X' button, which is highlighted with a purple box and a purple arrow points to it from the bottom left. Below the title, it says "☆ 100 Points" and "↑ 80% to Pass". A green checkmark icon is followed by the text "Congratulations! You met the requirements to pass this assignment." To the right, it says "ASSIGNMENT GRADE 100" and "COMPLETED WEDNESDAY, FEBRUARY 10".

7. After viewing the required training video and scoring an 80% or higher on the training quiz, the Course Progress indicator will show 100% complete. Select **VIEW CERTIFICATE**.



8. The training certificate will appear in a pop-up window. Select the blue **DOWNLOAD** option located in the top right corner of the pop-up window.
- The training certificate will download as a PDF to the device.
  - Save a copy of the certificate for your records.
  - Send a copy of the certificate to your Building Test Coordinator.

