



Cognia Canvas usage for 2024 OSTP TA/TP Training

March 4, 2024

Overview – Cognia Canvas Solution*

- Requirements
 - Internet Connection
 - Valid Email Address
- Process
 - Registration and Enrollment – Cognia Canvas Catalog
 - Course Content and Assessment – Cognia Canvas Learning Management System
 - Certificate Delivery and Storage – Cognia Canvas Catalog

*Note: OSDE has a separate SDE Canvas account for monitoring activities. The Cognia Canvas account is only for module training.





Cognia Canvas Catalog Enroll

Enrollment and Account Creation Instructions

Go to the appropriate Catalog Module Landing page

Test Administrator Training

For Test Administrators Training:

<https://catalog.cognia.org/browse/oktesting/tat>

Test Proctor Training

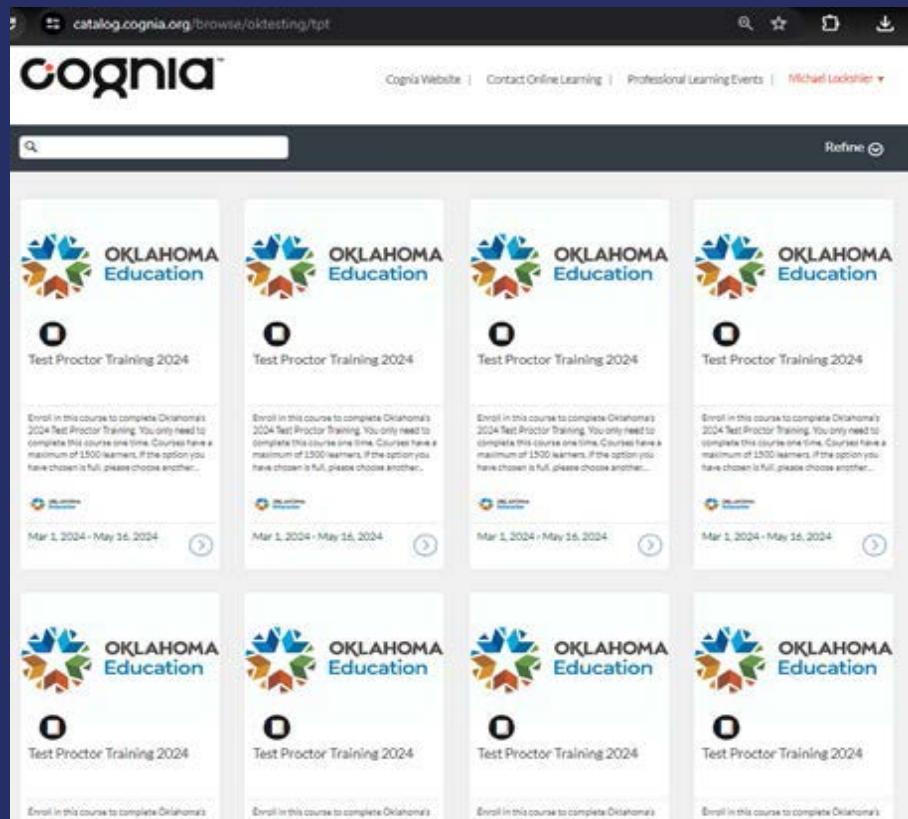
For Test Proctor Training:

<https://catalog.cognia.org/browse/oktesting/tpt>

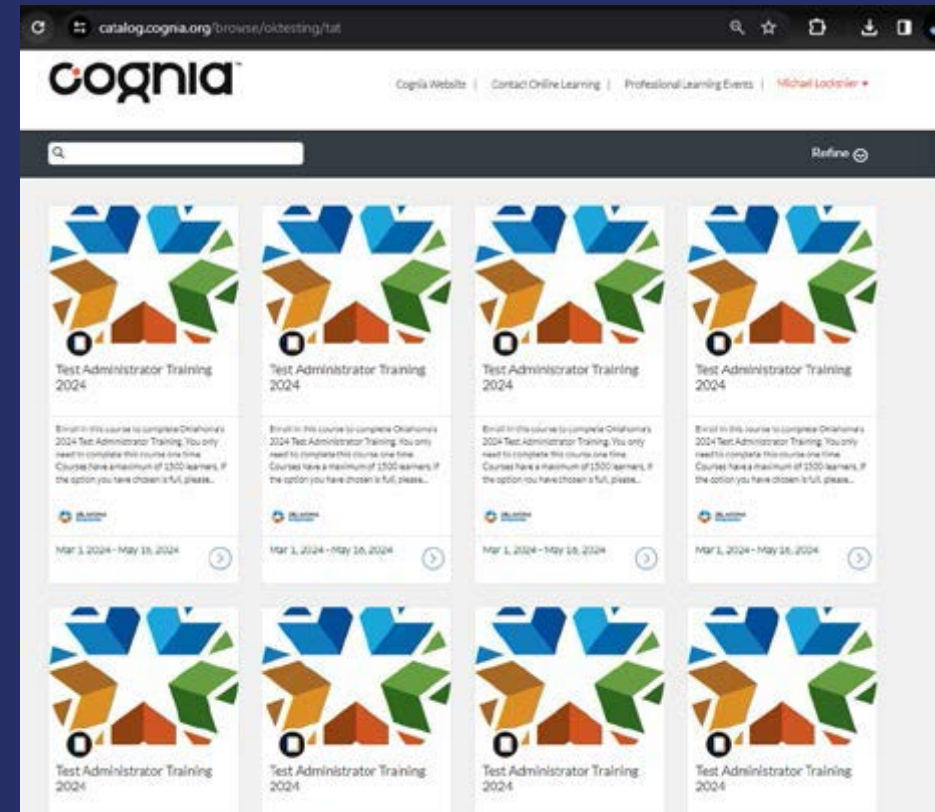


Landing Pages- Choose Course

Test Proctor Training

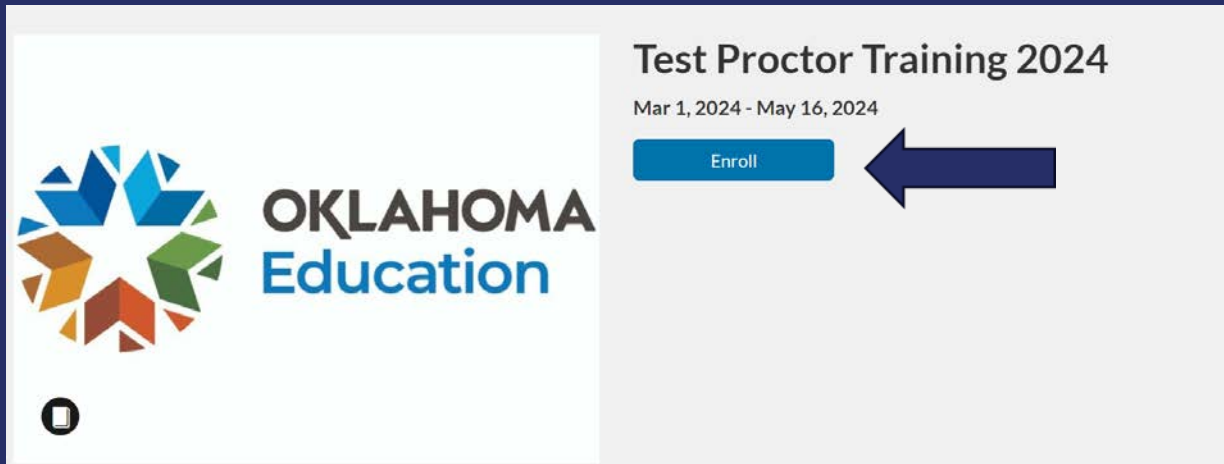


Test Administrator Training



Enroll

Test Proctor Training

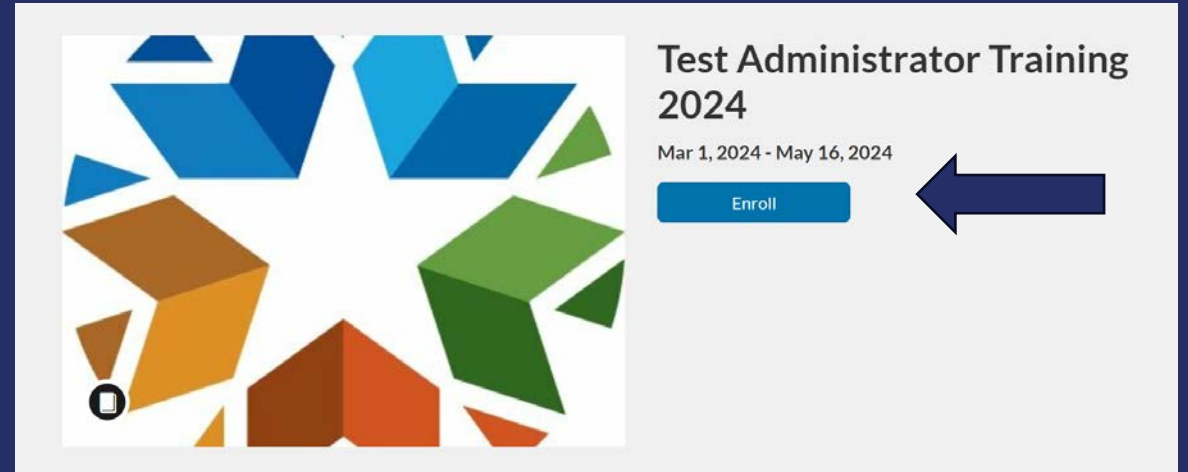


OKLAHOMA
Education

Test Proctor Training 2024
Mar 1, 2024 - May 16, 2024

Enroll

Test Administrator Training

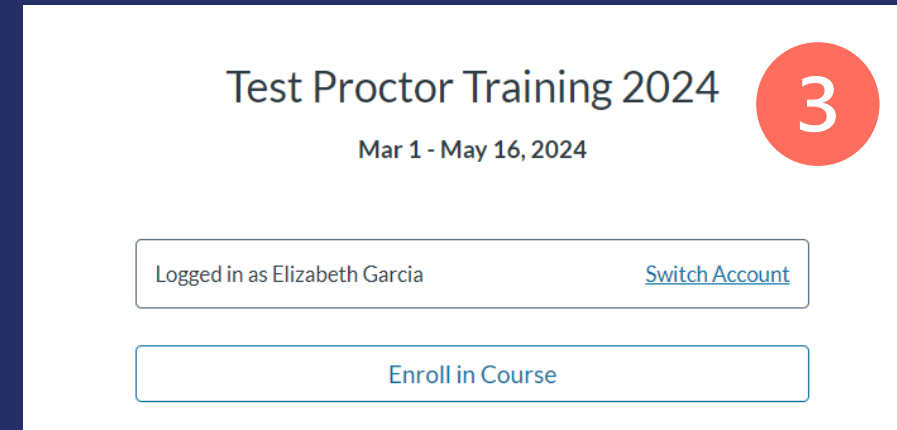
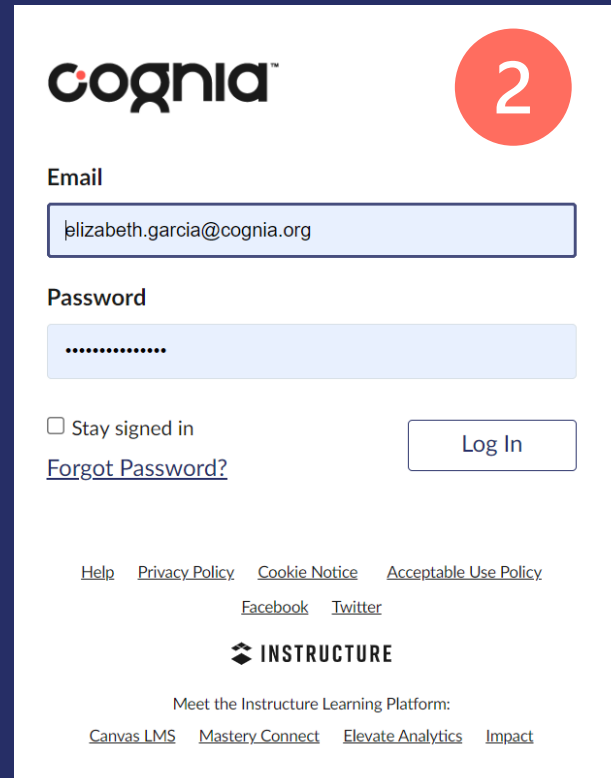


Test Administrator Training
2024
Mar 1, 2024 - May 16, 2024

Enroll

Existing Account- Enroll

- If you took this training last year, #1 Sign in to Enroll, #2 type your username/password and log in. #3 Enroll in Course. #4 Now enrolled.
- If you don't remember your username and password from last year, please contact clientcare@cognia.org for assistance.



If you no longer have your email address from last year, please set up a new Canvas Account with your new email address.



New Account- Sign Up

- If this is your first time taking this training, you must create a new Canvas login for Cognia's Canvas.
- If you have a different email than last year, you must create a new Canvas login for Cognia's Canvas.

Reminder:

Register with your official name that appears on your teaching certificate!

Don't have an account? Sign up here!

Full Name

Email

Confirm Email

School Name


School Code

District Name

District Code

Role

I agree to the [Acceptable Use Policy](#) and acknowledge the [Privacy Policy](#).

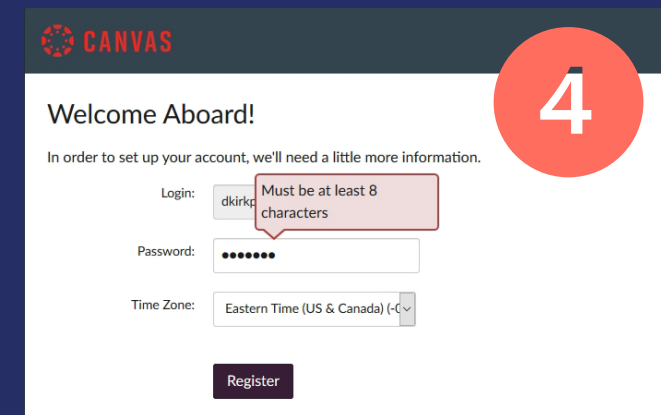
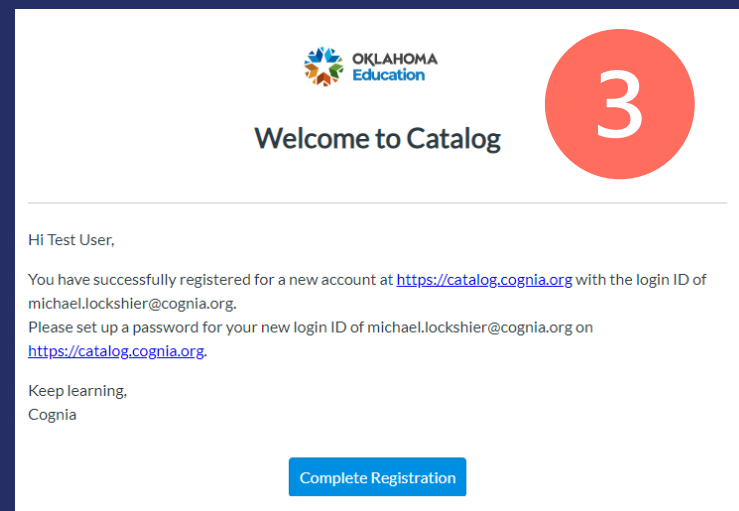
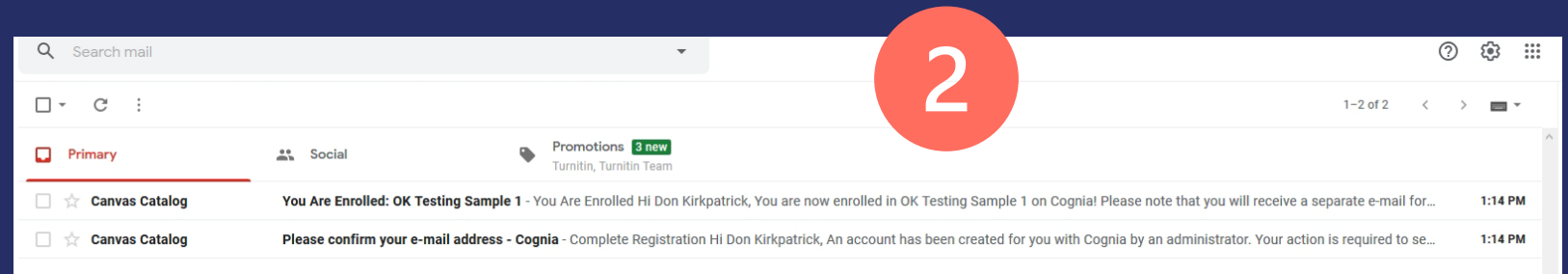
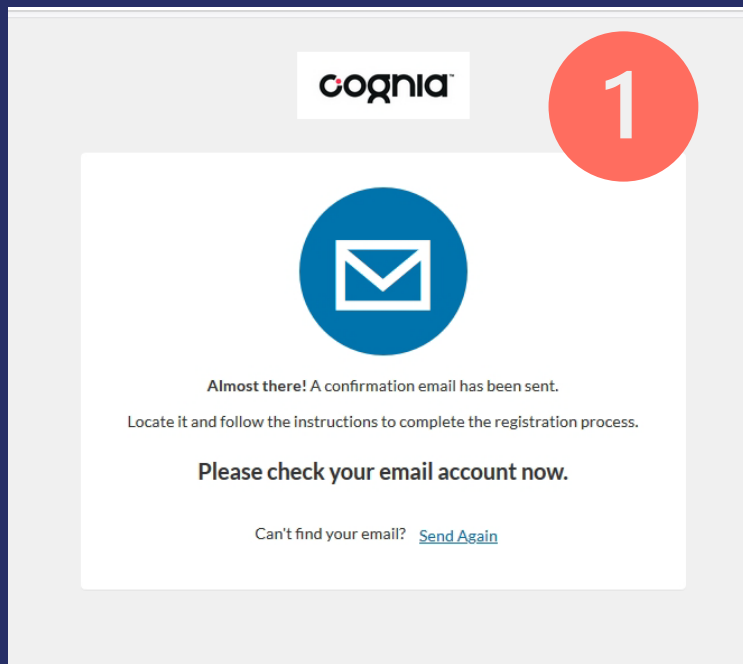
I'm not a robot 
reCAPTCHA
Privacy - Terms

[Register New Account](#)



New Account- Email Account Verification

If this is your first time taking this training, you must create a new Canvas login for Cognia's Canvas.

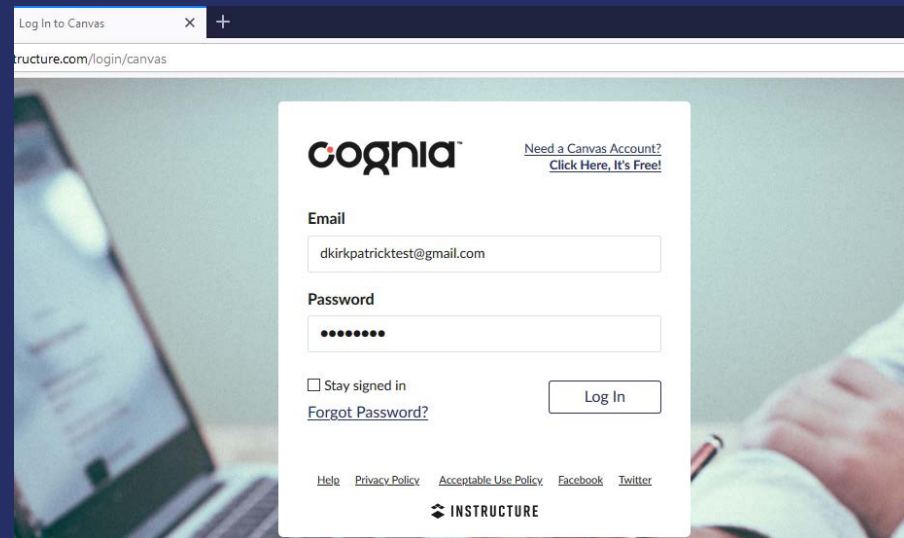


Registration

1




2



#1 Receive your registration email. Click “Access Your Dashboard”.

#2 Log in using the username/password you created.

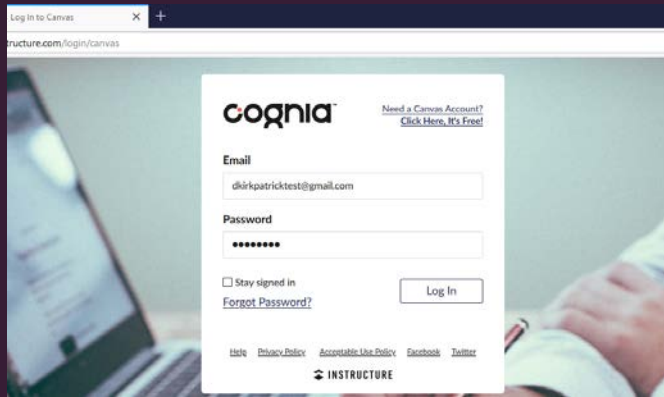




Cognia Canvas Learning Management System

Online Classroom- Taking Module

Login and Landing Page



1









#1 Login.

#2 Click "Begin Here" to start the module.

2

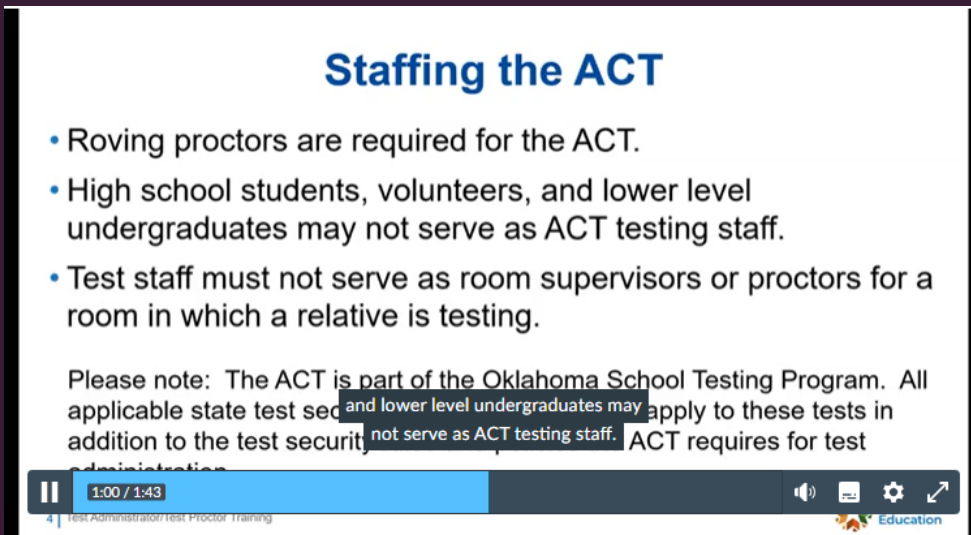
Course Modules

View the complete module video or view the module by section.

▼ Oklahoma Test Proctor Training Module (Required Pages - Must Be Viewed)		Complete All Items 
 Welcome to the OSTP Test Proctor Training 2024 Viewed	<input checked="" type="checkbox"/>	
 Test Proctor Module Complete Video View	<input type="checkbox"/>	
 Introduction View	<input type="checkbox"/>	
 Test Security and Testing Violations View	<input type="checkbox"/>	
 Test Proctor Responsibilities View	<input type="checkbox"/>	
 Staffing the ACT View	<input type="checkbox"/>	
 Department of Education Contact Information View	<input type="checkbox"/>	

Module Content

#1 Each page of content begins with a video that covers all the material on the page. The video is captioned in English, can be resized to full screen, and played at various speeds and quality levels.



Staffing the ACT

- Roving proctors are required for the ACT.
- High school students, volunteers, and lower level undergraduates may not serve as ACT testing staff.
- Test staff must not serve as room supervisors or proctors for a room in which a relative is testing.

Please note: The ACT is part of the Oklahoma School Testing Program. All applicable state test security rules and regulations apply to these tests in addition to the test security rules and policies the ACT requires for test administration.

1:00 / 1:43

4 | Test Administrator/Proctor Training

1

Agenda and ACT Reminders

Search (Ctrl+E / Alt+Q)
Search your mailbox and commands.

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Course Agenda

This course will provide information about:

- ACT
- Test Security and Testing Violations
- OSTP Grades 3 – 8
- CCRA: Science and U.S. History Content
- Testing Accommodations
- Test Administrator Training
 - Test Administrator Responsibilities for All Assessments
- Test Proctor Training
 - Test Proctor Responsibilities for All Assessments
- Department of Education Contact Information

Staffing the ACT

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Test staff must not serve as room supervisors or proctors for a room in which a relative is testing.

Please note: The ACT is part of the Oklahoma School Testing Program. All applicable state test security rules and regulations apply to this test in addition to the test security rules and policies the ACT requires for test administration.

For further information about ACT policies and procedures, please reference ACT's testing manuals.

ACT

Oklahoma Landing Page:

<http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/oklahoma.html>

Administration Manual: <http://www.act.org/content/dam/act/secured/documents/pdfs/Admin-Manual-ACT-S&D-Online-Secured.pdf>

• Previous

Next •

2

#2 Below the video is a text version of all the content, including call out boxes and links where appropriate.

Next Steps After Module

#1 Take the Module Quiz. Need 80% to pass!

#2 Complete Attestation Statement. This **MUST** be completed to get a certificate.

Oklahoma Test Administrator/Test Proctor Training Module (Required Pages - Must Be Viewed)		
Welcome to the OSTP Test Administrator Test Proctor Training 2024		
Test Proctor Module Complete Video		
Introduction		
Test Security and Testing Violations		
Test Proctor Responsibilities		
Staffing the ACT		
Department of Education Contact Information		
Required Quiz and Statement		
Test Proctor Training Quiz 8 pts	1	
Attestation Statement 1 pts		2
How to Retrieve Your Certificate		
Congratulations and Thank You		★
How to Retrieve Your Certificate		



Module Quiz & Statement

Test Administrator and Test Proctor Training Quiz

This is a content knowledge based quiz for the Test Administrator and Test Proctor course.

This quiz has 14 questions that are each worth 1 point.

You need to get a minimum of 12 points to pass this quiz.

You can repeat the quiz as many times as necessary until you achieve a passing score.

1

1 1 point

How do you get a Proctor Password?

- Contact the District Test Coordinator.
- Contact the State Department of Education.
- Contact the building principal.
- Contact Cognia.

[Clear my selection](#)

2 1 point

Which of the following should be reported to the Building Test Coordinator?

- When the Test Proctor observes any deviation from testing procedures or a breach in test security.
- When the Test Proctor monitors a read-aloud accommodation in a testing session.
- When the Test Proctor leaves a testing session early and is replaced by another Test Proctor.
- When the testing session is free from any violations and no breach in security took place.

[Clear my selection](#)

3 1 point

Every test shall be administered by a fully trained _____.

- parent or family member of a student in the testing session.
- volunteer.
- education-certified school employee.
- high school student who is 18 years old.

[Clear my selection](#)

Attestation Statement

2

This quiz functions as an agreement/digital acknowledgement regarding this training.

You must answer one True/False question acknowledging the following statement regarding your training.

I have been trained and am fully aware of the general test administration procedures. In providing my training certificate to the Building Test Coordinator, I understand that:

- Directions must be read from a script provided in the Test Administration Manual or through the recording provided by Cognia.
- Students must work independently and without any unauthorized assistance from the Test Administrator.
- All posters and visual aids must be covered or removed, and nothing is to be taped or placed on the students' desks unless it is allowed as a testing accommodation.
- All test questions are secure and should not be viewed, copied, or discussed with others.
- A Test Administrator must remain in the classroom for the entire testing session.
- A Test Proctor must remain present in the classroom for the entire testing session.

You must answer **True** to be certified.

1 1 point

I have been trained and am fully aware of the general test administration procedures. In providing my training certificate to the Building Test Coordinator, I understand that:

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- A Test Administrator must remain in the classroom for the entire testing session.
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- True
- False

[Submit](#)

Certificate Instructions

How to Retrieve Your Certificate



catalog.cognia.org/dashboard/completed

Your certificate has been emailed to the account you used for this course. You will be able to access your certificate from your email.

You can also access your certificate by returning to the [course catalog](#) and 1) selecting **Student Dashboard** and 2) clicking the **Completed** tab.

You may need to login again using the same email/password you created for this course.

From there you can **view** and/or **download** your certificate (3).



[Cognia Website](#) | [Contact Online Learning](#) | [Professional Learning Events](#)

[Elizabeth Garcia](#) ▲



- Student Dashboard
- Purchases & Enrollments
- Canvas
- Logout

Certificate Instructions

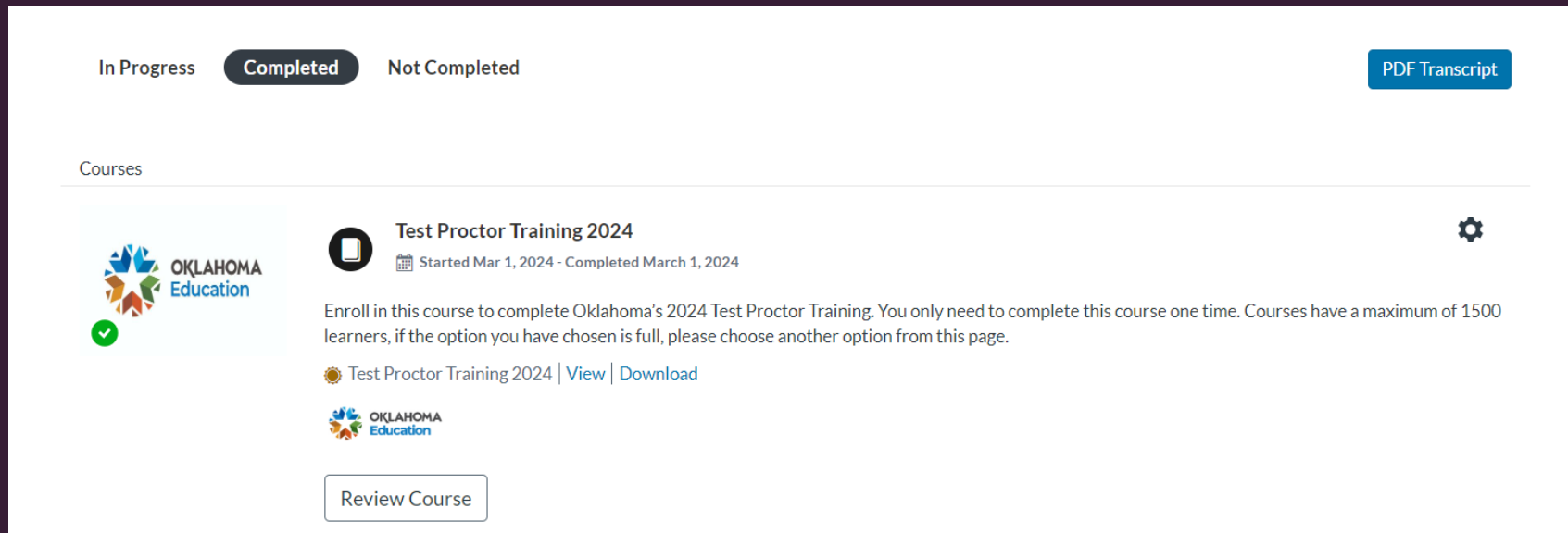
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The screenshot shows a user interface for course management. At the top, there are three tabs: 'In Progress', 'Completed' (which is selected and highlighted in dark green), and 'Not Completed'. To the right of these tabs is a blue button labeled 'PDF Transcript'. Below the tabs, the word 'Courses' is displayed. A single course card is visible, titled 'Test Proctor Training 2024'. The course card features the Oklahoma Education logo on the left, which includes a green checkmark. The course title is followed by a gear icon. Below the title, the dates 'Started Mar 1, 2024 - Completed March 1, 2024' are shown. A paragraph of text describes the course: 'Enroll in this course to complete Oklahoma's 2024 Test Proctor Training. You only need to complete this course one time. Courses have a maximum of 1500 learners, if the option you have chosen is full, please choose another option from this page.' Below this text are links for 'Test Proctor Training 2024 | View | Download'. At the bottom of the course card is another Oklahoma Education logo and a button labeled 'Review Course'.



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In Progress

Completed

Not Completed

PDF Transcript

Courses



Test Proctor Training 2024

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Test Proctor Training 2024 | [View](#) | [Download](#)

3

Certificate Instructions

View



Certificate of Course Completion

Awarded to

Elizabeth Garcia

**For achieving a passing score in
Test Proctor Training 2024**

March 1, 2024



catalog.cognia.org/dashboard/completed

Download

catalog.cognia.org/dashboard/completed

Home - Smartsheet... Home - Oklahoma SNOW UAT NTS XM My Projects | Qu...

cognia

Cognia Website | Contact Online Learning | P...

In Progress **Completed** Not Completed

PDF Transcript

Courses



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Test Proctor Training 2024 | [View](#) | [Download](#)



test-proctor-training-2024-elizabeth-garcia.pdf
82.9 KB • Done

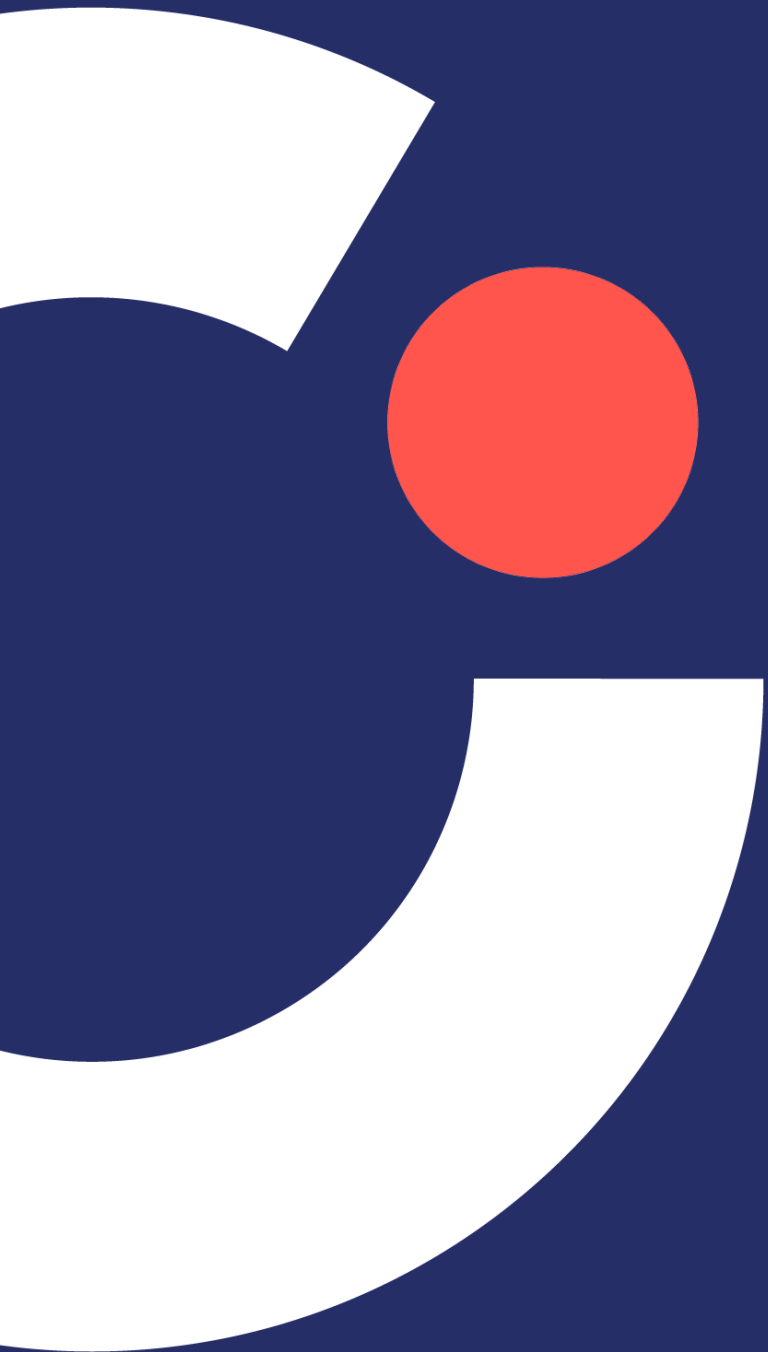
Name on Certificate - Not Right?

- If you notice your name is incorrect for any reason on your module certificate.
- If you notice the name of your module certificate doesn't match the official name on your teaching certificate.

Contact for assistance:

clientcare@cognia.org





Certificate via Email

Email

1

Canvas Catalog

Certificate Earned

Fri 3/1/2024 9:53 AM

<https://dg01.redatatech.com/onprem_image_fetch?dep=eNTOdjrl%2FRqAY8VJjspViA%3D%3DyRxP39j%2Bz750y0ohEVQ%2Fl6%2BZb%2Bt4113lrUQuml%2BD0fleK4u2UtdB1Nj8hxc>



2

Certificate Earned for Test Proctor Training 2023

Hi Elizabeth Garcia,

You have earned a new certificate for completing Test Proctor Training 2024.

You can retrieve your certificate anytime by going to your dashboard in Canvas Catalog.

Keep learning,
Cognia


[View Certificate](#)




Dashboard and Certificate

In Progress **Completed** Not Completed [PDF Transcript](#)

Courses




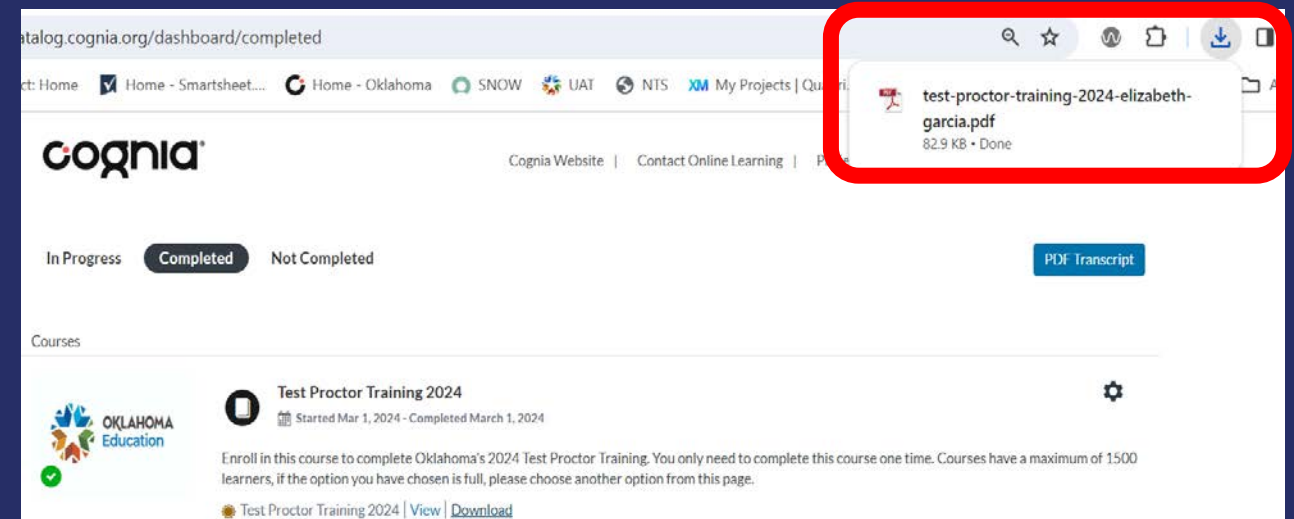
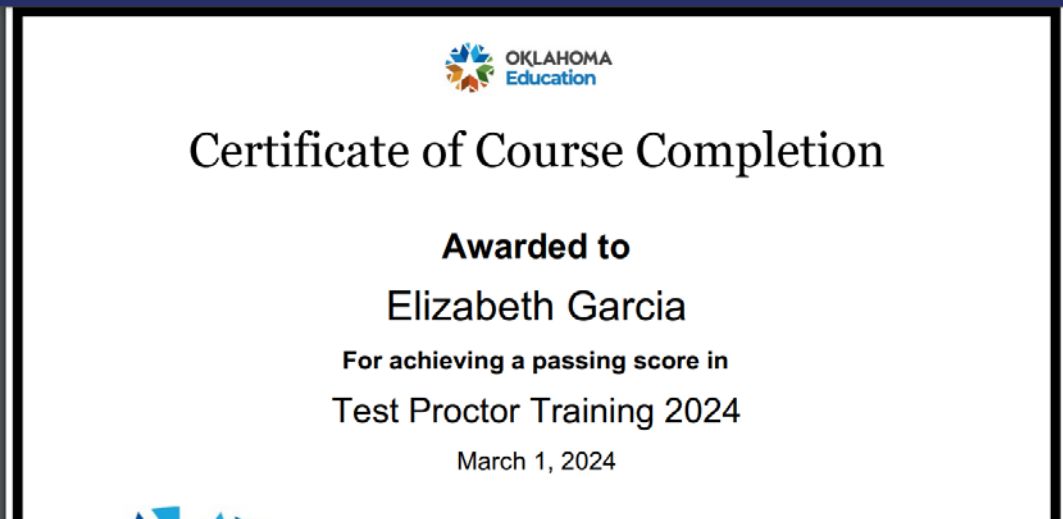
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Test Proctor Training 2024 | [View](#) | [Download](#)

 catalog.cognia.org/dashboard/completed




catalog.cognia.org/dashboard/completed


Home - Smartsheet... Home - Oklahoma SNOW UAT NTS My Projects | Qu...

cognia Cognia Website | Contact Online Learning | P...

In Progress **Completed** Not Completed [PDF Transcript](#)

Courses



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Questions?

