



# Cognia Canvas usage for 2026 OSTP TA/TP Training

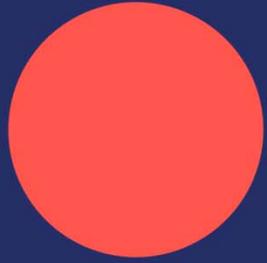
March 3, 2026

# Overview – Cognia Canvas Solution\*

- Requirements
  - Internet Connection
  - Valid Email Address
- Process
  1. Registration and Enrollment – Cognia Canvas Catalog
  2. Course Content & Assessment – Cognia Canvas Learning Management System
  3. 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

## 1. 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>

## Remote Test Administrator Training

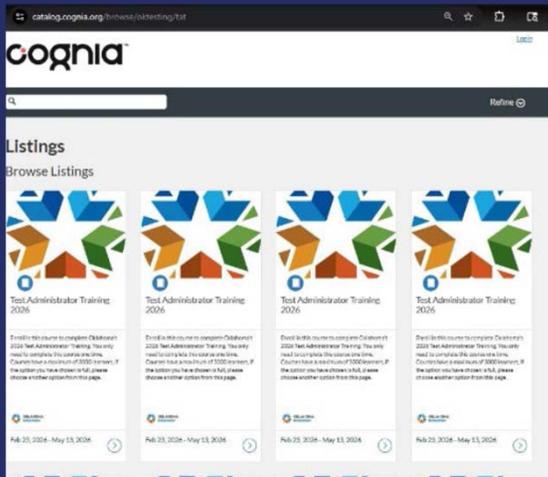
For Remote Test Administrators Training:

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

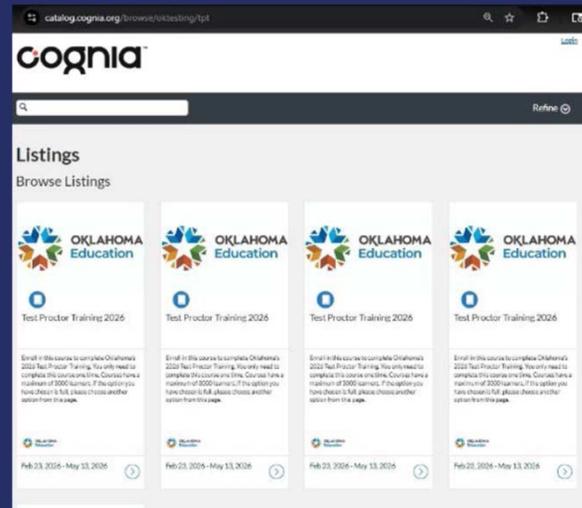


# Landing Pages- Choose Course

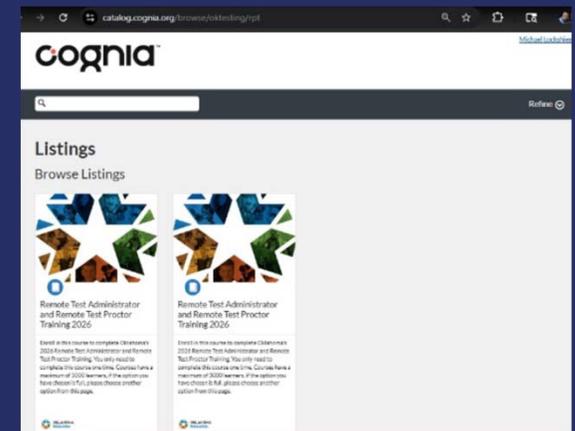
## Test Administrator Training



## Test Proctor Training

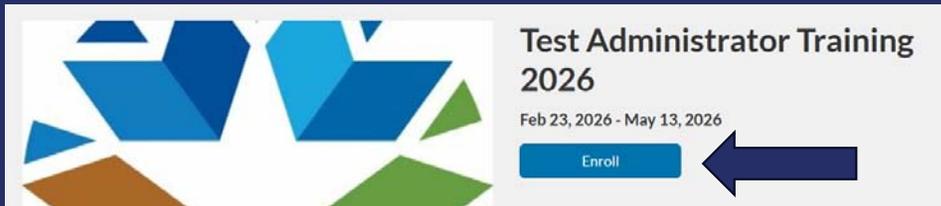


## Remote Test Administrator Training



# Enroll

## Test Administrator Training

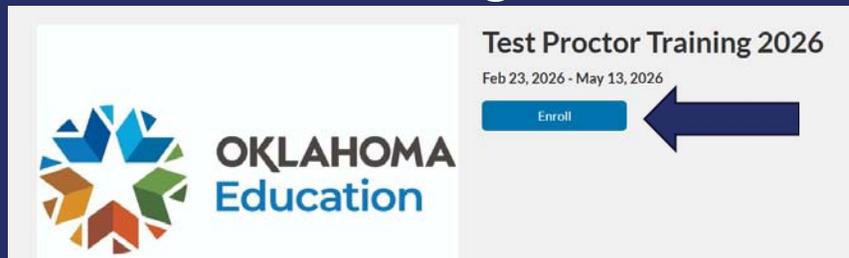


Test Administrator Training  
2026  
Feb 23, 2026 - May 13, 2026

[Enroll](#)

A blue arrow points to the Enroll button.

## Test Proctor Training



Test Proctor Training 2026  
Feb 23, 2026 - May 13, 2026



[Enroll](#)

A blue arrow points to the Enroll button.

## Remote Test Administrator Training



Remote Test Administrator and  
Remote Test Proctor Training  
2026  
Feb 23, 2026 - May 13, 2026

[Enroll](#)

A blue arrow points to the Enroll button.



# Existing Account – Login

If you took this training last year, login with your username and password.

1. Click “Sign In to Enroll”
2. Put in your username and password and click Log In
3. Fill in your information and then click “Enroll in Course”.

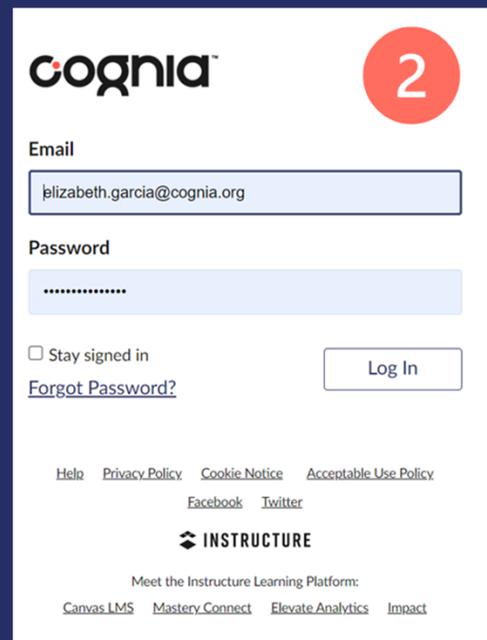


1



Test Administrator Training 2026  
Feb 23 - May 13, 2026

Sign in to Enroll



2

cognia

Email

Password

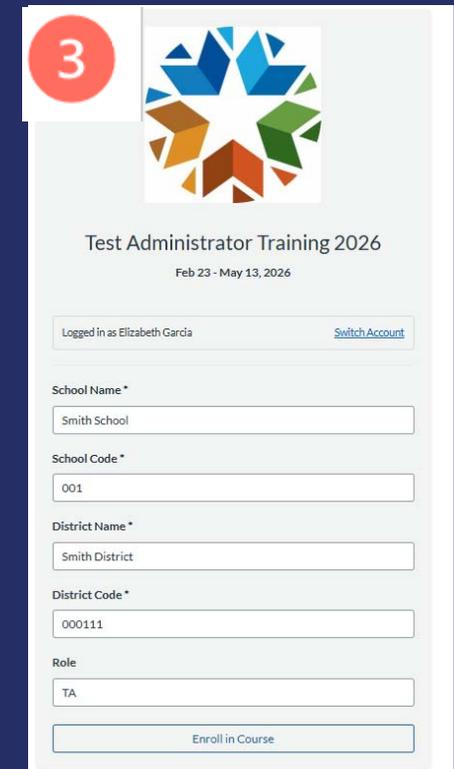
Stay signed in

[Forgot Password?](#)

[Help](#) [Privacy Policy](#) [Cookie Notice](#) [Acceptable Use Policy](#)  
[Facebook](#) [Twitter](#)

**INSTRUCTURE**

Meet the Instructure Learning Platform:  
[Canvas LMS](#) [Mastery Connect](#) [Elevate Analytics](#) [Impact](#)



3



Test Administrator Training 2026  
Feb 23 - May 13, 2026

Logged in as Elizabeth Garcia [Switch Account](#)

School Name \*

School Code \*

District Name \*

District Code \*

Role



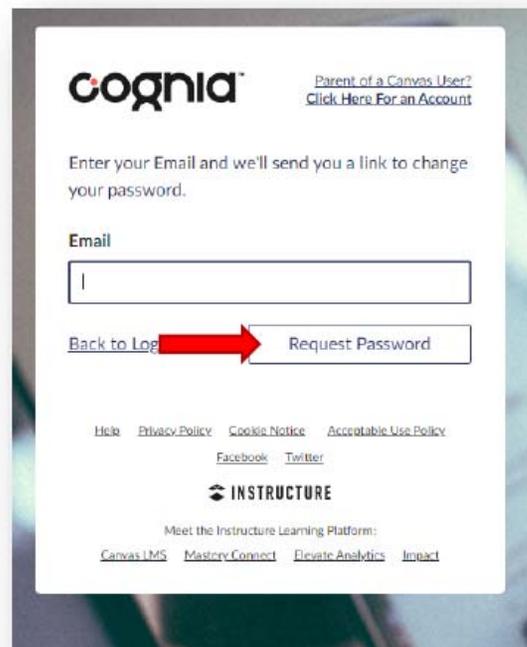
# Existing Account- Login

If you don't remember your username and password:

- Request your password at the login screen by clicking Forgot Password, entering your email, and then click request password.



The screenshot shows the Cognia login page. At the top left is the Cognia logo. To its right is a link: "Parent of a Canvas User? Click Here For an Account". Below the logo is an "Email" input field with a cursor. Underneath is a "Password" input field. To the left of the password field is a checkbox labeled "Stay signed in". To the right of the password field is a "Log In" button. Below the password field is a link "Forgot Password?". A red arrow points to this link. At the bottom of the page are several links: "Help", "Privacy Policy", "Cookie Notice", "Acceptable Use Policy", "Facebook", "Twitter", the INSTRUCTURE logo, and "Meet the Instructure Learning Platform:" followed by "Canvas LMS", "Mastery Connect", "Elevate Analytics", and "Impact".



The screenshot shows the Cognia "Forgot Password" page. At the top left is the Cognia logo. To its right is a link: "Parent of a Canvas User? Click Here For an Account". Below the logo is the text "Enter your Email and we'll send you a link to change your password." followed by an "Email" input field with a cursor. Below the input field are two buttons: "Back to Log In" and "Request Password". A red arrow points to the "Request Password" button. At the bottom of the page are several links: "Help", "Privacy Policy", "Cookie Notice", "Acceptable Use Policy", "Facebook", "Twitter", the INSTRUCTURE logo, and "Meet the Instructure Learning Platform:" followed by "Canvas LMS", "Mastery Connect", "Elevate Analytics", and "Impact".

For Assistance Contact  
oktechsupport@cognia.org

# Existing Account Enroll

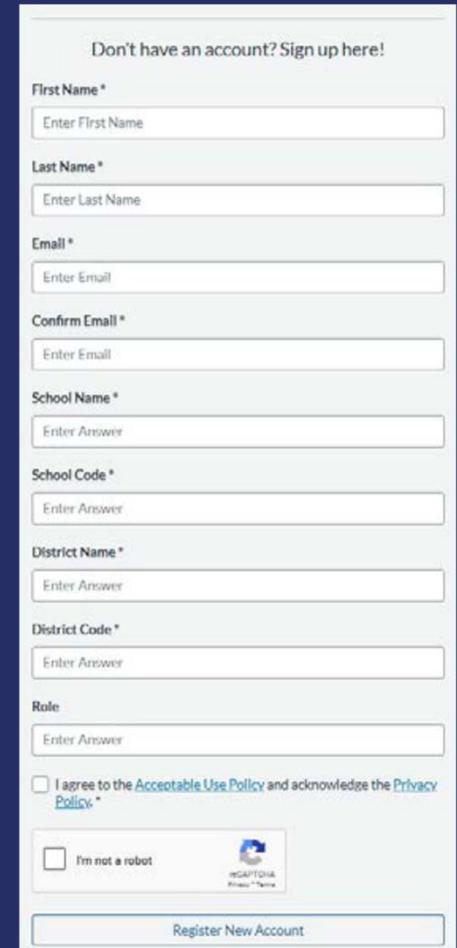
- After enrolling in the course, you will get a congratulations message.
- Click “Go To Course” to begin.



# New Account - Enroll

- If you no longer have your email address from last year, please set up a new Canvas Account with your new email address.
- Fill out the information under 'Don't have an account? Sign up here!', click the appropriate checkboxes, and then click 'Register New Account'.

**Reminder:  
Register with  
your official  
name that  
appears on your  
teaching  
certificate!**



Don't have an account? Sign up here!

First Name \*  
Enter First Name

Last Name \*  
Enter Last Name

Email \*  
Enter Email

Confirm Email \*  
Enter Email

School Name \*  
Enter Answer

School Code \*  
Enter Answer

District Name \*  
Enter Answer

District Code \*  
Enter Answer

Role:  
Enter Answer

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

I'm not a robot 

Register New Account



# New Account – Enroll

After you click 'Register New Account', an email will be sent to you to confirm your account and create a password. Follow the instructions.

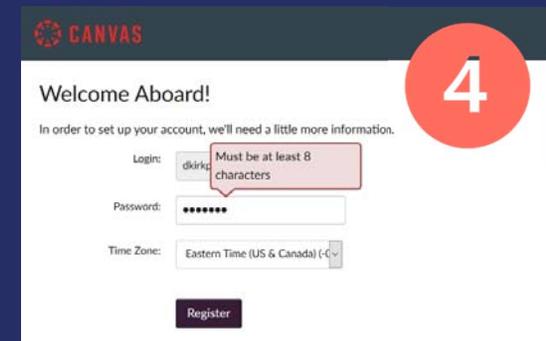
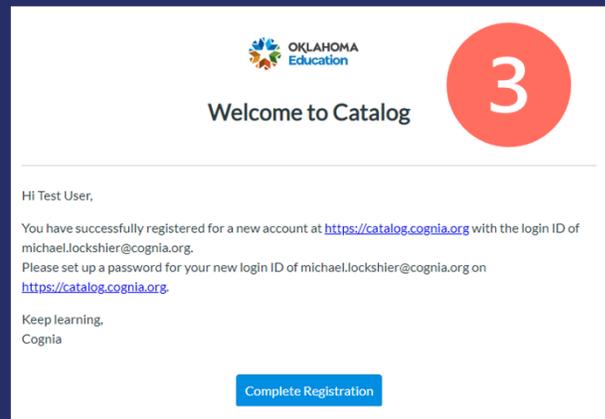
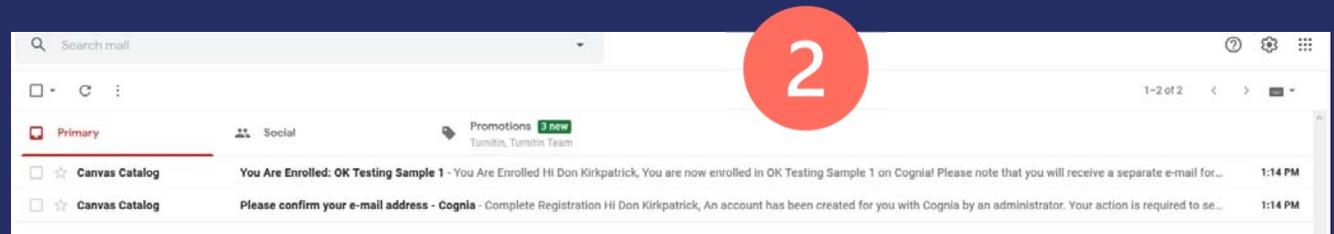
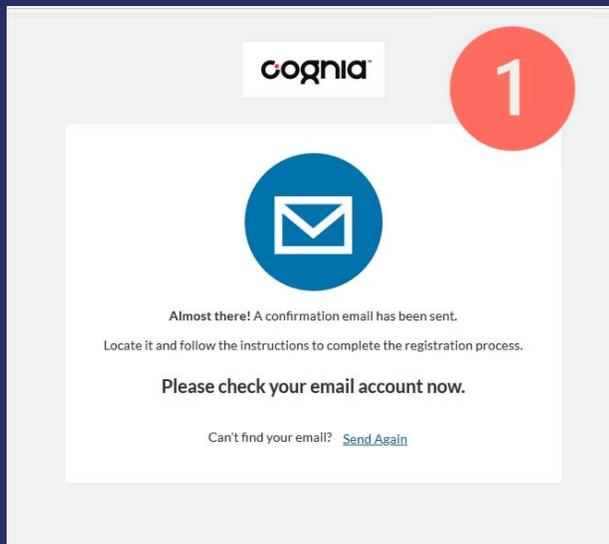
- ❖ Emails from Canvas Catalog generally process within a few minutes. If you don't see the email, check your spam folder.

Note: If you get a message saying you already have an account, please contact [oktechsupport@cognia.org](mailto:oktechsupport@cognia.org) for assistance.



# New Account- Email Account Verification

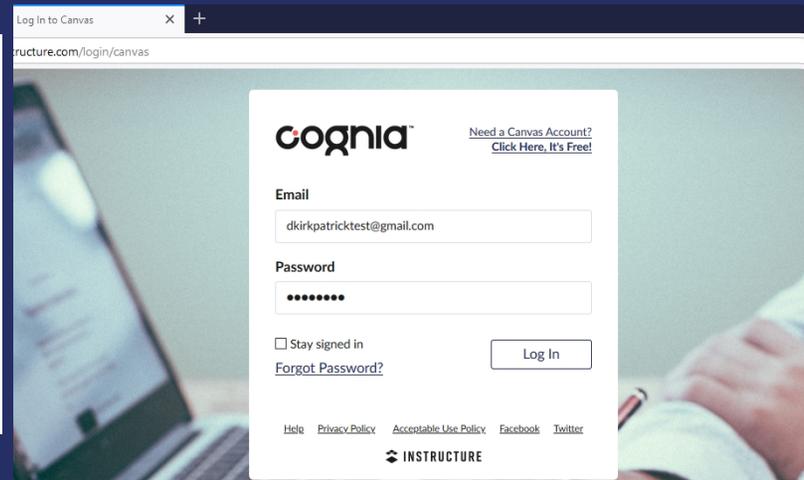
If this is your first time taking this training, you must create a new Canvas login for Cognia's Canvas.

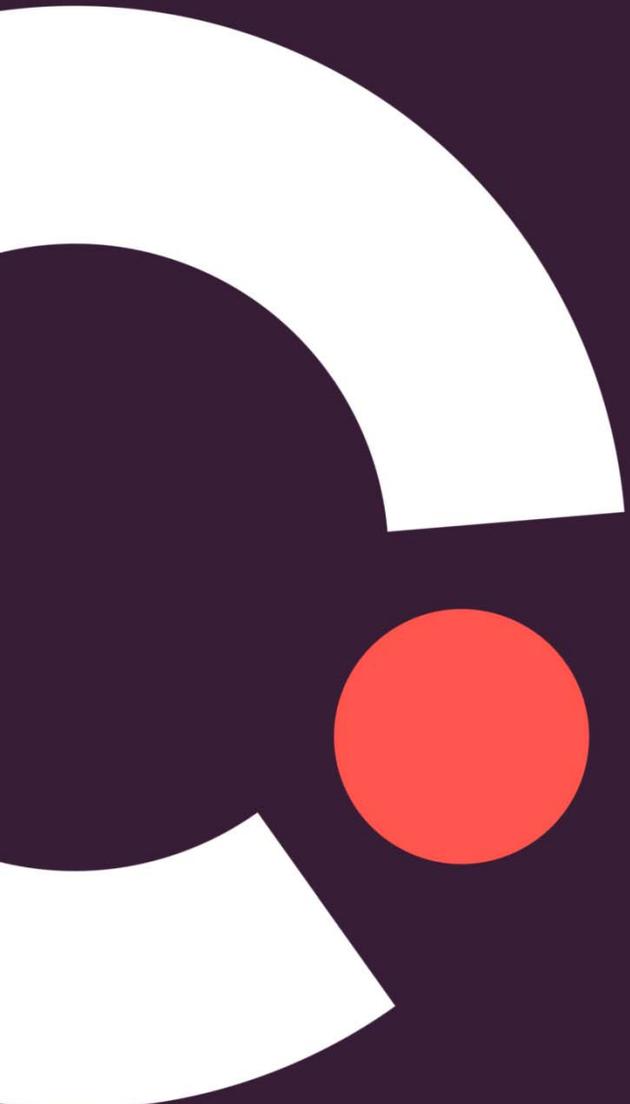


# New Account - Enroll

#1 Receive your registration email. Click “Go To Course”.

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





# Cognia Canvas Learning Management System

Online Classroom- Taking Module

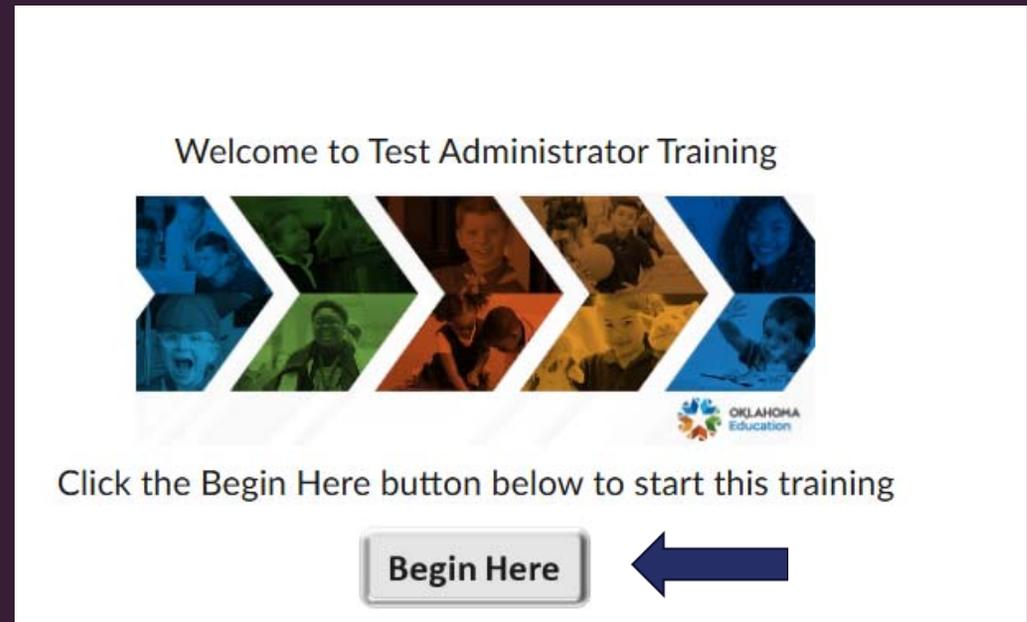
# Login and Landing Page



1

#1 Login.

#2 Click “Begin Here” to start the module.



2

Click the Begin Here button below to start this training

Begin Here

# Course Modules

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

▼ Oklahoma Test Administrator Test Proctor Training Module (Required Pages - Must Be Viewed)	
	<b>Welcome to the OSTP Test Administrator Test Proctor Training 2026</b> Viewed
	<b><u>Test Administrator Test Proctor Complete Video</u></b> Viewed
	<b>Introduction</b> View
	<b>Test Security and Testing Violations</b> View
	<b>Test Administrator Responsibilities Part 1 Who Can Fill the Role and Before Testing</b> View
	<b>Test Administrator Responsibilities Part 2 During and After Testing</b> View
	<b>Test Proctor Responsibilities</b> View
	<b>ACT</b> View
	<b>Closing Notes</b> View
	<b>Department of Education Contact Information</b> View



# 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.



1

A screenshot of a course page. At the top is a video player with the same title slide as in the first image. Below the video is a 'Course Agenda' section with a list of topics. A 'Please note' box contains information about ACT policies. At the bottom, there are links for the 'Oklahoma Landing Page' and 'Administration Manual', and navigation buttons for 'Previous' and 'Next'.

2

### Course Agenda

This course will provide information about:

- Test Security and Testing Violations
- Test Administrator Responsibilities
- Test Proctor Responsibilities
- ACT Staffing
- Department of Education Contact Information

**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.

**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 ▶

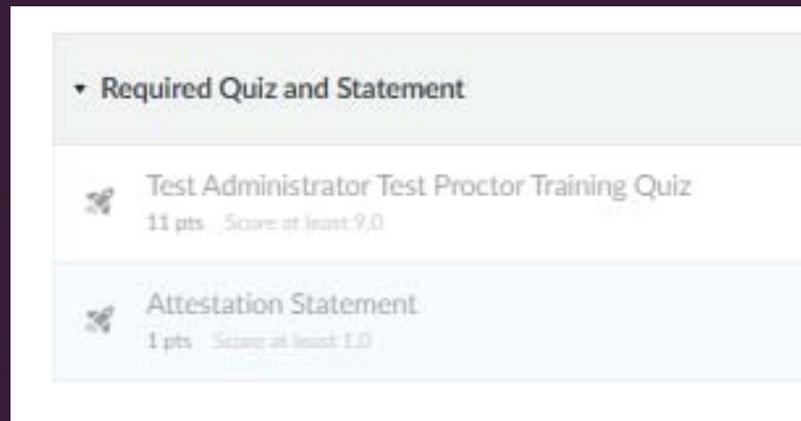
#2 Below the video is a text version of all the content, including call out boxes and links where appropriate.

# Next Steps After Module

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

1

2



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

\*Reminder: If you do not complete the Attestation Statement you WILL NOT get a 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 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**

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.

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:

- 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.

True

False

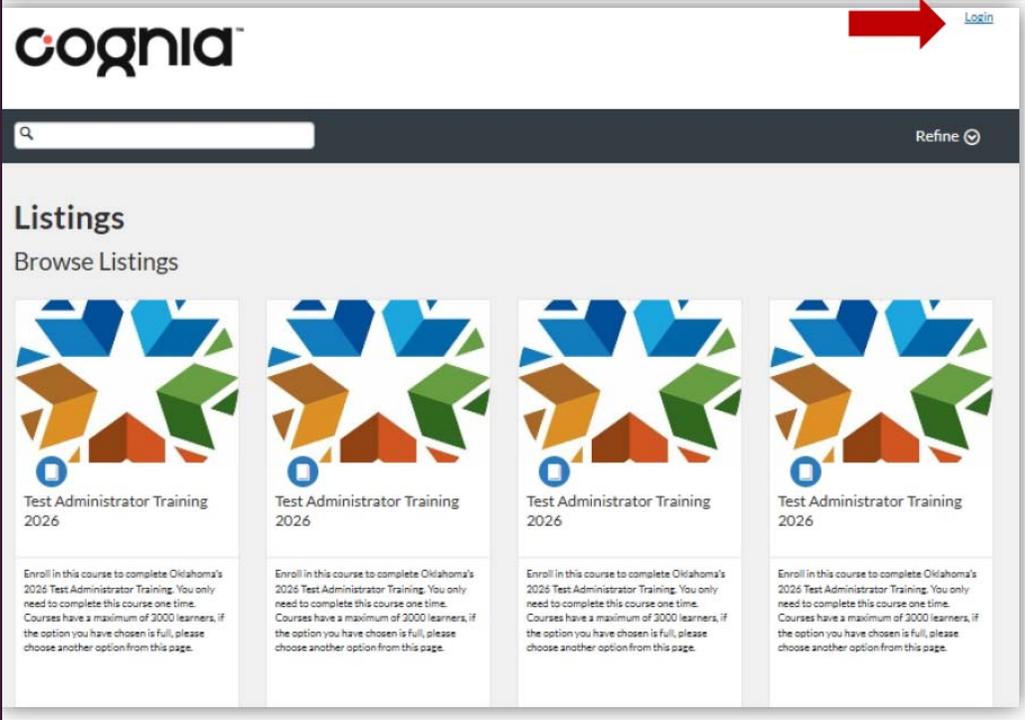
[Submit](#)



# Attestation Statement

You must complete the Attestation Statement to receive your certificate.

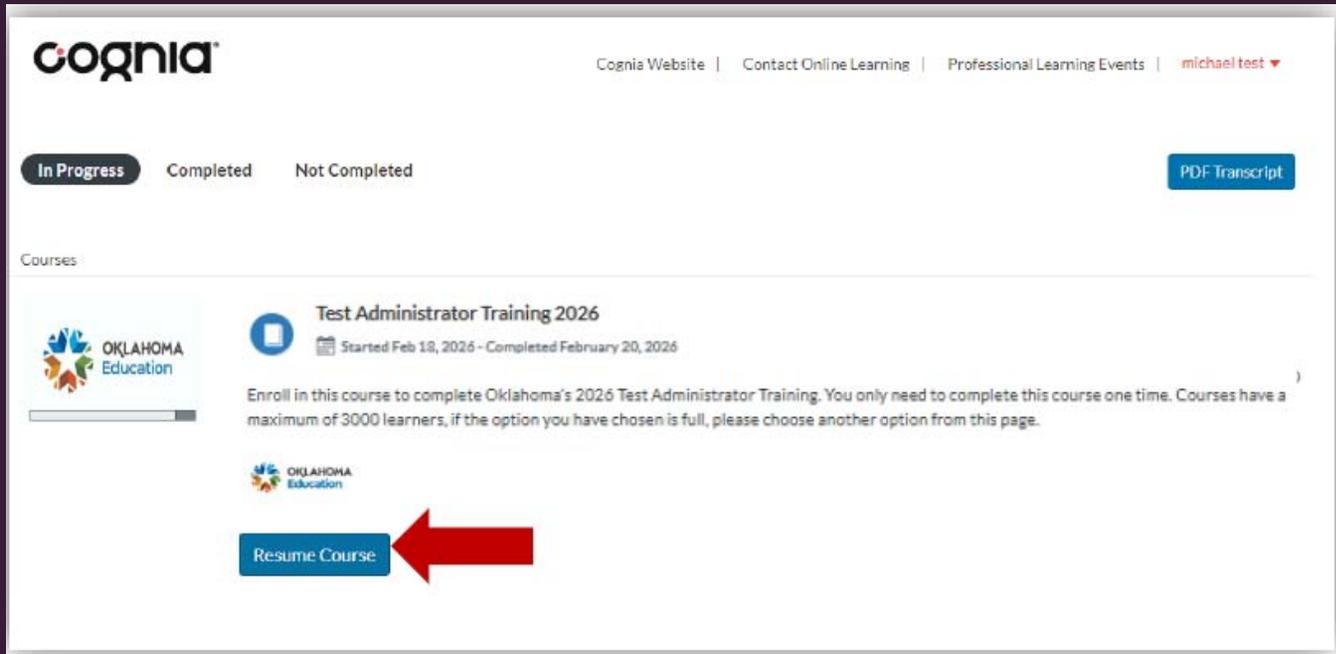
1. To complete the Attestation Statement, go to the dashboard in Catalog and log in.  
<https://catalog.cognia.org/browse/oktesting/tat>



The screenshot displays the Cognia website interface. At the top left is the Cognia logo. In the top right corner, there is a "Login" link with a red arrow pointing to it. Below the logo is a search bar and a "Refine" button with a dropdown arrow. The main content area is titled "Listings" and "Browse Listings". It features four identical course listings for "Test Administrator Training 2026". Each listing includes a colorful geometric logo, a blue square icon with a white 'i', and a paragraph of text: "Enroll in this course to complete Oklahoma's 2026 Test Administrator Training. You only need to complete this course one time. Courses have a maximum of 3000 learners, if the option you have chosen is full, please choose another option from this page."

# Attestation Statement

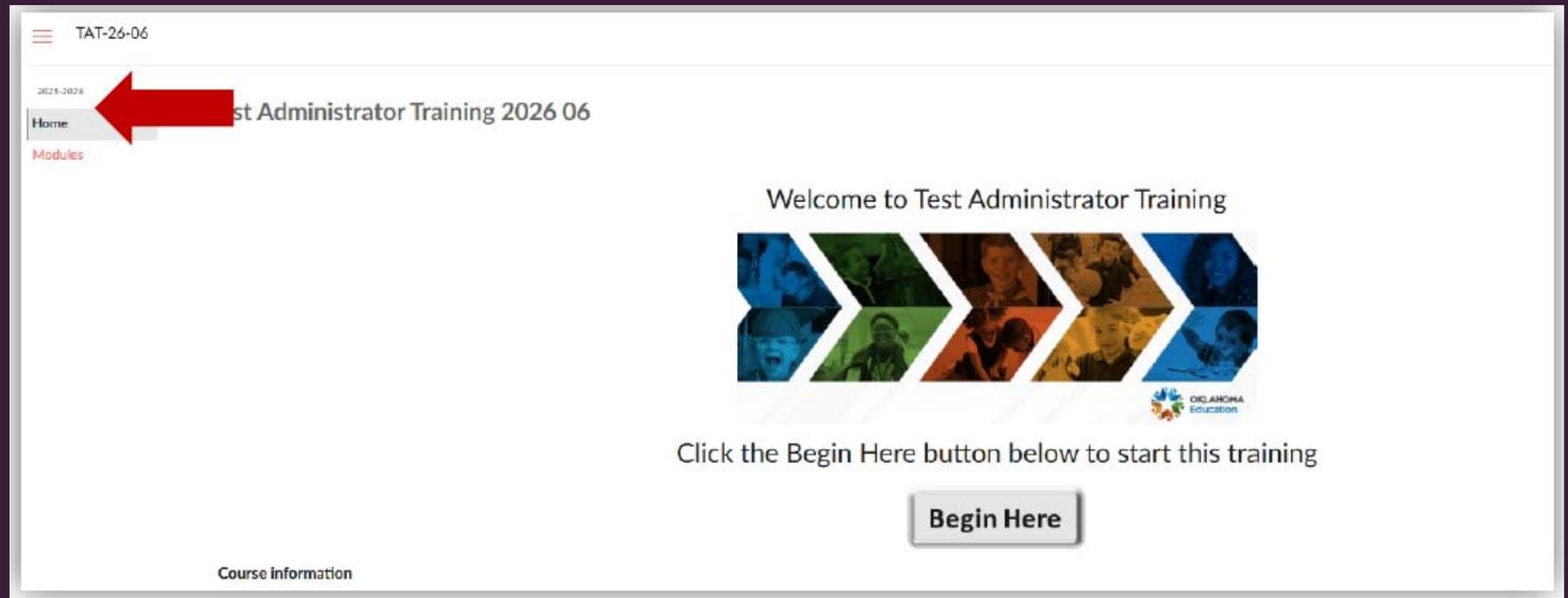
2. Click Resume Course under the Progress Tab



The screenshot displays the Cognia website interface. At the top left is the Cognia logo. To the right are navigation links: "Cognia Website", "Contact Online Learning", "Professional Learning Events", and a user profile "michael test" with a dropdown arrow. Below the navigation is a progress filter section with three tabs: "In Progress" (selected), "Completed", and "Not Completed". A "PDF Transcript" button is located on the right side of this section. The main content area is titled "Courses" and features a course card for "Test Administrator Training 2026". The course card includes the Oklahoma Education logo, a progress bar, and a description: "Enroll in this course to complete Oklahoma's 2026 Test Administrator Training. You only need to complete this course one time. Courses have a maximum of 3000 learners, if the option you have chosen is full, please choose another option from this page." Below the course card is a "Resume Course" button, which is highlighted by a large red arrow pointing to it from the right.

# Attestation Statement

3. In Canvas LMS, click on Modules. (Canvas LMS has the left navigation menu as shown below.)



The screenshot shows the Canvas LMS interface for the course 'TAT-26-06'. The left navigation menu is visible, with 'Home' and 'Modules' listed. A red arrow points to the 'Modules' link. The main content area displays a welcome message: 'Welcome to Test Administrator Training'. Below the message is a graphic with five colorful arrows pointing right, each containing a photo of a student. The Oklahoma Education logo is visible in the bottom right corner of the graphic. Below the graphic, the text reads 'Click the Begin Here button below to start this training'. A 'Begin Here' button is located at the bottom center of the page. The course information 'Course information' is visible at the bottom left of the page.

# Attestation Statement

4. Scroll down and click on Attestation Statement in the modules.

The screenshot displays a user interface for a learning management system. On the left is a dark sidebar with navigation icons for Home, Account, Modules, Smart Search, Lucid (Whiteboard), Canvas, Calendar, Inbox, History, and Help. The main content area shows a list of modules under the heading 'Oklahoma Test Proctor Training Module (Required Pages - Must Be Viewed)'. The first section contains several video modules, all marked as 'Viewed'. The second section, titled 'Required Quiz and Statement', contains two items: 'Test Proctor Training Quiz' and 'Attestation Statement'. A red arrow points to the 'Attestation Statement' item.

Module Name	Status
Welcome to the OSTP Test Proctor Training 2025	Viewed
Test Proctor Module Complete Video	Viewed
Introduction	Viewed
Test Security and Testing Violations	Viewed
Test Proctor Responsibilities	Viewed
Staffing the ACT	Viewed
Department of Education Contact Information	Viewed
<b>Required Quiz and Statement</b>	
Test Proctor Training Quiz	0 pts / Score of 1000 0.0
Attestation Statement	1 pts / Score of 1000 0.0

# Attestation Statement

## 5. Begin the Attestation Statement.

TPT-25-07 > Assignments > Attestation Statement

## Attestation Statement

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 for the OSTP. 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, without any unauthorized assistance from the Test Administrator or Test Proctor
- 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 items are secure and should not be viewed, copied, or discussed with others
- A Test Administrator must remain present in the classroom for the entire testing session
- Any irregularities or test security breaches should be reported to the Building Test Coordinator
- The Test Administrator and Test Proctor should be actively monitoring students at all times and not engaging in activities on an electronic device or computer, nor reading or grading papers

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

---:--- --  
No Time Limit No Due Date

This assessment has 1 attempts.

[Begin](#)

# Attestation Statement

## 6. Submit the Attestation Statement.

### Attestation Statement

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 for the OSTP. 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, without any unauthorized assistance from the Test Administrator or Test Proctor
- 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 items are secure and should not be viewed, copied, or discussed with others
- A Test Administrator must remain present in the classroom for the entire testing session
- Any irregularities or test security breaches should be reported to the Building Test Coordinator
- The Test Administrator and Test Proctor should be actively monitoring students at all times and not engaging in activities on an electronic device or computer, nor reading or grading papers

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

---

**1** True or False 1 point

I have been trained and am fully aware of the general test administration procedures for the OSTP. 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, without any unauthorized assistance from the Test Administrator or Test Proctor
- 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 items are secure and should not be viewed, copied, or discussed with others
- A Test Administrator must remain present in the classroom for the entire testing session
- Any irregularities or test security breaches should be reported to the Building Test Coordinator
- The Test Administrator and Test Proctor should be actively monitoring students at all times and not engaging in activities on an electronic device or computer, nor reading or grading papers

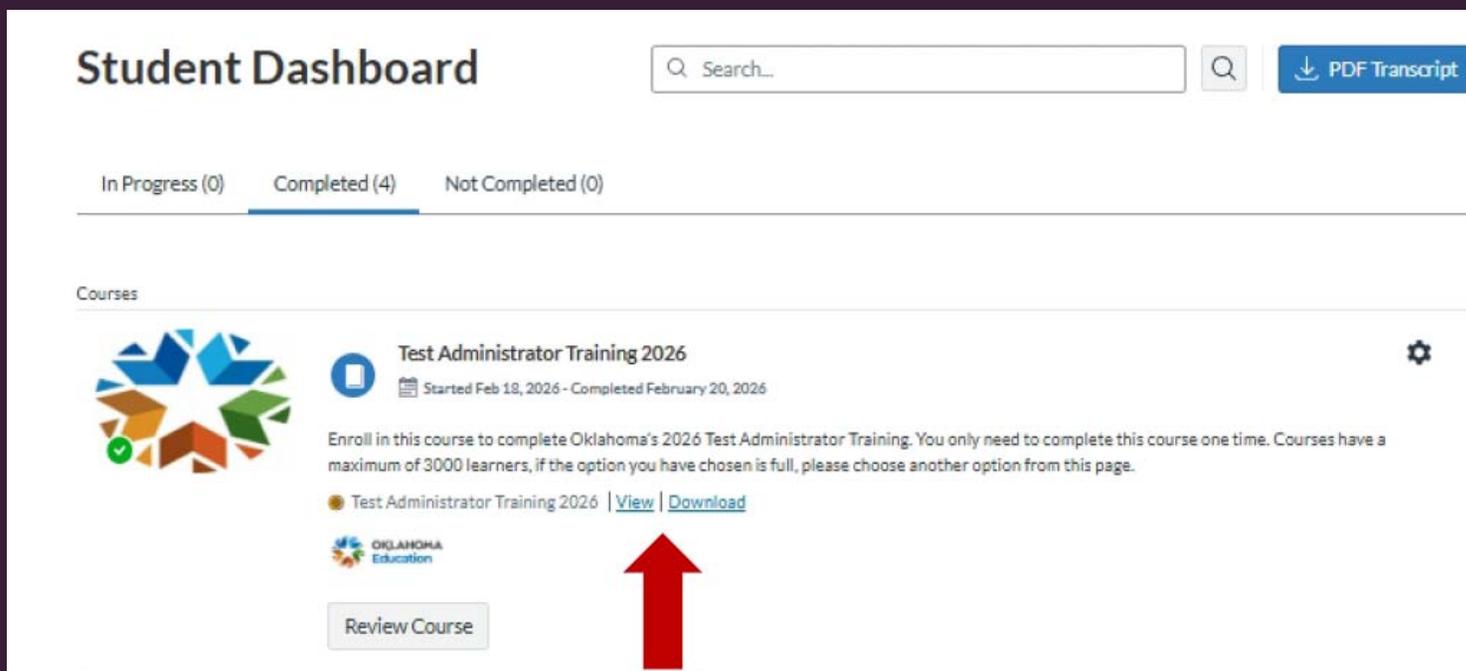
True 

False



# Attestation Statement

7. Return to Canvas Catalog to View your certificate. <https://catalog.cognia.org/>



The screenshot shows the 'Student Dashboard' with a search bar and a 'PDF Transcript' button. Under the 'Completed (4)' tab, the 'Test Administrator Training 2026' course is listed. The course status is 'Completed' with a green checkmark. A red arrow points to the 'Download' link under the course name.

**Student Dashboard** Search... PDF Transcript

In Progress (0) **Completed (4)** Not Completed (0)

Courses

 **Test Administrator Training 2026**   
Started Feb 18, 2026 - Completed February 20, 2026

Enroll in this course to complete Oklahoma's 2026 Test Administrator Training. You only need to complete this course one time. Courses have a maximum of 3000 learners, if the option you have chosen is full, please choose another option from this page.

Test Administrator Training 2026 | [View](#) | [Download](#)

 [Review Course](#)

The course should now show as completed and you can now download your certificate.

If you have any difficulties, please contact [oktechsupport@cognia.org](mailto:oktechsupport@cognia.org) for assistance.

# Certificate Instructions

## Congratulations!

### Congratulations and Thank You

**Congratulations on completing this training.**

On the next page you will find instructions on how to retrieve your Certificate of Completion from Canvas Catalog.

We hope you enjoyed this process. As we strive to improve, please complete this [short survey](#) to tell us about your learning experience.

Thank you for learning with us.

◀ Previous



# Certificate Instructions

## How to Retrieve Your Certificate

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).

Return to Canvas Catalog to **View** your certificate.

<https://catalog.cognia.org/>



# Certificate Instructions

catalog.cognia.org/browse/oktesting/tat

OSDE Connect: Home Home - Smartsheet... Home - Oklahoma UAT NTS XM My Projects | Qualtri... XM General Sign in to Concur XM Support Center XM Drill Down Question XM Email Task Welc

**cognia** Elizabeth Garcia

**2** [Student Dashboard](#)  
[Purchases & Enrollments](#)  
[My Courses](#)  
[Logout](#)

**1**

Search Refine

### Student Dashboard

**4** [PDF Transcript](#)

In Progress Completed Not Completed

Courses



**Test Administrator Training 2025**  
Started Mar 1, 2025 - Completed March 5, 2025

Enroll in this course to complete Oklahoma's 2025 Test Administrator 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.

Test Administrator Training 2025 | [View](#) | [Download](#)



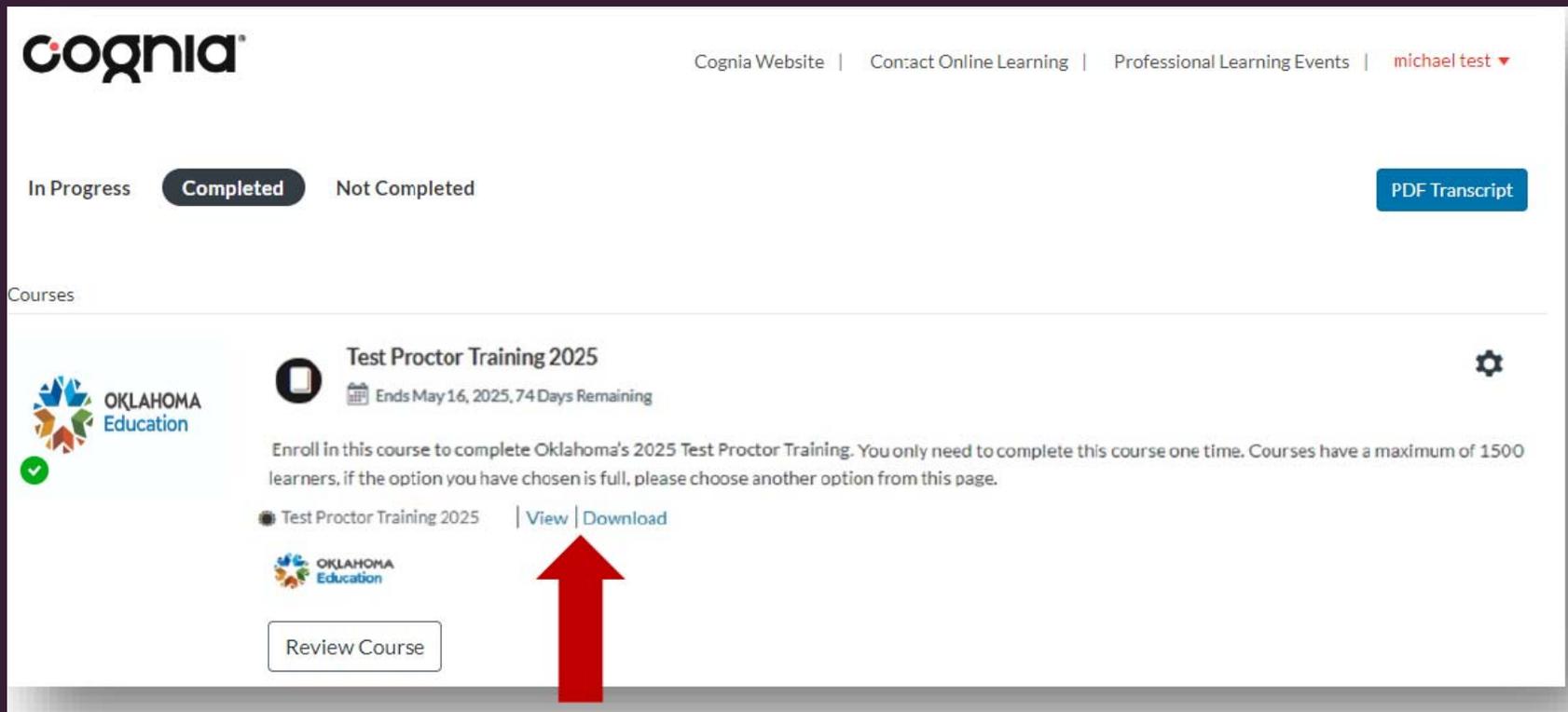
[Review Course](#)

**3**

### Student Dashboard

In Progress Completed Not Completed

# Certificate Instructions



The screenshot shows the Cognia website interface. At the top left is the Cognia logo. To the right are navigation links: "Cognia Website", "Contact Online Learning", "Professional Learning Events", and a user profile "michael test" with a dropdown arrow. Below the navigation are three tabs: "In Progress", "Completed" (which is highlighted), and "Not Completed". A blue button labeled "PDF Transcript" is located on the right side. The main content area is titled "Courses" and features a card for "Test Proctor Training 2025" by Oklahoma Education. The card includes a green checkmark icon, a calendar icon indicating the course ends on May 16, 2025, with 74 days remaining, and a gear icon for settings. The text on the card reads: "Enroll in this course to complete Oklahoma's 2025 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 the course title "Test Proctor Training 2025" and two links: "View" and "Download". A red arrow points to the "View" link. At the bottom of the card is a "Review Course" button.

If your course shows as completed and you don't have access to view/download your certificate, please contact [oktechsupport@cognia.org](mailto:oktechsupport@cognia.org) for assistance.

# Certificate Instructions

View



## Certificate of Course Completion

Awarded to

Elizabeth Garcia

For achieving a passing score in  
Test Administrator Training 2025

March 5, 2025

Download

## Student Dashboard

PDF Transcript

In Progress Completed Not Completed

### Courses



### Test Administrator Training 2025



Started Mar 1, 2025 - Completed March 5, 2025

Enroll in this course to complete Oklahoma's 2025 Test Administrator 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.

Test Administrator Training 2025 | [View](#) | [Download](#)



Review Course

# 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.

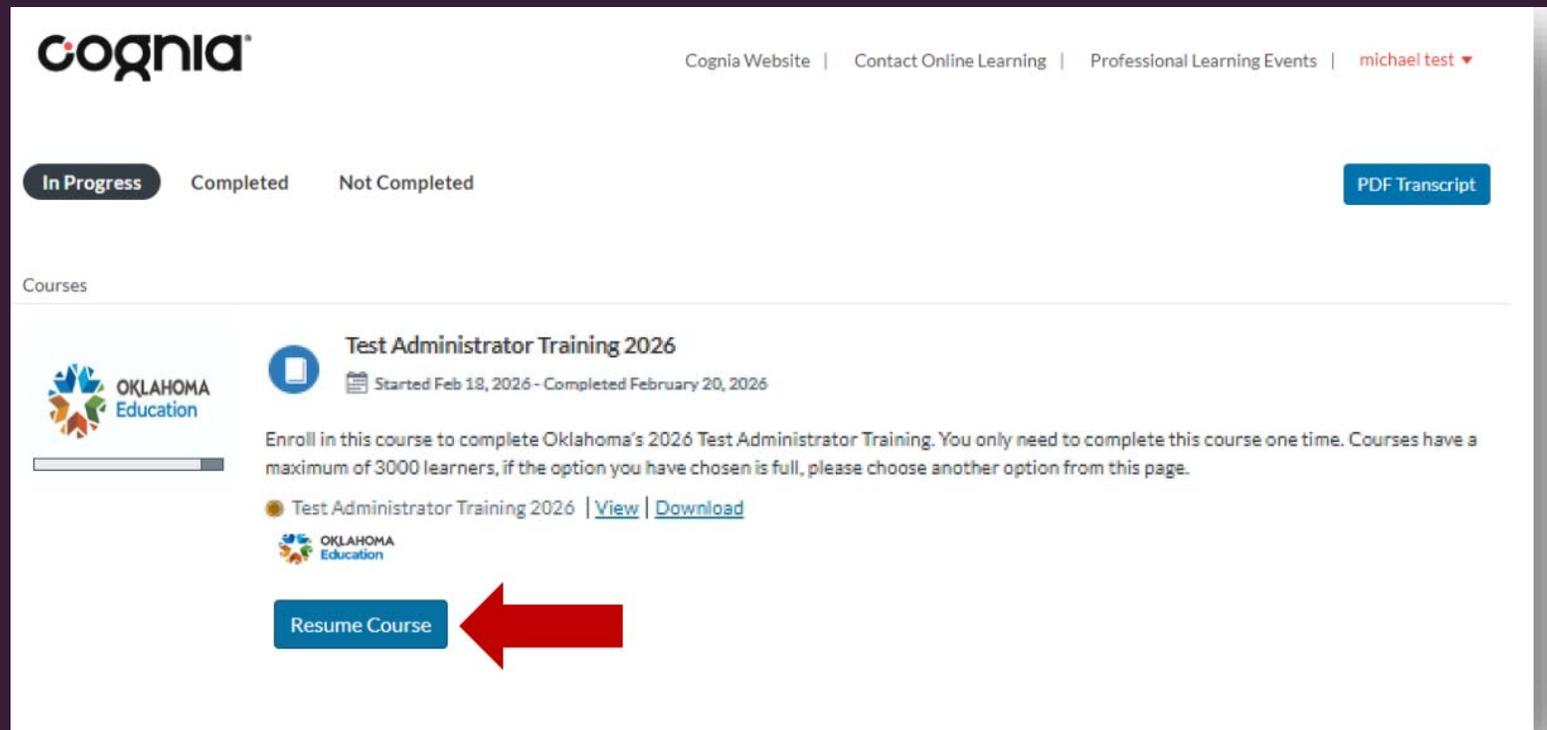
## Update Directions

1. To update your name on your certificate, go to your dashboard in Catalog and log in. <https://catalog.cognia.org/>. The first step will look different if the training is in progress or if you have completed it.



# Name on Certificate - Update

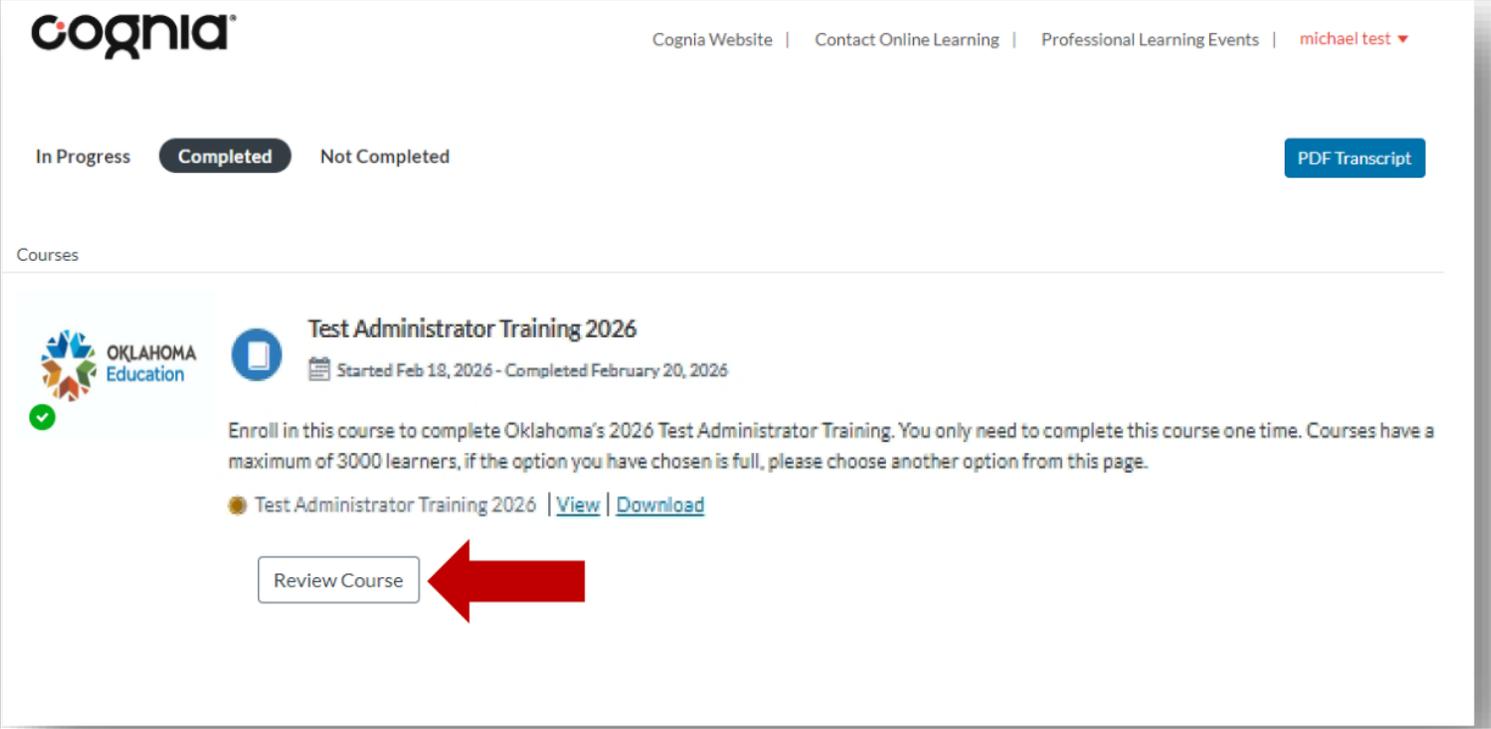
2a. If you have not completed the course, click Resume Course under the In Progress tab.



The screenshot displays the Cognia website interface. At the top left is the Cognia logo. To the right are navigation links: "Cognia Website", "Contact Online Learning", "Professional Learning Events", and a user profile "michael test" with a dropdown arrow. Below the navigation is a tabbed interface with three tabs: "In Progress" (which is highlighted with a dark background), "Completed", and "Not Completed". A "PDF Transcript" button is located in the top right corner. The main content area is titled "Courses" and features a card for "Test Administrator Training 2026". The card includes the Oklahoma Education logo, a document icon, and the text "Started Feb 18, 2026 - Completed February 20, 2026". Below this is a progress bar and a description: "Enroll in this course to complete Oklahoma's 2026 Test Administrator Training. You only need to complete this course one time. Courses have a maximum of 3000 learners, if the option you have chosen is full, please choose another option from this page." There are links for "View" and "Download". At the bottom of the card is another Oklahoma Education logo and a blue "Resume Course" button. A large red arrow points directly to this button.

# Name on Certificate - Update

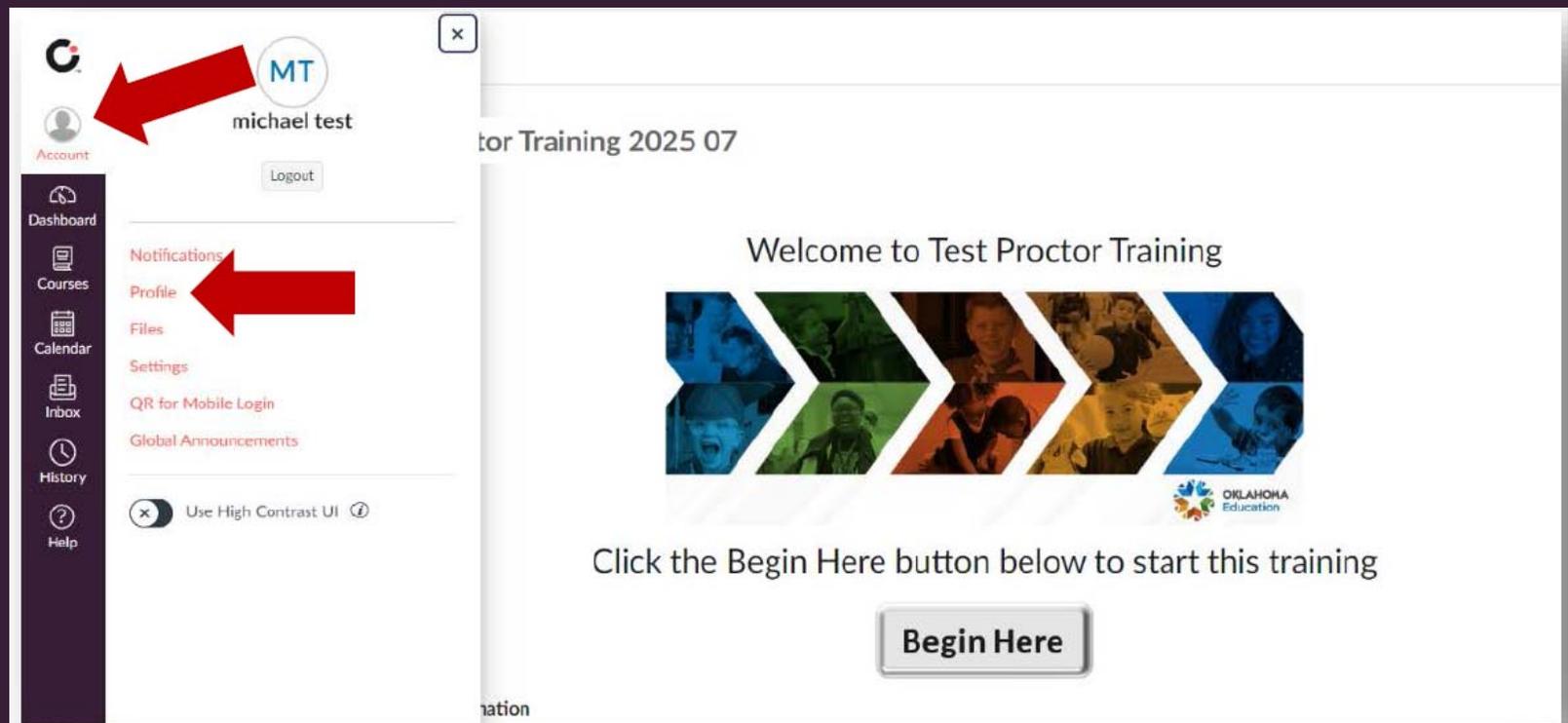
2b. If you have completed the course, click Review Course under the Complete tab.



The screenshot displays the Cognia website interface. At the top left is the Cognia logo. To the right are navigation links: "Cognia Website", "Contact Online Learning", "Professional Learning Events", and a user profile "michael test" with a dropdown arrow. Below the navigation is a tabbed interface with three tabs: "In Progress", "Completed" (which is highlighted with a dark background), and "Not Completed". A blue button labeled "PDF Transcript" is located on the right side of the tabbed area. Below the tabs is a section titled "Courses". The first course listed is "Test Administrator Training 2026", featuring the Oklahoma Education logo, a document icon, and the text "Started Feb 18, 2026 - Completed February 20, 2026". Below this is a paragraph of text: "Enroll in this course to complete Oklahoma's 2026 Test Administrator Training. You only need to complete this course one time. Courses have a maximum of 3000 learners, if the option you have chosen is full, please choose another option from this page." Underneath the paragraph are links for "View" and "Download". At the bottom of the course entry is a button labeled "Review Course", which is pointed to by a large red arrow.

# Name on Certificate - Update

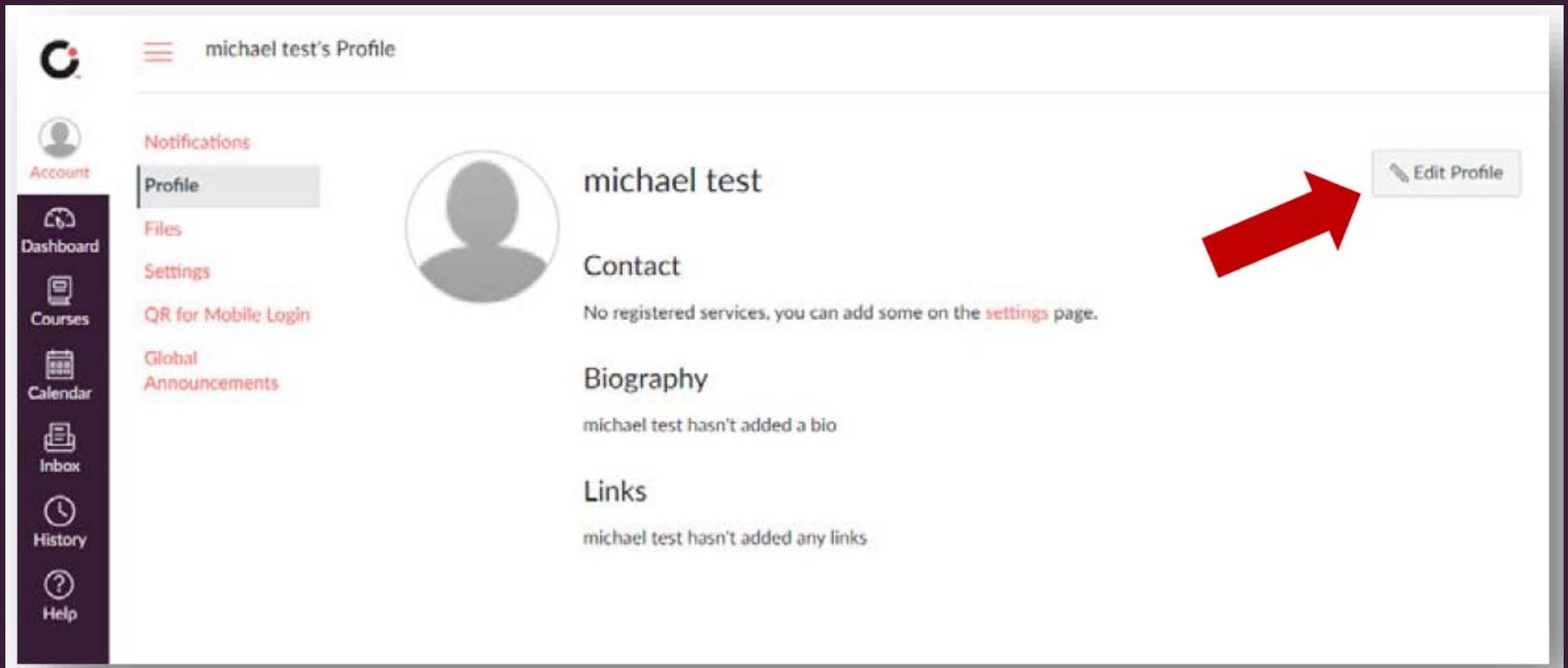
3. In Canvas LMS, Left click Account in the top left corner of the screen and select Profile. (Canvas LMS has the purple left navigation menu as shown below.)



The screenshot displays the Canvas LMS interface. On the left, a purple navigation menu is visible with icons for Dashboard, Courses, Calendar, Inbox, History, and Help. The 'Account' menu is open, showing a user profile for 'michael test' with a 'Logout' button. A red arrow points to the 'Account' icon in the top left corner. Another red arrow points to the 'Profile' option in the account menu. The main content area shows a training page titled 'Proctor Training 2025 07' with a 'Welcome to Test Proctor Training' message. Below the message is a banner image of diverse students and a 'Begin Here' button. The Oklahoma Education logo is visible in the bottom right corner of the banner.

# Name on Certificate - Update

4. Click Edit Profile in the top right corner of the screen.



The screenshot shows a user profile page for 'michael test'. The page layout includes a dark sidebar on the left with navigation options: Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area is titled 'michael test's Profile' and features a profile card with a placeholder image, the name 'michael test', and sections for Contact, Biography, and Links. A red arrow points to the 'Edit Profile' button in the top right corner of the profile card.

Account

Dashboard

Courses

Calendar

Inbox

History

Help

michael test's Profile

Notifications

Profile

Files

Settings

QR for Mobile Login

Global Announcements

michael test

Contact

No registered services, you can add some on the [settings](#) page.

Biography

michael test hasn't added a bio

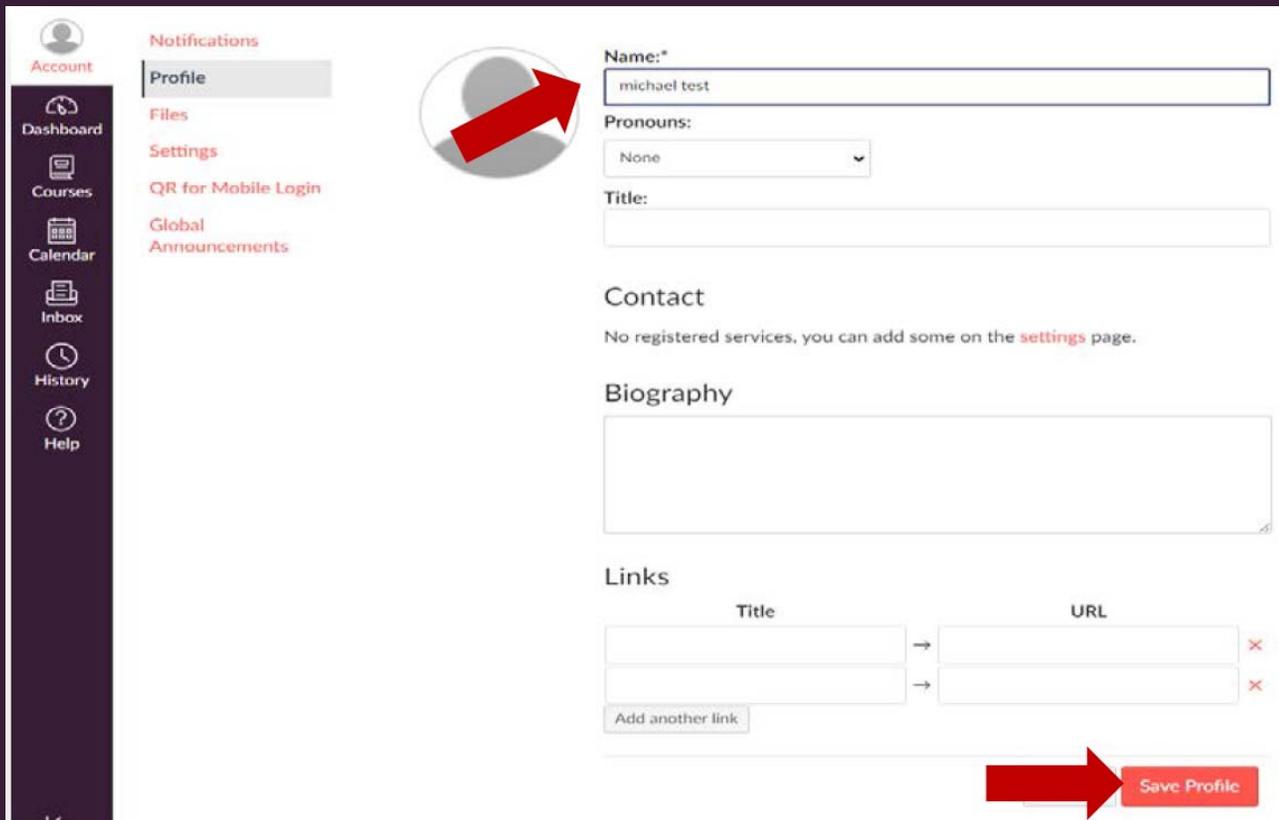
Links

michael test hasn't added any links

Edit Profile

# Name on Certificate - Update

5. In the first box, update your name to what you would like displayed on the certificate and then click Save Profile.



The screenshot shows a user profile management interface. On the left is a dark sidebar with navigation icons for Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area has a top navigation bar with 'Notifications' and 'Profile' (selected). Below this is a list of menu items: 'Files', 'Settings', 'QR for Mobile Login', and 'Global Announcements'. The profile section includes a circular profile picture placeholder with a red arrow pointing to it. The 'Name:\*' field contains 'michael test'. The 'Pronouns' dropdown is set to 'None'. The 'Title' field is empty. Below these are sections for 'Contact' (with a note about registered services), 'Biography' (with a large text area), and 'Links' (with two rows of 'Title' and 'URL' input fields). At the bottom right, a red arrow points to a 'Save Profile' button.

Account

Notifications

Profile

Files

Settings

QR for Mobile Login

Global Announcements

Dashboard

Courses

Calendar

Inbox

History

Help

Name:\*

michael test

Pronouns:

None

Title:

Contact

No registered services, you can add some on the [settings](#) page.

Biography

Links

Title	URL

Add another link

Save Profile

# Name on Certificate - Update

6. Return to Canvas Catalog to View your certificate.

<https://catalog.cognia.org/>

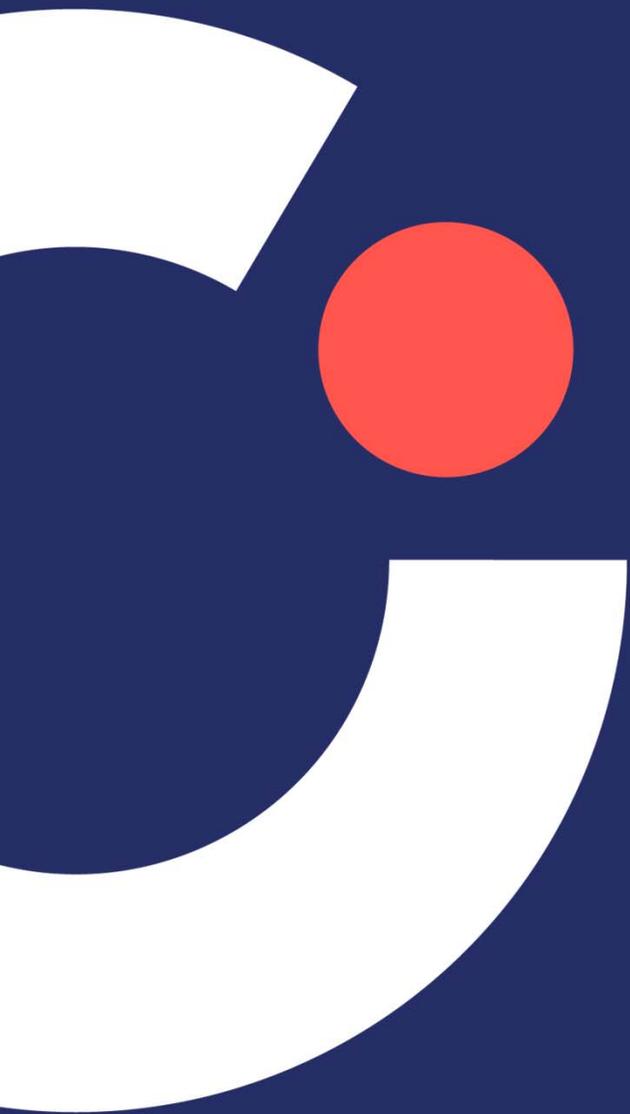
The screenshot displays the Cognia website interface. At the top left is the Cognia logo. To the right are navigation links: "Cognia Website", "Contact Online Learning", "Professional Learning Events", and a user profile "michael test". Below the navigation is a filter bar with "In Progress", "Completed" (selected), and "Not Completed" buttons, along with a "PDF Transcript" button. The main content area is titled "Courses" and features a course card for "Test Administrator Training 2026". The course card includes the Oklahoma Education logo, a document icon, and the text "Started Feb 18, 2026 - Completed February 20, 2026". Below this is a description: "Enroll in this course to complete Oklahoma's 2026 Test Administrator Training. You only need to complete this course one time. Courses have a maximum of 3000 learners, if the option you have chosen is full, please choose another option from this page." There are links for "View" and "Download". At the bottom of the course card is a "Review Course" button, which is pointed to by a large red arrow.

# Name on Certificate - Update

- If your name has been updated, you can now download your certificate.
- If your name has not updated, please allow the system an hour or two to update.

If your name continues to show incorrectly, please contact [oktechsupport@cognia.org](mailto:oktechsupport@cognia.org) for assistance.





Certificate via Email

# Email

Canvas Catalog

Certificate Earned

<<https://image-tracking-service.us-1.mimecastcybergraph.com/v1/image?imageData=XBsQn%2BzB%2BzeJG...>>



9:22 AM



1

Certificate Earned



Canvas Catalog <notifications@instructure.com>

To Elizabeth Garcia

Retention Policy Cognia\_Inbox (7 years)

Expires 3/3/2032

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)



Certificate Earned

Hi Elizabeth Garcia,

You have earned a new certificate for completing Test Administrator Training 2025.

Keep learning,

Cognia

[View Certificate](#)

2

# Dashboard and Certificate

catalog.cognia.org/dashboard/completed



## Test Administrator Training 2025

Started Mar 1, 2025 - Completed March 5, 2025

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Test Administrator Training 2025 | [View](#) | [Download](#)



## Certificate of Course Completion

Awarded to

Elizabeth Garcia

For achieving a passing score in

Test Administrator Training 2025

March 5, 2025

catalog.cognia.org/dashboard/completed

cognia

In Progress **Completed** Not Completed

PDF Transcript

Courses



## Test Proctor Training 2024

Started Mar 1, 2024 - Completed March 1, 2024

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.

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 if you have difficulty  
changing it yourself:

[oktechsupport@cognia.org](mailto:oktechsupport@cognia.org)



Questions?

