

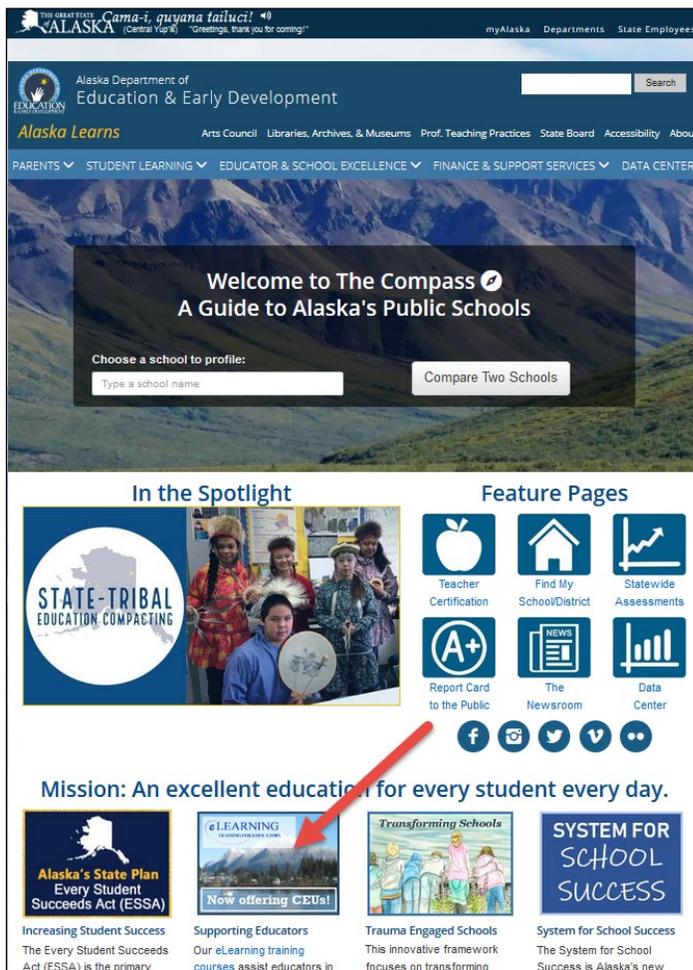
An Educators' Guide to Accessing eLearning Test Administration Courses

This guide provides detailed instructions on accessing the test administration courses available in the eLearning Learning Management System. Districts may assign these courses to staff responsible for filling the roles of a Building Test Coordinator or Test Administrator for purposes of the PEAKS and the Alaska Science assessments.

- Test Administration Training for Building Test Coordinators
- Test Administration Training for Test Administrators

Contact your District Test Coordinator to find out if these courses are being used in your school district to meet the test administration requirements.

1. Both test administration training courses can be accessed on the [eLearning Learning Management System](#) located on the [DEED website](#).



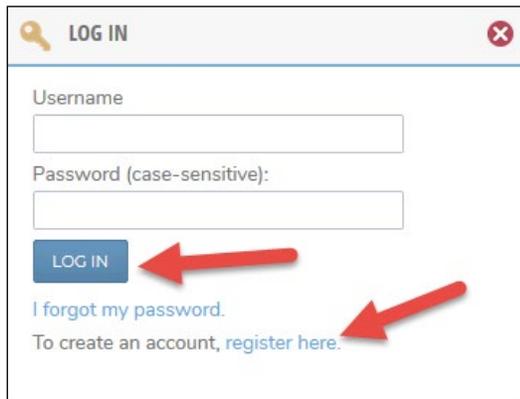
The screenshot shows the Alaska Department of Education & Early Development website. At the top, there is a navigation bar with the state motto "Cama-i, guyana tailuci!" and "Central Yup'ik 'Greetings, thank you for coming!'". Below this is the "Alaska Department of Education & Early Development" header with a search bar. A main banner reads "Welcome to The Compass A Guide to Alaska's Public Schools" with a search box for "Choose a school to profile:". Below the banner are sections for "In the Spotlight" (featuring "STATE-TRIBAL EDUCATION COMPACTING") and "Feature Pages" (with icons for Teacher Certification, Find My School/District, Statewide Assessments, Report Card to the Public, The Newsroom, and Data Center). A "Mission" section at the bottom contains four tiles: "Alaska's State Plan Every Student Succeeds Act (ESSA)", "eLEARNING Now offering CEUs!", "Transforming Schools", and "SYSTEM FOR SCHOOL SUCCESS". A red arrow points to the "eLEARNING" tile.

2. Select **LOG IN**.

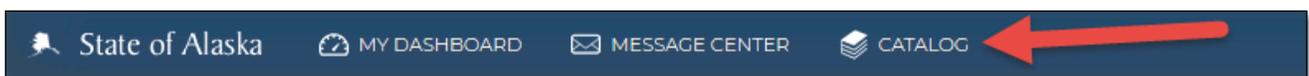


3. Type in your Username and Password and select **LOG IN**. Returning users, please do not register for another account. Contact eLearning support to update your profile. If new to the eLearning system, select **To create an account, register here**.

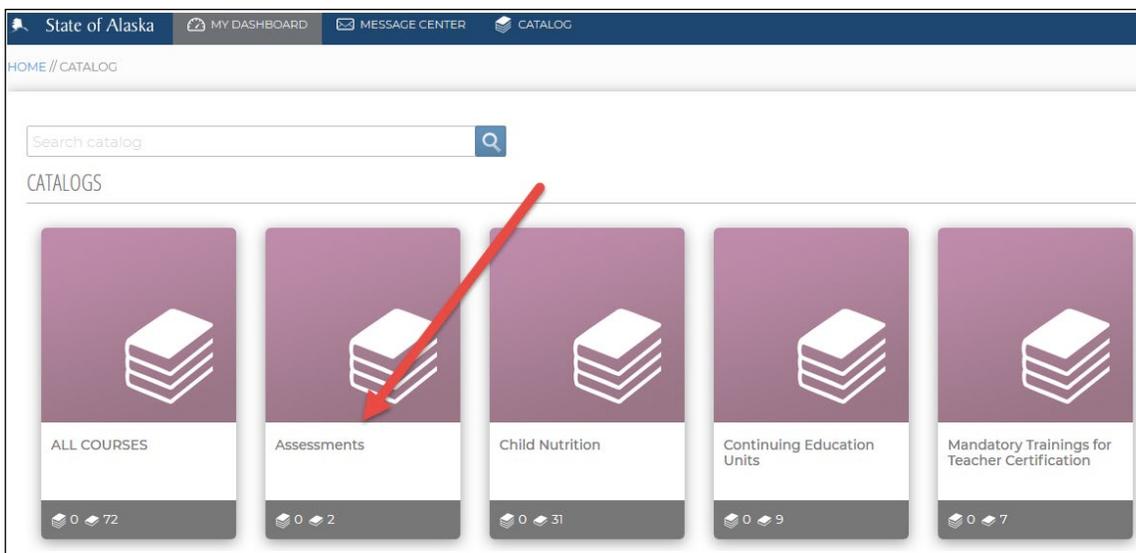
If you need assistance, contact DEED: elearning@alaska.gov or (907) 465-2981 or 465-2304.



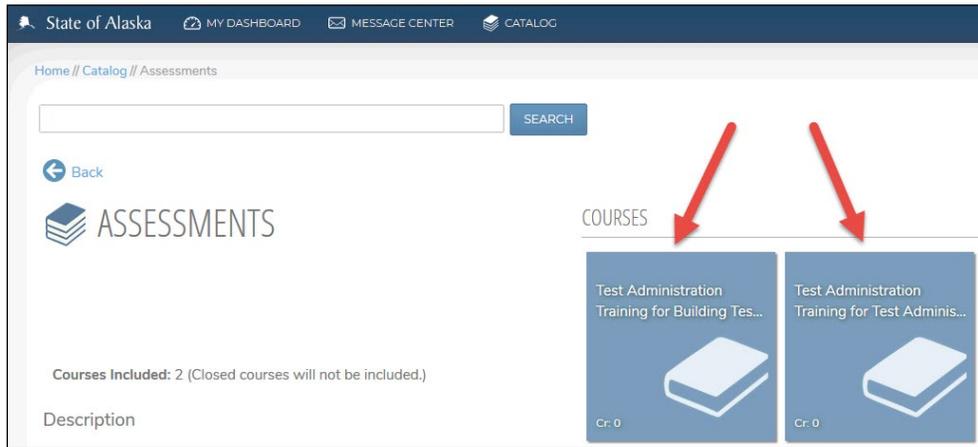
4. When successfully logged in, select **Catalog**.



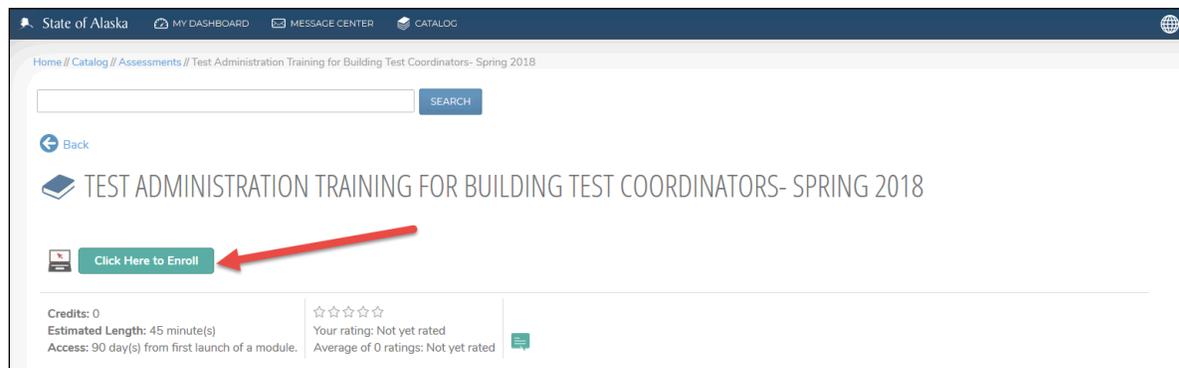
5. Select the **Assessments** catalog.



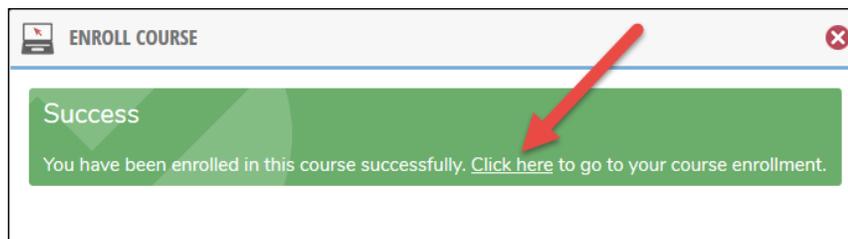
6. Select the desired course.



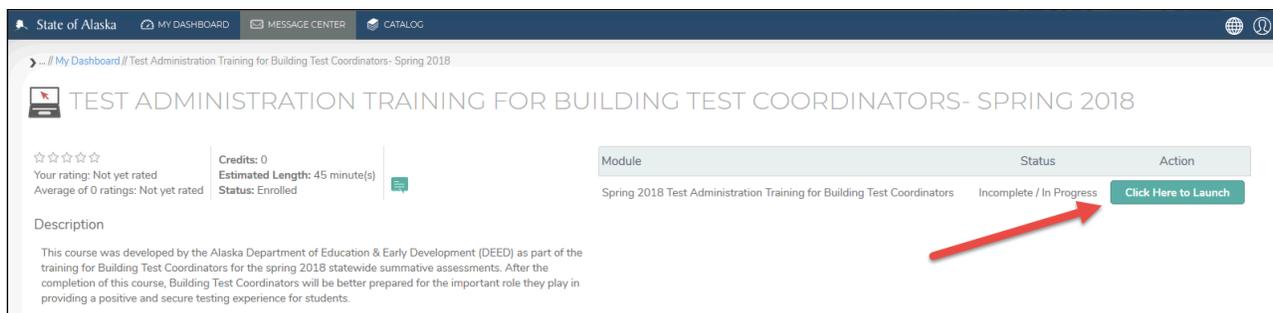
7. Select the **Click Here to Enroll** button.



8. Select the words **Click here** to see your course enrollment. The course can also be launched from your **Dashboard**, under the **Enrollments** section.



9. Select the **Click Here to Launch** button.



For more information on using eLearning, visit the [eLearning webpage](#) at the [DEED website](#).