

2018-2019 AIR Training Schedule for Indiana Schools

IDOE and AIR are pleased to announce the schedule of technology trainings for the 2018-2019 school year. Indiana school personnel involved with the ILEARN and/or IREAD-3 assessments have several opportunities to develop knowledge of and gain proficiency with AIR’s online systems to support test delivery and administration.

The *Test Administrator Certification Course* (noted, below) is the only training required by the Department. IDOE and AIR strongly encourage corporations and schools to consider local policies for the on-demand training resources ahead of this year’s assessment windows. Educators interested in attending one or more of the “Live Sessions” must register in advance. Recorded versions of all training webinars and modules will be posted to the Indiana Assessment Portal as noted in the last column.

Additional Notes:

- Confirmation email will be sent following registration. This email contains details needed to join the webinar.
- GoToWebinar service will be used for the live sessions. The audio portion may be accessed using phone or computer audio.
- Durations listed are approximate. Please allow an additional 5-10 minutes during live sessions for Q&A.
- A webinar title listed more than once reflects the same content being presented each time.
- Specific dates and times for the Online Reporting System Webinar will be communicated in early Spring 2019.
- Contact the AIR Help Desk (airindianahelpdesk@air.org) with any questions.

REQUIRED Online Training (NO registration required)

All licensed school personnel planning to administer ILEARN and/or IREAD-3 assessments **must** complete the Test Administrator Certification Course before they will be able to initiate online student assessments in the online system. School personnel who do not complete this training cannot start test administration sessions for their students. The Department recommends this training be completed within four weeks of the test administration window to retain key details for implementation. No registration is required for this module, which will be located on the [Indiana Assessment Portal](#) beginning October 1.

Live Session	Training	Target Audience	Estimated Duration	Course Available via Indiana Assessment Portal
N/A	Test Administrator (TA) Certification Course: Required for all school personnel planning to administer online assessments.	Test Administrators	30 minutes	10/1/18

OPTIONAL On-Demand Trainings (Registration required for live sessions.)

The Department recommends local corporations define additional policies regarding the webinar offerings below. Educators are encouraged to participate in one or more of these online webinars and/or view the available training modules to help build knowledge of and familiarity with the online testing system. Recordings of all webinars and modules will be accessible from the Indiana Assessment Portal.

Live Sessions	Training	Target Audience	Estimated Duration*	Recording Posted to Indiana Portal	Registration Link
N/A	Test Administrator (TA) Training Module: This module provides a detailed overview of the Test Administrator interface.	Test Administrators (TAs) & Proctors	30-45 minutes	9/10/18	N/A
Aug. 28 Sept. 6	Technology Requirements For Online Testing Webinar: This webinar will define the steps for secure browser installation and minimum hardware requirements.	Corporation and School Technology Coordinators	30 minutes	9/4/18	For specific session times and to register: https://attendee.gotowebinar.com/rt/2323626903100188163
Sept. 19 Oct. 15	Test Administration (TA) Overview Webinar: This webinar provides an overview of the entire test administration process, including AIR systems and technology tools, available resources, and training opportunities.	Corporation- & School-Level Staff	25-35 minutes	9/24/18	For specific session times and to register: https://attendee.gotowebinar.com/rt/3350379448396328450
Oct. 1 Oct. 12 Nov. 7	Test Information Distribution Engine (TIDE) Webinar: This webinar demonstrates how designated school personnel can complete important tasks in TIDE, such as viewing/editing student test settings, printing roster lists, and monitoring test progress.	Corporation Test Coordinators (CTCs), School Test Coordinators (STCs) & TAs	1 hour	10/1/18	For specific session times and to register: https://attendee.gotowebinar.com/rt/5745241118017488898
Oct. 2 Oct. 18 Nov. 5	Test Delivery System (TDS) Webinar: This webinar provides an in-depth look at the Test Delivery system, including the Test Administrator Interface and the Student Interface. This training will also focus on accessibility tools and accommodations.	TAs & Proctors	45 minutes	10/8/18	For specific session times and to register: https://attendee.gotowebinar.com/rt/9037697901067511042

N/A	Accessibility & Accommodations Training Module: This module explains how test coordinators can verify the correct accommodations in TIDE ahead of testing for students with IEPs, ILPs, Section 504 Plans.	CTCs & STCs	30 minutes	10/15/18	N/A
Oct. 11	How the Scoring Process Works Webinar: This webinar discusses the scoring process educators will follow when scoring open-ended items in Spring 2019. The training addresses the role of anchor responses to demonstrate how scoring decisions follow specific criteria.	Educators	30-60 minutes	10/16/18	For specific session times and to register: https://attendee.gotowebinar.com/register/2281316596128979969
TBD	Practice Scoring Module: This module provides an opportunity for educators to practice scoring responses. The correct scores and their rationales will be provided to ensure educators are able to confirm their understanding of the process.	Educators	30-40 minutes	10/22/18	N/A
Spring 2019	Online Reporting System (ORS) Webinar: This webinar illustrates how designated school personnel may access data in the online reporting system and navigate through different reports.	CTCs, STCs, Corporation- & School-Level Staff	30-40 minutes	2/19/19	TBD