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# TELPAS

Texas English Language Proficiency Assessment System

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TEXAS OBSERVATION  
PROTOCOLS (TOP)  
REFRESHER TRAINING  
WEBSITE  
USER'S GUIDE FOR  
COURSE PARTICIPANTS

2006–2007

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# TOP REFRESHER TRAINING WEBSITE

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## Contact Information

If you have problems accessing or navigating the TOP training website, please contact Pearson Educational Measurement using the contact information below.

Phone: 800-627-0225

Monday–Friday, 7:00 A.M. to 7:00 P.M. CT

E-mail: [TOP.techhelp@pearson.com](mailto:TOP.techhelp@pearson.com)

## Introduction

The online courses are divided into modules that can be completed in multiple sittings, if desired. Note, however, that once a module has been started, it must be completed. **The modules do not have a save or bookmark feature.**

The courses will provide training certificates noting the appropriate number of continuing education hours.

If you have difficulties viewing the online training course due to the screen size, you may need to adjust your screen resolution to 800x600. Contact your school's technical staff for detailed instructions.

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# TOP ONLINE TRAINING COURSES

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## Overview

Follow your school district's policy about when to do the refresher course. Before beginning an online course, it is important to know which course(s) you are required to take. **If you have questions about the course that you need to take, contact your campus testing coordinator.**

Raters of students between grade 2 and grade 12 who take the level 1 or 2 refresher course will complete the first 3 modules regardless of their assigned grade cluster. Module 4 is required only for raters of grade 2 students. Beginning with module 5, level 1 and 2 course participants need to choose the appropriate grade cluster. Available grade clusters are shown below. **If you have a question about which grade cluster to select, ask your campus coordinator.**

- Grade 2
- Grades 3–5
- Grades 6–8
- Grades 9–12
- Grades 2–5
- Grades 6–12
- Grades 2–12

## **Assembling and Verifying Grades 2–12 Writing Collections**

This course will help the individuals working directly on assembly and verification of the collections. It is also recommended for district and campus administrators responsible for overseeing this part of the TOP administration process.

- Takes about 1 hour
- Will help train raters and verifiers to ensure that writing collections are assembled according to state-defined criteria
- Includes practice and feedback
- **Must be done in one sitting**
- Certificate provides 1 hour continuing education credit

This course has only 1 module.

## **Grades 2–12: Level 1 Refresher Course**

This course provides online refresher training for individuals trained in the 2005–2006 school year who have not yet qualified.

- Takes about 3–4 hours
- Will help prepare raters for spring qualification
- Includes practice and feedback
- Can be done in more than one sitting
- Certificate provides 4 hours continuing education credit

This course contains these modules:

Module 1: Overview

Module 2: Assessing Listening

Module 3: Assessing Speaking

Module 4: Assessing Grade 2 Reading (for raters of second graders)

Module 5: Assessing Writing

Module 6: Practice: Assessing Writing

Module 7: Optional Additional Writing Rating Practice

Course participants who rate fewer than 6 out of 8 (or 7 out of 10, depending on the grade cluster) writing collections correctly in module 6 (Practice: Assessing Writing) should receive supplemental training in preparation for the spring qualification activity.

## **Grades 2–12: Level 2 Refresher Course**

This online course provides training for qualified raters of students in grades 2–12 (both those who qualified in spring 2006 and those who qualified in fall 2006).

- Takes about 2–3 hours
- Will recalibrate raters
- Includes practice rating students who are in the early and late stages of each level
- Can be done in more than one sitting
- Certificate provides 3 hours continuing education credit

This course contains these modules:

Module 1: Overview

Module 2: Assessing Listening

Module 3: Assessing Speaking

Module 4: Assessing Grade 2 Reading (for raters of second graders)

Module 5: Assessing Writing

Module 6: Practice: Assessing Writing

Module 7: Additional Writing Practice

Course participants who rate fewer than 6 out of 8 (or 7 out of 10, depending on the grade cluster) writing collections correctly in module 6 (Practice: Assessing Writing) are required to complete module 7 (Additional Writing Practice).

## **Grades K–1: Refresher Course**

This course provides online training for raters of K–1 students trained in the 2005-2006 school year. It is also recommended for K–1 raters who attended training this school year.

- Takes about 1–2 hours
- Includes practice and feedback
- Can be done in more than one sitting
- Certificate provides 2 hours continuing education credit

This course contains these modules:

Module 1: Overview

Module 2: Assessing Listening

Module 3: Assessing Speaking

Module 4: Assessing Reading

Module 5: Assessing Writing

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# NAVIGATING THE TOP REFRESHER TRAINING WEBSITE

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## Getting Started

The TOP Training website is available at <http://www.txonlinetesting.com/top>.

Upon accessing the TOP training website you will see the following screen. This is where you will launch the TOP online training modules and obtain certificates of course completion.

If you completed any modules of your training course on the original TOP TrainingCenter, you should complete the rest of the modules here. You do not need to repeat modules that you finished on the other site. However, if you had begun a module but not yet completed it, you will need to begin that module again on the new website.

This updated user's guide is available in PDF format to print, or you can view the guide from the TOP training website (see the circled link on the next page). The guide explains how to navigate through the online training modules and obtain the certificate of course completion.

Please read the user's guide for TOP online training before starting your first module. This user's guide applies to this site and is different from the user's guide for the original training site. Click on the following link to access the guide in PDF format.  
[TOP Online Training User's Guide](#)

The online courses are divided into modules that can be completed in multiple sittings, if desired. Note, however, that once a module has been started, it must be completed. The modules do not have a save or bookmark feature.

<b>Assembling and Verifying Grades 2–12 Writing Collections</b>	length 1 hr.
This course is designed for individuals who will be required to assemble or verify student writing collections. It is also recommended for district and campus staff responsible for overseeing the TOP administration.	
<a href="#">Assembling and Verifying Grades 2–12 Writing Collections</a>	
<b>Grades 2–12: Level 1 Refresher Course</b>	length 3-4 hrs.
This course is for individuals who were trained in the 2005–2006 school year but have not yet successfully completed the TOP rater qualification requirements. This refresher course covers all language domains and provides practice in rating student writing collections.	
<a href="#">Module 1: Overview</a>	
<a href="#">Module 2: Assessing Listening</a>	
<a href="#">Module 3: Assessing Speaking</a>	
<a href="#">Module 4: Assessing Grade 2 Reading</a> (for raters of second graders)	
<a href="#">Module 5: Assessing Writing</a>	
<a href="#">Module 6: Practice: Assessing Writing</a>	
<a href="#">Module 7: Optional Additional Writing Rating Practice</a>	
<b>Grades 2–12: Level 2 Refresher Course</b>	length 2-3 hrs.
This course is for qualified raters—those who qualified last school year as well as those who qualified in fall 2006. This course provides a review of the holistic rating criteria for each domain and is designed to give qualified raters more experience rating students who are near the border between two proficiency levels. Note that modules 1, 2, 3, 5, and 6 are required for all raters. Module 4 is required for raters of second grade students. Module 7 is required for course participants who rate fewer than 6 out of 8 (or 7 out of 10, depending on the grade cluster) writing collections correctly in module 6.	
<a href="#">Module 1: Overview</a>	
<a href="#">Module 2: Assessing Listening</a>	
<a href="#">Module 3: Assessing Speaking</a>	
<a href="#">Module 4: Assessing Grade 2 Reading</a> (for raters of second graders)	
<a href="#">Module 5: Assessing Writing</a>	
<a href="#">Module 6: Practice: Assessing Writing</a>	
<a href="#">Module 7: Additional Writing Practice</a> (only if required)	
<b>Grades K–1: Refresher Course</b>	length 1-2 hrs.
This course is for K–1 raters who were trained in the 2005–2006 school year. It is also a recommended refresher course for K–1 raters who attended fall 2006 training sessions.	
<a href="#">Module 1: Overview</a>	
<a href="#">Module 2: Assessing Listening</a>	
<a href="#">Module 3: Assessing Speaking</a>	
<a href="#">Module 4: Assessing Reading</a>	
<a href="#">Module 5: Assessing Writing</a>	

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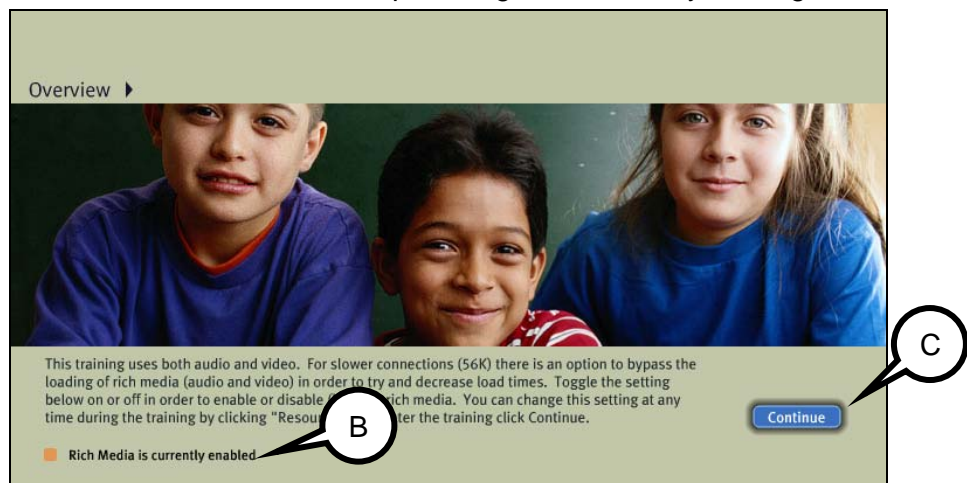
## Completing an Online Course

TOP online courses consist of individual training modules. To complete an online course you must complete all required modules within that course.

1. Find the appropriate course from the list of available courses.
2. Click on the module title hyperlink (see “A” on page 9) to start the module that you would like to take. Take all applicable modules in order.
3. Keep track of the time you spend in each module. You will be asked to submit this information to receive your training certificate.
4. The selected module will launch in a separate window as shown below. Please be patient as it will take 15 or more seconds for all information to load to the screen.

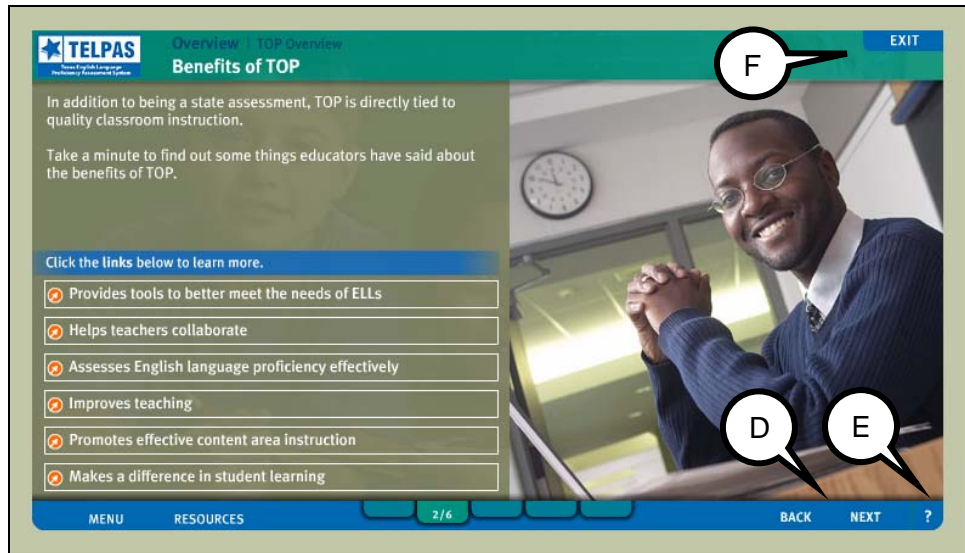


5. Once a module is launched, you will be presented with the option to turn off rich media elements. If you are accessing the course from a slow Internet connection, you may want to click on **Rich Media is currently enabled** (B) to change the setting to **Rich Media is currently disabled**. Disabling media elements will replace video and some audio content with still photographs and text. This will improve course performance for slow Internet connections while still providing the necessary training content.



6. Click on the **Continue** (C) button to proceed.

- Use the **Next** and **Back** buttons (D) to move through the training within a module of a course. Click the “?” button (E) for more information on how to navigate the module.



- You must complete an individual module in one sitting.**
- When you have completed the module, click on the **Exit** (F) button. Note that you will be on the “Module Summary” page if you have completed the module.

### Reviewing TOP Online Refresher Courses

Users can access modules within all TOP online refresher courses at any time to review information or student writing collections. To review a module, click on the module title.

**NOTE:** Scores from your previous sessions are not saved in the courses.

### Monitoring of Course Completion

Your district testing coordinator will have access to reports on the status of TOP online refresher training to ensure that TOP raters complete their training before rating students. These update reports will help ensure that your district’s training needs are met for the TELPAS administration.

## Printing a Certificate

When you finish the last module within a course and have clicked on the **Exit** button, you will be taken to a data collection form where you will be required to provide information to obtain your training completion certificate.

Note that for the level 2 course, raters will complete the data collection form after module 6. Remember, however, that course participants who rate fewer than 6 out of 8 (or 7 out of 10, depending on the grade cluster) writing collections correctly on module 6 are required to do module 7 (Additional Writing Practice) in order to complete their training.

The name of your course will be on the form. Follow the instructions on the screen. You will be required to provide the following information:

- Name
- County-District-Campus Number, District Name, and Campus Name
- E-mail Address and Phone Number (used to contact the user if needed)
- Approximate Time in Course (hours and minutes) – this is the approximate time that it took the user to complete all modules for the course.

Once you have submitted your information, a new window will open. Follow the instructions in that window to print your certificate. You should print **two** copies of your certificate. Keep one in a safe place and turn the other one in to your **campus coordinator**.

## Saving a Copy of Your Certificate in Microsoft Word

If you have Microsoft Word on your computer, you can save a copy of your certificate in a DOC format. When the certificate appears on the screen, use your cursor (or CTRL + A) to highlight the text and graphics on the screen, copy the highlighted items (CTRL + C), and paste them into a new Word document (CTRL + V). Then save the document on your computer.

## Requesting a Copy of Your Certificate

If you need to request a copy of your certificate (for example, if the computer you are using does not have a printer), please submit an e-mail request to Pearson Educational Measurement at [TOP.techhelp@pearson.com](mailto:TOP.techhelp@pearson.com) after completing the data collection forms. Your e-mail request must include the following information:

- Name
- County-District-Campus Number, District Name, and Campus Name
- Name of the course for which you need a copy of your certificate

Your certificate will be e-mailed to you.

## User Support

Technical Support from Pearson Educational Measurement	Pearson Educational Measurement provides technical support for the TOP online refresher courses. Phone: 800-627-0225 Monday–Friday, 7:00 A.M. to 7:00 P.M. CT E-mail: <a href="mailto:TOP.techhelp@pearson.com">TOP.techhelp@pearson.com</a>
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Questions about TOP Training	If you have questions about TOP training requirements or procedures, see your campus testing coordinator or TOP trainer.
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