

2019–2020 AIR Training Schedule for Indiana Schools

The Indiana Department of Education (IDOE) and American Institutes for Research (AIR) are pleased to announce the schedule of systems trainings for the 2019–2020 school year. Indiana school personnel involved with the *ILEARN*, *IREAD-3*, *I AM* and/or *ISTEP+* assessments have several opportunities to develop knowledge of and gain proficiency with AIR’s online systems to support test delivery and implementation.

REQUIRED Online Training

All licensed school personnel planning to administer *ILEARN*, *IREAD-3*, and/or *ISTEP+* 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. IDOE recommends this training be completed within four weeks of the test administration window to retain key details for implementation. Registration within AIR’s TIDE system is the only requirement for this course, which will be located on the [Indiana Assessment Portal](#) beginning September 23.

All licensed school personnel planning to administer *I AM* assessments **must** complete the *I AM* Test Administrator Certification Course, which includes three modules and one quiz, before they will be able to initiate student assessments in the online system. School personnel who do not complete the training modules and the quiz cannot start test administration sessions for their students. Registration within AIR’s TIDE system is the only requirement for this course, which will be located on the [I AM Assessment Portal](#) beginning March 9.

First-Year Test Administrators **must** attend a live webinar in addition to completing the *I AM* Test Administrator Certification Course.

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 for <i>ILEARN</i> , <i>IREAD-3</i> , and/or <i>ISTEP+</i> .	<i>ILEARN</i> , <i>IREAD-3</i> , and/or <i>ISTEP+</i> Test Administrators	35-45 minutes	9/27/19
N/A	Test Administrator (TA) Certification Course: Required for all school personnel planning to administer the <i>I AM</i> assessment.	<i>I AM</i> Test Administrators	90 minutes	3/9/20

Registration Opens on December 2, 2019. Webinars: Late February – Early March 2020.	First-Year Test Administrator (TA) Webinar: Required for all school personnel planning to administer the <i>I AM</i> assessment for the first time during the spring 2020 administration. This training is in addition to the required TA Certification Course for <i>I AM</i> .	<i>I AM</i> Test Administrators	30 minutes	3/13/20
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OPTIONAL On-Demand Trainings (Registration is required for live sessions.)

IDOE 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 Session	Training	Target Audience	Estimated Duration	Recording Posted to Indiana Portals	Registration Link
Aug. 28	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.	<i>ILEARN, IREAD-3, ISTEP+, I AM Corporation-Level & School-Level Staff</i>	50–55 minutes	8/29/19	Click here for the specific session time and to register.
N/A	Test Administrator Interface Training Module: This module provides a detailed overview of the Test Administrator interface.	<i>ILEARN, IREAD-3, ISTEP+ Test Administrators (TAs) & Proctors</i>	20 minutes	9/4/19	N/A
Sept. 16	Technology Requirements For Online Testing Webinar: This webinar will define the steps for secure browser installation and minimum hardware requirements.	<i>ILEARN, IREAD-3, ISTEP+, I AM Corporation & School Technology Coordinators</i>	55–60 minutes	9/17/19	Click here for the specific session time and to register.
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.	<i>ILEARN, IREAD-3, ISTEP+, I AM Corporation-Level & School-Level Staff</i>	35 minutes	9/20/19	N/A

Sept. 23 Sept. 25	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.	<i>ILEARN, IREAD-3, ISTEP+, I AM Corporation-Level & School-Level Staff; TAs & Proctors</i>	85–90 minutes	9/24/19	Click here for specific session times and to register.
N/A	Understanding I AM Webinar (Recorded): This recorded webinar provides an overview of Indiana’s Alternate Measure (I AM), the alternate assessment for students with significant cognitive disabilities.	<i>I AM Corporation-Level & School-Level Staff</i>	25–30 minutes	10/1/19	N/A
Oct. 16 Oct. 17	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.	<i>ILEARN, IREAD-3, ISTEP+ TAs & Proctors</i>	85–90 minutes	10/17/19	Click here for the specific session times and to register.
N/A	ILEARN Practice Scoring Module: This module provides an opportunity for <i>ILEARN</i> 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.	<i>ILEARN</i> Educators	30 minutes	Click here to access the <i>ILEARN</i> Practice Scoring Module.	N/A
N/A	ISTEP+ Practice Scoring Module: This module provides an opportunity for <i>ISTEP+</i> 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.	<i>ISTEP+</i> Educators	30 minutes	Click here to access the <i>ISTEP+</i> Mathematics Open-Ended Items Scoring Module. Click here to access the <i>ISTEP+</i> Writing Prompt scoring module. Click here to access the <i>ISTEP+</i> ELA Constructed Response module.	N/A

N/A	Online Reporting System (ORS) Module: This webinar illustrates how designated school personnel may access data in the online reporting system and navigate through different reports.	<i>I</i> LEARN, <i>I</i> READ-3, <i>I</i> STEP+, <i>I</i> AM CTCs, STCs, Corporation-Level & School-Level Staff	32 minutes	2/21/20	N/A
Registration Opens on February 3, 2020. Sessions: March 2020	<i>I</i> AM Q&A Sessions: These sessions will be based on <i>I</i> AM questions submitted by participants during registration.	<i>I</i> AM Corporation- Level & School- Level Staff requiring additional information regarding <i>I</i> AM	30 minutes	4/3/20	Available on February 3, 2020 via the <i>I</i> AM Portal.
April 2020	Request an Item Rescore Training Module: Building principals (PRs) should review this brief training module ahead of the rescore request window (TBD). The training illustrates the mechanics of requesting rescoring in TIDE.	<i>I</i> LEARN, <i>I</i> STEP+ Corporation-Level & School-Level staff; Principals	10 minutes	April 2020	N/A

Additional Notes:

- A confirmation email will be sent following registration for a live training session. 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 with multiple live session dates presents the same content each time.
- Contact the Indiana Assessment Help Desk (airindianahelpdesk@air.org) with any questions.