
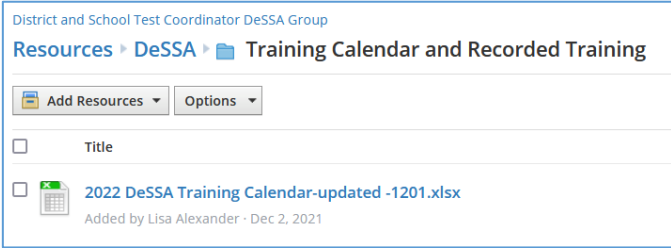



DeSSA Assessments icons in Classlink required before any DeSSA trainings

<p>The DeSSA applications (ELA/Math/SC/SS) must be available/downloaded on a test administrator’s computer prior to completing trainings for PDMS in order to update flags and administer assessments. These are steps required to access the different platforms and avoid the message “user is not certified proctor” when planning to administer assessments.</p>	
Instruction	Screen Information
<p>Select the DeSSA ELA/Math , PDMS, Schoology and DeSSA Sci/Soc icon(s) on the EdAccess – Classlink menu</p>	
<p>After downloading the platforms, you will complete the trainings available in PDMS. For a complete list of the training refer to the DTC Schoology folder</p>	
<p>The Sequence of setting these applications is crucial in updating the information</p>	<p>If the trainings are done before downloading the platforms, you will receive a likely message “user is not certified proctor” as PDMS will not be able to update your information in the platform.</p> <p>STEP 1: Complete Test Security training by November 30 of each year (prerequisite for other trainings).</p> <p>STEP 2: Complete Trainings associated with each test to be administered and user role (see list in Schoology above or ask your DTC).</p> <p>STEP 3: Complete TA Summative trainings and any other trainings before April 1 , 2022 and definitely before the summative administrations.</p>
<p>Keep track of PDMS completed trainings</p>	<p>As an individual educator report, go to PDMS platform for your transcript of completed trainings OR use EdInsight to see any completion rate report OR ask your DTC to run the report for a particular course for all participants. Refer to the EdInsight Reports PDMS Course Completion Report for more information on how to derive these reports.</p> 
<p>User role must be checked</p>	<p>Your District/School ISO should be able to change the user role if not correct. Again, it might take 24 hours to update records/access to platforms.</p>

For more support, have the District Test Coordinator submit a HelpDesk ticket.