

**Questions from the DTC-Alt Webinar
March 11, 2015**

Q: How long will the TA training modules take to complete?

A: The training modules should take approximately 3-3.5 hours to complete.

Q: Is it required for the TC to create classrooms in the NCSC System?

A: Creating classrooms is an optional step. However, if you do not create classrooms, TAs can see all students in their school.

Q: Can the TC access the TA training to complete the modules?

A: Yes. TCs can access the TA training and are encouraged to complete the TA training modules. They are not required to take the final quiz.

Q: There was an error in Precode, and I need to delete a student. How can I delete a student from the NCSC system?

A: A student cannot be deleted from the NCSC system. The Help Desk recommends creating a class titled "Students not tested," and moving these students into this class. You can close the student's test as no longer eligible for alternate assessment or just leave the test unopened.

Q: Are the teachers that participated in the Pilot test already in the NCSC system or do TCs need to load them like the other teachers?

A: The system was wiped clean after the Pilot, therefore, TAs that participated in the Pilot test are not in the NCSC system. TCs must load them into the system. The TA will then receive a new user ID and password for the operational test.

Q: I have a student that was not uploaded with Precode, so he is not in the system. What should I do?

A: The TC must manually enter the student into the NCSC system into the school in which he will be tested.

Q: Will NCSC notify TAs when they are entered in the system?

A: If the TC uploads a user's file, the TAs in the user's file will automatically be notified by the system. If the Test Coordinator manually enters the TAs into the system, the TC must check the box to notify user of new account. If you manually enter the user, you must check this box for TAs to be notified of the account.

Q: I have a user entered as a TA, but I would like to give him rights as a TC. How can I give him rights as a TA and a TC?

A: The TC must go into the users in the system and click on his profile. Once you are in his profile, click on edit. You will now be able to edit his profile. You can click on Test Coordinator and Test Administrator. This will give him rights as both a Test Coordinator and a Test Administrator. Once you have both boxes checked, click on save.

Q: If a teacher does not have students to test this year, can we add them as TA's and they can go ahead and complete the modules to be certified for next year?

A: The SCDE would not recommend having TAs who are not administering the assessment complete the training modules at this time. In the future all TAs will be required to participate in annual training.