

Building Technology Coordinator Checklist

Activities PRIOR to Test Administration

- Communicate with ELPA21 District, School, and Building Technology Coordinator(s) regarding technology, planning, and scheduling
- Review all materials available on the ELPA21 Administration site help page, including the:
 - ELPA21 Setup and Installation Guide
 - Training Modules
- Confirm that all hardware on computers/devices that will be used during testing meet all of ELPA21's Hardware Specifications, including keyboards and headsets
- Confirm that all Operating Systems are updated and do not exceed requirements
- Confirm that all School Test Coordinators have successfully downloaded the secure browser on all computers/devices that will be used for testing
- Work with the School Test Coordinator to aid in the coordination of online administration training for district staff, if necessary
- Communicate with ELPA21 District/School Test Coordinator(s) regarding technology, planning, and scheduling
- Confirm that all testing devices are technology-ready (network, server, etc.) by running Workstation Readiness programs on every workstation prior to testing
- Troubleshoot technological problems in advance of, or during the online testing sessions

Activities DURING Test Administration

- Be available to address any local device, setup or connectivity issues, especially on the first few days of the assessment
- Ask your school's Testing Coordinator to provide you with the testing schedule so that you can be on hand for any issues that may arise with little notice