

## **District 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 with all Building Technology Coordinators that their hardware meets all of ELPA21's Hardware Specifications, including keyboards and headsets
- Confirm with all Building Technology Coordinators that their 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/Building Coordinator(s) regarding technology, planning, and scheduling
- Troubleshoot technology problems at the district level (depending on network configuration)
- Confirm with all Building Technology Coordinators that labs/computers used for assessment in participating schools are equipped with compatible headsets

### **Activities DURING Test Administration**

- Be available to address any local device, setup or connectivity issues, especially on the first few days of the assessment