

Happy November, teachers!

We hope you, your family, and students are healthy and well. You know you are being pulled in so many directions and have additional demands on your time this year. We have no desire to add to your already long “To-Do” list, in fact we want to be a resource to help you with your program. We want to share useful and relevant information with you once a month to help you achieve your program certification plans. These messages will be brief and often link to resources you may not know you have. This month, we’d like to share a few ideas to help you be ready to administer exams before the winter break.

Are you test ready? We’ve provided a few things below to help you be ready to test.

Traditional In-Person Classroom

- Be sure your computer lab is set up with the testing engine, [Compass](#). You may need to arrange a day for your IT Staff to update your lab.
- Please visit [Technical Requirements](#) before installing [Compass](#).
- Order free program posters [here](#).

Virtual Classroom

Certiport has developed a virtual assessment solution ([Exams from Home](#)) that allows for administered exams that Test Candidates can take from home, now extended until June 30, 2020.

- Review all [Exams from Home Requirements](#)
- [Schedule](#) students for Exams from Home

Certiport Management Portal

- Do you have the Organization Administrator and Proctor roles in your Certiport Management Portal?
- Log in to Certiport, click on the drop menu under “Welcome, [your name]!”
 - If Organization Administrator isn’t in the list, have another teacher in your program add you. Learn more [here](#).
 - Remove any teachers who no longer need access to the Certiport Management Portal
 - If you don’t have Proctor in the list, check to make sure you’re completed your proctor agreement. Learn more [here](#)
- Accept/Renew your Certiport Site License Agreement (Multiple Programs). Learn more [here](#)

Microsoft Imagine Academy

- Download your MOAC curriculum from the [Microsoft Imagine Academy](#)
 - Your Deployment Manager for MSIA is [Roberta Reischl](#)

GMetrix Practice Tests (Not purchased by the state)

- Learn your [GMetrix Admin Portal and about GMetrix remote options](#)

We want you to know that we’re here to help you with your program whether your class meets in-person, virtually, or a hybrid.

Thank you,

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