

Welcome.

DocuSign Training for Test Security Forms 2019

Agenda

- Introductions and Review Agenda
- Security Forms for 2019
- Improvements for DocuSign 2019
- Location of Security Form Links & Instructions on the OK Help & Support Site
- Form Creation and Signing
 - Building Level Test Security Form
 - District Level Test Security Form
 - Test Administration/Proctor Test Security Form & NDA
- Helpful Tips for Use
- Q&A

Security Forms 2019





- Three forms for electronic signature
 1. District Level Test Security Form
 2. Building Level Test Security Form
 3. Test Administrator/Proctor Test Security Form and Non-disclosure Agreement

- All three forms signed through DocuSign

- **Note:** Paper TPM Appendices H, I, and J have a watermark stating those documents are signed electronically through DocuSign which is incorrect. The electronic TPM on the OK Help and Support site has been corrected.




DocuSign Improvements for 2019

- Redesigned TA/TP Form
 - One Test Administrator and up to seven Test Proctors can now sign one form.
 - Less forms to sign! 
- Consolidated TA/TP and NDA Form
 - All nondisclosure requirements are now met simply by signing the TA/TP form.
 - Less forms to sign! 


DocuSign Improvements for 2019

- Redesigned Email Subject Lines

- The name of person who needs to sign the form will be visible in the email subject line.
 - Quickly find the right form for the right person to sign. 

Email Validation: Please DocuSign: District Level Test Security Form 2019 Liz Garcia

- Update forms to require official district codes and district names.

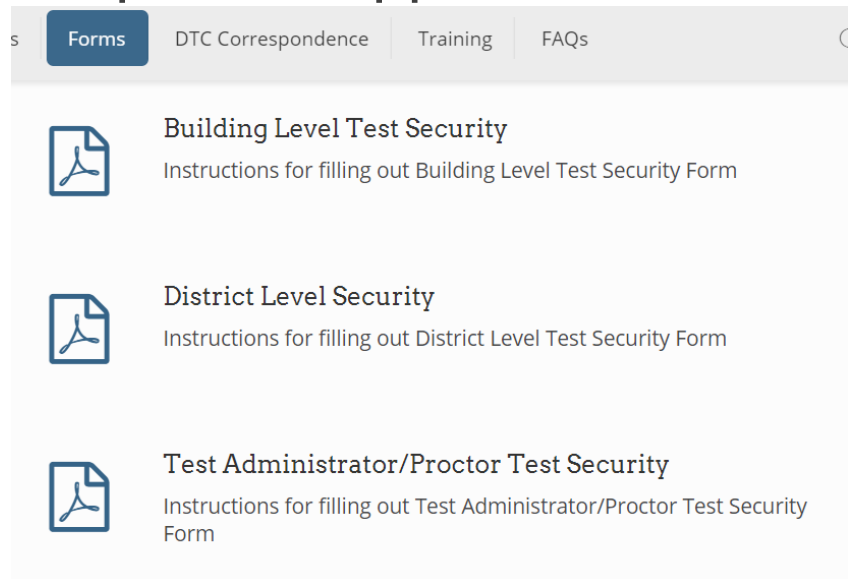
- List of official district codes with district names is now posted on the OK Help & Support site.
 - Quickly sort and locate electronic forms by official district codes and names. 

Location and Instructions for Forms


- Location of Forms on OK Help & Support Site


<https://oklahoma.onlinehelp.measuredprogress.org/forms/>


- Review of Instructions on OK Help and Support Site



s **Forms** DTC Correspondence Training FAQs

 **Building Level Test Security**
Instructions for filling out Building Level Test Security Form

 **District Level Security**
Instructions for filling out District Level Test Security Form

 **Test Administrator/Proctor Test Security**
Instructions for filling out Test Administrator/Proctor Test Security Form

Form Creation and Signing

- Location of Forms on OK Help & Support Site

<https://oklahoma.onlinehelp.measuredprogress.org/forms/>

Let's Create Some Forms

Helpful Tips for Use

- Using one email when creating forms, but inputting names for those who need to sign.
- Creating rules to have emails sent to a specific folder

Questions?

It's all about
student learning.
Period.