



# Training Catalogue

# TAO Training Courses

To help your institution get the most out of your investment in TAO’s software, we’ve developed a catalogue of comprehensive training courses covering the ins and outs of TAO, from best practices and getting set up, to mastering advanced concepts.

The courses laid out in this catalogue feature hands-on training with TAO experts to maximize your success in the platform, including courses for both beginners and power users.

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# Introduction to Assessment with TAO

If you are new to the TAO platform this comprehensive introduction will help you get started. You will learn how to create your first items and how to assemble and configure tests. This training session will also introduce you to the assessment vocabulary.

## Training Session Topics

- ✓ Introduction to assessment vocabulary
- ✓ How does the classic paper/pencil approach relate to its digital counterpart?
- ✓ Introduction to the QTI standard
- ✓ Overview over the QTI interactions supported by TAO
- ✓ What are Portable Custom Interactions?
- ✓ TAO Workflows
- ✓ Item authoring and configuration
- ✓ Assembling and configuring tests

## Key Takeaways

After this training session, you will have a solid foundation for building items and tests. You will also receive:

- The training session recording
- Access to all materials used in the course

## Materials

You will receive a copy of an example test containing examples of all QTI interaction types supported by TAO as well as an example test that contains all variations discussed in the session.

## Prerequisites

This course is designed for an audience that has no or little experience with the TAO platform.

### Language

- **English**

### Duration

- **90 minutes**

### Location

- **Virtual Classroom**

# Using TAO to Deliver Tests

Different assessment programs and contexts can often require different delivery methods. For example, you might need to launch a classroom assessment via your LMS, or a national assessment via test centers and groups. In this training course, you will learn how to deliver tests to your students and how to interpret the results. We will talk about three different approaches and which one best fits your particular scenario.

## Training Session Topics

- ✓ Creating and configuring deliveries
- ✓ Delivering tests on a group-based model
- ✓ Delivering tests with LTI
- ✓ LTI configuration
- ✓ Working with Test Centers

## Key Takeaways

After this training session, you will know how to deliver your tests to your students, determine which scenario works best for you, and interpret the test results. You will also receive:

- The training session recording
- Access to all materials used in the course

## Prerequisites

This course is designed for an audience that has familiarity with the topics covered in the “Introduction to Assessment with TAO” training course.

### Language

- English

### Duration

- 90 minutes

### Location

- Virtual Classroom

# Choosing the Right Interaction Type

It's not always easy to know what interaction would best suit your needs when creating assessments. While some assessments primarily use multiple choice to measure student learning, others require questions that allow for multi-step or performance-based problem-solving. TAO comes with over 20 built-in interactions to help you get started, from simple to advanced. In this session, we introduce a task-based model that can help with your decision. This course is accompanied by course material in the TAO Training Center.

**Note:** We are not psychometric professionals. This course is based on questions that we often receive from our customers and offers a pragmatic approach to a common challenge

## Training Session Topics

- ✓ QTI interaction types in TAO
- ✓ Getting to know the different task types Identify, Connect, Complete and Produce.
- ✓ How to decide which interaction is the best fit
- ✓ Combining multiple interactions

## Key Takeaways

After this training session, you will be able to determine the best interaction type for your use cases. You will also receive:

- The training session recording
- Access to all materials used in the course

## Prerequisites

This course is designed for an audience that has familiarity with the topics covered in the "Introduction to Assessment with TAO" training course.

### Language

- English

### Duration

- 60 minutes

### Location

- Virtual Classroom

# Working with TAO in a Team

Large-scale assessment can quickly become unwieldy when multiple users are working in the same environment without permissions and workflows in place. In this training course, we will cover best practices for working in teams using TAO, including user and role administration. You will also learn how to set up your system and how to design a simple or advanced workflow that fits your needs.

## Training Session Topics

- ✓ Setting up user roles
- ✓ Defining a workflow
- ✓ Protecting your data with access control
- ✓ Using version control with TAO revision
- ✓ Item bank structure best practices
- ✓ Backup strategies

## Key Takeaways

After this training session, you will have the guidelines you need for working with TAO in a team according to your specific use cases. You will also receive:

- The training session recording
- Access to all materials used in the course

## Prerequisites

This course is designed for an audience that has familiarity with the topics covered in the “Introduction to Assessment with TAO” training course.

### Language

- English

### Duration

- 90 minutes

### Location

- Virtual Classroom

# Working with Metadata

As an institution's collection of Items grows, most test authors will find it increasingly unwieldy to locate the right set of interactions for a given Test. TAO's Metadata offers a way of finding relevant Items for your Tests easily, even when there are hundreds or thousands of items to choose from. The information provided in the metadata can then be used to organize your items and tests more efficiently and tie them to standards, and also enables you to analyze test results in different ways. This training course introduces ways of working with metadata in TAO.

## Training Session Topics

- ✓ How can metadata be configured?
- ✓ Types of metadata
- ✓ Using metadata when assembling tests
- ✓ Using metadata to define outcomes
- ✓ Exporting metadata
- ✓ Limitations

## Key Takeaways

After this training session, you will have a clear understanding of how to enrich your items and tests with metadata in TAO. You will also receive:

- The training session recording
- Access to all materials used in the course

## Prerequisites

This course is designed for an audience that has familiarity with the topics covered in the "Introduction to Assessment with TAO" training course.

### Language

- English

### Duration

- 60 minutes

### Location

- Virtual Classroom



## Train the Trainer | Custom Session

Some customers have their own training staff on hand for using TAO, especially when they have numerous tests, items or test creators. In this case, OAT offers a course to train the trainers on the fundamentals of getting started with digital assessment in TAO. In our experience, the best package, in this case, is the following:

- Session 1: Introduction to Online Assessment with TAO
- Session 2: Using TAO to Deliver Tests
- At least one Custom / QA session

Additional training courses can also be added on demand.

### Training Session Topics

- ✓ Topics covered in “Introduction to Online Assessment with TAO”
- ✓ Fundamentals covered in “Using TAO to Deliver Tests”
- ✓ Custom topics specific to your training needs

### Key Takeaways

After this training session, you will be able to train your own team on how to most effectively work TAO for your specific use cases. You will also receive:

- The training session recording
- Access to all materials used in the course

### Prerequisites

Participants in this course need to have some familiarity with the concepts of digital assessment. We recommend that you have at least one seat at [training.taotesting.com](https://training.taotesting.com).

#### Language

- English

#### Duration

- Custom

#### Location

- Virtual Classroom



## Custom QA Session

Everybody's assessment scenarios and needs are different, and it's common that our customers ask for tailor-made sessions to handle a specific challenge. That's why we offer custom training and Q&A sessions to answer questions and provide support around your unique circumstances.

**Example:** Our team can walk through your TAO project and validate your configurations based on your goals, then provide feedback on how to maximize the benefits of TAO and optimize resources.

### How Does This Work?

As a customer, you can reach out to your OAT account manager who will arrange for a first call to collect your questions. Alternatively or additionally you can submit a question list.

The duration and the pricing of these sessions depend a lot on the number and complexity of the questions. While some can be answered straight away, others will require more research and the involvement of other departments within OAT.

From experience, we can say that usually, one or two sessions with a duration of 60 or 90 minutes will be sufficient.

### Key Takeaways

- Session Recording
- FAQ Contribution to the Training Center

If we believe that your scenario or parts of it are of general interest we will address it in an article in the TAO Training Center. We will do this in a generic form without identifying the customer. This way we can ensure that our learning platform features real-life examples everybody can benefit from.

### Prerequisites

These courses predominately concern more advanced users.

#### Language

- English

#### Duration

- 90 minute units

#### Location

- Virtual Classroom

# Custom Item Styles

Custom Item Styles can help to address very specific design needs that go beyond what TAO offers through its UI. They can be used on a per-item basis or a per-delivery basis. The latter case requires a custom TAO extension and is therefore mostly applicable for our Enterprise customers. The CSS creation, however, is the same for both.

In this course, we will show you how to use and modify these custom item styles in your TAO environment.

## Training Session Topics

- ✓ TAO item styles organization
- ✓ Modifying styles
- ✓ Using customized items as a template

## Key Takeaways

After this training session, you will have the information you need to work with custom item styles in TAO. You will also receive:

- The training session recording
- Access to all materials used in the course

## Prerequisites

Participants must have a solid knowledge of SASS.

### Language

- English

### Duration

- 90 minutes

### Location

- Virtual Classroom

# TAO Grader - Item Set Up

While most interaction types can be scored automatically, those with open-response questions require human intervention for proper evaluation. Open response questions in TAO can include long-form text and mathematical equations, and scoring results are available immediately in the TAO platform.

Configuring an open-response question for online manual scoring is a 4-step process:

- Setting up scoring project
- Setting up items
- Setting up scorers and reviewers
- Scoring

In this session, we show you how to set up items for manual scoring, including criteria for scoring, and multi-trait scoring.

## Training Session Topics

- ✓ How to configure items to appear in TAO Grader
- ✓ Writing criteria sheets
- ✓ Adding criteria to your items

## Key Takeaways

After this training session, you will be able to set up your assessment items for manual scoring with TAO Grader. You will also receive:

- The training session recording
- Access to all materials used in the course

## Prerequisites

This course is designed for an audience that have familiarity with the topics covered in the “Introduction to Assessment with TAO” training course or equivalent knowledge.

### Language

- English

### Duration

- 60 minutes

### Location

- Virtual Classroom

# TAO Grader - Setting Up Scorers and Reviewers

Within TAO Grader, the users that perform grading and re-scoring tasks are known as Scorers and Reviewers respectively. After assigning subject categories to assessment questions, you can assign groups of designated scorers and reviewers to test items or sections. Workflows then enable these users to visualize and walk through their scoring tasks in a streamlined and efficient manner.

Configuring an open-response question for online manual scoring is a 4-step process:

- Setting up scoring project
- Setting up items
- Setting up scorers and reviewers
- Scoring

In this session, you will learn how to set up the scoring platform and how to assign scorers and reviewers.

## Training Session Topics

- ✓ Importing Scorers and Reviewers
- ✓ Assigning them to projects

## Key Takeaways

After this training session, you will be able to assign scorers and reviewers to projects in TAO Grader based on user groups and subject matter. You will also receive:

- The training session recording
- Access to all materials used in the course

## Prerequisites

None

### Language

- English

### Duration

- 60 minutes

### Location

- Virtual Classroom

# TAO Grader - Scoring and Reviewing

Items that require manual scoring are assigned to scorers for scoring or reviewing by the Scoring Project Manager. It may be that all the items in a particular test for which manual scoring is required are assigned to one scorer, or only a subset of those items – this depends on the nature of the test and the assignment strategy.

Configuring an open-response question for online manual scoring is a 4-step process:

- Setting up scoring project
- Setting up items
- Setting up scorers and reviewers
- Scoring

In this session, you will learn how to score or review open-response item results in TAO based on groups or subject matter, and how to access your data.

## Training Session Topics

- ✓ Scoring results
- ✓ Helper tools

## Key Takeaways

After this training session, you will be able to score and review projects in TAO Grader. You will also receive:

- The training session recording
- Access to all materials used in the course

## Prerequisites

None

### Language

- English

### Duration

- 60 minutes

### Location

- Virtual Classroom

# TAO Extensions

TAO has a huge repository of Open Source extensions, which offer endless possibilities to add new features and functionalities to your solution. A TAO extension is a piece of software written in PHP that provides behavior & business logic.

In this course, we will discuss the architecture and lifecycle of an extension, and how to create and use extensions in TAO.

## Training Session Topics

- ✓ TAO extensions: what they are
- ✓ What you can do with an extension
- ✓ The TAO base extensions
- ✓ How to create a new extension step-by-step

## Key Takeaways

After this training session you will also receive a comprehensive session recording of how to create extensions in TAO.

## Prerequisites

Participants need to have a solid background in back-end development with the LAMP stack to follow this session

### Language

- English

### Duration

- 90 minutes

### Location

- Virtual Classroom

# TAO Architecture

In this session, participants will learn about the overall architecture that makes up the TAO platform and how the individual systems work together.

## Training Session Topics

- ✓ How the TAO source code is structured
- ✓ Which databases are supported
- ✓ How TAO works with databases
- ✓ An overview of the basic TAO extensions
- ✓ How we host TAO

## Key Takeaways

After this training session you will also receive a comprehensive session recording walking you through the TAO ecosystem.

## Prerequisites

Participants need to have a solid background in back-end development with the LAMP stack to follow this session

### Language

- English

### Duration

- 90 minutes

### Location

- Virtual Classroom



# TAO Databases

TAO uses a wide range of data storage systems. In this course, we will show you how the TAO databases are related and how to work within them.

## Training Session Topics

- ✓ Data Structures:

Building from the architecture session, attendees will have a more in-depth look at the various data storage structures used in TAO and how to work with them.

- ✓ Data Abstraction and File Systems:

Attendees will learn how data can be stored and retrieved.

- ✓ Database platform recommendations (Pros and Cons)

- ✓ Database security

## Key Takeaways

After this training session you will also receive a comprehensive session recording covering TAO databases, storage and access.

## Prerequisites

Participants need to have a solid background in back-end development with the LAMP stack to follow this session

### Language

- English

### Duration

- 90 minutes

### Location

- Virtual Classroom

# TAO APIs

In this session, attendees will learn what APIs exist in TAO and how to authenticate and send API calls to them to submit or retrieve information. Particular attention will be given to REST and LTI interfaces exposed by TAO.

We will cover the fundamental TAO user interface APIs, and show you how to ingest test-takers, items and tests. We will also show you how to transfer your assessment data and content directly to and from the TAO platform.

## Training Session Topics

- ✓ APIs: an overview
- ✓ The main types of APIs
- ✓ How APIs communicate
- ✓ Understanding LTI

## Key Takeaways

After this training session you will also receive a comprehensive session recording covering TAO APIs.

## Prerequisites

Participants need to have a solid background in back-end development with the LAMP stack to follow this session

### Language

- English

### Duration

- 90 minutes

### Location

- Virtual Classroom



# WANT TO LEARN MORE?

Contact our training team at [training@taotesting.com](mailto:training@taotesting.com) to learn more about our training courses and custom packages. We can help you pick the right sessions based on your goals and get set up with your next training!



[training@taotesting.com](mailto:training@taotesting.com)

## About TAO

TAO, from Open Assessment Technologies, is the leading digital assessment solution for education and career advancement. Modular, customizable and interoperable by design, TAO empowers you to break free from the confines of proprietary silos, eliminate expensive licensing fees, take full control of your testing resources, and enjoy enterprise-level support. As of 2020, TAO has delivered over 100 million tests in over 30 languages worldwide.