

Teacher Enrolment Guide

Computer–Based Assessment
(CBA)

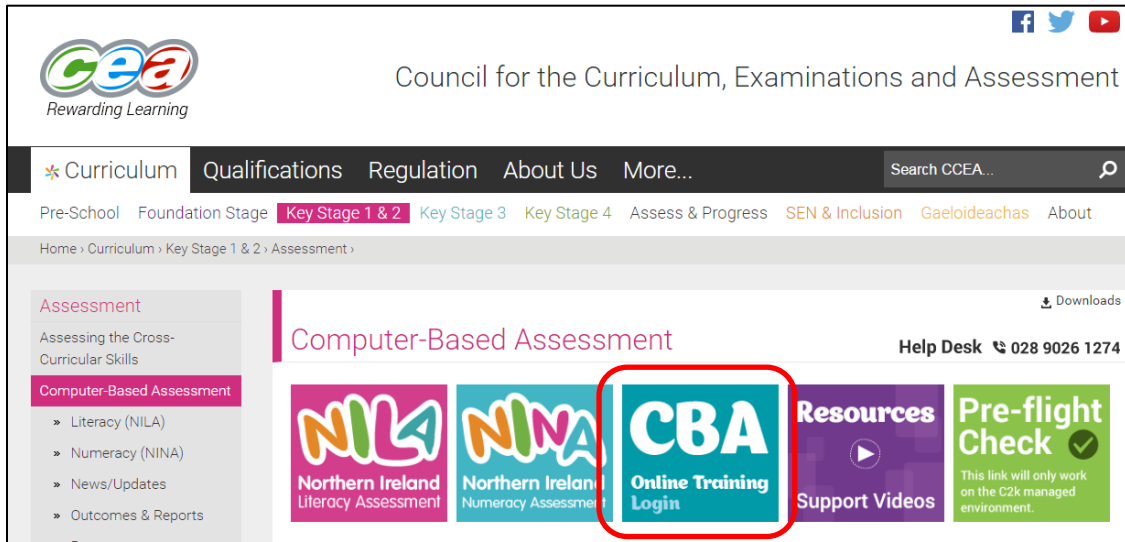
Online Training

Step 1: Logging In to the Course

Open your web browser, and go to:

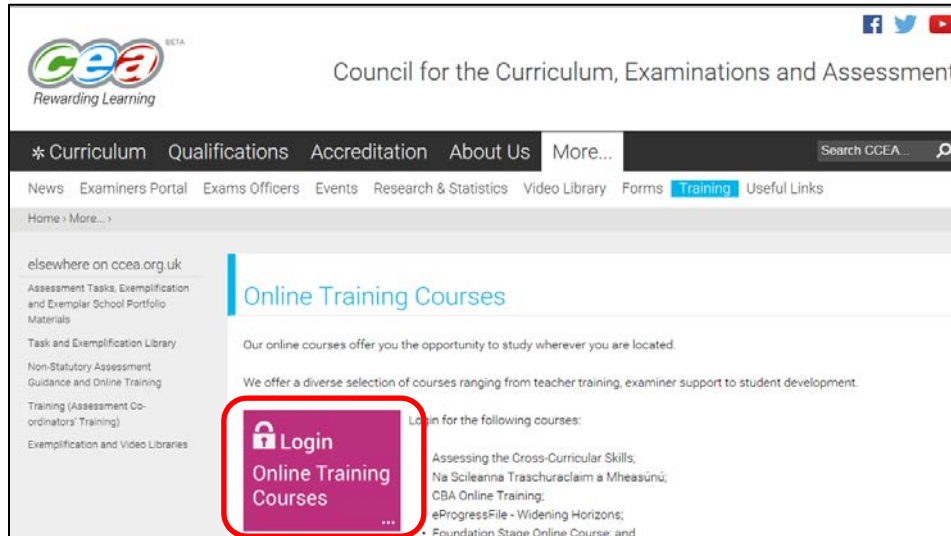
<http://ccea.org.uk/cba>

You will see the **Computer Based Assessment** page. Click on the **CBA Online Training Login** button.

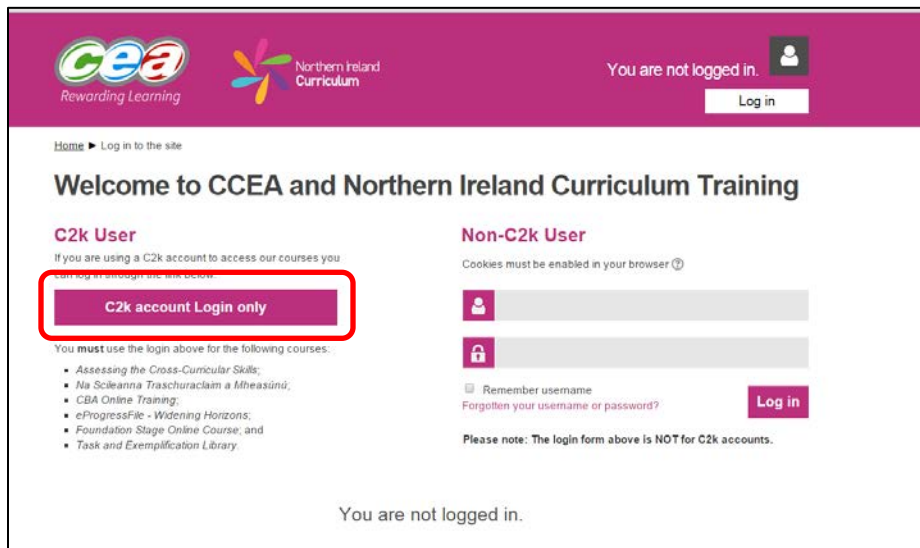


The screenshot shows the CCEA website interface. At the top left is the CCEA logo with the tagline "Rewarding Learning". To the right of the logo is the text "Council for the Curriculum, Examinations and Assessment" and social media icons for Facebook, Twitter, and YouTube. Below the logo is a navigation menu with "Curriculum" selected, and other options like "Qualifications", "Regulation", "About Us", and "More...". A search bar labeled "Search CCEA..." is on the right. Below the navigation menu is a secondary menu with "Pre-School", "Foundation Stage", "Key Stage 1 & 2" (highlighted), "Key Stage 3", "Key Stage 4", "Assess & Progress", "SEN & Inclusion", "Gaeloideachas", and "About". A breadcrumb trail reads "Home > Curriculum > Key Stage 1 & 2 > Assessment >". The main content area is titled "Computer-Based Assessment" and includes a "Downloads" link. A "Help Desk" contact number "028 9026 1274" is also visible. The main content area features four large buttons: "NILA Northern Ireland Literacy Assessment", "NINA Northern Ireland Numeracy Assessment", "CBA Online Training Login" (highlighted with a red box), and "Resources Support Videos". A "Pre-flight Check" button with a checkmark icon is also present, with a note: "This link will only work on the C2K managed environment."

You will see the Online Training Courses page. Click on the **Online Training Courses** button.



On the left-hand side, click on the **C2K account Login only** button:



After a few moments the screen below will appear. Enter your C2k **Username** and **Password** (the details you use to log in at school) in the appropriate boxes and click on **Login**.



Shibboleth allows you to access web applications, such as NI Maps, using your C2k username and password.

Login

Please enter your C2K username and password.

username

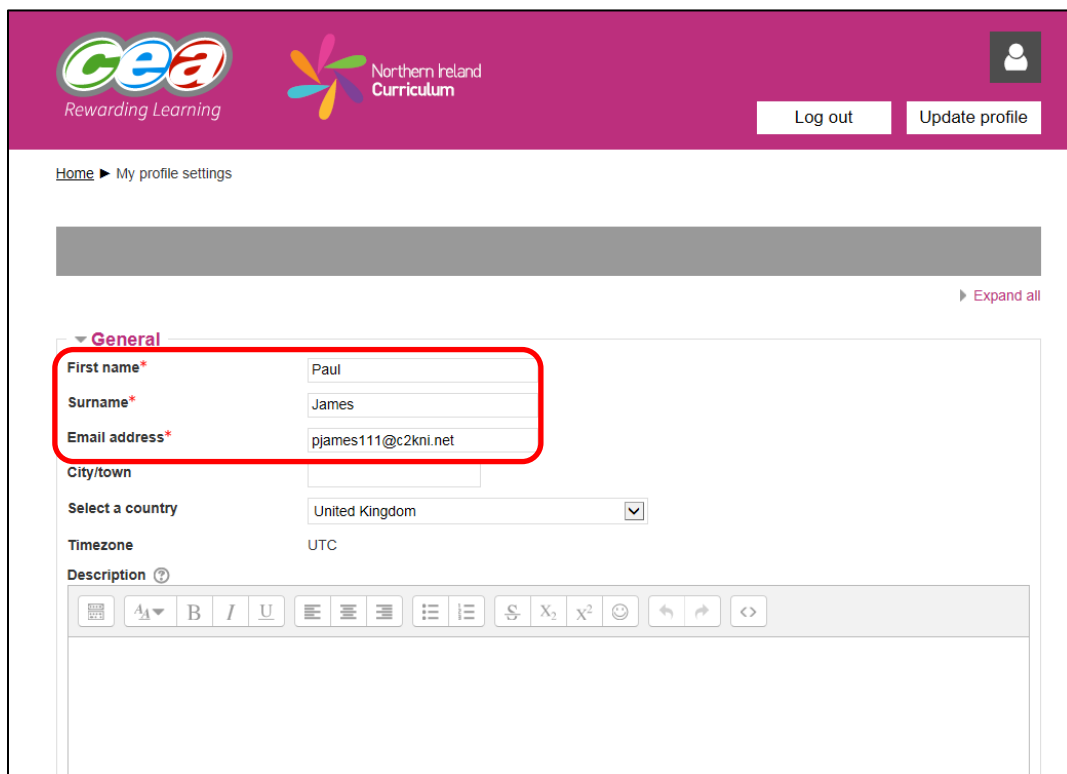
password

Step 2: Entering Your Profile Details

Note: If you have used CCEA training courses before, the screens below will not appear; you will be directed to the course list page instead. Please go to **Step 3: Logging In Again** for details.

After you log in for the first time, you'll see the screen below. **You must fill in the fields marked with an asterisk (*).** Other details, such as city/town, a picture and your interests, are optional.

You only have to enter this information once. The system will remember your details.

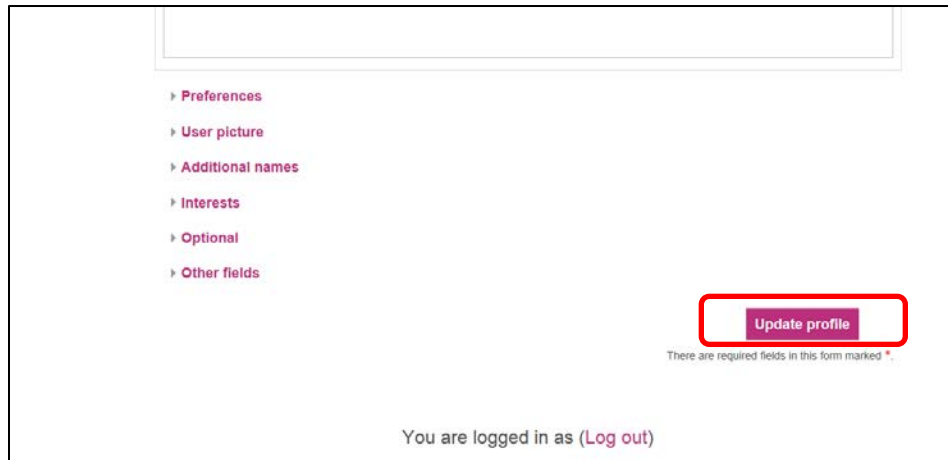


The screenshot shows the 'My profile settings' page. At the top, there are logos for CCEA (Rewarding Learning) and Northern Ireland Curriculum. Navigation buttons for 'Log out' and 'Update profile' are present. The breadcrumb trail is 'Home > My profile settings'. A grey bar with an 'Expand all' link is visible. The 'General' section is expanded, and the following fields are shown:

First name*	Paul
Surname*	James
Email address*	pjames111@c2kni.net
City/town	
Select a country	United Kingdom
Timezone	UTC

Below these fields is a 'Description' section with a rich text editor toolbar containing icons for text formatting (bold, italic, underline, list, link, unlink, subscript, superscript, smiley) and navigation (undo, redo, source code).

When you have finished, click on **Update profile** at the bottom of the screen.
(You will need to scroll down the page to see this.)



The screenshot shows a user profile update form. On the left side, there is a list of sections: Preferences, User picture, Additional names, Interests, Optional, and Other fields. At the bottom right, there is a purple button labeled 'Update profile' which is highlighted with a red rectangular box. Below the button, there is a small text message: 'There are required fields in this form marked *'. At the bottom center of the page, it says 'You are logged in as (Log out)'.

If you get a message to say that your email is already registered, you will need to enter another email address. Please use either your C2k format address or your school format address, which should look like

pjames111@c2kni.net or pjames111@strosas.belfast.ni.sch.uk

If you are still experiencing difficulties, please contact the CBA Helpdesk on (028) 9026 1274.

You will now see the screen below. Click on the **pink CBA Online Training** link.

The screenshot shows a user profile page for Paul James. At the top, there are logos for 'gea Rewarding Learning' and 'Northern Ireland Curriculum'. The user's name 'Paul James' is displayed in the top right, along with 'Log out' and 'Update profile' buttons. Below the navigation bar, there are links for 'Home', 'My profile', and 'View profile', and a 'Customise this page' button. The main content area features a profile card for Paul James with a placeholder for a profile picture. The card lists the following details:

Country	United Kingdom
c2kdenino	2459876
c2kaffiliation	member@c2kni.net
c2kentitlement	Teacher
Course profiles	CBA Online Training
First access to...	Wednesday, 31 August 2016, 11:52 AM (4 mins 5 secs)
Last access to...	Wednesday, 31 August 2016, 11:56 AM (now)

At the bottom of the page, it states 'You are logged in as Paul James (Log out)'.

You are now in the CBA online training course.

The screenshot shows the home page of the CBA Computer-Based Assessment online training course. The header includes the 'CBA Computer-Based Assessment' logo and the user's name 'Paul James' with 'Update profile' and 'Log out' links. A navigation bar contains links for 'Home', 'Administration', 'NILA', 'NINA', and 'Support'. The main content area features a 'Quick Menu' on the left with links to 'Home', 'Administration', 'NILA', 'NINA', and 'Support'. The central text reads:

Welcome

Welcome to the CBA Online Course

About this Course

This online course is only available for teachers participating in this year's CBA programme of the NI Literacy Assessment (NILA) and NI Numeracy Assessment (NINA). Whether you are a teacher completing the training for the first time, or you wish to refresh yourself on the CBAs, this course has been constructed to provide you with the knowledge, practical experience and support materials to enable you to administer assessments to pupils in autumn 2016.

This course is made up of six modules, three on NILA and three on NINA. The course also contains a guidance section for teachers administering assessments to pupils with Special Educational Needs. **We recommend you complete this course in the order the sections are laid out.**

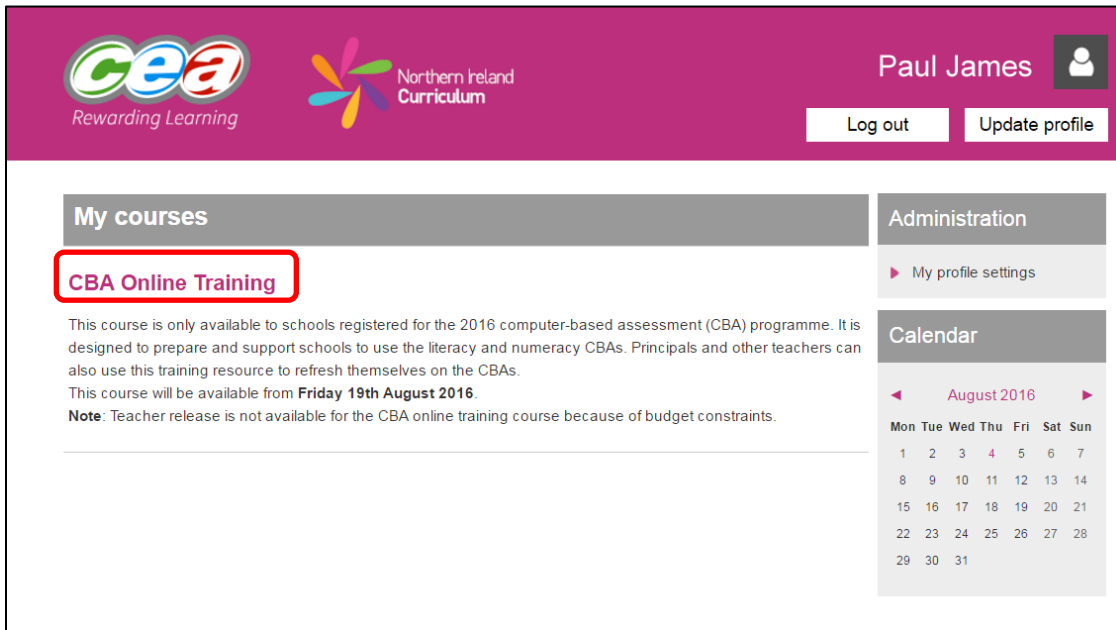
As you work through this course, you'll find approximate timings for each section to help you plan your time. You can revisit this course at any time, using your C2k username and password.

You are ready to begin using the online course.

Step 3: Logging In Again


For subsequent logins, you will only need to follow Step 1. You will then see a list of courses that are available to you, as shown below.

Click on the **CBA Online Training** link.



cea Rewarding Learning

Northern Ireland Curriculum

Paul James 

Log out Update profile

My courses

CBA Online Training

This course is only available to schools registered for the 2016 computer-based assessment (CBA) programme. It is designed to prepare and support schools to use the literacy and numeracy CBAs. Principals and other teachers can also use this training resource to refresh themselves on the CBAs.

This course will be available from **Friday 19th August 2016**.

Note: Teacher release is not available for the CBA online training course because of budget constraints.

Administration

▶ My profile settings

Calendar

◀ August 2016 ▶

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

When you are in the course, you can return to your list of available courses at any time. Click on the **Home** link at the top of the screen, as shown below.

The screenshot displays the CBA Online Training interface. At the top, the logo 'CBA Computer-Based Assessment' is on the left, and the user's name 'Paul James' with 'Update profile' and 'Log out' options is on the right. Below this is a navigation bar with five colored buttons: 'Home' (yellow), 'Administration' (orange), 'NILA' (pink), 'NINA' (purple), and 'Support' (green). A breadcrumb trail below the navigation bar shows 'Home > CBA Online Training > Home', with the first 'Home' link highlighted by a red box. On the left side, there is a 'Quick Menu' dropdown with a downward arrow icon, containing links for 'Home', 'Administration', 'NILA', 'NINA', and 'Support'. The main content area features a large 'Welcome' heading, followed by 'Welcome to the CBA Online Course' and 'About this Course'. The 'About this Course' section contains three paragraphs of text explaining the course's availability, structure, and purpose.

CBA Computer-Based Assessment Paul James
Update profile Log out

Home Administration NILA NINA Support

Home > CBA Online Training > Home

Quick Menu

- Home
- Administration
- NILA
- NINA
- Support

Welcome

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