Certiport Data Collection Procedures

MTA, IC3, Autodesk Revit User Certification

Information Technology (11.0901) and Drafting and Design Technology/ Architectural (15.1301) Programs that will be administering a Certiport certification to their students must provide a Certiport Authorized Testing Center Name and Identification number.

1. In an Excel Spreadsheet, list the following fields:

    a. Student's UIC

    b. Last Name

    c. First name

    d. Building Name

    e. Building Number

    f. Test Name – MTA, IC3 or AutoDesk Revit

    g. Result – Pass or Fail

PLEASE DO NOT SEND SPREADSHEET VIA EMAIL DUE TO STUDENT CONFIDENTIALITY

2. Save Spreadsheet and Upload into secure Moodle website. **Registration is required for the Moodle site. Please follow the directions below in steps 3 through 7 along with referring to the Moodle Registration document on the [CTE Skills Assessment Website](#) under the Data Coordination and Collection Section.** http://www.michigan.gov/mde/0,4615,7-140-2629_53968_53970---,00.html.

3. The Moodle room that is required for registration is the **Certiport** room

To complete Step #3 of the Moodle Registration Procedures, click on the following links within Moodle:

    o Michigan Project Rooms

    o OCTE Connect Project Rooms

    o District Communication Project Rooms

    o Certiport

4. Complete Steps 4, 5, and 6 as stated in the Moodle Registration Procedures.

5. To complete Step 7, please enter the Enrollment Key: **Certiport18**

6. Complete Steps 8 and 9 as stated in the Moodle Registration Procedures.

7. Upload the files – see instructions on the CTE Skills Assessment Website on How to Upload a File in Moodle.

If you have issues entering the **Certiport** room, please contact Valerie Felder at felderv@michigan.gov or at 517-335-1066.