

Training Management System (TMS)

The Pearson Training Management System (TMS) is used to complete and document completion of ISASP trainings. The types of trainings available in TMS are listed below:

SPRING 2020 MODULES		
Module Name	Date Available	Audience
Test Coordinator Overview	January 31, 2020	Coordinator
Technology Readiness	January 31, 2020	Tech Staff
Test Administration (with Test Security)	End of February	Coordinator, Proctor
Reports Overview	Early April	Coordinator, Teacher

Test Coordinator Overview Training

In preparation for online and paper testing, the purpose of this training module is to support District and/or School Coordinators. The training includes an overview of the ISASP Portal, Pearson’s assessment platforms (PearsonAccess^{next} and TestNav8), tasks coordinators can complete, and next steps.

Technology Readiness Training

The purpose of this training module is for technology staff to understand how to determine a school’s readiness to test their students online. Topics include: technology resources, components of online testing, TestNav8, ProctorCache, PearsonAccess^{next}, infrastructure setup, infrastructure trial, next steps, and support.

Test Administration Training

The purpose of the required test administration training module is to provide District and School Coordinators with a refresher on the functionalities within PearsonAccess^{next}. This training provides more information regarding how to set up testing and the critical tasks needed to prepare for the ISASP administration. The required Test Security training module is located in the Test Administration Training.

Reports Overview Training

The purpose of this training module is to provide an overview of the types of reports available, how to access reports in PearsonAccess^{next}, and the printing and ordering of reports.

Accessing TMS

A link to the TMS website is located on the [ISASP Portal](#).

When first logging into TMS, you will be prompted to enter an email to get started. Enter your email used for logging into PearsonAccess^{next} and select *Continue*. Next, you will be prompted to register for TMS. Fill out all required information located on the *Register* page and select *Register*. Schools/districts are loaded to TMS based off the information listed in PearsonAccess^{next}. If you are a user at the district level, select your district then check the box for District-level Staff.

Updating User Accounts

To verify and update your information, log in to TMS, select the *User* icon next to your name on the upper right, then select *Edit Account Info* from the dropdown menu. You can change your email or name or update the district or school indicated, as needed.

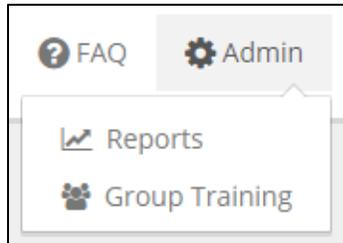
Available Modules

The modules are listed on the *Available Modules* landing page based off user role. To view your required training(s), select your user role at the top of the page. Select the *Launch* button at the bottom of the module to being viewing.

Users – Verifying Completed Training

To complete a training, you must view all slides. Once you log in to the TMS, you can access a record of your completed trainings by selecting the *User* icon next to your name on the upper right, and then selecting *View Completed Trainings* from the dropdown menu. All users can view/print a record of completion for their individual completed trainings to provide proof of completion.

Admin option for Coordinators



The Admin option provides two options; Reports and Group Trainings. Users with a Coordinator role in PearsonAccess^{next} will have access to an Admin option on the upper right corner in TMS. Admin user updates are completed by Pearson twice a month during the first few months of the testing window and monthly at the end of the testing window. New or newly updated Coordinators must wait for the next admin update for the admin option to be updated

on their TMS account.

Reports

The Report option provides a list of completed trainings for staff listed in your district in TMS. Once you log in to TMS, you can access a report of completed trainings by selecting *Admin* and *Reports*. Enter your PearsonAccess^{next} username and password.

There are two reports available; Overview (summary of completed trainings) and Staff Records (completed trainings by staff person). Select the applicable *View* button to view the report online. Select *download Excel report* to generate a combined report for your district. The combined report will contain an Overview tab and Staff Records tab. Each module is listed separately with a start and finish for each module.

Group Training

The Group Training option provides the ability for users to track completion of trainings within TMS rather than keeping separate documentation at the district. A user must have an account at a school in the district in TMS in order for the staff member to show in the *Group Training* section. To enter the names of staff who completed a training in a group setting, select *Admin* in the upper right and then select *Group Training* from the dropdown menu. You will be prompted to enter your PearsonAccess^{next} username and password.

- **STEP 1 – Select Trainings** screen will display by default. Select the training(s) that were completed in the group setting. You can sort the columns or search for a specific training, as needed. Some trainings appear for multiple roles/pages. Ensure you are selecting the training on the applicable role/page so the completion is recorded correctly.
- **STEP 2 – Select Users** at the top of the page. Then select the users that attended the group training. Staff must have a TMS user account to document completion of a group training.

- **STEP 3 – Review Selections** to review your selections and select *Submit*. A final confirmation screen will then display. Review your selections carefully. Once you select *Submit*, you cannot undo the submission. The TMS cannot remove incorrect training records.