

Training Management System (TMS)

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

Accessing TMS

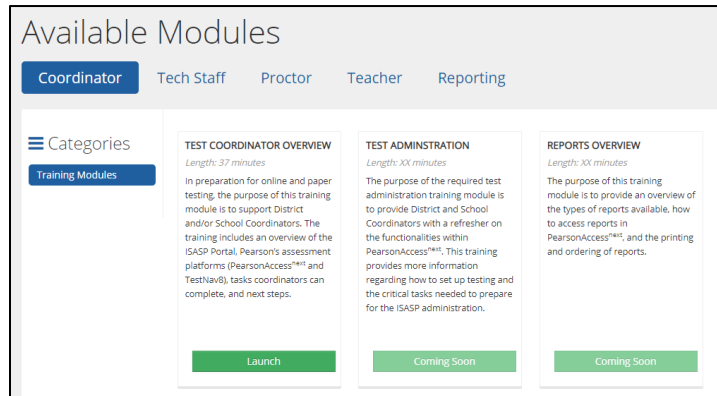
A link to the TMS website is located on the [ISASP Portal](#).

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 and 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 school or district indicated, as needed.

Available Modules

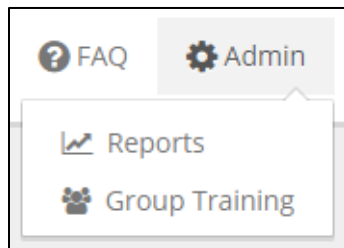


The modules are listed on the *Available Modules* landing page based off user role. To view your required training(s), select your user role at the top of the page. Click the *Launch* button at the bottom of the module to begin viewing.

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 and print a record of completion for their individual completed trainings to provide proof of completion.

Admin Option for Test Coordinators



The Admin option provides two options; Reports and Group Training. 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 Test Coordinators must wait for the next admin update for the Admin option to be updated on their TMS account.

Reports

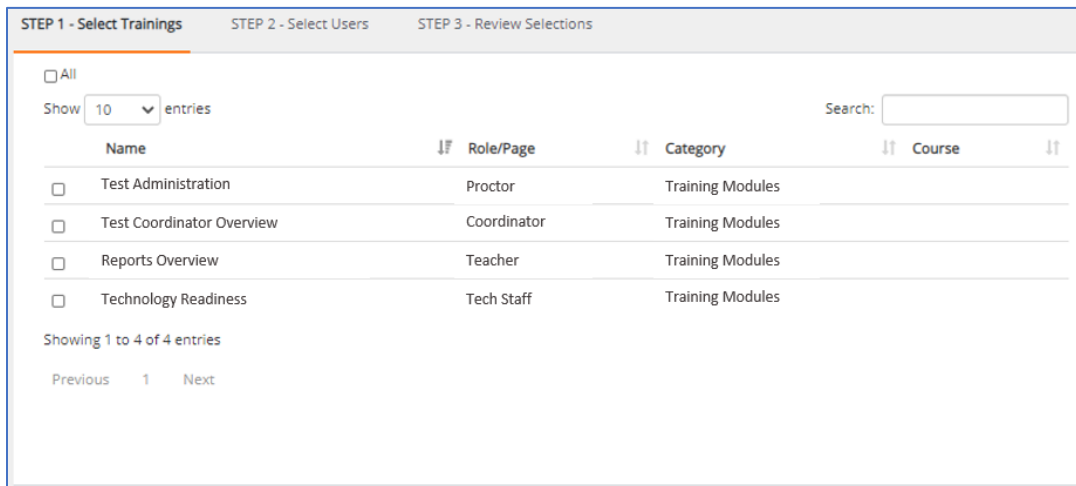
The Reports option provides a list of completed trainings for staff listed in your district in TMS. Once you log in to TMS, you can access a report of completed trainings by selecting *Admin*, then selecting *Reports*. Enter your PearsonAccess^{next} username and password.

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. This combined report will contain an Overview tab and Staff Records tab. Each module is listed separately with a Started and Finished timestamp for each module.

Group Training

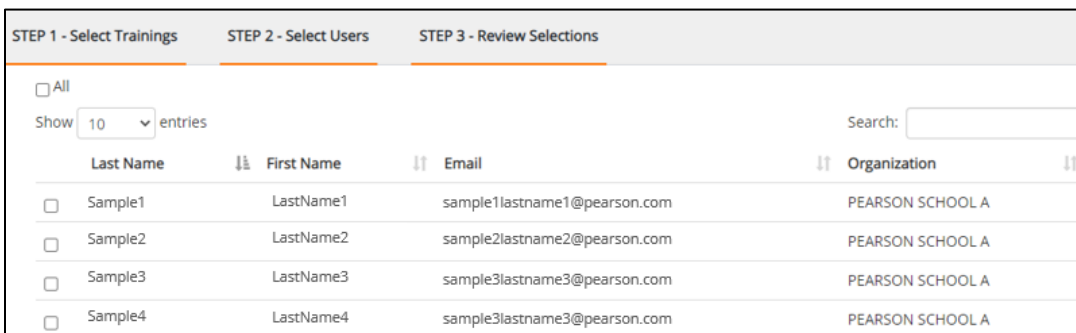
The Group Training option provides the ability for users to track completion of trainings within TMS rather than keeping separate documentation at the district. A TMS user account must be created for each staff member. To enter the names of staff who completed a training in a group setting, select *Admin* 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 for the applicable role/page, so the completion is recorded correctly.



Name	Role/Page	Category	Course
<input type="checkbox"/> Test Administration	Proctor	Training Modules	
<input type="checkbox"/> Test Coordinator Overview	Coordinator	Training Modules	
<input type="checkbox"/> Reports Overview	Teacher	Training Modules	
<input type="checkbox"/> Technology Readiness	Tech Staff	Training Modules	

- 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.



Last Name	First Name	Email	Organization
<input type="checkbox"/> Sample1	LastName1	sample1lastname1@pearson.com	PEARSON SCHOOL A
<input type="checkbox"/> Sample2	LastName2	sample2lastname2@pearson.com	PEARSON SCHOOL A
<input type="checkbox"/> Sample3	LastName3	sample3lastname3@pearson.com	PEARSON SCHOOL A
<input type="checkbox"/> Sample4	LastName4	sample3lastname3@pearson.com	PEARSON SCHOOL A

- **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. TMS cannot remove incorrect training records.

STEP 1 - Select Trainings		STEP 2 - Select Users		STEP 3 - Review Selections	
Review Selections					
Trainings					
Test Administration		Coordinator		Training Modules	
Users					
Sample1	LastName1	sample1lastname1@pearson.com		PEARSON SCHOOL A	
Sample2	LastName2	sample2lastname2@pearson.com		PEARSON SCHOOL A	
<input type="button" value="Submit"/>					