

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:

2022 MODULES		
Module Name	Date Available	Audience
Technology Readiness	Available Now	Tech Staff
Test Coordinator Overview	Available Now	Coordinator
Test Administration (with Test Security)	January 2022	Coordinator, Proctor
Reports Overview	March 2022	Coordinator, Teacher

Technology Readiness Training

This training for technology staff provides detailed information on the infrastructure setup for online testing, including steps to configure local networks, TestNav 8 on testing devices, and troubleshooting. Process steps to perform a local infrastructure trial, which simulates test day network usage and confirms testing devices are compatible and configured properly, are included in this training module.

Test Coordinator Overview Training

This training for District and School Coordinators provides an overview of the ISASP Portal, Pearson's assessment platforms (PearsonAccess^{next} and TestNav 8), immediate tasks coordinators must complete, and upcoming tasks.

Test Administration Training

This training for all coordinators and testing staff provides an overview of the ISASP administration, accessibility and accommodations, and tasks to complete before, during, and after testing. The required Test Security training is included in this training module.

Reports Overview Training

This training for District and School Coordinators provides an overview of the types of reports available for ISASP results and how to access these reports in PearsonAccess^{next}.

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.

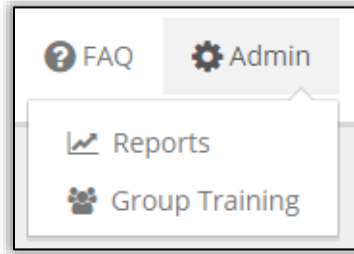
Available Modules

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 on the appropriate administration year on the left. 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 and click *Complete* at the end of the training. 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 once a month leading up to the testing window then twice a month during 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

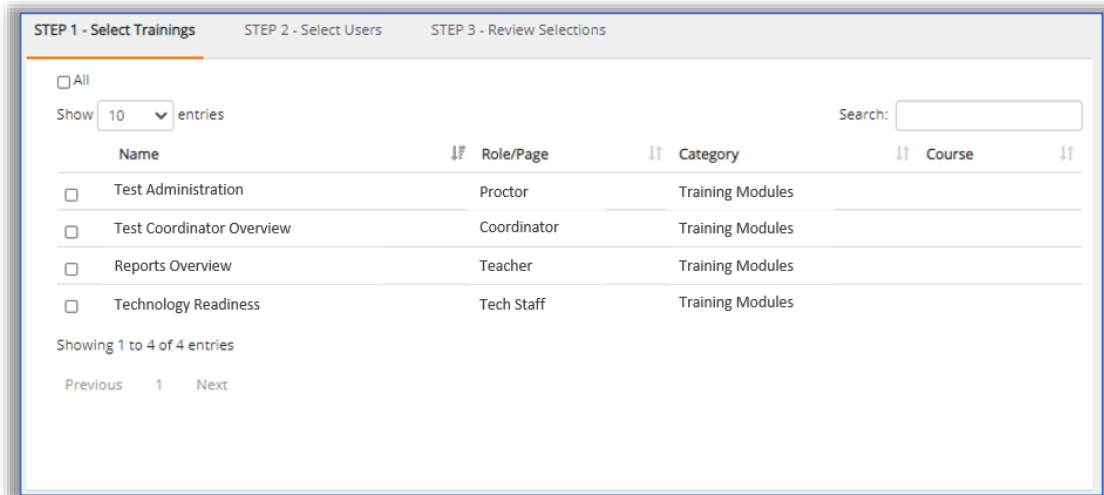
The Reports option provides a list of completed trainings for staff listed in your district in TMS. Once you log in to TMS, you can access a report of completed trainings by selecting *Admin*, then selecting *Reports*. Enter your PearsonAccess^{next} username and password.

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.

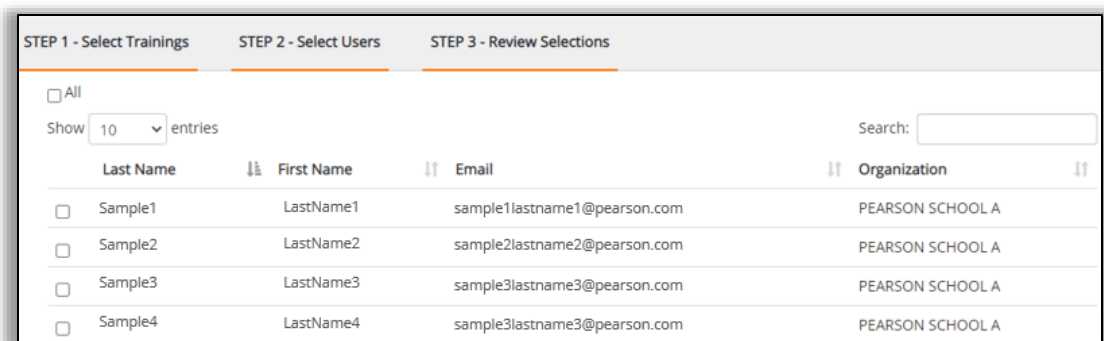
Group Training

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 or have been, 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.



- 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. TMS cannot remove incorrect training records.

