

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT—NOV. 30, 2022

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • DAC Test Administration Training: Registration • Preparing for ACCESS/Alternate ACCESS • Upcoming Opportunities • Odds and Ends 	<p>Nov. 28–Dec. 16: <i>Indicate the number of online testers for grades 1–12 and order test materials during Materials Ordering in the WIDA Assessment Management System (WIDA AMS)</i></p>

DAC Test Administration Training: Registration

In December, MDE will provide the Test Administration Training for all DACs. This training will focus on new and clarified information from the [Procedures Manual](#) for the 2022–23 school year.

MDE is offering this training in three formats: an in-person training event at a metro location, a live virtual training, and a pre-recorded training that will be posted in the [Training Management System \(TMS\)](#), on the District Assessment Coordinator tab under MDE Recorded Webinars, on Dec. 16. MDE recommends that DACs attend either the in-person or virtual sessions, if possible, as they will include opportunities to collaborate with other DACs from across the state.

The Test Administration Training is required for all DACs in order to prepare for spring testing; all DACs must complete this training. Participation will be automatically indicated in the TMS following the in-person and virtual training events. For those who view the recording, their participation will appear in the TMS upon completion. Please note that participants must complete 80% of the training to get credit.

Registration links are in the following table. Please note: MDE aims to deliver our presentations in a way that will be accessible for our participants. If you anticipate needing accommodations, contact mde.testing@state.mn.us. MDE requests a two-week advance notice to provide accommodations and 48-hour notice to cancel them. If the request comes within two weeks of the event, MDE will still make an effort to provide the accommodation.

FORMAT	DATE AND TIME	REGISTRATION LINK
In Person	Tuesday, Dec. 13 1–4 p.m. Delta Hotels by Marriot Minneapolis Northeast Minneapolis Ballroom 1330 Industrial Boulevard Northeast Minneapolis, MN 55413	Register for In-Person Training
Virtual	Wednesday, Dec. 14 1–4 p.m.	Register for Virtual Training

December Q&A Session: Test Preparation

Our December Q&A Session will be on Thursday, Dec. 15, from 2–3 p.m. and will focus on test administration and answering questions based on the Test Administration Training. [Register for the December Q&A Session.](#) Details for joining are provided once participants register.

The prerequisite for the December Q&A session is participation in either the in-person or virtual Test Administration Training on either Dec. 13 or Dec. 14. Questions for this Q&A will be collected at the end of the in-person and virtual sessions. DACs who are unable to attend either of these sessions (and who will watch the recording) are still welcome to attend. Q&A Sessions will not be recorded nor will CEUs be provided as these are an additional support rather than a training event.

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Preparing for ACCESS/Alternate ACCESS

Secure Material Tracking Report FAQ Resources

WIDA and DRC have created a resource to support educators' use of the Secure Material Tracking Report (SMTR). This new report includes the status of all ACCESS test materials sent to a district. It is updated daily, beginning when the state's initial materials order is shipped and ending after the last late returns have been processed by DRC. As materials are returned, the SMTR will update with any student information associated with a student test or response booklet. Learn more about the SMTR in the *Secure Material Tracking Report (SMTR) FAQs* resource posted on the [WIDA AMS](#) website. (No log in required. In the second paragraph under the first heading, select "WIDA AMS Library" > on the Training Materials page, click the Show Documents button to display all documents > from the list of documents, locate and download the resource).

Facilitator Toolkit Updates for 2022–23

WIDA has updated the content included in the facilitator toolkits for ACCESS for ELLs. These PowerPoint slides include the most commonly requested assessment training slides and can be easily integrated into existing presentations to support local training by District Assessment Coordinators and other staff. These updated resources are available to download on the Resources page of the [WIDA Secure Portal](#), when filtering the resource type by Training/Facilitator Toolkit:

- ACCESS Online Facilitator Toolkit Slides
- ACCESS Paper Facilitator Toolkit Slides
- ACCESS Test Coordinator Facilitator Toolkit Slides
- Alternate ACCESS Facilitator Toolkit Slides
- Kindergarten ACCESS Facilitator Toolkit Slides

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Upcoming Opportunities

ACCESS/Alternate ACCESS Training

WIDA and DRC will be hosting the following webinars in December:

- Alternate ACCESS for ELLs Field Test: Thursday, Dec. 1 at 1–2:30 p.m.
- During Testing: Managing Test Sessions for ACCESS Online: Tuesday, Dec. 6 at 1–2 p.m.
- During Testing: Managing Test Materials for ACCESS Paper, Kindergarten ACCESS, and Alternate ACCESS: Thursday, Dec. 8 at 1–2 p.m.
- During Testing: Managing Students in WIDA AMS for ACCESS Paper, Kindergarten ACCESS, and Alternate ACCESS: Tuesday, Dec. 13 at 1–2 p.m.

More information, including the webinar link, can be found in the [WIDA Secure Portal](#) on the Webinars page.

New DAC Pearson Basics Training (1–2 years)

Pearson will provide an overview of its systems for new District Assessment Coordinators (DACs) in their first or second year. The training will focus on user management and preliminary reports in PearsonAccess Next, as well as the Training Management System (TMS). A recording of the training will be posted to the [Training Management System \(TMS\)](#) on Friday, Dec. 16 (on the District Assessment Coordinator tab under Pearson Recorded Webinars).

To prepare for the training, the *User Management in PearsonAccess Next* and *Training Management System* short video trainings are posted to the [Training Management System \(TMS\)](#) for review (on the District Assessment Coordinator tab under Pearson Video Trainings).

The table below contains the webinar training topic, high-level agenda, format, and dates and times. No registration is required. Select the hyperlink and enter the passcode to join the meeting.

TRAINING AND TOPIC	TRAINING FORMAT	DATE AND TIME	MEETING LINK
<p>New DAC Pearson Basics Training (1–2 years)</p> <p>Overview of Pearson’s systems, including user management and preliminary reports in PearsonAccess Next, and the Training Management System (TMS).</p>	<p>Live Webinar</p>	<p>Thursday, Dec. 8 2–3:30 p.m.</p>	<p>Select this link to join the webinar on Dec. 8.</p> <p>Passcode: 216738</p>

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Odds and Ends

Virginie Sanchez, who answers the majority of the phone calls and emails districts have about testing, will be out of the office until Dec. 13. During this time, other assessment staff will be answering questions from districts sent to mde.testing@state.mn.us, and you may see a delayed response time.

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ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT

Minnesota Department of Education

education.mn.gov > Districts, Schools and Educators > Teaching and Learning > Statewide Testing

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