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# Training Management System (TMS) Changes

In response to last spring's District Assessment Coordinator survey and feedback sessions, MDE and Pearson have made the following changes to the Training Management System (TMS):

- The Account screen has been updated to require users to select their district and school when creating or editing their account. Please share the following steps with current users to ensure the completed trainings appear on the reports:
  - Sign in to the TMS and select the User icon next to your name in the top right.
  - Select Edit Account Info.
  - Confirm your district and school are correct. District-level users can select the District-level Staff checkbox, which does not require a school selection.
  - Select Update.

- The tabs in the TMS have been updated to reflect staff roles in the district: District Assessment Coordinator, Test Monitor, MTAS Test Administrator, Technology Staff, and Other Staff. In addition, the following topics have been added: Assessment Literacy and Data and Reporting.
- In addition to MTAS Test Administrators, trainings will be organized in required courses for MCA Test Monitors (for both paper and online administrations) and ACCESS Test Administrators. "Courses" are made up of multiple training modules, and all modules in the course are required in order to complete the course. Additional information on required courses will be provided in the Fall DAC Webinar (see *Upcoming Training Opportunities* below).

# Test Security Training Changes

MDE has developed a *Test Security Training* that all staff involved in any aspect of testing are required to view annually. This is in response to district requests for MDE to create a stand-alone training that addresses test security policies and procedures. The training also overviews the responsibilities covered in the *Assurance of Test Security and Non-Disclosure*, which is now embedded in the *Test Security Training*, and staff will complete it when they finish the training. This training is available in the [Training Management System (TMS)](#) (PearsonAccess Next > Resources & Training > Training).

This training replaces the train-the-trainer version for test security that was provided to District Assessment Coordinators in past years. It is embedded in the required training courses for MCA Test Monitors, MTAS Test Administrators, and ACCESS Test Administrators, and it available as a stand-alone training for other staff as needed.

Districts may have staff complete the *Test Security Training* individually in the Training Management System, present the training to a group, or have staff review a paper checklist option that includes the content from the module. In the next few weeks, MDE will provide the paper checklist that districts may use for this purpose. Any of these methods may be used in the district as long as all staff are trained and documentation for each individual staff member is maintained. Note that if the paper checklist is used, staff will need to complete the *Assurance of Test Security and Non-Disclosure* on paper.

While test security is addressed in this new required training, DACs will still need to develop a training on district-specific policies and procedures for testing. Additional details on this requirement will be provided in the *Procedures Manual*.

# Preparing for Testing Resources for Students and Educators

## Purposes of Student Resources Document

In the survey and feedback sessions, District Assessment Coordinators provided feedback about the misconceptions around the use of resources to prepare students for testing. In order to clarify the purposes of the student tutorial and item samplers, MDE developed the *[Purposes of Student Resources](#)* (PearsonAccess Next > Preparing for Testing > Student Tutorial), which is available on both the Item Samplers and Student Tutorial pages. Districts may print and distribute this document as a resource to share with administrators and educators or discuss during district training. It provides the following information:

- A description of how each resource is designed to be used
- Information on available Teacher Guides
- Frequently Asked Questions

Starting in 2017–18, districts will determine which student resources will be used and how they will be used to prepare students for testing. For example, grade 3 students or students who are new to Minnesota may have different needs than students in grade 10 who have taken the MCA in previous years.

## Student Tutorial

The student tutorial is a student resource used to familiarize students and educators with the general functionality of the online test, tools, and item types. Based on district feedback, the student tutorial has been broken down into three shorter components:

- **Navigation** (e.g., how to bookmark items for review and how to move forward and back)
- **Tools** (e.g., how to use text-to-speech, the highlighter, and other tools)
- **Item Types** (e.g., how to answer the different types of technology enhanced items)

In addition, newly created Teacher Guides will be available for each tutorial to provide educators further details on the navigation, tools, and item types students will see. The intent is to address what students need to know and practice in the tutorial, while giving educators more information in the Teacher Guide if a student has a question or they want to go through something in more depth.

The Item Types component of the tutorial and the Items Type Teacher Guide is now available on the Student Tutorial page (PearsonAccess Next > Preparing for Testing > Student Tutorial). In this component, the items are generic and students will not see mathematics, science, or reading content; instead, they will practice the functionality of the item types around a general theme. The Navigation and Tools components and corresponding Teacher Guides will be available in January.

## Item Samplers

Item samplers are used to familiarize students and educators with how the content is assessed by providing examples of items in the content-specific format they will see on the test. The following is a list of changes to either the item samplers or resources on the Item Samplers page (PearsonAccess Next > Preparing for Testing > Item Samplers).

- The online item samplers now require that an item must be answered before moving to the next item.
- Teacher Guides have been moved to the main Item Samplers page for easier access by educators.
- Answer keys for the paper accommodated item samplers can now be found in the Teacher Guides, rather than at the back of the samplers.

# DAC Resources Checklist

An updated *DAC Resources Checklist* (MDE > Districts, Schools and Educators > Teaching and Learning > Statewide Testing) is now available. District Assessment Coordinators use this resource checklist to track resources and trainings they have completed. Some resources are required for all DACs to be considered trained

for the school year. DACs will confirm that they have been trained during Pretest Editing. New DACs should review all resources.

# *Technology Preparation for Site Readiness*

Starting in 2017–18, site readiness verification will no longer be collected in Test WES. Instead, MDE will email reminders for preparing for online testing to District Technology Coordinators (DTCs) and Assessment Coordinators throughout the school year.

Later this week, MDE will send an email to DTCs regarding technology preparation for ACCESS for ELLs 2.0 and MCA. Information will include testing windows, system requirements, customer support, and links to the service provider technology pages.

- For ACCESS, DTCs will need to review the *Technology Readiness Checklist for WIDA Online Assessments* (WIDA > Assessment > ACCESS for ELLs 2.0 > Technology). View full 2017–18 ACCESS for ELLs 2.0 Webinar Schedule (WIDA > Assessment > ACCESS for ELLs 2.0 > Preparation & Training) for training opportunities.
- For MCA, Pearson will provide an *Online Testing Infrastructure Readiness Checklist* and an *Infrastructure Trial User Guide* in December. Pearson will provide trainings for new technology coordinators as well as experienced technology coordinators.

# *Upcoming Training Opportunities*

## Fall DAC Webinar

Tomorrow, MDE will host a webinar for all DACs to review some of the changes for 2017–18 that will be in place prior to spring test administration training, including changes in required trainings for all staff, the posting of resources on PearsonAccess Next, and trainings in the Training Management System (TMS).

- Date: Thursday, Oct. 26
- Join webinar: 9:45–10 a.m.
- Webinar: 10–11 a.m.
- Select this link to register for the Fall DAC Webinar.
- Phone number: 206-596-0378
- Access code: 805 971 876

## New DAC Question and Answer

Monthly New DAC Q&A webinars are designed for DACs who have been in their position for three years or less. The pre-requisites for this webinar are to review the *Understanding Training Requirements*, *Scheduling Testing*,

and *Testing Policies and Procedures* modules in the [Training Management System](#) (PearsonAccess Next > Resources & Training > Training). An optional module is the *Minnesota Assessments Overview*. MDE will use your questions to create the Q&A webinar. [Submit questions via this link](#). ***Note the updated time below.**

- Date: Tuesday, Oct. 31
- Join webinar: 1:30–2 p.m.
- *Webinar: 2–3 p.m. (The time has been corrected from last week's *Assessment Update.*)
- [Select this link to register for the New DAC Q&A Webinar](#).
- Phone number: 206-596-0378
- Access code: 805 971 876

## Teacher Professional Development and Focus Groups

MDE is partnering with Educational Service Cooperatives across the state to provide free professional development for teachers. The morning will include a presentation about MDE data, reports, and resources while the afternoon will comprise of a focus group for the new teacher website. Lunch will be provided for all participants. Registration is required and space is limited. For more information, access the cooperative's website using the links below or send an email to Holly Brunson at [holly.brunson@state.mn.us.](#)

| Training City | Date | Link to Website |
|---|---|---|
| Rochester | Wednesday, Nov. 1 | [Southeast Service Cooperative](#) (ssc.coop) |
| North Mankato | Thursday, Nov. 2 | [South Central Service Cooperative](#) (mnscsc.org) |
| Marshall | Friday, Nov. 3 | [Southwest West Central Cooperative](#) (swsc.org) |
| Minneapolis | Tuesday, Nov. 7 | [Metro Education Service Unit](#) (metroecsu.k12.mn.us) |
| Mountain Iron | Monday, Nov. 27 | [Northeast Service Cooperative](#) (nesc.k12.mn.us) |
| Thief River Falls | Tuesday, Nov. 28 | [Northwest Service Cooperative](#) (nw-service.k12.mn.us) |
| Fergus Falls | Wednesday, Nov. 29 | [Lakes Country Service Cooperative](#) (lcsc.org) |
| Staples | Thursday, Nov. 30 | [National Joint Powers Alliance](#) (njpacoop.org) |

## SLEDS Webinar: MCCC Reports and the K–12 Data Mart

On Nov. 7, from 1–2 p.m., MDE will host a webinar introducing the Statewide Longitudinal Education Data System (SLEDS) analytics website's latest reports, including the K-12 Data Mart, using the Minnesota Common Course Catalogue (MCCC) data. There will be time for questions and an opportunity to meet your regional SLEDS Network contact. [Select this link to register for the SLEDS Webinar](#).

## Longitudinal Reporting in PearsonAccess Next

Pearson will provide a longitudinal reporting webinar on Thursday, Nov. 9, from 10–10:45 a.m. It will provide details on Longitudinal Reports, Longitudinal Export, Historical Student Date, and the Longitudinal Dashboard. [Select this link to join the webinar on Nov. 9](#). The training is limited to the first 150 participants. No registration is required.

- Call-in phone number: 877-554-0877
- Conference Code: 571 468 0293
- Password: Pearson

## *Odds and Ends*

- **New DAC Orientation Recording**: This recorded training covers the MDE portion of the New DAC Orientation; refer to the Pearson Recorded Webinars for the Pearson portion. The MDE recording, the PowerPoint from the in-person orientations and handout for the webinar will be available in the TMS (PearsonAccess Next > Resources & Training > Training) on Friday, Oct. 27. The Pearson portion is already available in the TMS.

## *Tech Update*

### New WIDA/DRC Information (Repeat)

The updated INSIGHT secure browser 8.0 and Testing Site Manager (TSM) 9.2 were released Sept. 6. If test sites had Auto Update turned on and have started their secure browsers since that date, the updates were already applied. If sites have Auto Update disabled and/or have not completed the updates since Sept. 6, the system must now be updated.

Take the following steps to verify that updates are complete if your district will administer the WIDA Screener this month or later in the school year.

- Launch INSIGHT prior to testing students.
- If you see a TSM Version or TSM Connection error when launching an INSIGHT browser, manually update the application, following instructions that start on page 20 of the *Technology User Guide* (WIDA > Assessment > ACCESS for ELLs 2.0 > Technology).
- To avoid this issue in the future, make sure the TSM is set to Auto Update.

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