

Training Management System (TMS) Tips and Tricks for School Staff

1 Make sure your assessment coordinator can see the trainings you have completed!

Register

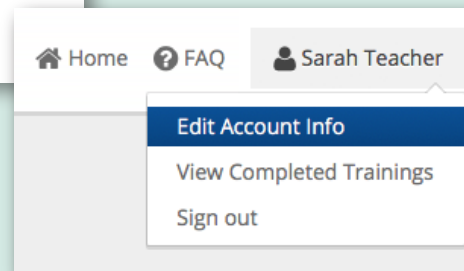
Email *	Organization
<input type="text" value="sarah.teacher@district.mn.us"/>	<input type="text" value="Enter your district name. * ⓘ"/> MDE ASSESSMENT CONTROL DISTRICT
Confirm Email *	<input type="text" value="Enter your school name. * ⓘ"/> MDE ASSESSMENT MIDDLE SCHOOL
<input type="text" value="sarah.teacher@district.mn.us"/>	<input type="checkbox"/> District-level Staff-Select this box ONLY if you do not work at a specific school. ⓘ
First Name *	<input type="checkbox"/> I do not work for a district or school
<input type="text" value="Sarah"/>	
Last Name *	
<input type="text" value="Teacher"/>	
<input type="button" value="Register"/>	

When you register, complete every field with an asterisk.

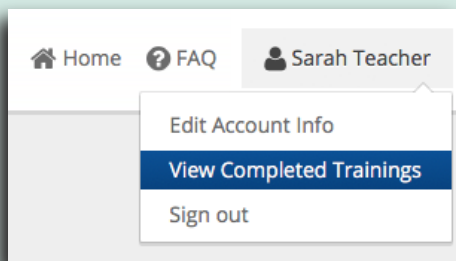
Do not select the checkboxes. They are only for district staff.

If you do not enter your district and/or school name correctly, your completed trainings and courses will not show up in your school or district's report.

To correct or update your information after registering, select **Edit Account Info** under your name.



2 Keep track of your completed trainings!



To see a list of your **completed trainings** and **courses**, select **View Completed Trainings** under your name.

To see your **progress within a course**, use the **yellow bar at the top** to see how many trainings you have completed. The course will appear in your list of completed trainings once all trainings are complete.

Available Modules

District Assessment Coordinator | **Test Monitor** | MTAS Test Administrator

Technology Staff | Other Trainings | Assessment Literacy | Data and Reporting

2 of 3 modules completed

Categories	TEST SECURITY TRAINING (ASSURANCE OF TEST SECURITY INCLUDED)	ACTIVE MONITORING FOR STATEWIDE TESTS	ADMINISTERING THE MCA	
Courses	<div>ACCESS for ELLs Test Administrator – Grades 1–12</div> <div>ACCESS for ELLs Test Administrator – Kindergarten/Alternate ACCESS</div> <div><input type="button" value="MCA Test Monitor"/></div>	<div>✓ Completed 01/10/20XX</div> <div>This training details test security policies and procedures and contains the Assurance of Test Security and Non-Disclosure. All staff involved in testing must complete this training annually.</div> <div>Transcript</div> <div><input type="button" value="Launch"/></div>	<div>✓ Completed 01/10/20XX</div> <div>This training provides information on how to actively monitor test sessions. All Test Monitors and Test Administrators are required to complete this training annually.</div> <div>Transcript</div> <div><input type="button" value="Launch"/></div>	<div>This module provides information on administering the MCA. All Test Monitors administering an online and/or paper MCA are required to complete this module annually.</div> <div>Transcript</div> <div><input type="button" value="Launch"/></div>



Contact your District or School Assessment Coordinator if you have questions about the Training Management System.