



# Upcoming Pearson District Assessment Coordinator Trainings

Pearson will provide a variety of trainings for District Assessment Coordinators (DACs) and other interested district staff in preparation for the MCA & MTAS 2022-23 test administrations.

## Video Trainings

Pearson will post video trainings to the [Training Management System](#) (TMS) throughout the year (under District Assessment Coordinator > Pearson Video Trainings OR Data and Reporting > Pearson Data and Reporting Trainings). These can be reviewed by new DACs as they provide additional details on the systems to supplement in-person trainings, and they can also be reviewed by experienced DACs as a refresher.

Training and Topic	Training Pathway and Posting Date
<p><b>User Management in PearsonAccess Next</b></p> <p>This video training provides an overview of user management in PearsonAccess Next, including creating user accounts manually and through a file import, deleting user accounts, enabling user accounts, and restoring user accounts.</p>	<p>Posted to the Training Management System (District Assessment Coordinator &gt; Pearson Video Trainings) on Friday, Oct. 14, 2022.</p>
<p><b>Training Management System</b></p> <p>This video training provides an overview of the Training Management System for DACs, including registering an account, navigating the site, as well as downloading reports and entering group trainings for Admin level users.</p>	<p>Posted to the Training Management System (District Assessment Coordinator &gt; Pearson Video Trainings) on Friday, Nov. 18, 2022.</p>
<p><b>Reporting Groups</b></p> <p>This video training provides an overview of Reporting Groups in PearsonAccess Next, including steps to create Reporting Groups manually, through a file import, and from a test session.</p>	<p>Posted to the Training Management System (Data and Reporting &gt; Pearson Data and Reporting Trainings) on Friday, Jan. 20, 2023.</p>
<p><b>TestNav and Item Samplers: For New DACs and Educators (1–2 years)</b></p> <p>This recorded webinar provides an overview of TestNav general functionality, including online and accessibility tools, signing into TestNav, checking audio, verifying student name, and the differences between Reading, Mathematics, and Science MCAs. How to access item samplers will also be addressed.</p>	<p>Posted to the Training Management System (District Assessment Coordinator &gt; Pearson Recorded Webinars) on Friday, Feb. 10, 2023.</p>
<p><b>On-Demand Reports</b></p> <p>This video training provides an overview of On-Demand Reports in PearsonAccess Next, including the data available in On-Demand Reports and how to access reports in PearsonAccess Next.</p>	<p>Posted to the Training Management System (Data and Reporting &gt; Pearson Data and Reporting Trainings) on Friday, Feb. 24, 2023.</p>



Training and Topic	Training Pathway and Posting Date
<p><b>Published Reports</b></p> <p>This video training provides an overview of Published Reports in PearsonAccess Next, including the types of Published Reports available and how to access reports in PearsonAccess Next.</p>	<p>Posted to the Training Management System (Data and Reporting &gt; Pearson Data and Reporting Trainings) on Friday, Aug. 18, 2023.</p>
<p><b>Longitudinal Reports and Export</b></p> <p>This video training provides an overview of Longitudinal Reports and Export in PearsonAccess Next, including information on the data available in Longitudinal Reports, and how to view and export longitudinal data in PearsonAccess Next.</p>	<p>Posted to the Training Management System (Data and Reporting &gt; Pearson Data and Reporting Trainings) on Friday, Aug. 18, 2023.</p>
<p><b>Historical Student Data</b></p> <p>This video training provides an overview of Historical Student Data in PearsonAccess Next, including the data available in Historical Student Data, and how to view and download historical data in PearsonAccess Next.</p>	<p>Posted to the Training Management System (Data and Reporting &gt; Pearson Data and Reporting Trainings) on Friday, Aug. 18, 2023.</p>

### Webinar Trainings

The table below contains the webinar training topics, high-level agendas, format, and dates and times. Registration is required. Webinar trainings will be recorded, and session recordings and PowerPoint presentations will be posted to the Training Management System (TMS).

MDE and Pearson strongly encourage all DACs to attend these trainings in preparation for the Spring 2023 test administrations.

Training and Topic	Training Format	Date and Time	Meeting Link
<p><b>New DAC Orientation</b></p> <p>MDE will provide an overview of the various roles and responsibilities of a DAC, the statewide assessments administered in Minnesota, relevant MDE and WIDA systems, available resources, and training opportunities.</p> <p>Pearson will provide information on Pearson systems and available resources. Though designed as an introduction for new DACs in their first or second year, other relatively new DACs are also welcomed to attend.</p> <p>Note: This training will be offered in three formats; 1) all-day in-person training event at a metro location, 2) live virtual training sessions</p>	<p>In Person</p>	<p>Thursday, October 6, 2022 9–3:30 p.m.</p> <p>Delta Hotels by Marriot Minneapolis Northeast Minneapolis Ballroom 1330 Industrial Boulevard Northeast Minneapolis, MN 55413</p>	<p><a href="#">Register for In-Person Training</a></p>



Training and Topic	Training Format	Date and Time	Meeting Link
divided and spread over three days, 3) pre-recorded trainings that will be posted in the Training Management System. DACs should select a format that best suits their needs.	Live Webinar	Session 1: Tuesday, October 11, 2022 9–11 a.m.  Session 2: Wednesday, October 12, 2022 9–11 a.m.  Session 3: Thursday, October 13, 2022 9–11 a.m.	<a href="#">Register for Virtual Trainings</a>  Note: The same link is used for all three sessions for convenience. You only need to register once.
<b>New DAC Pearson Basics Training (1–2 years)</b>  Overview of Pearson’s systems, including user management in PearsonAccess Next and the Training Management System (TMS).	Live Webinar	Thursday, Dec. 8, 2022 2–3:30 p.m.	<a href="#">Select this link to join the webinar on Dec. 8.</a>  Passcode: 216738
<b>Pearson DAC Test Administration Training</b>  Overview of changes to PearsonAccess Next, TestNav, Training Management System, and reporting for the MCA and MTAS 2023 administrations.	Live Webinar	Thursday, Jan. 12, 2023 9–11:30 a.m.	<a href="#">Select this link to join the webinar on Jan. 12.</a>  Passcode: 711848
<b>PearsonAccess Next: New DACs (1–2 years)</b> Comprehensive overview of PearsonAccess Next for the MCA and MTAS 2023 test administration: <ul style="list-style-type: none"> <li>• MCA: Viewing student data, viewing accommodations and linguistic supports, creating and managing test sessions, printing student testing tickets and session rosters, resuming student tests, and indicating test codes</li> <li>• MTAS: Assigning teachers to student tests, entering LCI and student scores/responses, indicating test codes, and score entry status reports</li> <li>• MCA and MTAS: Overview of additional orders and tracking materials</li> </ul>	Live Webinar	Tuesday, Feb. 7, 2023 1–3 p.m.	<a href="#">Select this link to join the webinar on Feb. 7.</a>  Passcode: 932348