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 spring 2024 test administrations.

Video Trainings

Pearson will post video trainings to the Learning Management System (LMS) (PearsonAccess Next > Resources and Training > Training) throughout the year within the DAC Catalog of the LMS. 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	Posting Location and Date
Learning Management System This recorded webinar training provides an overview of the Learning Management System for DACs, including logging into the LMS, site navigation, catalog structure and filters, enrolling in courses, assigning Learners to courses, marking Learners complete, and running reports.	Posted to the Learning Management System (LMS Training Catalog) on Monday, Oct. 2, 2023.
User Management in PearsonAccess Next 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.	Posted to the Learning Management System (District Assessment Coordinator Catalog > PearsonAccess Next Tag) on Friday, Oct. 13, 2023.
Reporting Groups 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.	Posted to the Learning Management System (District Assessment Coordinator Catalog > PearsonAccess Next Tag) on Friday, Jan. 19, 2024.
TestNav and Student Readiness Tools: For New DACs and Educators (1–2 years) This video training provides an overview of TestNav general functionality, including online and accessibility tools, signing in to TestNav, checking audio, verifying student name, and the differences between Reading, Mathematics, and Science MCAs. How to access Student Readiness Tools will also be addressed.	Posted to the Learning Management System (District Assessment Coordinator Catalog > Pearson Trainings and Webinars Tag) on Friday, Feb. 9, 2024.

Training and Topic	Posting Location and Date
On-Demand Reports 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.	Posted to the Learning Management System (District Assessment Coordinator Catalog > PearsonAccess Next Tag) on Friday, Feb. 23, 2024.
Published Reports 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.	Posted to the Learning Management System (District Assessment Coordinator Catalog > PearsonAccess Next Tag) on Friday, Aug. 18, 2024.
Longitudinal Reports and Export 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.	Posted to the Learning Management System (District Assessment Coordinator Catalog > PearsonAccess Next Tag) on Friday, Aug. 16, 2024.
Historical Student Data 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.	Posted to the Learning Management System (District Assessment Coordinator Catalog > PearsonAccess Next Tag) on Friday, Aug. 16, 2024.

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 Learning Management System (LMS).

MDE and Pearson strongly encourage all DACs to attend these trainings in preparation for the Spring 2024 test administrations.

Training and Topic	Training Format	Date and Time	Meeting Link
New DAC Orientation This training is offered in both in person and virtual formats. Select one of these options. Note: If attending the live webinar, please attend all three sessions. 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. 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. 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 divided and spread over three days, 3.) pre-recorded training that will be posted to the Learning Management System. DACs should select a format that best suits their needs.	In Person	Tuesday, October 3, 2023 9 a.m.–3:30 p.m. Delta Hotels by Marriot Minneapolis Northeast Minneapolis Ballroom 1330 Industrial Boulevard Northeast Minneapolis, MN 55413	Register for In-Person Training
	Live Webinar	Session 1: Monday, October 9, 2023 9–11 a.m. Session 2: Tuesday, October 10, 2023 9–11 a.m. Session 3: Wednesday, October 11, 2023 9–11 a.m.	Register for Virtual Trainings Note: The same link is used for all three sessions for convenience. You only need to register once. Please attend all three sessions.

Training and Topic	Training Format	Date and Time	Meeting Link
New DAC Pearson Basics Training (1–2 years) This live webinar includes an overview of Pearson's systems, including user management in PearsonAccess Next and the Learning Management System (LMS).	Live Webinar	Thursday, Dec. 7, 2023 2–3:30 p.m.	[Select this link to join the webinar on Dec. 7.](#)
Pearson DAC Test Administration Training This live webinar includes an overview of changes to PearsonAccess Next, TestNav, Training Management System, and reporting for the MCA and MTAS spring 2024 administrations.	Live Webinar	Thursday, Jan. 11, 2024 9–11:30 a.m.	[Select this link to join the webinar on Jan. 11.](#)
PearsonAccess Next: New DACs (1–2 years) The live webinar provides a comprehensive overview of PearsonAccess Next for the MCA and MTAS spring 2024 test administration: • MCA: Viewing student data, viewing accommodations and linguistic supports, creating test sessions and managing, printing student testing tickets and session rosters, resuming student tests, and indicating test codes • MTAS: Assigning teachers to student tests, entering LCI and student scores/responses, indicating test codes, and score entry status reports • MCA and MTAS: Overview of additional orders and tracking materials	Live Webinar	Tuesday, Feb. 6, 2024 1–3 p.m.	[Select this link to join the webinar on Feb. 6.](#)