

Training Management System (TMS) FAQs

General Information

1. Which email should I use to create a user account in TMS?

A district/work email should be used, since your District and/or School Assessment Coordinator will be tracking the trainings you complete. If you do not have a district/work email, you can use a personal one. If you are a District or School Assessment Coordinator, refer to specific information below for creating your account.

2. How do I make updates to my user account?

To verify and update your information, log in to TMS, select the User icon next to your name on the upper right, then select “Edit Account Info” from the dropdown menu. You can change your email or name or update the district or school indicated, as needed. Use the [TMS: Tips and Tricks for School Staff](#) document (PearsonAccess Next > Resources & Training > Training) for a quick reference.

3. How can I see the trainings I have completed?

Once you log in to the TMS, you can access a record of your completed trainings by selecting the User icon next to your name on the upper right, and then selecting “View Completed Trainings” from the dropdown menu. This record can be printed. (Note: Most recorded webinars are not included in the record of completed trainings.) Use the [TMS: Tips and Tricks for School Staff](#) document (PearsonAccess Next > Resources & Training > Training) for a quick reference.

4. How do I make sure a training appears on my record of completed trainings?

To complete a training, you must view all slides and complete any quizzes, as applicable. Once you have finished a training, a screen will pop-up prompting you to either resume or complete the training. Select **Complete** to finish the training. If you choose to resume the training, you can select the **Complete Module** button in the upper right at any time to finish the training.

If you exit a training without selecting **Complete**, you can resume the training where you left off, and the **Complete** button will appear. (Note: Most recorded webinars are not included in the record of completed trainings and will not contain this link.)

5. I have completed one of the trainings in my training course, but it is not showing on my record of completed trainings.

Courses are not included on the record of completed trainings until **all** trainings within the course are completed. Use the [TMS: Tips and Tricks for School Staff](#) document (PearsonAccess Next > Resources & Training > Training) for a quick reference.

6. Can I receive CEUs for trainings I complete?

MDE does not provide CEUs for any trainings completed in TMS. However, your district may offer CEUs for the trainings you have completed. The record of completed trainings can be printed from the TMS and provided to the appropriate staff in your district.

7. Why do modules not play automatically in Safari?

Check your settings in Safari to ensure auto-play is turned on. If using a Mac desktop computer or laptop, right click on the website URL and select **Settings for this Website**. In the dropdown menu to the

right of Auto-Play select **Allow Auto-Play**. Currently, there is no way to enable Safari autoplay on your iPad or iPod devices.

8. What are the minimum system requirements for viewing or participating in the online trainings?

The TMS currently supports the following systems to access trainings.

Browsers	OS
Chrome 56+	Windows 7+; OS 10.10+, Chrome OS 55+, Android 4.4+
Edge	Windows 10
Firefox 52+	Windows 7+; OS 10.10+
Internet Explorer 11+	Windows 7+
Safari 11+	OS 10.10+; iOS 10+

Information for District Assessment Coordinators and Assessment Administrators:

1. How do I create a user account with Admin functionality in TMS?

District or School Assessment Coordinators who need Admin button access in the TMS must create their TMS account using the same email as your PearsonAccess Next account. Pearson matches your PearsonAccess Next email address with your TMS email address to grant you access to the Admin button.

2. How do I verify which staff have completed trainings?

Once you log in to TMS, you can access a report of completed trainings for district staff by selecting "Admin" in the upper right and then selecting "Reports" from the dropdown menu. You will be prompted to enter your PearsonAccess Next username and password.

From the Reporting screen, the default view is for the current school year; if necessary, you can change the school year from the Select a School Year dropdown menu. There are two reports available; Overview (summary of completed trainings) and Staff Records (completed trainings by staff person). Select the applicable **view** button to view the report online. Select **download Excel report** to generate a combined report for your district. The combined report will contain an Overview tab and Staff Records tab.

Notes:

- Courses will be grouped by the course name and display all applicable trainings. While each module is listed separately (with a start and finish for each module), an entire course is not considered complete until all modules have a finish date/time indicated.
- If staff are involved in different test administrations, they must complete the required courses for each administration. However, they only need to complete a given module once annually. This may mean that one course may not appear as completed in the TMS for an individual staff member but you can verify that all applicable modules have been completed on the report.
- Most recorded webinars are not included in the record of completed trainings.

3. I cannot see the trainings that one of my staff has completed. What do I do?

Ask the staff member to verify the district and school indicated for their account. They can do this by logging in to TMS, selecting the User icon next to their name on the upper right, and then selecting "Edit

Account Info” from the dropdown menu. Refer them to the [TMS: Tips and Tricks for School Staff](#) document (PearsonAccess Next > Resources & Training > Training) for a quick reference.

4. One of my staff completed a training multiple times. How does this appear on the reports?

On an individual’s record of completed trainings, trainings that have been completed more than one time are listed multiple times, but are only counted once in the total training time.

On a district’s report, trainings that have been completed more than one time are listed once. The timestamp shown is the first time a user started and the last time a user finished a training.

5. What do I do if I do not see the “Admin” option in the upper right?

For most of the school year, PearsonAccess Next account information for District Assessment Coordinators and Assessment Administrators is added to the TMS every two weeks. From January 8 – April 2, 2021, PearsonAccess Next user account information will be added weekly to the TMS.

This means that the Admin option will be available to new DAC or AA users on the Friday following the week their PearsonAccess Next account is created or enabled (e.g., if a user is given the AA user role on Wednesday, Jan. 13, they should see the Admin option on Friday, Jan. 22).

If a DAC or AA user account becomes disabled or inactive in PearsonAccess Next, the user will no longer have the Admin features in TMS. Once a user has been enabled or restored in PearsonAccess Next, the account would be considered “new,” and they will have to wait 1–2 weeks to be able to review reports.

6. Can I track the names of staff who watched a training as a group through the TMS?

In order to enter the names of staff who completed a training in a group setting, select “Admin” in the upper right and then select “Group Training” from the dropdown menu. You will be prompted to enter your PearsonAccess Next username and password.

From the Group Training screen, the **STEP 1 – Select Trainings** screen will display by default. Select the training(s) that were completed in the group setting. You are able to sort the columns or search for a specific training, as needed. The first 10 entries display on the page, select a page number or Next to view additional entries.

Note: Some trainings appear for multiple roles/pages. Ensure you are selecting the training on the applicable role/page so the completion is recorded correctly.

Next, select **STEP 2 – Select Users** at the top of the page. Then select the users that attended the group training. Similar to selecting the training, the same sort and search fields are available. Staff must have a TMS user account in order for you to document completion of a group training.

Finally, select **STEP 3 – Review Selections** to review your selections and select **Submit**. A final confirmation screen will then display.

Note: Review your selections carefully. Once you select **Submit**, you cannot undo the submission. The TMS cannot remove incorrect training records.

7. How can I track a group training for staff who do not have a TMS user account?

If you want to track completion of a group training in the TMS (rather than keeping documentation at the district), a TMS user account must be created for each staff member. You can direct staff to create

an account, selecting their district or school, or you can create an account on their behalf since only the email, district name, and school name are required.