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.

2. Why might I need to update my TMS user account information, and how do I make updates?
You may need to update your TMS user account information if your name or email has changes, or if your District or School Assessment Coordinator indicates that they cannot see the trainings you have completed.

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 you email or name or update the district or school indicated, as needed.

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: Recorded webinars are not included in the record of completed trainings.)

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 did not select the **Complete** button when you finished a training, you can resume the training where you left off, and the **Complete Module** button will be available in the upper right.
(Note: Recorded webinars are not included in the record of completed trainings and will not contain this link.)

5. I need to complete a course that contains multiple trainings. I completed one of the trainings in the course, but it is not displaying on my record of completed trainings. What do I need to do?
Courses are not included on the record of completed trainings until **all** related trainings are completed.

6. I am a Test Monitor/Test Administrator. Which trainings or courses am I required to complete?
See the table below for MDE required courses by assessment and role. Your district may require you to complete other trainings in the TMS. Contact your District or School Assessment Coordinator for information on which trainings you are required to complete.

Assessment	Role	TMS Tab	Required Course
MCA	Test Monitor for online administrations	Test Monitor	Test Monitor for Online Administrations course
	Test Monitor for paper administrations		Test Monitor for Paper Administrations course
MTAS	New Test Administrator (less than 3 years of experience)	MTAS Test Administrator	MTAS Training for New Test Administrators (1–2 years) course
	Experienced Test Administrator (more than 3 years of experience)		MTAS Training for Experienced MTAS Test Administrators (3 or more years) course
ACCESS	Test Administrator for grades 1–12 ACCESS	Test Monitor	ACCESS Grades 1–12 Test Administrations course*
	Test Administrator for Kindergarten and Alternate ACCESS		Test Security Training*

*In addition to required training courses on the WIDA website.

7. I'm a not a Test Monitor/Test Administrator. Which trainings or courses am I required to complete?
All staff involved in testing must complete the *Test Security Training*.
- o For technology staff, this training is available under the Technology Coordinator tab.
- o For other staff, this training is available under the Other Training tab.

Your district may also require you to complete other trainings in the TMS. Contact your District or School Assessment Coordinator for information on which trainings you are required to complete.

District and School Assessment Coordinators complete the *Test Security Training* under the District Assessment Coordinator tab. Other training resources are for District and School Assessment Coordinators are available under that tab as well.

8. I entered my email address in one of the Minnesota Assessment Life Cycle modules for more information. When will I start to receive information?
At the end of each month, Pearson provides all email addresses entered at the end of a module to MDE. MDE will then add your information to the distribution list for the *Teacher Newsletter*, a periodic newsletter emailed to interested educators by the Statewide Testing division.

9. I completed all of the modules in the Minnesota Assessment Life Cycle Course. How do I receive a certificate for CEUs?
Pearson runs a report at the end of each month for all users that have completed the course (all 6 modules). Pearson will email a certificate to users 3-5 business days after the report is run.

10. Can I receive CEUs for any other trainings I complete?
CEUs are only provided for the Minnesota Assessment Life Cycle Course. However, your district may offer CEUs for other trainings you have completed. The record of completed training can be printed from the TMS and provided to the appropriate staff in your district.

11. 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 know 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:
- o 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.
- o The Test Security Training includes the *Assurance of Test Security and Non-Disclosure* within the training.
  - ▪ If a user has completed one of the following courses, they have also completed the *Assurance of Test Security and Non-Disclosure*:
    - – *Test Monitor for Online Administrations*
    - – *Test Monitor for Paper Administrations*
    - – *MTAS Training for New Test* Administrators (1−2 years)
    - – *MTAS Training for Experienced Test* Administrators (3 or more years)
    - – *ACCESS Grades 1–12 Test Administrations*
    - – *Kindergarten and Alternate ACCESS Test Administrations*
  - ▪ The *Test Security Training* is also available separately under the Other Trainings, Technology Staff, and District Assessment Coordinator tabs. If this training is completed, the report will say "Test Security Training and Assurance of Test Security and Non-Disclosure."
- o Recorded webinars are not included in the record of completed trainings.

2. 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.

3. 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.

4. What do I do if I do not see the "Admin" option in the upper right?
PearsonAccess Next account information for District Assessment Coordinators and Assessment Administrators is added to the TMS every two weeks. If you have had an active PearsonAccess Next District Assessment Coordinator or Assessment Administrator account for more than two weeks and do not see the "Admin" option, please submit a Pearson help desk request or call (888) 817-8659.

5. 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.

6. 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.