

# Upcoming Technology Trainings

Pearson will provide training sessions to support technology staff in preparation for MCA 2018. The trainings will be recorded, and the recording and PowerPoint presentation will be posted 2-3 days after the session in the [Training Management System](#) under the Technology Staff role, Pearson Recorded Webinars category (PearsonAccess Next > Resources & Training > Training).

The table below contains the date, conference call information, and link to join the session on the day of the training. A high-level agenda follows. Please note that the training is limited to the first 150 participants. No registration is required.

- Call-in phone number: 1-877-554-0877
- Conference code: 571 468 0293
- Password: Pearson

Training	Date and Time	Meeting Link
<b>New Technology Coordinator Training</b>	Tuesday, Dec. 12 1–2 p.m.	<a href="#">Select this link to join the webinar on Dec. 12.</a>
<b>Experienced Technology Coordinator Training</b>	Wednesday, Dec. 13 10–11 a.m.	<a href="#">Select this link to join the webinar on Dec. 13.</a>

<b>New Technology Coordinator Training Agenda Topics</b>
<p>Technology Readiness Checklist and Infrastructure Trial</p> <ul style="list-style-type: none"> <li>• Where to find technology resources on PearsonAccess Next/Training Management System (TMS)</li> <li>• What is new, Lessons learned</li> <li>• TestNav 8 Online Support page</li> <li>• Installing TestNav 8 applications</li> <li>• Infrastructure Trial overview</li> </ul> <p>ProctorCache</p> <ul style="list-style-type: none"> <li>• Overview, Purging prior administration cache</li> <li>• Uninstalling prior versions and installing the latest version</li> <li>• Using ProctorCache</li> <li>• Setting up a TestNav 8 configuration</li> </ul> <p>App Check: Overview and checking devices for readiness</p> <p>TestNav 8</p> <ul style="list-style-type: none"> <li>• Overview, Two ways to access (installable TestNav and browser-based TestNav)</li> <li>• Saved Response File (SRF) management for installable TestNav</li> </ul> <p>Testing with Tablets and Chromebooks</p> <ul style="list-style-type: none"> <li>• Installing TestNav 8 on tablets and Chromebooks, Setting up Single App Mode</li> <li>• Updating on multiple devices</li> <li>• SRFs and data transmission</li> </ul> <p>Early Warning System (EWS)</p> <ul style="list-style-type: none"> <li>• Overview, Scenarios that trigger EWS</li> <li>• Common resolutions to resolve EWS messages, EWS with TestNav applications</li> </ul> <p>Open Discussion/Questions</p>

### Experienced Technology Coordinator Training Agenda Topics

#### Technology Readiness Checklist and Infrastructure Trial

- Review technology resource locations
- Highlight new information
- Lessons learned & easy wins (ex : users who did not meet ProctorCache requirements / popup blocker preventing precache)
- Cover Support page updates
- Cover TestNav and / or ProctorCache requirement updates
- TestNav 8 and ProctorCache app updates – update paths & steps
- Infrastructure Trial discussion (ex : Did you participate, depth of participation, success stories)

#### ProctorCache App Check & TestNav

- Application Review
- Review downloading and installing each application
- Identify new versions of any system
- Review update paths for preexisting installations
  - Finding new installers
  - Uninstalling prior versions
  - Installing the latest version
- Reminders
  - Purge cache
  - Assess workstations to ensure compliance with any updated requirements
- Review system requirements
  - Highlight updated requirements
- Review infrastructure configuration
  - Highlight any infrastructure requirements or setup changes
- Review
- Review TestNav 8 configurations

#### Open Discussion/Questions

**NOTE:** Technology office hours are also available if support is needed to troubleshoot any technology issues, such as help with proctor caching or setting up devices.

District Assessment Coordinators (DACs), Assessment Administrators (AAs), or technology staff should be the users requesting office hours; others should first coordinate within their district before contacting Pearson.

Technology Office Hours are scheduled by accessing a link to Pearson's Technology Support Field Engineering team. Accessing the link allows district staff members to schedule time with Pearson directly.

[Select the link to begin scheduling your Technology Office Hours meeting.](#) Then select the length of meeting you need and preferred time. The meeting will be scheduled for both parties and you will receive an email with conferencing information to use during the call.