

Upcoming Technology Trainings

Pearson will provide training sessions to support technology staff in preparation for MCA administrations in 2020. The trainings will be recorded, and the recordings and PowerPoint presentations will be posted to the [Training Management System](#) under the Technology Staff role, Pearson Recorded Webinars category (PearsonAccess Next > Resources & Training > Training) on Friday, December 20.

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

Training	Date and Time	Meeting Link
New Technology Coordinator Training (1-3 years)	Wednesday, Dec. 11 9-10 a.m.	Select this link to join the webinar on Dec. 11.
Experienced Technology Coordinator Training (3+ years)	Thursday, Dec. 12 1-2 p.m.	Select this link to join the webinar on Dec. 12.

New Technology Coordinator (1-3 years) Training Agenda Topics
<p>Infrastructure Readiness Checklist</p> <ul style="list-style-type: none"> • Where to find technology resources on PearsonAccess Next/Training Management System (TMS) • What is new, lessons learned • TestNav 8 Online Support page • Installing TestNav 8 applications • ProctorCache • ProctorCache overview and recommendations • Setting up a TestNav 8 configuration • Updating configurations if not proctor caching <p>Blacklist</p> <p>App Check: Overview and checking devices for readiness using TestNav configuration I.D.</p> <p>TestNav 8</p> <ul style="list-style-type: none"> • Overview of installable TestNav app • Saved Response File (SRF) management for installable TestNav <p>Testing with Tablets and Chromebooks</p> <ul style="list-style-type: none"> • Installing TestNav 8 on tablets and Chromebooks, setting up Single App Mode • Updating on multiple devices • SRFs and data transmission <p>Early Warning System (EWS)</p> <ul style="list-style-type: none"> • Overview, scenarios that trigger EWS • Common resolutions to resolve EWS messages, EWS with TestNav applications <p>Infrastructure Trial overview</p> <p>Open Discussion/Questions</p>



Experienced Technology Coordinator (3+ years) Training Agenda Topics

Infrastructure Readiness Checklist

- Review technology resource locations
- Highlight new information
- Lessons learned and implemented solutions
- Cover Support page updates
- ProctorCache recommendations
- Cover TestNav and/or ProctorCache requirement updates
- TestNav 8 and ProctorCache app updates
- Blacklist

ProctorCache App Check & TestNav configuration I.D.

- 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 TestNav 8 configurations
- Running App Check with Configuration I.D.

Infrastructure Trial discussion (e.g., Did you participate, depth of participation, success stories)

Open Discussion/Questions

Scheduling Technology Office Hours

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.