

Upcoming Spring Technology Trainings

Technology Readiness Webinar

Pearson will be providing a training session to support technology staff in preparation for MCA 2017. The training will be recorded, and the recording and PowerPoint presentation will be posted to the Training Management System 2-3 days after the session.

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.

| Training | Date and Time | Conference Call | Meeting Link |
|-----------------------------|----------------------------------|--|---|
| Technology Readiness | Tuesday, Feb. 7 10–11:30 a.m. | <ul style="list-style-type: none"> • Call-in phone number: 1-877-554-0877 • Conference code: 591 775 4101 • Password: Pearson | Select this link to join the webinar on Feb. 7. |

Agenda:

Technology Readiness Checklist and Infrastructure Trial

- Where to find technology resources
- What is new?
- Lessons learned
- TestNav 8 Online Support page
- Installing TestNav 8 applications
- Infrastructure Trial overview

TestNav 8 Overview

- Two ways to access (installable TestNav and browser-based TestNav)
- Saved Response File (SRF) management for installable TestNav

Proctor Caching Overview

- Purging prior administration cache
- Uninstalling prior versions and installing the latest version

- Using Proctor Caching
- Setting up a TestNav 8 configuration

SystemCheck and App Check Overview

- Checking devices for readiness
- Checking network for bandwidth

Testing with Tablets and Chromebooks

- Installing TestNav
- Setting up Single App Mode
- Updating on multiple devices
- SRFs and data transmission

Early Warning System (EWS) Overview

- Scenarios that trigger EWS
- Common resolutions to resolve EWS messages
- EWS with TestNav applications



Upcoming Spring Regional Technology Training Workshops

Pearson will be conducting three regional technology training sessions for DTCs and technology staff, Feb. 14, 15, and 16, 2017. The purpose of these training is to outline processes for technical administrative staff responsible for online technical readiness and provide hands-on experience in preparing tablets and devices for online testing. Pearson will highlight the steps, available resources, and actions required to prepare network infrastructure and devices for computer-based administrations. This venue will also allow time for open-forum discussions and cross-district information sharing on topics specific to your needs in Minnesota.

Each workshop will have two parts:

- The morning training session will last approximately 2.5 hours.
- The afternoon hands-on session will last approximately 2.5 hours.

The table below contains the training dates and registration information for each session. Sessions are limited to the first 50 participants. Early registration is encouraged. Note: If there are fewer than 10 people registered one week prior to a session, the session will be cancelled.

| Location and Address | Date and Time | Registration Link |
|---|--|--|
| Brainerd Location Brainerd Lakes Chambers of Commerce 224 West Washington Street, CTC Room Brainerd, MN 56401 | Tuesday, Feb. 14 9:30 a.m. –3:30 p.m. | Select this link to register for the Feb. 14 workshop. |
| Roseville Location Minnesota Department of Education 1500 Highway 36 West Conference Center B- Rooms 17 & 18 Roseville, MN 55113 | Wednesday, Feb. 15 9:30 a.m. –3:30 p.m. | Select this link to register for the Feb. 15 workshop. |
| Mankato Location Hilton Garden Inn, Downtown Mankato 20 Civic Center Plaza Mankato, MN 56001 | Thursday, Feb. 16 9:30 a.m. –3:30 p.m. | Select this link to register for the Feb. 16 workshop. |

Sample Regional Training Agenda

- What is new
 - Lessons learned
 - TestNav system requirements
- Prepare environment for online testing
 - Review hardware and software requirements
 - *Online Testing Infrastructure Readiness Checklist*
 - Proctor Caching – purging prior administration cache and installing the latest version
 - Updating or creating TestNav configurations for 2017
 - Adding secondary save locations for Student Response Files (SRFs) on computers and devices, including SFTP option
 - Installing TestNav 8 application – options for mass installation and stand-alone
 - Early Warning System and *Troubleshooting Guide for Testing*
 - Recovering and managing SRFs on tablets and Chromebooks
- Infrastructure Trials
- Support
 - Help desk support
 - Site visits
 - TestNav 8 Online Support page
 - Avocet – how to locate information quickly with a search index
- Question and Answer Session
- Hands-on experience in preparing tablets