Training Management System (TMS) FAQs

General Information

1. Which email address should I use to register for the Training Management System (TMS), a personal or work address?

A district/work email address should be used to register for training, since your District Assessment Coordinator and/or Assessment Administrator will be tracking the trainings you complete. If you do not have a district/work email address, you can use a personal one.

2. I'm having difficulty locating my organization. Is there a recommended way to search?

Enter your district name first, and then enter your school, if applicable (district staff can leave the school field blank). If you are with a non-public school, enter "Non-Public Schools" as your district and then enter your non-public school.

3. How do I update my TMS user information?

Once you log in to TMS, you can change your email, name, district, and school by selecting the User icon on the upper right, then selecting Edit Account Info from the dropdown menu.

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.)

Courses, like the MTAS Training for Test Administrators, are made up of one or more required modules. All modules in the course must be completed in order to show on your record of completed trainings.

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

Once you log in to TMS, you can access a record of your completed trainings by selecting "View Completed Trainings" from the User menu on the upper right. This record can be printed. (Note: Recorded webinars are not included in the record of completed trainings.)

6. I am a Test Administrator for MTAS. I completed one of the MTAS modules, but it is not displaying on my record of completed trainings. What do I need to do?

The MTAS Trainings for Test Administrators are courses, made up of one or more required modules. Courses are not included on the record of completed trainings until all related modules are completed.

First, ensure you are completing the correct module(s) by selecting the appropriate course in the Training Management System. Under MTAS Test Administrator, select the applicable course (New or Experienced) on the left under Courses.

For the MTAS Training for New Test Administrators, you must complete all three required modules (Overview, Test Administration, and Scoring) in order for the course to display on your record of completed trainings. For the MTAS Training for Experienced Test Administrators, only one module is required, but the Experienced course must be selected for the completion to display.

7. Are any of these trainings required?

The majority of trainings are provided as resources, but some are required for certain users. Any required trainings are noted in the training description. For example:

- Any staff administering online assessments must annually complete the applicable Online Test Monitor Certification Course.
- New MTAS Test Administrators (those with less than three years of experience administering the MTAS) must annually complete the MTAS Training for New Test Administrators, which includes three modules.
- Experienced MTAS Test Administrators (those with three or more years of experience administering the MTAS) must complete the MTAS Training for Experienced Test Administrators Course, which includes one module.

8. Am I required to complete the electronic *Assurance of Test Security and Non-Disclosure* form?

You are not required to complete the **electronic** form in the TMS. All users must complete the *Assurance of Test Security and Non-Disclosure*, but it is up to your district to determine if you will complete it electronically in the TMS or on a paper copy. Verify with your District Assessment Coordinator how the assurance should be completed.

9. May I view a training more than once?

Yes, you may view any training as many times as you like.

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

The Training Management System (TMS) currently supports the following systems to access trainings.

Browsers	OS
Chrome 50+	Windows 7+; OS 10.9+, Chrome OS 50 +, Android 4 +
Edge	Windows 10
Firefox 45+	Windows 7+; OS 10.9+
Internet Explorer 11+	Windows 7+
Safari 9+	OS 10.9+; iOS 9+

Information for District Assessment Coordinators and Assessment Administrators:

11. How do I know which staff have completed trainings or the *Assurance of Test Security and Non-Disclosure* form?

Once you log in to TMS, you can access a report of completed trainings and *Assurance of Test Security and Non-Disclosure* for district staff by selecting "Reports" from the menu in the upper right. 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:
- Recorded webinars are not included in the record of completed trainings.
- Courses will be grouped by the course name and display all applicable training modules. The MTAS Test Administration Training courses will be grouped by the course name and display all applicable training modules. While each training module is listed separately for the MTAS Test Administration Training for New Test Administrators (with a start and finish for each module), the entire course is not considered complete until all modules have a finish date/time indicated. The MTAS Test Administration Training for Experienced Test Administrators has one module that must be completed.

12. I do not see the "Reports" option on the menu.

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 "Reports" option, please submit a Pearson help desk request or call (888) 817-8659.