Training Management System (TMS) FAQs

General Information

1. Which email address should I use to register for the TMS, a personal or work address?
A district/work email address should be used, 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. How do I update my TMS user account information?
Once you log in to TMS, you can change your email, name, district, and school by selecting the User icon next to your name on the upper right, then selecting "Edit Account Info" from the dropdown menu.

3. Do I need to update my account if I didn't select a school when I registered for the TMS?
If you did not select a school when you initially created your account, it is recommended that you update your information to select the applicable school in your district.

4. How do I indicate my district and school? Is there a recommended way to search?
Enter your district name first, and then enter your school. When you begin typing the name of your district or school into the applicable field, a list will pop up and you can select the correct organization from the list.

Note: If you are at the district level, you will not enter a school and should select the "District-level Staff" checkbox after selecting your district. Once selected, the school field will default to NA. If you are with a non-public school, enter "Non-Public Schools" as your district and then enter your non-public school.

5. 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.)

6. 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.)

7. I need to complete a course that contains multiple modules. I completed one of the modules 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 modules are completed.

Ensure you are completing the correct course by selecting the appropriate role for test administration or topic at the top of the page in the TMS. Most roles or topics only have one course.

8. Are any of these trainings required?

For test administration, the trainings in the TMS are organized by role and include the annually required modules or courses (which contain multiple modules) for that role:

- Test Monitors must complete the Test Monitor Training course.
- For MTAS, Test Administrators must complete one of the following courses:
    - The MTAS Training for New Test Administrators is for those with less than three years of experience administering the MTAS.
    - The MTAS Training for Experienced MTAS Test Administrators is for those with three or more years of experience administering the MTAS.
- District Assessment Coordinators, Technology Staff, and any other staff are required to complete the Test Security Training module.

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

9. Where do I complete the electronic version of the *Assurance of Test Security and Non-Disclosure* form?

This form has now been embedded in the Test Security Training. You will be prompted to complete the assurance at the end of the Test Security Training.

10. May I view a training more than once?

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

11. 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.

12. 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.

13. 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.

14. 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 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:

15. 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 for district staff by selecting "Reports" from the menu on 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:
- Courses will be grouped by the course name and display all applicable training modules. 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.
- The Test Security Training includes the *Assurance of Test Security and Non-Disclosure* within the module.
  - If a user has completed one of the following courses, they have also completed the *Assurance of Test Security and Non-Disclosure*:
    - Test Monitor Training
    - MTAS Training for New Test Administrators
    - MTAS Training for Experienced Test Administrators
  - The Test Security Training is also available separately under the Other Staff, Technology Staff, and District Assessment Coordinator roles. If this training is completed, the report will say "Test Security Training and Assurance of Test Security and Non-Disclosure."
- Recorded webinars are not included in the record of completed trainings.

16. 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.

17. Can I track the names of staff who watched a training as a group through the TMS?

The ability to enter the names of staff who completed a group training will be available in January 2018. If staff complete a training in the fall in a group setting, keep documentation of who completed for entry later.