

Upcoming Pearson District Assessment Coordinator Trainings

Pearson will provide a variety of trainings for District Assessment Coordinators (DACs) and other interested district staff in preparation for the MCA & MTAS/Alt MCA spring 2025 test administrations.

Video Trainings

Pearson will post pre-recorded video trainings to the Learning Management System (LMS) (PearsonAccess Next > Resources and Training > Training) throughout the year within the DAC Catalog of the LMS. These can be viewed by new DACs for in-depth information on various Pearson systems. These trainings can also be reviewed by experienced DACs as a refresher.

Training and Topic	Posting Location and Date
<p>User Management in PearsonAccess Next</p> <p>This video training provides an overview of user management in PearsonAccess Next. Topics include creating user accounts manually and through a file import, deleting user accounts, enabling user accounts, and restoring user accounts.</p>	<p>Posted to the Learning Management System (DAC Catalog) on Friday, Oct. 25, 2024.</p>
<p>Learners in the Learning Management System (LMS)</p> <p>This video training provides an overview of the Learning Management System (LMS) for school and district staff completing required and optional trainings prior to test administration. Topics include logging into the LMS, site navigation, catalog structure and filters, enrolling in courses, and completing courses or learning paths.</p>	<p>Posted to the Learning Management System (DAC Catalog & Test Administration Catalog) on Friday, Nov. 22, 2024.</p>
<p>Managers in the Learning Management System (LMS)</p> <p>This video training provides an overview of the Learning Management System (LMS) for DACs and AAs. Topics include monitoring course or learning path completion, running reports, enrolling Learners in courses, and marking Learners complete.</p>	<p>Posted to the Learning Management System (DAC Catalog) on Friday, Nov. 22, 2024.</p>
<p>Reporting Groups</p> <p>This video training provides an overview of Reporting Groups in PearsonAccess Next. Topics include steps to create Reporting Groups manually, through a file import, and from a test session.</p>	<p>Posted to the Learning Management System (DAC Catalog) on Friday, Jan. 17, 2025.</p>
<p>TestNav and Student Readiness Tools</p> <p>This video training provides an overview of TestNav general functionality. Topics include online and accessibility tools, signing in to TestNav, checking audio, verifying student name, and the differences between Reading, Mathematics, and Science MCAs and Alt Science MCAs. How to access Student Readiness Tools for MCAs and Alt MCAs will also be addressed.</p>	<p>Posted to the Learning Management System (DAC Catalog) on Friday, Feb. 7, 2025.</p>



Training and Topic	Posting Location and Date
<p>On-Demand Reports</p> <p>This video training provides an overview of On-Demand Reports in PearsonAccess Next. Topics include the data available in On-Demand Reports and how to access reports in PearsonAccess Next.</p>	<p>Posted to the Learning Management System (DAC Catalog) on Friday, Feb. 21, 2025.</p>
<p>Published Reports</p> <p>This video training provides an overview of Published Reports in PearsonAccess Next. Topics include the types of Published Reports available and how to access reports in PearsonAccess Next.</p>	<p>Posted to the Learning Management System (DAC Catalog) on Friday, Aug. 15, 2025.</p>
<p>Longitudinal Reports and Export</p> <p>This video training provides an overview of Longitudinal Reports and Export in PearsonAccess Next. Topics include information on the data available in Longitudinal Reports, and how to view and export longitudinal data in PearsonAccess Next.</p>	<p>Posted to the Learning Management System (DAC Catalog) on Friday, Aug. 15, 2025.</p>
<p>Historical Student Data</p> <p>This video training provides an overview of Historical Student Data in PearsonAccess Next. Topics include the data available in Historical Student Data, and how to view and download historical data in PearsonAccess Next.</p>	<p>Posted to the Learning Management System (DAC Catalog) on Friday, Aug. 15, 2025.</p>



Virtual and In-Person Trainings

The table below contains the virtual and in-person training sessions, including the topics, high-level agendas, format, and dates and times. Registration is required. Live webinar trainings will be recorded, and session recordings and PowerPoint presentations will be posted to the Learning Management System (LMS).

MDE and Pearson strongly encourage all DACs to attend these trainings in preparation for the spring 2025 test administrations.

Training and Topic	Training Format	Date and Time	Meeting Link
<p>New DAC Orientation</p> <p>This training is offered in both in-person and virtual formats. Select one of these options. Note: If attending the live virtual training, please attend both sessions.</p> <p>MDE will provide an overview of the various roles and responsibilities of a DAC, the statewide assessments administered in Minnesota, relevant MDE and WIDA systems, available resources, and training opportunities.</p> <p>Pearson will provide information on Pearson systems and available resources. Though designed as an introduction for new DACs in their first or second year, other relatively new DACs are also welcomed to attend.</p>	Virtual Training	<p>Session 1: Tuesday, Oct. 8, 2024 9–11 a.m.</p> <p>Session 2: Wednesday, Oct. 9, 2024 9–11 a.m.</p> <p>Participants are asked to attend both sessions.</p> <p>Pre-recorded training posted to LMS on Friday, Oct. 11, 2024.</p>	A registration link will be available in an upcoming Assessment Update.
<p>Note: This training will be offered in three formats: 1.) an all-day in-person training event at a metro location, 2.) a live virtual training sessions divided and spread over two days, and 3.) a pre-recorded training that will be posted to the Learning Management System. DACs should select a format that best suits their needs.</p>	In Person	<p>Thursday, Oct. 10, 2024 9 a.m.–3:30 p.m.</p> <p>Delta Hotels by Marriot Minneapolis Northeast 1330 Industrial Boulevard NE Minneapolis, MN 55413</p>	A registration link will be available in an upcoming Assessment Update.



Training and Topic	Training Format	Date and Time	Meeting Link
<p>Learning Management System</p> <p>This virtual training provides an overview of the Learning Management System for DACs, Topics include logging into the LMS, site navigation, catalog structure and filters, enrolling in courses, assigning Learners to courses, marking Learners complete, and running reports.</p>	Virtual Training	<p>Thursday, Nov. 7, 2024 2-3:30 p.m.</p> <p>Recorded webinar posted to LMS Friday, Nov. 22, 2024</p>	<p>Select this link to register for the webinar on Nov. 7.</p> <p>Note: Registration will close on Nov. 6 at 2 p.m.</p>
<p>New DAC Pearson Basics Training (1-2 years)</p> <p>This virtual training includes an overview of Pearson's systems, including user management in PearsonAccess Next, Reporting Groups, and On-Demand Reports.</p>	Virtual Training	<p>Thursday, Dec. 5, 2024 2-3:30 p.m.</p> <p>Recorded webinar posted to LMS Friday, Dec. 13, 2024</p>	<p>A registration link will be available in an upcoming Assessment Update.</p>
<p>Pearson DAC Test Administration Training</p> <p>This virtual training includes an overview of changes to PearsonAccess Next, TestNav, Learning Management System, and reporting for the MCA and MTAS/Alt MCA spring 2025 administrations.</p>	Virtual Training	<p>Thursday, Jan. 9, 2025 9-11:30 a.m.</p> <p>Recorded webinar posted to LMS Friday, Jan. 17, 2025</p>	<p>A registration link will be available in an upcoming Assessment Update.</p>



Training and Topic	Training Format	Date and Time	Meeting Link
<p>PearsonAccess Next: New DACs (1-2 years)</p> <p>This virtual training provides a comprehensive overview of PearsonAccess Next for the MCA and MTAS/Alt MCA spring 2025 test administrations:</p> <ul style="list-style-type: none">• MCA/Alt MCA Science: Viewing student data, viewing accommodations and universal supports, creating test sessions and managing, printing student testing tickets and session rosters, resuming student tests, and indicating test codes• MTAS: Assigning teachers to student tests, entering LCI and student scores/responses, indicating test codes, and score entry status reports• MCA and MTAS/Alt MCA: Overview of additional orders and tracking materials	Virtual Training	<p>Tuesday, Feb. 4, 2025 1-3 p.m.</p> <p>Recorded webinar posted to LMS Friday, Feb. 14, 2025</p>	<p>A registration link will be available in an upcoming Assessment Update.</p>