

# Upcoming Technology Trainings

Pearson will provide a live training session to support technology staff in preparation for the spring 2025 online test administration. The live session will also be recorded and posted along with the PowerPoint to the [Learning Management System](#) under the DAC and Test Administrator catalogs (PearsonAccess Next > Resources & Training > Training).

Training	Date and Time
<p align="center"><b>Technology Coordinator Training (Live)</b></p>	<p align="center">Tuesday, Jan. 7, 2025 1-2:30 p.m.</p> <p align="center">Recorded webinar posted to LMS Friday, Jan. 17, 2025</p>

Registration links for all trainings are shared in the Assessment Update before the event. Note: Registrations will close 24 hours before the event, and Pearson will approve participants. Once approved, participants will receive an email with the meeting link and passcode to join the meeting.

Technology Coordinator Training Agenda Topics
<p>Infrastructure Readiness Checklist</p> <ul style="list-style-type: none"> <li>• Technology resources on PearsonAccess Next</li> <li>• TestNav 8 Online Support page</li> <li>• TestNav System Requirements</li> <li>• Installing TestNav 8 applications</li> <li>• TestNav Configurations, ProctorCache, and Secondary Save Location recommendations</li> <li>• System Configurations               <ul style="list-style-type: none"> <li>○ Firewalls, content filters, anti-virus software, etc.</li> <li>○ Assistive technologies</li> </ul> </li> </ul> <p>App Check</p> <ul style="list-style-type: none"> <li>• Checking network connection to Pearson servers</li> </ul> <p>TestNav 8 Overview &amp; Updates</p> <ul style="list-style-type: none"> <li>• Overview of installable TestNav app</li> <li>• Saved Response File (SRF) management for installable TestNav</li> </ul> <p>Testing with Tablets and Chromebooks</p> <ul style="list-style-type: none"> <li>• Installing TestNav 8 on tablets and Chromebooks, setting up Single App Mode</li> <li>• Updating on multiple devices</li> <li>• Support for older devices and Chromebook OS</li> <li>• SRFs and data transmission</li> </ul> <p>Early Warning System (EWS)</p> <ul style="list-style-type: none"> <li>• Overview and scenarios that trigger EWS</li> <li>• Common resolutions to resolve EWS messages, EWS with TestNav applications</li> </ul> <p>Infrastructure Trial overview</p> <ul style="list-style-type: none"> <li>• Accessing the Training Center</li> </ul>



### Technology Coordinator Training Agenda Topics

- Setting up test sessions and running an infrastructure trial in the Training Center
- Infrastructure Trial tips and best practices
- Verifying assistive technology device compatibility using the Training Center

Scheduling Technology Office Hours and Support

Open Discussion/Questions

### Scheduling Technology Office Hours

Technology office hours are available if support is needed to troubleshoot technology issues, such as help with setting up devices or developing a plan to test without proctor caching. District Assessment Coordinators (DACs), School Assessment Coordinators (SACs), or technology staff should be the users requesting office hours. Other staff should first coordinate within their district before contacting Pearson.

Technology Office Hours are scheduled by accessing a link to Pearson's Technology Support Field Services Engineering team. [Select the link to schedule your Technology Office Hours virtual session.](#) Sessions are 30 minutes. Select the preferred date and time. Then enter your name, email, and phone number, and select **Book**. The session will be scheduled for both parties and you will receive an email with conferencing information.