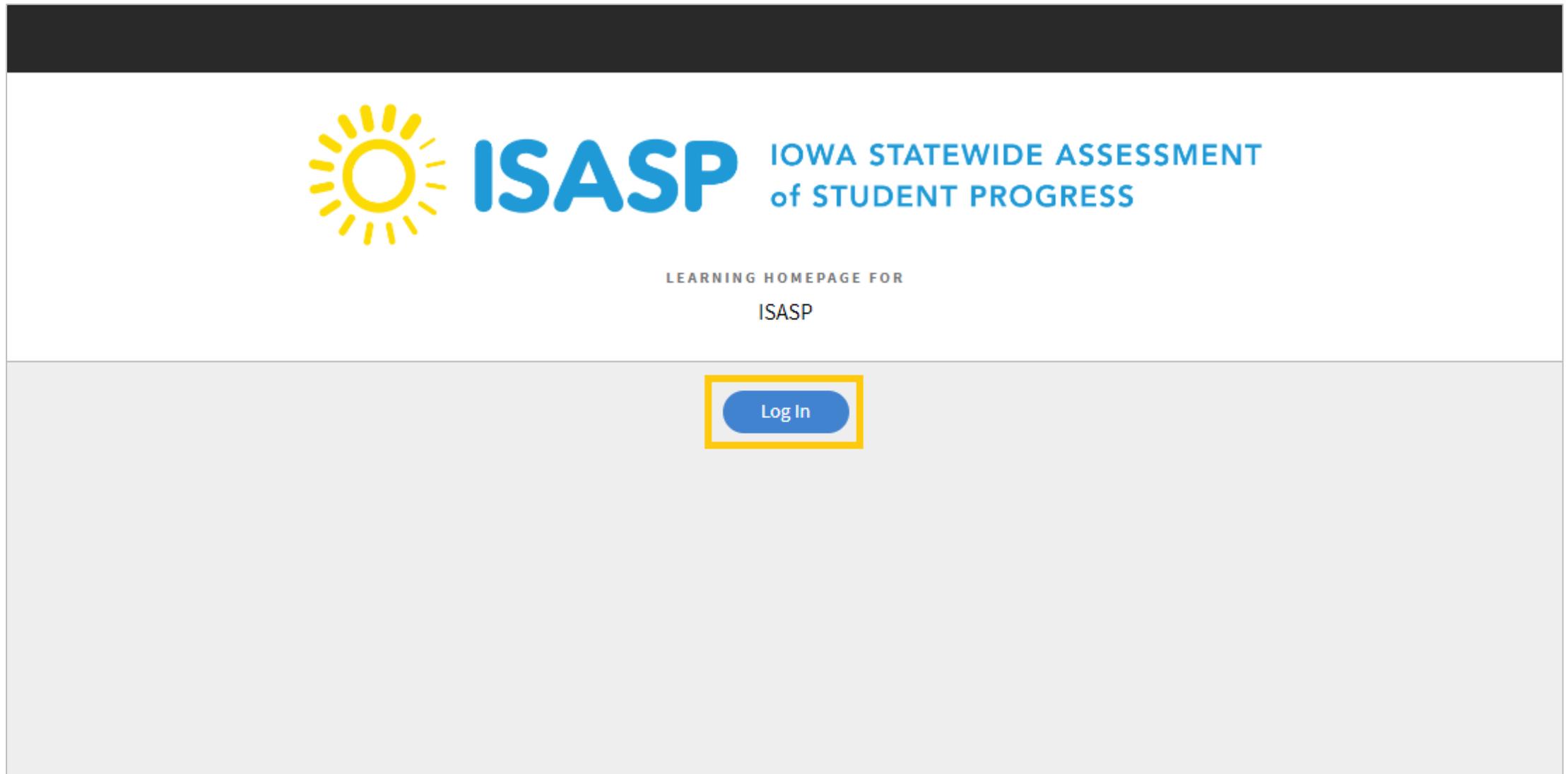


Important: This task is only available to LMS accounts with a **Manager user role (Coordinators in PearsonAccess^{next}).*

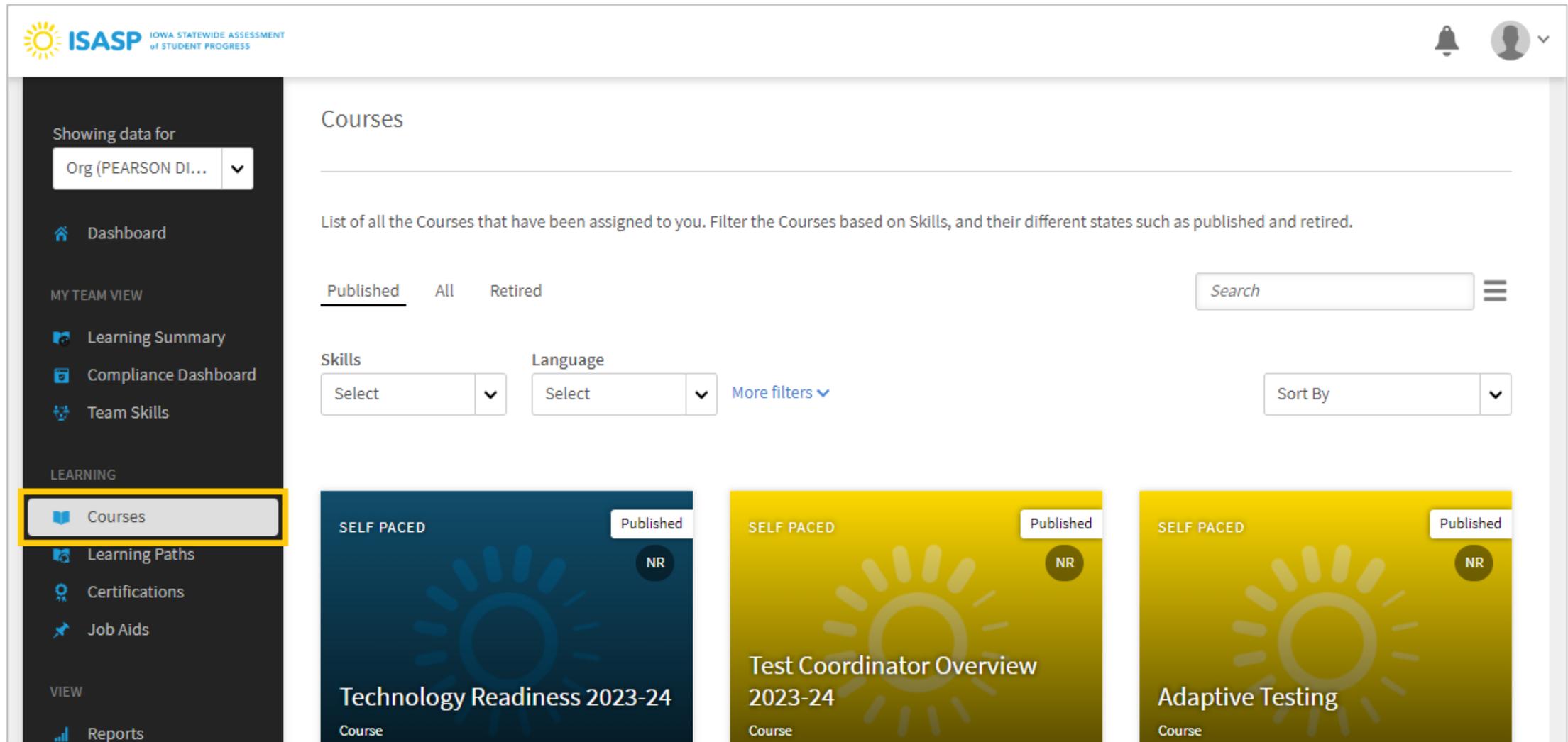
1. Sign in to the ISASP Learning Management System (LMS) with your **LMS Adobe Account** credentials. The link to the ISASP LMS is located on the [Training page](#) of the ISASP Portal.



2. Once signed in, click on your account drop-down on the upper-right corner of the screen. To document a group training, the role must be set to *Manager*.

The screenshot displays the ISASP LMS interface. On the left is a dark sidebar with navigation options: Dashboard, MY TEAM VIEW (Learning Summary, Compliance Dashboard, Team Skills), LEARNING (Courses, Learning Paths, Certifications, Job Aids), and VIEW (Reports). The main content area is titled 'Team Dashboard' and shows 'Learning Summary' for 'Org (PEARSON DISTRICT (99990000))' with a team size of 6. It features three donut charts: 'Enrollment' (2 by 1 person), 'Views' (1 by 1 person), and 'Completions' (1 by 1 person). Below these is a 'Compliance Dashboard' section showing 0 Learnings. In the top right, a user profile dropdown menu is open, with 'Manager' selected. Other options include Learner, Profile Settings, Help, and Sign Out.

3. On the left side of the page, click on *Courses*. This will take you to a page displaying all the courses available in the ISASP LMS. **Click on the specific course you need to document the group training for.** In this guide, the Technology Readiness 2023-24 was chosen to show the process steps.



The screenshot shows the ISASP LMS interface. On the left is a dark sidebar with navigation options: Dashboard, MY TEAM VIEW (Learning Summary, Compliance Dashboard, Team Skills), LEARNING (Courses, Learning Paths, Certifications, Job Aids), and VIEW (Reports). The 'Courses' option is highlighted with a yellow box. The main content area is titled 'Courses' and includes a description: 'List of all the Courses that have been assigned to you. Filter the Courses based on Skills, and their different states such as published and retired.' Below this are filter tabs for 'Published', 'All', and 'Retired'. There are also dropdown menus for 'Skills' and 'Language', a 'Search' box, and a 'Sort By' dropdown. Three course cards are displayed: 'Technology Readiness 2023-24' (dark blue), 'Test Coordinator Overview 2023-24' (yellow-green), and 'Adaptive Testing' (yellow-green). Each card is labeled 'SELF PACED', 'Published', and 'NR'.

4. When you select a course, you will be taken to the course description page. On the left side of this page, click on *Learners*.

The screenshot displays the ISASP LMS interface for a course titled "Technology Readiness 2023-24". The page is organized into three main sections:

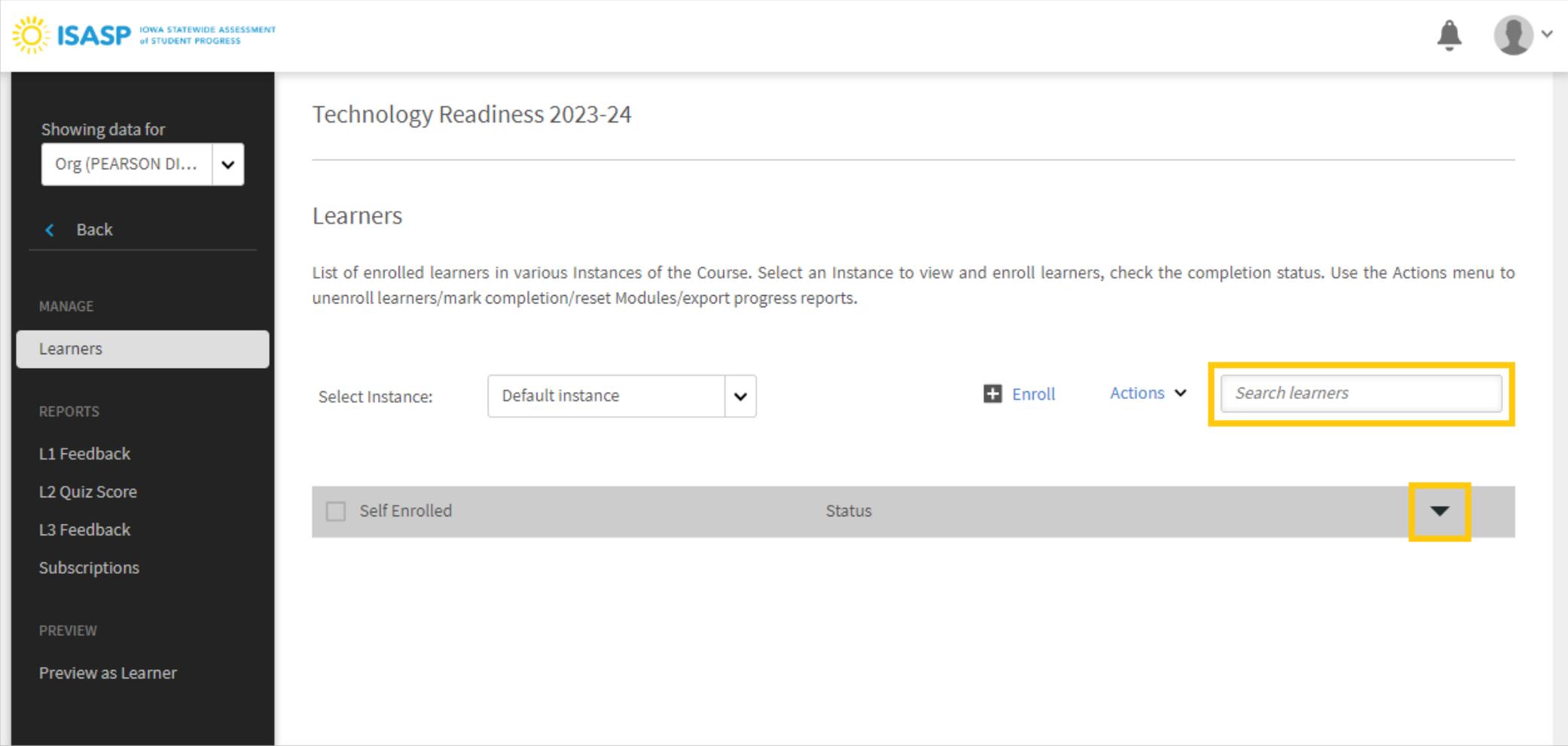
- Left Sidebar (Navigation):** Contains a "Showing data for" dropdown menu set to "Org (PEARSON DI...)", a "Back" button, and several menu categories: "MANAGE" (with "Learners" highlighted in yellow), "REPORTS" (with "L1 Feedback", "L2 Quiz Score", "L3 Feedback", and "Subscriptions"), and "PREVIEW" (with "Preview as Learner").
- Main Content Area:**
 - Header:** Displays the course title "Technology Readiness 2023-24" and "Self Paced". A badge in the top right corner indicates "3 Enrollment(s)".
 - Description:** A paragraph explaining that the training provides detailed information on infrastructure setup for online testing, including steps for configuring local networks, installing TestNav 8, and troubleshooting technical issues.
 - Modules:** A section containing a table of course modules.

Core Content		1 hr
	Technology Readiness Self Paced	1 hr
- Right-Hand Panel (Course Details):**
 - No Deadline:** Represented by a calendar icon.
 - Instance Name:** Default instance.
 - Skills covered:** IA Assessment - Skill Level 1 (1 Credits).
 - Author(s):** IA Admin.

5. You are now on the **Manage Learners** page of the chosen course. There will be several gray headings but the main ones to review will be the following (click on the drop-down arrow on the right-side of the heading):

- *From Learning Plan All Learners*: All Learners (everyone) are auto-enrolled to the *Test Security* training
- *From Learning Plan Managers*: All Managers are auto-enrolled to the *Test Coordinator Overview* and *Test Administration* trainings
- *Self Enrolled*: Includes users that self-enroll themselves to trainings

There is also a *Search learners* field that can be used to filter users listed under these headings.



The screenshot displays the ISASP LMS interface for the 'Technology Readiness 2023-24' course. On the left is a dark sidebar with navigation options: 'Showing data for' (Org (PEARSON DI...)), 'Back', 'MANAGE' (Learners), 'REPORTS' (L1 Feedback, L2 Quiz Score, L3 Feedback, Subscriptions), and 'PREVIEW' (Preview as Learner). The main content area is titled 'Technology Readiness 2023-24' and 'Learners'. Below the title is a description: 'List of enrolled learners in various Instances of the Course. Select an Instance to view and enroll learners, check the completion status. Use the Actions menu to unenroll learners/mark completion/reset Modules/export progress reports.' There are controls for 'Select Instance:' (Default instance), '+ Enroll', 'Actions', and a 'Search learners' input field. A table header is visible with a 'Self Enrolled' checkbox and a 'Status' column with a dropdown arrow.

6. If you use the *Search learners* field, the recommended way to use this field to filter users is to enter the 8-digit Pearson school organization code. There are going to be *Org* and *School* user groups that display as results. Choose the *Org* version of the user group.

The screenshot displays the ISASP LMS interface for the course 'Technology Readiness 2023-24'. On the left sidebar, the 'MANAGE' section is active, with 'Learners' selected. The main content area shows the 'Learners' management page. At the top, it says 'Showing data for Org (PEARSON DI...'. Below this, there's a 'Select Instance:' dropdown set to 'Default instance'. To the right, there are '+ Enroll' and 'Actions' buttons. A search field contains the value '99990000', and a dropdown menu is open, showing 'User' (No Data Available) and 'User Group' (Org (PEARSON DISTRICT (99990000)) selected). Below the search and dropdown, there's a table header with 'Self Enrolled' and 'Status' columns.

7. Check the boxes for the users that attended the group training. As you are going down the list, you can check the Status column for each user. A **Not Started** status means the user has not started the training. A **Completed** status means the user has completed the training. An **In Progress** status means the user has started the training but not completed it.

The screenshot displays the ISASP LMS interface for the course 'Technology Readiness 2023-24'. The left sidebar contains navigation options: 'Showing data for' (Org (PEARSON DI...)), 'Back', 'MANAGE' (Learners), 'REPORTS' (L1 Feedback, L2 Quiz Score, L3 Feedback, Subscriptions), and 'PREVIEW' (Preview as Learner). The main content area shows the 'Learners' section with a description: 'List of enrolled learners in various Instances of the Course. Select an Instance to view and enroll learners, check the completion status. Use the Actions menu to unenroll learners/mark completion/reset Modules/export progress reports.' Below this is a 'Select Instance:' dropdown set to 'All', an 'Actions' dropdown, and a 'Search learners' input field. The results section shows 'Results for All Learners' with a 'Clear search' link. A table lists the learners:

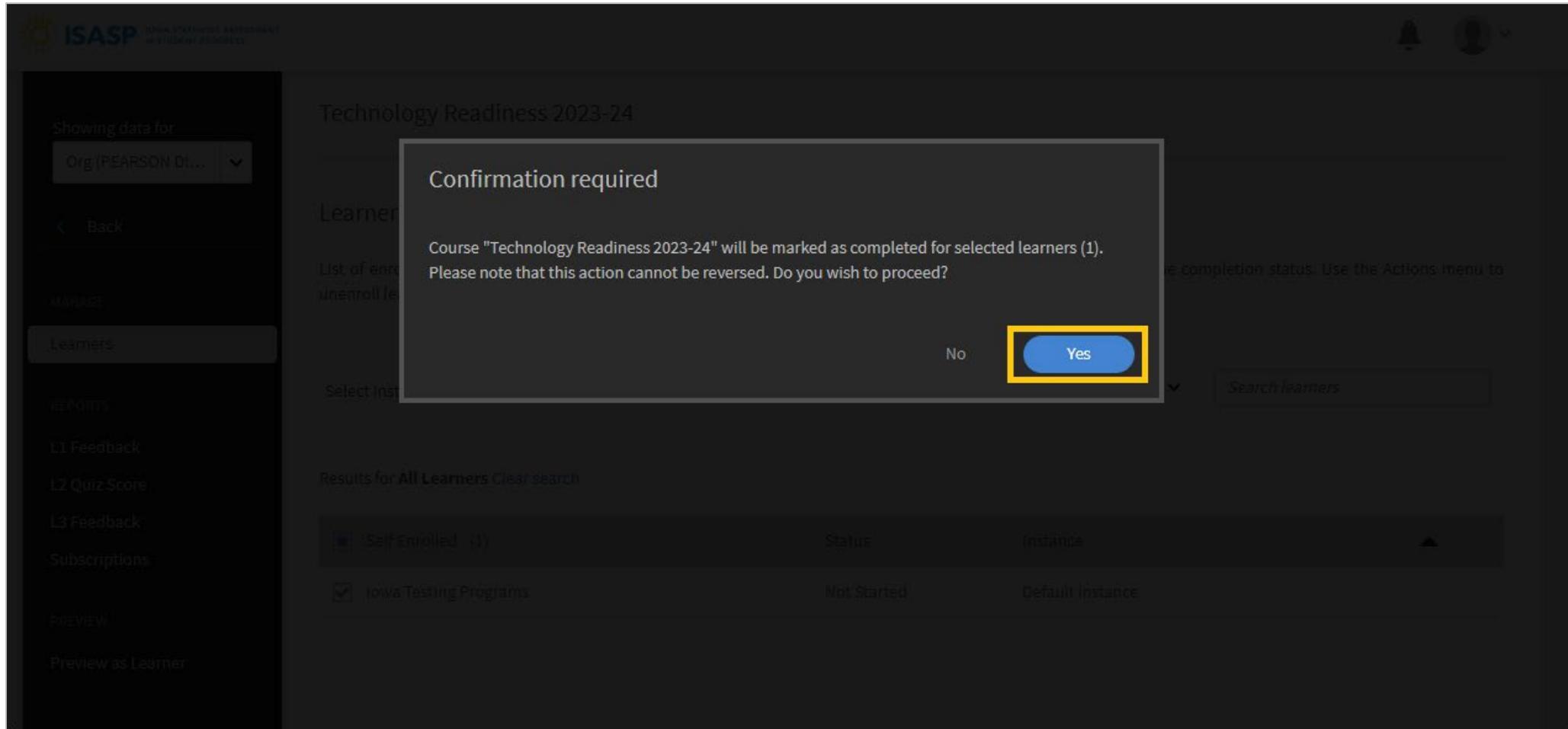
<input type="checkbox"/>	Self Enrolled (1)	Status	Instance
<input checked="" type="checkbox"/>	Iowa Testing Programs	Not Started	Default instance

8. After all your users have been checked, click on the drop-down next to Actions. There will be four options displayed. Choose **Mark Completion**.

The screenshot shows the ISASP LMS interface for the course 'Technology Readiness 2023-24'. On the left is a dark sidebar with navigation options: 'Showing data for' (Org: PEARSON DI...), 'Back', 'MANAGE' (Learners), 'REPORTS' (L1 Feedback, L2 Quiz Score, L3 Feedback, Subscriptions), and 'PREVIEW' (Preview as Learner). The main content area has a title 'Technology Readiness 2023-24' and a 'Learners' section. Below this is a description: 'List of enrolled learners in various Instances of the Course. Select an Instance to view and enroll learners, check the completion status. Use the Actions menu to unenroll learners/mark completion/reset Modules/export progress reports.' There is a 'Select Instance:' dropdown set to 'All' and a 'Search learners' input field. An 'Actions' dropdown menu is open, showing options: 'Unenroll', 'Mark Completion' (highlighted with a yellow box), 'Reset Modules', and 'Export'. Below the menu is a table with columns for checkboxes, instance names, status, and instance type.

Self Enrolled (1)	Status	Instance
<input checked="" type="checkbox"/> Iowa Testing Programs	Not Started	Default instance

9. A confirmation window will pop up. Read the message in the window, then click **Yes** if you would like to proceed.



10. A success message window will pop up. The users marked for completion will be documented as having completed the training.

