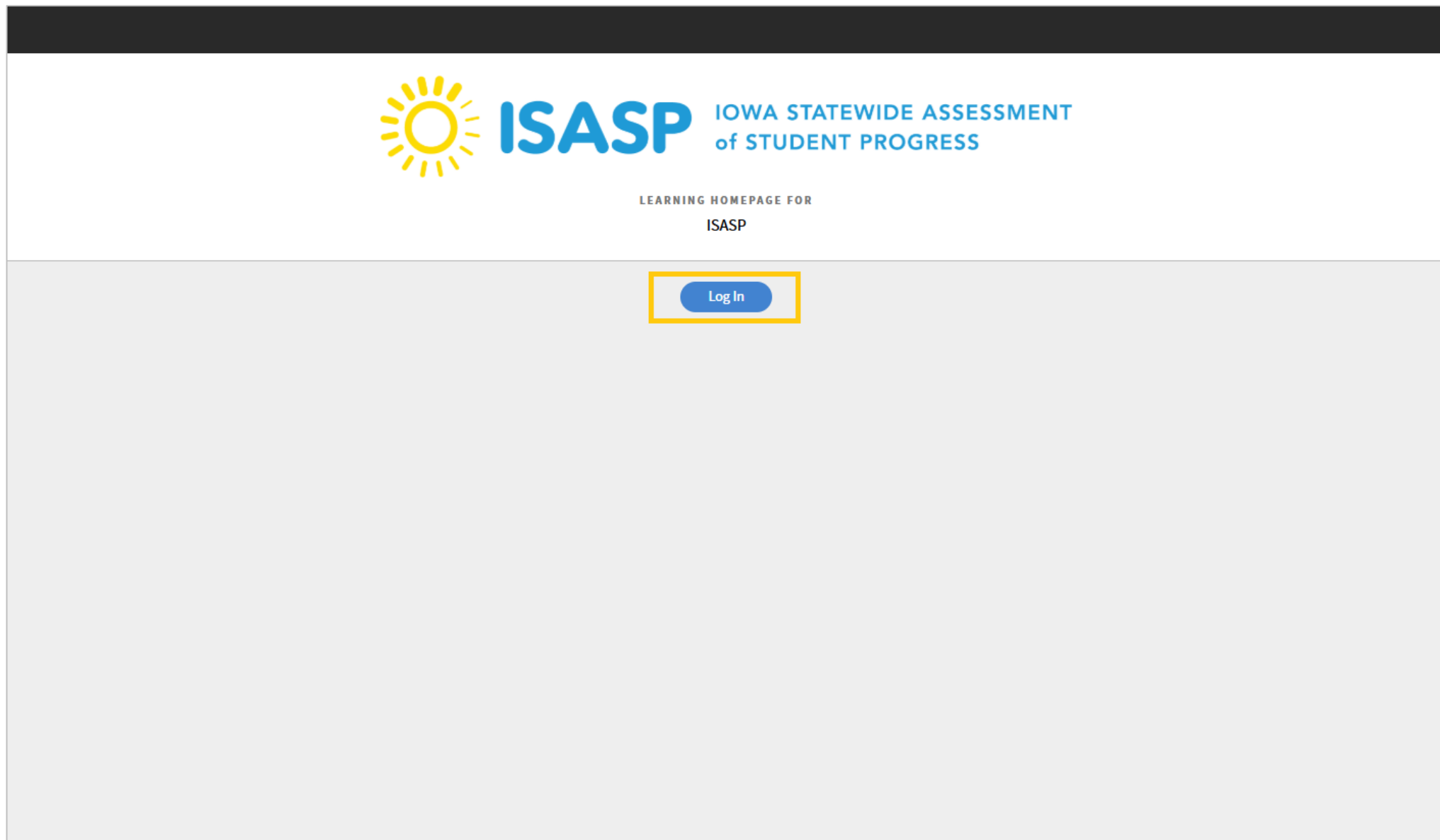
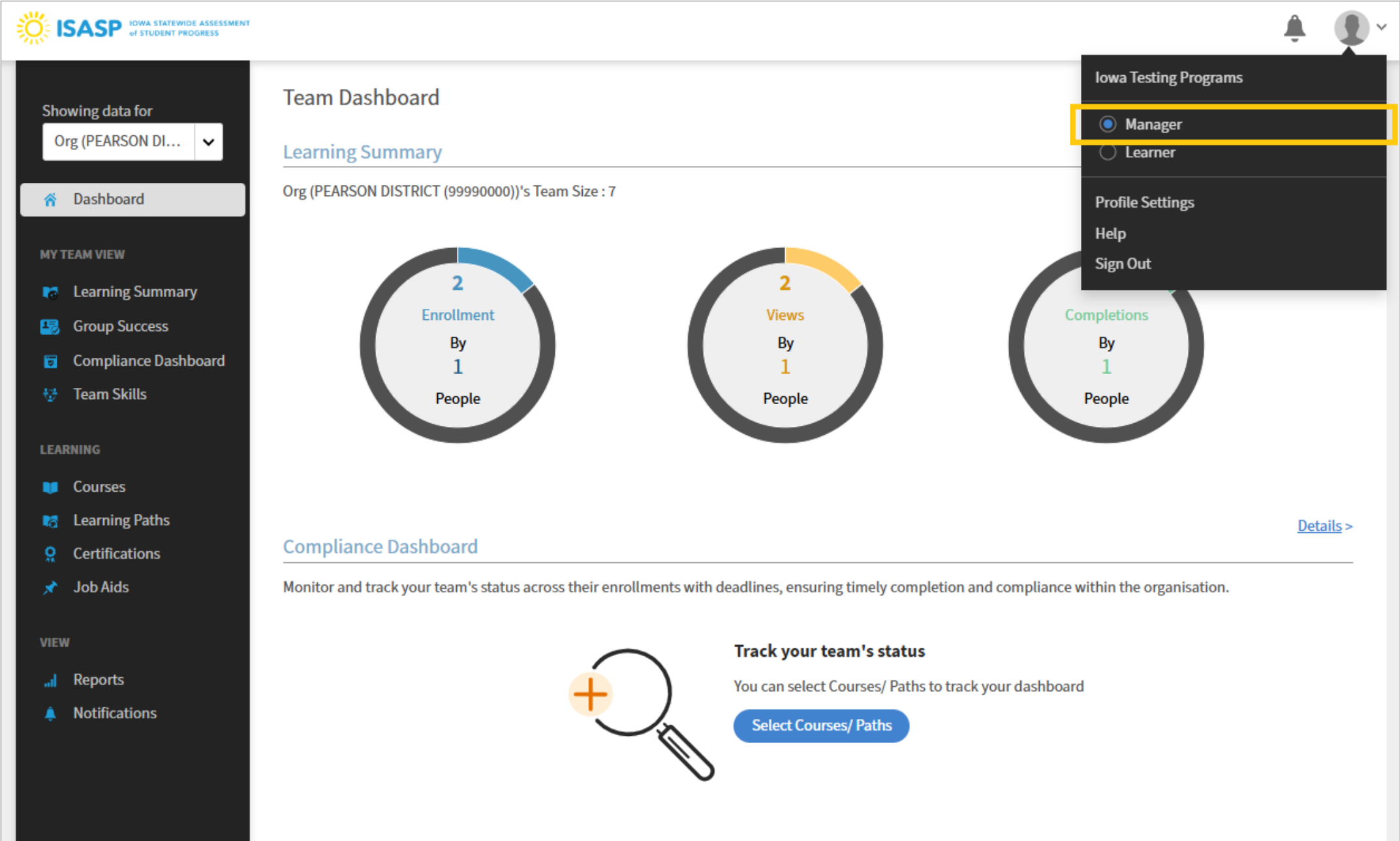


Important: This task is only available to LMS accounts with a **Manager user role (Coordinators in PearsonAccess^{next}).*

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 links. The main content area is titled "Team Dashboard" and shows a "Learning Summary" for "Org (PEARSON DISTRICT (99990000))" with a team size of 7. Three circular progress indicators show "2 Enrollment", "2 Views", and "1 Completions" by "1 People". Below this is a "Compliance Dashboard" section with a magnifying glass icon and a button to "Select Courses/ Paths". In the top right corner, a user profile dropdown menu is open, showing options: "Iowa Testing Programs", "Manager" (highlighted with a yellow box), "Learner", "Profile Settings", "Help", and "Sign Out".

Showing data for
Org (PEARSON DI... ▼

Dashboard

MY TEAM VIEW

- Learning Summary
- Group Success
- Compliance Dashboard
- Team Skills

LEARNING

- Courses
- Learning Paths
- Certifications
- Job Aids

VIEW

- Reports
- Notifications

Team Dashboard

Learning Summary

Org (PEARSON DISTRICT (99990000))'s Team Size : 7

2 Enrollment
By 1 People

2 Views
By 1 People

1 Completions
By 1 People

Compliance Dashboard

Monitor and track your team's status across their enrollments with deadlines, ensuring timely completion and compliance within the organisation.

Track your team's status

You can select Courses/ Paths to track your dashboard

Select Courses/ Paths

Iowa Testing Programs

- ☒ Manager
- ☐ Learner

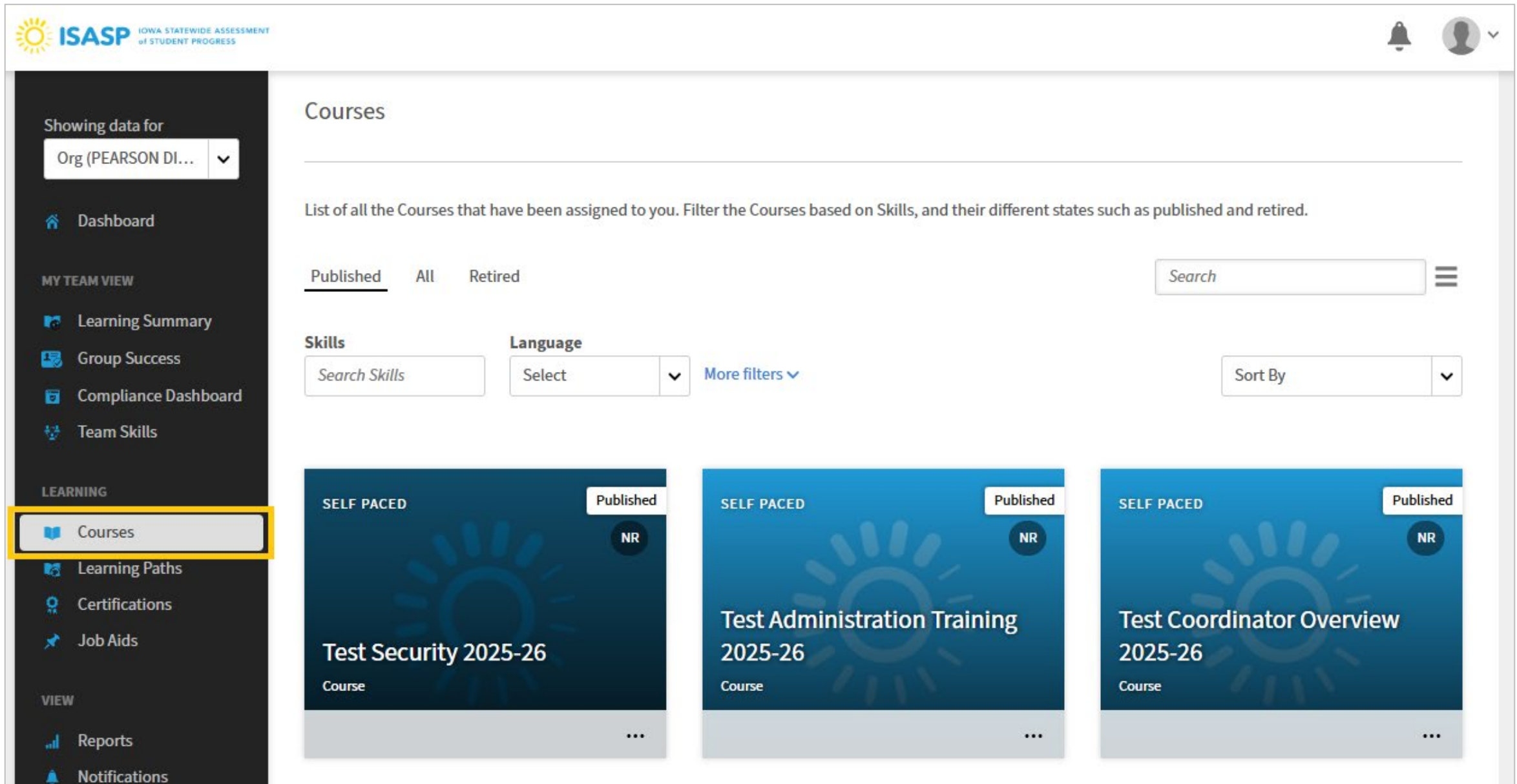
Profile Settings

Help

Sign Out

[Details >](#)

3. On the left side of the page, click on [Courses](#). This will take you to a page displaying all the modules available in the ISASP LMS. **Click on the specific module you need to document the group training for.** In this guide, Test Security 2025-26 was chosen to show the process steps.



The screenshot shows the ISASP LMS interface. On the left is a dark sidebar with navigation options. 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', with 'Published' selected. There are also input fields for 'Skills' and 'Language', a 'More filters' link, and a 'Search' field. A 'Sort By' dropdown is also present. The course list displays three items, each with a 'SELF PACED' label, a 'Published' status, and an 'NR' icon. The first course is 'Test Security 2025-26', the second is 'Test Administration Training 2025-26', and the third is 'Test Coordinator Overview 2025-26'. Each course card has a sunburst graphic in the background and a three-dot menu at the bottom right.

Showing data for
Org (PEARSON DI... ▼

Dashboard

MY TEAM VIEW

Learning Summary

Group Success

Compliance Dashboard

Team Skills

LEARNING

Courses

Learning Paths

Certifications

Job Aids

VIEW

Reports

Notifications

Courses

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.

Published All Retired

Skills Language [More filters ▼](#) [☰](#)

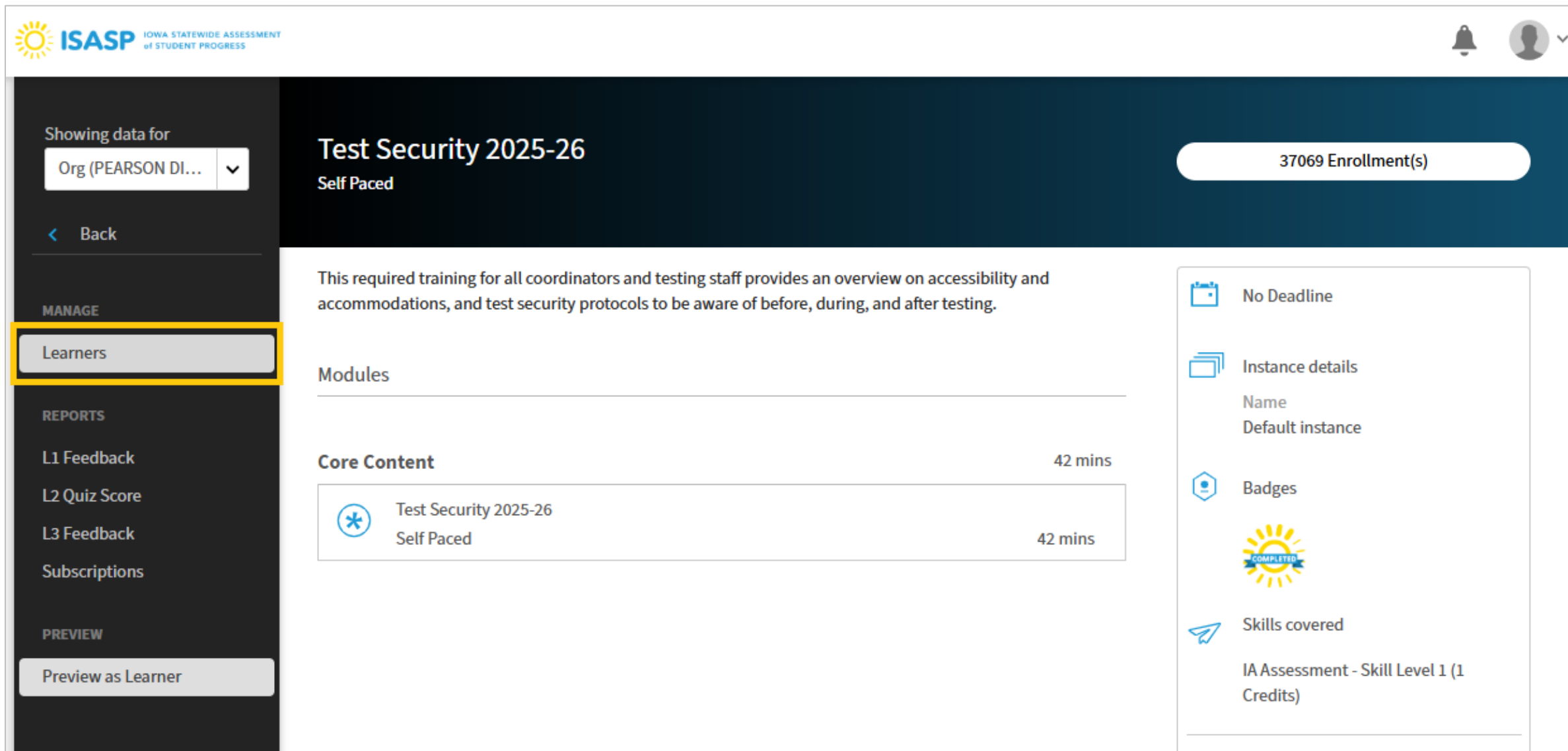
Sort By

SELF PACED Published NR
Test Security 2025-26
Course ...

SELF PACED Published NR
Test Administration Training 2025-26
Course ...

SELF PACED Published NR
Test Coordinator Overview 2025-26
Course ...

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



The screenshot displays the ISASP LMS interface for the 'Test Security 2025-26' module. The left sidebar contains a 'MANAGE' section with the 'Learners' tab highlighted. The main content area shows the module title, a 'Self Paced' status, and a description of the required training. A table lists the module as 'Core Content' with a duration of 42 minutes. The right sidebar provides additional details, including 'No Deadline', 'Instance details', 'Badges', and 'Skills covered'.

Showing data for
Org (PEARSON DI... ▼

< Back

MANAGE

Learners

REPORTS

L1 Feedback

L2 Quiz Score

L3 Feedback

Subscriptions

PREVIEW

Preview as Learner


Test Security 2025-26


Self Paced

37069 Enrollment(s)

This required training for all coordinators and testing staff provides an overview on accessibility and accommodations, and test security protocols to be aware of before, during, and after testing.

Modules

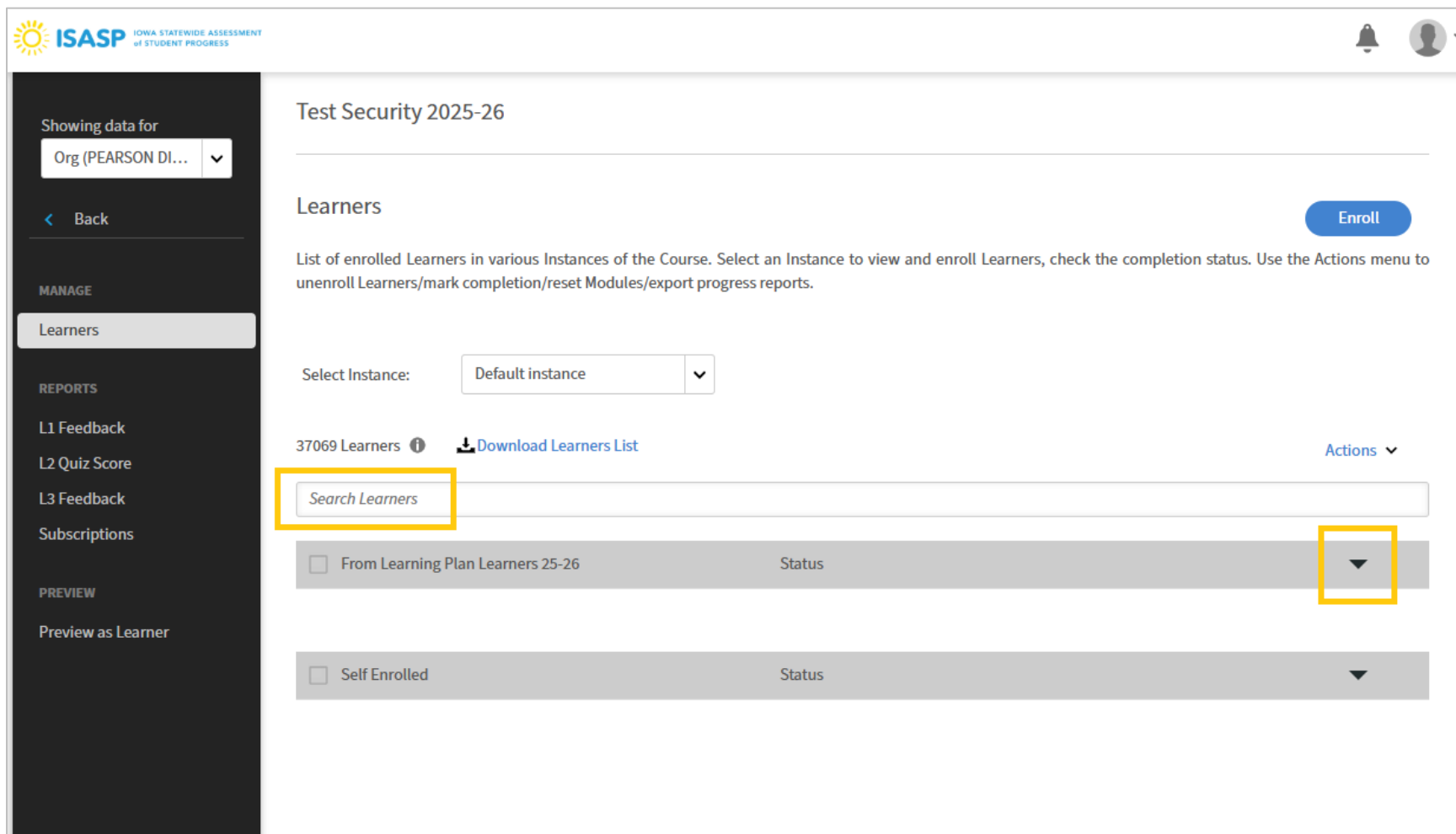
Core Content		42 mins
	Test Security 2025-26 Self Paced	42 mins

- No Deadline
- Instance details
Name
Default instance
- Badges

- Skills covered
IA Assessment - Skill Level 1 (1 Credits)

5. You are now on the **Manage Learners** page of the chosen module. 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 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

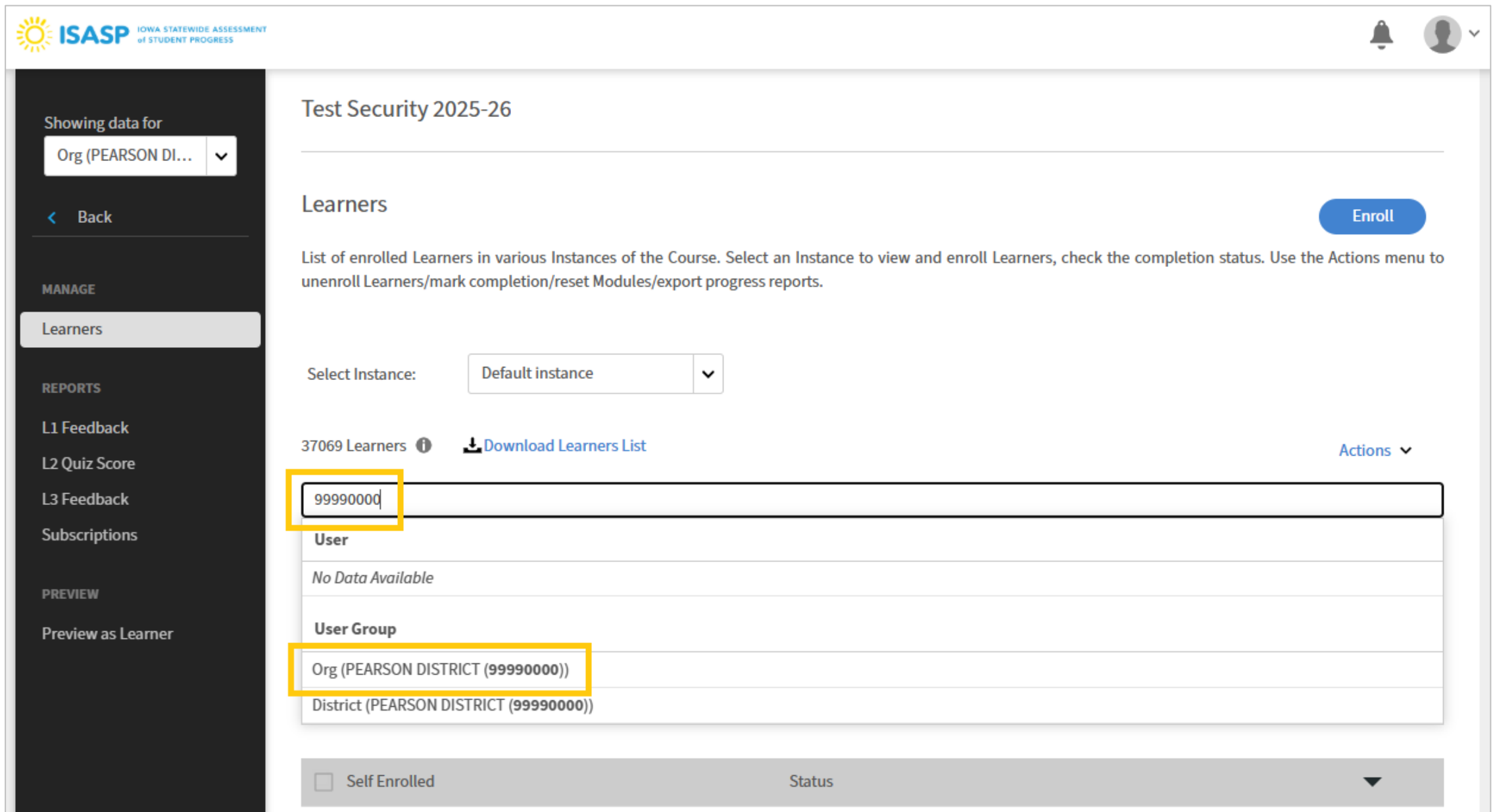
There is also a *Search Learners* field that can be used to filter users listed under these headings.



The screenshot shows the ISASP LMS interface. On the left is a dark sidebar with navigation links: 'MANAGE' (with 'Learners' selected), 'REPORTS' (with 'L1 Feedback', 'L2 Quiz Score', 'L3 Feedback', and 'Subscriptions'), and 'PREVIEW' (with 'Preview as Learner'). The main content area is titled 'Test Security 2025-26'. Below the title is a section for 'Learners' with an 'Enroll' button. A description states: '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 'Default instance'. Below this, it says '37069 Learners' with an information icon and a 'Download Learners List' link. An 'Actions' dropdown is on the right. A search bar labeled 'Search Learners' is highlighted with a yellow box. Below the search bar are two gray heading bars, each with a checkbox and a dropdown arrow (also highlighted with a yellow box):

- ☐ From Learning Plan Learners 25-26 Status
- ☐ Self Enrolled Status

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.



Showing data for
Org (PEARSON DI... ▼

< Back

MANAGE

Learners

REPORTS

L1 Feedback

L2 Quiz Score

L3 Feedback

Subscriptions

PREVIEW

Preview as Learner

Test Security 2025-26

Learners

Enroll

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.

Select Instance: Default instance ▼

37069 Learners ⓘ [Download Learners List](#) Actions ▼

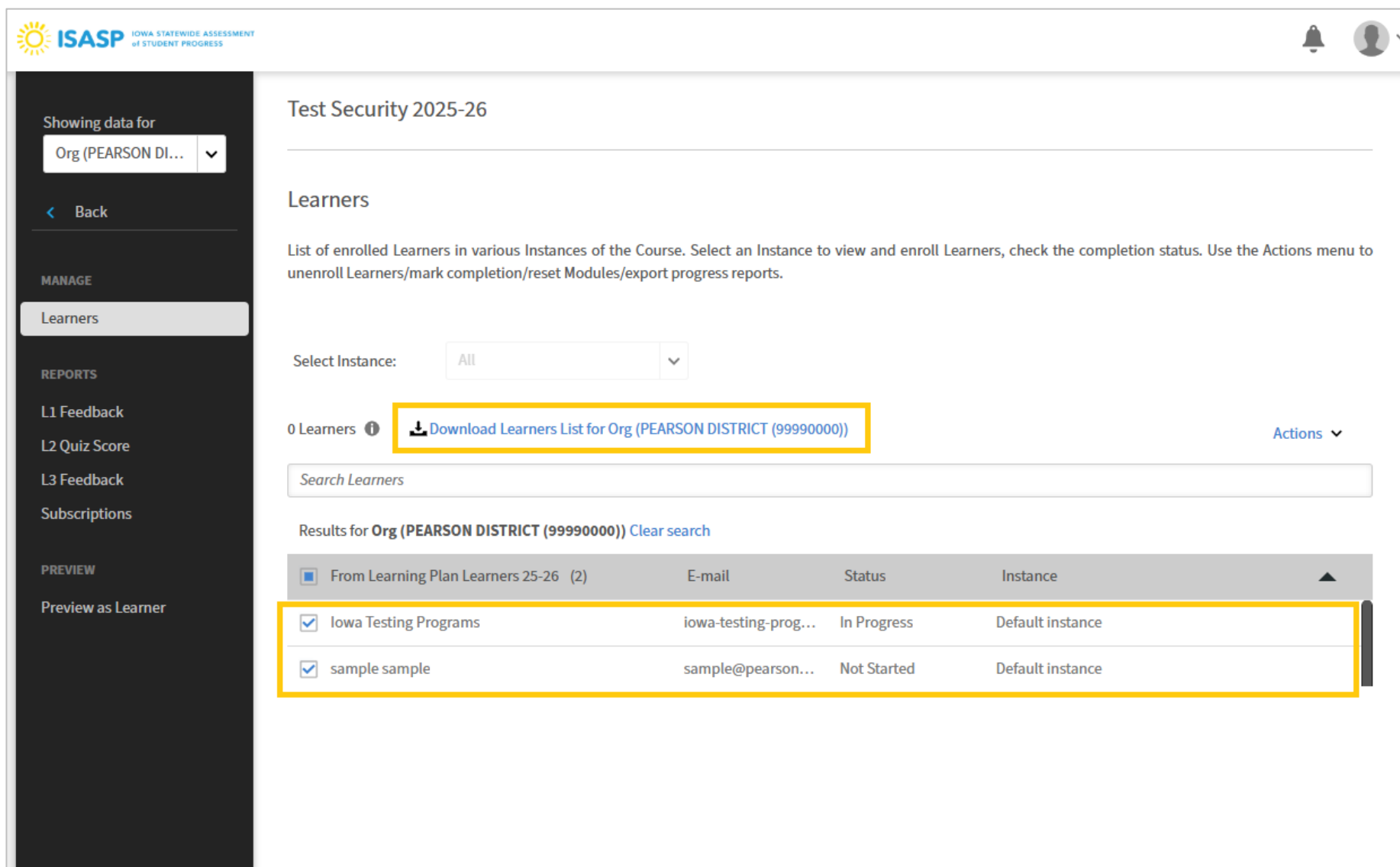
99990000

User	User Group
No Data Available	
	Org (PEARSON DISTRICT (99990000))
	District (PEARSON DISTRICT (99990000))

☐ Self Enrolled Status ▼

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.

There is also a blue [Download Learners List for Org](#) link, which is a helpful resource to see the training statuses of all your users for the specified module.



Showing data for
Org (PEARSON DI... ▼

< Back

MANAGE

Learners

REPORTS

L1 Feedback

L2 Quiz Score

L3 Feedback

Subscriptions

PREVIEW

Preview as Learner

Test Security 2025-26

Learners

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.

Select Instance: All ▼

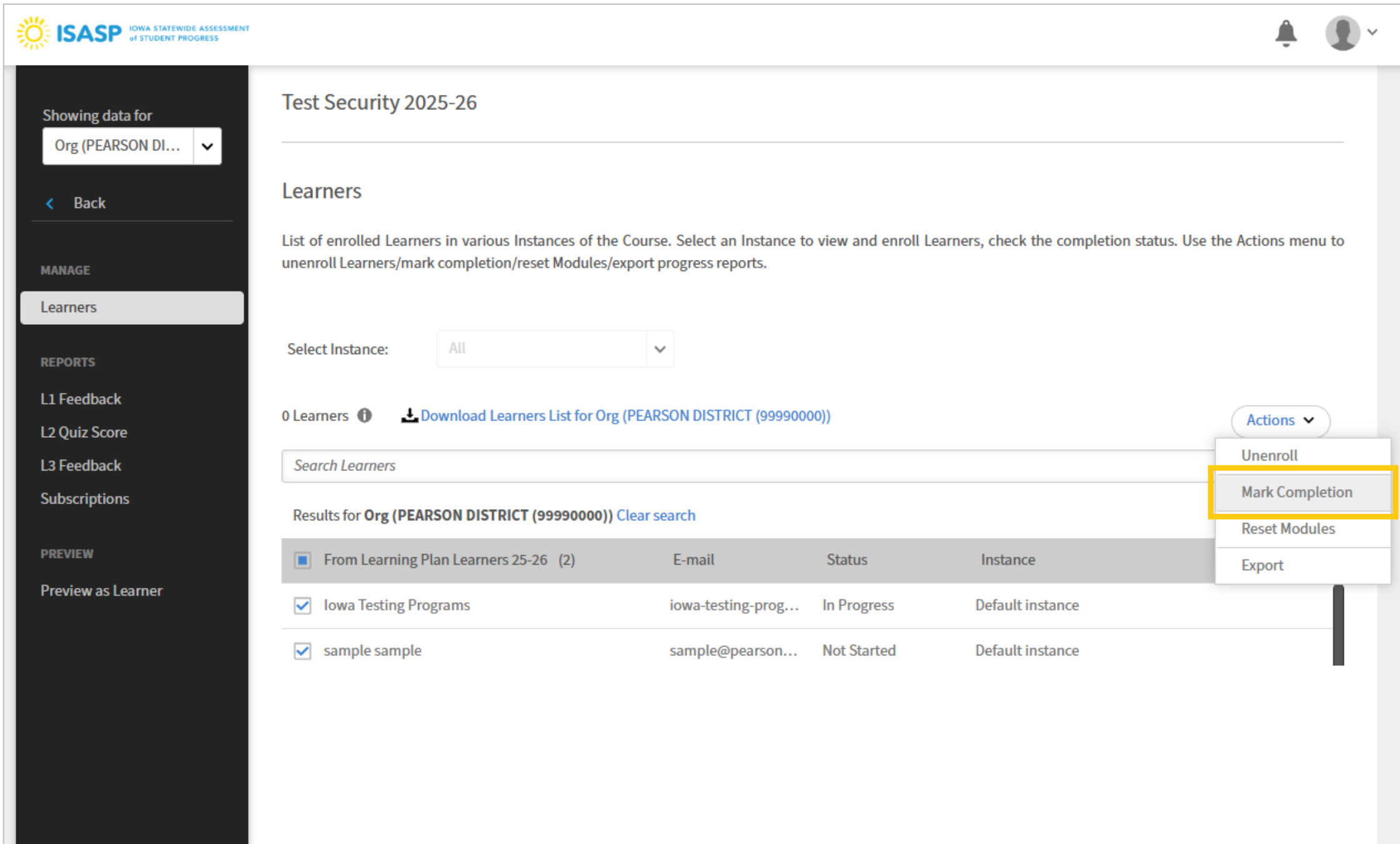
0 Learners ⓘ [Download Learners List for Org \(PEARSON DISTRICT \(99990000\)\)](#) Actions ▼

Search Learners

Results for Org (PEARSON DISTRICT (99990000)) Clear search

<input type="checkbox"/>	From Learning Plan Learners 25-26 (2)	E-mail	Status	Instance
<input checked="" type="checkbox"/>	Iowa Testing Programs	iowa-testing-prog...	In Progress	Default instance
<input checked="" type="checkbox"/>	sample sample	sample@pearson...	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**.



Showing data for
Org (PEARSON DI... ▼

< Back

MANAGE

Learners

REPORTS

L1 Feedback

L2 Quiz Score

L3 Feedback

Subscriptions

PREVIEW

Preview as Learner

Test Security 2025-26

Learners

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.

Select Instance: All ▼

0 Learners ⓘ [Download Learners List for Org \(PEARSON DISTRICT \(99990000\)\)](#)

Search Learners

Results for **Org (PEARSON DISTRICT (99990000))** [Clear search](#)

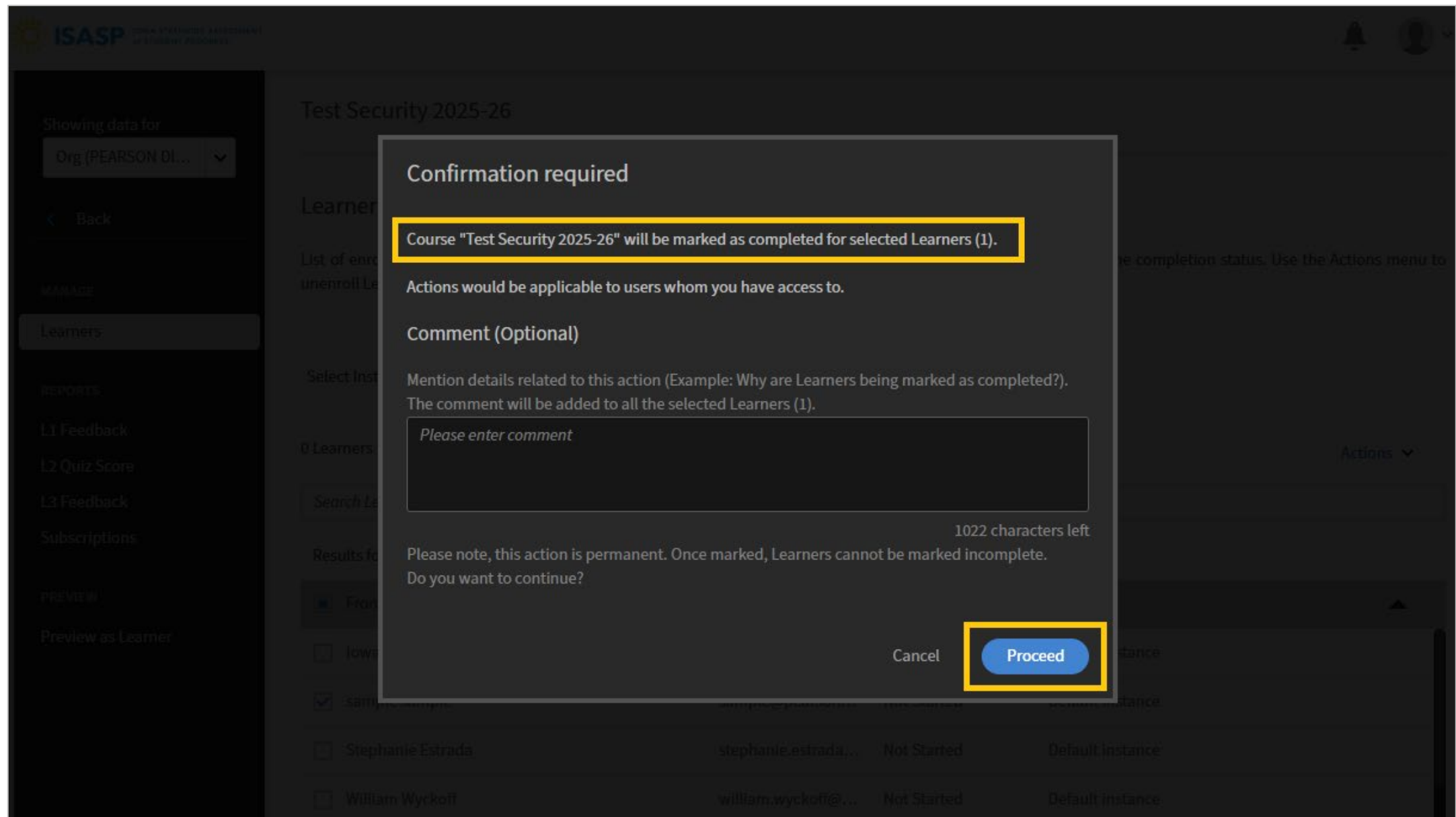
<input type="checkbox"/>	From Learning Plan Learners 25-26 (2)	E-mail	Status	Instance
<input checked="" type="checkbox"/>	Iowa Testing Programs	iowa-testing-prog...	In Progress	Default instance
<input checked="" type="checkbox"/>	sample sample	sample@pearson...	Not Started	Default instance

Actions ▼

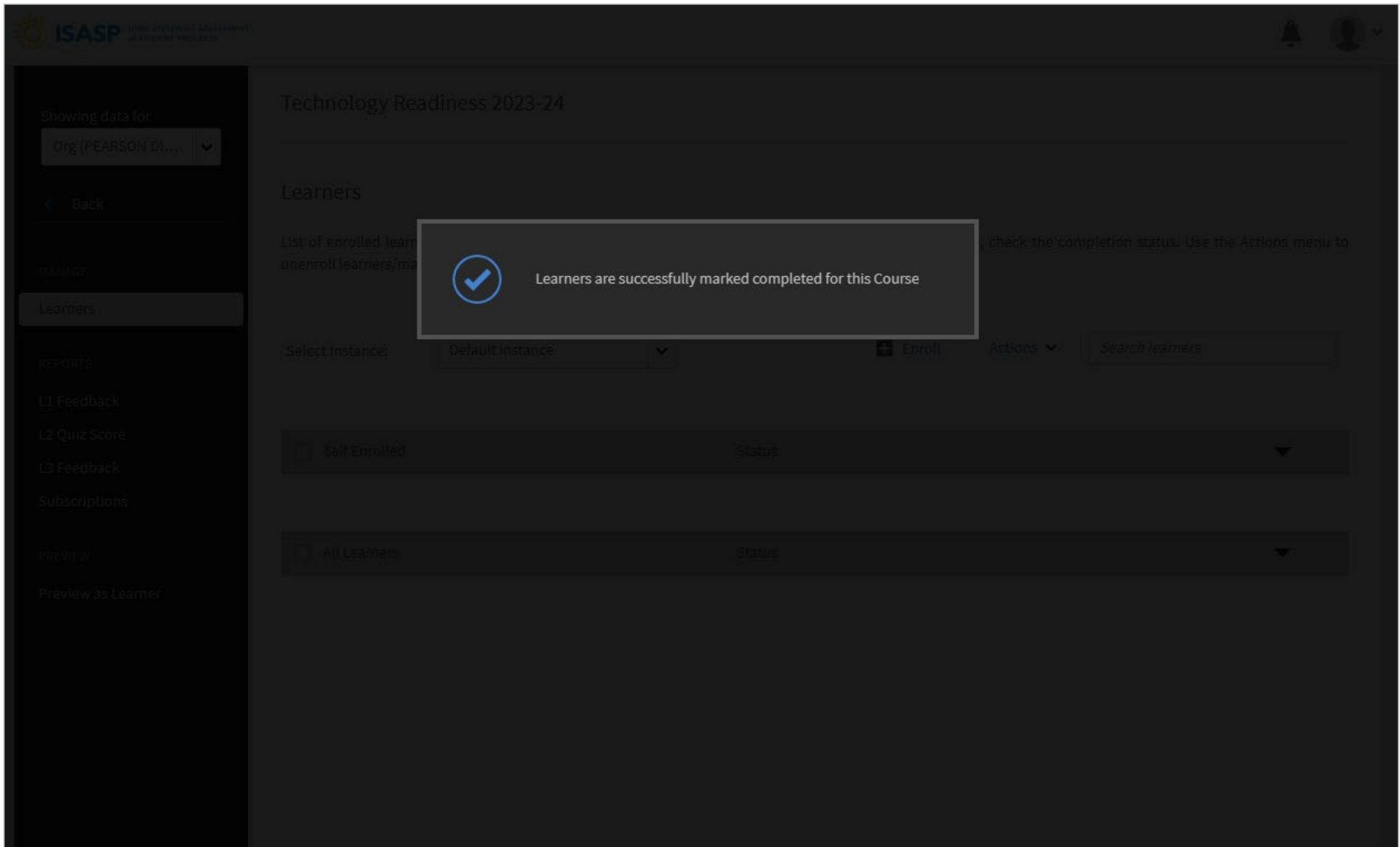
- Unenroll
- Mark Completion
- Reset Modules
- Export

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

There is also a box to enter a comment, but this is optional. An example of a comment could be the location where the group training took place.



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



The screenshot displays the ISASP LMS interface for the course "Technology Readiness 2023-24". A success message window is overlaid on the "Learners" page, stating: "Learners are successfully marked completed for this Course". The message is accompanied by a blue checkmark icon. The background interface shows a sidebar with navigation options like "MANAGE", "REPORTS", and "PREVIEW". The main content area includes a "List of enrolled learners" section with a table of learners. The table has columns for "Self Enrolled", "Status", and "Actions". The "Status" column is currently set to "All Learners".