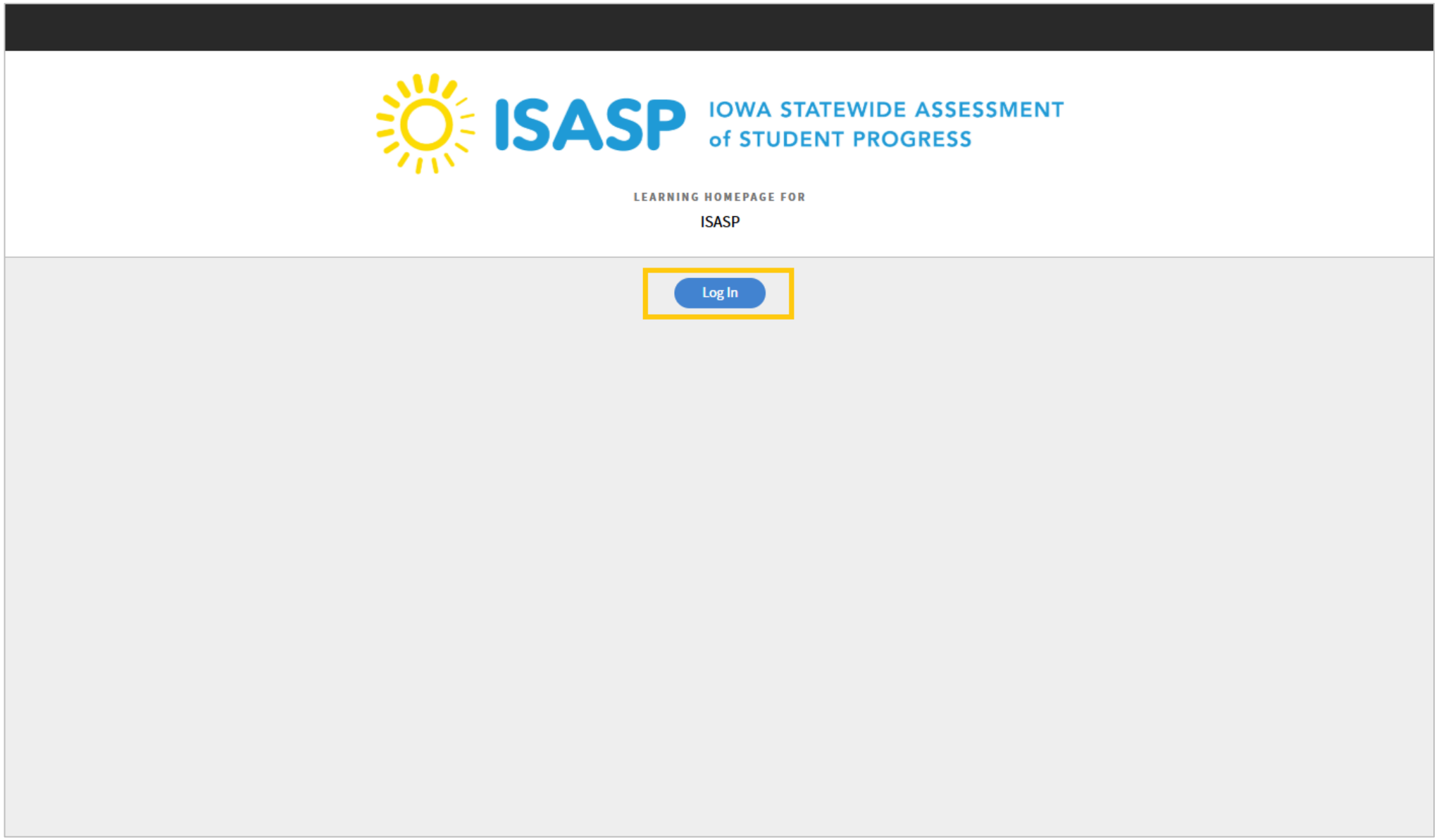
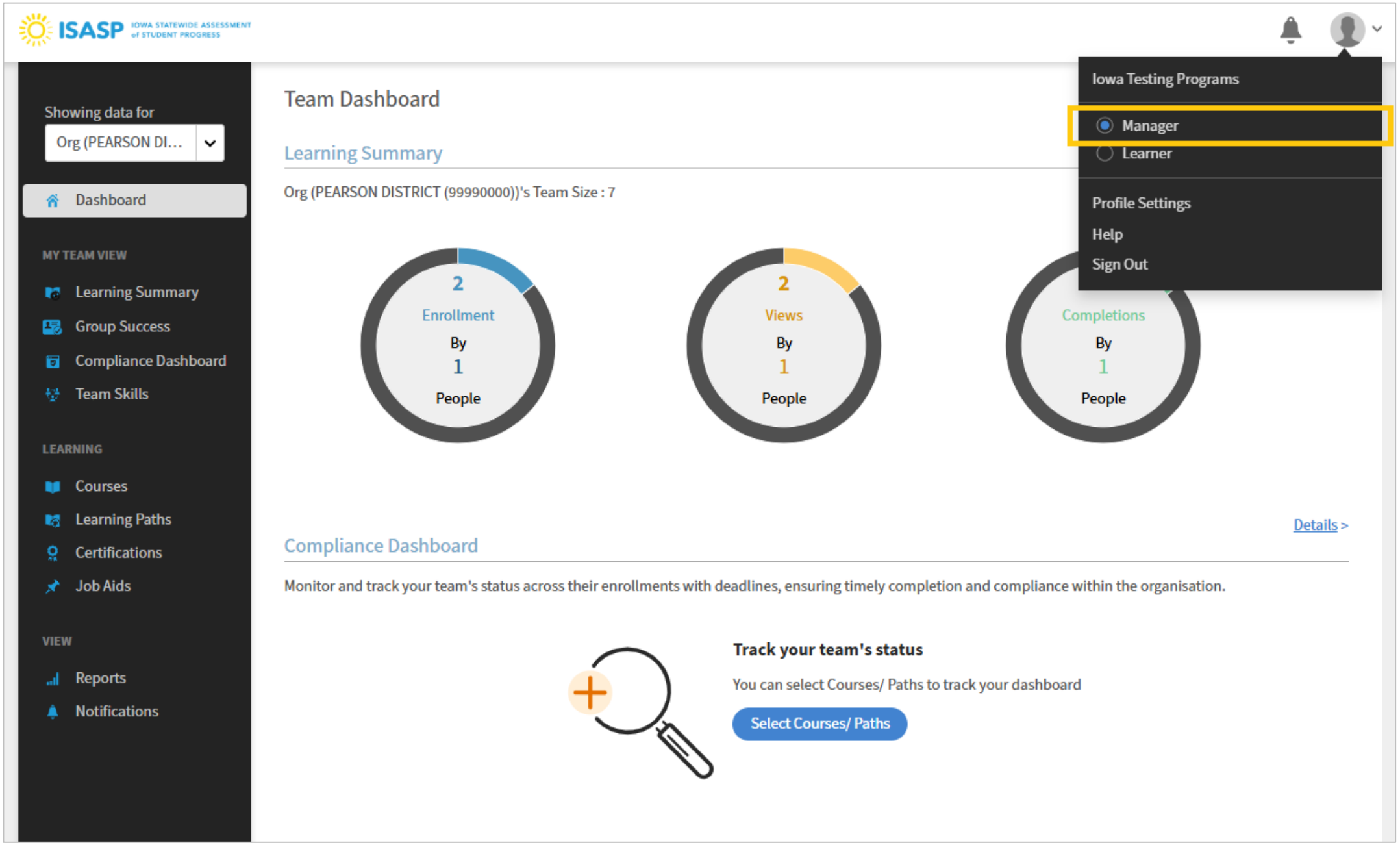
**Important: This task is only available to LMS accounts with a Manager user role (Coordinators in PearsonAccess^{next}).*

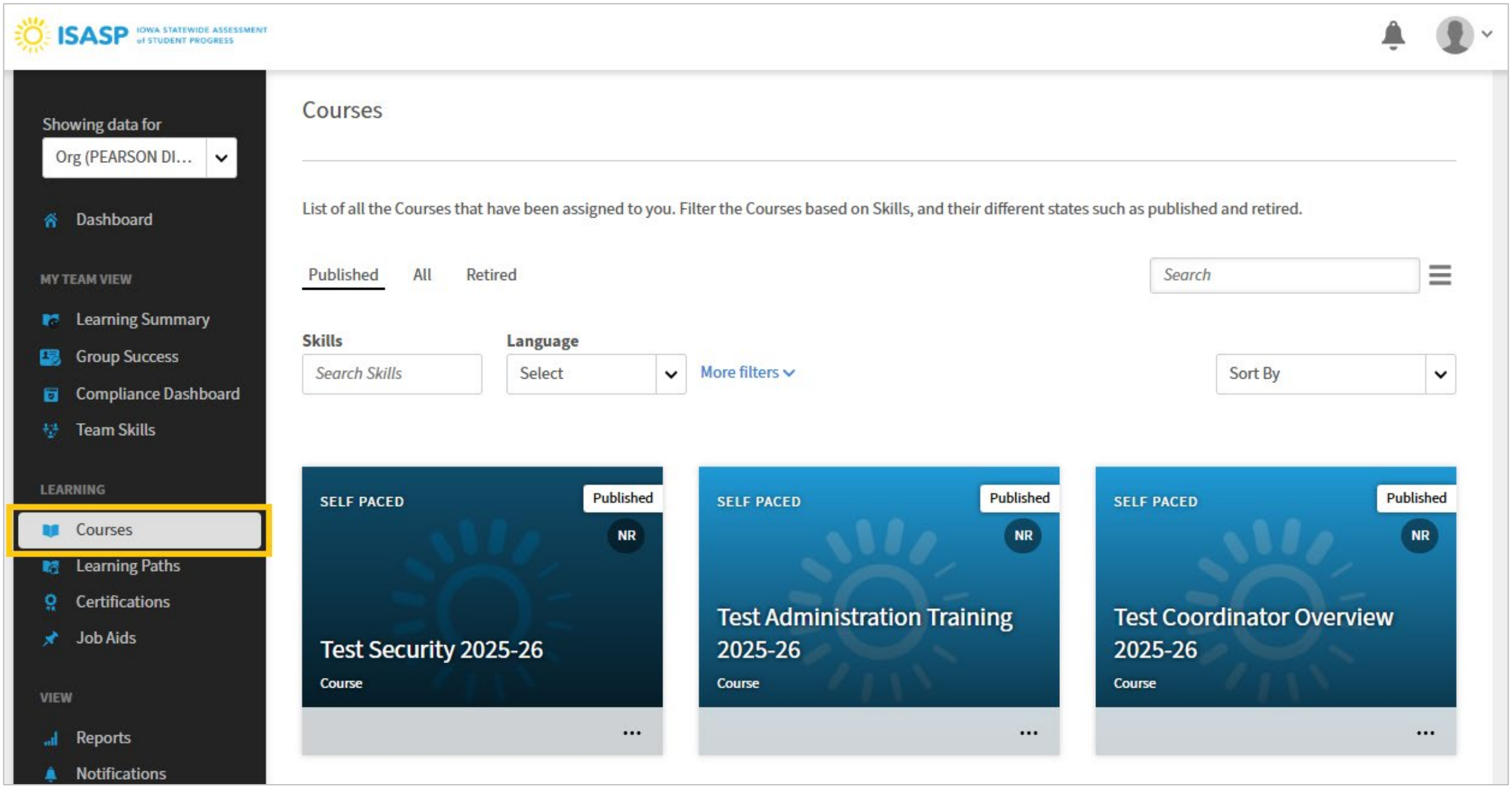
1. Sign in to the ISASP Learning Management System (LMS) with your *LMS Adobe Account* credentials. The link to the ISASP LMS is located on the Training page of the ISASP Portal.



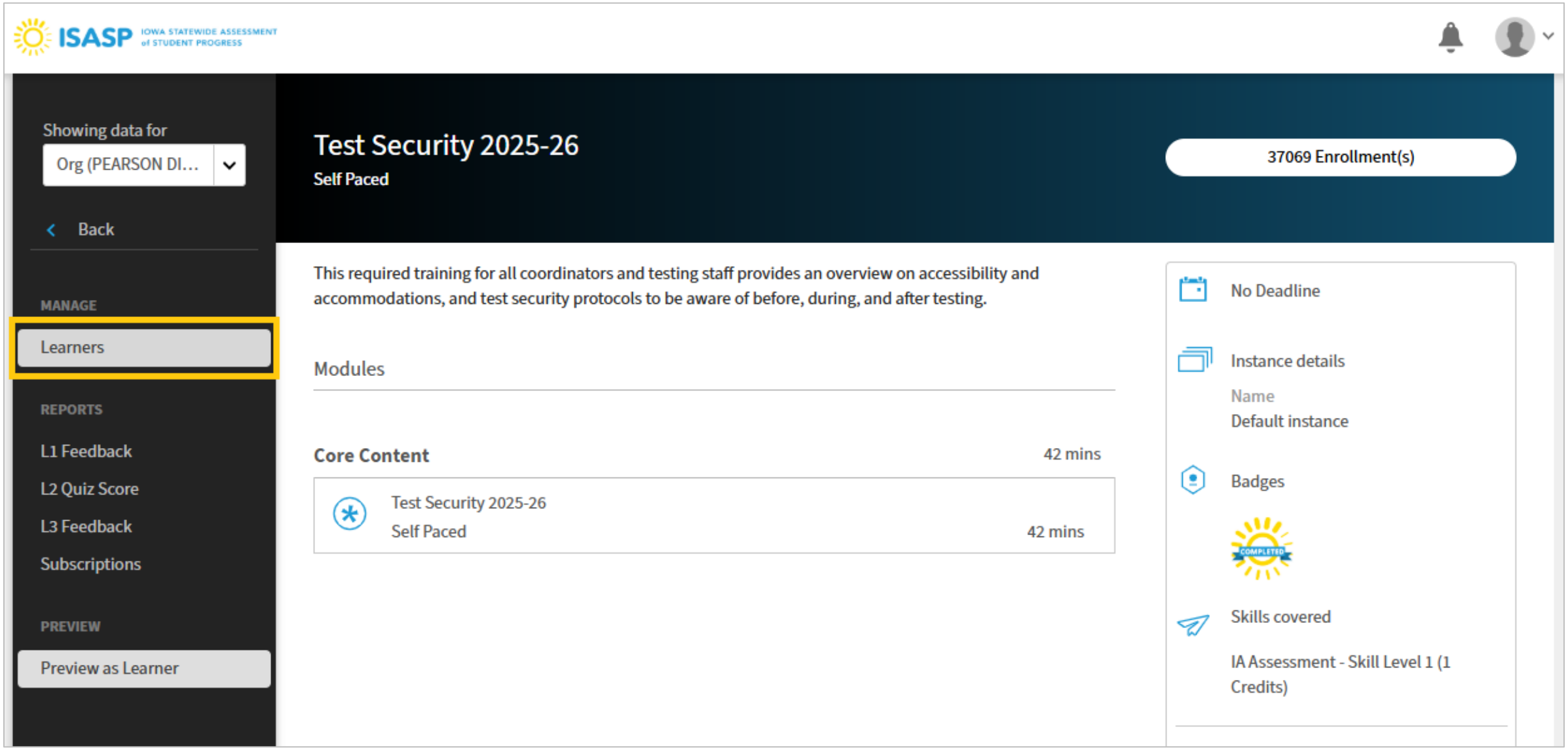
2. Once signed in, click on your account drop-down on the upper-right corner of the screen. To document a group training, the role must be set to *Manager*.



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.



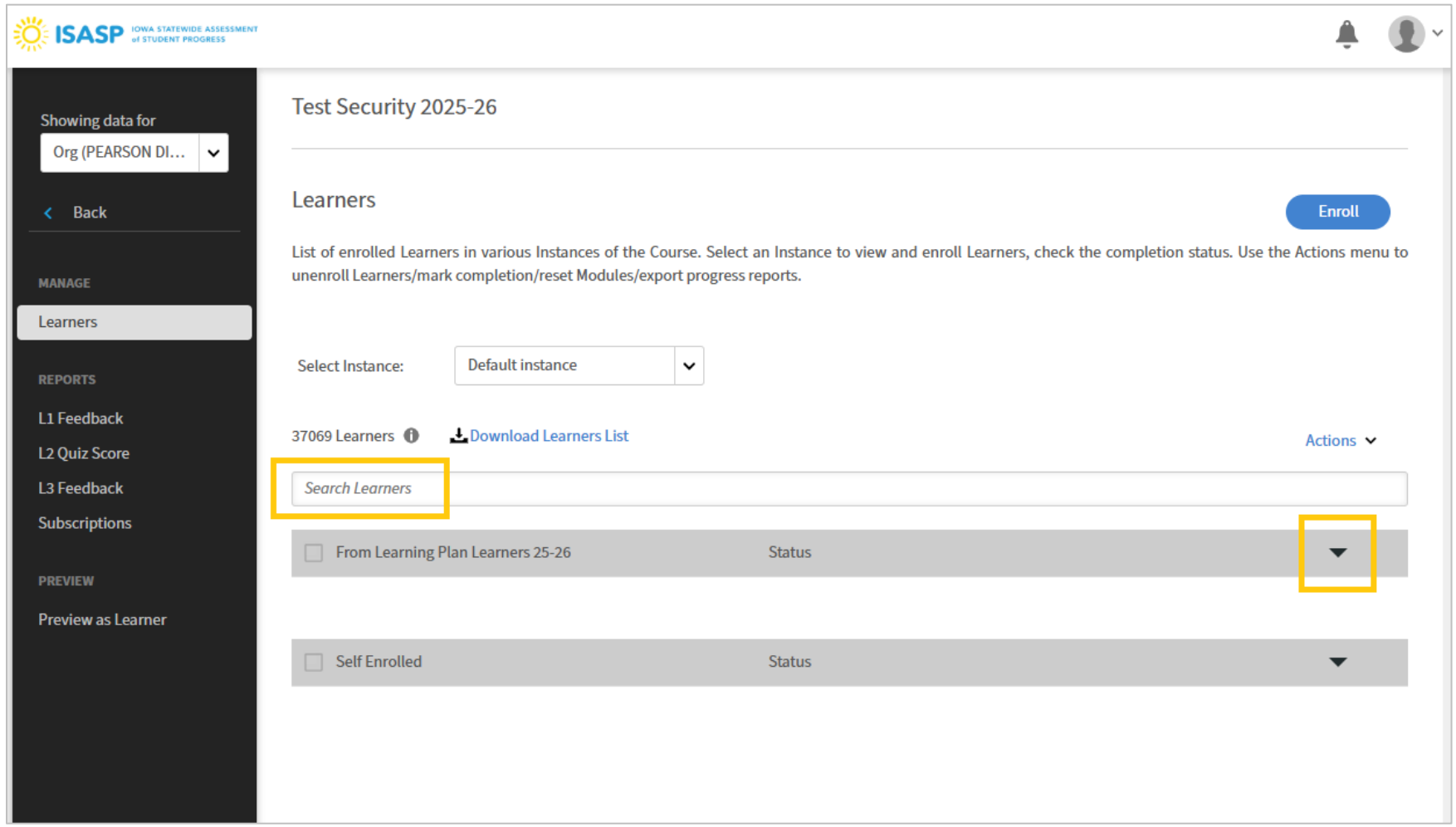
4. When you select a module, you will be taken to the module details page. On the left side of this page, click on *Learners*.



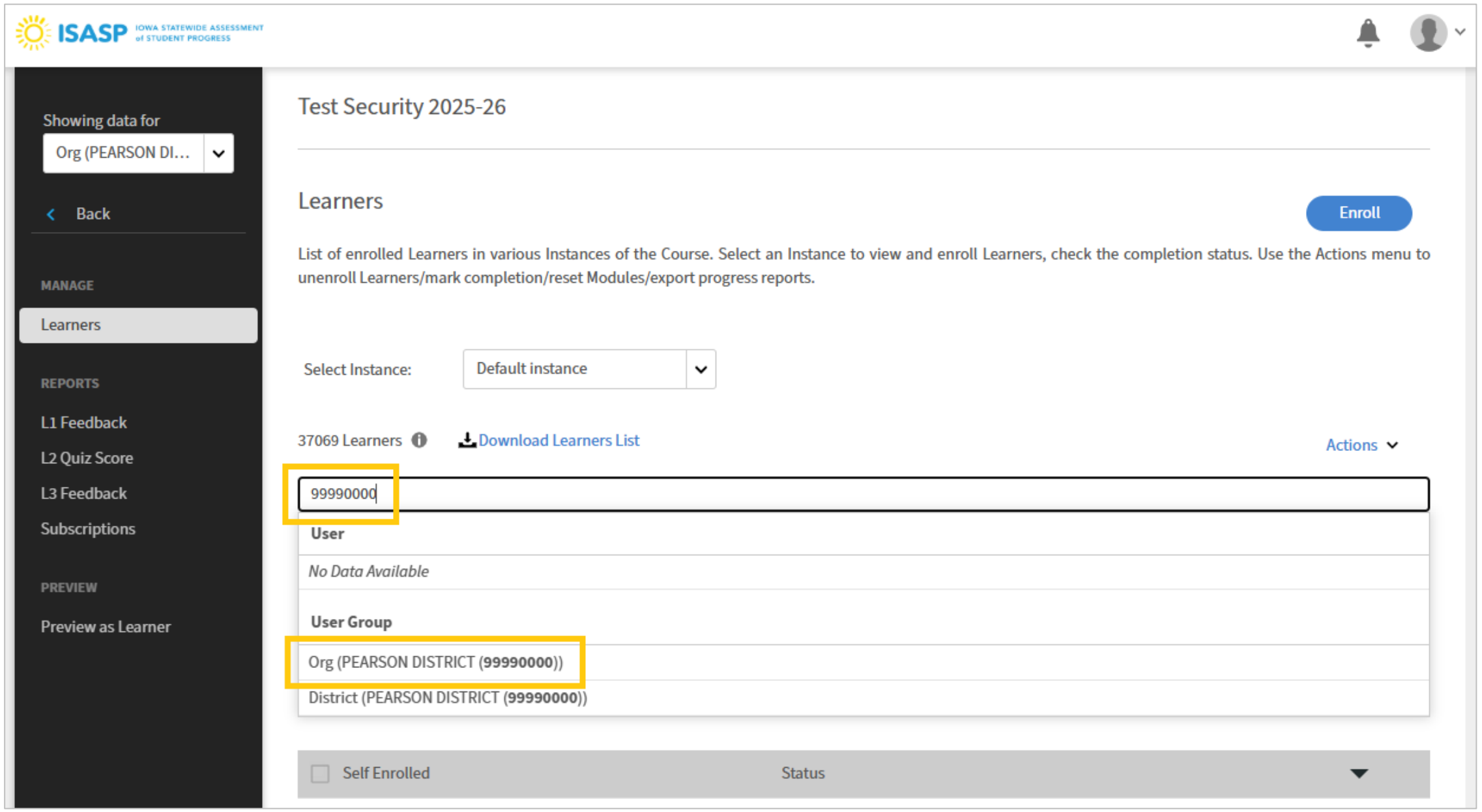
5. You are now on the **Manage Learners** page of the chosen module. There will be several gray headings but the main ones to review will be the following (click on the drop-down arrow on the right-side of the heading):

- *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.

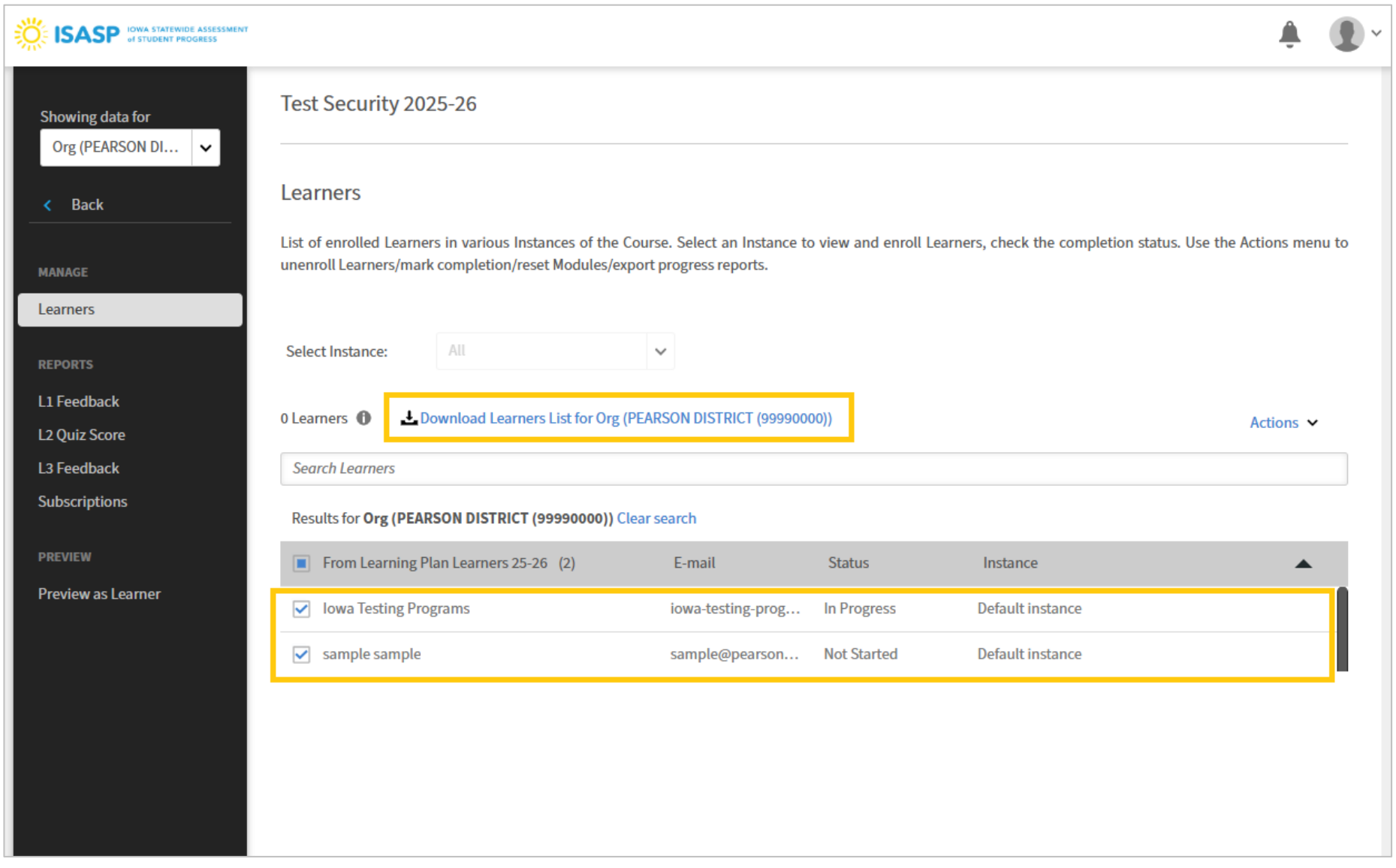


6. If you use the *Search Learners* field, the recommended way to use this field to filter users is to enter the 8-digit **Pearson school organization code**. There are going to be *Org* and *School* user groups that display as results. Choose the *Org* version of the user group.

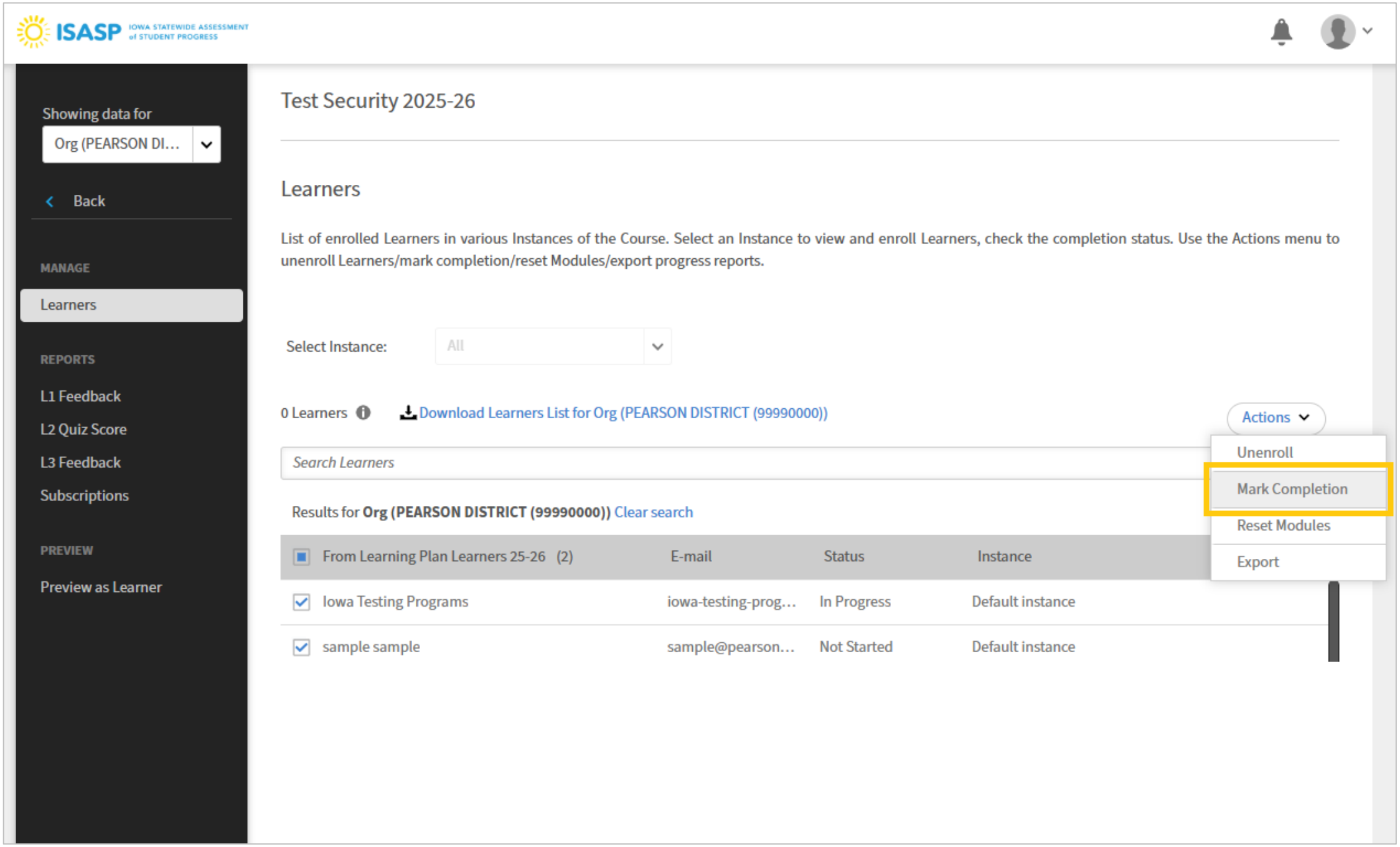


7. Check the boxes for the users that attended the group training. As you are going down the list, you can check the Status column for each user. A **Not Started** status means the user has not started the training. A **Completed** status means the user has completed the training. An **In Progress**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

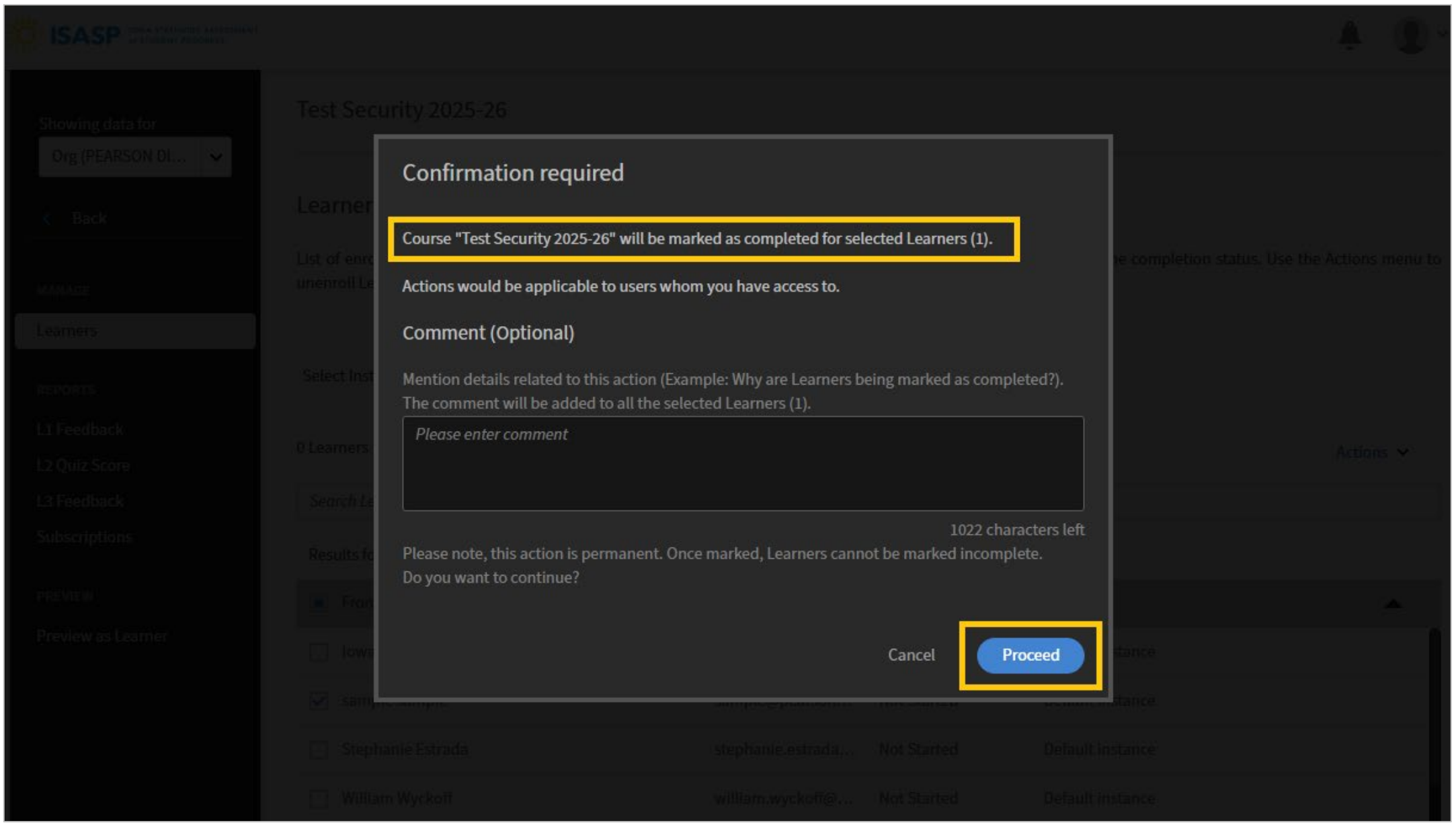
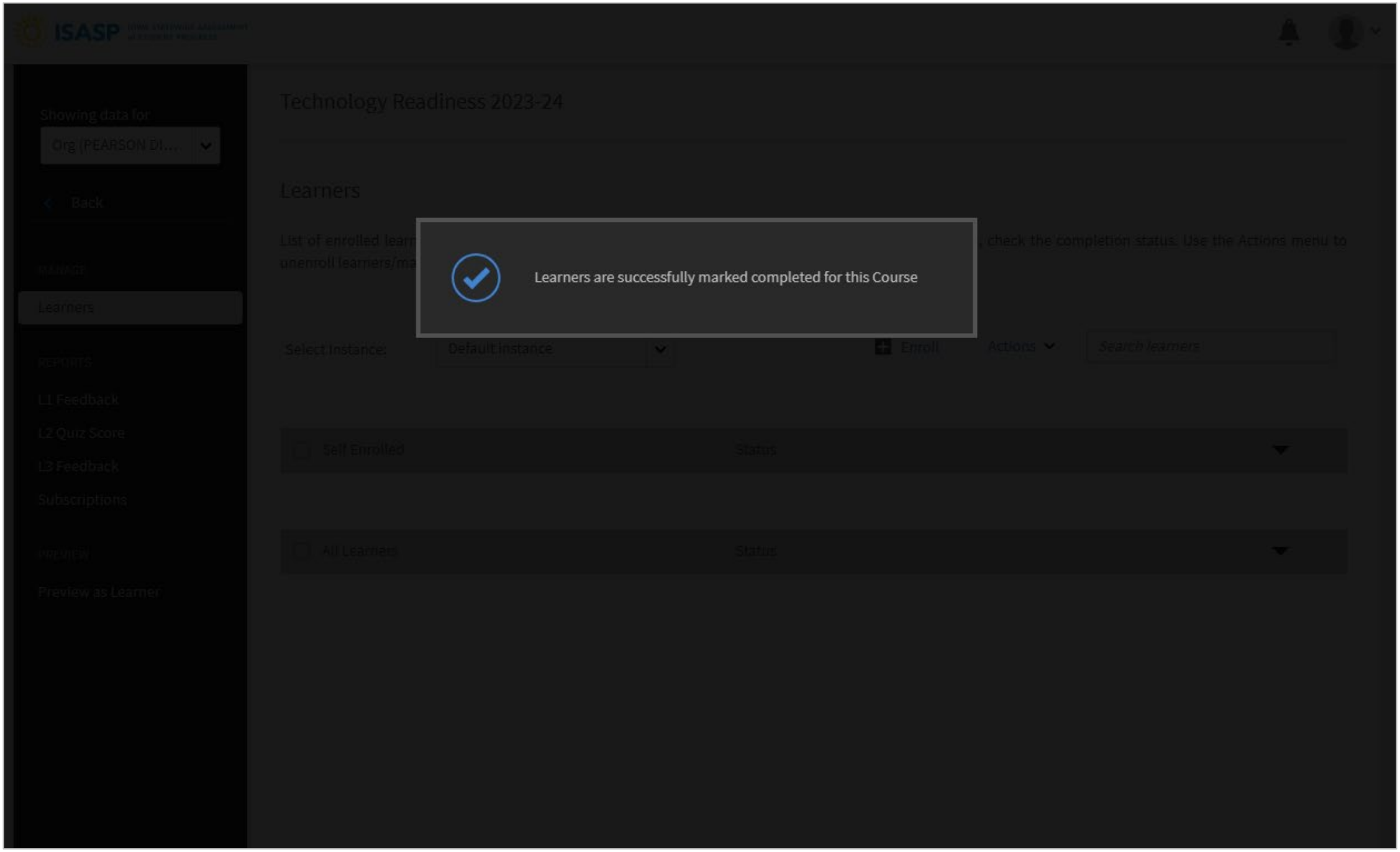


8. After all your users have been checked, click on the drop-down next to Actions. There will be four options displayed. Choose **Mark Completion**.



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.