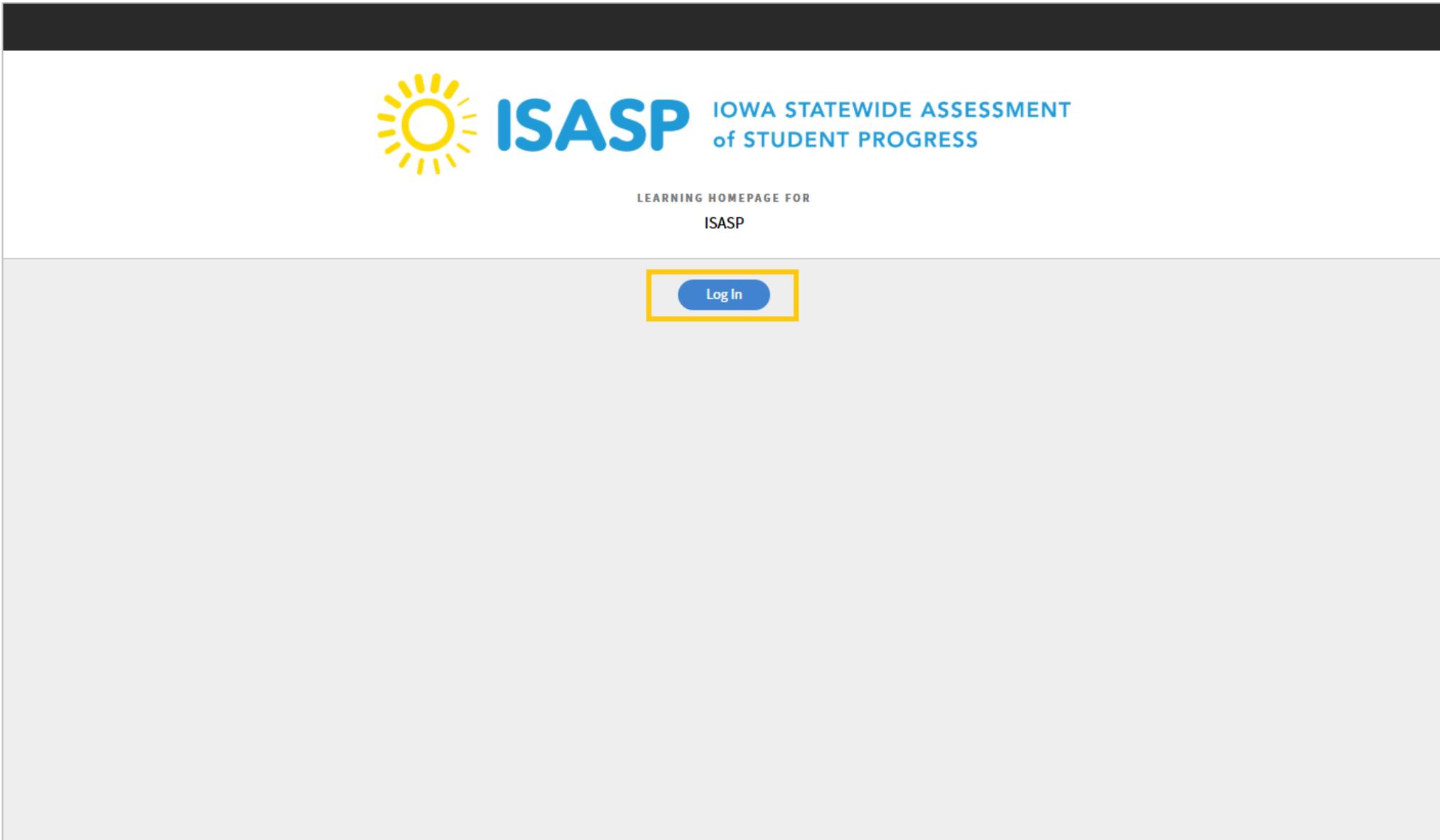
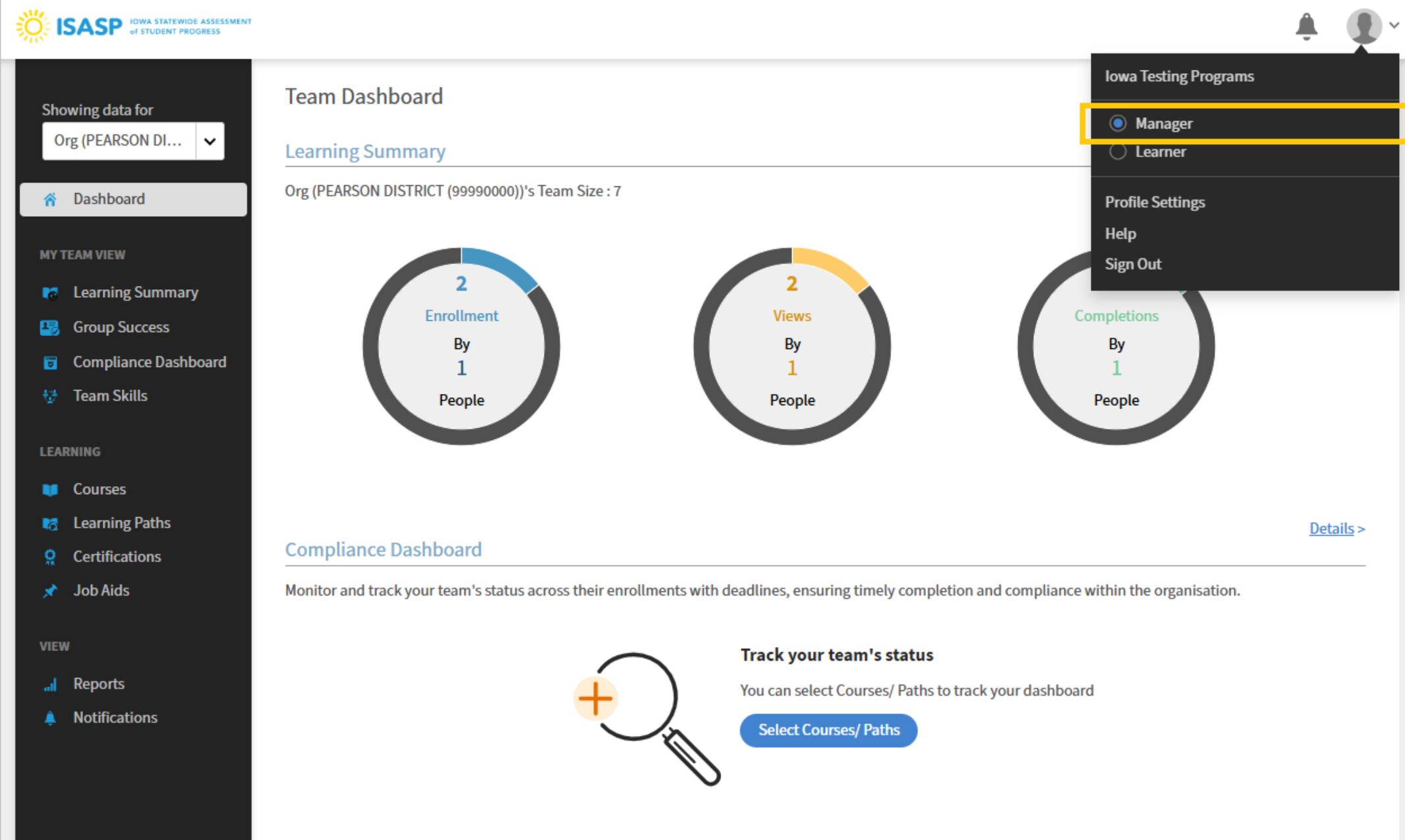


Important: This task is only available to LMS accounts with a **Manager user role (Coordinators in PearsonAccess^{next}).*

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 shows the ISASP LMS Team Dashboard. On the left, a sidebar menu includes 'Dashboard', 'Learning Summary', 'Group Success', 'Compliance Dashboard', 'Team Skills', 'Courses', 'Learning Paths', 'Certifications', 'Job Aids', 'Reports', and 'Notifications'. The main area displays a 'Team Dashboard' for 'Org (PEARSON DI...)' with a team size of 7. It features three circular charts: 'Enrollment' (2 by 1 people), 'Views' (2 by 1 people), and 'Completions' (1 by 1 people). Below this is a 'Compliance Dashboard' section with a magnifying glass icon and the text 'Track your team's status'.

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

Track your team's status

You can select Courses/ Paths to track your dashboard

Select Courses/ Paths

Iowa Testing Programs

Manager

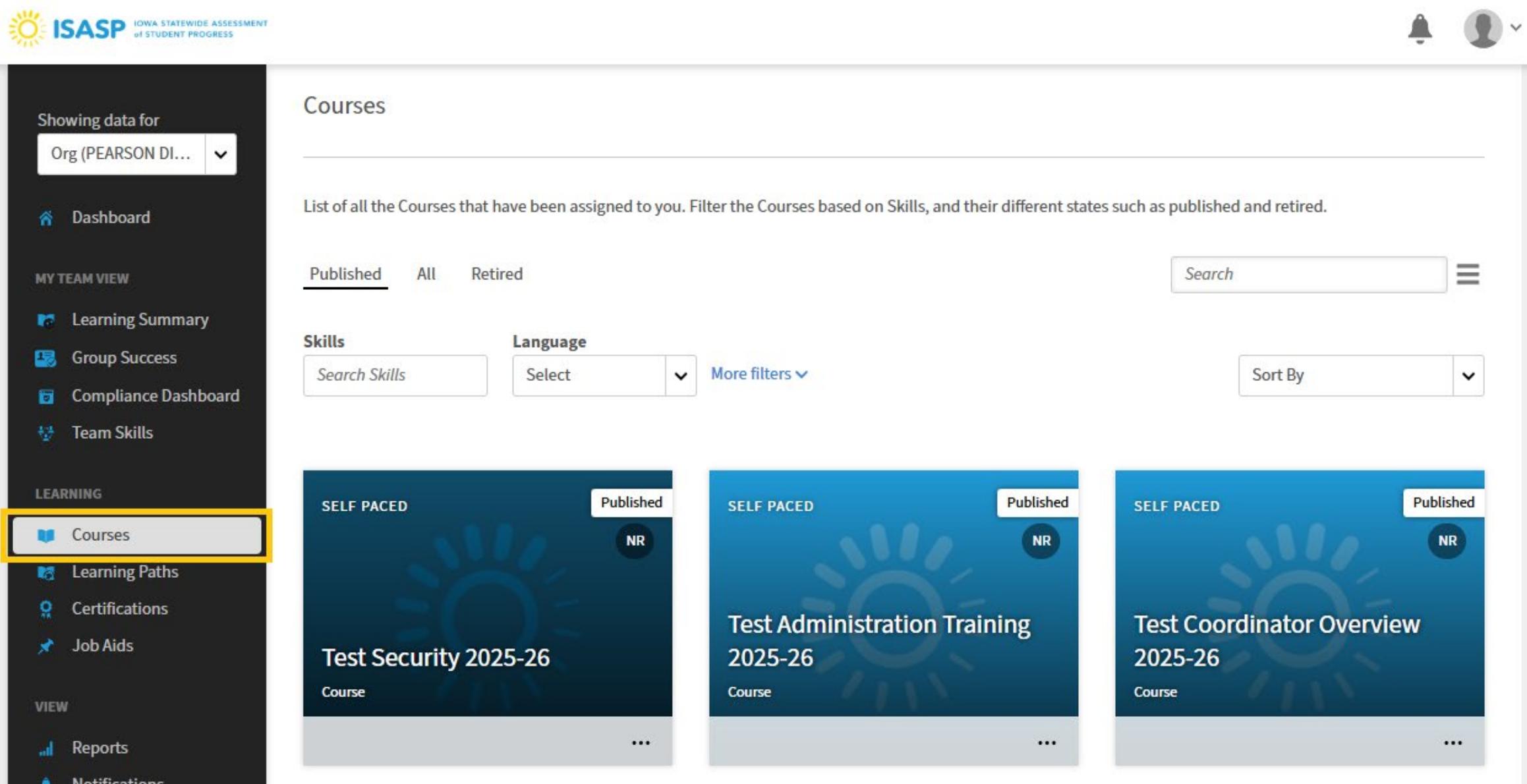
Learner

Profile Settings

Help

Sign Out

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.



Showing data for Org (PEARSON DI... ▾

[Dashboard](#)

MY TEAM VIEW

- [Learning Summary](#)
- [Group Success](#)
- [Compliance Dashboard](#)
- [Team Skills](#)

LEARNING

- Courses** (selected)
- [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.

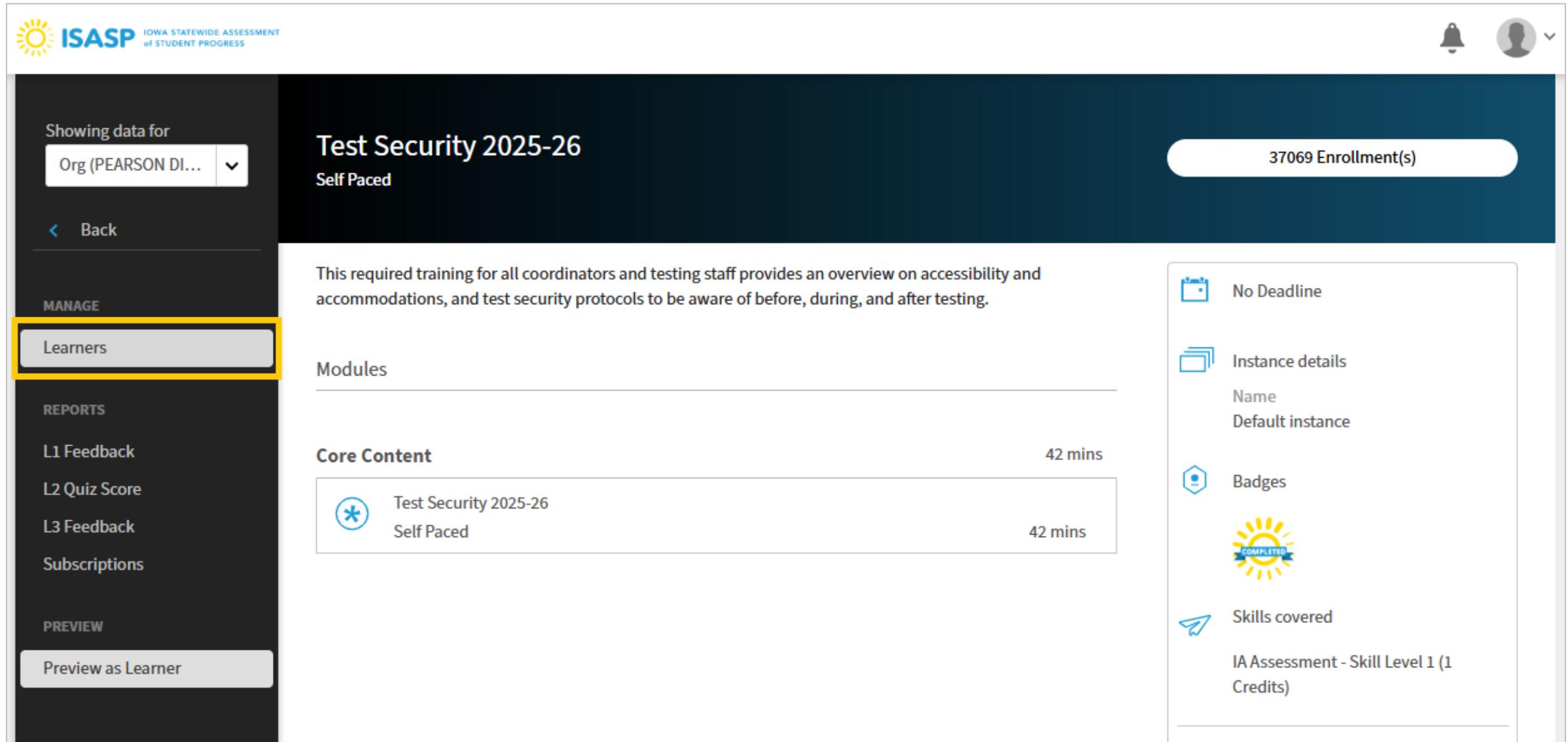
[Published](#) [All](#) [Retired](#)

Skills **Language** [More filters ▾](#)

Sort By

Course	Published	NR
Test Security 2025-26	Published	NR
Test Administration Training 2025-26	Published	NR
Test Coordinator Overview 2025-26	Published	NR

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*.



Showing data for
Org (PEARSON DI... ▾

Test Security 2025-26

Self Paced

37069 Enrollment(s)

Back

MANAGE

Learners

REPORTS

L1 Feedback

L2 Quiz Score

L3 Feedback

Subscriptions

PREVIEW

Preview as Learner

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

Test Security 2025-26
Self Paced 42 mins

No Deadline

Instance details

Name: Default instance

Badges

 COMPLETED

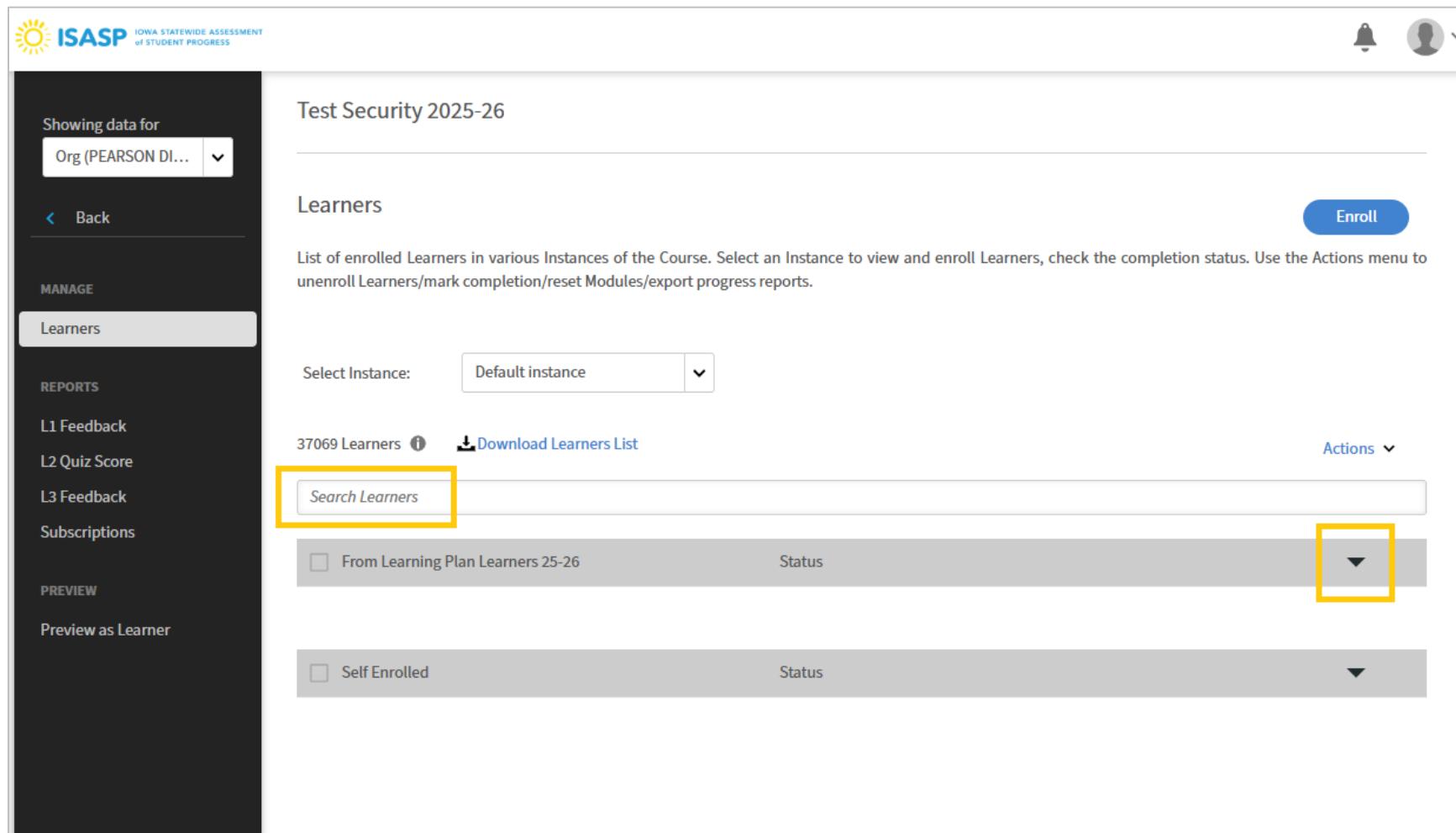
Skills covered

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):

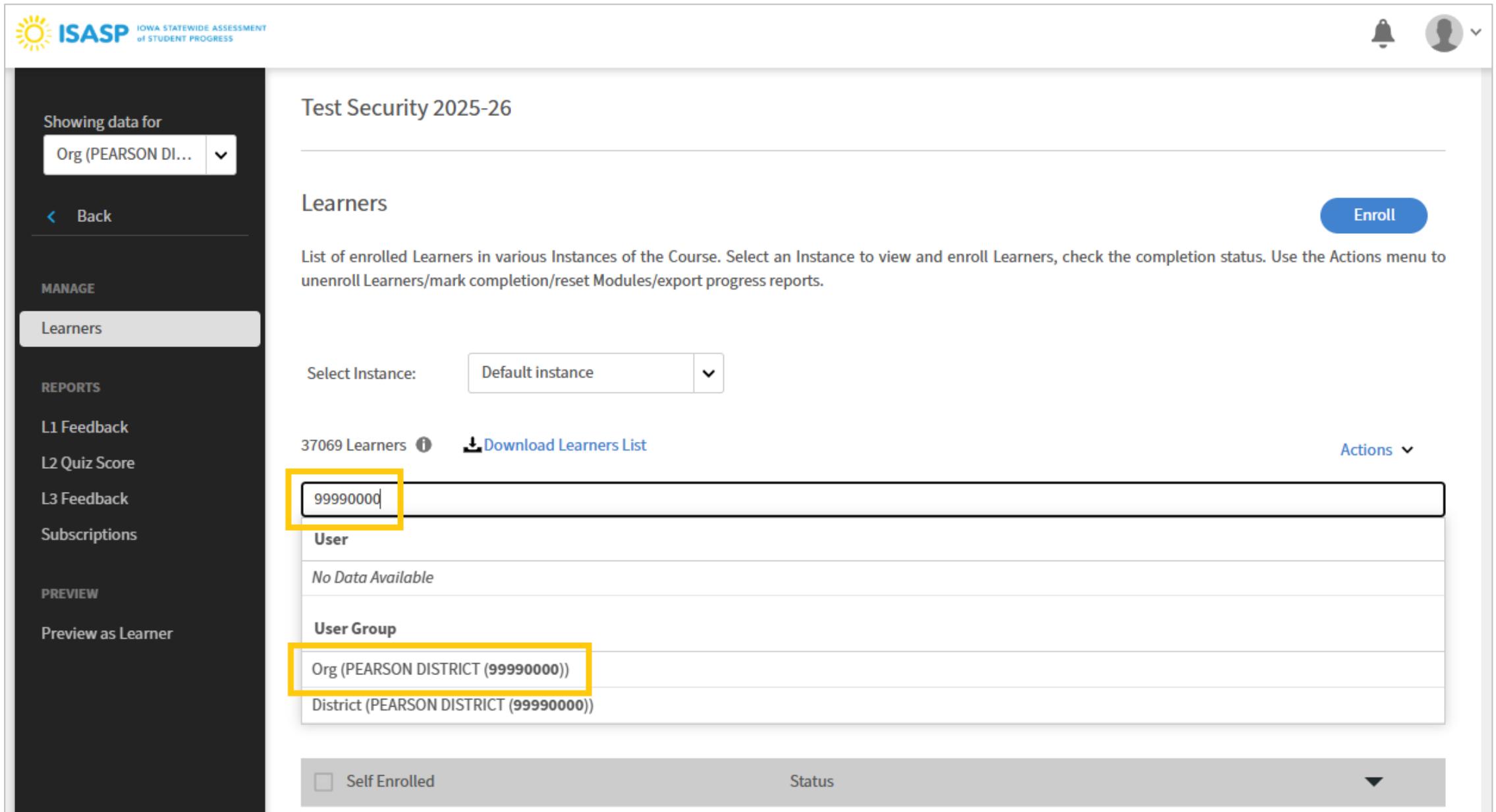
- *From Learning Plan Learners*: All Learners (everyone) are auto-enrolled to the *Test Security* training
- *From Learning Plan Managers*: All Managers are auto-enrolled to the *Test Coordinator Overview* and *Test Administration* trainings
- *Self Enrolled*: Includes users that self-enroll themselves 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 for managing learners. The left sidebar has a 'MANAGE' section with 'Learners' selected. The main content area is titled 'Test Security 2025-26' and shows a list of learners. At the top right is a 'Search Learners' input field. Below it is a dropdown menu for 'Select Instance' with 'Default instance' selected. The list of learners includes a count of 37069 and a 'Download Learners List' button. At the bottom, there are two filters: 'From Learning Plan Learners 25-26' and 'Self Enrolled', each with a dropdown arrow. The 'From Learning Plan Learners' filter is highlighted with a yellow box, and the dropdown arrow for the 'From Learning Plan Learners' filter is also highlighted with a yellow box.

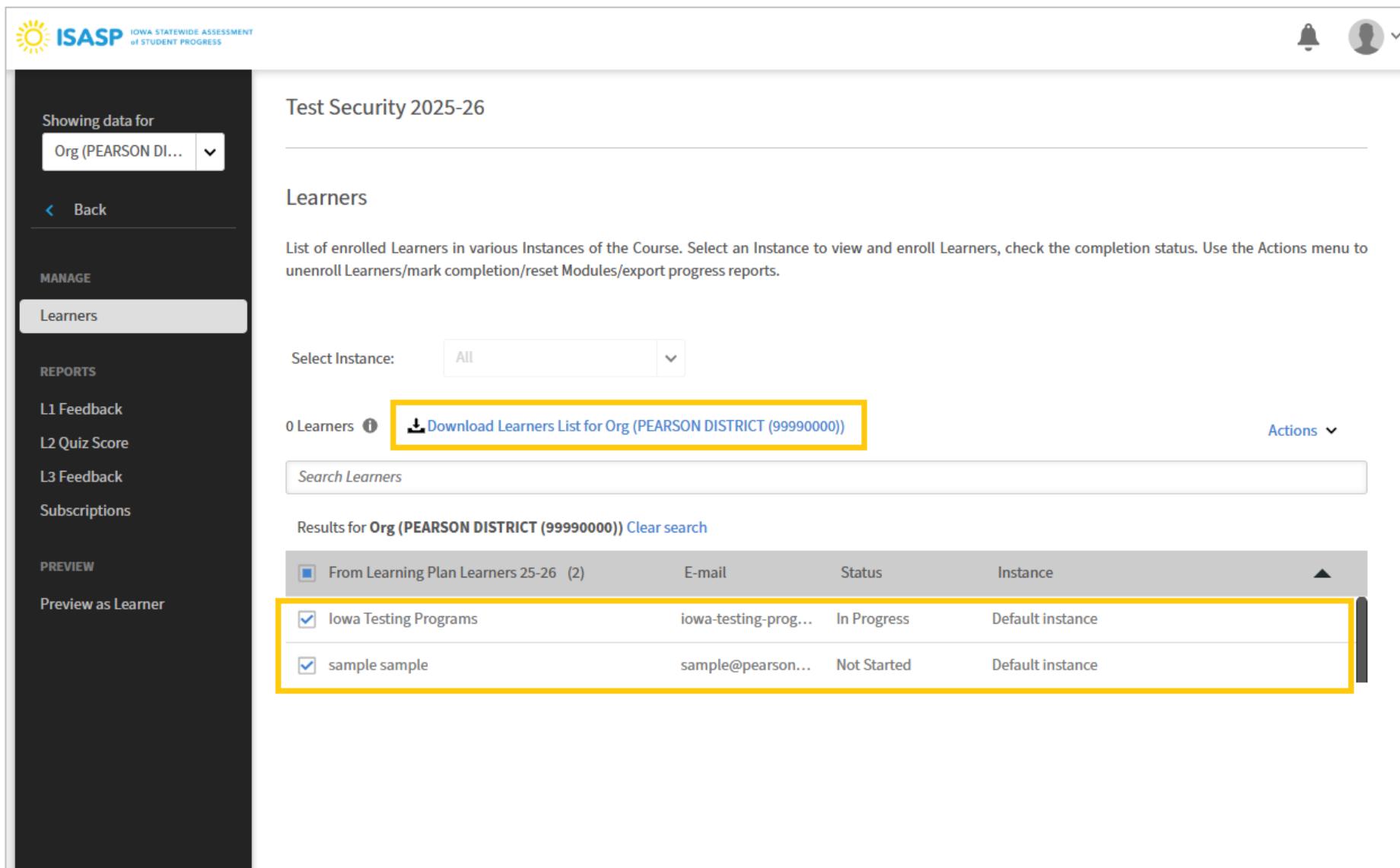
6. If you use the **Search Learners** field, the recommended way to use this field to filter users is to enter the 8-digit **Pearson school organization code**. There are going to be *Org* and *School* user groups that display as results. Choose the *Org* version of the user group.



The screenshot shows the ISASP LMS interface for managing learners. The left sidebar has a dark background with white text and buttons for 'MANAGE' (Learners selected), 'REPORTS', 'L1 Feedback', 'L2 Quiz Score', 'L3 Feedback', 'Subscriptions', and 'PREVIEW' (Preview as Learner). The main content area has a light background. At the top, it says 'Showing data for Org (PEARSON DI...)' with a dropdown arrow. Below that is a 'Back' button and an 'Enroll' button. The title 'Test Security 2025-26' is displayed. The 'Learners' section contains a list of learners. At the top of this list, there is a 'Select Instance:' dropdown set to 'Default instance'. Below it, it says '37069 Learners' with a help icon, a 'Download Learners List' button, and an 'Actions' dropdown. The list of learners starts with '99990000' (highlighted with a yellow box), followed by 'User' and 'No Data Available'. Under 'User Group', there are two options: 'Org (PEARSON DISTRICT (99990000))' (highlighted with a yellow box) and 'District (PEARSON DISTRICT (99990000))'. At the bottom of the learner list, there are 'Self Enrolled' and 'Status' buttons, and a downward arrow.

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.

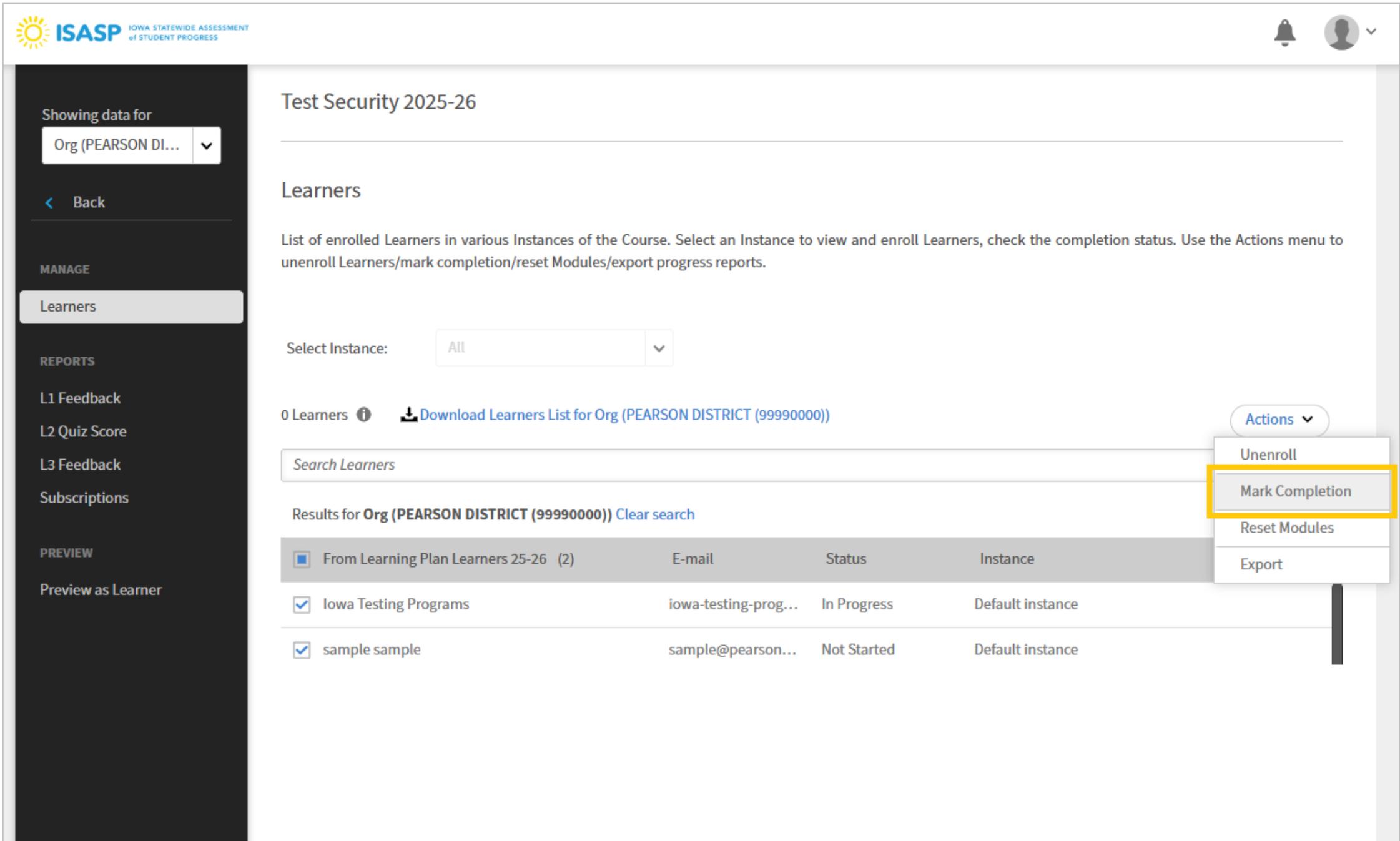
There is also a blue *Download Learners List for Org* link, which is a helpful resource to see the training statuses of all your users for the specified module.



The screenshot shows the ISASP LMS interface for managing learners. The left sidebar has a 'MANAGE' section with 'Learners' selected. The main content area is titled 'Test Security 2025-26'. It displays a list of learners with columns for 'E-mail', 'Status', and 'Instance'. Two learners are listed: 'Iowa Testing Programs' (In Progress) and 'sample sample' (Not Started). A yellow box highlights the 'Download Learners List for Org (PEARSON DISTRICT (99990000))' button. The 'Actions' menu for each learner is also highlighted with a yellow box.

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@person...	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**.

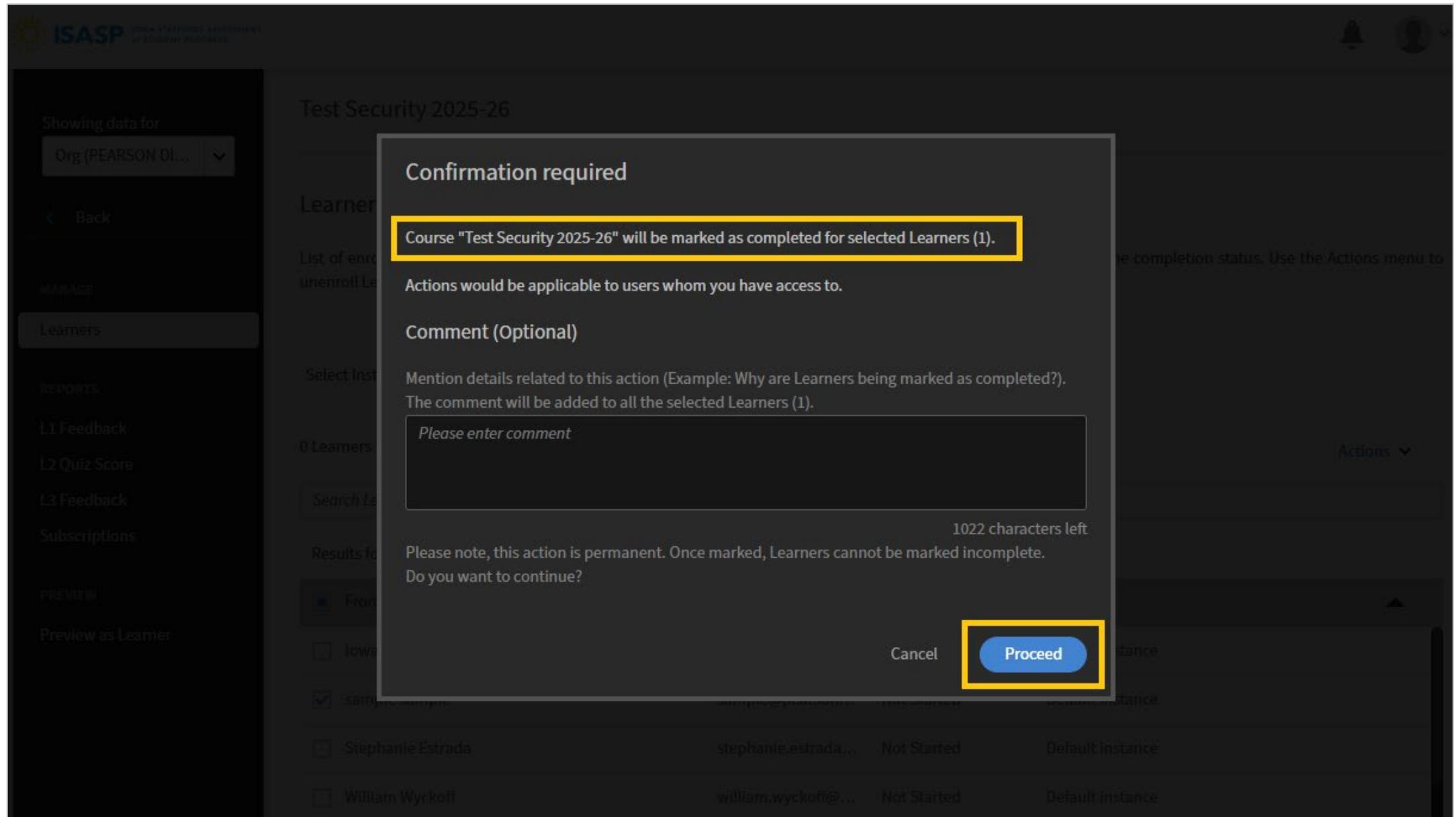


The screenshot shows the ISASP LMS interface for managing learners. The left sidebar has a dark theme with white text and includes links for 'Org (PEARSON DI...', 'Back', 'MANAGE' (which is selected and highlighted in grey), 'REPORTS', 'L1 Feedback', 'L2 Quiz Score', 'L3 Feedback', 'Subscriptions', 'PREVIEW', and 'Preview as Learner'. The main content area is titled 'Test Security 2025-26' and shows a list of learners. At the top of the list, there is a dropdown menu labeled 'Select Instance' with 'All' selected. Below the dropdown, it says '0 Learners' and has a link to 'Download Learners List for Org (PEARSON DISTRICT (99990000))'. To the right of the list is a 'Actions' dropdown menu with four options: 'Unenroll', 'Mark Completion' (which is highlighted with a yellow box), 'Reset Modules', and 'Export'. The 'Mark Completion' option is the one being selected. The learner list table has columns for 'From Learning Plan Learners 25-26 (2)', 'E-mail', 'Status', and 'Instance'. The first row shows 'Iowa Testing Programs' with an email of 'iowa-testing-prog...' and status 'In Progress'. The second row shows 'sample sample' with an email of 'sample@pearson...' and status 'Not Started'.

From Learning Plan Learners 25-26 (2)	E-mail	Status	Instance
Iowa Testing Programs	iowa-testing-prog...	In Progress	Default instance
sample sample	sample@pearson...	Not Started	Default instance

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.

