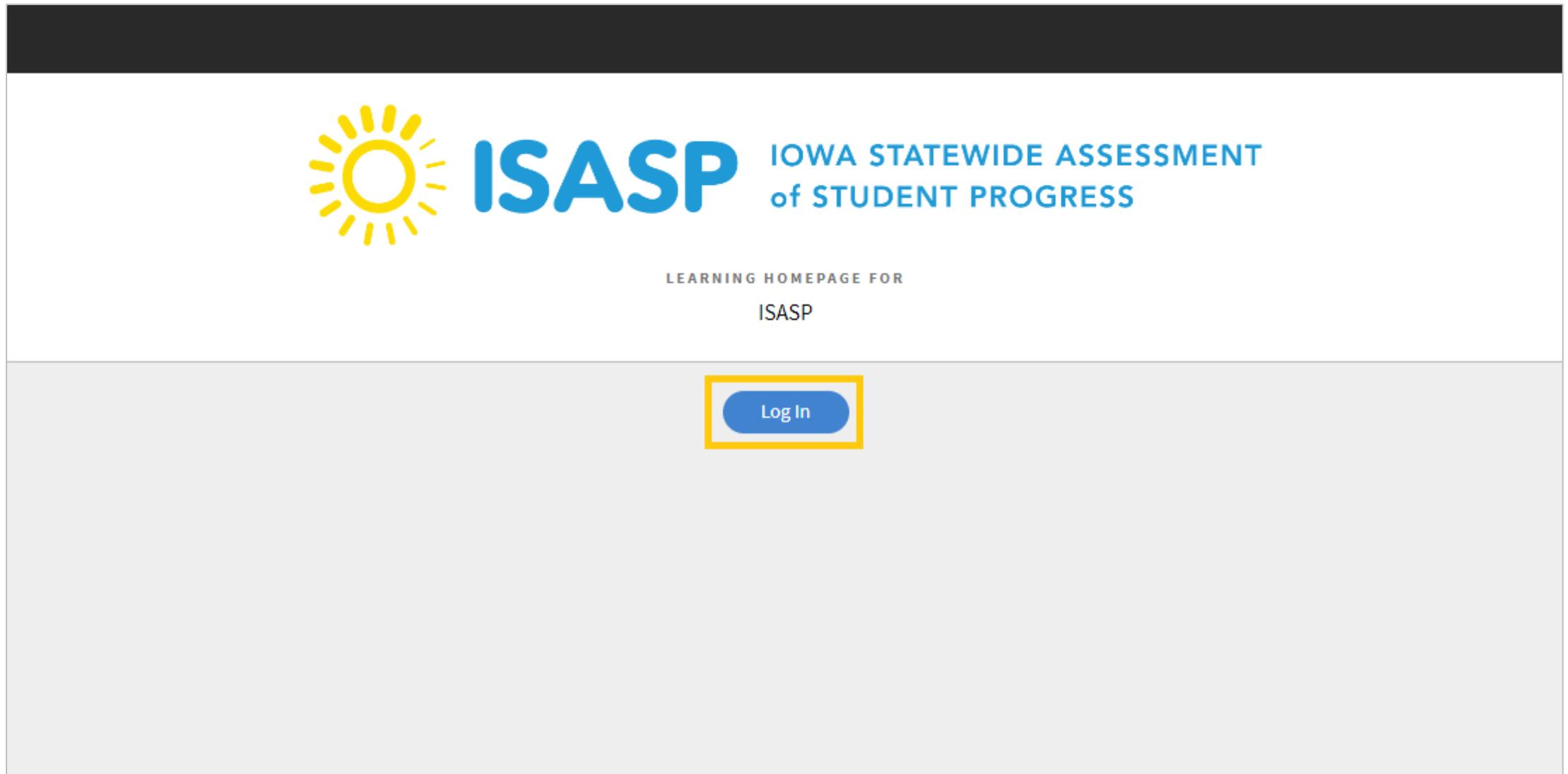
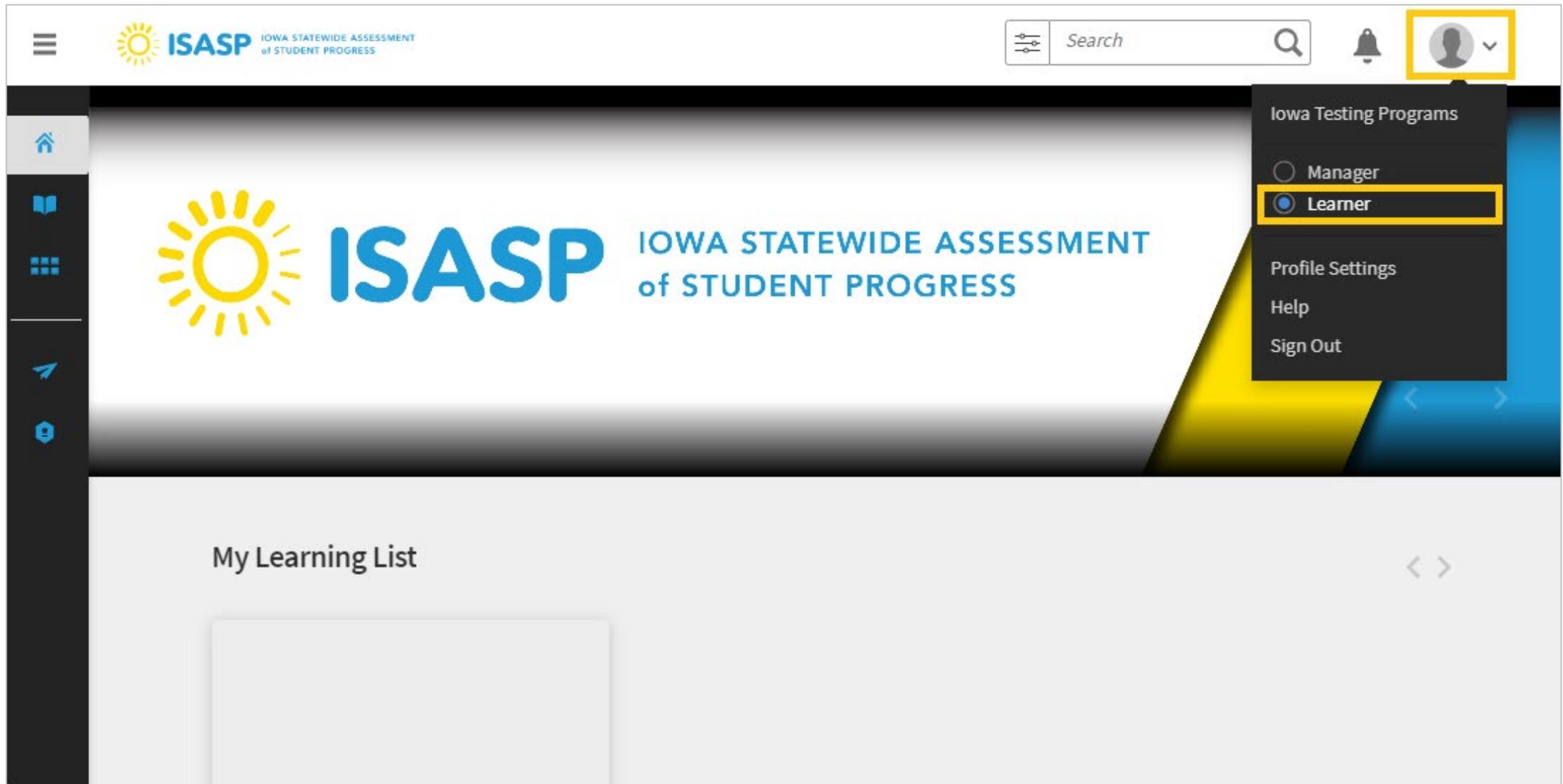


1. Sign in to the ISASP Learning Management System (LMS) with your *LMS Adobe Account* credentials. The link to the ISASP LMS is located on the [Training page](#) of the ISASP Portal.

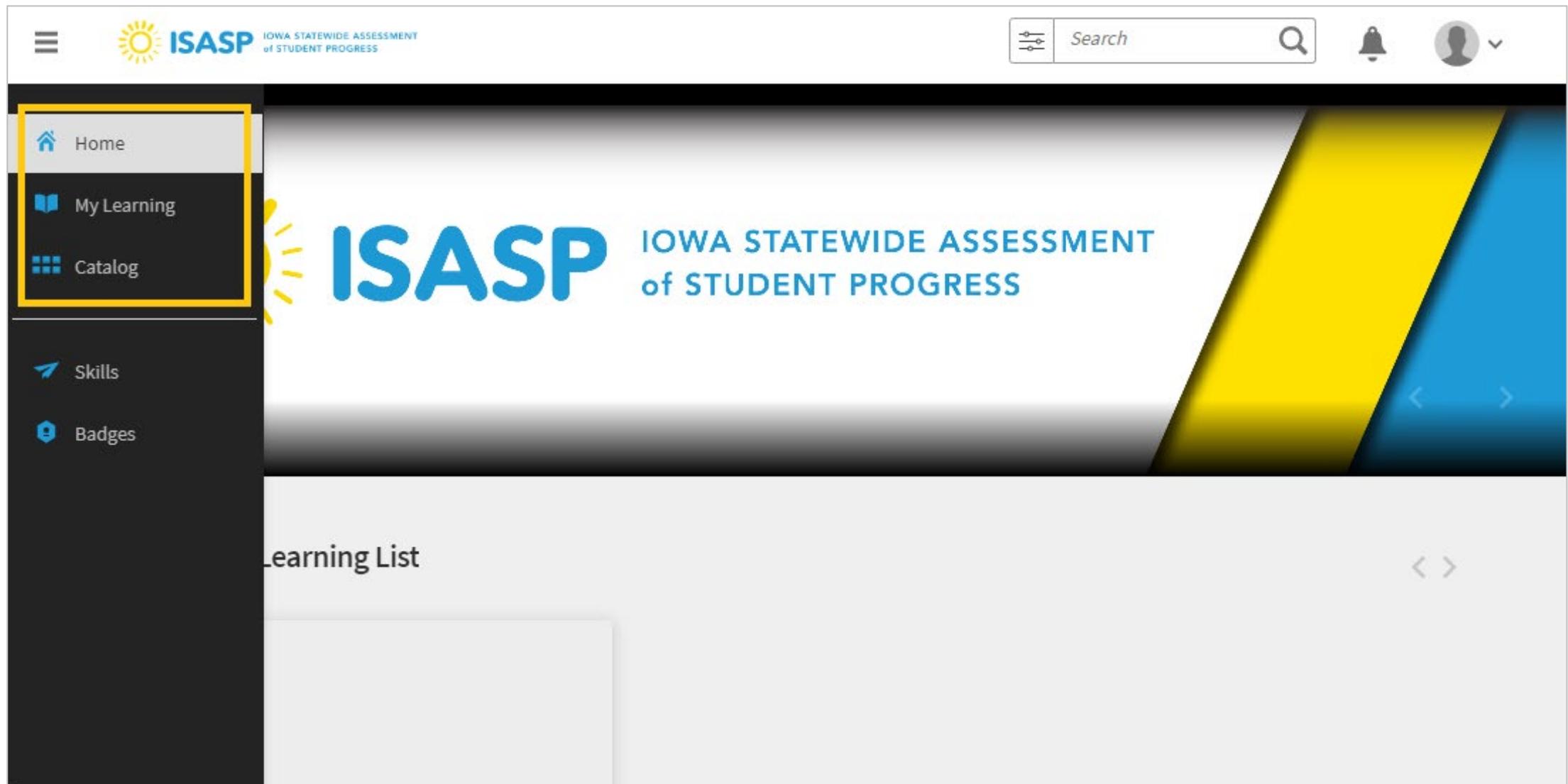


2. Once signed in, click on your account drop-down on the upper-right corner of the screen. Your account may or may not have an additional *Manager* user role. **The role must be set to *Learner*.** If you view a training while the role is set to *Manager*, the training will be presented in preview mode and will **not** document completion.



3. This is how the LMS homepage will look in the *Learner* role:

- *Home*: if you are enrolled in any ISASP training courses, they will be displayed here.
- *My Learning*: your completed and enrolled courses will be displayed here, and you can filter these courses using **Tags** or **Sort By**.
- *Catalog*: all courses available in the ISASP LMS will be displayed here.



4. To view a course, you must first be enrolled to the course. This can be done in multiple ways. You can go to the [Catalog](#) page, move your pointer over to a course, then an option to enroll in the course is made available by clicking on the + logo.

Important: You may have been auto-enrolled in certain courses, such as Test Security. In this case, just click on **View Course to go to the course description page and view the training from there.*

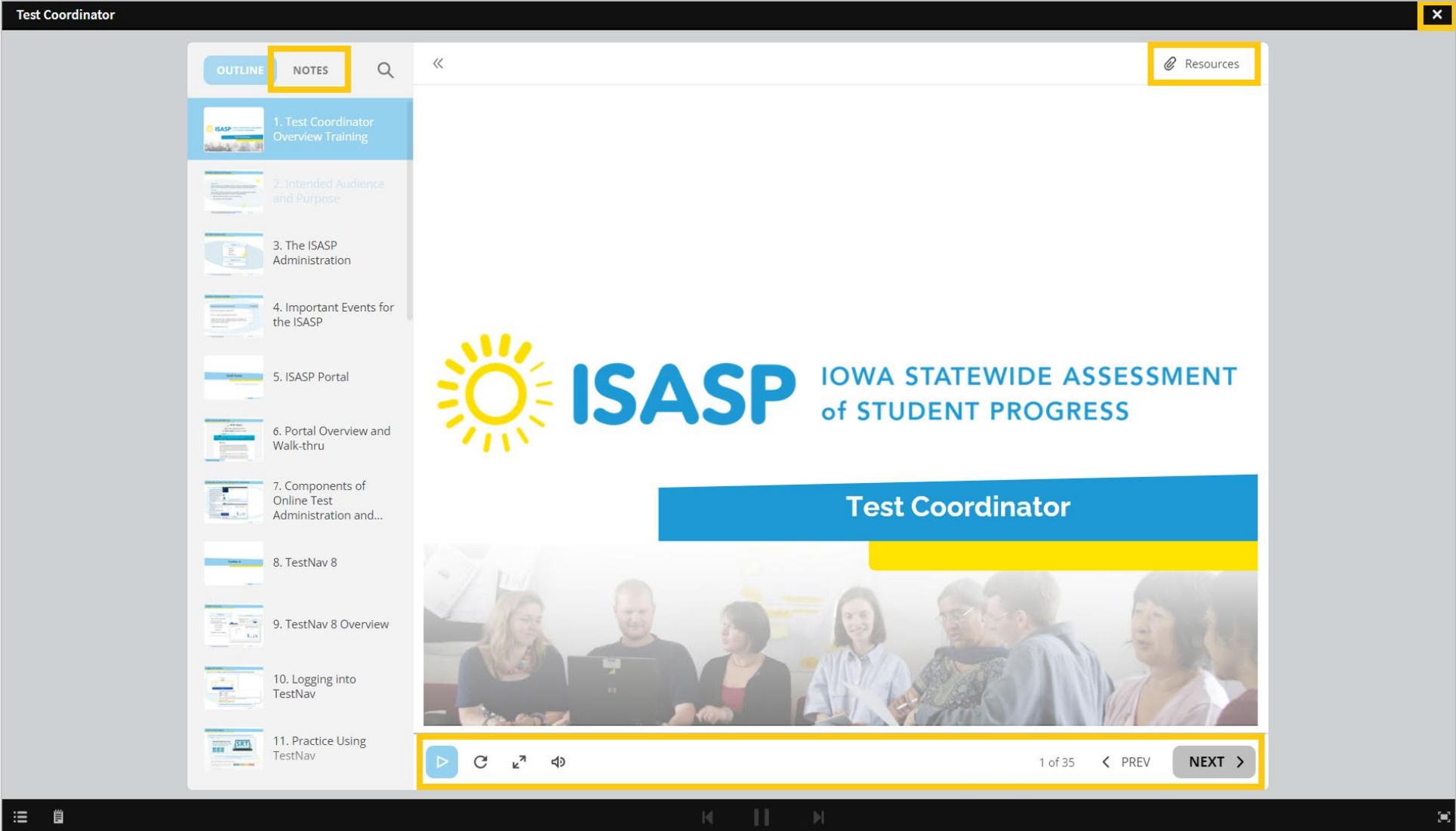
The screenshot displays the ISASP LMS Catalog interface. At the top, there is a navigation bar with the ISASP logo, a search bar, and user profile icons. The main content area is titled 'Catalog' and includes a 'Refine search results by' section with filters for 'Tags' (Coordinator, Technology/IT Staff, Testing Staff) and 'Status' (Yet To Start, In Progress, Completed, Not Enrolled). A 'Sort By' dropdown is set to 'Recently'. Three course cards are visible: 'Technology Readiness 2023-24', 'Test Coordinator Overview 2023-24', and 'Adaptive Test'. The 'Test Coordinator Overview 2023-24' card is highlighted with a yellow border and a '+' icon in the bottom right corner, indicating an enrollment option.

5. If you click on a course on the *Catalog* page, it will take you to the course description page. You can enroll in the course by clicking on the blue **Enroll** button on the right, or if you click on the module itself (**Core Content**), the system will enroll you and start playing the training.

The screenshot shows the ISASP LMS interface for a course titled "Test Coordinator Overview 2023-24". The page features a dark sidebar on the left with navigation icons. The main content area has a header with the course title and "SELF PACED" status. Below the header is a description of the training. A "Modules" section lists a "Core Content" module titled "Test Coordinator" with a duration of 1 hour. On the right side, there are several action buttons: "1 Enrollment(s)", "Share", "Enroll" (highlighted with a yellow border), and "Save". Below these buttons, there is a "Skills covered" section listing "IA Assessment - Level 1 (1 Credits)" and an "Author(s)" section listing "IA Admin".

6. Here is how an ISASP training looks in LMS. In the upper-left corner of the screen, **NOTES** will display a transcript of the current slide. If a training has any additional resources (e.g., checklist for testing) there will be a **Resources** link in the upper-right corner of the screen. Use the module navigation controls highlighted at the bottom to perform actions such as pausing or resuming a slide, or adjusting the volume level.

If you need to stop viewing a module, or you have finished viewing a module, click on the **x** located in the far upper-right corner of the screen to close the module.



7. You must view all the slides of a training to document your completion. Once the module finishes, close out of it by clicking on the **x** located in the far upper-right corner of the screen. You will be back on the course description page.

You can confirm your training completion is documented by verifying the addition of a green checkmark. If you move your pointer over the checkmark, it will state “Module successfully completed.”

The screenshot displays the ISASP LMS interface for a course titled "Test Coordinator Overview 2023-24". The course is marked as "SELF PACED" and shows a progress bar at 100%. A description states: "This training for District and School Coordinators provides an overview of the ISASP Portal, Pearson's assessment platforms (PearsonAccessnext and TestNav 8), and tasks coordinators must complete before and during testing." The interface includes a sidebar with navigation icons, a search bar, and a user profile icon. On the right side, there are buttons for "Share", "Revisit", and "Save". A summary box on the right indicates "1/1 Core Content Completed", "Skills covered", and "IA Assessment - Level 1 (1 Credits)". The author is listed as "IA Admin".

| Modules | Notes |
|---|-------|
| <p>Core Content 1 hr</p> <p>Test Coordinator 1 hr</p> <p>  SELF PACED  Reattempt </p> <p>Module successfully completed</p> | |