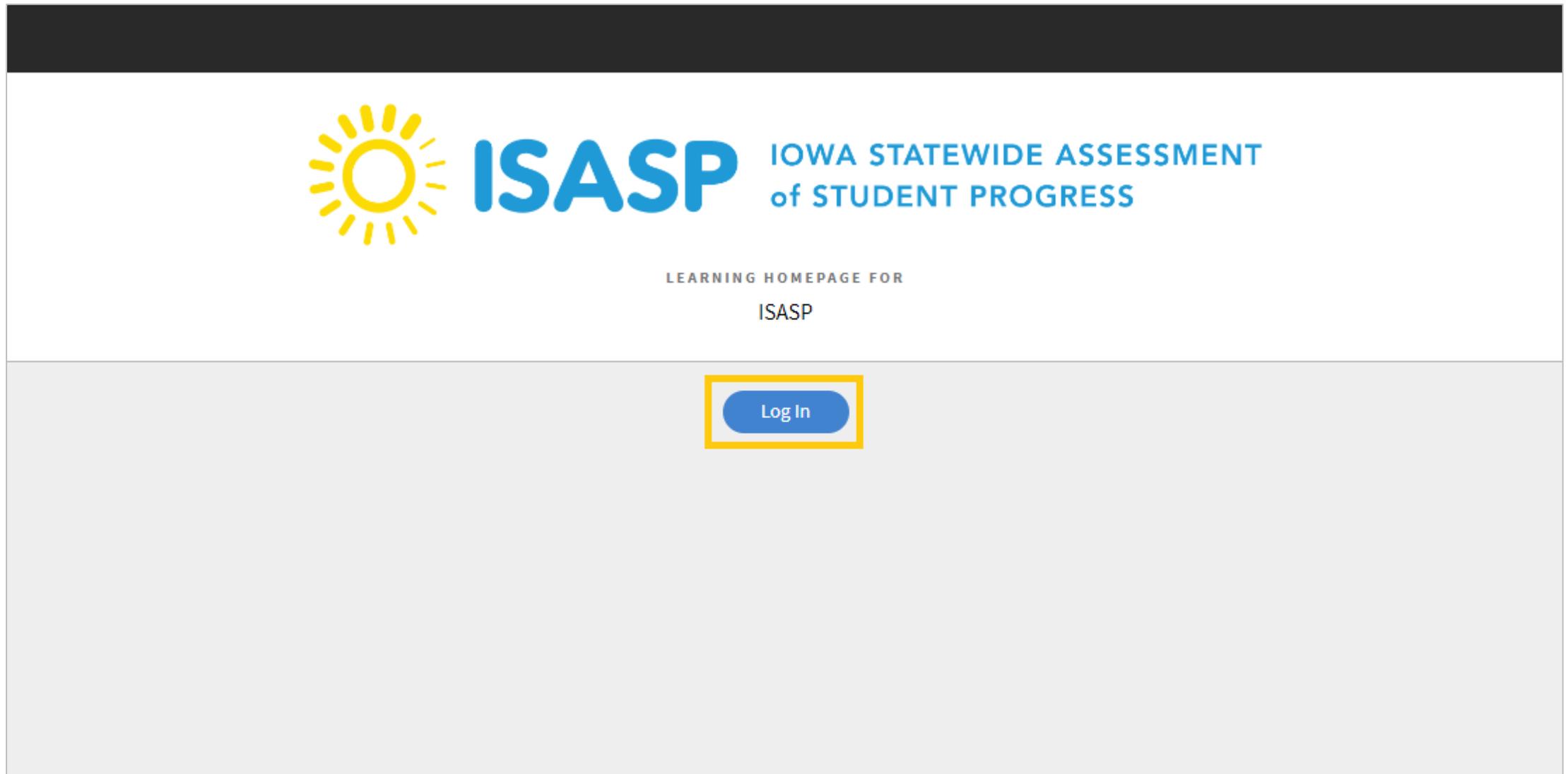


*\*Important: This task is only available to LMS accounts with a **Manager** user role (Coordinators in PearsonAccess<sup>next</sup>).*

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 view staff training completions, the role must be set to *Manager*.

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 main content area is titled 'Team Dashboard' and 'Learning Summary'. It displays 'Org (PEARSON DISTRICT (99990000))'s Team Size : 6'. Three donut charts show: 2 Enrollment (By 1 People), 1 Views (By 1 People), and 1 Completions (By 1 People). Below these is a 'Compliance Dashboard' section showing 'Org (PEARSON DISTRICT (99990000))'s Enrolled Team : 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. A date 'Dec 01,' is partially visible.

3. Managers have reported using the *Dashboard* to track training completions, but it is not recommended. It is affected by the preset date ranges and will change month-to-month. It is recommended to view the **Learner Transcripts** instead. To generate this file, click on [Reports](#) on the left side of the page.

The screenshot displays the ISASP LMS interface. On the left, a dark sidebar contains navigation links. The 'Reports' link is highlighted with a yellow box. The main area shows the 'Reports' section with an 'Add' button and a 'Sample Dashboard' containing two charts.

**Sample Dashboard**

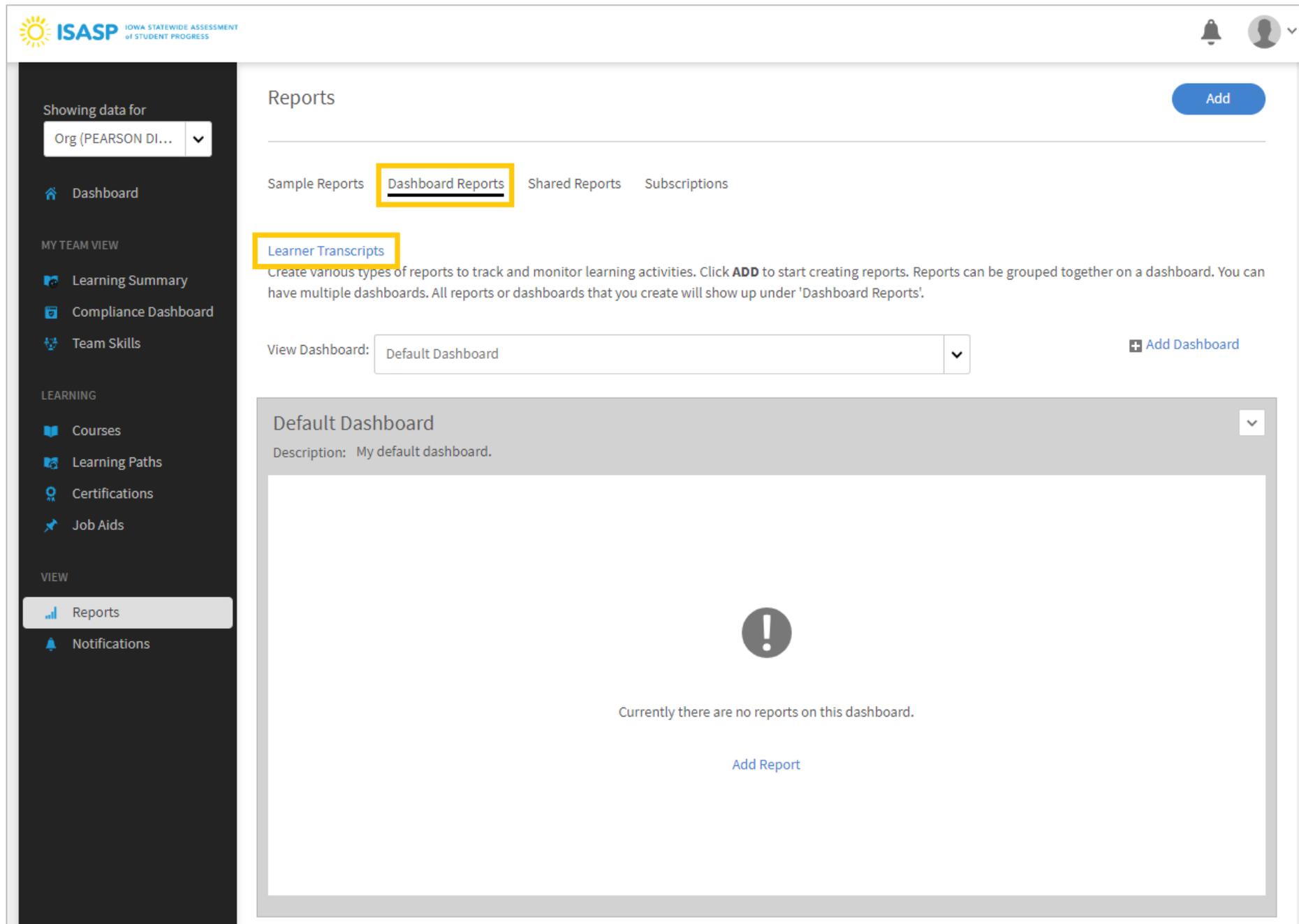
**Courses Vs Profiles** (Manager: Charles Hanson, Last one quarter)

Category	Green Bar (Count)	Blue Bar (Count)
Compu...	2	5
Compu...	2	4
Engineer...	3	3
Mem...	6	10
Mem...	3	5
Soft	8	12

**Learning Time Spent** (Manager: Cynthia Gonzales, Jan 01, 2023 To Dec 31, 2023)

Category	Green Bar (Hours)	Blue Bar (Hours)
Compu...	120	140
Engineer...	120	140
Mem...	120	140
Soft	120	140

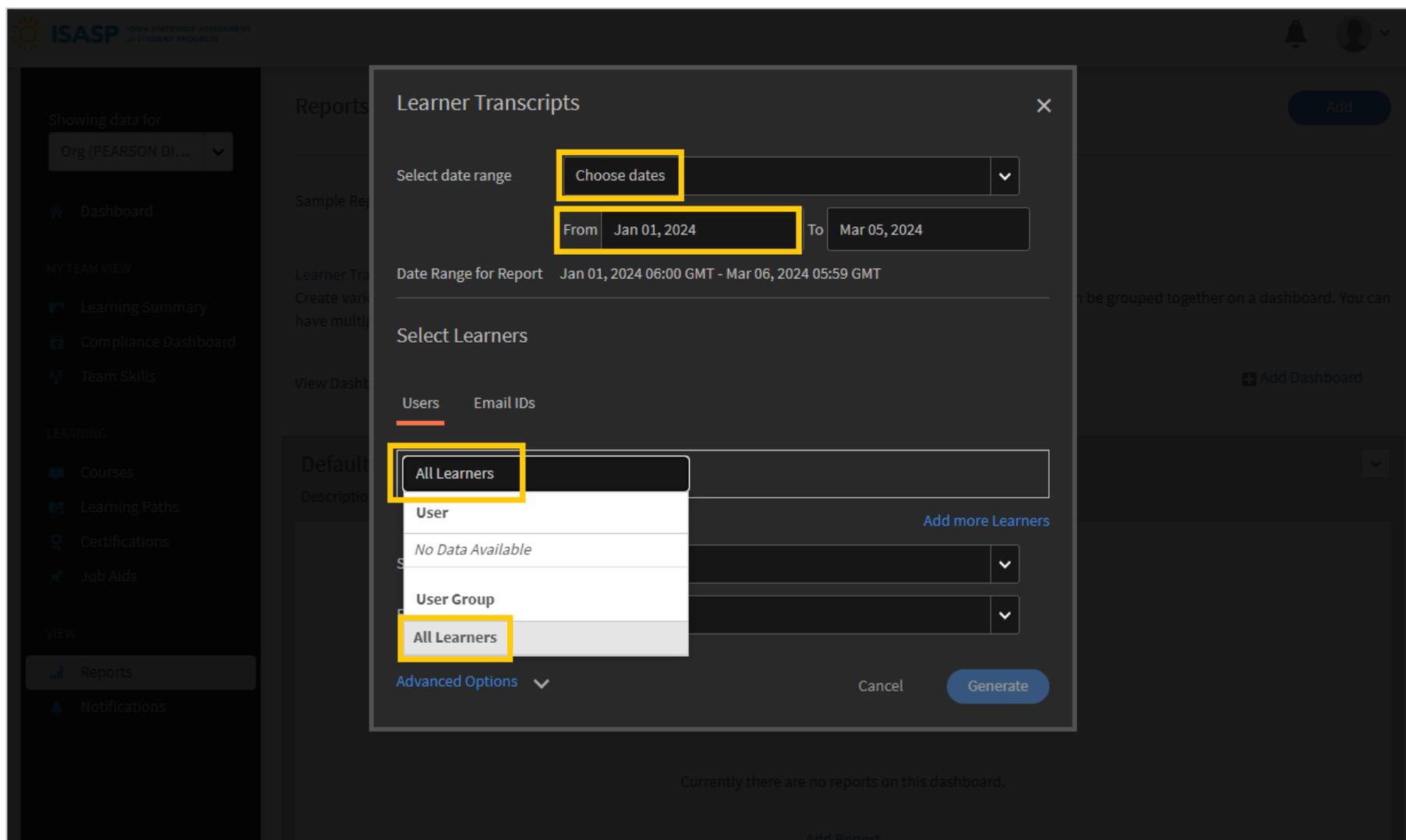
4. Next, click on the *Dashboard Reports* heading. There will be a blue **Learner Transcripts** link here. Click on it.



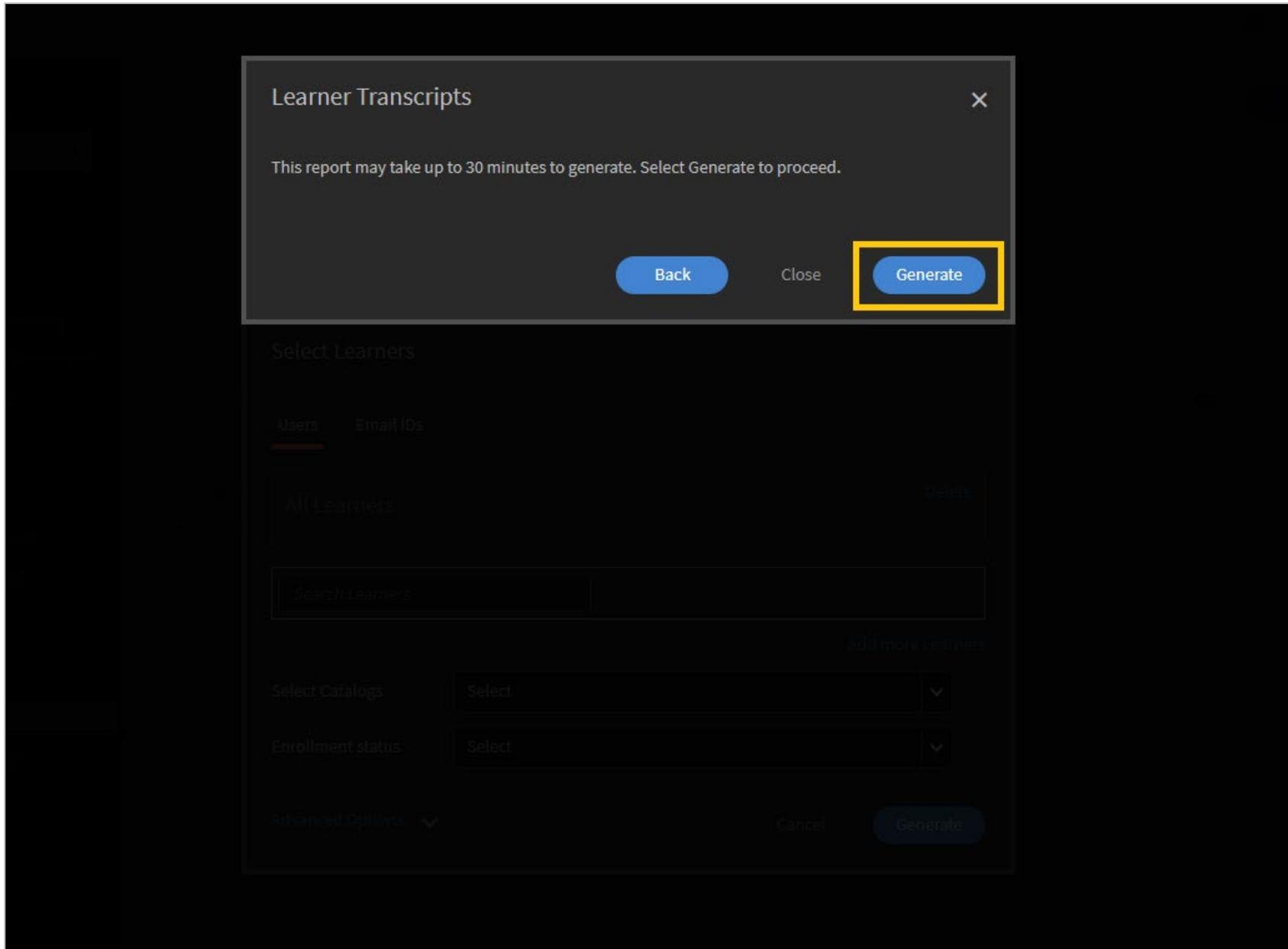
5. A new window will open. Change two fields in this window:

- *Select date range:* Change this to Choose dates, then select Jan 01, 2024 for the **From** date
- *Search Learners:* Start typing “All Learners” and this user group will display in the results. Select the **All Learners** user group

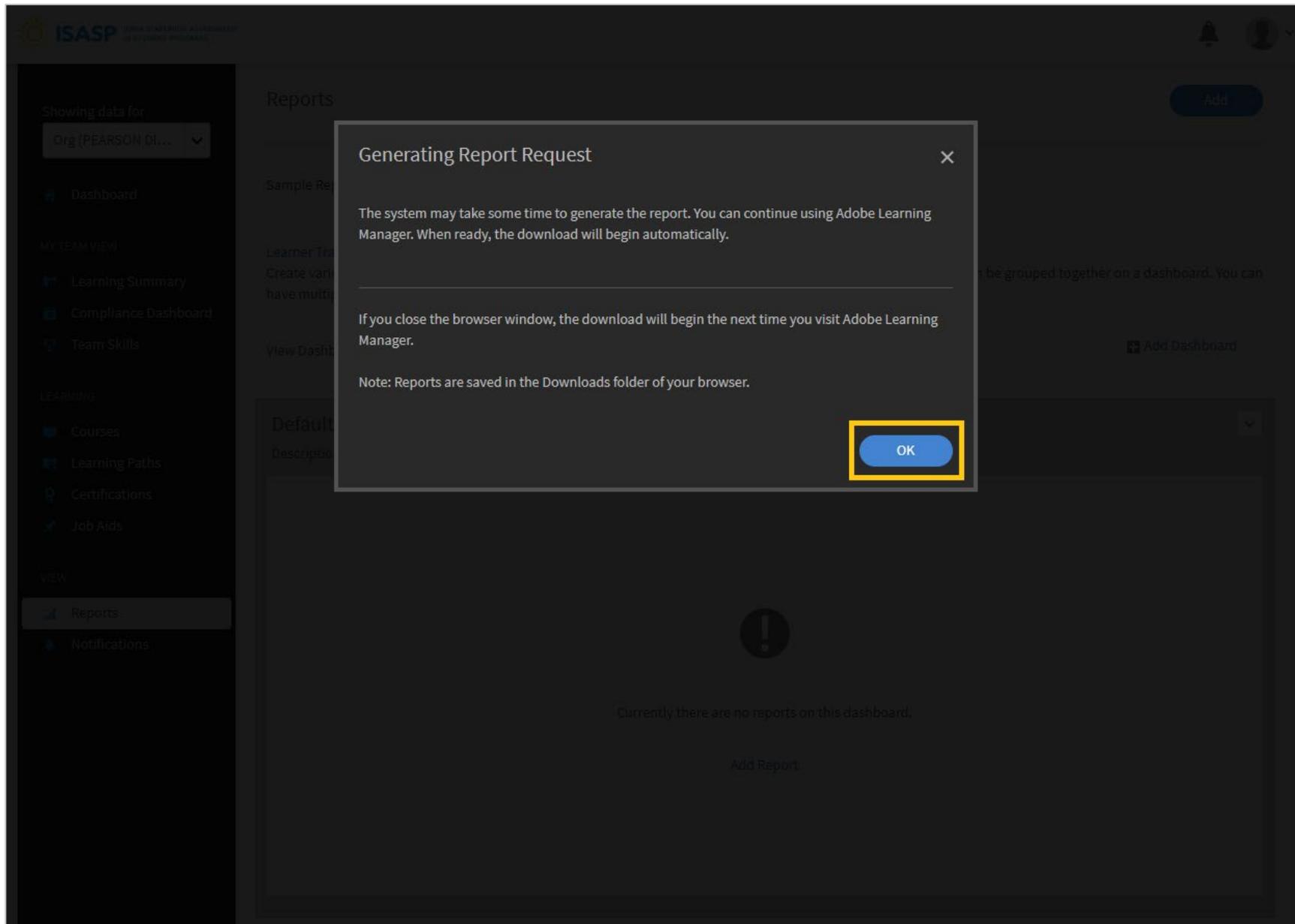
Click the blue **Generate** button when ready.



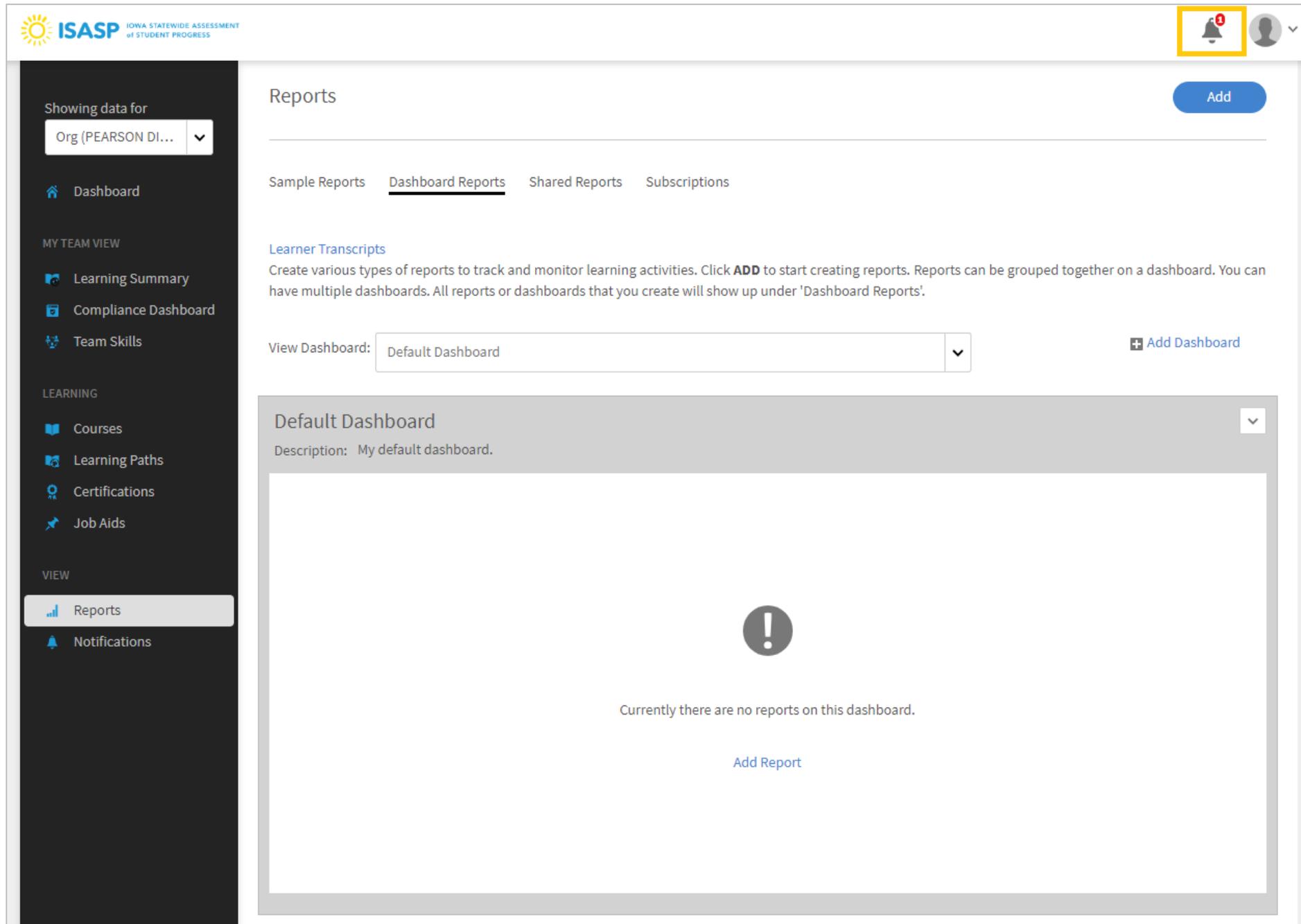
6. A confirmation message will appear stating it may take up to 30 minutes to generate the report. *This is incorrect* – click the blue **Generate** button.



7. Another confirmation message will be displayed. Click the blue **OK** button.



8. When the report is ready to download, there will be a red notification in the bell icon at the top. Click on the bell icon and the latest notification will state “Learner transcript is ready. Click [here](#) to download it.”



9. A .zip file will be available to download. Download this file locally, then unzip it to view the Learner Transcripts. The main columns Managers will be interested in this file are:

- Name (column A) – name of staff member
- Course (column H) – name of training course
- Started Date (column R) – date the training course was started
- Completion Date (column S) – date the training course was completed
- Status (column V) – current status of the training course
- Org (column AH) – organization(s) the staff member is assigned to (district and school)

	A	B	C	H	Q	R	S	T	U	V	AH	AI	AJ	AK
1	Name	email	Adobe ID	Course	Enrollment Date (L	Started Date (US/C	Completion Date (I	Deadline	Overdue	Status	Org	profile	Training ID	Training o
2	Iowa Testing F	iowa-testing-	iowa-testing-	Adaptive Test	2/1/2024 12:50	2/1/2024 12:50				In Progres	PEARSON	District Cc	8343154	5
3	Iowa Testing F	iowa-testing-	iowa-testing-	Managing Lear	1/30/2024 10:46					Not Starte	PEARSON	District Cc	7264838	15
4	Iowa Testing F	iowa-testing-	iowa-testing-	Technology Re	1/17/2024 14:30	1/30/2024 10:09				In Progres	PEARSON	District Cc	6668159	39
5	Iowa Testing F	iowa-testing-	iowa-testing-	Test Coordina	12/19/2023 15:57	12/19/2023 15:57	12/19/2023 16:03			Complete	PEARSON	District Cc	6657578	39
6	Iowa Testing F	iowa-testing-	iowa-testing-	Test Security 2	1/17/2024 14:23	1/17/2024 14:23	1/22/2024 8:50			Complete	PEARSON	District Cc	6657637	40
7	Iowa Testing F	iowa-testing-	iowa-testing-	Test Administ	1/17/2024 14:30					Unenrolle	PEARSON	District Cc	6657630	37
8	sample sampl	sample@pearson.com		Technology Re	1/10/2024 9:05	1/10/2024 9:12	1/10/2024 9:12			Complete	PEARSON	District Cc	6668159	39
9	sample sampl	sample@pearson.com		Test Administ	1/24/2024 14:36					Not Starte	PEARSON	District Cc	6657630	37
10	sample sampl	sample@pearson.com		Test Coordina	1/24/2024 14:36					Not Starte	PEARSON	District Cc	6657578	39
11	sample sampl	sample@pearson.com		Test Security 2	1/24/2024 14:37					Not Starte	PEARSON	District Cc	6657637	40