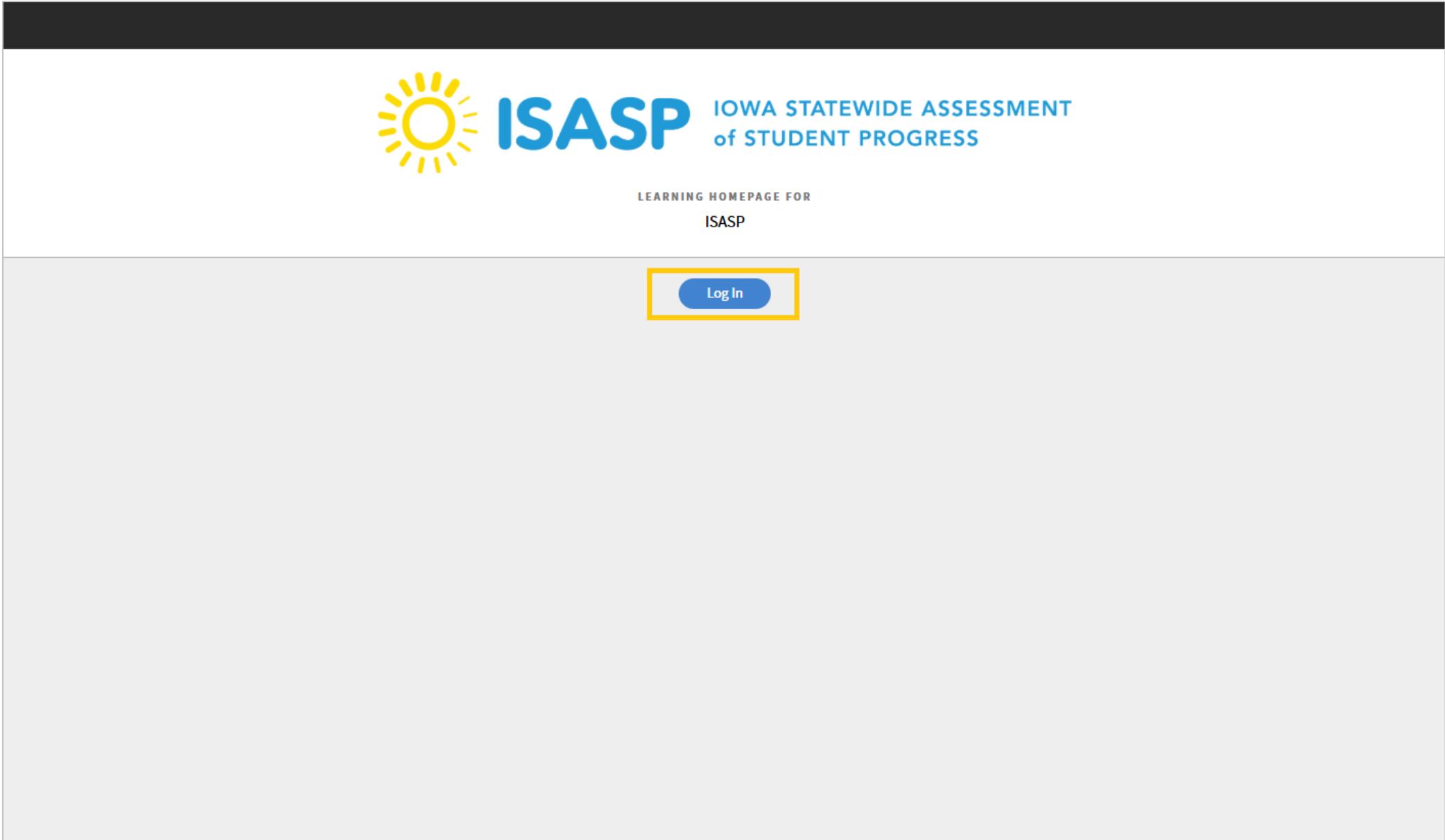
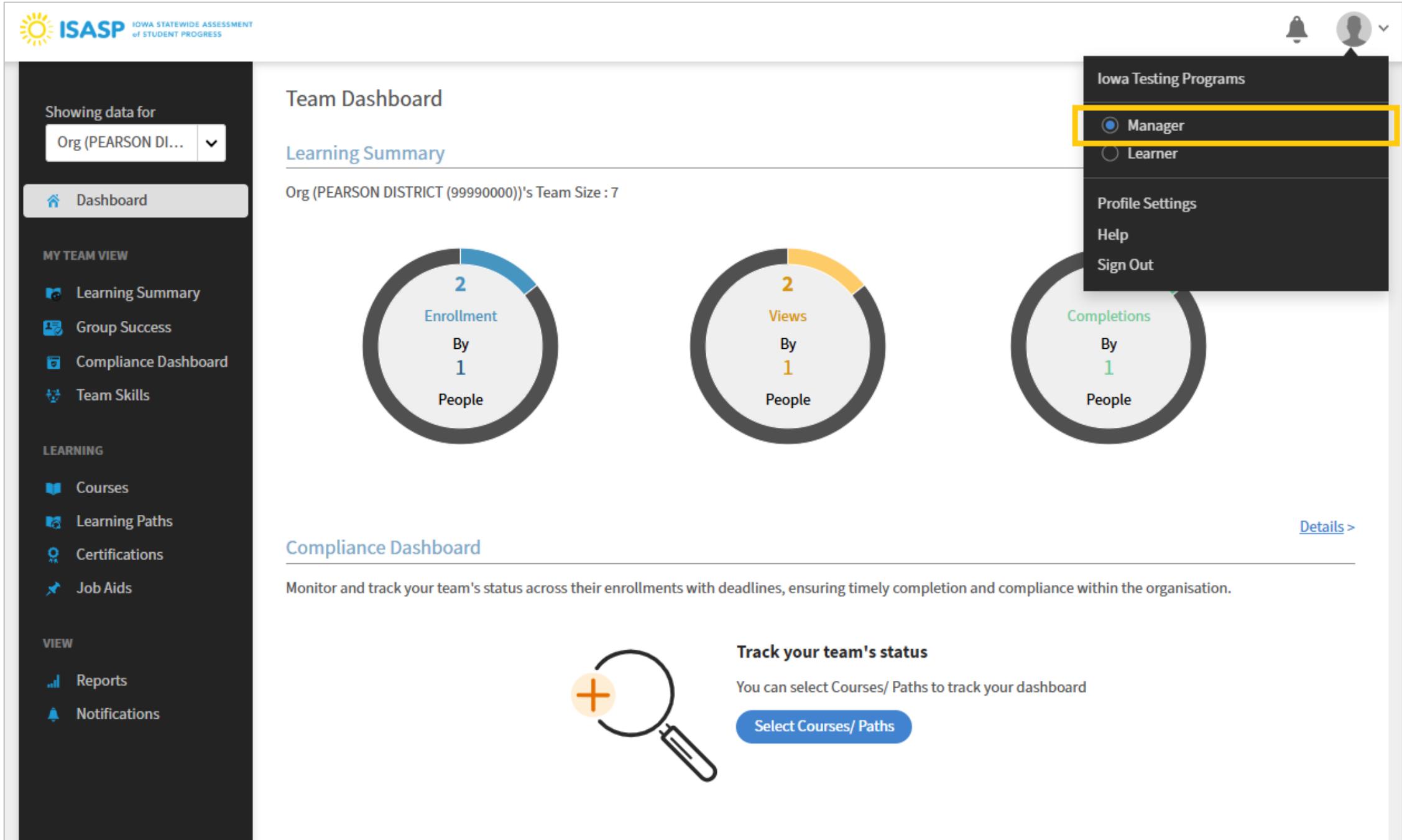


*\*Important: This task is only available to LMS accounts with a **Manager** user role (Coordinators in PearsonAccess<sup>next</sup>).*

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.

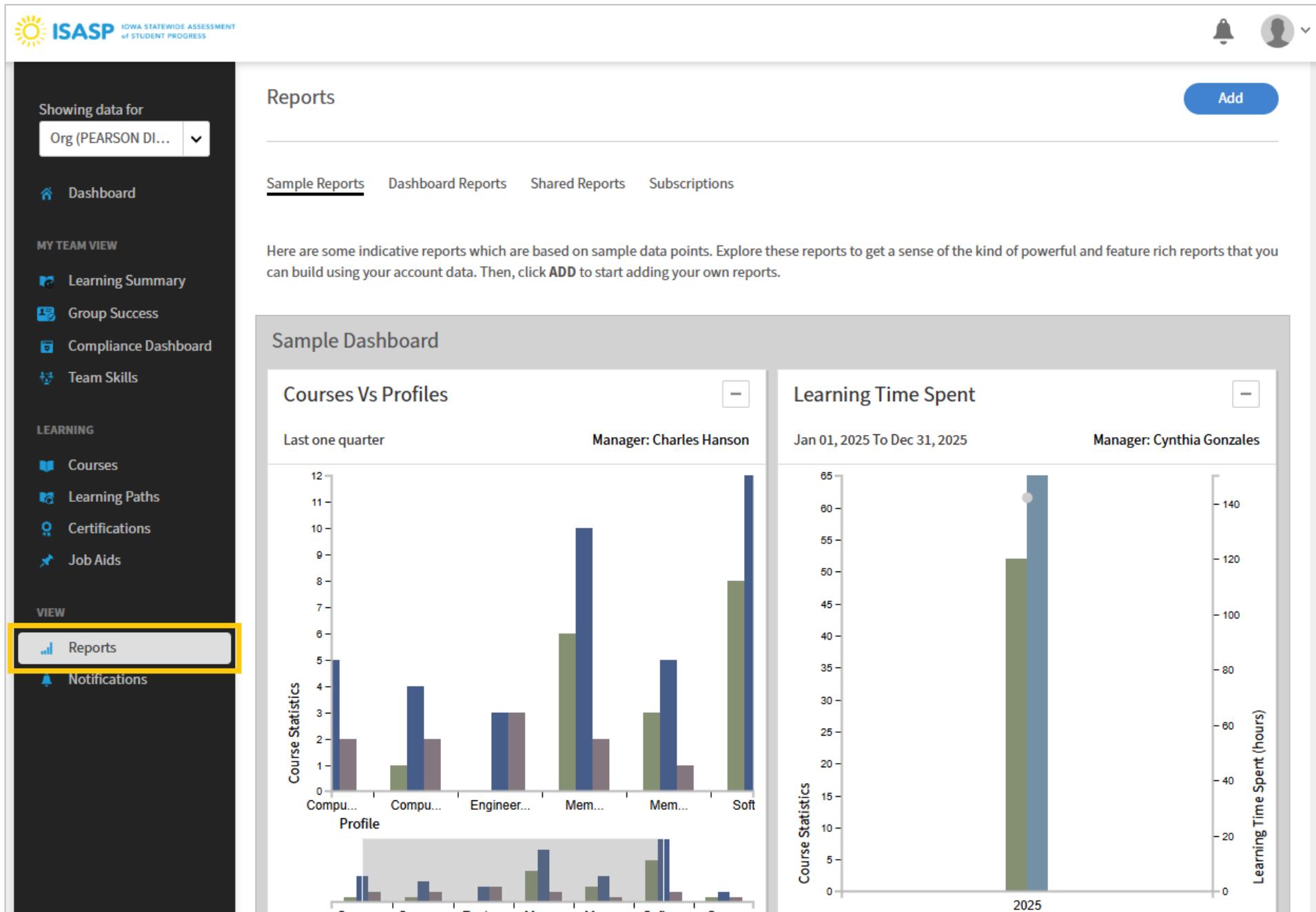


2. Once signed in, click on your account drop-down on the upper-right corner of the screen. To view staff training completions, the role must be set to *Manager*.



The screenshot shows the ISASP LMS Team Dashboard. On the left, a sidebar lists 'Dashboard', 'Learning Summary', 'Group Success', 'Compliance Dashboard', 'Team Skills', 'Courses', 'Learning Paths', 'Certifications', 'Job Aids', 'Reports', and 'Notifications'. The main area displays 'Team Dashboard' and 'Learning Summary' sections. The 'Learning Summary' section shows 'Org (PEARSON DISTRICT (99990000))'s Team Size : 7' with three circular metrics: 'Enrollment By 1 People' (2), 'Views By 1 People' (2), and 'Completions By 1 People' (1). Below this is the 'Compliance Dashboard' section, which includes a magnifying glass icon with a plus sign, the text 'Track your team's status', and a button 'Select Courses/ Paths'. The top right corner shows a user profile dropdown with 'Iowa Testing Programs' and options for 'Manager' (selected) and 'Learner', along with 'Profile Settings', 'Help', and 'Sign Out'.

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 shows the ISASP LMS interface. On the left, a sidebar menu includes 'Dashboard', 'MY TEAM VIEW' (Learning Summary, Group Success, Compliance Dashboard, Team Skills), 'LEARNING' (Courses, Learning Paths, Certifications, Job Aids), and 'VIEW' (Reports, Notifications). The 'Reports' button is highlighted with a yellow box. The main content area is titled 'Reports' and shows a 'Sample Reports' section with tabs for Sample Reports, Dashboard Reports, Shared Reports, and Subscriptions. Below this, a message encourages exploring sample reports to understand the powerful and feature-rich reports available. Two sample dashboards are displayed: 'Courses Vs Profiles' (Last one quarter, Manager: Charles Hanson) and 'Learning Time Spent' (Jan 01, 2025 To Dec 31, 2025, Manager: Cynthia Gonzales). The 'Courses Vs Profiles' dashboard is a bar chart showing course statistics by profile, with data for Computer, Computer, Engineer, Member, Member, and Soft profiles. The 'Learning Time Spent' dashboard is a bar chart showing learning time spent by course, with data for 2025.

Showing data for  
Org (PEARSON DI...)

Reports

Sample Reports Dashboard Reports Shared Reports Subscriptions

Here are some indicative reports which are based on sample data points. Explore these reports to get a sense of the kind of powerful and feature rich reports that you can build using your account data. Then, click **ADD** to start adding your own reports.

Sample Dashboard

Courses Vs Profiles

Last one quarter Manager: Charles Hanson

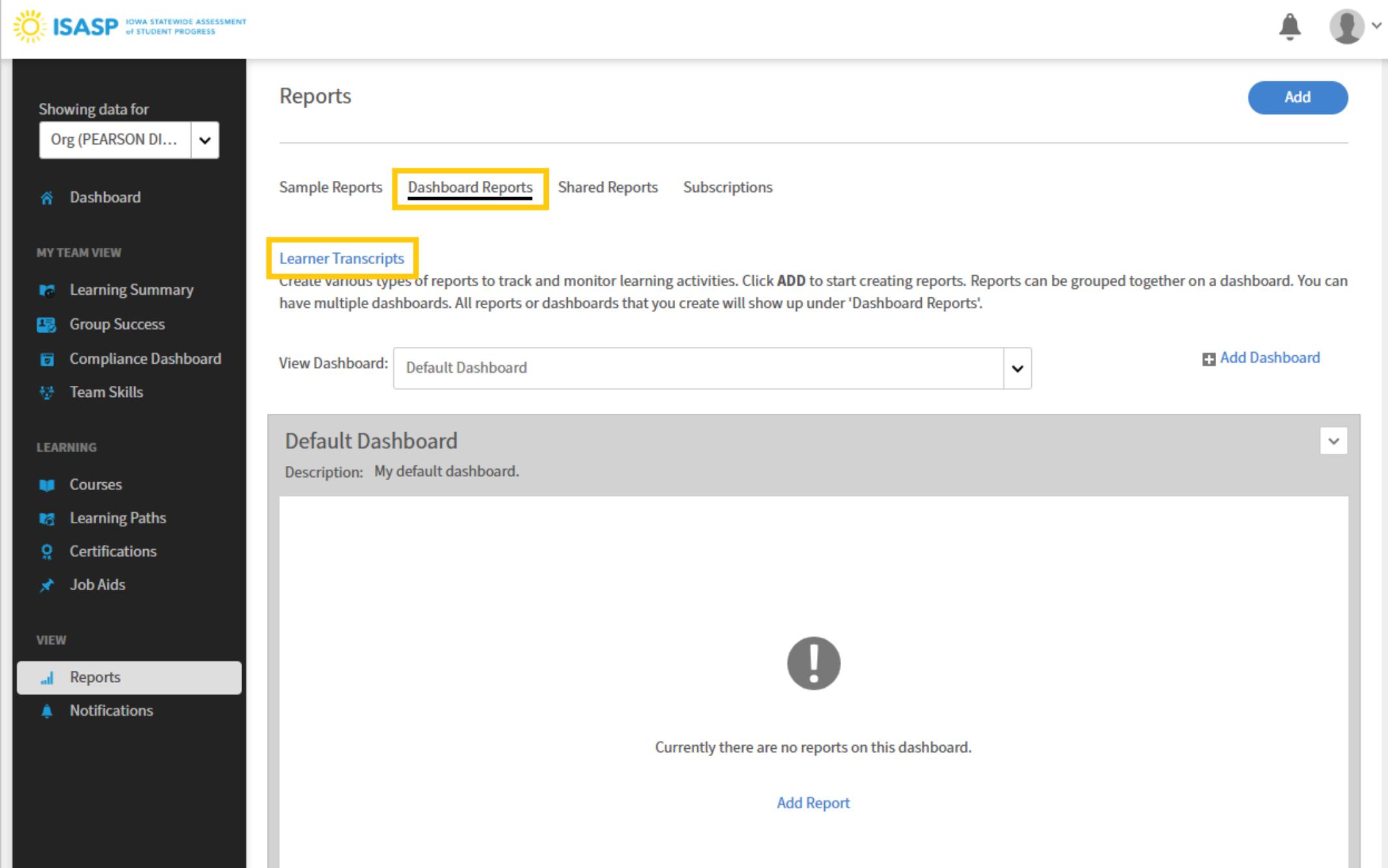
Profile	Computer	Computer	Engineer	Member	Member	Soft
Computer	5	4	3	10	5	12
Computer	1	2	3	6	3	8
Engineer	0	0	0	0	0	0
Member	0	0	0	2	0	1
Member	0	0	0	0	0	0
Soft	0	0	0	0	0	0

Learning Time Spent

Jan 01, 2025 To Dec 31, 2025 Manager: Cynthia Gonzales

Course	2025
Computer	62
Computer	52

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

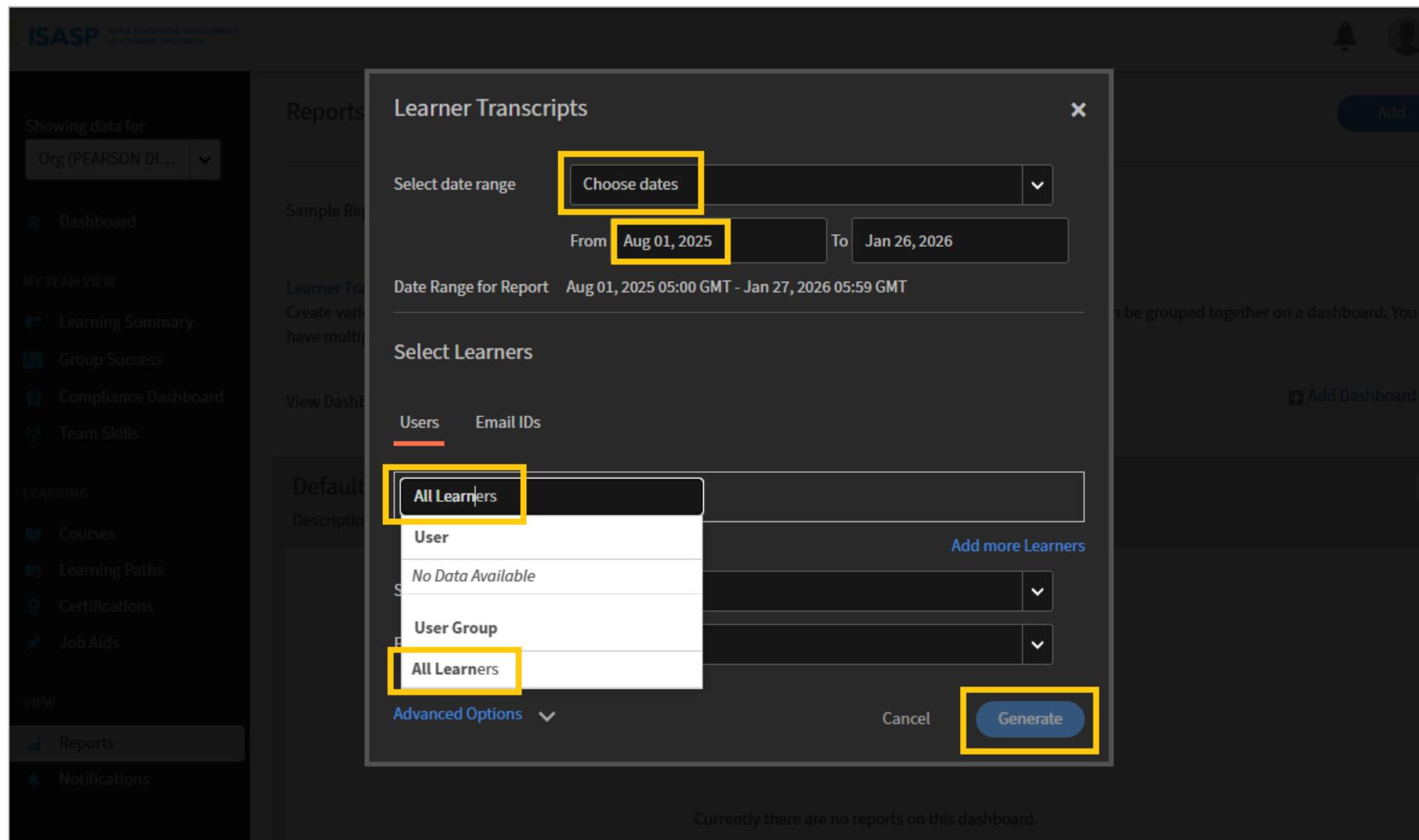


The screenshot shows the 'Reports' section of the ISASP LMS. The 'Dashboard Reports' tab is selected, and the 'Learner Transcripts' link within the 'Create various types of reports...' section is also highlighted with a yellow box. The 'Default Dashboard' is currently selected in the 'View Dashboard:' dropdown. A modal window for the 'Default Dashboard' is open, showing its description: 'My default dashboard.' and a note that 'Currently there are no reports on this dashboard.' with a large exclamation mark icon. The 'Add Report' button is visible at the bottom of the modal.

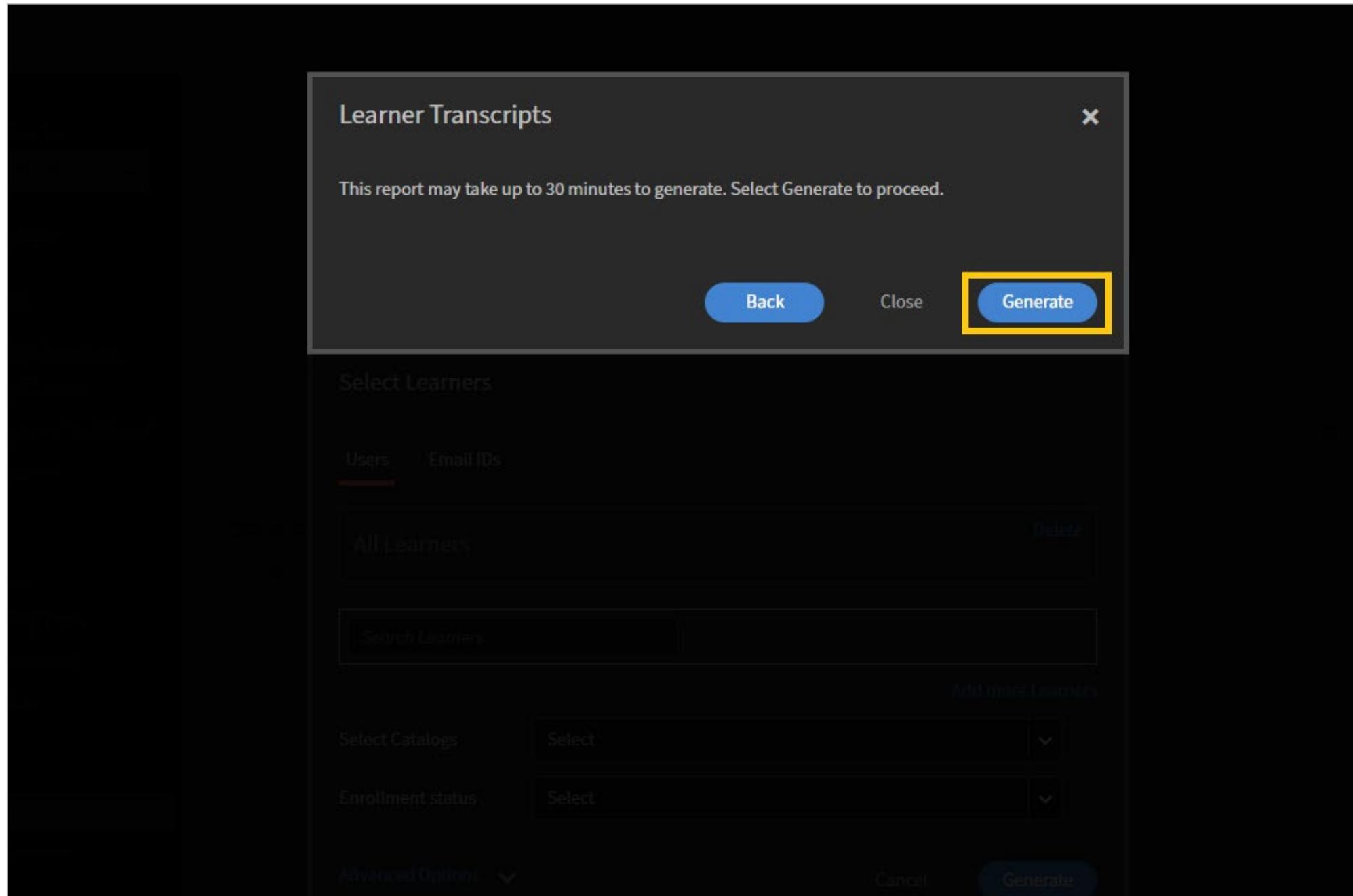
5. A new window will open. Change two fields in this window:

- *Select date range:* Change this to **Choose dates**, then select *Aug 01, 2025* 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

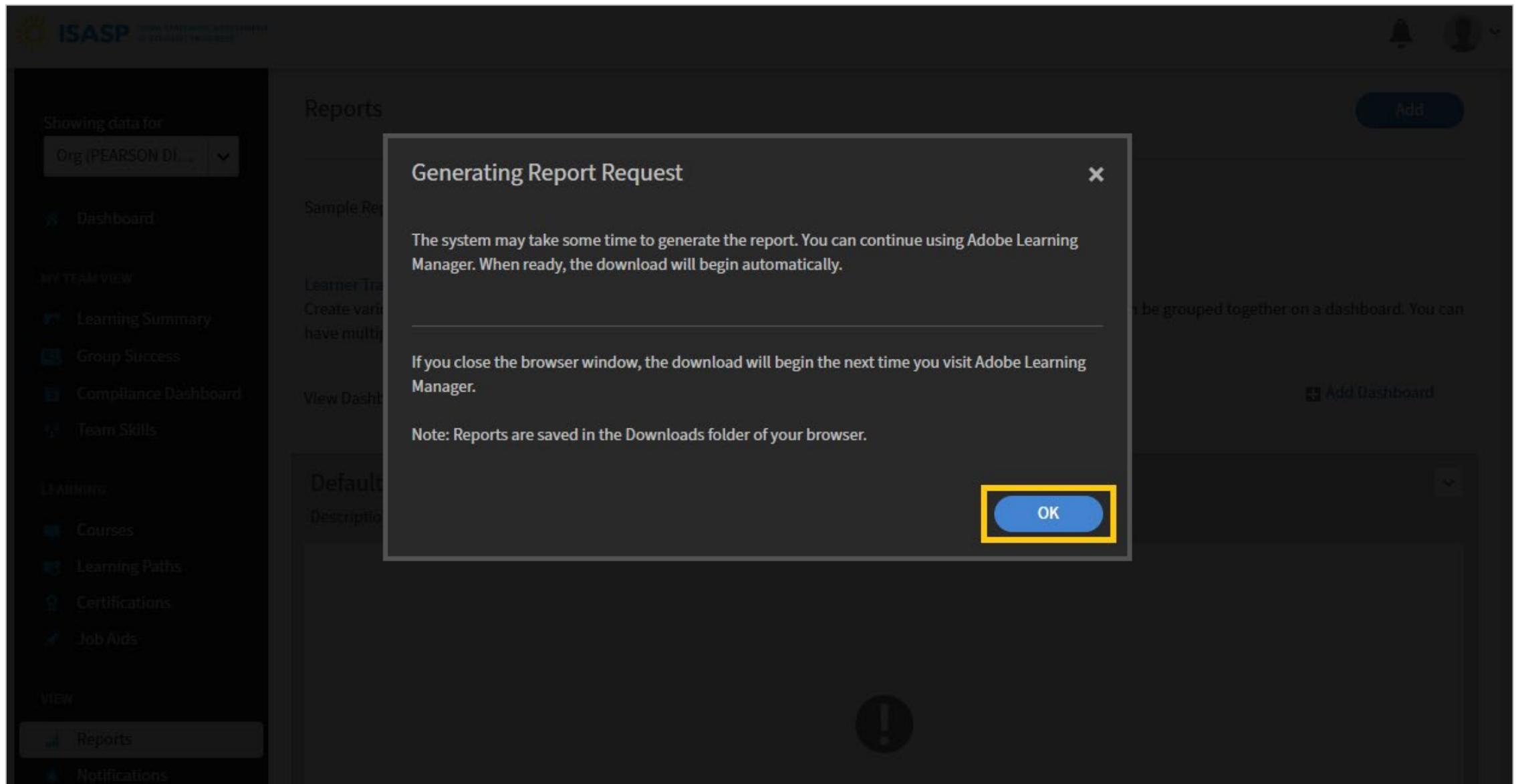
Click the blue **Generate** button when ready.



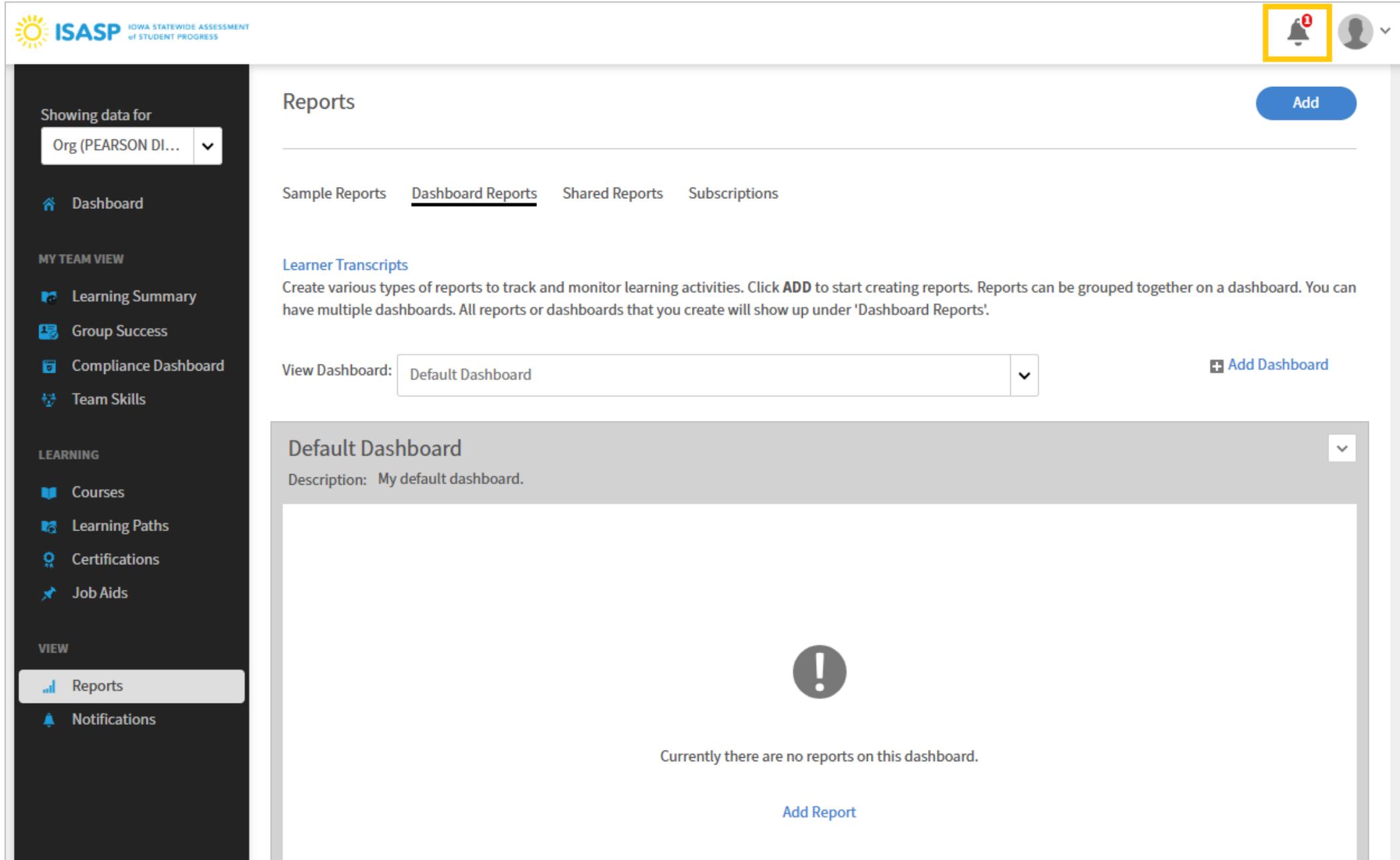
6. A confirmation message will appear stating it may take up to 30 minutes to generate the report. *This is incorrect* – click the blue **Generate** button.



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.”



The screenshot shows the ISASP LMS Reports page. The top navigation bar includes the ISASP logo, a bell icon with a red notification (0), and a user profile icon. The main content area is titled "Reports" and includes tabs for "Sample Reports", "Dashboard Reports" (which is selected), "Shared Reports", and "Subscriptions". A section titled "Learner Transcripts" explains how to create reports to track learning activities, mentioning the "Add" button and the ability to group reports on a dashboard. A "View Dashboard" dropdown is set to "Default Dashboard". Below this, the "Default Dashboard" is shown with a description "My default dashboard." and a note that "Currently there are no reports on this dashboard." An "Add Report" button is available. The left sidebar contains navigation links for "Dashboard", "MY TEAM VIEW" (Learning Summary, Group Success, Compliance Dashboard, Team Skills), "LEARNING" (Courses, Learning Paths, Certifications, Job Aids), and "VIEW" (Reports, Notifications).

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 module
- Started Date (column T) – date the training module was started
- Completion Date (column U) – date the training module was completed
- Mark Completed Date (column V) – date the training module was completed in a group session
- Status (column Y) – current status of the training module
- Org (column AK) – organization(s) the staff member is assigned to (district and school)

	A	H	T	U	V	Y	AK
1	Name	Course	Started Date (US/Central TimeZone)	Completion Date (US/Central TimeZone)	Mark Completed Date (US/Central TimeZone)	Status	Org
2	Iowa Testing Programs	Navigating the LMS Learner Portal	1/15/2025 8:13	1/15/2025 8:16		Completed	PEARSON DISTRICT (99990000)
3	Iowa Testing Programs	Technology Readiness 2025-26	10/20/2025 9:37	10/20/2025 10:14		Completed	PEARSON DISTRICT (99990000)
4	Iowa Testing Programs	Test Administration Training 2025-26				Not Started	PEARSON DISTRICT (99990000)
5	Iowa Testing Programs	Test Coordinator Overview 2025-26				Not Started	PEARSON DISTRICT (99990000)
6	Iowa Testing Programs	Test Security 2025-26	12/19/2025 7:54			In Progress	PEARSON DISTRICT (99990000)
7	sample sample	Test Administration Training 2025-26				Not Started	PEARSON DISTRICT (99990000)
8	sample sample	Test Coordinator Overview 2025-26				Not Started	PEARSON DISTRICT (99990000)
9	sample sample	Test Security 2025-26				Not Started	PEARSON DISTRICT (99990000)
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