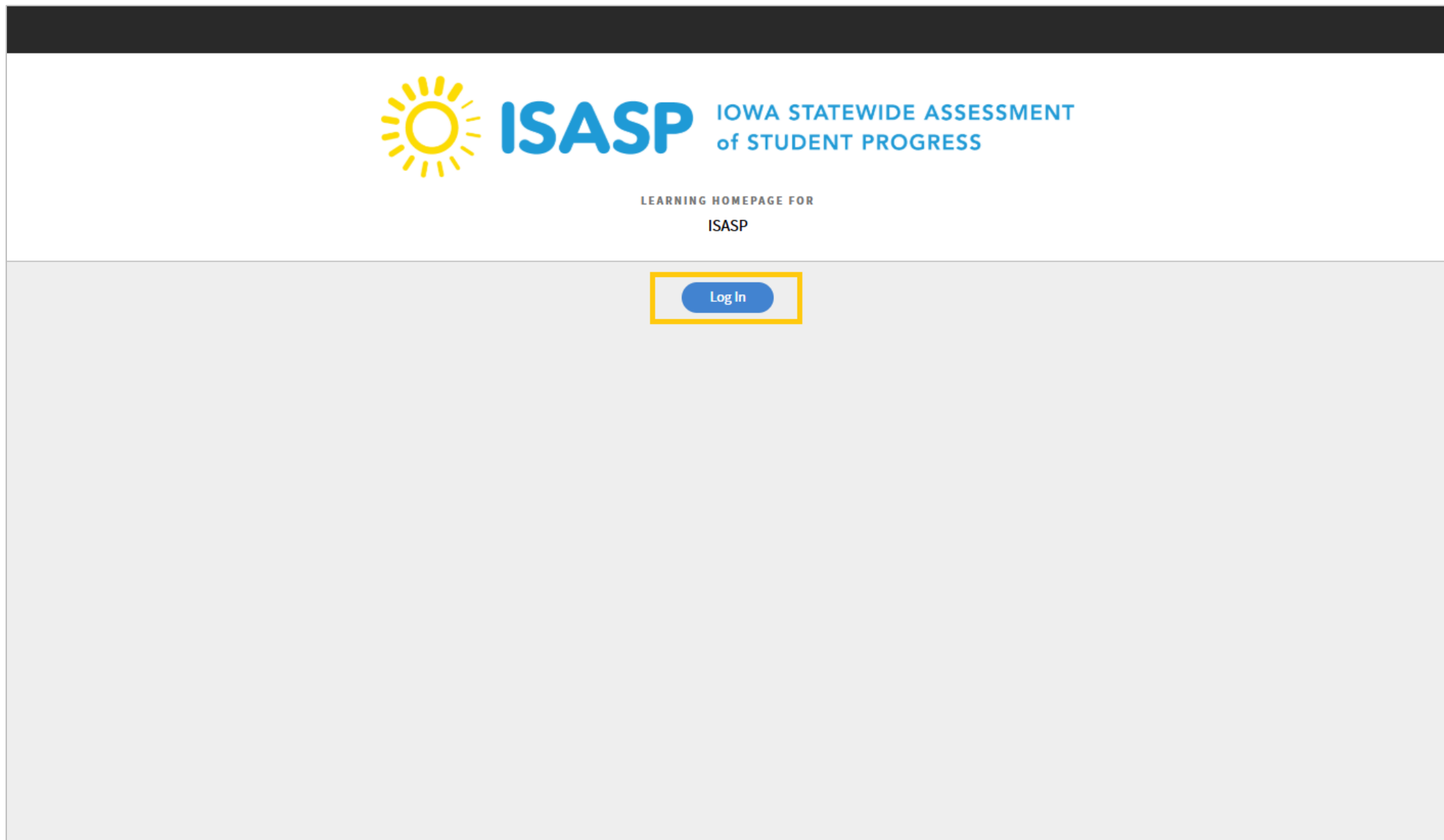
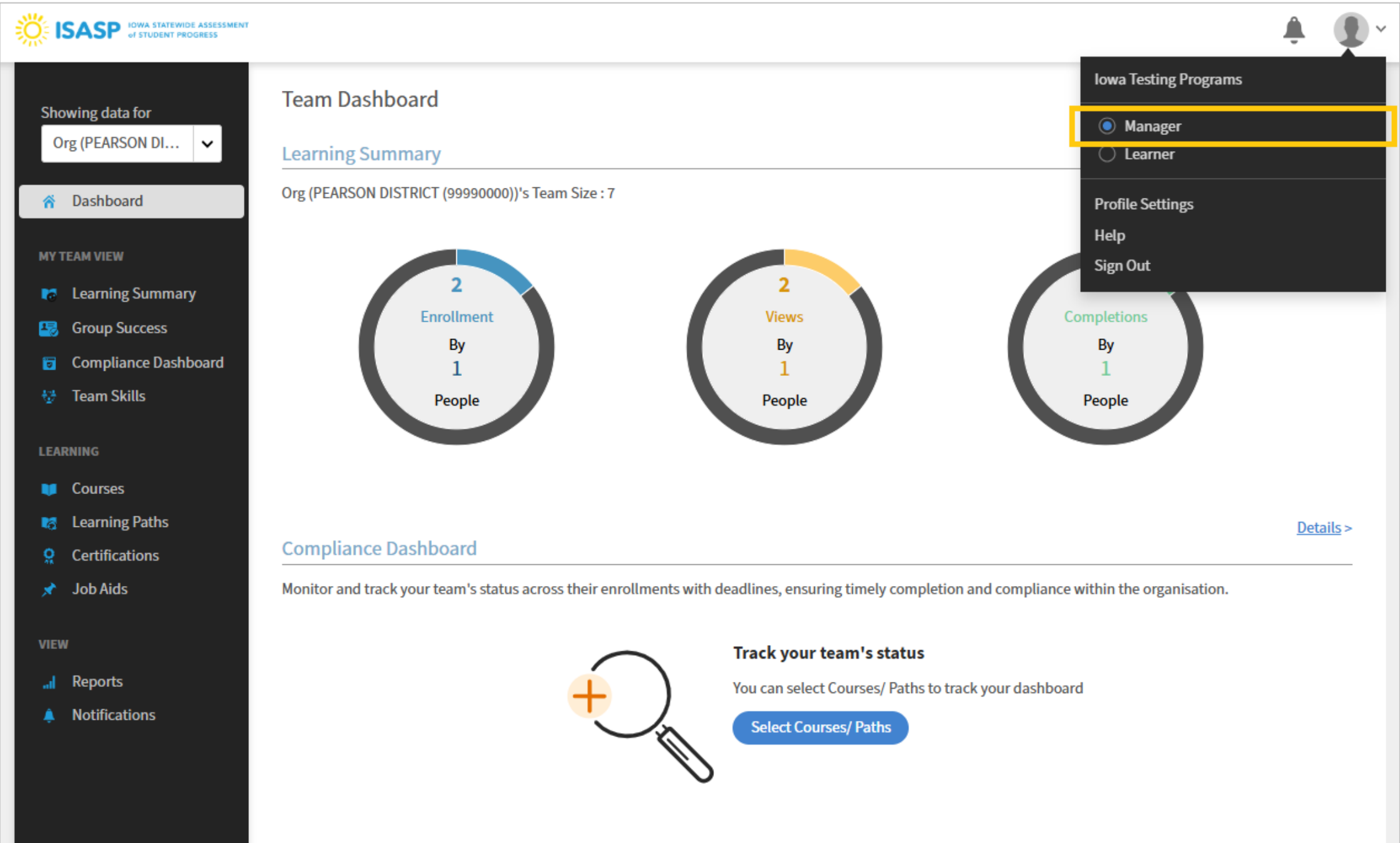


*\*Important: This task is only available to LMS accounts with a **Manager** user role (Coordinators in PearsonAccess<sup>next</sup>).*

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 displays the ISASP LMS interface. On the left is a dark sidebar with navigation links. The main content area is titled "Team Dashboard" and shows a "Learning Summary" for "Org (PEARSON DISTRICT (99990000))" with a team size of 7. Three donut charts represent "Enrollment" (2 by 1 person), "Views" (2 by 1 person), and "Completions" (1 by 1 person). Below these is a "Compliance Dashboard" section. In the top right corner, an account dropdown menu is open, showing options: "Iowa Testing Programs", "Manager" (selected and highlighted with a yellow box), "Learner", "Profile Settings", "Help", and "Sign Out".

**Showing data for**  
Org (PEARSON DI... ▼

**Dashboard**

**MY TEAM VIEW**

- Learning Summary
- Group Success
- Compliance Dashboard
- Team Skills

**LEARNING**

- Courses
- Learning Paths
- Certifications
- Job Aids

**VIEW**

- Reports
- Notifications

### 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

[Details >](#)

### Compliance Dashboard

Monitor and track your team's status across their enrollments with deadlines, ensuring timely completion and compliance within the organisation.



**Track your team's status**  
You can select Courses/ Paths to track your dashboard

Select Courses/ Paths

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.

**ISASP** IOWA STATEWIDE ASSESSMENT  
of STUDENT PROGRESS

Showing data for  
Org (PEARSON DI... ▼)

Dashboard

MY TEAM VIEW

- Learning Summary
- Group Success
- Compliance Dashboard
- Team Skills

LEARNING

- Courses
- Learning Paths
- Certifications
- Job Aids

VIEW

- Reports**
- Notifications

### Reports

Add

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

Course Statistics

Profile	Course Statistics
Compu...	5
Compu...	4
Engineer...	3
Mem...	10
Mem...	5
Soft	12

Profile

##### Learning Time Spent

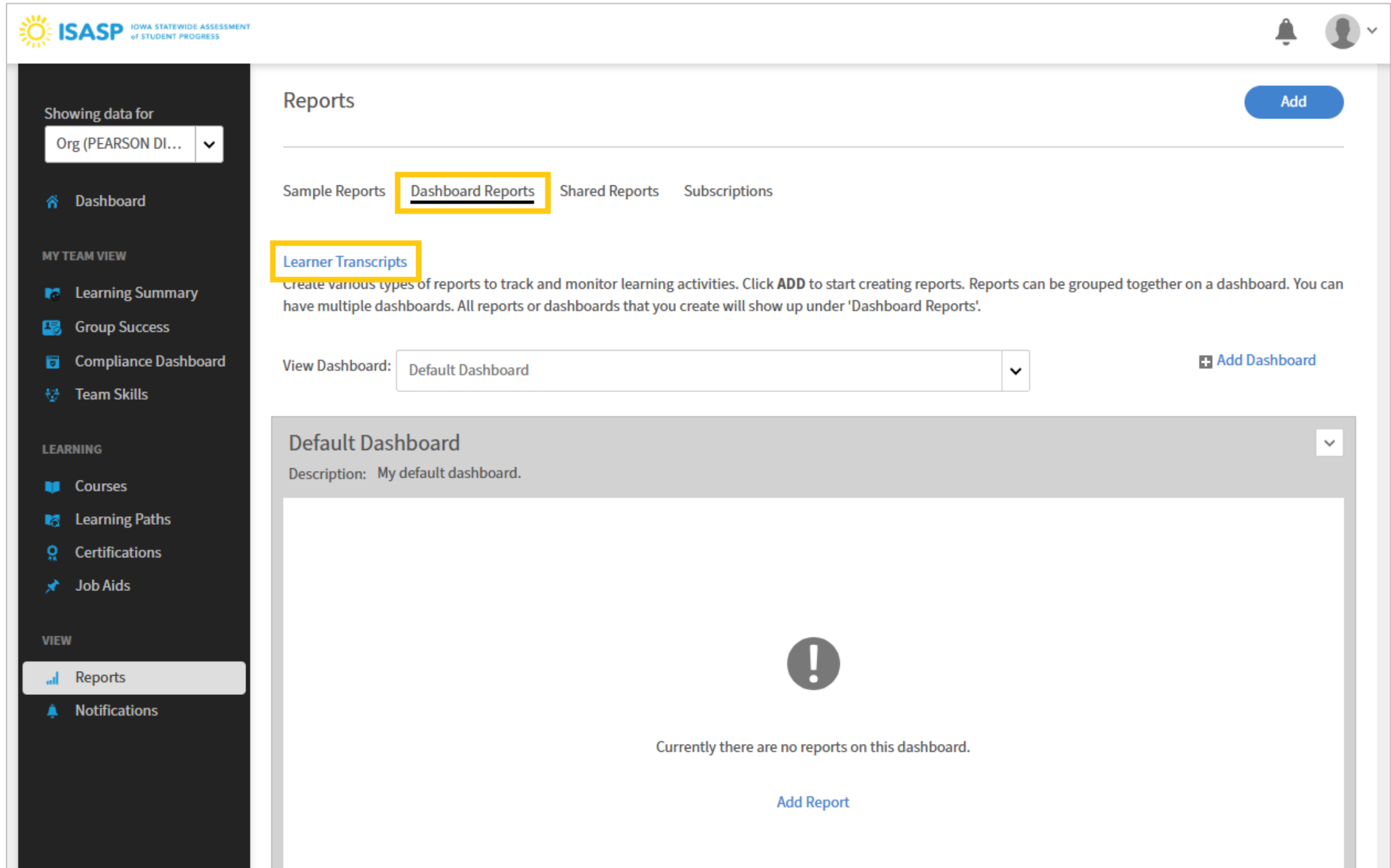
Jan 01, 2025 To Dec 31, 2025 Manager: Cynthia Gonzales

Course Statistics

Learning Time Spent (hours)
140

2025

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



The screenshot shows the ISASP LMS interface. On the left is a dark sidebar with navigation links. The main content area is titled 'Reports' and includes a tabbed interface with 'Dashboard Reports' selected. A 'Learner Transcripts' link is highlighted in the 'Dashboard Reports' tab. Below the tabs, there is a 'View Dashboard' dropdown set to 'Default Dashboard' and an 'Add Dashboard' button. The 'Default Dashboard' section shows a message: 'Currently there are no reports on this dashboard.' with an 'Add Report' button.

Showing data for  
Org (PEARSON DI... ▼

Dashboard

MY TEAM VIEW

- Learning Summary
- Group Success
- Compliance Dashboard
- Team Skills

LEARNING

- Courses
- Learning Paths
- Certifications
- Job Aids

VIEW

- Reports
- Notifications

Reports

Add

Sample Reports **Dashboard Reports** Shared Reports Subscriptions

**Learner Transcripts**

Create various types of reports to track and monitor learning activities. Click **ADD** to start creating reports. Reports can be grouped together on a dashboard. You can have multiple dashboards. All reports or dashboards that you create will show up under 'Dashboard Reports'.

View Dashboard: Default Dashboard ▼

+ Add Dashboard

Default Dashboard ▼

Description: My default dashboard.

!

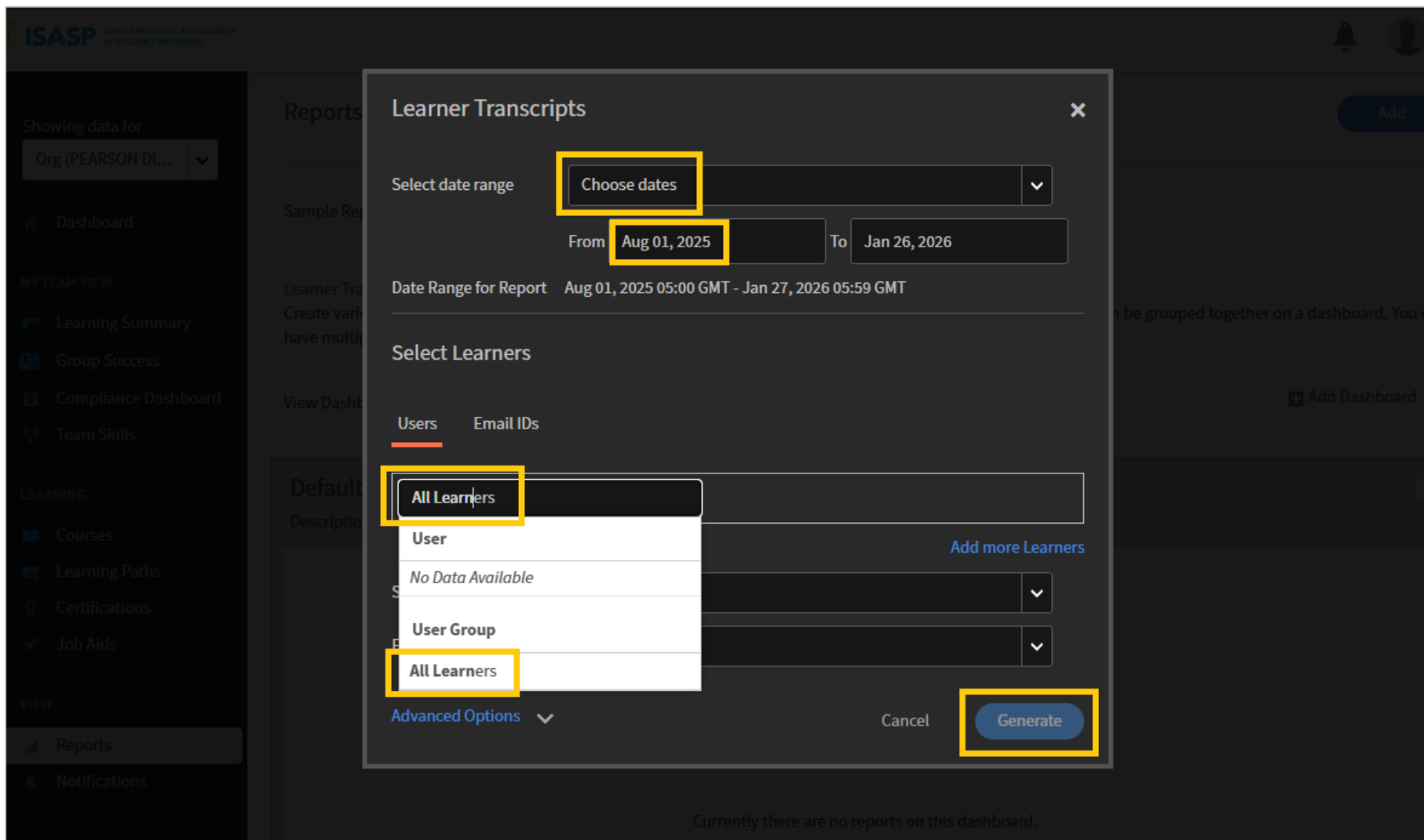
Currently there are no reports on this dashboard.

Add Report

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.



ISASP IOWA STATEWIDE ASSESSMENT  
of STUDENT PROGRESS

Showing data for  
Org (PEARSON DI... ▼

Dashboard

MY TEAM VIEW

Learning Summary

Group Success

Compliance Dashboard

Team Skills

LEARNING

Courses

Learning Paths

Certifications

Job Aids

VIEW

Reports

Notifications

Reports

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Learner Tra

Create vari

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View Dash

Default

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Learner Transcripts

Select date range

Choose dates ▼

From Aug 01, 2025 To Jan 26, 2026

Date Range for Report Aug 01, 2025 05:00 GMT - Jan 27, 2026 05:59 GMT

Select Learners

Users Email IDs

All Learners

User

No Data Available

User Group

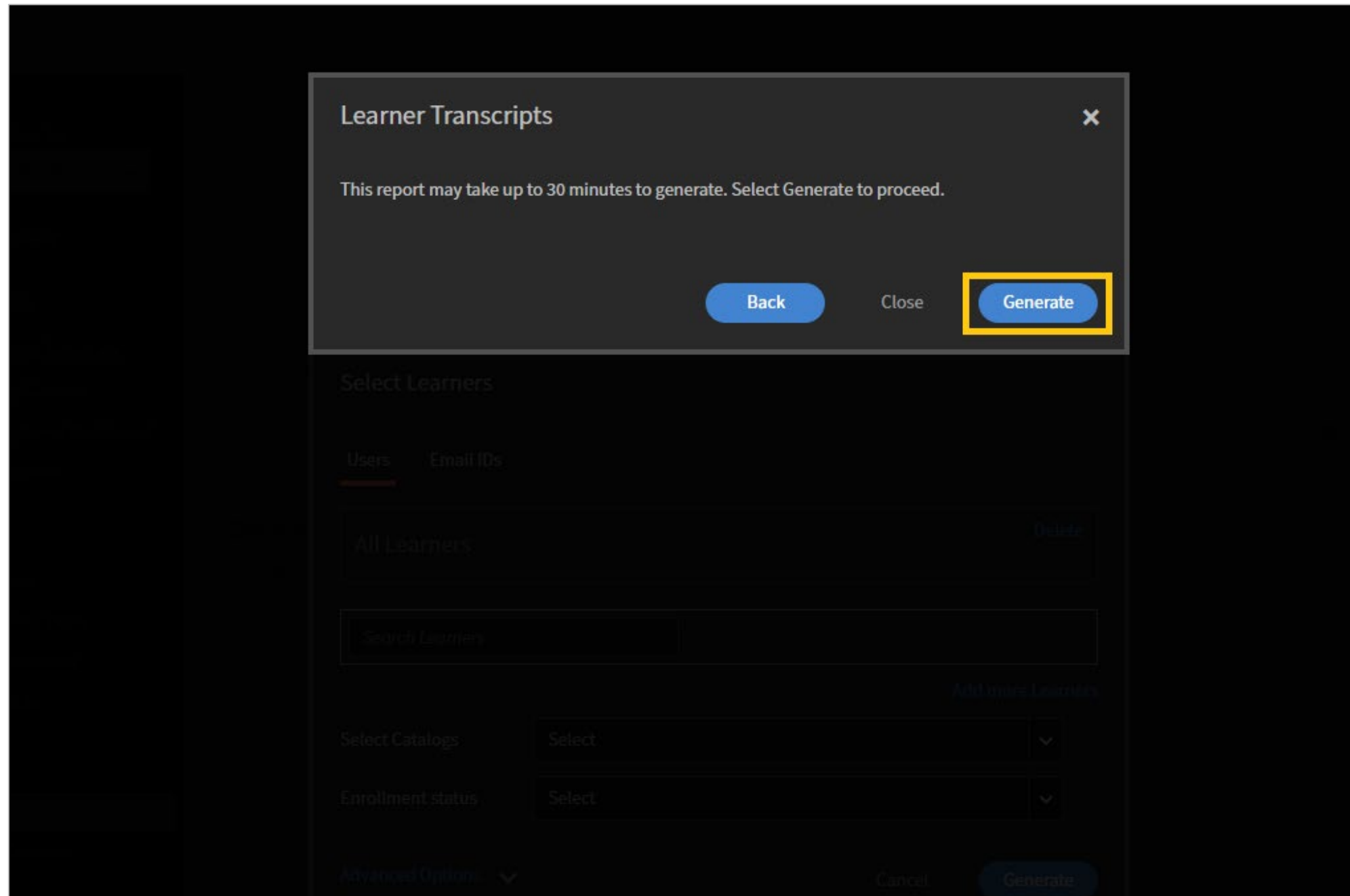
All Learners

Advanced Options ▼

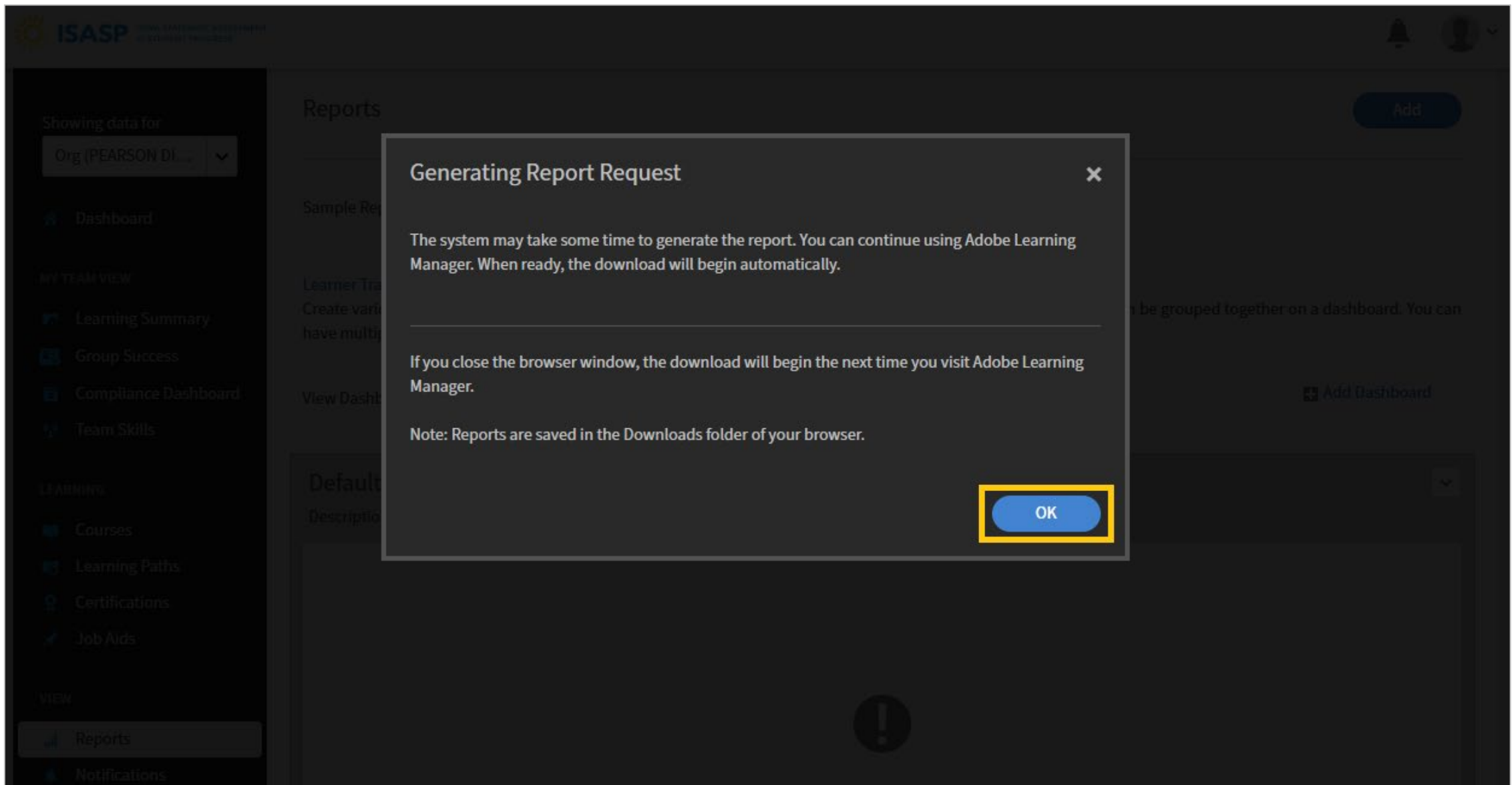
Cancel Generate

Currently there are no reports on this dashboard.

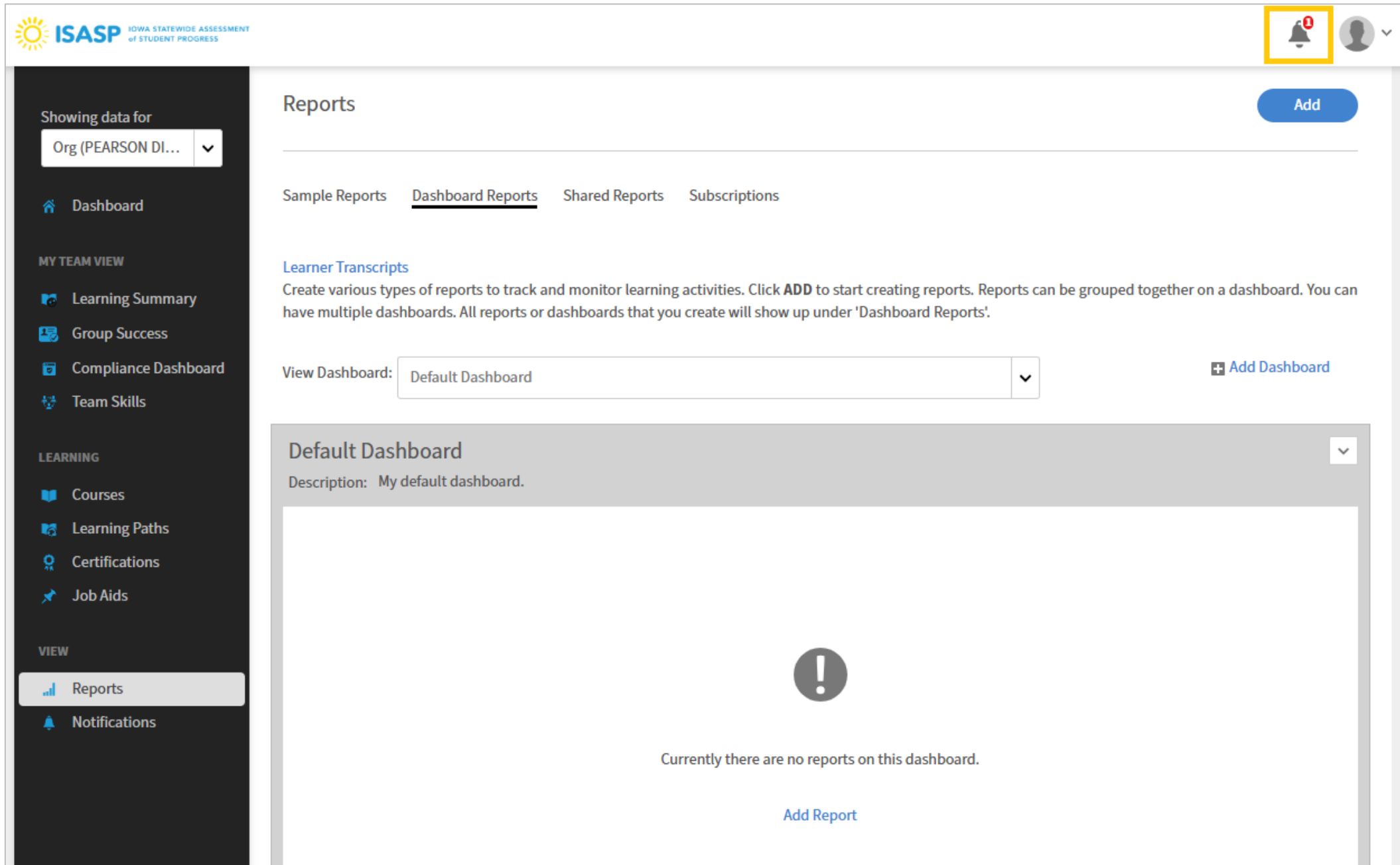
6. A confirmation message will appear stating it may take up to 30 minutes to generate the report. *This is incorrect* – click the blue **Generate** button.



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 interface. At the top left is the ISASP logo and text "IOWA STATEWIDE ASSESSMENT of STUDENT PROGRESS". Below this is a sidebar with a "Showing data for" dropdown set to "Org (PEARSON DI...)". The 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" section is active. The main content area is titled "Reports" and has an "Add" button. Below the title are tabs for "Sample Reports", "Dashboard Reports" (selected), "Shared Reports", and "Subscriptions". A section titled "Learner Transcripts" explains that reports can be created and grouped on a dashboard. Below this is a "View Dashboard:" dropdown set to "Default Dashboard" and an "Add Dashboard" button. The main content area shows the "Default Dashboard" with a description "My default dashboard." and a large message: "Currently there are no reports on this dashboard." with an "Add Report" link. In the top right corner, a bell icon with a red notification dot is highlighted by a yellow box, next to a user profile icon.



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)
10							
11							
12							
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