Training Management System (TMS) Tips and Tricks for School Staff

1 — Make sure your assessment coordinator can see the trainings you have completed!

Register

Email *
sarah.teacher@district.mn.us

Confirm Email *
sarah.teacher@district.mn.us

First Name *
Sarah

Last Name *
Teacher

Organization
Enter your district name. * ℹ
MDE ASSESSMENT CONTROL DISTRICT

Enter your school name. * ℹ
MDE ASSESSMENT MIDDLE SCHOOL

☐ District-level Staff-Select this box ONLY if you do not work at a specific school. ℹ

☐ I do not work for a district or school

[Register]

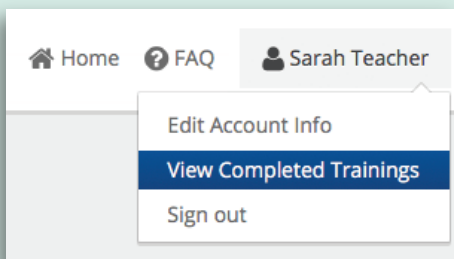**When you register, complete every field with an asterisk.**

Do not select the checkboxes. They are only for district staff.

If you do not enter your district and school, your completed trainings and courses will not show up in your school or district's report.

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- **Edit Account Info**
- View Completed Trainings
- Sign out

To correct or update your information, select **Edit Account Info** under your name.
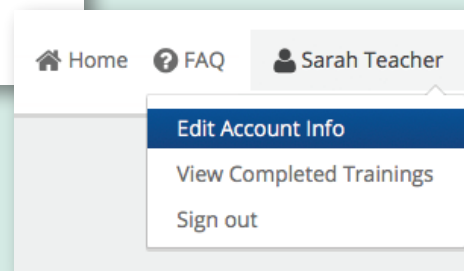
2 — Keep track of your completed trainings!

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- Edit Account Info
- **View Completed Trainings**
- Sign out

To see a list of your completed trainings and courses, select **View Completed Trainings** under your name.

Available Modules

District Assessment Coordinator | **Test Monitor** | MTAS Test Administrator
Technology Staff | Other Trainings | Assessment Literacy | Data and Reporting

2 of 3 modules completed

☰ Categories

Courses

MCA Test Monitor – in person
MCA Test Monitor – remote
ACCESS for ELLs Test Administrator – Grades 1–12
ACCESS for ELLs Test Administrator – Kindergarten/Alternate ACCESS

TEST SECURITY TRAINING (ASSURANCE OF TEST SECURITY INCLUDED)
Length: 6 minutes
✔ Completed 12/16/2020
This training details test security policies and procedures and contains the *Assurance of Test Security and Non-Disclosure*. All staff involved in testing must complete this training annually.
Transcript
[Launch]

ACTIVE MONITORING FOR STATEWIDE TESTS
Length: 3 minutes
✔ Completed 12/16/2020
This training provides information on how to actively monitor test sessions. All Test Monitors and Test Administrators are required to complete this training annually.
Transcript
[Launch]

ADMINISTERING THE MCA
Length: 12 minutes
This module provides information on administering the MCA. All Test Monitors administering an online and/or paper MCA are required to complete this module annually.
Transcript
[Launch]

To see your progress within a course, use the **yellow bar at the top** to see how many trainings you have completed.

Contact your District or School Assessment Coordinator if you have questions about the Training Management System.