



Upcoming Pearson Trainings

Pearson will provide trainings for District Assessment Coordinators (DACs), District Technology Coordinators (DTCs), and other interested district staff in preparation for the MCA and MTAS/Alt MCA spring 2027 test administrations.

Note: For spring 2027, Pearson is transitioning from PearsonAccess Next to the LaunchPad and ADAM (Assessment Delivery and Management) platforms. This document outlines Pearson’s comprehensive training plan to support this transition.

Video Trainings

Pearson will post pre-recorded video trainings to the [Learning Management System](#) (LMS) (Minnesota Assessment Hub > Resources & Training > Training) throughout the year. Trainings for DAC and Assessment Administrator (AA) users are posted to the LMS DAC catalog. Trainings applicable to school-level staff are posted to the LMS Test Administration catalog.

Note: DAC and Assessment Administrator (AA) users have both Manager and Learner roles in the LMS. **All trainings must be viewed and completed under the Learner role; trainings viewed under the Manager role will not be recorded as complete.** For more information about completing trainings in the LMS, refer to the [LMS Frequently Asked Questions \(FAQs\)](#) (Minnesota Assessment Hub > Resources & Training > Training).

Training and Topic	LMS Posting Catalog and Date
Published Reports in PearsonAccess Next This video training provides an overview of Published Reports in PearsonAccess Next. Topics include the types of reports available and how to access them.	Posted to the LMS (DAC Catalog) on Friday, Sept. 18, 2026.
User Account Management in LaunchPad This video training provides an overview of user account management in LaunchPad. Topics include creating user accounts manually and through a file import, as well as editing and deleting user accounts.	Posted to the LMS (DAC Catalog) on Friday, Oct. 23, 2026.

Training and Topic	LMS Posting Catalog and Date
Learners in the Learning Management System (LMS) This video training provides an overview of the Learning Management System (LMS) for school and district staff completing required and optional trainings prior to test administration. Topics include logging in to LaunchPad and accessing the LMS, site navigation, catalog structure and filters, enrolling in courses, and completing courses.	Posted to the LMS (Test Administration Catalog) on Friday, Oct. 30, 2026.
Managers in the Learning Management System (LMS) This video training provides an overview of the Learning Management System (LMS) for DAC and Assessment Administrator (AA) users. Topics include monitoring course completion, running reports, enrolling Learners in courses, and marking courses complete for Learners.	Posted to the LMS (DAC Catalog) on Friday, Oct. 30, 2026.
Report Assets in ADAM This video training provides an overview of Report Assets in ADAM. Topics include the types of reports available and how to access them.	Posted to the LMS (DAC Catalog) on Friday, Nov. 20, 2026.
TestNav and Student Readiness Tools This video training provides an overview of TestNav general functionality. Topics include online and accessibility tools, signing in to TestNav, checking audio, verifying student name, and the differences in TestNav tools and functionality based on the specific assessment subject (reading, math, and science) and assessment type (MCA or Alt MCA). How to access Student Readiness Tools (SRTs) for MCAs and Alt MCAs will also be addressed.	Posted to the LMS (Test Administration Catalog) on Friday, Dec. 4, 2026.

Virtual Trainings

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MDE and Pearson strongly encourage all DACs to attend these trainings in preparation for the spring 2027 test administrations.

Registration is required, and registration links for all trainings will be shared in the *Assessment Update* prior to the event. Note: Registrations will close 24 hours before the event, and participants will be approved by Pearson. Registrations need to be made with an email associated with the participant's school, district, or educational agency. Once approved, participants will receive an email with the meeting link.

Training and Topic	Date and Time
Introduction to LaunchPad and ADAM This training provides an introduction and high-level overview of Pearson’s new platforms, LaunchPad and ADAM. Pearson will also review the training plan and important dates for test administration.	Thursday, Oct. 1, 2026 9-10 a.m. Pre-recorded training posted to the LMS (Test Administration Catalog) on Friday, Oct. 2, 2026.

Training and Topic	Date and Time
New DAC Orientation MDE will provide an overview of the various roles and responsibilities of a DAC, the statewide assessments administered in Minnesota, relevant MDE and WIDA systems, available resources, and training opportunities. Pearson will provide information on Pearson platforms and available resources. Though designed as an introduction for new DACs in their first or second year, other relatively new DACs are also welcome to attend. Note: This training will be offered in two formats: 1) a live, virtual training divided over two days and 2) a pre-recorded training that will be posted to the LMS. DACs should select a format that best suits their needs. No in-person training will be offered in 2026.	Session 1: Wed., Oct. 7, 2026 9-11 a.m. Session 2: Thurs., Oct. 8, 2026 9-11 a.m. Participants are asked to attend both sessions. Pre-recorded training posted to the LMS (DAC Catalog) on Friday, Oct. 9, 2026.
LaunchPad Basics and Overview Training This training provides an overview of LaunchPad, including logging in to the platform, general navigation, user management, viewing student information, and accessing other Pearson platforms, including ADAM and LMS.	Thursday, Oct. 22, 2026 9-10 a.m. Live session only; this training will not be posted to the LMS.
ADAM Basics and Overview Training This training provides an overview of ADAM, including accessing the platform, general navigation, reviewing student supports/accommodations, and an overview of administrations and training administrations.	Thursday, Nov. 5, 2026 9-10 a.m. Live session only; this training will not be posted to the LMS.

Training and Topic	Date and Time
Proctor Groups in ADAM This training provides an overview of proctor groups in ADAM, including creating proctor groups, viewing/downloading student test tickets, and accessing rosters.	Thursday, Nov. 19, 2026 9-10 a.m. Pre-recorded training posted to the LMS (Test Administration Catalog) on Friday, Dec. 11, 2026.
Proctoring and Proctor Dashboard in ADAM This training provides an overview of proctoring tests in ADAM, including information on using the proctor dashboard.	Thursday, Dec. 3, 2026 9-10 a.m. Live session only; this training will not be posted to the LMS.
Session Explorer in ADAM This training provides an overview of Session Explorer in ADAM, including using filters and applying actions for single and multiple students.	Thursday, Dec. 17, 2026 9-10 a.m. Live session only; this training will not be posted to the LMS.
Entering Test/Accountability Codes in ADAM This training provides an overview of how to enter test/accountability codes in ADAM.	Thursday, Jan. 7, 2027 9-10 a.m. Live session only; this training will not be posted to the LMS.

Training and Topic	Date and Time
Orders and Materials Tracking in ADAM This training provides an overview of how to track initial test materials orders in ADAM and how to place orders for additional test materials.	Thursday, Jan. 21, 2027 9-10 a.m. Pre-recorded training posted to the LMS (Test Administration Catalog) on Friday, Jan. 29, 2027.
Progress and Activity Reports in ADAM This training provides an overview of progress and activity reports in ADAM.	Thursday, Feb. 4, 2027 9-10 a.m. Live session only; this training will not be posted to the LMS.
Pearson DAC Test Administration Training This training provides a comprehensive, end-to-end review of LaunchPad and ADAM for the MCA and MTAS/Alt MCA spring 2027 test administrations. It will cover specific tasks to be done in LaunchPad/ADAM before and during test administrations, as well as functions of each platform.	Thursday, Feb. 18, 2027 9 a.m.-noon Pre-recorded training posted to the LMS (DAC Catalog) on Friday, Feb. 26, 2027.
Results Explorer in ADAM This training provides an overview of Results Explorer in ADAM, including viewing and exporting student test results.	Thursday, March 4, 2027 9-10 a.m. Pre-recorded training posted to the LMS (DAC Catalog) on Friday, March 12, 2027.

Training and Topic	Date and Time
Report Assets in ADAM This training provides an overview of Report Assets in ADAM, including the types of reports available and how to access reports in ADAM.	Thursday, Aug. 19, 2027 9-10 a.m. Pre-recorded training posted to the LMS (DAC Catalog) on Friday, Aug. 20, 2027.



LaunchPad/ADAM Office Hours

Pearson will provide virtual “office hours” to DACs throughout the spring test administrations.

Pearson Office Hours	Dates and Time
During these office hours, DACs can ask questions and receive support for the LaunchPad/ADAM platforms. Registration is not required. Office hour links will be shared in the weekly <i>Assessment Update</i>. Note: Office Hours will not be recorded or posted to the LMS.	Thursday, March 11, 2027 Thursday, March 25, 2027 Thursday, April 8, 2027 Thursday, April 22, 2027 Thursday, May 6, 2027 All office hours are from 9-10 a.m.

Technology Coordinator Training

Pearson’s Technology Support Field Engineering team will provide a live, virtual training to DTCs and other interested district staff in preparation for the spring 2027 online test administration.

Training and Topic	Posting Location and Date
Technology Coordinator Training This training provides an overview of TestNav 8, including system requirements, configurations, and updates. It covers technology resources on the Minnesota Assessment Hub, the TestNav 8 Online Support page, and the installation and management of TestNav applications. The training also addresses system configurations such as firewalls, content filters, and assistive technologies. Additionally, it includes an App Check for network connections to Pearson servers, guidance on testing with tablets and Chromebooks, and support for older devices. Pearson will also provide an overview of Early Warning System (EWS) errors and review scenarios that trigger EWS and common error resolutions. The training also covers Training Administrations in the new ADAM platform and running an infrastructure readiness check, including creating sample proctor groups, accessing print cards, and administering tests. Lastly, it provides information on scheduling technology office hours and support.	Thursday, Jan. 14, 2027 1-2:30 p.m. Pre-recorded training posted to the LMS (Test Administration Catalog) on Friday, Jan. 22, 2027.



Scheduling Technology Office Hours

Technology office hours are available if support is needed to troubleshoot technology issues, such as setting up devices or preparing and completing an infrastructure trial in your district. District Assessment Coordinators (DACs), School Assessment Coordinators (SACs), or technology staff should be the users requesting office hours. Other staff should first coordinate within their district before contacting Pearson.

Technology Office Hours are scheduled by accessing a link to Pearson's Technology Support Field Engineering team. [Select the link to schedule your Technology Office Hours virtual session](#) Sessions are 30 minutes. Select the preferred date and time, enter your name, email, and phone number, then select **Book**. The session will be scheduled for both parties, and you will receive an email with conferencing information.