

Upcoming Pearson Trainings

Pearson will provide a variety of 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 2026 test administrations.

Video Trainings

Pearson will post pre-recorded video trainings to the Learning Management System (LMS) (Minnesota Assessment Hub > Resources & Training > Training) throughout the year within the DAC Catalog of the LMS. These can be viewed by new DACs for in-depth information on various Pearson systems. These trainings can also be reviewed by experienced DACs as a refresher.

Training and Topic	Posting Location 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 the LMS, site navigation, catalog structure and filters, enrolling in courses, and completing courses.	Posted to the Learning Management System (Test Administration Catalog) on Friday, Oct. 24, 2025.
Managers in the Learning Management System (LMS) This video training provides an overview of the Learning Management System (LMS) for DACs and Assessment Administrators. Topics include monitoring course completion, running reports, enrolling Learners in courses, and marking courses complete for Learners.	Posted to the Learning Management System (DAC Catalog) on Friday, Oct. 24, 2025.

Training and Topic	Posting Location and Date
User Account Management in PearsonAccess Next This video training provides an overview of user management in PearsonAccess Next. Topics include creating user accounts manually and through a file import, deleting user accounts, enabling user accounts, and restoring user accounts.	Posted to the Learning Management System (DAC Catalog) on Friday, Oct. 31, 2025.
Reporting Groups This video training provides an overview of Reporting Groups in PearsonAccess Next. Topics include steps to create Reporting Groups manually, through a file import, and from a test session.	Posted to the Learning Management System (DAC Catalog) on Friday, Jan. 9, 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, mathematics, 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 Learning Management System (DAC Catalog) on Friday, Jan. 23, 2026.
On-Demand Reports This video training provides an overview of On-Demand Reports in PearsonAccess Next. Topics include the data available in On-Demand Reports and how to access reports in PearsonAccess Next.	Posted to the Learning Management System (DAC Catalog) on Friday, Feb. 20, 2026.

Training and Topic	Posting Location and Date
Published Reports This video training provides an overview of Published Reports in PearsonAccess Next. Topics include the types of Published Reports available and how to access reports in PearsonAccess Next.	Posted to the Learning Management System (DAC Catalog) on Friday, Aug. 14, 2026.

Virtual and In-Person Trainings

The table below contains the virtual and in-person training sessions, including the topics, high-level agendas, format, and dates and times. Registration is required. After the virtual and/or in-person training has taken place, a pre-recorded version of the training will be posted to the Learning Management System (LMS).

MDE and Pearson strongly encourage all DACs to attend these trainings in preparation for the spring 2026 test administrations.

Registration links for all trainings are 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	Training Format	Date and Time
New DAC Orientation This training is offered in both in-person and virtual formats. Select one of these options. Note: If attending the live virtual training, please attend both sessions. 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 systems and available resources. Though designed as an introduction for new DACs in their first or second year, other relatively new DACs are also welcomed to attend. Note: This training will be offered in three formats: 1.) an all-day in-person training event in Minneapolis, 2.) a live virtual training sessions divided over two days, and 3.) a pre-recorded training that will be posted to the Learning Management System. DACs should select a format that best suits their needs.	Virtual Training	Session 1: Thursday, Oct. 9, 2025 9-11 a.m. Session 2: Friday, Oct. 10, 2025 9-11 a.m. Participants are asked to attend both sessions. Pre-recorded training posted to the Learning Management System (DAC Catalog) on Monday, Oct. 13, 2025.
	In Person	Monday, Oct. 13, 2025 9 a.m.-3:30 p.m. Delta Hotels by Marriott Minneapolis Northeast 1330 Industrial Boulevard NE Minneapolis, MN 55413 Minneapolis Ballroom

Training and Topic	Training Format	Date and Time
DAC Pearson Basics Training (1–2 years) This virtual training includes an overview of Pearson’s systems, including user management in PearsonAccess Next, Reporting Groups, and On-Demand Reports.	Virtual Training	Thursday, Dec. 4, 2025 2–3:30 p.m. Pre-recorded training posted to the Learning Management System (DAC Catalog) on Friday, Dec. 19, 2025.
Pearson DAC Test Administration Training This virtual training includes an overview of changes to PearsonAccess Next, TestNav, the Learning Management System, and reporting for the MCA and MTAS/Alt MCA spring 2026 administrations.	Virtual Training	Thursday, Jan. 15, 2026 9–11 a.m. Pre-recorded training posted to the Learning Management System (DAC Catalog) on Friday, Jan. 30, 2026.
PearsonAccess Next for New DACs This virtual training provides a comprehensive overview of PearsonAccess Next for the MCA and MTAS/Alt MCA spring 2026 test administrations. It will cover specific tasks to be done in PearsonAccess Next before and during test administration, as well as functions of the system, including how to view student testing information.	Virtual Training	Thursday, Feb. 5, 2026 1–3 p.m. Pre-recorded training posted to the Learning Management System (DAC Catalog) on Friday, Feb. 20, 2026.

Technology Coordinator Training

Pearson will host a live virtual training session for technology staff preparing for the spring 2026 online test administration. A pre-recorded version of this training will be posted to the Learning Management System (LMS) (Minnesota Assessment Hub > Resources & Training > Training)

Training and Topic	Date and Time
Technology Coordinator Training This training provides an overview of TestNav 8, including its updates, system requirements, and configurations. 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. The Early Warning System (EWS) section explains scenarios that trigger EWS and common resolutions. The training also covers the Infrastructure Readiness Check, including accessing the Training Center to set up test sessions, running an infrastructure trial, and verifying device compatibility for assistive technology. Finally, it provides information on scheduling technology office hours and support.	Tuesday, Jan. 6, 2026 1-3 p.m. Pre-recorded training posted to the Learning Management System (Test Administration Catalog) on Tuesday, Jan. 20, 2026.



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 and scroll down 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.