Training Modules

These training modules are created by Pearson's Online and Technology Implementation Training Services team. The modules present PearsonAccess^{next} concepts and ease the user into the overall tasks. Some modules also include embedded how-to videos. Training modules are useful for presentations and for individual users to quickly learn the concepts and processes of test administration using PearsonAccess^{next}.



System Overview

This module introduces PearsonAccess^{next} and provides an overview of the navigation features.

Click here to view the System Overview module.

For more information, see System Basics.



Set Up Organizations and Users

This module explains how to manage test administration participation, enter student enrollment counts, and create user accounts.

Click here to view the Set Up Organizations and Users module.

For more information, see Manage Participation in Test Administrations, Manage Student Enrollments in an Organization, Manage Enrollment Counts, and Create a User Account.

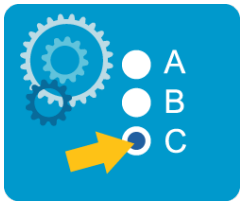


Managing and Registering Students

This module explains how to create and edit student records, register and assign students to tests, and create groups or classes.

Click here to view the Managing and Registering Students module.

For more information, see Create a Student Record, Edit a Student Record, Register/Unregister a Student, Assign /Unassign a Test, and Manage Groups.

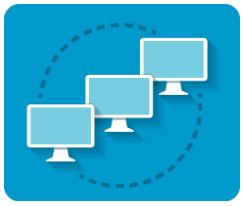


Online Testing Readiness

This module provides an overview of the tasks for setting up and preparing your online testing environment using PearsonAccess Next and TestNav 8. The topics covered in this overview include "Components of the online testing system" and "Best practices for configuring the system component."

Click here to view the Online Testing Readiness module.

For more information, see PearsonAccess Next Online Support, TestNav Online Support, PearsonAccess Next System Requirements, TestNav 8 System Requirements, and ProctorCache System Requirements.



ProctorCache

This module takes you through the process of installing, configuring, and verifying ProctorCache for online test delivery.

Click here to view the ProctorCache module.

For more information, see TestNav Online Support, TestNav 8 System Requirements, ProctorCache System Requirements, Set Up and Use ProctorCache, Manage Proctor Caching, Configure TestNav for Proctor Caching, and Delete ProctorCache TestNav Configurations.



Manage an Online Test Session

This module explains how to manage an online test session.

Click here to view Manage an Online Test Session module.

For more information, see Create a Session and Session Management Tasks.



Manage Paper Testing

This module provides an overview of tasks associated with paper testing.

Click here to view Manage Paper Testing module.

For more information, see Manage Paper Tests, Manage Enrollment Counts, and Track Material Shipments.

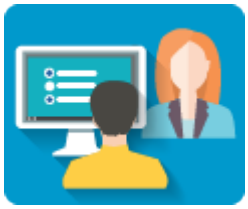


Manage Students in Sessions

This module provides an overview of monitoring student tests and updating student test statuses.

Click here to view the Manage Students in Sessions module.

For more information, see Monitor or Change Student Status, Retrieve Resources for an Online Test, Start a Session and Unlock Tests/Sessions, Resume a Test, Mark Student Tests Complete, and Reports.



Monitoring an Online Test Session

This module provides an overview of the tasks you may need to perform while serving as a test administrator of an online test session.

Click here to view the Monitoring an Online Test Session module.

For more information, see TestNav Error Codes and Monitor or Change Student Status.



After Testing

This module provides an overview of managing tests and operational reports.

Click here to view the After Testing module.

For more information, see Resolve Student Data Errors and Warnings and Reporting.

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