Fall 2016 Training Events

Objective: The following table details all Fall 2016 Training webinars offered by ACT Aspire via the ACT Aspire Landing Page Calendar of Training Events. The steps listed in these descriptions refer to the step-by-step instructions on the ACT Aspire Landing Page.

Abbreviation Key:

- PER = Periodic Customers
- SUM = Summative Customers
- RETURNING = Returning Customers
- NEW = New Customers
- ALL = All Customers
- PBT = Paper-Based Tests
- CBT = Computer-Based Tests
- RS = Room Supervisors

Related Resources:

- http://actaspire.pearson.com/allresources.html

For All Roles	
Topic(s)	**Description**
ALL: General Information: Resources and General Functionality *60 minutes*	This training helps both paper-based and computer-based customers understand the essentials of ACT Aspire as an assessment system. Additionally, it will provide an overview of the ACT Aspire Landing Page, including the A-Z index, Avocet; the online Training Management System; and additional resources for planning your administration from start to finish. Finally, it will cover the basics on how to navigate the ACT Aspire Portal Dashboard.
For Technology Coordinators	
Topic(s)	**Description**
NEW-SUM & PER: CBT Technology Requirements and Readiness *60 minutes*	This vital training for computer-based users covers the technology setup necessary to prepare for delivery of the ACT Aspire assessment (Step 6). You will learn how to configure your environment, how to use ProctorCache and PreCache (Step 8), how to assess readiness with SystemCheck, and preview the student test delivery system (TestNav). The session also includes hardware and software requirements as well as information on using Chromebooks and iPads.
RETURNING: CBT Technology Requirements and Readiness *60 minutes*	This training for returning customers will cover updates and changes to technology setup. The session will also review general configuration of your environment, ProctorCache, SystemCheck, TestNav, hardware and software requirements, as well as information on using Chromebooks and iPads.

For Test Coordinators (Both CBT & PBT)	
Topic(s)	**Description**
NEW-SUM & PER: Inviting Users into the Portal and Student Data Upload File *60 minutes*	This training will cover how to invite other users into the Portal (Step 2) and upload your Student Data Upload File (SDU) into the Portal (Step 3). We will also demonstrate how to set up groups via the SDU file.
NEW-SUM & PER: Creating Personal Needs Profiles, Groups, and Transfers *60 minutes*	This training for paper-based and computer-based customers will provide instructions on how to add accommodations to a student's Personal Needs Profile (Step 4) and how to create groups within the Portal (Step 5). We will also discuss how to complete student transfers.
RETURNING: Creating Personal Needs Profiles, Groups, and Transfers *60 minutes*	This training for returning users will include how to document student accommodations in PNPs, the reverse PNP process, and the creation of groups. We will also discuss how to complete student transfers.
RETURNING: Organizational Updates and Reverse Student Data Upload File *60 minutes*	This training for returning paper-based and computer-based users will provide a brief review on how to update organization information in the Portal and upload their Student Data Upload (SDU) Files. The session demonstrates how to verify organization members in the Portal and utilize the Reverse SDU file feature to update student data in the ACT Aspire portal. We will also demonstrate how to set up groups via the SDU file.

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For Test Coordinators (CBT only)	
Topic(s)	**Description**
NEW-SUM & PER: CBT Test Session Creation and Management *60 minutes*	Participants will learn how to create single and multiple test sessions (Step 7), manage test sessions (Step 10), and document testing irregularities (Step 12) in the ACT Aspire Portal. This training will teach participants how to print test session and Personal Needs Profile (PNP) rosters, testing irregularity reports, how to access Widget reports to view real-time test session creation and if students have been added to test sessions. Finally, customers will learn about Authorization Tickets and how to print them by school, test session, and for individual students (Step 9).
RETURNING: CBT Test Session Creation and Management *60 minutes*	Participants will review how to create single and multiple test sessions and manage test sessions in the ACT Aspire Portal. This training will review how to print test session and Personal Needs Profile (PNP) rosters, testing irregularity reports, and how to access reports to view real-time test session creation and if students have been added to test sessions. Finally, customers will learn about updates to Authorization Tickets and how to print them by school, test session, and for individual students.
For Test Coordinators (PBT only)	
Topic(s)	**Description**
NEW: PBT Test Session Creation and Management *60 minutes*	Participants will learn how to create single and multiple test sessions (Step 6), manage test sessions (Step 8), and document testing irregularities (Step 10) in the ACT Aspire Portal. This training will teach participants how to print test session and Personal Needs Profile (PNP) rosters, testing irregularity reports, and how to access reports to view real-time test session creation and if students have been added to test sessions.
RETURNING: PBT Test Session Creation and Management *60 minutes*	Participants will learn how to create single and multiple test sessions and manage test sessions in the ACT Aspire Portal. This training will review how to print test session and Personal Needs Profile (PNP) rosters, testing irregularity reports, how to access Widget reports to view real-time test session creation and if students have been added to test sessions.
PBT SUM: Paper Material Receiving and Returning Guidelines *60 minutes*	This training for paper-based customers focuses on Receiving and Organizing Test Materials (Step 7) and Returning Answer Documents and Test Books (Step 11).

For Room Supervisors	
Topic(s)	**Description**
CBT Room Supervisor Role and Responsibilities *60 minutes*	During this training, computer-based customers will learn the responsibilities of being a Room Supervisor. Room Supervisors are adults who will be administering the assessment (Step 11). The training will cover functionality within the ACT Aspire Portal, how students log into the test using Authorization Tickets, how to document testing irregularities (Step 12), and review of key information in the CBT Room Supervisor Manual.
PBT Room Supervisor Role and Responsibilities *60 minutes*	During this training, paper-based customers will learn the responsibilities of being a Room Supervisor. Room Supervisors are adults who will be administering the assessment (Step 9). The training will cover functionality within the ACT Aspire Portal, how to properly fill in students' answer documents, how to document testing irregularities (Step 10), and review of key information in the PBT Room Supervisor Manual.
PER: Room Supervisor Role and Responsibilities *60 minutes*	This training focuses on the tasks and responsibilities applicable to those who will be administering Interim and/or Classroom assessments (Step 11), including how to document testing irregularities (Step12). The session will cover functionality within the ACT Aspire Portal and each phase of testing.
Reports Training	
Topic(s)	**Description**
ACT Aspire: College and Career Readiness Pathway *60 minutes*	This webinar will provide an overview of the concept of College and Career Readiness in ACT Aspire. Participants will learn how the ACT Aspire score scale is linked to performance on the ACT test and in first year courses. Participants will also learn about ACT Readiness Benchmarks and different readiness levels reported in ACT Aspire that further describe student readiness along the college and career readiness pathway.
ACT Aspire Summative Reports: Meaningful Data by User Role *60 minutes*	ACT Aspire Portal presents a wealth of information about student's performance and their progress toward college and career readiness. This webinar provides an overview of suggested paths through the available data for district leaders, school leaders and individual teachers. Participants will learn the relevant report sequence and ask essential questions that can drive school and system.

ACT Aspire Summative Reports: Current Progress, Supplemental Scores and Proficiency Summary *60 minutes*	This webinar provides an orientation to three ACT Aspire Summative Reports. Participants learn about the overview information provided in the Current Progress, Supplemental Scores and Proficiency Summary reports. These reports give educators a big-picture view of student performance on ACT Aspire. Participants can use the orientation information and analysis guides provided to review their own data in a collaborative meeting at their school.
ACT Aspire Summative Reports: Subject Proficiency and Skill Proficiency *60 minutes*	This webinar provides an overview of two ACT Aspire Summative Reports: the Subject Proficiency and Skill Proficiency. Participants will review the information provided in these reports and how the data can be used. The subject Proficiency reports provide an additional big-picture view of student performance across subjects, whereas the Skill Proficiency reports allow participants to dig into the data to identify implications for curriculum, instruction and support for students. Participants will receive analysis guides to use in collaborative meetings to review their own data at their school.
NEW & RETURNING-SUM: Accessing Your ACT Aspire Summative Reports *60 minutes*	During this training for paper-based and computer-based customers, participants will learn how to access Summative Score Reports within the ACT Aspire Portal. Participants will also view samples of the various Summative Score Reports.
PER: Accessing your ACT Aspire Interim and Classroom Reports *60 minutes*	This training covers how to access the Periodic Interim and Classroom Score Reports within the ACT Aspire Portal. Participants will also view samples of the various Periodic Score Reports.

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