

Fall 2017 Training Events

The following table details all Fall 2017 Training webinars offered by ACT Aspire via the ACT Aspire Landing Page Calendar of Training Events.

Related Resources:

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

Topic(s)	Description
<p>Test Preparation <i>60 minutes</i></p>	<p>This training will cover how to invite other users into the Portal and upload your Student Data Upload File (SDU). We will also demonstrate how to set up groups via the SDU file. This training will also provide instructions on how to add accommodations to a student's Personal Needs Profile, how to create groups within the Portal, and participants will learn how to create single and multiple test sessions.</p>
<p>Technology Readiness <i>60 minutes</i></p>	<p>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.</p>
<p>Summative Room Supervisor Roles: Online Testing <i>60 minutes</i></p>	<p>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. The training will cover functionality within the ACT Aspire Portal, how students log into the test using Authorization Tickets, how to document testing irregularities, and review of key information in the CBT Room Supervisor Manual.</p>
<p>Summative Room Supervisor Roles: Paper Testing <i>60 minutes</i></p>	<p>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. The training will cover functionality within the ACT Aspire Portal, how to properly fill in students' answer documents, how to document testing irregularities, and review of key information in the PBT Room Supervisor Manual.</p>
<p>Room Supervisor Roles: Periodic Testing <i>60 minutes</i></p>	<p>This training focuses on the tasks and responsibilities applicable to those who will be administering Interim and/or Classroom assessments, including how to document testing irregularities. The session will cover functionality within the ACT Aspire Portal and each phase of testing. This training also 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.</p>

<p>Accessing Your ACT Aspire Reports <i>60 minutes</i></p>	<p>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.</p>
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