# Friday Focus Webinar – Pearson's Arizona Learning Management System (AzLMS)
# December 15, 2023

**When did the Achievement training modules go live in the Arizona Learning Management System (AzLMS)?**

*Achievement training modules went live in the AzLMS on Tuesday, December 12, 2023.*

**Who should receive an AzLMS welcome email and when?**

*The AzLMS welcome email was sent to Achievement District Test Coordinators (DTCs) on Tuesday, December 12, 2023 from admin@adobelearningmanager.com. Users who already had an AzLMS account for AZELLA did not receive a welcome email but would have received access to the Achievement modules on December 12th. DTCs who are unable to locate their welcome email are encouraged to check their spam or junk folder and to work with their IT team to whitelist the admin@adobelearningmanager.com email address.*

**If we did not receive the AzLMS welcome email, who should we contact?**

*Please email ADE at Testing@azed.gov if you did not receive the AzLMS welcome email and need assistance accessing AzLMS.*

**Where can I access the AzLMS?**

*Once an AzLMS account is created, the user can access AzLMS at https://learningmanager.adobe.com/pearson-lms-az.*

**Can you share the staff AzLMS links and who should receive these links?**

*DTCs should share the following user role-specific links with testing staff who will complete training within the AzLMS. These links were also shared in the December 20, 2023 Achievement DTC email.*

> *School Test Coordinator*
>
> *Test Administrator*
>
> *Technology Coordinator*
>
> *District/School Report Only*
>
> *Proctor/Other Staff*

**If a learner has multiple roles in the school or district (for example, School Test Coordinator and Test Administrator), which link should they receive?**

*Whichever role comes higher in the hierarchy is the rule of thumb for the link the user should receive. Please use your best judgment as to what each user's primary role is.*

**If I am the AZELLA DTC but have nothing to do with AASA or the other state assessments, am I required to complete the Achievement training modules?**

*If you are not the Achievement DTC, you do not need to complete the Achievement DTC training modules.*

**To access the AzLMS, is it required that a DTC have an Adobe account? If they do not already have an Adobe account, must they create one or have one created for them?**

*Yes, an Adobe account is required to access the AzLMS system. If you already have a district or charter Adobe ID, this should be used to access AzLMS. If not, then a district or charter Adobe ID should be created using the link provided in the AzLMS welcome email.*

**What is the process to remove our former DTC off the email list from Pearson?**

*Please email us at Testing@azed.gov for any DTC updates. ADE's Assessments team will provide guidance and update accordingly.*

**What is the process for a DTC to track training completion for staff, including School Test Coordinators, Technology Coordinators, Test Administrators, etc.?**

*As a manager, you will have access to AzLMS reports. For more information about accessing reports, please see the AzLMS training, "Managing Learners in the LMS."*

**How will the LMS system know which training modules a user needs to complete (for example, high school only vs. elementary school)?**

*The system will not know that. The DTC must monitor and track to ensure that testing staff have completed the required trainings. Please see the Achievement Assessments Training Requirements for additional information about the training modules required for each user role.*

**Does the same password provide access for AASA and AzSCI training modules?**

*Yes, the same login information will provide access to all of the training modules, including AASA, AzSCI, and also AZELLA.*

**Can the DTC request an additional person be added with the Manager role?**

*No, only the DTC is assigned the Manager role in AzLMS.*

**Will there be training modules for Aspire in the AzLMS?**

*ACT Aspire training will not be in the AzLMS. DTCs and STCs should use the ACT Aspire manuals in order to train staff to administer the ACT Aspire assessment.*

**Can the annual staff Test Security Agreement be added to the AzLMS for an electronic signature for accountability and efficiency?**
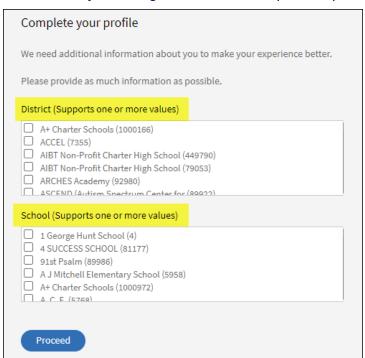
*We will look into this possibility; however, due to the availability of when the modules go live in the AzLMS, that may pose an issue. We have also brought the question of electronic signature for annual Test Security Agreements to the State Board.*

**Will learners already have their training modules enrolled for them when they log in with the specific link for their user role?**

*Learners will not automatically be registered for or enrolled in any training modules. The user role specific links are there to create a profile to help organize users for managers. These links do not impact what a user sees in AzLMS. Learners need to select "Enroll" on a particular course to enroll in it. Managers (DTCs) may also enroll learners in courses.*

**Can you separate the Test Administrators by school? Or do they all fall under the district?**

*After Test Administrators self-register for their AzLMS account, they should log into AzLMS under both their school and district by selecting them from the dropdown options.*

**Are DTCs the only users that can add Test Administrators to AzLMS? Or do STCs also have the capability to add Test Administrators?**

*Only users with the Manager role (District Test Coordinators) have the ability to add other users (Test Administrators) to AzLMS.*

**If Test Administrators register themselves with the links, will they automatically be able to administer tests or do DTCs have to add them all manually?**

*All Test Administrators must complete training prior to administering any tests. Test Administrators may complete their training within AzLMS, or the DTC may provide a group training. The AzLMS and PearsonAccess^next (PAN) systems are not linked or connected, so access to PAN is not based on training module completion.*

**When I was setting up my DTC profile, I was able to select my district and one of my schools, but I was not able to add the other 4 schools in my district. Is there a way to add additional schools into the profile after registration so we can select and enroll learners under a building?**

*As the DTC, there is no need to select schools. You will only need to select your district.*

*If any schools are missing from the dropdown options, please email us at [Testing@azed.gov](mailto:Testing@azed.gov).*

**When can STCs start their trainings?**

*STCs can begin trainings immediately upon receiving their user role specific link from the DTC and creating their account profile in AzLMS.*

**Does the DTC need to complete training first before STC's can receive their link?**

*No, this is not required. The DTCs can provide the STCs their links now.*

**When registering with Adobe, does the DTC need to select all the schools they support?**

*The DTC will only need to select their district.*

**Can School Test Coordinators run reports for their school?**

*No, only the DTC can run reports in AzLMS.*

**How long does it take for the system to show that a learner has completed a module?**

*Typically the Manager Dashboard will be updated in 24 hours. The Learner Transcripts should be updated immediately.*

**Webinar Information**

**How do I view this recorded webinar? If I attended the live event, how do I obtain a professional development certificate?**

*The recorded webinar and the PowerPoint slides are posted on the Assessment section website at https://www.azed.gov/assessment under the "Friday Focus Webinars 2023-2024" dropdown. If you attended the live webinar, you can access your certificate through your account in the ADE Professional Learning & Development (APLD) system.*