

Resource Overview for District Assessment Coordinators

District Assessment Coordinators (DACs) should use this resource overview to prepare for required tasks and test administrations. Resources required for all DACs, are noted and are in **bold**. New DACs should review all resources. Details will be provided in the *Assessment Update* as resources are available or updated.

Ongoing Resources

- **Required: Review the weekly *Assessment Update* email.**
- **Required: Review the current year's [Procedures Manual](#)** (PearsonAccess Next > Resources & Training > Policies and Procedures).
- Participate in Minnesota Department of Education (MDE) New DAC Question and Answer (Q&A) Webinars; complete prerequisite tasks if applicable.
- Review the [New District Assessment Coordinators: Getting Access](#) document (MDE > Districts, Schools and Educators > Teaching and Learning > Statewide Testing).
- Use the search feature in [Avocet](#) to look up information on specific topics or questions as needed (PearsonAccess Next > Resources & Training > Policies and Procedures).

General Preparation for Statewide Assessments

- Attend the New DAC Orientation in the fall.
- Review trainings for new DACs (*Minnesota Assessments Overview, Understanding Training Requirements, Scheduling Testing, Testing Policies and Procedures, and Understanding Student Precode*) on the District Assessment Coordinator tab in the [Training Management System \(TMS\)](#) (PearsonAccess Next > Resources & Training > Training Management System (TMS)).
- **Required: Review *Test Security Training* in [TMS](#).**
- Review training courses in [TMS](#) that are required for Test Monitors and Test Administrators.

In Preparation for ACCESS and Alternate ACCESS for ELLs

- Complete required tasks on the Minnesota-specific [ACCESS for ELLs Checklist](#) (WIDA > Minnesota [under Members/States dropdown] > ACCESS for ELLs Checklist).
- View applicable [ACCESS for ELLs Training Courses](#) (WIDA > Login > Select WIDA Secure Portal > Log In).
- Review the [Test Administrator Manual](#) and [District and School Test Coordinator Manual](#) (WIDA > Login > Select WIDA Secure Portal > Log In > Online Grades 1–12 > [under Key Resources]).
- View the [WIDA AMS User Guide and Videos](#) (WIDA > Login > Select WIDA Secure Portal > Log In > Online Grades 1–12 > WIDA AMS Guide and Videos).
- Review [WIDA Quizzes](#) (WIDA > Login > Select WIDA Secure Portal > My Training and Quiz History).

- Attend the optional in-person ACCESS training for Test Coordinators in the fall.
- Attend applicable [ACCESS webinars](#) (WIDA > Login > Select WIDA Secure Portal > Log In > Online Grades 1–12 > ACCESS Webinars).

In Preparation for MCA and MTAS

- Attend the Pretest Editing webinar or view the recording that will be posted in [TMS](#).
- Review the current year's [Test WES Pretest Editing User Guide](#) (MDE > Districts, Schools and Educators > Business and Finance > Data Submissions > Test WES).
- Review the current year's [Test WES Precode User Guide](#) for information on checking student eligibility (MDE > Districts, Schools and Educators > Business and Finance > Data Submissions > Test WES).
- **Required: Attend MDE test administration training** (in person, via webinar, or as a recording in [TMS](#)).
- Attend Pearson webinars on Pearson systems for testing, or view the recording in [TMS](#).
- Review the [PearsonAccess Next user guides](#) (PearsonAccess Next > Resources & Training > User Guides).
- Review the resources under District and School Resources on the [Policies and Procedures page](#) (PearsonAccess Next > Resources & Training > Policies and Procedures).
- Review the resources available for students and testing staff including the [Directions for Administrations](#), [item samplers](#), and the [student tutorial](#) (PearsonAccess Next > Preparing for Testing).

After Testing

- Attend the Posttest Editing webinar or view the recording that will be posted in [TMS](#).
- Review the current year's [Test WES Posttest Editing User Guide](#) (MDE > Districts, Schools and Educators > Business and Finance > Data Submissions > Test WES).
- Review the resources and the current year's user guides on the [Assessment Secure Reports page](#) (MDE > Districts, Schools and Educators > Business and Finance > Data Submissions > Assessment Secure Reports).
- Review reporting resources on the [Individual Student Report \(ISR\) Resources](#) and [Additional Reporting Resources](#) pages (PearsonAccess Next > Reporting Resources).
- Review reporting resources on the [ACCESS for ELLs Scores and Reports page](#) (WIDA > Assess > ACCESS for ELLs Scores and Reports).
- Attend reporting webinars or view the recordings in [TMS](#) (Pearson) or the [ACCESS webinars](#) (WIDA).
- Review the current year's [Graduation Requirements Records \(GRR\) User Guide](#) for entering reimbursement requests for college entrance exams (MDE > Districts, Schools and Educators > Business and Finance > Data Submissions > Graduation Requirements (GRR)).

Website Links

- [MDE](http://education.mn.gov) (education.mn.gov)
- [PearsonAccess Next](http://minnesota.pearsonaccessnext.com) (minnesota.pearsonaccessnext.com)
- [WIDA](http://wida.wisc.edu) (wida.wisc.edu)
- [WIDA AMS](http://wida-ams.us) (wida-ams.us)