# **TRAINING OVERVIEW**

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| **Time** | **Minutes** | **Slide** | **CFUs** | **Content** | **Assigned** |
| 9:50 am | 10 min. | 1 |  | Housekeeping | Trainer 1 |
|  |  |  |  | **BEGIN TRAINING** |  |
| 10:00 am | 2 min. | 5 |  | Participant Introductions | Trainer 1 |
| 10:02 am | 1 min. | 6 |  | Trainer 1 Introduction | Trainer 1 |
| 10:03 am | 1 min. |  |  | Trainer 2 Introduction | Trainer 2 |
| 10:04 am | 1 min. | 7 |  | Agenda | Trainer 2 |
| 10:05 am | 3 min. | 10 | Polls (1, 2, 3) | Getting to Know You…Part 1 | Trainer 2 |
| 10:08 am | 5 min. | 11 |  | Prepare participants for online | Trainer 2 |
| 10:13 am | 5 min. |  |  | About This Training | Trainer 1 |
| 10:18 am | 3 min. |  | Module (3 Qs) | About. CFUs  | Trainer 1 |
| 10:21 am | 3 min. | 18 | Polls (4,5,6) | Getting to Know You… Part 2 | Trainer 1 |
| 10:24 am | 5 min. |  |  | Unit 1. About CASAS | Trainer 2 |
| 10:29 am | 3 min. |  | Module (3 Qs) | Unit 1. CFUs | Trainer 2 |
| 10:32 am | 10 min. |  |  | Unit 2. Tests Overview | Trainer 1 |
| 10:42 am | 5 min. | 20 | Chatbox (4 Qs) | Unit 2. CFUs | Trainer 1 |
| 10:47 am | 10 min. |  |  | Unit 3. Intake, Locators & Appraisals | Trainer 2 |
| 10:57 am | 10 min. | 24 | Breakout (9 Qs) | Unit 3. CFUs | Trainer 2 |
| 11:07 am | 10 min. |  |  | Unit 4. Progress Tests | Trainer 1 |
| 11:17 am | 5 min.**\*** |  |  | **\***Unit 4. Sample Test Items | Trainer 1 |
| 11:22 am | 3 min. | 31 |  Poll (5 Qs)  | Unit 4 CFUs | Trainer 1 |
| 11:25 am | 10 min. |  |  | Unit 5. Results, Reports & Instruction | Trainer 2 |
| 11:35 am | 8 min. | 33 | Breakout (5 Qs) | Unit 5. CFUs | Trainer 2 |
| 11:43 am | 2 min. |  |  | Unit 6. What’s Next? | Trainer 1 |
| 11:45 am | 10 min. | 35 |  | Training Completion | Trainer 2 |
| 11:55 am | 3 min. | 39 | Polls (3) | Closing Polls | Trainer 1 |
| 11:58 am | 2 min. | 40 |  | Wrap Up! | Trainer 2 |
| **12:00 pm** | **120 min.** |  |  | **END TRAINING** |  |

**\*Touch on if time is short/skip**

# **CHATBOX URLS**

**TRAINING SITE:**

http://training.casas.org/

**ETESTS SAMPLER:**

<https://casasportal.org/eTests>

**READING GOALS**

**LEVEL A -** <https://www.casas.org/docs/default-source/default-document-library/goals-lev-a-reading-practice.pdf>

**LEVEL B -** <https://www.casas.org/docs/default-source/default-document-library/goals-lev-b-reading-practice.pdf>

**LEVEL C -** <https://www.casas.org/docs/default-source/default-document-library/goals-lev-c-reading-practice.pdf>

**LEVEL D -** <https://www.casas.org/docs/default-source/default-document-library/goals-lev-d-reading-practice.pdf>

**UNIT 3. CHECK FOR UNDERSTANDING**

<http://training.casas.org/mod/quiz/view.php?id=2798>

**UNIT 5: CHECK FOR UNDERSTANDING**

<http://training.casas.org/mod/quiz/view.php?id=2800>

**GOING LIVE! CHECKLIST**

https://www.casas.org/product-overviews/software/casas-etests/-going-live-checklist

**GETTING READY! CHECKLIST**

<http://training.casas.org/mod/book/view.php?id=2840&chapterid=4116>

**TRAINING COMPLETION:**

1. Click: <http://training.casas.org/course/view.php?id=423>

2. Enter: Training Passcode

3. Click: Enter here

4. Click: Test Security Agreement, complete & submit

5. Click: Get Your Certificate!