# **TRAINING OVERVIEW**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Time** | **Minutes** | **Slide** | **CFUs** | **Content** | **Assigned** |
| 9:50 am | 10 min. | 1 |  | Housekeeping | Trainer 1 |
|  |  |  |  | **BEGIN TRAINING** |  |
| 10:00 am | 1 min. | 5 |  | Participant Introductions | Trainer 1 |
| 10:01 am | 1 min. | 6 |  | Trainer 1 Introduction | Trainer 1 |
| 10:02 am | 1 min. |  |  | Trainer 2 Introduction | Trainer 2 |
| 10:03 am | 1 min. | 7 |  | Agenda | Trainer 2 |
| 10:04 am | 2 min. | 10 | Polls (any) | Getting to Know You | Trainer 2 |
| 10:06 am | 4 min. | 11 |  | Prepare participants for online | Trainer 2 |
| 10:10 am | 5 min. |  |  | About This Training | Trainer 1 |
| 10:15 am | 2 min. |  | Module (2 Qs) | About. CFUs | Trainer 1 |
| 10:17 am | 10 min. |  |  | Unit 1. Test Administration | Trainer 2 |
| 10:27 am | 3 min.**\*** |  |  | **\***Unit 1. Sample Test Items | Trainer 2 |
| 10:30 am | 10 min. | 17 | Breakout (7 Qs) | Unit 1. CFUs | Trainer 2 |
| 10:40 am | 10 min. |  |  | Unit 2. Intake Screening | Trainer 1 |
| 10:50 am | 5 min. | 20 | Chatbox (2 Qs) | Unit 2. CFUs | Trainer 1 |
| 10:55 am | 10 min. |  |  | Unit 3. Locator/Progress Tests | Trainer 2 |
| 11:05 am | 5 min. | 23 | Polls (5 Qs) | Unit 3. CFUs | Trainer 2 |
| 11:10 am | 8 min. |  |  | Unit 4. Going Live/First Steps | Trainer 1 |
| 11:18 am | 10 min. | 25 | Breakout (11 Qs) | Unit 4. CFUs | Trainer 1 |
| 11:28 am | 10 min. |  |  | Unit 5. Going Live/Next Steps | Trainer 2 |
| 11:38 am | 5 min. | 27 | Poll (8 Qs) | Unit 5. CFUs | Trainer 2 |
| 11:43 am | 2 min. |  |  | Unit 6. What’s Next? | Trainer 1 |
| 11:45 am | 10 min. | 29 | Module | Training Completion | Trainer 2 |
| 11:55 am | 3 min. | 32 | Polls (3) | Closing Polls | Trainer 1 |
| 11:58 am | 2 min. | 33 |  | 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>

**UNIT 1. CHECK FOR UNDERSTANDING**

http://training.casas.org/mod/quiz/view.php?id=2802

**UNIT 4. CHECK FOR UNDERSTANDING**

CLICK: http://training.casas.org/mod/quiz/view.php?id=2802

**GOING LIVE! CHECKLIST**

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

**TRAINING COMPLETION:**

1. Click: http://training.casas.org/course/view.php?id=424

2. Enter: Training Passcode

3. Click: Enter here

4. Click: Test Security Agreement, complete & submit

5. Click: Get Your Certificate!