# **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 | 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 | 2 min. | 7 |  | Agenda | Trainer 2 |
| 10:05 am | 3 min. | 10 | Polls (any) | Getting to Know You | 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 | 2 min. |  | Module (2 Qs) | About. CFUs | Trainer 1 |
| 10:20 am | 10 min. | 16 |  | Unit 1. Test Administration | Trainer 2 |
| 10:30 am | 5 min.**\*** |  |  | **\***Unit 1. Sample Test Items | Trainer 2 |
| 10:35 am | 5 min. | 17 | Poll (6 Qs) | Unit 1. CFUs | Trainer 2 |
| 10:40 am | 10 min. |  |  | Unit 2. Intake Screening | Trainer 1 |
| 10:50 am | 5 min. | 19 | Chatbox (2 Qs) | Unit 2. CFUs | Trainer 1 |
| 10:55 am | 10 min. |  |  | Unit 3. Appraisals | Trainer 2 |
| 11:05 am | 5 min. | 22 | Polls (5 Qs) | Unit 3. CFUs | Trainer 2 |
| 11:10 am | 8 min. |  |  | Unit 4. Progress Tests | Trainer 1 |
| 11:18 am | 10 min. | 24 | Breakout (8 Qs) | Unit 4. CFUs | Trainer 1 |
| 11:28 am | 10 min. |  |  | Unit 5. Getting Ready! | Trainer 2 |
| 11:38 am | 5 min. | 30 | Module (7 Qs) | Unit 5. CFUs | Trainer 2 |
| 11:43 am | 2 min. |  |  | Unit 6. What’s Next? | Trainer 1 |
| 11:45 am | 10 min. | 32 | Module | Training Completion | Trainer 2 |
| 11:55 am | 3 min. | 36 | Polls (3) | Closing Polls | Trainer 1 |
| 11:58 am | 2 min. | 37 |  | 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/

**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 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

**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=425

2. Enter: Training Passcode

3. Click: Enter here

4. Click: Test Security Agreement, complete & submit

5. Click: Get Your Certificate!