

 **CASAS** National
Summer Institute **2019**

Program

Adult Education and Professional Development



June 11 - 13, 2019

Hyatt Regency in Orange County, California

casas.org/si



SAVE THE DATE

FOR THE

2020 CASAS National Summer Institute

June 23-25, 2020

Hyatt Regency in Orange County, California

AND THE

2021 CASAS National Summer Institute

June 15-17, 2021

Sheraton in San Diego, California

Registration information available on the CASAS website
casas.org/si

Welcome



Dear Summer Institute Guest,

Welcome to the 2019 CASAS National Summer Institute!

This year we are delighted to have participants from 28 states, the District of Columbia, Guam, Puerto Rico, and the Mariana Islands. We extend a special thank you to all our presenters, panelists, and speakers for sharing their expertise with us. Their knowledge and valuable contributions continue to ensure the success of Summer Institute.

Please join us at the Tuesday hosted luncheon and the Wednesday evening social. Enjoy breakfast with us on Thursday as you visit the always-popular poster session highlighting the best and most promising practices in today's adult education and training programs. These events allow us to gather and network with colleagues who serve youth and adults in a variety of educational and workforce programs and settings.

Summer Institute is our opportunity to strengthen and broaden our collaborations with many partners and improve services to those "most in need and hardest to serve." Together we are building shared accountability systems and providing integrated education and training focused on key career pathways that address priority industry sectors. This necessitates the ability to share common assessment results, common measures, and track postsecondary training and employment information efficiently.

On behalf of everyone at CASAS, I want to thank you for being a part of the 2019 CASAS National Summer Institute and for your outstanding work with youth and adult learners everywhere.

Sincerely,



Patricia Rickard
President, CASAS

A handwritten signature in black ink that reads "Pat Rickard".

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#casassi2019

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Attendees can enjoy free wireless service in every meeting room during the Summer Institute. **Password is CASAS2019.**

You may request wireless Internet access in your hotel room by contacting the hotel front desk. Fees for in-room Wi-Fi access are the responsibility of each attendee.

Online Sessions Evaluations

Check your e-mail at the end of each day to evaluate your sessions online. After the Institute, evaluate your overall experience.

Share Your Success: Video Interviews

Throughout the Institute, you may share your thoughts with mobile videographers on topics such as favorite Institute experiences, how you use CASAS, and best practices. We will also conduct brief interviews about best practices at the Poster Session (8:00 am Thursday).

Share Your Image: Conference Photographer

Throughout the conference, you may notice our photographer snapping away. We use these images to help capture the conference experience and in our promotional materials. If you prefer not to have your photograph used, please stop by the registration table and speak with a CASAS staff member.

Agenda at a Glance

MONDAY, JUNE 10

2:00 pm – 6:00 pm **EARLY REGISTRATION** Grand Ballroom Foyer

TUESDAY, JUNE 11

6:30 am – 7:30 am **FIT CLASS** South Tower Pool

7:30 am – 8:30 am **BREAKFAST** Grand Ballroom A/D

7:30 am – 5:00 pm **REGISTRATION** Grand Ballroom Foyer

9:00 am – 10:30 am **SESSIONS A** Page 17

10:45 am – 12:15 pm **SESSIONS B** Page 25

12:30 pm – 1:30 pm **HOSTED LUNCHEON** Grand Ballroom

1:30 pm – 2:30 pm **HOSTED REFRESHMENTS** Grand and Royal Foyer

1:45 pm – 3:15 pm **SESSIONS C** Page 30

3:30 pm – 6:45 pm **SESSIONS D** Page 39

6:00 pm – 7:00 pm **YIN YOGA CLASS** South Tower Pool

WEDNESDAY, JUNE 12

6:30 am – 7:30 am **FIT CLASS** South Tower Pool

7:30 am – 8:30 am **BREAKFAST** Grand Ballroom A/D

8:00 am – 4:00 pm **REGISTRATION** Grand Ballroom Foyer

9:00 am – 10:15 am **GENERAL SESSION/KEYNOTE SPEAKER** Royal Ballroom

10:15 am – 11:15 am **HOSTED REFRESHMENTS** Grand and Royal Foyer

10:30 am – 12:00 pm **SESSIONS E** Page 53

12:15 pm – 1:15 pm **LUNCH ON YOUR OWN**

1:30 pm – 3:00 pm **SESSIONS F** Page 63

3:15 pm – 4:45 pm **SESSIONS G** Page 72

3:15 pm – 5:15 pm **STATE AND PROGRAM WORK GROUPS** Page 52

5:30 pm – 7:00 pm **NETWORKING SOCIAL** Front Drive

7:15 pm – 8:15 pm **YIN YOGA CLASS** South Tower Pool

THURSDAY, JUNE 13

6:30 am – 7:30 am **YIN YOGA CLASS** South Tower Pool

7:30 am – 8:30 am **BREAKFAST** Grand Ballroom

8:00 am – 9:00 am **REGISTRATION** Grand Ballroom Foyer

7:30 am – 9:15 am **POSTER SESSION** Grand Ballroom

9:00 am – 10:30 am **SESSIONS H** Page 85

10:45 am – 12:15 pm **SESSIONS I** Page 94

12:45 pm – 2:15 pm **SESSIONS J** Page 100

2:30 pm – 4:00 pm **SESSIONS K** Page 103

Field Testing Announcement

Listening GOALS for ESL/ELL

Seize this opportunity for your adult education ESL/ELL students to try the new Listening GOALS series test items. The series measures college and career readiness by aligning to the English Language Proficiency Standards (ELPS) for Adult Education and the NRS Descriptors for ELLs. This is your chance to participate in a national study and help validate the new Listening GOALS series for ESL/ELL. Review potential new listening test items and provide feedback!

Dates Now through August 2019

Target population ESL and ABE students whose first language is not English

Test delivery modes CASAS eTests Online and paper-based

Listening study Students will take two tests at the same level

Listening time commitment 15 minutes for Locator; approximately 60 minutes per level test

With Gratitude

In appreciation of your time and effort participating in field testing, CASAS will compensate your agency with 100 Web-Test Units (WTUs) for use in your CASAS eTests Online sessions. Participating students receive a \$5 Target gift card for each single test. Students who previously participated in Listening GOALS field testing are eligible to participate again.

Teacher Feedback Study

Teachers can earn a stipend for participating in this companion study.

Getting Started

Email fieldtesting@casas.org with the name of your agency and contact information. A member of our field testing team will contact you to discuss next steps.

Contact Field Test Coordinator

Karen Burger at kburger@casas.org or 1-800-255-1036 ext. 177



Implementation Training

CASAS Implementation training workshops are now available in four modules specific to the needs of test administrators, instructors, and other staff.

Agencies must complete Module 1 and either Module 2 or Module 3 to order and use CASAS tests.

These modules are available throughout the Summer Institute schedule. Because the modules are not sequential, you may attend the module sessions in whatever order best meets your schedule.

Module 1: Implementation Basics Training

- An introduction to CASAS. This is an overview of the components of the CASAS system, including how to administer and score tests and interpret results. The session covers the materials that agencies need to order to get started with CASAS

Module 2: CASAS eTests Implementation

- How to get started with online testing through the “Going Live” checklist, the benefits of computerized testing, how to maximize those benefits, and how to administer CASAS eTests

Module 3: Paper Test Implementation

- How to get started with paper-based testing, how to administer tests, and how to use paper testing to its full advantage

Module 4: Interpreting Tests Results and Reports

- How to use test results to benefit students and teachers. Review student and classroom reports to understand how they simplify the responsibilities of instructors and curriculum developers

If you administer CASAS eTests Online

- Modules 1 and 2 (required)
- Module 4 (optional)

If you administer paper-based tests

- Modules 1 and 3 (required)
- Module 4 (optional)

If you administer both CASAS eTests Online and paper-based tests

- Modules 1, 2 and 3 (required)
- Module 4 (optional)

If you are an instructor

- Modules 1 (optional)
- Module 4 (recommended)

Follow CASAS on Social Media



@CASASsystem



@CASASsystem



@CASASAssessment

Join our online CASAS community
Use [#casassi2019](#) on all platforms to connect



Enter for your chance to win!

To enter daily:

1. **FOLLOW** @CASASsystem on Facebook and/or Twitter
2. **LIKE** a CASAS post from that day
3. **TAG** @CASASsystem and use [#casassi2019](#)

Two winners picked DAILY during the Summer Institute.
Details on contest posted on both Facebook and Twitter.

Sessions by Interest Areas

The following is a list of sessions organized by interest areas. The session number appears next to the title. For more information about a session, locate the session number in this program booklet.

ADULT BASIC EDUCATION AND ADULT SECONDARY EDUCATION

- A5 CASAS Implementation Basics for Corrections
- A7 Module 1: Implementation Basics Training
- A8 GED® Math – Getting Back to Basics
- A13 Reading Goals, CCR Standards For Adult Education, New Student Performance Reports
- B5 Interpreting Test Results and Reports
- C5 Module 1: Implementation Basics Training
- C6 Module 1: Implementation Basics Training
- C7 Module 1: Implementation Basics Training
- C13 CASAS Assessments: New Reading Goals Test Series
- D5 Module 2: CASAS eTests Implementation (non-computer lab)
- D6 Module 3: Paper Test Implementation
- D7 Module 4: Interpreting Test Results and Reports
- D11 CASAS Assessments: New Math Test Series
- E6 Driving Instruction for Greater Outcomes on the GED® Test
- E7 Module 1: Implementation Basics Training
- E9 Soft Skills Are Success Skills! How to Teach Them to Your Students
- E11 ETS High School Equivalency Testing (HiSET®) Program Updates
- E12 CASAS Assessments: What's New?
- F5 New Tech Tools for the Adult Education Classroom
- F6 Module 2: CASAS eTests Implementation (non-computer lab)
- F8 Trauma! The Most Powerful Hidden Barrier to Education Success!
- F14 Launching an Adults with Disabilities Program
- F17 Using CASAS Results to Inform Teaching – A Case Study
- G6 Module 3: Paper Test Implementation
- G8 Module 4: Interpreting Test Results and Reports
- H6 Enhancing GED® Reasoning Through Language Arts Skills
- H7 Module 1: Implementation Basics Training
- H9 CASAS Assessments: New Reading and Math GOALS Test Series
- H13 Classroom Strategies for Overcoming Internal Barriers to Learner Success
- H14 Understanding the HSE Exam: CCRS Standards, DOK, Scoring Rubrics
- I5 Module 2: CASAS eTests Implementation (non-computer lab)
- I8 Module 4: Interpreting Test Results and Reports
- I10 HSE Test Prep Strategies
- I12 CASAS Assessments: New Reading and Math GOALS Test Series
- J5 Module 2: CASAS eTests Implementation (non-computer lab)
- J6 Module 3: Paper Test Implementation

ADULTS WITH DISABILITIES

B7 Integrating WIOA Services: Can They Survive and Thrive Under One Roof?

F14 Launching an Adults with Disabilities Program

CAEP – CALIFORNIA ADULT EDUCATION PROGRAM

A5 CASAS Implementation Basics for Corrections

A11 CAEP Panel: State of the Union Update

A14 The Family Success Initiative – LAUSD Parent-Focused ESL Program

B5 Module 4: Interpreting Test Results and Reports

B8 CAEP Update

C6 Module 1: CASAS Implementation Basics

C11 Operationalizing the Three-Year Plans

C15 TAP into Free Resources

D5 Module 2: CASAS eTests Implementation (non-computer lab)

D6 Module 3: Paper Test Implementation

D7 Module 4: Interpreting Test Results and Reports

D8 Collaborate, Collaborate, Collaborate!

D10 CAEP Data Collection, Reporting, and Program Hours Using TE

D12 CAEP TAP Website and Resources: Easy Tools in the Complex CAEP System

E9 Soft Skills Are Success Skills! How to Teach Them to Your Students

E11 ETS High School Equivalency Testing (HiSET®) Program Updates

E18 CAEP Student Data Alignment and Launchboard Update

F6 Module 2: CASAS eTests Implementation (non-computer lab)

F8 Trauma! The Most Powerful Hidden Barrier to Education Success!

G6 Module 3: Paper Test Implementation

G7 CAEP Data Collection, Reporting, and Program Hours Using TE

G8 Module 4: Interpreting Test Results and Reports

H10 Internet Safety for Students and Teachers

I5 Module 2: CASAS eTests Implementation (non-computer lab)

I8 Module 4: Interpreting Test Results and Reports

I10 HSE Test Prep Strategies

J5 Module 2: CASAS eTests Implementation (non-computer lab)

J6 Module 3: Paper Test Implementation

CITIZENSHIP / EL CIVICS

A10 California EL Civics: New to You?

A14 The Family Success Initiative – LAUSD Parent-Focused ESL Program

A16 An Instructional Journey Through the Naturalization Process

B6 Using Technology for EL Civics Workforce Skills

C16 An Introduction to Citizenship Curriculum Design and Standards

E16 Intake and Orientation—Holistic Approach for Retention in Citizenship

F12 Models for Integrating IELCE and IET (Session 1, not a repeat of Session 2)

F15 Teachable Moments Using Form N-400 Application for Naturalization

H8 OTAN EL Civics Resources on Moodle

H11 Models for Integrating IELCE and IET (Session 2, not a repeat of Session 1)

H12 Exploring Brain-Based Learning for the Citizenship Classroom

H18 CASAS Assessments for Citizenship Preparation

I7 Immigrant Integration and EL Civics

I11 A Deep Dive into Citizenship Prep: Teaching Citizenship Prep 101

CORRECTIONS

A5 CASAS Implementation Basics for Corrections

F10 Corrections and Understanding the Adult Learner

CURRICULUM AND INSTRUCTION/CCRS STANDARDS

B5 Module 4: Interpreting Test Results and Reports

C8 Digital Badging: One Agency's Development and Implementation Experience

C15 TAP into Free Resources

C16 An Introduction to Citizenship Curriculum Design and Standards

D7 Module 4: Interpreting Test Results and Reports

E10 Using Listening Standards to Plan Instruction

F13 BurlingtonEnglish Blended Curriculum: A Panel Discussion

F17 Using CASAS Results to Inform Teaching: A Case Study

G8 Module 4: Interpreting Test Results and Reports

H12 Exploring Brain-Based Learning for the Citizenship Classroom

H14 Understanding the HSE Exam: CCRS Standards, DOK, Scoring Rubrics

I8 Module 4: Interpreting Test Results and Reports

I9 Mastering English Language Proficiency Standards (ELPS)

ENGLISH LANGUAGE LEARNERS (ELL)

A5 CASAS Implementation Basics for Corrections

A7 Module 1: Implementation Basics Training

A14 The Family Success Initiative – LAUSD Parent-Focused ESL Program

B5 Module 4: Interpreting Test Results and Reports

C5 Module 1: Implementation Basics Training

C6 Module 1: Implementation Basics Training

C7 Module 1: Implementation Basics Training

C9 English Learners Paving the Way to a Statewide Co-enrollment Policy

C10 Rigor: Nexus of Adult ESL/ELL Instruction and Professional Development

C14 Effective Professional Development in Adult Education: Application Is Key

D5 Module 2: CASAS eTests Implementation (non-computer lab)

D6 Module 3: Paper Test Implementation

D7 Module 4: Interpreting Test Results and Reports

D9 Immigrant Integration Metrics in Ad. Educ: Report from a Successful Pilot

E7 Module 1: Implementation Basics Training

E9 Soft Skills Are Success Skills! How to Teach Them to Your Students

E10 Using Listening Standards to Plan Instruction

E12 CASAS Assessments: What's New?

F6 Module 2: CASAS eTests Implementation (non-computer lab)

F8 Trauma! The Most Powerful Hidden Barrier to Education Success!

F9 English Language Learning Plus Mathematical Thinking Equals RIGOR

F13 BurlingtonEnglish Blended Curriculum: A Panel Discussion

F17 Using CASAS Results to Inform Teaching: A Case Study

G6 Module 3: Paper Test Implementation

- H7 Module 1: Implementation Basics Training
- H12 Exploring Brain-Based Learning for the Citizenship Classroom
- H13 Classroom Strategies for Overcoming Internal Barriers to Learner Success
- I5 Module 2: CASAS eTests Implementation (non-computer lab)
- I8 Module 4: Interpreting Test Results and Reports
- I9 Mastering English Language Proficiency Standards (ELPS)
- J5 Module 2: CASAS eTests Implementation (non-computer lab)
- J6 Module 3: Paper Test Implementation

INTEGRATED EDUCATION AND TRAINING

- A9 Developing and Implementing IET Curricula
- B7 Integrating WIOA Services: Can They Survive and Thrive Under One Roof?
- C12 Integrated Education and Training (IET)
- E9 Soft Skills Are Success Skills! How to Teach Them to Your Students
- F12 Models for Integrating IELCE and IET (Session 1, not a repeat of Session 2)
- H11 Models for Integrating IELCE and IET (Session 2, not a repeat of Session 1)
- H16 The BurlingtonEnglish Blend: Your Answer to WIOA, IEL/CE, and IET

NATIONAL EXTERNAL DIPLOMA PROGRAM (NEDP®)

- B11 NEDP: An Alternative High School Completion Option
- E19 The National External Diploma Program in San Bernardino
- F18 NEDP Practitioners Roundtable
- H17 Planning for NEDP Implementation

POLICY, ACCOUNTABILITY, AND PROGRAM IMPROVEMENT

- B7 Integrating WIOA Services: Can They Survive and Thrive Under One Roof?
- B8 CAEP Update
- B10 CASAS Field-Testing: "What's in It For You?"
- E5 California Accountability WIOA II Programs
- E20 The Digital Era: Communication Strategies for Career Education

TRANSITIONS TO POSTSECONDARY EDUCATION AND WORKFORCE

- F11 WIOA: Opportunities and Challenges
- H16 The BurlingtonEnglish Blend: Your Answer to WIOA, IEL/CE, and IET

WORKFORCE DEVELOPMENT AND CAREER TECHNICAL EDUCATION

- A6 CASAS Implementation Training for WSCS
- B6 Using Technology for EL Civics Workforce Skills
- B7 Integrating WIOA Services: Can They Survive and Thrive Under One Roof?
- C17 Give Students the Job-Seeking Edge!
- E9 Soft Skills Are Success Skills! How to Teach Them to Your Students
- E13 Becoming More "Future Ready"
- E14 Census 2020: Making Half a Million Jobs Count
- E15 Potential Impact of AB 705 on California Schools
- F11 WIOA: Opportunities and Challenges
- H5 Responding to Workforce Need and Recovery Efforts
- F19 The Digital Era: Communications Strategies for Career Education Student Recruitment

TECHNOLOGY FOR ACCOUNTABILITY AND PROGRAM SUCCESS

CASAS ETESTS ONLINE IMPLEMENTATION

- A4 LAB: CASAS eTests Online for Coordinators – Getting Ready!
- B10 CASAS Field-Testing "What's in It For You?"
- B4 LAB: CASAS eTests Online for Proctors – Going Live!
- C4 LAB: CASAS eTests Online – Intake Process
- D3 LAB: CASAS eTests Online for Teachers – Listening Practice
- D4 LAB: CASAS eTests Online for Proctors – Test Interruptions
- D5 CASAS eTests Implementation (non-computer lab)
- D14 LAB: CASAS eTests Online for Proctors – Going Live!
- G4 LAB: CASAS eTests Online for Teachers – Listening Practice
- E4 LAB: CASAS eTests Online for Coordinators – Getting Ready
- F4 LAB: CASAS eTests Online for Proctors – Going Live!
- F6 Module 2: CASAS eTests Implementation (non-computer lab)
- G5 Paper to CASAS eTests Online
- J4 LAB: CASAS eTests Online – Intake Process
- H4 LAB: CASAS eTests Online for Coordinators – Getting Ready!
- H15 TOPSpro Enterprise and CASAS eTests Online – User Q&A
- I4 LAB: CASAS eTests Online for Proctors – Going Live!
- I5 Module 2: CASAS eTests Implementation (non-computer lab)
- J5 Module 2: CASAS eTests Implementation (non-computer lab)
- K4 LAB: CASAS eTests Online for Proctors – Test Interruptions

TOPSPRO® ENTERPRISE BASICS

- A1 LAB: TOPSpro Enterprise Basics – Quick Start!
- B1 LAB: TOPSpro Enterprise Basics – Generating Reports
- C1 LAB: TOPSpro Enterprise Basics – Scanning
- D13 LAB: TOPSpro Enterprise Basics – Quick Start!
- D15 LAB: TOPSpro Enterprise Basics – Generating Reports
- G1 LAB: TOPSpro Enterprise Basics – Quick Start!
- H1 LAB: TOPSpro Enterprise Basics – Generating Reports
- H15 TOPSpro Enterprise and CASAS eTests Online – User Q&A
- I1 LAB: TOPSpro Enterprise Basics – Scanning

TOPSPRO® ENTERPRISE DATA MANAGEMENT

- A2 LAB: TOPSpro Enterprise Data Management – Tracking Results
- B2 LAB: TOPSpro Enterprise Data Management – Staying on Target
- D1 LAB: TOPSpro Enterprise Data Management – Exchanging Data
- D10 CAEP Data Collection, Reporting, and Program Hours Using TE
- D16 LAB: TOPSpro Enterprise Data Management – Tracking Results
- D2 LAB: TOPSpro Enterprise Data Management – Tracking Results
- E1 LAB: TOPSpro Enterprise Data Management – Batch Edit/Insert
- E2 Lab: TOPSpro Enterprise Data Management – Staying on Target
- F1 LAB: TOPSpro Enterprise Data Management – Merge Wizard
- G2 LAB: TOPSpro Enterprise Data Management – Exchanging Data
- G7 CAEP Data Collection, Reporting, and Program Hours Using TE

- H15 TOPSpro Enterprise and CASAS eTests Online – User Q&A
- J1 LAB: TOPSpro Enterprise Data Management – Exchanging Data
- K1 LAB: TOPSpro Enterprise Data Management – Batch Edit/Insert

TOPSPRO® ENTERPRISE FOR ADMINISTRATORS

- A12 TOPSpro Enterprise and CASAS eTests Online – Executive Overview
- C2 LAB: TOPSpro Enterprise for Administrators – Program Monitoring
- E8 TOPSpro Enterprise and CASAS eTests Online – Executive Overview
- F2 LAB: TOPSpro Enterprise for Administrators – Program Monitoring
- H2 LAB: TOPSpro Enterprise for Administrators – NRS Federal Tables
- H15 TOPSpro Enterprise and CASAS eTests Online – User Q&A

TOPSPRO® ENTERPRISE FOR CALIFORNIA

- B6 Using Technology for EL Civics Workforce Skills
- D10 CAEP Data Collection, Reporting, and Program Hours Using TE
- E5 California Accountability WIOA, Title II Programs
- G7 CAEP Data Collection, Reporting, and Program Hours Using TE
- H3 LAB: TOPSpro Enterprise for California – Maximizing Payment Points
- H15 TOPSpro Enterprise and CASAS eTests Online – User Q&A
- I2 LAB: TOPSpro Enterprise for California – Reports for CAEP Programs
- J2 LAB: TOPSpro Enterprise for California – Reports for WIOA, Title II
- K2 LAB: TOPSpro Enterprise for California – Reports for CAEP Programs

TECHNOLOGY FOR TEACHERS

- A15 Adult Literacy XPRIZE Communities Competition
- A3 LAB: TOPSpro Enterprise for Teachers – Instructional Reports
- B3 LAB: TOPSpro Enterprise for Teachers – Access Classes Online
- B6 Using Technology for EL Civics Workforce Skills
- B9 New Student Portal, Teacher/Counselor Portal, and Mobile Attendance
- C3 LAB: Online Teaching Tools & Resources for Teachers
- C4 LAB: CASAS eTests Online – Intake Process
- D3 LAB: CASAS eTests Online for Teachers – Listening Practice
- E3 LAB: TOPSpro Enterprise for Teachers – Instructional Reports
- E17 Triple E Framework
- F3 LAB: TOPSpro Enterprise for Teachers – Access Classes Online
- F5 New Tech Tools for the Adult Education Classroom
- F7 New Student Portal, Teacher/Counselor Portal, and Mobile Attendance
- F16 360 Photos for Learning
- G3 LAB: QuickSearch Online for Teachers
- G4 LAB: CASAS eTests Online for Teachers – Listening Practice
- H10 Internet Safety for Students and Teachers
- H15 TOPSpro Enterprise and CASAS eTests Online – User Q&A
- I3 LAB: TOPSpro Enterprise for Teachers – Instructional Reports
- I6 Google Classroom
- J3 LAB: TOPSpro Enterprise for Teachers – Access Classes Online
- J4 LAB: CASAS eTests Online – Intake Process
- K3 LAB: TOPSpro Enterprise for Teachers – Instructional Reports

Tuesday Events

Schedule at a Glance

FIT CLASS

South Tower Pool
6:30 am - 7:30 am
Free Functional Fitness class programmed for all fitness levels. This is a fun, effective, and well-rounded class! Come join us!

BREAKFAST

Grand Ballroom A/D
7:30 am - 8:30 am

REGISTRATION/INFORMATION

7:30 am - 5:00 pm
Grand Ballroom Foyer
All participants must register to receive their program, bag, and name badge. Participants must wear name badges for admission to all sessions and Institute events.
A \$100 badge replacement fee will be assessed for badge reprints.

SESSIONS A

9:00 am - 10:30 am*

SESSIONS B

10:45 am - 12:15 pm*

HOSTED LUNCHEON

Grand Ballroom
12:30 pm - 1:30 pm
Name badges are necessary for admission to the luncheon.

HOSTED REFRESHMENTS

Grand and Royal Foyer
1:30 pm - 2:30 pm
Enjoy coffee, tea, and lemonade with your colleagues.

SESSIONS C

1:45 pm - 3:15 pm*

SESSIONS D

3:30 pm - 6:45 pm*

YIN YOGA CLASS

South Tower Pool
6:00 pm - 7:00 pm
Take your body through a relaxing stretching regimen that brings comfort and peace. Bring a towel and a pillow, if possible.

**Sessions end at various times. Check the session description for exact end time.*

Please visit the Registration Area for assistance with adding or changing technology sessions.



Computer LAB fee required. Pre-registration required.



Pre-registration required.






SESSION EVALUATIONS Give us your feedback!

Please check your e-mail every day or find the link/QR code to the session evaluations in this booklet.



Tuesday Overview

Tuesday, June 11





SESSIONS A 9:00 am – 10:30 am

-  A1 LAB: TE Basics – Quick Start! Pacific Room
-  A2 LAB: TE Data Management – Tracking Results Harbor Room
-  A3 LAB: TE for Teachers – Instructional Reports Salon VII/VIII
-  A4 LAB: CASAS eTests Online for Coordinators – Getting Ready! Salon I
-  A7 Module 1: Implementation Basics Training Royal Ballroom C
- A8 GED® Math – Getting Back to Basics Royal Ballroom D
- A9 Developing and Implementing IET Curricula Garden 4
- A11 CAEP Panel – CAEP State of the Union Update Garden 3
- A12 TE and CASAS eTests Online – Executive Overview Royal Ballroom E/F
- A14 The Family Success Initiative – LAUSD Parent-Focused ESL Program Valencia
- A15 Adult Literacy XPRIZE Communities Competition: App Impact and Distribution Madrid




SESSIONS A 9:00 am – 12:15 pm

-  A5 CASAS Implementation Basics for Corrections Royal Ballroom A
-  A6 CASAS Implementation Training for WSCS Royal Ballroom B
- A10 California EL Civics: New to You? Garden 1/2
- A13 Reading Goals, CCR Standards For Adult Education, New Student Performance Reports Terrace A/C
- A16 An Instructional Journey Through the Naturalization Process Imperial





SESSIONS B 10:45 am – 12:15 pm

-  B1 LAB: TE Basics – Generating Reports Pacific Room
-  B2 LAB: TE Data Management – Staying on Target Harbor Room
-  B3 LAB: TE for Teachers – Access Classes Online Salon VII/VIII
-  B4 LAB: CASAS eTests Online for Proctors – Going Live! Salon I
- B5 Module 4: Interpreting Test Results and Reports Royal Ballroom C
- B6 Using Technology for EL Civics Workforce Skills Royal Ballroom D
- B7 Integrating WIOA Services: Can They Survive and Thrive Under One Roof? Garden 4
- B8 CAEP Update Garden 3
- B9 Introducing the New Student Portal, Teacher/Counselor Portal, and Mobile Attendance Royal Ballroom E/F
- B10 CASAS Field-Testing: "What's in It For You?" Salon VI
- B11 NEDP: An Alternative High School Completion Option Valencia

SESSIONS C 1:45 pm – 3:15 pm

-  C1 LAB: TE Basics – Scanning Pacific Room
-  C2 LAB: TE for Administrators – Program Monitoring Harbor Room
-  C3 LAB: Online Teaching Tools & Resources for Teachers Salon VII/VIII

Tuesday Overview

-  C4 LAB: CASAS eTests Online – Intake Process **Salon I**
-  C5 Module 1: Implementation Basics Training **Royal Ballroom A**
-  C6 Module 1: Implementation Basics Training **Royal Ballroom B**
-  C7 Module 1: Implementation Basics Training **Royal Ballroom C**
- C8 Digital Badging: One Agency's Development and Implementation Experience **Royal Ballroom D**
- C9 English Learners Paving the Way to a Statewide Co-Enrollment Policy **Garden 4**
- C11 Operationalizing the Three-Year Plans **Garden 3**
- C12 Integrated Education and Training (IET): Building Data-driven Career Pathways Programs **Royal Ballroom E/F**
- C13 CASAS Assessments: New Reading GOALS Test Series **Terrace A/C**
- C14 Effective Professional Development in Adult Education: Application Is Key **Madrid**
- C15 TAP Into Free Resources **Valencia**
- C16 An Intro to Citizenship Curriculum Design and Standards **Imperial**
- C17 Give Students the Job-Seeking Edge! **Salon VI**





SESSIONS C 1:45 pm – 5:00 pm

- C10 Rigor: Nexus of Adult ESL/ELL Instruction and Professional Development **Garden 1/2**

SESSIONS D 3:30 pm – 5:00 pm

-  D1 LAB: TE Data Management – Exchanging Data **Pacific Room**
-  D2 LAB: TE Data Management – Tracking Results **Harbor Room**
-  D3 LAB: CASAS eTests Online for Teachers – Listening Practice **Salon VII/VIII**
-  D4 LAB: CASAS eTests Online for Proctors – Test Interruptions **Salon I**
- D5 Module 2: CASAS eTests Implementation (non-computer lab) **Royal Ballroom A**
- D6 Module 3: Paper Test Implementation **Royal Ballroom B**
- D7 Module 4: Interpreting Test Results and Reports **Royal Ballroom C**
- D8 Collaborate, Collaborate, Collaborate! **Garden 4**
- D9 Immigrant Integration Metrics in Adult Education: Report from a Successful Pilot **Garden 3**
- D10 CAEP Data Collection, Reporting, and Program Hours Using TE **Royal Ballroom E/F**
- D11 CASAS Assessments: New Math GOALS Test Series **Terrace A/C**
- D12 CAEP TAP Website and Other Resources: Easy Tools in the Complex CAEP System **Valencia**

SESSIONS D 5:15 pm – 6:45 pm

-  D13 LAB: TE Basics – Quick Start! **Pacific Room**
-  D14 LAB: CASAS eTests Online for Proctors – Going Live! **Harbor Room**
-  D15 LAB: TE Basics – Generating Reports **Salon VII/VIII**
-  D16 LAB: TE Data Management – Tracking Results **Salon I**

**LAB A1 LAB: TOPSPRO® ENTERPRISE
BASICS – QUICK START!**

Pacific Room

9:00 am - 10:30 am

Pre-registration required. LAB fee required.

This session is appropriate for those who have little or no experience using TOPSpro Enterprise.

Welcome to TOPSpro Enterprise (TE) Online! This session jump-starts your familiarity and use of this nationally recognized student management and accountability system. Gain a fundamental understanding of the theoretical basis for TE Online before examining specific applications of the software. Learn how this powerful database system works by experiencing first-hand how the features operate. This session teaches the essentials of the application in a hands-on lab setting. System fundamentals include:

- Navigating
- Finding and Editing Data
- Adding New Records Manually
- Managing User Access

Presenters

CASAS Technology Trainers

**LAB A2 LAB: TOPSPRO® ENTERPRISE
DATA MANAGEMENT – TRACKING
RESULTS**

Harbor Room

9:00 am - 10:30 am

Pre-registration required. LAB fee required.

This session is appropriate for those managing their online account data who have little or no experience using TOPSpro Enterprise.

TOPSpro Enterprise (TE) Online gives agencies the ability to track and monitor pre- and post-test results for reporting student and program outcomes. This session gives database managers the skills to seek out, identify, and solve mismatched test pairs, missing test results, and alias records. The session covers these topics:

- Pre/Post-test Guidelines
- Customizing Students/Tests Lists
- Duplicate Student Records

Presenters

CASAS Technology Trainers

Tuesday, June 11

LAB A3 LAB: TOPSPRO® ENTERPRISE FOR TEACHERS – INSTRUCTIONAL REPORTS

Salon VII/VIII

9:00 am - 10:30 am

Pre-registration required. LAB fee required. This session is appropriate for teachers who have little or no experience using TOPSpro Enterprise.

TOPSpro Enterprise (TE) Online offers teachers the access to performance reports that guide and support classroom instruction to improve student performance. This hands-on lab covers how to access TE Online to retrieve results, generate reports, and use results to inform instruction and document progress. This session focuses on the reports most commonly relied on by instructors.

- Skills Profile
- Competency Performance
- Content Standards
- Learning Gains
- Test History

Presenters

CASAS Technology Trainers

LAB A4 LAB: CASAS ETESTS® ONLINE FOR COORDINATORS – GETTING READY!

Salon I

9:00 am - 10:30 am

Pre-registration required. LAB fee required. This training is appropriate for those responsible for online testing management who have little or no experience using CASAS eTests Online.

CASAS eTests Online coordinators are responsible for online testing management to ensure standardized test delivery and data collection in all labs per site location. With instructional-program templates and sets of sessions, you have the assurance that CASAS eTests Online presents each student with appropriate-level tests for optimal outcomes. Participants in this hands-on lab work together to complete activities that help get their program ready for live web-based testing. Topics focus on:

- Registering Testing Stations
- Customizing and Replicating Testing Sessions
- Overriding the Next Assigned Test
- Following an Intake Process

Presenters

CASAS Technology Trainers



A5 CASAS IMPLEMENTATION BASICS FOR CORRECTIONS

Royal Ballroom A

9:00 am - 12:15 pm

Pre-registration required. This session is appropriate for correctional education coordinators, instructors, administrators, and other key staff in corrections who have little or no experience with CASAS assessments and implementation. This training meets the requirements of corrections to implement CASAS.

Are you a correctional educator who is new to CASAS? If so, attend this basic training that focuses on the unique needs of a correctional education program. This session provides a basic understanding of the CASAS system – assessment, curriculum, instruction, and accountability. Learn how to administer CASAS tests, interpret test results, use curriculum support materials to enhance instruction, and document progress in reading, math, and listening skills. Participants who complete this session gain authorization to order and administer most CASAS assessments. Topics in this session include:

- The Intake Process
- Selecting, Administering, and Interpreting Test Results
- Linking Assessment to Curriculum and Instruction
- Measuring Progress

Presenters

Susan Yamate

CASAS Trainer

Barbara Lehman

CASAS

Lynne Robinson

CASAS



A6 CASAS IMPLEMENTATION TRAINING FOR THE WORKFORCE SKILLS CERTIFICATION SYSTEM

Royal Ballroom B

9:00 am - 12:15 pm

Pre-registration required. This session is appropriate for workforce development professionals who have completed CASAS Implementation Basics Training. Prerequisite: CASAS Implementation Basics.

WSCS training is for workforce development professionals interested in offering work-readiness certificates. The training covers WSCS basic skills and soft skills assessments, curriculum and instructional resources, profiling of academic and soft skills, and preparing learners for certification. WSCS incorporates both the academic and soft skill needs of the workplace.

Strengthen your community's pipeline for a skilled workforce by learning how to collaborate with employers to develop workforce skill profiles that document basic and soft skills. With this information, education and training providers can customize existing programs in their region to better prepare job seekers.

Presenters

Elizabeth Scheib

CASAS

Adriana Terry

CASAS

Tuesday, June 11



A7 MODULE 1: IMPLEMENTATION BASICS TRAINING

Royal Ballroom C

9:00 am - 10:30 am

Pre-registration required. This session is appropriate for those who have little or no experience with CASAS assessments and implementation.

Module 1 introduces you to the CASAS system and reviews NRS-approved assessments. Implementation Basics Training is the tool you need to learn what CASAS can offer your program. Topics include the intake process, test administration, interpreting test results, and test security. This is an overview of computer-based testing and paper testing as well as a basic introduction to the many reports CASAS offers for to assist adult educators. Participants learn how to select and order CASAS materials. Anyone who wishes to order and administer CASAS eTests or paper tests must complete this module and Module 2 or Module 3. *(See p. 5)*

Presenters

Margaret Kirkpatrick

CASAS

A8 GED® MATH – GETTING BACK TO BASICS

Royal Ballroom D

9:00 am - 10:30 am

Open session; Walk-ins welcome.

Students often struggle to pass the GED math test because they lack basic concepts of math and are inconsistent in applying basic math skills to real-life programs. In this session, instructors explore strategies and activities to help students gain fluency and consistency in quantitative reasoning, problem-solving, and basic algebraic reasoning. Instructors who attend have an opportunity to practice activities and receive resources for use in their own classrooms.

Presenters

Debi Faucette

GED Testing Service, DC

Susan Pittman

GED Testing Service, NC

A9 DEVELOPING AND IMPLEMENTING IET CURRICULA

Garden 4

9:00 am - 10:30 am

Open session; Walk-ins welcome.

Integrated Education and Training (IET) is a critical service approach under WIOA, Title II. States have approached developing and implementing IET models differently, each with proven track records for student success. This session highlights how different models meet IET requirements and showcases examples of how different programs have created and implemented IET.

Presenters

Alex Harris

Iowa Department of Education, IA

Oogie Lamar

Kent ISD, MI

Cory Rayala

California Department of Education, CA

Sigrun Utash

Simi Institute for Careers and Education, CA

Mitch Rosin (Moderator)

CASAS Consultant

A10 CALIFORNIA EL CIVICS: NEW TO YOU?

Garden 1/2

9:00 am - 12:15 pm

Open session; Walk-ins welcome.

Whether you are new to EL Civics or have been doing EL Civics since its beginning, this workshop helps you understand the EL Civics requirements and procedures to make sure your agency is getting the most out of the program. Learn about requirements of the WIOA II EL Civics Grant and those specific to Civic Participation (231), Integrated EL Civics (243), and Citizenship Preparation. Determine how to select Civic Objectives and Additional Assessment Plans (COAAPS) and implement COAAPS at your agency. As a bonus, you learn how to customize an Option 2 COAAP for the specific needs of your students and review Models of Integrated EL Civics/IET. Detailed handouts provided.

Presenters

Lori Howard

CASAS

Margaret Teske

CASAS

A11 CAEP PANEL: STATE OF THE UNION UPDATE

Garden 3

9:00 am - 10:30 am

Open session; Walk-ins welcome.

Javier Romero from the California Community College Chancellor's Office (CCCCO) and Carolyn Zachry from the California Department of Education (CDE) who oversee the California Adult Education Program (CAEP) provide an update about funding, policy, and technical assistance for CAEP. They also answer participants' questions related to CAEP as the program continues to serve a vital role in collaboratively providing adult education services in California.

Presenters

Javier Romero

California Community College Chancellor's Office, CA

Carolyn Zachry

California Department of Education, CA

A12 TOPSPRO ENTERPRISE AND CASAS ETESTS ONLINE – EXECUTIVE OVERVIEW

Royal Ballroom E/F

9:00 am - 10:30 am

Open session; Walk-ins welcome.

This session is for anyone new to the premier software developed by CASAS or who simply wants a high-level overview of all that the software offers. It assumes no previous experience with TOPSpro Enterprise (TE) Online or CASAS eTests Online. The presenter demonstrates and describes most key features as well as covers data collection and reporting for the Workforce Investment and Opportunity Act (WIOA), particularly how the software meets the latest requirements for PY 19-20. TOPSpro Enterprise and CASAS eTests is a state-of-the-art system that does everything you need for accountability, attendance, and assessment. Find out how this all-in-one system provides information for students, teachers, program administrators, as well as state and federal decision-makers.

Presenters

Richard Ackermann

CASAS

A13 READING GOALS, CCR STANDARDS FOR ADULT EDUCATION, NEW STUDENT PERFORMANCE REPORTS

Terrace A/C

9:00 am - 12:15 pm

Open session; Walk-ins welcome.

Part 1 of this workshop is an overview of the new CASAS Reading GOALS test series that is aligned to the College and Career Readiness (CCR) Standards. The series has received approval for NRS reporting purposes for ABE/ASE through February 5, 2025.

Part 2 focuses on understanding the College and Career Readiness (CCR) Standards for Adult Education and their alignment to Reading GOALS test questions. The session engages participants in hands-on activities to help them gain a better understanding of the CCR Standards and their role in developing Reading GOALS.

Part 3 focuses on understanding and using Student Competency, CASAS Reading Standard, and new CCRS reports generated for Reading GOALS. Participants learn strategies for interpreting results from these reports and using the results to inform instruction of adult learners.

Presenters

Linda Taylor
CASAS

A14 THE FAMILY SUCCESS INITIATIVE – LOS ANGELES UNIFIED SCHOOL DISTRICT’S PARENT-FOCUSED ESL PROGRAM

Valencia

9:00 am - 10:30 am

Open session; Walk-ins welcome.

One of the primary focus areas of the California Adult Education Program (CAEP) is training parents and caregivers “to develop knowledge and skills to assist elementary and secondary...children to succeed academically in school.” Come see how the LA Unified School District’s Division of Adult and Career Education (DACE) answered the state’s call to empower emerging bilingual families by developing the Family Success Initiative (FSI). An innovative approach to providing ESL instruction to parents of K-12 students, FSI classes blend ESL curriculum with district-specific parent education modules and family-related EL Civics COAAPs. Session participants learn about the design of the FSI program and receive tools and training for supporting family success in their own communities.

Presenters

Karla Galleguillos
Los Angeles Unified School District, CA
Matthew Oberlander
Los Angeles Unified School District, CA
Dora Pimentel-Baxter
Los Angeles Unified School District, CA

**A15 ADULT LITERACY XPRIZE
COMMUNITIES COMPETITION:
APP IMPACT AND DISTRIBUTION**

Madrid

9:00 am - 10:30 am

Open session; Walk-ins welcome.

This presentation features the creators of the winning apps of the Adult Literacy XPRIZE competition. Participants gain a clear understanding of how using mobile apps can help low-literate adults increase their literacy skills. The presenter covers the results of the field-test, best-practices in the adoption of mobile learning, and how participants can bring these learning tools to their communities.

Presenter

Monica Groves

XPRIZE, CA

**A16 AN INSTRUCTIONAL JOURNEY
THROUGH THE NATURALIZATION
PROCESS**

Imperial

9:00 am - 12:15 pm

Open session; Walk-ins welcome.

This session focuses on the components of the naturalization interview and test by addressing themes, vocabulary, and sentence structure. Presenters deconstruct the process and provide participants with insight into the skills and knowledge needed, as well as the Office of Citizenship of the U.S. Citizenship and Immigration Services (USCIS) products and materials to promote the acquisition of learning goals.

Presenters

Gusman Edouard

U.S. Department of Homeland Security, DC

Donna Vanderhoff

U.S. Department of Homeland Security, DC

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SCAN QR CODE with phone camera (no app required)



**LAB B1 LAB: TOPSPRO® ENTERPRISE
BASICS – GENERATING REPORTS**

Pacific Room

10:45 am - 12:15 pm

Pre-registration required. LAB fee required.

This session is appropriate for those who have little or no experience using TOPSPRO Enterprise.

TOPSPRO Enterprise (TE) Online offers numerous reports that benefit teachers, database managers, administrators, and students. Many reports help to meet a wide variety of needs. Learn how to generate reports using these essential features, plus gain tips for specific reports:

- The Report Generator
- Drill-Down Features
- Charts and Graphs
- Reports Manager
- My Reports

Presenters

CASAS Technology Trainers

**LAB B2 LAB: TOPSPRO® ENTERPRISE
DATA MANAGEMENT – STAYING
ON TARGET**

Harbor Room

10:45 am - 12:15 pm

Pre-registration required. LAB fee required.

This session is appropriate for those managing their online data who have little or no experience using TOPSPRO Enterprise.

TOPSPRO Enterprise (TE) Online helps agencies evaluate the effectiveness of their data collection efforts with the Data Integrity Report (DIR). The DIR gives you summary information about the data contained in your online account and highlights important data elements for accountability. With the DIR, agencies can focus on specific data elements as they monitor the integrity of their data. This session covers these topics:

- Required Data Items
- Core Performance Items
- Data Validation Items
- Accountability Data
- Your Local Assessment Policy

Presenters

CASAS Technology Trainers

Tuesday, June 11

LAB B3 LAB: TOPSPRO® ENTERPRISE FOR TEACHERS – ACCESS CLASSES ONLINE

Salon VII/VIII

10:45 am - 12:15 pm

Pre-registration required. LAB fee required. This session is appropriate for teachers who have little or no experience using TOPSPRO Enterprise.

Calling all teachers! Could you benefit from access to your class information at your fingertips in TOPSPRO Enterprise (TE) Online? With agency approval, teachers are able to access their classes in TE Online to view or manage class enrollment, record attendance and entry and update information, and view test results for students in their classes. Better yet, teachers may generate their own class-based reports without a delay. Join us in this hands-on lab and let us empower you with access to classes in TE Online.

- Access Your Class
- Enroll Students
- Record Attendance
- Input Entry/Update Information
- Generate Reports by Class

Presenters

CASAS Technology Trainers

LAB B4 LAB: CASAS ETESTS® ONLINE FOR PROCTORS – GOING LIVE!

Salon I

10:45 am - 12:15 pm

Pre-registration required. LAB fee required. This training is appropriate for those responsible for online test administration who have little or no experience using CASAS eTests Online.

CASAS eTests Online proctors serve an important role to ensure that web-based testing occurs fairly and uniformly. Certified proctors should maintain a controlled testing environment that allows test-takers to perform to the very best of their abilities. Following the same procedures before, during, and after testing assures the validity of test results and reduces the likelihood of confusion or error during test administration. Participants in this hands-on lab use CASAS eTests Online with role-play activities to help them administer their first web-based testing session. Topics focus on:

- Managing Testing Sessions
- Registering Students and Using Practice
- Following an Intake Process
- Administering Tests and Test Interruptions
- Retrieving Test Results

Presenters

CASAS Technology Trainers

B5 MODULE 4: INTERPRETING TEST RESULTS AND REPORTS

Royal Ballroom C

10:45 am - 12:15 pm

Open session; Walk-ins welcome.

This module targets the specific needs of instructors and provides information and strategies to understand and interpret test results more easily. Instructors can use the curriculum components of the CASAS system, CASAS Content Standards, CASAS Competencies, and Task or Type areas to pinpoint students' instructional needs. Attend this training workshop to learn how to interpret the many student and classroom reports available to simplify lesson planning and curriculum development.

This module is not a requirement for ordering materials. (See p. 5)

Presenters

Astrid Robitaille

EdAdvance, CT

B6 USING TECHNOLOGY FOR EL CIVICS WORKFORCE SKILLS

Royal Ballroom D

10:45 am - 12:15 pm

Open session; Walk-ins welcome.

Learn how to incorporate technology into real-world workforce preparation and training with EL Civics 243 COAAPs. Receive resources you can use with your ESL/ELL learners at all levels. Attend this informative session to hear about strategies used at other agencies.

Presenters

Ryan de la Vega

OTAN, CA

B7 INTEGRATING WIOA SERVICES: CAN THEY SURVIVE AND THRIVE UNDER ONE ROOF?

Garden 4

10:45 am - 12:15 pm

Open session; Walk-ins welcome.

Participate in a discussion about how agencies are integrating WIOA services to meet the needs of their communities better. A local education leader shares why and how joining the local Workforce Board benefited their community, and how their local adult education agency has integrated WIOA services by hosting an American Job Center, providing CTE training, providing ABE and ESL/ELL classes, and providing services for clients referred from the Department of Rehabilitation. Hear how local WIOA integration is working from state and national perspectives. Come prepared to ask nitty-gritty questions about WIOA and to share success stories.

Presenters

Cynthia Parulan-Colfer

Hacienda La Puente Unified School District, CA

Lori Strumpf (Moderator)

Strumpf Associates: Center for Strategic Change, DC

Bob Lanter

California Workforce Association, CA

B8 CAEP UPDATE

Garden 3

10:45 am - 12:15 pm

Open session; Walk-ins welcome.

This workshop reviews adult education data and accountability requirements and previews what will be new for PY 2019-20. The workshop also stresses the CAEP (California Adult Education Program) data collection components (demographics, barriers), the six outcomes areas, as well as alignment of measurable skill gain with our workforce partners. Join Neil Kelly and Jay Wright to find out what's new in the world of California adult education data and accountability.

Presenters

Neil Kelly

California Community Colleges, CA

Jay Wright

CASAS

B9 INTRODUCING THE NEW STUDENT PORTAL, TEACHER/ COUNSELOR PORTAL, AND MOBILE ATTENDANCE

Royal Ballroom E/F
10:45 am - 12:15 pm
Open session; Walk-ins welcome.

TOPSpro Enterprise continues to evolve to meet more needs of the adult education student, staff, teacher, counselor, and transition specialist. For students, the student portal already administers practice tests and collects surveys. In the next phase, TOPSpro Enterprise will collect students' personal data and allow them to monitor their own educational progress. For teachers and staff, taking attendance has just gotten a whole lot easier! The presenter demonstrates a mobile app for taking attendance and communicating with students.

For teachers, counselors, and transition specialists, CASAS is developing a new Web-based portal in a case management style for monitoring students' goals, progress, and achievements at a glance. This portal will include all essential student and class reports as well as new reports that you have requested. Come see what the next generation of TOPSpro Enterprise looks like.

Presenters
Richard Ackermann
CASAS

B10 CASAS FIELD-TESTING: "WHAT'S IN IT FOR YOU?"

Salon VI
10:45 am - 12:15 pm
Open session; Walk-ins welcome.

Learn the benefits of getting involved in current research and test development at CASAS through field testing. In this session, participants can gain a better understanding of the field-testing process and current research studies that CASAS is conducting. Discover how you can get started and be a part of this important initiative.

Presenters
Karen Burger
CASAS

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SCAN QR CODE with phone camera (no app required)



B11 NEDP: AN ALTERNATIVE HIGH SCHOOL COMPLETION OPTION

Valencia

10:45 am - 12:15 pm

Open session; Walk-ins welcome.

The National External Diploma Program provides a solution for WIOA partners planning an integrated education and training program. This web-based standardized performance assessment system allows adults and out-of-school youth to demonstrate their high school level skills that parallel life and work activities aligned with the College and Career Readiness Standards. NEDP candidates demonstrate 100 percent mastery of all required competencies. Participants in this session learn:

- Why NEDP is ideal for youth and adults who may not do well on typical high-stakes multiple-choice assessments
- How NEDP candidates can make multiple attempts to demonstrate a mastery of a competency
- How NEDP serves underserved populations, such as English language learners and individuals with disabilities
- How three California adult schools have recently implemented NEDP.

Presenters

Dana Carter

Yucaipa Adult School, CA

Wendy Jackson

Feather River Adult Education Consortium, CA

Leticia Villa

Inland Career Education Center, CA

Margaret Kirkpatrick

CASAS

Janita McNemar

CASAS

LAB C1 LAB: TOPSPRO® ENTERPRISE BASICS – SCANNING

Pacific Room

1:45 pm - 3:15 pm

Pre-registration required. LAB fee required.

This session is appropriate for those who have little or no experience using TOPSpro Enterprise.

TOPSpro Enterprise (TE) Online offers the capability of creating new records by scanning. This session introduces the process for scanning data into TE Online. In this hands-on session, you will use the scanning wizard to scan entry, update, and test record forms. This session covers these topics:

- Prepare Records and Scanner
- Use Override Scanning Features
- Simulated Scanning
- Edit and Import Records

Presenters

CASAS Technology Trainers

**LAB C2 LAB: TOPSPRO® ENTERPRISE
FOR ADMINISTRATORS –
PROGRAM MONITORING**

Harbor Room

1:45 pm - 3:15 pm

Pre-registration required. LAB fee required.

This session is appropriate for administrators who have little or no experience using TOPSpro Enterprise.

TOPSpro Enterprise (TE) Online gives administrators instant access to monitor agency-wide data collection and program outcomes. This session walks administrators through steps to review the organizational structure of their online account, identify critical elements for state and federal reporting, and use reports to market and promote programs. Learn to use special options for:

- Filtering Data
- Reviewing Target Populations
- Customizing Reports
- Reviewing Assessment Policy Guidelines

Presenters

CASAS Technology Trainers

**LAB C3 LAB: ONLINE TEACHING TOOLS
& RESOURCES FOR TEACHERS**

Salon VII/VIII

1:45 pm - 3:15 pm

Pre-registration required. LAB fee required.

This session is appropriate for adult educators and staff throughout California.

This hands-on lab session introduces participants to the Outreach and Technical Assistance Network (OTAN), a California adult education project and focuses on teaching resources for ESL/ELL, ABE, and ASE programs. Participants learn about the website and Teaching with Technology, a database with lesson ideas to use in class. You will find online tools for preparing classroom activities and creating a blended learning environment, a description of our professional development training opportunities, and ways to stay connected to OTAN for up-to-date information.

Presenters

Anthony Burik

OTAN, CA

Tuesday, June 11

LAB C4 LAB: CASAS ETESTS® ONLINE – Pre-Reg C5 MODULE 1: IMPLEMENTATION
INTAKE PROCESS **BASICS TRAINING**

Salon I

1:45 pm - 3:15 pm

Pre-registration required. LAB fee required. This training is appropriate for those who have little or no experience using CASAS eTests Online.

The intake and orientation process offers the opportunity to welcome students to your program and to determine their needs, goals, skill levels, and education and work backgrounds. An effective intake and orientation process creates a learning environment that works with each of these factors. This step-by-step guided session shows how to structure the intake process using CASAS eTests Online. Topics include:

- Oral Screening
- Writing Screening
- Registration
- Practice

Presenters

CASAS Technology Trainers

Royal Ballroom A

1:45 pm - 3:15 pm

Pre-registration required. This session is appropriate for those who have little or no experience with CASAS assessments and implementation.

Module 1 introduces you to the CASAS system and reviews NRS-approved assessments. Implementation Basics Training is the tool you need to learn what CASAS can offer your program. Topics include the intake process, test administration, interpreting test results, and test security. This is an overview of computer-based testing and paper testing as well as a basic introduction to the many reports CASAS offers to assist adult educators. Participants learn how to select and order CASAS materials. Anyone who wishes to order and administer CASAS eTests or paper tests must complete this module and Module 2 or Module 3. *(See p. 5)*

Presenters

Celina Paula

Miami-Dade County Public Schools, FL

Rhonda Slota

CASAS



C6 MODULE 1: IMPLEMENTATION BASICS TRAINING

Royal Ballroom B

1:45 pm - 3:15 pm

Pre-registration required. This session is appropriate for those who have little or no experience with CASAS assessments and implementation.

Module 1 introduces you to the CASAS system and reviews NRS-approved assessments. Implementation Basics Training is the tool you need to learn what CASAS can offer your program. Topics include the intake process, test administration, interpreting test results, and test security. This is an overview of computer-based testing and paper testing as well as a basic introduction to the many reports CASAS offers to assist adult educators. Participants learn how to select and order CASAS materials. Anyone who wishes to order and administer CASAS eTests or paper tests must complete this module and Module 2 or Module 3. *(See p. 5)*

Presenters

Troy Goracke

State Board for Community & Technical Colleges, WA



C7 MODULE 1: IMPLEMENTATION BASICS TRAINING

Royal Ballroom C

1:45 pm - 3:15 pm

Pre-registration required. This session is appropriate for those who have little or no experience with CASAS assessments and implementation.

Module 1 introduces you to the CASAS system and reviews NRS-approved assessments. Implementation Basics Training is the tool you need to learn what CASAS can offer your program. Topics include the intake process, test administration, interpreting test results, and test security. This is an overview of computer-based testing and paper testing as well as a basic introduction to the many reports CASAS offers to assist adult educators. Participants learn how to select and order CASAS materials. Anyone who wishes to order and administer CASAS eTests or paper tests must complete this module and Module 2 or Module 3. *(See p. 5)*

Presenters

Celeste Goodwin

Adult and Continuing Education JCPS, KY

C8 DIGITAL BADGING: ONE AGENCY'S DEVELOPMENT AND IMPLEMENTATION EXPERIENCE

Royal Ballroom D

1:45 pm - 3:15 pm

Open session; Walk-ins welcome.

Have you heard about digital badging but remain somewhat unclear on how or why you would use badging? Join us to explore some of the big picture reasons behind the use of digital badging, including curriculum alignment and student success. We also examine the experience of one consortium to adopt and begin to implement digital badging and emphasize some of the things we did right, pitfalls to avoid, and lessons learned.

Presenters

Stacey Campo

Education to Career Network of North San Diego County, CA

Kathleen Porter

Poway Adult School, CA

Patrick Ross

Education to Career Network of North San Diego County, CA

C9 ENGLISH LEARNERS PAVING THE WAY TO A STATEWIDE CO-ENROLLMENT POLICY

Garden 4

1:45 pm - 3:15 pm

Open session; Walk-ins welcome.

This session shares lessons learned from the first round of the English Language Learner Navigator Pilot and discusses how this effort has helped inform a statewide policy on co-enrollment. The ELL Navigator will start its second year of funding, testing how to operationalize co-enrollment to serve participants better. The session shares how the findings from the ELL Navigator evaluation are informing co-enrollment, including development of a common intake form and shared case management.

Presenters

Kim Crawford

California Change Lawyers & Labor and Workforce Development Agency, CA

Jennifer Hernandez

Labor & Workforce Development Agency, CA

Neil Kelly

California Community Colleges, CA

C10 RIGOR: THE NEXUS OF ADULT ESL/ELL INSTRUCTION AND PROFESSIONAL DEVELOPMENT

Garden 1/2

1:45 pm - 5:00 pm

Open session; Walk-ins welcome.

The ongoing shift to rigorous instruction for adult ESL/ELL students requires equally rigorous learning for their instructors. Using several professional development tasks and tools, participants explore how the same collaborative and reflective processes and scaffolds can support instructors' professional development and their adult learners' language development. Link to materials provided.

Presenters

Jayne Adelson-Goldstein

Lighthearted Learning, CA

Sylvia Ramirez (ret.)

MiraCosta College Adult Learning Center, CA

Lori Howard

CASAS

C11 OPERATIONALIZING THE THREE-YEAR PLANS

Garden 3

1:45 pm - 3:15 pm

Open session; Walk-ins welcome.

With the Three-Year Plans submitted, California CAEP Consortia now have the task of implementing the visions, goals, and strategies they outlined in their plans. This session focuses on how to operationalize the Three-Year Plans, how to build out Annual Plans, and the take-away from engaging in the planning process.

Presenters

Emma Diaz

Inland Adult Education Consortium, CA

Wendy Jackson

Feather River Adult Educ. Consortium, CA

Branka Marceta

Sacramento County Office of Education, CA

John Werner

Sequoia Consortium, CA

Mitch Rosin (moderator)

CASAS Consultant

C12 INTEGRATED EDUCATION AND TRAINING (IET): BUILDING DATA-DRIVEN CAREER PATHWAYS PROGRAMS

Royal Ballroom E/F

1:45 pm - 3:15 pm

Open session; Walk-ins welcome.

Come learn the essentials for building an IET program based on local needs and partnerships! This session highlights CALPRO's IET Community of Practice that builds understanding of the foundations, components, instructional models of IET and the importance of using data to inform program design.

Presenters

Karyn Ruiz

CALPRO, CA

C13 CASAS ASSESSMENTS: NEW READING GOALS TEST SERIES

Terrace A/C

1:45 pm - 3:15 pm

Open session; Walk-ins welcome.

This session covers information about the new CASAS Reading GOALS test series. Participants review test blueprints and test reporting categories, including alignment to the College and Career Readiness (CCR) Standards for Adult Education. Additional test content specifications are explained related to CASAS Competencies and CASAS Reading Standards, as well as CASAS reading task areas and Webb's Depth of Knowledge for reading. The presenter shows sample test items at different ability levels that illustrate important features of this new test series.

Presenters

Linda Taylor

CASAS

C14 EFFECTIVE PROFESSIONAL DEVELOPMENT (PD) IN ADULT EDUCATION: APPLICATION IS KEY

Madrid

1:45 pm - 3:15 pm

Open session; Walk-ins welcome.

Adult education instructors often have little prior training and undergo subsequent PD with minimal effect on teaching. The presenter demonstrates a training model teachers can apply to their classrooms, resulting in improved instruction. Nearly two million immigrants study English in federally funded programs; most have part-time instructors whose teacher education varies enormously. Evaluation of PD activities frequently focuses solely on teacher satisfaction with training (Level 1: Kirkpatrick evaluation model). While teacher learning (Level 2) is sometimes measured, PD in adult education rarely addresses Level 3: changes in instructional practice. To improve instruction in her state, the presenter developed an innovative model, Applied Professional Development. Appropriate for in-person and online activities, the model requires hands-on assignments in which teachers apply new knowledge and skills. Subject-matter experts provide feedback. With this process, hundreds of Illinois educators have made positive changes in instruction. The presenter demonstrates all aspects of the model. Attendees may incorporate similar tasks into their PD activities.

Presenters

Catherine Porter

Adult Learning Resource Center, IL

C15 TAP INTO FREE RESOURCES

Valencia

1:45 pm - 3:15 pm

Open session; Walk-ins welcome.

Want help with curriculum, instruction, and standards? Data and accountability? Educational technology integration? Join the CAEP TAP and its partners (AIR, CASAS, and OTAN) as they discuss the free professional development and targeted technical assistance provided to all CAEP Consortia. During this session, the CAEP TAP and its partners provide an overview of the variety of workshops available, how to request a workshop or webinar, how to navigate the California Adult Education website, and an opportunity for audience members to address their current professional development needs.

Presenters

Neda Anasseri

OTAN, CA

Diana Batista

Sacramento County Office of Education, CA

Mariann Fedele-McLeod

American Institutes for Research, CA

Jay Wright

CASAS

C16 AN INTRODUCTION TO CITIZENSHIP CURRICULUM DESIGN AND STANDARDS

Imperial

1:45 pm - 3:15 pm

Open session; Walk-ins welcome.

The Office of Citizenship of the U.S. Citizenship and Immigration Services (USCIS) has released a set of content and progress standards for developing a curriculum for a comprehensive adult citizenship education program. This session provides an overview of these standards and models ways that teachers and program administrators can use these to create a comprehensive citizenship curriculum. It also focuses on choosing appropriate citizenship textbooks for various levels of proficiency and adapting current citizenship curriculum to incorporate the USCIS recommended standards.

Presenters

Gusman Edouard

U.S. Department of Homeland Security, DC

Donna Vanderhoff

U.S. Department of Homeland Security, DC

C17 GIVE STUDENTS THE JOB-SEEKING EDGE!

Salon VI

1:45 pm - 3:15 pm

Open session; Walk-ins welcome.

The Workforce Skills Certification System (WSCS) is a program that documents and develops employer-validated foundation (academic) and soft skills and facilitates transition into the workforce. WSCS focuses on skills that are integral for success in the workplace and incorporates academic and soft skills assessments, instruction, and certification. Programs using WSCS are able to assess each student's employment-related academic and soft skills, provide instruction to improve those skills, and generate student profiles and certificates for use in obtaining meaningful employment. This session is appropriate for workforce development and training programs and education partners that need to prepare workers with strong basic skills to work smart and grow on the job.

Presenters

Adriana Terry

CASAS

PLEASE EVALUATE SESSIONS C!

GO TO: www.surveymonkey.com/r/sessions-C-2019 or

SCAN QR CODE with phone camera (no app required)



**LAB D1 LAB: TOPSPRO® ENTERPRISE
DATA MANAGEMENT –
EXCHANGING DATA**

Pacific Room

3:30 pm - 5:00 pm

Pre-registration required. LAB fee required.

This session is appropriate for those managing their online account data who have little or no experience using TOPSpro Enterprise.

Exchanging data with TOPSpro Enterprise (TE) Online saves time and eliminates manual data entry. If you use a third-party registration and attendance system or a state data-management system, you will want to attend this session to learn how to benefit from importing and exporting files between systems. Trainers guide you through steps to complete hands-on exercises that focus on these topics:

- Exporting Data for Import to an External Data Source
- Importing Data from an External Data Source
- Merging Duplicate Student Records

Presenters

CASAS Technology Trainers

**LAB D2 LAB: TOPSPRO® ENTERPRISE
DATA MANAGEMENT – TRACKING
RESULTS**

Harbor Room

3:30 pm - 5:00 pm

Pre-registration required. LAB fee required.

This session is appropriate for those managing their online account data who have little or no experience using TOPSpro Enterprise.

TOPSpro Enterprise (TE) Online gives agencies the ability to track and monitor pre- and post-test results for reporting student and program outcomes. This session gives database managers the skills to seek out, identify, and solve mismatched test pairs, missing test results, and alias records. The session covers these topics:

- Pre/Post-test Guidelines
- Customizing Students/Tests Lists
- Duplicate Student Records

Presenters

CASAS Technology Trainers

**LAB D3 LAB: CASAS ETESTS® ONLINE
FOR TEACHERS – LISTENING
PRACTICE**

Salon VII/VIII

3:30 pm - 5:00 pm

Pre-registration required. LAB fee required.
This session is appropriate for teachers who have little or no experience administering listening tests or using CASAS eTests Online.

Have you ever wondered what it is like to take a listening test with CASAS eTests Online? You will be amazed at how this web-based testing application delivers! Come take a seat, put on some headphones, and experience for yourself how easy it is to take a listening test. Learn helpful tips for administering listening tests and using listening practice in the classroom. This hands-on lab is appropriate for anyone involved with listening test administration and classroom instruction. Listening topics include:

- Benefits and Features
- Test Administration Options
- Test Directions
- Listening Practice

Presenters

CASAS Technology Trainers

**LAB D4 LAB: CASAS ETESTS®
ONLINE FOR PROCTORS – TEST
INTERRUPTIONS**

Salon I

3:30 pm - 5:00 pm

Pre-registration required. LAB fee required.
This training is appropriate for those responsible for online test administration who have little or no experience using CASAS eTests Online.

In certain circumstances, a proctor may need to interrupt a test in progress. If the issue could compromise test integrity or security, proctors need to know how to handle the interruption. Proctors should follow their local assessment policy to recognize circumstances that allow for interruption. Attend this session to complete hands-on activities that focus on:

- Scoring the Test
- Aborting the Test
- Suspending the Test
- Pausing the Test

Presenters

CASAS Technology Trainers

D5 MODULE 2: CASAS ETESTS IMPLEMENTATION (NON-COMPUTER LAB)

Royal Ballroom A

3:30 pm - 5:00 pm

Open session; Walk-ins welcome.

This module introduces the easy-to-use “Going Live” checklist, a systematic process that facilitates implementing CASAS eTests. Participants learn initial steps for logging into CASAS eTests and TOPSpro Enterprise. The presenter(s) covers the intake process, Locator (placement test) administration, and progress testing with CASAS eTests. Learn about the role of data managers, coordinators, and proctors for online testing. Completion of this module and Module 1, Implementation Basics Training, is a requirement to order CASAS eTests. *This module is not a lab. (See p. 5)*

Presenters

Pamela Wilson

School District of Palm Beach County, FL

D6 MODULE 3: PAPER TEST IMPLEMENTATION

Royal Ballroom B

3:30 pm - 5:00 pm

Open session; Walk-ins welcome.

For programs that use paper tests, this module covers the intake process, Appraisal (placement test) administration, and progress testing. Completion of this module and Module 1, Implementation Basics Training, is a requirement for those who wish to order and administer CASAS paper tests. (See p. 5)

Presenters

Astrid Robitaille

EdAdvance, CT

D7 MODULE 4: INTERPRETING TEST RESULTS AND REPORTS

Royal Ballroom C

3:30 pm - 5:00 pm

Open session; Walk-ins welcome.

This module targets the specific needs of instructors and provides information and strategies to understand and interpret test results more easily. Instructors can use the curriculum components of the CASAS system, CASAS Content Standards, CASAS Competencies, and Task or Type areas to pinpoint students' instructional needs. Attend this training workshop to learn how to interpret the many student and classroom reports available to simplify lesson planning and curriculum development.

This module is not a requirement for ordering materials. (See p. 5)

Presenters

Darece Sperry

Canyon Heights Adult Learning, UT

Barbara Lehman

CASAS

D8 COLLABORATE, COLLABORATE, COLLABORATE!

Garden 4

3:30 pm - 5:00 pm

Open session; Walk-ins welcome.

In an interactive session, participants discuss the key traits in high performing partnerships. Initially a discussion will be facilitated that is designed to identify components that need to be present in effective partnerships that put both adult learnings and business at the center. Additionally the presentation shares effective and innovative practices from California that other states could implement. Participants discover opportunities to further partnerships that are productive in serving adult learnings.

Presenters

Jennifer Hernandez

Labor & Workforce Development Agency, CA

Bob Lanter

California Workforce Association, CA

Carolyn Zachry

California Department of Education, CA

D9 IMMIGRANT INTEGRATION METRICS IN ADULT EDUCATION: REPORT FROM A SUCCESSFUL PILOT

Garden 3

3:30 pm - 5:00 pm

Open session; Walk-ins welcome.

The South Bay Consortium for Adult Education has piloted practices supporting immigrant integration linguistically, economically, and socially, using the Alliance for Language Learners Integration, Education and Success framework. The consortium then collaborated with the Stanford Immigration Policy Lab using its survey, developed internationally, to answer the question, “Under what conditions have immigrants most successfully integrated into their host societies?” The pilot uncovered important information about adult students and suggested more use of such an index.

Presenters

Bob Harper

ALLIES, CA

Michael Hotard

Stanford University Immigration Policy Lab, CA

David Laitin

Stanford University, CA

Usha Narayanan

Campbell Adult and Community Education, CA

Ilse Pollet

South Bay Consortium for Adult Education, CA

D10 CAEP DATA COLLECTION, REPORTING, AND PROGRAM HOURS USING TOPSPRO® ENTERPRISE

Royal Ballroom E/F

3:30 pm - 5:00 pm

Open session; Walk-ins welcome.

The California Adult Education Program (CAEP) provides funding to meet the educational needs of adults. TOPSpro Enterprise (TE) Online is the data collection system used to meet CAEP accountability requirements for all K-12 adult schools, county offices of education, and other agencies. TE Online ensures standardized data collection and minimizes the effort of quarterly data submission and reporting. In this session, the presenter gives a general overview as well as answers detailed questions regarding data collection, querying data, CAEP Summary Table, consortium-level reports, and more. The presenter also discusses the new Program Hours report for NOVA, discusses how to deal with multiple programs, and addresses the latest developments in CAEP related to TE Online.

Presenters

Richard Ackermann

CASAS

D11 CASAS ASSESSMENTS: NEW MATH TEST SERIES

Terrace A/C

3:30 pm - 5:00 pm

Open session; Walk-ins welcome.

This session covers information about the new CASAS Math GOALS test series. Participants review test blueprints and test reporting categories, including alignment to the College and Career Readiness (CCR) Standards for Adult Education. Additional test content specifications are explained related to CASAS Competencies and CASAS Math Standards. Participants see sample test items at different ability levels that illustrate important features of this new test series.

Presenters

Linda Taylor

CASAS

D12 CAEP TAP WEBSITE AND OTHER RESOURCES: EASY TOOLS IN THE COMPLEX CAEP SYSTEM

Valencia

3:30 pm - 5:00 pm

Open session; Walk-ins welcome.

The CAEP Technical Assistance Project demonstrates how the resources on the California Adult Education website, customized professional development activities, and specialized technical assistance can support your adult education consortium and program.

Presenters

Diana Batista

Sacramento County Office of Education, CA

Veronica Parker

Sacramento County Office of Education, CA

**LAB D13 LAB: TOPSPRO® ENTERPRISE
BASICS – QUICK START!**

Pacific Room

5:15 pm - 6:45 pm

Pre-registration required. LAB fee required.

This session is appropriate for those who have little or no experience using TOPSPRO Enterprise.

Welcome to TOPSPRO Enterprise (TE) Online! This session jump-starts your familiarity and use of this nationally recognized student management and accountability system. Gain a fundamental understanding of the theoretical basis for TE Online before examining specific applications of the software. Learn how this powerful database system works by experiencing first-hand how the features operate. This session teaches the essentials of the application in a hands-on lab setting. System fundamentals include:

- Navigating
- Finding and Editing Data
- Adding New Records Manually
- Managing User Access

Presenters

CASAS Technology Trainers

**LAB D14 LAB: CASAS ETESTS® ONLINE
FOR PROCTORS – GOING LIVE!**

Harbor Room

5:15 pm - 6:45 pm

Pre-registration required. LAB fee required.

This training is appropriate for those responsible for online test administration who have little or no experience using CASAS eTests Online.

CASAS eTests Online proctors serve an important role to ensure that web-based testing occurs fairly and uniformly. Certified proctors should maintain a controlled testing environment that allows test-takers to perform to the very best of their abilities. Following the same procedures before, during, and after testing assures the validity of test results and reduces the likelihood of confusion or error during test administration. Participants in this hands-on lab use CASAS eTests Online with role-play activities to help them administer their first web-based testing session. Topics focus on:

- Managing Testing Sessions
- Registering Students and Using Practice Sessions
- Following an Intake Process
- Administering Tests
- Handling Test Interruptions
- Retrieving Test Results

Presenters

CASAS Technology Trainers

Tuesday, June 11

**LAB D15 LAB: TOPSPRO® ENTERPRISE
BASICS – GENERATING REPORTS**

Salon VII/VIII

5:15 pm - 6:45 pm

Pre-registration required. LAB fee required.

This session is appropriate for those who have little or no experience using TOPSPRO Enterprise.

TOPSPRO Enterprise (TE) Online offers numerous reports that benefit teachers, database managers, administrators, and students. Many reports help to meet a wide variety of needs. Learn how to generate reports using these essential features, plus gain tips for specific reports:

- The Report Generator
- Drill-Down Features
- Charts and Graphs
- Reports Manager
- My Reports

Presenters

CASAS Technology Trainers

**LAB D16 LAB: TOPSPRO® ENTERPRISE
DATA MANAGEMENT – TRACKING
RESULTS**

Salon I

5:15 pm - 6:45 pm

Pre-registration required. LAB fee required.

This session is appropriate for those managing their online account data who have little or no experience using TOPSPRO Enterprise.

TOPSPRO Enterprise (TE) Online gives agencies the ability to track and monitor pre- and post-test results for reporting student and program outcomes. This session gives database managers the skills to seek out, identify, and solve mismatched test pairs, missing test results, and alias records. The session covers these topics:

- Pre/Post-test Guidelines
- Customizing Students/Tests Lists
- Duplicate Student Records

Presenters

CASAS Technology Trainers

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SCAN QR CODE with phone camera (no app required)



Wednesday Events

Schedule at a Glance

FIT CLASS

South Tower Pool

6:30 am - 7:30 am

Free Functional Fitness class programmed for all fitness levels. This is a fun, effective, and well-rounded class. Come join us!

BREAKFAST

Grand Ballroom A/D

7:30 am - 8:30 am

REGISTRATION/INFORMATION

Grand Ballroom Foyer

8:00 am - 4:00 pm

All participants must register to receive their program, bag, and name badge. Participants must wear name badges for admission to all sessions and Institute events. A \$100 badge replacement fee will be assessed for badge reprints.

GENERAL SESSION AND KEYNOTE SPEAKER

Royal Ballroom

9:00 am - 10:15 am

HOSTED REFRESHMENTS

Grand and Royal Foyer

10:15 am - 11:15 am

SESSIONS E

10:30 am - 12:00 pm

LUNCH ON YOUR OWN

12:15 pm - 1:15 pm

SESSIONS F

1:30 pm - 3:00 pm

SESSIONS G

3:15 pm - 4:45 pm

STATE AND PROGRAM WORK GROUPS

3:30 pm - 5:15 pm

Royal Ballroom

California Consortium WIOA and CAEP Working Together to Support Adult Students in California

3:15 pm - 4:45 pm

Garden 1/2

California Department of Corrections

NETWORKING SOCIAL – COUNTRY WESTERN NIGHT!

Front Drive

5:30 pm - 7:00 pm

Join your colleagues on Wednesday for an evening of informal networking and fun entertainment. The social is complimentary for Institute registrants. A conference badge is necessary for admission. Guests may join for \$35 (payable at the information table in the Grand Ballroom Foyer).

YIN YOGA CLASS

South Tower Pool

7:15 pm - 8:15 pm

Take your body through a relaxing stretching regimen that brings comfort and peace. Bring a towel and a pillow, if possible.



Computer LAB fee required.
Pre-registration required.








Pre-registration required.

SESSION EVALUATIONS Give us your feedback!

Please check your e-mail every day or find the link/QR code to the session evaluations in this booklet.

Wednesday Overview





SESSIONS E 10:30 am – 12:00 pm

-  E1 LAB: TE Data Management – Batch Edit/Insert Pacific Room
-  E2 LAB: TE Data Management – Staying on Target Harbor Room
-  E3 LAB: TE for Teachers – Instructional Reports Salon VII/VIII
-  E4 LAB: CASAS eTests Online for Coordinators – Getting Ready Salon I
- E6 Driving Inst. for Greater Outcomes on the GED® Test Grand Ballroom B
-  E7 Module 1: Implementation Basics Training Grand Ballroom C
- E8 TE and CASAS eTests Online – Executive Overview Grand Ballroom D
- E9 Soft Skills Are Success Skills! How to Teach Them to Your Students Grand Ballroom E
- E10 Using Listening Standards to Plan Instruction Grand Ballroom F
- E11 ETS High School Equivalency Testing (HiSET®) Updates Grand Ballroom G
- E12 CASAS Assessments: What's New? Garden 1/2
- E13 Becoming More "Future Ready" Garden 3
- E14 Census 2020: Making Half a Million Jobs Count Garden 4
- E15 Potential Impact of AB 705 on California Schools Terrace A/C
- E16 Intake and Orientation—Holistic Approach for Retention in Your Citizenship Education Program Imperial
- E17 Triple E Framework Valencia
- E18 CAEP Student Data Alignment and Launchboard Update Madrid
- E19 The National External Diploma Program in San Bernardino Granada
- E20 The Digital Era: Communications Strategies for Career Education Student Recruitment Salon VI

SESSIONS E 10:30 am – 3:00 pm

- E5 California Accountability WIOA II Programs Grand Ballroom A

SESSIONS F 1:30 pm – 3:00 pm

-  F1 LAB: TE Data Management – Merge Wizard Pacific Room
-  F2 LAB: TE for Administrators – Program Monitoring Harbor Room
-  F3 LAB: TE for Teachers – Access Classes Online Salon VII/VIII
-  F4 LAB: CASAS eTests Online for Proctors – Going Live! Salon I
- F5 New Tech Tools for the Adult Ed Classroom Grand Ballroom B
- F6 Module 2: CASAS eTests Implementation (non-computer lab) Grand Ballroom C
- F7 Introducing the New Student Portal, Teacher/Counselor Portal, and Mobile Attendance Grand Ballroom D
- F8 Trauma! The Most Powerful Hidden Barrier to Education Success! What You Can Do to Help Your Students be Successful! Grand Ballroom E
- F9 English Language Learning Plus Mathematical Thinking Equals RIGOR Grand Ballroom F

Wednesday Overview

- F10** Corrections and Understanding the Adult Learner: Connections and Empowerment **Grand Ballroom G**
- F11** WIOA: Opportunities and Challenges **Garden 1/2**
- F12** Models for Integrating IELCE and IET (Session 1, not a repeat of Session 2) **Garden 3**
- F13** BurlingtonEnglish Blended Curriculum: A Panel Discussion **Garden 4**
- F14** Launching an Adults with Disabilities Program **Terrace A/C**
- F15** Teachable Moments Using Form N-400, Application for Naturalization **Imperial**
- F16** 360 Photos for Learning **Valencia**
- F17** Using CASAS Results to Inform Teaching – A Case Study **Madrid**
- F18** NEDP Practitioners Roundtable **Granada**

SESSIONS G 3:15 pm – 4:45 pm

- G1** LAB: TE Basics – Quick Start! **Pacific Room**
- G2** LAB: TE Data Management – Exchanging Data **Harbor Room**
- G3** LAB: QuickSearch® Online for Teachers **Salon VII/VIII**
- G4** LAB: CASAS eTests Online for Teachers – Listening Practice **Salon I**
- G5** Paper to CASAS eTests Online **Grand Ballroom A**
- G6** Module 3: Paper Test Implementation **Grand Ballroom C**
- G7** CAEP Data Collection, Reporting, and Program Hours Using TE **Grand Ballroom D**
- G8** Module 4: Interpreting Test Results and Reports **Imperial**

GENERAL SESSION (KEYNOTE PRESENTATION)

Royal Ballroom

9:00 am - 10:15 am

Welcome

Patricia Rickard

CASAS

Keynote Speaker

Barbara Endel, Ph.D.

Senior Director, JFF

Jobs for the Future, MA



Summer Institute keynote speaker Barbara Endel has more than 25 years' experience working on the advancement of economic mobility for adults. She has managed numerous systems change initiatives focused on adult education and career pathways, including Accelerating Opportunity, a multimillion-dollar multistate project focused on policy, programmatic, and instructional redesign to advance learners successfully from Adult Basic Education into and through technical career pathways in high-demand fields. Through participation, 80 community colleges in seven states built out career pathway systems connecting ABE and technical education. The results were promising with more than 10,000 adult students earning more than 12,000 postsecondary credentials. In her keynote, Dr. Endel discusses the future of work and its relationship to the future of learning. Automation, robotics, and artificial intelligence are shaping how we work, learn, and assess skills. People with the least education, skills, and

access to training will feel the impact of these changes disproportionately.

All of this has vast implications for the future of assessment, the future of learning, and our roles across the various fields we each represent. Dr. Endel will offer a workshop following her keynote session. Participants will post their key questions and challenges around the room regarding what it means to be “future ready.” The workshop highlights emerging models that programs, states, and organizations are taking to address the future of work and learning.

Barbara Endel brings extensive workforce development technical knowledge to the Institute. She is a noted national and international speaker on CTE career pathways, the future of work and learning, and integrated education and training models. Dr. Endel has a master's degree and Ph.D. from the University of Iowa. She earned her bachelor's degree from The College of Wooster in Ohio.

State and Program Work Groups

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

WEDNESDAY

Garden 1/2

3:15 pm – 4:45 pm

Mandatory gathering for all CDCR attendees. This is a time to share conference learnings, local procedures, and policy influencing successful program implementation at the 35 correctional institutions.

CALIFORNIA CONSORTIUM WIOA AND CAEP: WORKING TOGETHER TO SUPPORT ADULT STUDENTS IN CALIFORNIA

WEDNESDAY

Royal Ballroom

3:30 pm – 5:15 pm

The California Consortium Meeting examines the opportunities and challenges in expanding quality services to meet the needs of our diverse adult population in California. Join Dr. Carolyn Zachry, State Director and Education Administrator, Adult Education Office, California Department of Education, as she discusses the vision of a WIOA/CAEP integrated adult education delivery system for California that provides accelerated learning pathways and measurable outcomes. She will also outline a new initiative that focuses on continuing program improvement.

The round table discussions give participants the opportunity to learn from others and to share their successes in implementing WIOA/CAEP programs, including

continuing program improvement. Recorders document table discussions. There will be an opportunity to report back and ask questions. A summary of the discussions will be sent to CDE, CCCCO, and posted on the CASAS website.

Discussion topics:

1. CAEP Consortia Planning
2. CAEP/WIOA Performance and Accountability
3. CAEP/WIOA Transition and Support Services
4. WIOA I, II, IV Integration Collaborations
5. ABE/ASE Levels 4/5/6 Continuous Improvement
6. Integrated EL Civics (IELCE)
7. Integrated Education and Training (IET)/Career Technical Education (CTE)/Career Pathways
8. Alignment of CB21 to NRS ABE EFLs (Educational Functioning Levels)
9. ABE/ASE Standards and New Educational Functioning Levels
10. ESL Standards and New Educational Functioning Levels
11. Immigrant Integration
12. Census 2020 (ESL/ABE/ASE)

**LAB E1 LAB: TOPSPRO® ENTERPRISE
DATA MANAGEMENT – BATCH
EDIT/INSERT**

Pacific Room

10:30 am - 12:00 pm

Pre-registration required. LAB fee required.

This session is appropriate for those managing their online account data who have little or no experience using TOPSpro Enterprise.

TOPSpro Enterprise (TE) Online offers the capability of selecting a group of records to edit assessment or student information and to add program or class records in batches. These timesaving features assist with managing data efficiently. For example, you can identify and enroll groups of students in an instructional program level based on test results. This hands-on lab gives you practice using both batch edit and batch insert functions.

Presenters

CASAS Technology Trainers

**LAB E2 LAB: TOPSPRO® ENTERPRISE
DATA MANAGEMENT – STAYING
ON TARGET**

Harbor Room

10:30 am - 12:00 pm

Pre-registration required. LAB fee required.

This session is appropriate for those managing their online account data who have little or no experience using TOPSpro Enterprise.

TOPSpro Enterprise (TE) Online helps agencies evaluate the effectiveness of their data collection efforts with the Data Integrity Report (DIR). The DIR gives summary information about the data contained in your online account and highlights important data elements for accountability. With the DIR, agencies can focus on specific data elements as they monitor the integrity of their data. This session covers these topics:

- Required Data Items
- Core Performance Items
- Data Validation Items
- Accountability Data
- Your Local Assessment Policy

Presenters

CASAS Technology Trainers

LAB E3 LAB: TOPSPRO® ENTERPRISE FOR TEACHERS – INSTRUCTIONAL REPORTS

Salon VII/VIII

10:30 am - 12:00 pm

Pre-registration required. LAB fee required. This session is appropriate for teachers who have little or no experience using TOPSPRO Enterprise.

TOPSPRO Enterprise (TE) Online offers teachers the access to performance reports that guide and support classroom instruction to improve student performance. This hands-on lab covers how to access TE Online to retrieve results, generate reports, and use results to inform instruction and document progress. This session focuses on reports that instructors most commonly rely on.

- Skills Profile
- Competency Performance
- Content Standards
- Learning Gains
- Test History

Presenters

CASAS Technology Trainers

LAB E4 LAB: CASAS ETESTS® ONLINE FOR COORDINATORS – GETTING READY

Salon I

10:30 am - 12:00 pm

Pre-registration required. LAB fee required. This session is appropriate for those responsible for online testing management who have little or no experience using CASAS eTests Online.

CASAS eTests Online coordinators are responsible for online testing management to ensure standardized test delivery and data collection in all labs per site location. With instructional-program templates and sets of sessions, you have the assurance that CASAS eTests Online presents each student with appropriate-level tests for optimal outcomes. Participants in this hands-on lab work together to complete activities that help get your program ready for live web-based testing. Topics focus on:

- Registering Testing Stations
- Customizing and Replicating Testing Sessions
- Overriding the Next Assigned Test
- Following an Intake Process

Presenters

CASAS Technology Trainers



E5 CALIFORNIA ACCOUNTABILITY WIOA II PROGRAMS

Grand Ballroom A

10:30 am - 3:00 pm

Pre-registration required.

This session is for administrators, coordinators, or other staff at WIOA, Title II agencies responsible for successful completion of agency WIOA, Title II data collection requirements. The session is directed toward those who have little or no experience with these requirements or those who want to refresh their basic knowledge. New administrators and WIA coordinators also will want to attend this session as it outlines the requirements that WIOA, Title II funded agencies must meet. This is an opportunity to learn about the National Reporting System (NRS) and basic data collection requirements, to identify the data submission timeline and deliverables, to discuss testing requirements and strategies, to learn and practice payment points logic and calculations, and to identify whom to ask for help and more information.

Presenters

Jay Wright

CASAS

E6 DRIVING INSTRUCTION FOR GREATER OUTCOMES ON THE GED® TEST

Grand Ballroom B

10:30 am - 12:00 pm

Open session; Walk-ins welcome.

This session provides an update on the GED test and student performance at the high school credential and college-ready levels. Instructors learn how to use GED Score Reports to target and personalize instruction across all four content areas: language arts, math, science, and social studies. Instructors learn strategies they can use to help students build skills and improve outcomes on the test. In addition, instructors who attend receive resources for use in the classroom.

Presenters

Debi Faucette

GED Testing Service, DC

Susan Pittman

GED Testing Service, NC

Wednesday, June 12



E7 MODULE 1: IMPLEMENTATION BASICS TRAINING

Grand Ballroom C

10:30 am - 12:00 pm

Pre-registration required. This session is appropriate for those who have little or no experience with CASAS assessments and implementation.

Module 1 introduces you to the CASAS system and reviews NRS-approved assessments. Implementation Basics Training is the tool you need to learn what CASAS can offer your program. Topics include the intake process, test administration, interpreting test results, and test security. This is an overview of computer-based testing and paper testing as well as a basic introduction to the many reports CASAS offers to assist adult educators. Participants learn how to select and order CASAS materials. Anyone who wishes to order and administer CASAS eTests or paper tests must complete this module and Module 2 or Module 3. (See p. 5)

Presenters

Catherine Porter

Adult Learning Resource Center, IL

Rhonda Slota

CASAS

E8 TOPSPRO® ENTERPRISE AND CASAS ETESTS ONLINE – EXECUTIVE OVERVIEW

Grand Ballroom D

10:30 am - 12:00 pm

Open session; Walk-ins welcome.

This session is for anyone new to this premier software, developed by CASAS or who simply wants a high-level overview of all that it offers. It assumes no previous experience with TOPSpro Enterprise or CASAS eTests Online. The presenter demonstrates and describes most of the key features as well as covers data collection and reporting for Workforce Investment and Opportunity Act (WIOA), particularly how the software meets the latest requirements for PY 19-20. TOPSpro Enterprise and CASAS eTests Online is a state-of-the-art system that does everything you need for accountability, attendance, and assessment. Find out how this all-in-one system provides information for students, teachers, program administrators, as well as state and federal decision-makers.

Presenters

Richard Ackermann

CASAS

E9 SOFT SKILLS ARE SUCCESS SKILLS! HOW TO TEACH THEM TO YOUR STUDENTS

Grand Ballroom E

10:30 am - 12:00 pm

Open session; Walk-ins welcome.

Back by popular Demand!

Soft skills are a complex set of interpersonal attributes that have a major impact on how people get along with others in a variety of life situations. These skills influence classroom participation, communication, employment, and many areas of life such as developing positive personal relationships. This workshop helps you understand what soft skills are and how you can integrate soft skills development into teaching. Come discover that there are many more soft skills than you may realize. Learn how to assess the soft-skill strengths and challenges of your students to help them recognize their strong soft skills and develop others that may be lacking. Find out which soft skills are the most in demand by employers. The session provides a variety of ideas of ways to teach soft skills. If you want your students to be successful, you will not only teach them the subject-matter hard skills, but also help them improve their interpersonal soft skills. This session helps you to assess your own soft skills and to develop a soft-skills improvement plan to make you a better teacher. When you help your students improve their soft skills, you help them be more successful with employment and other areas of their lives.

Presenters

Larry Robbin

Robbin & Associates, CA

E10 USING LISTENING STANDARDS TO PLAN INSTRUCTION

Grand Ballroom F

10:30 am - 12:00 pm

Open session; Walk-ins welcome.

Adult ESL/ELL practitioners have access to listening standards from the U.S. Department of Education, the National Reporting System, and CASAS. Participants in this workshop explore the standards and their correlation to listening skills and strategies and employ them in planning instruction and assessment. Standards and planning tools are provided.

Presenters

Jayne Adelson-Goldstein

Lighthearted Learning, CA

Sylvia Ramirez (ret.)

MiraCosta College Adult Learning Center, CA

Lori Howard

CASAS

E11 ETS HIGH SCHOOL EQUIVALENCY TESTING (HISET®) PROGRAM UPDATES

Grand Ballroom G

10:30 am - 12:00 pm

Open session; Walk-ins welcome.

The presenter demonstrates how the HiSET exam aligns with the College and Career Readiness Standards for Adult Education. Participants hear an overview of HiSET content, test preparation, test administration, accommodations options, ETS customer service, scoring, and reporting. The presenter also discusses program initiatives and provides test-taker marketing outreach materials. Participants are able to converse with a HiSET program manager and ask questions regarding the exam.

Presenters

Adam Springwater

ETS HISET, CA

E12 CASAS ASSESSMENTS: WHAT'S NEW?

Garden 1/2

10:30 am - 12:00 pm

Open session; Walk-ins welcome.

Come hear about what's new at CASAS! CASAS continually is exploring and implementing innovations in many areas of test development. This session is an overview and demonstration of new developments in reading, math, listening, writing, and employment soft skills, including delivering assessments via computer in different ways. The session also includes an overview of the new CASAS Reading and Math GOALS test series. Participants have an opportunity to ask questions about new initiatives and test development at CASAS and to offer comments and suggestions for future test development.

Presenters

Linda Taylor

CASAS

E13 BECOMING MORE "FUTURE READY"

Garden 3

10:30 am - 12:00 pm

Open session; Walk-ins welcome.

Following the *Future of Work Depends on the Future of Learning* plenary session, this dynamic workshop provides attendees with an opportunity to develop practical approaches to becoming more "future ready." Participants kick off the session by posting around the room their key questions, challenges, and opportunities of what it means to be future ready. We address these elements in small and large groups bringing to light emerging models that programs, states, or organizations are taking to address the future of work and future of learning. We discuss relevant credit for prior learning models, next gen instructional approaches, and consider shifts that may be needed to be proactive in this dynamic space.

Presenters

Barbara Endel

Jobs for the Future, MA

E14 CENSUS 2020: MAKING HALF A MILLION JOBS COUNT

Garden 4

10:30 am - 12:00 pm

Open session; Walk-ins welcome.

In 2019-2020, half a million field and office staff will be hired by the government for Census 2020, which will determine political representation and the allocation of nearly \$700 billion in federal funding per year for the next decade. Census field jobs are part-time, flexible, pay well, and thus are a valuable workforce development opportunity. This session explores how adult education providers can play an integral role in supporting local qualified candidates for this important opportunity, and share practical next steps and resources on how to partner with local workforce efforts to get communities counted. Join Neil Kelly (CAEP State Office), Stephanie Kim (Community Connect Labs), and a panel of field practitioners in this Census 2020 discussion.

Presenters

Laura Chardiet

Los Angeles Unified School District, CA

Neil Kelly

California Community Colleges, CA

Stephanie Kim

Community Connect Labs, CA

Ilse Pollet

South Bay Consortium for Adult Education, CA

JoDee Slyter

Riverside Consortium, CA

Steve Thompson

Ventura Adult & Continuing Education, CA

E15 POTENTIAL IMPACT OF AB 705 ON CALIFORNIA SCHOOLS

Terrace A/C

10:30 am - 12:00 pm

Open session; Walk-ins welcome.

The bill requires that a student enter and complete transfer-level coursework in English and math within a one-year timeframe. Under AB 705, a student enrolled in credit ESL instruction will maximize the probability that the student will enter and complete degree and transfer requirements in English within three years. What are credit ESL programs doing to adjust their curriculum, and what are the possible implications for students in noncredit ESL, ABE and adult schools transitioning into college?

Presenters

Courtney Bussell

Southwestern College, CA

Tracy Fung

Palomar College, CA

Lesley Johnson

Mt. San Antonio College, CA

Donna Necke

Mt. San Antonio College, CA

Sydney Rice

Imperial Valley College, CA

Margaret Teske

CASAS

E16 INTAKE AND ORIENTATION— HOLISTIC APPROACH FOR RETENTION IN YOUR CITIZENSHIP EDUCATION PROGRAM

Imperial

10:30 am - 12:00 pm

Open session; Walk-ins welcome.

Many adult citizenship education programs routinely start off each cycle with intake and testing. However, offering a holistic orientation can help you attract prospective students and increase retention in your program. This session focuses on planning a holistic orientation and devising an efficient intake process. Presenters provide sample handouts of flyers and other materials that can be adapted for all types of adult education programs.

Presenters

Gusman Edouard

U.S. Department of Homeland Security, DC

Donna Vanderhoff

U.S. Department of Homeland Security, DC

E17 TRIPLE E FRAMEWORK

Valencia

10:30 am - 12:00 pm

Open session; Walk-ins welcome.

The Triple E Framework, developed by Dr. Liz Kolb, helps teachers design authentic lessons to integrate technology into their lesson design.

Presenters

Susan Gaer

OTAN, CA

Kristi Reyes

MiraCosta College, CA

E18 CAEP STUDENT DATA ALIGNMENT AND LAUNCHBOARD UPDATE

Madrid

10:30 am - 12:00 pm

Open session; Walk-ins welcome.

Join West Ed's Randy Tillery and Karen Beltramo to learn about the latest updates to LaunchBoard, the alignment efforts between TOPSpro Enterprise (TE) Online and LaunchBoard, the status of the EFL/CB21 crosswalks, and gain a better understanding of LMI and data sets for adult education planning and building integrated programs. This plans to be a jam-packed workshop full of data discussion, data alignment, and big-picture data use. Get ready for a deep data dive with West Ed.

Presenters

Karen Beltramo

WestEd, CA

Randall Tillery

WestEd, CA

Wednesday, June 12

E19 THE NATIONAL EXTERNAL DIPLOMA PROGRAM IN SAN BERNARDINO

Granada

10:30 am - 12:00 pm

Open session; Walk-ins welcome.

The Inland Adult Education Consortium, in partnership with the San Bernardino Workforce Development Board, were looking for a way for people to complete their high school diplomas that was flexible and met the needs of employers and participants who need to juggle work, family, and training. The National External Diploma Program (NEDP) was selected because it allowed for cross-agency implementation while meeting both the academic and career training goals of the partner agencies. This workshop details the implementation of the NEDP Program across San Bernardino County and the successes realized. NEDP is a competency-based, high school equivalency program aligned to the Adult Education College and Career Readiness Standards. NEDP is a flexible, self-directed web-based program, overseen by approved agencies, where the reading, writing, math and workforce readiness skills of participants are assessed through a series of tasks to earn a high school equivalency (HSE) diploma.

Presenters

Emma Diaz

Inland Adult Education Consortium, CA

Mitch Rosin

CASAS Consultant

E20 THE DIGITAL ERA: COMMUNICATIONS STRATEGIES FOR CAREER EDUCATION STUDENT RECRUITMENT

Salon VI

10:30 am - 12:00 pm

Open session; Walk-ins welcome.

Communicating with students in a digital era can be overwhelming. This highly interactive session breaks down the basics of digital tools in designing a highly effective recruitment and retention communications plan for your current and prospective career education students. This session shares successful models that have garnered increased enrollments along with a step-by-step roadmap on replicating these strategies in your local area to recruit and retain students in your programs effectively.

Presenters

Celina Shands

Full Capacity Marketing, CA

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SCAN QR CODE with phone camera (no app required)



**LAB F1 LAB: TOPSPRO® ENTERPRISE
DATA MANAGEMENT – MERGE
WIZARD**

Pacific Room

1:30 pm - 3:00 pm

Pre-registration required. LAB fee required.

This session is appropriate for those managing their online account data who have little or no experience using TOPSpro Enterprise.

TOPSpro Enterprise (TE) Online stores information and relates records by the student identification field. That field contains the identification code unique to each student and links all records related to the student. Unique identification codes are critical to successful tracking; therefore, it is never desirable to have different records of the same student. In this session, learn how to bring together duplicate records of the same student using the Merge Wizard.

- Merging Records
- Solving Data Conflicts
- Merging Options

Presenters

CASAS Technology Trainers

**LAB F2 LAB: TOPSPRO® ENTERPRISE
FOR ADMINISTRATORS –
PROGRAM MONITORING**

Harbor Room

1:30 pm - 3:00 pm

Pre-registration required. LAB fee required.

This session is appropriate for administrators who have little or no experience using TOPSpro Enterprise.

TOPSpro Enterprise (TE) Online gives administrators instant access to monitor agency-wide data collection and program outcomes. This session walks administrators through steps to review the organizational structure of their online account, identify critical elements for state and federal reporting, and use reports to market and promote programs. Learn to use special options for:

- Filtering Data to Review Target Populations
- Customizing Reports
- Implementing Assessment Policy Guidelines

Presenters

CASAS Technology Trainers

**LAB F3 LAB: TOPSPRO® ENTERPRISE
FOR TEACHERS – ACCESS CLASSES
ONLINE**

Salon VII/VIII

1:30 pm - 3:00 pm

Pre-registration required. LAB fee required.
This session is appropriate for teachers who
have little or no experience using TOPSpro
Enterprise.

Calling all teachers! Could you benefit from access to your class information at your fingertips in TOPSpro Enterprise (TE) Online? With agency approval, teachers are able to access their classes in TE Online to view or manage class enrollment, record attendance and entry and update information, and view test results for students in their classes. Better yet, teachers may generate their own class-based reports without a delay. Join us in this hands-on lab and let us empower you with access to classes in TE Online.

- Access Your Class
- Enroll Students
- Record Attendance
- Input Entry/Update Information
- Generate Reports by Class

Presenters

CASAS Technology Trainers

**LAB F4 LAB: CASAS ETETS® ONLINE
FOR PROCTORS – GOING LIVE!**

Salon I

1:30 pm - 3:00 pm

Pre-registration required. LAB fee required.
This session is appropriate for those
responsible for online test administration who
have little or no experience using CASAS eTests
Online.

CASAS eTests Online proctors serve an important role to ensure that web-based testing occurs fairly and uniformly. Certified proctors should maintain a controlled testing environment that allows test-takers to perform to the very best of their abilities. Following the same procedures before, during, and after testing assures the validity of test results and reduces the likelihood of confusion or error during test administration. Participants in this hands-on lab use CASAS eTests Online with role-play activities to help them administer their first web-based testing session. Topics focus on:

- Managing Testing Sessions
- Registering Students and Using Practice
- Following an Intake Process
- Administering Tests and Test Interruptions
- Retrieving test results

Presenters

CASAS Technology Trainers

F5 NEW TECH TOOLS FOR THE ADULT EDUCATION CLASSROOM

Grand Ballroom B

1:30 pm - 3:00 pm

Open session; Walk-ins welcome.

The Outreach and Technical Assistance Network (OTAN), a California adult education project, explores how technology can be integrated into the educational process, ultimately benefitting adult education students. Come hear about some of the new tech tools that OTAN has shared with teachers through its workshops and presentations and how to apply these tools to classroom and distance instruction.

Presenters

Neda Anasseri

OTAN, CA

Penny Pearson

OTAN, CA

F6 MODULE 2: CASAS ETESTS IMPLEMENTATION (NON-COMPUTER LAB)

Grand Ballroom C

1:30 pm - 3:00 pm

Open session; Walk-ins welcome.

This module introduces the easy-to-use “Going Live” checklist, a systematic process that facilitates implementing CASAS eTests. Participants learn initial steps for logging into CASAS eTests and TOPSpro Enterprise. The presenter(s) covers the intake process, Locator (placement test) administration, and progress testing with CASAS eTests. Learn about the role of data managers, coordinators, and proctors for online testing. Completion of this module and Module 1, Implementation Basics Training, is a requirement to order CASAS eTests. *This module is not a lab. (See p. 5)*

Presenters

CASAS Trainers

F7 INTRODUCING THE NEW STUDENT PORTAL, TEACHER/ COUNSELOR PORTAL, AND MOBILE ATTENDANCE

Grand Ballroom D

1:30 pm - 3:00 pm

Open session; Walk-ins welcome.

TOPSpro Enterprise continues to evolve to meet more needs of the adult education student, staff, teacher, counselor, and transition specialist. For students, the student portal already administers practice tests and collects surveys. In the next phase, TOPSpro Enterprise will collect students' personal data and allow them to monitor their own educational progress. For teachers and staff, taking attendance has just gotten a whole lot easier! The presenter demonstrates a mobile app for taking attendance and communicating with students. For teachers, counselors, and transition specialists, CASAS is developing a new Web-based portal in a case management style for monitoring students' goals, progress, and achievements at a glance. This portal will include all essential student and class reports as well as new reports that you have requested. Come see what the next generation of TE Online looks like.

Presenters

Richard Ackermann

CASAS

F8 TRAUMA! THE MOST POWERFUL HIDDEN BARRIER TO EDUCATION SUCCESS! WHAT YOU CAN DO TO HELP YOUR STUDENTS BE SUCCESSFUL!

Grand Ballroom E

1:30 pm - 3:00 pm

Open session; Walk-ins welcome.

Back by popular Demand!

Approximately 40 percent of Americans are trauma survivors. The percentage is much higher in people who are incarcerated, veterans, refugees, victims of violence, people with disabilities, people who have been in the foster youth system and other populations. Trauma can block the learning process and interfere with a student's relationship to you, other students, and other people in their lives. Trauma is not well understood in most programs, and there are things well-meaning people inadvertently do that can actually add to trauma. Once you understand the causes and symptoms of trauma, you can relate to people in a trauma-informed manner that can contribute to the healing process. This workshop offers a new level of understanding about trauma so you can make sure that your work helps to support people on the road to recovery.

Presenters

Larry Robbin

Robbin & Associates, CA

F9 ENGLISH LANGUAGE LEARNING PLUS MATHEMATICAL THINKING EQUALS RIGOR

Grand Ballroom F

1:30 pm - 3:00 pm

Open session; Walk-ins welcome.

Include math skills in our English language instruction? The answer is a resounding yes! Math literacy and mathematical reasoning are essential tools adults need to navigate twenty-first century workplaces, postsecondary educational settings, and community settings. This session provides the tools to mine your current instructional materials for mathematical concepts: expanding on the literacy and numeracy opportunities that co-exist in the texts and learning tasks you already use. A Google folder with resources is provided.

Presenters

Jayne Adelson-Goldstein

Lighthearted Learning, CA

F10 CORRECTIONS AND UNDERSTANDING THE ADULT LEARNER: CONNECTIONS AND EMPOWERMENT

Grand Ballroom G

1:30 pm - 3:00 pm

Open session; Walk-ins welcome.

This session covers the most recent research on how the adult learner in a corrections environment motivates and connects to plans and goals, both academic and social. Gain an understanding of the developmental psychology that affects these adults and learn strategies and tools for increasing instruction and program efficacy. Look at the factors that affect motivation and engagement and learn how to apply them to your classroom in meaningful, practical, and effective ways.

Presenters

Adam Springwater

ETS HiSET, CA

F11 WIOA: OPPORTUNITIES AND CHALLENGES

Garden 1/2

1:30 pm - 3:00 pm

Open session; Walk-ins welcome.

This workshop engages participants in a discussion around WIOA, covering both opportunities and challenges. Topics include these areas:

- Common measures – In-depth examination of what they are, how to track, and implementation
- Co-enrollment among WIOA Titles – How does this work? Is it working?
- Building partnerships – What types are needed? How are they being sustained?
- Innovative program and service ideas – Workplace literacy, expungement for those with a record, career pathway programs, industry-based certification programs

Presenters

Lori Strumpf

Strumpf Associates: Center for Strategic Change, DC

F12 MODELS FOR INTEGRATING IELCE AND IET (SESSION 1, NOT A REPEAT OF SESSION 2)

Garden 3

1:30 pm - 3:00 pm

Open session; Walk-ins welcome.

Integrated EL Civics (IELCE) curriculum must support Integrated Education and Training (IET) to prepare learners for the workforce. Presenters describe their exemplary program models, challenges, and successes to assist participants in evaluating the models for their own program use.

Presenters

Sarafía Nickles

Long Beach School for Adults, CA

Jessica Rogoff

Hacienda La Puente Adult School, CA

Sigrun Utash

Simi Institute for Careers and Education, CA

Barbara Lehman

CASAS

**F13 BURLINGTON ENGLISH
BLENDED CURRICULUM: A PANEL
DISCUSSION**

Garden 4

1:30 pm - 3:00 pm

Open session; Walk-ins welcome.

This session is a panel discussion of adult education programs that have been using BurlingtonEnglish in various ways. These programs have been pioneers in implementing unique blended learning models across all levels of ESL/ELL. The panel shares the real stories of what these models look like day-to-day and how using a digital curriculum encourages teachers to build a relevant, contextualized classroom experience with BurlingtonEnglish. This comprehensive blended learning curriculum offers a variety of courses for students, including general English courses, EL Civics-based courses, a large variety of career specific courses, and now career exploration and soft skills, as well as a complete preparation system for CASAS.

Presenters

Amy Goeltzenleuchter

BurlingtonEnglish, FL

**F14 LAUNCHING AN ADULTS WITH
DISABILITIES PROGRAM**

Terrace A/C

1:30 pm - 3:00 pm

Open session; Walk-ins welcome.

Santiago Canyon College Adults with Disabilities (AWD) Program was created three years ago with the Rancho Santiago Adult Education Consortium. The program mission is to provide employment and foundational educational skills to students with disabilities. We do this through specialized curriculum leading to competitive integrated employment. Attend this session to learn about the creation of the program, building curriculum, and building collaborative partnerships in the community. Presenters include the CAEP Executive Director, AWD faculty coordinator, and Department of Rehabilitation Counselor.

Presenters

Arturo Hernandez

Department of Rehabilitation, CA

Christine Gascon

Rancho Santiago Community College District,
CA

Angela Guevara

Rancho Santiago Adult Education Consortium/
Santiago Canyon College, CA

F15 TEACHABLE MOMENTS USING FORM N-400, APPLICATION FOR NATURALIZATION

Imperial

1:30 pm - 3:00 pm

Open session; Walk-ins welcome.

Form N-400, Application for Naturalization, presents a variety of teaching challenges for the citizenship instructor including complex grammar structure, vocabulary, and concepts. This session focuses on those features that are most challenging by deconstructing the N-400 sections and key concepts. Participants have an opportunity to explore these aspects and develop strategies to address them in their classroom.

Presenters

Guzman Edouard

U.S. Department of Homeland Security, DC

Donna Vanderhoff

U.S. Department of Homeland Security, DC

F16 360 PHOTOS FOR LEARNING

Valencia

1:30 pm - 3:00 pm

Open session; Walk-ins welcome.

A picture speaks 1,000 words. Learn how to create and view 360 photos on your phone. In this presentation, you learn how to create a 360 photo on your phone using Google Street View. In addition, if you bring a laptop, you can then learn how to incorporate that photo into a Google Tour. Note that tablets and phones will not work with Google Tour Creator. If a few of you can bring a laptop, we can make a tour. If not, the presenter will demo how to do that.

Presenters

Susan Gaer

OTAN, CA

F17 USING CASAS RESULTS TO INFORM TEACHING — A CASE STUDY

Madrid

1:30 pm - 3:00 pm

Open session; Walk-ins welcome.

Annually, many WIOA II programs have the goal to get their teachers informed of tests results and help them use the information to adjust their instruction. Successful completion of this goal varies. It's important to get new and experienced teachers at the same starting point. This session describes a workshop at a local community college in the San Diego area. The combined ESL and ABE faculty met in one workshop that helped them all become familiar with CASAS Content Standards and Competencies. They read CASAS class performance reports, analyzed them for their students' needs, selected materials, and created lesson plans together to support student learning gains and evaluate their effectiveness.

Presenters

Kristi Reyes

MiraCosta College, CA

Margaret Teske

CASAS

F18 NEDP PRACTITIONERS ROUNDTABLE

Granada

1:30 pm - 3:00 pm

Open session; Walk-ins welcome.

This NEDP practitioners roundtable is an opportunity for NEDP practitioners from local programs to meet and discuss current practice, newly implemented NEDP changes, and successful strategies. Practitioners are able to share challenges and to learn how other NEDP agencies are addressing their common concerns.

Presenters

Celanire Flagg

CASAS

Margaret Kirkpatrick

CASAS

Janita McNemar

CASAS

Christine O'Hara

CASAS

Virginia Posey

CASAS

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**LAB G1 LAB: TOPSPRO® ENTERPRISE
BASICS – QUICK START!**

Pacific Room

3:15 pm - 4:45 pm

Pre-registration required. LAB fee required.

This session is appropriate for those who have little or no experience using TOPSpro Enterprise.

Welcome to TOPSpro Enterprise (TE) Online! This session jump-starts your familiarity and use of this nationally recognized student management and accountability system. Gain a fundamental understanding of the theoretical basis for TE Online before examining specific applications of the software. Learn how this powerful database system works by experiencing first-hand how the features operate. This session teaches the essentials of the application in a hands-on lab setting. System fundamentals include:

- Navigation
- Finding and Editing Data
- Adding New Records Manually
- Managing User Access

Presenters

CASAS Technology Trainers

**LAB G2 LAB: TOPSPRO® ENTERPRISE
DATA MANAGEMENT –
EXCHANGING DATA**

Harbor Room

3:15 pm - 4:45 pm

Pre-registration required. LAB fee required.

This session is appropriate for those managing their online account data who have little or no experience using TOPSpro Enterprise.

Exchanging data with TOPSpro Enterprise (TE) Online saves time and eliminates manual data entry. If you use a third-party registration and attendance system or a state data-management system, you will want to attend this session to learn how to benefit from importing and exporting files between systems. Trainers guide you through steps to complete hands-on exercises that focus on these topics:

- Exporting Data for Import to an External Data Source
- Importing Data from an External Data Source
- Merging Duplicate Student Records

Presenters

CASAS Technology Trainers

**LAB G3 LAB: QUICKSEARCH® ONLINE
FOR TEACHERS**

Salon VII/VIII

3:15 pm - 4:45 pm

Pre-registration required. LAB fee required.
This session is appropriate for teachers who have little or no experience using QuickSearch Online.

Many people ask these questions when inquiring about CASAS:

- How can I “teach” CASAS?
- How can I increase learner gains?
- Does CASAS have a curriculum?

While CASAS does not offer a set curriculum, CASAS does offer a great complimentary resource – QuickSearch Online – to help our partnering programs find commercially available instructional materials. QuickSearch Online is an easy-to-use database of instructional material titles coded to skill levels, CASAS Competencies and Content Standards, and skill areas. QuickSearch Online provides an essential link between assessment and instruction in the CASAS system. Take this opportunity in a lab setting to become familiar with QuickSearch Online for:

- Curriculum development
- Targeting instruction based on assessment results
- Filling in gaps in your existing curriculum

Presenters

CASAS Technology Trainers

**LAB G4 LAB: CASAS ETESTS® ONLINE
FOR TEACHERS – LISTENING
PRACTICE**

Salon I

3:15 pm - 4:45 pm

Pre-registration required. LAB fee required.
This session is appropriate for teachers who have little or no experience administering listening tests or using CASAS eTests Online.

Have you ever wondered what it is like to take a listening test with CASAS eTests Online? You will be amazed at how this web-based testing application delivers! Come take a seat, put on some headphones, and experience for yourself how easy it is to take a listening test. Learn helpful tips for administering listening tests and using listening practice in the classroom. This hands-on lab is appropriate for anyone involved with listening test administration and classroom instruction. Listening topics include:

- Benefits and Features
- Test Administration Options
- Test Directions
- Listening Practice

Presenters

CASAS Technology Trainers

G5 PAPER TO CASAS ETESTS ONLINE

Grand Ballroom A

3:15 pm - 4:45 pm

Open session; Walk-ins welcome.

Are you ready to add CASAS eTests Online as an additional testing option or to replace paper testing? If you don't know where to start, this session is for you! A panel of experts at state and program levels share their experiences about making successful transitions from paper-based to computer-based tests. The session includes time for questions, and participants receive feedback from the perspective of agencies now using CASAS eTests Online.

Presenters

Elissa Blanchard

Vernon Adult Basic Education, CT

Cidalia DaSilva

RIRAL, RI

Veronica Pavon-Baker

Literacy Council of Collier County, FL

Luke Philley

Bakersfield Adult School, CA

Marty Gustafson (moderator)

CASAS

Dawn Montgomery

CASAS

Lynne Robinson

CASAS

G6 MODULE 3: PAPER TEST IMPLEMENTATION

Grand Ballroom C

3:15 pm - 4:45 pm

Open session; Walk-ins welcome.

For programs that use paper tests, this module covers the intake process, Appraisal (placement test) administration, and progress testing. Completion of this module and Module 1, Implementation Basics Training, is a requirement for those who wish to order and administer CASAS paper tests. *(See p. 5)*

Presenters

Darece Sperry

Canyon Heights Adult Learning, UT

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G7 CAEP DATA COLLECTION, REPORTING, AND PROGRAM HOURS USING TOPSPRO® ENTERPRISE

Grand Ballroom D

3:15 pm - 4:45 pm

Pre-registration required.

The California Adult Education Program (CAEP) provides funding to meet the educational needs of adults. TOPSpro Enterprise is the data collection system used to meet CAEP accountability requirements for all K-12 adult schools, county offices of education, and other agencies. TE Online ensures standardized data collection and minimizes the effort of quarterly data submission and reporting. In this session, the presenter gives a general overview as well as answers detailed questions regarding data collection, querying data, CAEP Summary Table, Consortium level reports, and more. The presenter also discusses the new Program Hours report for NOVA, discusses how to deal with multiple programs, and addresses the latest developments in CAEP related to TE Online.

Presenters

Richard Ackermann

CASAS

G8 MODULE 4: INTERPRETING TEST RESULTS AND REPORTS

Imperial

3:15 pm - 4:45 pm

Open session; Walk-ins welcome.

This module targets the specific needs of instructors and provides information and strategies to understand and interpret test results more easily. Instructors can use the curriculum components of the CASAS system, CASAS Content Standards, CASAS Competencies, and Task or Type areas to pinpoint students' instructional needs. Attend this training workshop to learn how to interpret the many student and classroom reports available to simplify lesson planning and curriculum development.

This module is not a requirement for ordering materials. (See p. 5)

Presenters

Celeste Goodwin

Adult and Continuing Education JCPS, KY

Join the **CALIFORNIA CONSORTIUM**

WEDNESDAY

Royal Ballroom

3:30 pm - 5:15 pm

WIOA and CAEP: Working Together to Support Adult Students in California

Poster Session



OPEN IDEA EXCHANGE: POSTER SESSION

Grand Ballroom

7:30 am to 9:15 am

- Showcase the unique, exceptional, and highly successful strategies offered by adult education programs
- Demonstrate El Civics and Citizenship curriculum
- Share promising practices for goal setting, persistence, and learner outcomes

NETWORKING BREAKFAST FROM 7:30 AM TO 8:30 AM.

www.casas.org/training-and-support/SI/poster-session

Poster Session Description

AZTEC SOFTWARE: “Data Driven Instruction Using CASAS Scores and Aztec Curriculum” highlights how Aztec Software’s Continuum of Learning, which spans GLE 0.5 through Community College Entrance, aligns to the CASAS GOALS tests and produces NRS level gains. Key products include Life Skills Education, aligned to the CASAS Workforce Skills Certification System, GED Flash, and curriculum to support NEDP.

Contact: Mitch Rosin,
mrosin@AztecSoftware.com

BALDWIN PARK ADULT AND CONTINUING EDUCATION: “Baldwin Park Adult and Continuing Education’s IET Program” shares

materials, curriculum, goals, and outcomes, CTE/AE partnerships, and the development process for its successful IET programs in these Career Pathways: Automotive, Barbering, Cosmetology, Electrician, Food Service and Hospitality, Pharmacy Technician, Heating, Ventilation and Air Conditioning, and Support Services that include Medical Assistant Administrative and Clinical.

Contact: John Kerr,
jdkerr141@bpusd.net and Jessica Bayardo, jbayardo601@bpusd.net

BOAT PEOPLE SOS CENTER FOR COMMUNITY ADVANCEMENT (BPSOS-CCA): “Program Evaluation: Caregivers Training Collaboration”

highlights a partnership with Nu-Care, a local home-care agency, to target a priority need according

to the Orange County Workforce Development Board. The entry-level home-care program has allowed first-generation Vietnamese Americans and legal permanent residents to transition to an entry-level skilled job, which may lead to a more technical nursing position. We describe the partnership formed to pilot the co-teaching program (ESL at BPSOS and CTE at Nu-Care delivered by a trained nurse). Program evaluation shows methodology, data, barriers and accomplishments. The program has proved to be very successful in advancing recipients’ career outcomes. Contact: Chelsea Ho, Chelsea.ho@bpsos.org

BURLINGTON ENGLISH: “The Burlington English Blend—Your Answer to CASAS Prep, WIOA, IET, and IELCE/CE in One Comprehensive Program” Burlington English is a blended, digital program created specifically for the adult English language learner and for teachers and administrators who support these students. Come see how the multiple courses and levels that Burlington offers help you address preparation for CASAS, WIOA, including Integrated EL Civics (IELCE), and Integrated Education and Training (IET). Visitors can get a look at Burlington’s comprehensive suite of programs to understand how Burlington works in the classroom, lab, with distance learning, and in mobile settings. Contact: Miranda Labatt, miranda.l@burlingtonenglish.com

Thursday, June 13

EDUCATIONAL TESTING SERVICE—THE HISET EXAM: “ETS High School Equivalency testing (HiSET)” shares information and updates on the HiSET program and initiatives. The presentation informs the support and customer service available through ETS and provides free instructional resources, free promotional/ community outreach materials, and discussion opportunities with a HiSET program director. **Contact:** Adam Springwater, aspringwater@ets.org

EDUCATION TO CAREER NETWORK OF SAN DIEGO NORTH COUNTY: “Journey Toward Digital Badging” The ETCN consortium has embarked upon a unique journey designed to empower ESL students to monitor, track, and celebrate their personal learning progress and successes through the collection of “Digital Badges.” This presentation maps the journey, displaying both the successes and setbacks and allows for dialogue with adult education programs interested in incorporating digital badges as a way to motivate student achievement and success. **Contact:** Stacey Campo, scampo@educationtocareer.net and Patrick Ross, pross@educationtocareer.net

LONG BEACH SCHOOL FOR ADULTS: “Building Maintenance/Custodial Services for ESL Students” describes how Long Beach School for Adults developed the Building Maintenance/ Custodial Services IELCE program in partnership with LBUSD. An in-depth look at how students were co-enrolled in IELCE and CTE classes simultaneously, as well as how EL

Civics COAAP 33.10 helped to prepare students to complete applications, interview and be hired for District level custodial positions. **Contact:** Sara Nickles, snickles@lbschools.net

GED TESTING SERVICES: “GED testing service is always more than a Test!” We are stakeholders with our adult education community to help support successful student outcomes. We are deeply committed to connecting students, educators, and employers for improved student success. Come learn about the integrated services from College Ready Recommendations, the GEDTS Annual Conference, and other professional development opportunities, GED PrepConnect and GEDWorks that connect us all to our shared mission of student success. **Contact:** Debi K. Faucette, debi.faucette@gedtestingservice.com

HACIENDA LA PUENTE ADULT EDUCATION: “IELCE/IET at Hacienda La Puente Adult Education” focuses on 19 CTE courses. We provide contextualized material to improve comprehension skills and EL Civics instruction to promote positive workforce skills (soft skills) in a work setting so students leave with the confidence and knowledge to support their career development. The program is set up in a “cluster” model in which students learn general workplace preparation in groups and specific CTE content in individualized learning modules. This “lab” setting allows multiple CTE courses to be supported. **Contact:** Jessica Rogoff, jrogoff@hlpusd.k12.ca.us

LAUSD: DIVISION OF ADULT AND CAREER EDUCATION: *“Preparing Students for the Census Through EL Civics”* describes LAUSD’s EL Civics Assessment Plan that prepares, educates, and motivates students to participate successfully in Census 2020. **Contact:** [Karla Galleguillos, kvg8203@lausd.net](mailto:Karla.Galleguillos,kvg8203@lausd.net)

LAUSD: DIVISION OF ADULT AND CAREER EDUCATION: *“LAUSD’s Family Success Initiative”* In alignment with the California Adult Education Program’s (CAEP) focus on training parents to assist school children to “succeed academically,” the LAUSD Division of Adult & Career Education (DACE) collaborated with its District Office of Parent and Community Services to pilot the Family Success Initiative (FSI). The initiative is an innovative approach to providing ESL classes to parents of LAUSD students. Classes blend DACE ESL curriculum with district-specific parent education modules and family-related EL Civics COAAPs to empower emergent bilingual families to support student success and to strengthen school communities. This presentation shares results of the goals of the pilot program (qualitative evidence of parent engagement, development and implementation of contextualized curriculum that includes at least one new family-related EL Civics COAAP). This successful program has expanded to 20 elementary and middle schools across Los Angeles. **Contact:** [Dora Pimentel-Baxter, dpimente@lausd.net](mailto:Dora.Pimentel-Baxter,dpimente@lausd.net) and [Matthew Oberlander, mjo4330@lausd.net](mailto:Matthew.Oberlander,mjo4330@lausd.net)

MT. SAN ANTONIO COLLEGE (MT. SAC): *“Building Career Pathways Through English for Specific Uses Courses”* Mt. San Antonio College has built upon its VESL Career Paths by adding contextualized English for Specific Uses (ESU) courses as workforce development (IELCE) guided pathways into CTE or IET programs. These courses include ESU for welding, accounting, healthcare, and hospitality for intermediate and advanced English language learners. Currently, we offer two IET sections in Business and Finance and in Health Science and Medical Terminology. Each section contains one ESU course (with IELCE content) that runs concurrently with a workforce-training course. Future courses in consideration for IET programs include ESU for real estate, child development, commercial warehouse, and restaurant industries. We share ESU content samples as well as our challenges and strategies for success in developing ESU courses that guide students into IELCE and IET pathways. **Contact:** [Liza Becker, lbecker@mtsac.edu](mailto:Liza.Becker,lbecker@mtsac.edu)

NORTH ORANGE CONTINUING EDUCATION: *“CAEP ESL Mentorship Program”* The program guides mentees as they navigate their way through the college system with one-on-one support from a mentor. Mentors connect mentees to important campus resources, help to improve their study skills, as well as bring a deeper sense of belonging to their college experience. The CAEP ESL Mentorship Program has developed a system that helps students streamline the student

transition process from North Orange Continuing Education (NOCE) to Fullerton College. Part of our success rests heavily on working partnerships with both NOCE and Fullerton College counseling departments, Admissions and Records, CTE, and Student Services. Our mentorship program exemplifies career pathways by its deliberate collaboration, ongoing student advising, and empowering. **Contact:** [Hilda Rivera, hrivera@sce.edu](mailto:hrivera@sce.edu)

OTAN (OUTREACH & TECHNICAL ASSISTANCE NETWORK): “OTAN Resources” OTAN is a statewide leadership project supporting adult education agencies that receive WIOA, Title II funding. OTAN provides electronic collaboration and information, support for instructional technology, and distance learning to literacy and adult education providers throughout the state. This presentation highlights the OTAN services and resources available to the adult education field. **Contact:** [Neda Anasseri, nanasseri@otan.us](mailto:nanasseri@otan.us) and [Penny Pearson, ppearson@otan.us](mailto:ppearson@otan.us)

SAN DIEGO COMMUNITY COLLEGE DISTRICT: “Integrated Education and Training at SDCCD Continuing Education” San Diego Continuing Education offers eight career pathways starting from low-literacy ESL and leading to state and industry-approved certifications. Each pathway is based on SDCCD’s CTE programs or partnerships within the community. See an overview of each pathway, the partnerships used to create the pathways, and the models used to

integrate vocational training and ESL instruction. **Contact:** [Bryan Hicks, brhicks@sdccd.edu](mailto:brhicks@sdccd.edu)

STATE CAEP (CALIFORNIA ADULT EDUCATION PROGRAM) OFFICE: “Census 2020 – Enumerator Jobs”

In 2019-2020, half a million field and office staff will be hired by the government for Census 2020. Census field jobs are part-time, flexible, pay well, and are a valuable workforce development opportunity. Learn how state and adult education providers are rolling out the Census 2020 framework for identifying qualified candidates for this important opportunity and shares practical next steps and resources about how to join this effort. The presentation includes sharing of curriculum, teacher guidance, outreach, minimum qualifications, and similar information. **Contact:** [Neil Kelly, nkelly@cccco.edu](mailto:nkelly@cccco.edu)

STATE CAEP OFFICE: “Immigrant Integration Update” Immigrant Integration is a two-way process in which immigrants are embraced and welcomed by the receiving society with effective, culturally relevant, and linguistically accessible programs and services that facilitate and provide upward social and economic mobility, increased civic participation, and multigenerational integration to build secure, thriving, and inclusive communities. Receive an update on the statewide workgroup for Immigrant Integration (AB2098). Learn about short-term opportunities (EL Civics) and long-term recommendations. Discuss “What is an immigrant? Who should

be able to access services? How to work with workforce, social services, and community partners.” Learn how adult education is transforming programs and services for immigrants. Contact: Neil Kelly, nkelly@cccco.edu

UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICES (USCIS):
“Language Acquisition-Based Materials for the Comprehensive Adult Citizenship Education Program”

The goal is to share the newest tools and products from the Office of Citizenship and explain how to use them to develop a comprehensive adult citizenship education program. Contact: Donna Vanderhoff, Donna.g.Vanderhoff@uscis.dhs.gov

CASAS PRESENTATIONS

“CASAS New Reading and Math GOALS Assessment” The new NRS-approved CASAS Reading GOALS series and Math GOALS series are aligned to the CCR Standards for Adult Education and to the NRS Educational Functioning levels for ABE/ASE. Stop by to see the test blueprint and examples of Reading GOALS and Math GOALS test items. Contact: Daniel Esko, casas@casas.org

“Field Testing: What’s in It for You?” Gain an understanding and learn the benefits of getting involved in CASAS test development through field-testing and participating in CASAS assessment research studies. Discover how you can get started and be a part of these important initiatives that affect your programs and students. Contact: Karen Burger, kburger@casas.org and Kay Hartley, khartley@casas.org

“NEDP – Rigorous and Relevant” The National External Diploma Program is a high school diploma option that gives participants the opportunity to demonstrate academic skills in a technology-rich environment. NEDP competencies are aligned to the Common Core State Standards (CCSS) and the College and Career Readiness Standards (CCRS). Contact: Celanire Flagg, cflagg@casas.org

“The Workforce Skills Certification System (WSCS)” informs employers as to potential employees’ proficiencies in reading, math, and soft skills with easy-to-read profiles and certificates. By combining foundational reading and math (CASAS) test results with soft skills (Learning Resources Inc. (LRI) test results, TOPSpro Enterprise software can generate WSCS Profiles and WSCS Certificates automatically. Contact: Jane Egüez, wscs@casas.org

Thursday Events

Schedule at a glance

YIN YOGA CLASS

South Tower Pool

6:30 am - 7:30 am

Take your body through a relaxing stretching regimen that brings comfort and peace. Bring a towel and a pillow, if possible.

BREAKFAST

Grand Ballroom

7:30 am to 8:30 am

REGISTRATION/INFORMATION

8:00 am to 9:00 am

Grand Ballroom Foyer

All participants must register to receive their program, bag, and name badge. Participants must wear name badges for admission to all sessions and Institute events.

A \$100 badge replacement fee will be assessed for badge reprints.

POSTER SESSION

Grand Ballroom

7:30 am to 9:15 am

Presenters display curriculum and materials they have developed for a specific student population and answer questions. Enjoy breakfast, networking, and learning about best practices from the field.

SESSIONS H

9:00 am to 10:30 am

SESSIONS I

10:45 am to 12:15 pm

SESSIONS J

12:45 pm to 2:15 pm

SESSIONS K

2:30 pm to 4:00 pm



Computer LAB fee required.
Pre-registration required.








Pre-registration required.

SESSION EVALUATIONS Give us your feedback!

Please check your e-mail every day or find the link/QR code to the session evaluations in this booklet.

Thursday Overview





SESSIONS H 9:00 am – 10:30 am

-  H1 LAB: TE Basics – Generating Reports **Pacific Room**
-  H2 LAB: TE for Administrators – NRS Federal Tables **Harbor Room**
-  H3 LAB: TE for California – Maximizing Payment Points for WIOA, Title II, Programs **Salon VII/VIII**
-  H4 LAB: CASAS eTests Online for Coordinators - Getting Ready! **Salon I**
- H5 Responding to Workforce Need and Recovery Efforts after a Natural Disaster **Royal Ballroom A**
-  H7 Module 1: Implementation Basics Training **Royal Ballroom C**
- H8 OTAN EL Civics Resources on Moodle **Royal Ballroom D**
- H9 CASAS Assessments: New Reading and Math GOALS Test Series **Royal Ballroom E/F**
- H10 Internet Safety for Students and Teachers **Royal Ballroom G**
- H11 Models for Integrating IELCE and IET (Session 2, not a repeat of Session 1) **Terrace A/C**
- H12 Exploring Brain-Based Learning for the Citizenship Classroom and Creating and Adapting Effective Learning Activities **Imperial**
- H13 Classroom Strategies for Overcoming Internal Barriers to Learner Success **Salon VI**
- H14 Understanding the HSE Exam: CCRS standards, DOK, Scoring Rubrics **Garden 2**
- H15 TE and CASAS eTests Online – User Q&A **Garden 4**
- H16 The BurlingtonEnglish Blend: Your Answer to WIOA, IEL/CE, and IET in One Comprehensive Program **Valencia**
- H17 Planning for NEDP Implementation **Madrid**
- H18 CASAS Assessments for Citizenship Preparation **Granada**

SESSIONS H 9:00 am – 12:15 pm

- H6 Enhancing GED® Reasoning Through Language Arts Skills **Royal Ballroom B**

SESSIONS I 10:45 am – 12:15 pm

-  I1 LAB: TE Basics – Scanning **Pacific Room**
-  I2 LAB: TE for California – Reports for CAEP Programs **Harbor Room**
-  I3 LAB: TE for Teachers – Instructional Reports **Salon VII/VIII**
-  I4 LAB: CASAS eTests Online for Proctors – Going Live! **Salon I**
- I5 Module 2: CASAS eTests Implementation (non-computer lab) **Royal Ballroom C**
- I6 Google Classroom **Royal Ballroom D**
- I7 Immigrant Integration and EL Civics **Royal Ballroom G**
- I8 Module 4: Interpreting Test Results and Reports **Imperial**
- I9 Mastering the English Language Proficiency Standards (ELPS): What, Why, and How? **Salon VI**

Thursday Overview

- I10 HSE Test Prep Strategies **Garden 2**
- I11 A Deep Dive into Citizenship Prep: Teaching Citizenship Prep 101 **Granada**
- I12 CASAS Assessments: New Reading and Math GOALS Test Series **Grand Ballroom E/F**

SESSIONS J 12:45 pm – 2:15 pm

- LAB J1 LAB: TE Data Management – Exchanging Data **Pacific Room**
- LAB J2 LAB: TE for California – Reports for WIOA, Title II, Programs **Harbor Room**
- LAB J3 LAB: TE for Teachers – Access Classes Online **Salon VII/VIII**
- LAB J4 LAB: CASAS eTests Online – Intake Process **Salon I**
- J5 Module 2: CASAS eTests Implementation (non-computer lab) **Royal Ballroom C**
- J6 Module 3: Paper Test Implementation **Imperial**

SESSIONS K 2:30 pm – 4:00 pm

- LAB K1 LAB: TE Data Management – Batch Edit/Insert **Pacific Room**
- LAB K2 LAB: TE for California – Reports for CAEP Programs **Harbor Room**
- LAB K3 LAB: TE for Teachers – Instructional Reports **Salon VII/VIII**
- LAB K4 LAB: CASAS eTests Online for Proctors – Test Interruptions **Salon I**

**LAB H1 LAB: TOPSPRO® ENTERPRISE
BASICS – GENERATING REPORTS**

Pacific Room

9:00 am - 10:30 am

Pre-registration required. LAB fee required.
Prerequisite: TOPSPRO Enterprise Basics. This session is appropriate for administrators, program coordinators, and database managers.

This workshop focuses on meeting National Reporting System (NRS) federal reporting requirements confidently. Learn about federal tables and several corresponding NRS reports in TOPSPRO Enterprise (TE) Online that track agency data essential for federal reporting, including the Data Integrity Report. Particular emphasis is on reports related to Federal Table 4 that help monitor educational gains and other reports related to Core Follow-up Outcomes.

Presenters

CASAS Technology Trainers

**LAB H2 LAB: TOPSPRO® ENTERPRISE
FOR ADMINISTRATORS – NRS
FEDERAL TABLES**

Harbor Room

9:00 am - 10:30 am

Pre-registration required. LAB fee required.
This session is appropriate for administrators, program coordinators, and database managers who have little or no experience using TOPSPRO Enterprise Online.

The National Report System (NRS) requires all states to submit accountability information annually. If your state aggregates data from its local programs, then most likely they report that data to the NRS. TOPSPRO Enterprise (TE) Online provides NRS Federal Table reports to reveal the demographic composition of your agency and the impact on learner educational and employment-related outcomes. Using TE Online, you get a sneak peek at what your data reveals to meet NRS federal reporting requirements confidently. This session offers hands-on practice to generate these reports:

- NRS Tables
- NRS Tables Monitor/Assessments Audit
- NRS Periods of Participation Audit/Statistics

Presenters

CASAS Technology Trainers

**LAB H3 LAB: TOPSPRO ENTERPRISE®
FOR CALIFORNIA – MAXIMIZING
PAYMENT POINTS FOR WIOA,
TITLE II PROGRAMS**

Salon VII/VIII

9:00 am - 10:30 am

Pre-registration required. LAB fee required.
This session is appropriate for those involved
with California Accountability for WIOA, Title
II programs who have little or no experience
using TOPSpro Enterprise.

California agencies already use the
Payment Points Data Flags, Data
Integrity, and EL Civics Additional
Assessment Detail reports to ensure
that all achievable payment points
are in place for the final data
submission. How do you know if
you found everything? This session
provides California WIOA, Title II
programs with additional strategies
to report payment points accurately
using TOPSpro Enterprise (TE) Online
and their attendance system. Attend
this session to hear tips to maximize
your agency's payment point
potential.

Presenters

CASAS Technology Trainers

**LAB H4 LAB: CASAS ETESTS® ONLINE
FOR COORDINATORS – GETTING
READY!**

Salon 1

9:00 am - 10:30 am

Pre-registration required. LAB fee required.
This training is appropriate for those
responsible for online testing management
who have little or no experience using CASAS
eTests Online.

CASAS eTests Online coordinators
are responsible for online testing
management to ensure standardized
test delivery and data collection
in all labs per site location. With
instructional-program templates
and sets of sessions, you have
the assurance that CASAS eTests
Online presents each student with
appropriate-level tests for optimal
outcomes. Participants in this hands-
on lab work together to complete
activities that help get your program
ready for live web-based testing.
Topics focus on:

- Registering Testing Stations
- Customizing and Replicating
Testing Sessions
- Overriding the Next-Assigned Test
- Following an Intake Process

Presenters

CASAS Technology Trainers

H5 RESPONDING TO WORKFORCE NEED AND RECOVERY EFFORTS AFTER A NATURAL DISASTER

Royal Ballroom A

9:00 am - 10:30 am

Open session; Walk-ins welcome.

In response to the complex wildfires that destroyed close to 7,500 homes, businesses, and structures in Sonoma County in October 2017, Santa Rosa Junior College designed and implemented a bilingual non-credit Construction and Building Trades Certificate program to fill the more than 3,500 local jobs needed to Recover and Rebuild Sonoma County. Courses include integrated construction mathematics and building plan reading courses, industry certification, and new community partnerships that provide building projects immediately deployed for fire survivors.

Presenters

Marlyn Garcia

Santa Rosa Junior College, CA

Nancy Miller

Santa Rosa Junior College, CA

H6 ENHANCING GED® REASONING THROUGH LANGUAGE ARTS SKILLS

Royal Ballroom B

9:00 am - 12:15 pm

Open session; Walk-ins welcome.

The GED® RLA test has undergone some formatting modification; however, the test still assesses the essential skills of evidence-based writing. This extended session focuses on strategies to help students improve their skills and outcome on the GED® test. During this interactive session, instructors learn and practice strategies designed to help students analyze and evaluate texts, write effective responses, and score writing samples. Instructors who attend receive resources and activities to use in the classroom.

Presenters

Debi Faucette

GED Testing Service, DC

Susan Pittman

GED Testing Service, NC



H7 MODULE 1: IMPLEMENTATION BASICS TRAINING

Royal Ballroom C

9:00 am - 10:30 am

Pre-registration required. This session is appropriate for those who have little or no experience with CASAS assessments and implementation.

Module 1 introduces you to the CASAS system and reviews NRS-approved assessments. Implementation Basics Training is the tool you need to learn what CASAS can offer your program. Topics include the intake process, test administration, interpreting test results, and test security. This is an overview of computer-based testing and paper testing as well as a basic introduction to the many reports CASAS offers to assist adult educators. Participants learn how to select and order CASAS materials. Anyone who wishes to order and administer CASAS eTests or paper tests must complete this module and Module 2 or Module 3. *(See p. 5)*

Presenters

Troy Goracke

State Board for Community & Technical Colleges, WA

Veronica Pavon-Baker

Miami Dade Public Schools, FL

H8 OTAN EL CIVICS RESOURCES ON MOODLE

Royal Ballroom D

9:00 am - 10:30 am

Open session; Walk-ins welcome.

OTAN, a California adult education project, and CASAS are organizing resources for a number of EL Civics units available through its Moodle adulthoodcourses.org website that can be used in the classroom or in an online or blended learning environment. Participants learn about the EL Civics resources on OTAN's Moodle site, for example, vocabulary practice, reading and writing activities, and quizzes, and how they can access these resources for use with students in and out of the classroom.

Presenters

Alisa Takeuchi

OTAN, CA

H9 CASAS ASSESSMENTS: NEW READING AND MATH GOALS TEST SERIES

Royal Ballroom E/F

9:00 am - 10:30 am

Open session; Walk-ins welcome.

This session covers information about the new CASAS Reading GOALS and Math GOALS test series. Participants review test blueprints and test reporting categories, including alignment to the College and Career Readiness (CCR) Standards for Adult Education. Presenter explains additional test content specifications related to CASAS Competencies and CASAS Reading and Math Standards, as well as CASAS reading task areas and Webb's Depth of Knowledge for reading. The presenter shows sample test items at different ability levels that illustrate important features of this new test series.

Presenters

Linda Taylor

CASAS

H10 INTERNET SAFETY FOR STUDENTS AND TEACHERS

Royal Ballroom G

9:00 am - 10:30 am

Open session; Walk-ins welcome.

Learn the importance of having a web presence and keeping that presence safe for both you and your students. In this presentation you learn how to stay safe online and how to increase your chances of using a web presence to increase student employability. In addition, this is an opportunity to understand how to avoid common malware.

Presenters

Susan Gaer

OTAN, CA

H11 MODELS FOR INTEGRATING IELCE AND IET (SESSION 2, NOT A REPEAT OF SESSION 1)

Terrace A/C

9:00 am - 10:30 am

Open session; Walk-ins welcome.

Integrated EL Civics (IELCE) curriculum must support Integrated Education and Training (IET) to prepare learners for the workforce. Presenters describe their exemplary program models, challenges and successes to assist participants in evaluating the models for their own program use.

Presenters

Jessica Bayardo

Baldwin Park Adult School, CA

Hai Hoang

Boat People SOS, CA

Magdalena Kwiatkowski

San Diego Community College District, CA

Margaret Teske

CASAS

H12 EXPLORING BRAIN-BASED LEARNING FOR THE CITIZENSHIP CLASSROOM AND CREATING AND ADAPTING EFFECTIVE LEARNING ACTIVITIES

Imperial

9:00 am - 10:30 am

Open session; Walk-ins welcome.

We have learned more about how the brain learns in the last ten years than we have in all the previous centuries combined. This session reviews the most applicable brain research to adult citizenship education, and models a variety of brain-based activities that teachers can easily replicate in the classroom. Participants engage in various hands-on activities to create strategies and games that can be used in both citizenship and ESL classrooms.

Presenters

Gusman Edouard

U.S. Department of Homeland Security, DC

Donna Vanderhoff

U.S. Department of Homeland Security, DC

H13 CLASSROOM STRATEGIES FOR OVERCOMING INTERNAL BARRIERS TO LEARNER SUCCESS

Salon VI

9:00 am - 10:30 am

Open session; Walk-ins welcome.

Adult learners sometimes face internal barriers that can limit their potential for success in our classes, but there are things we can do to help students develop strategies for overcoming barriers. Of the possible strategies, this webinar will focus on two: encouraging a growth mindset and overcoming the effects of internalized stereotypes. These strategies can affect not only performance in school but can also have a positive influence on learners' lives beyond education. Learn how these strategies work and consider ways of using them in your own teaching.

Presenters

Kristi Reyes

CALPRO CA

H14 UNDERSTANDING THE HSE EXAM: CCRS STANDARDS, DOK, SCORING RUBRICS

Garden 2

9:00 am - 10:30 am

Open session; Walk-ins welcome.

Take a close look, subject area by subject area, at the key CCRS standards that are assessed by HSE and how they are tested. Look at each subtest and the DOK level of questions. Combining these insights, we demonstrate tools and lesson planning strategies that best help prepare test-takers to take and pass the HiSET.

Presenters

Adam Springwater

ETS HISET, CA

H15 TOPSPRO ENTERPRISE® AND CASAS ETESTS® ONLINE – USER Q&A

Garden 4

9:00 am - 10:30 am

Open session; Walk-ins welcome.

This session is specifically for users of TOPSpro Enterprise (TE) Online and CASAS eTests Online to ask technical questions. All are welcome to attend as novices may learn from the questions asked by others. The software program manager, one of the programmers, as well as those in attendance answer your questions.

Presenters

Richard Ackermann

CASAS

H16 THE BURLINGTON ENGLISH BLEND: YOUR ANSWER TO WIOA, IEL/CE, AND IET IN ONE COMPREHENSIVE PROGRAM

Valencia

9:00 am - 10:30 am

Open session; Walk-ins welcome.

Getting your students on a career pathway and contextualizing their learning has never been more important. BurlingtonEnglish, an online curriculum, comprises multiple courses and levels that help you address WIOA with Integrated English and Civics Education (IEL/CE) and Integrated Education and Training (IET). This is your opportunity to get a look at Burlington's comprehensive suite of programs that help prepare students to explore their career options, gain employability skills, learn about postsecondary and training opportunities, and develop vital digital literacy skills. Presenters highlight the use of BurlingtonEnglish in the classroom, lab, distance learning, and mobile settings to respond directly to the demands of WIOA.

Presenters

Robert Breitbard

BurlingtonEnglish, FL

Miranda LaBatt

BurlingtonEnglish, FL

H17 PLANNING FOR NEDP IMPLEMENTATION

Madrid

9:00 am - 10:30 am

Open session; Walk-ins welcome.

Agencies considering adopting the National External Diploma Program (NEDP) as a high school credential pathway will wish to plan for a successful implementation. This workshop answers questions about staffing, timelines, participant outreach, scheduling for the first year, and then a successful program for the second year and beyond.

Presenters

Janita McNemar

CASAS

Christine O'Hara

CASAS

H18 CASAS ASSESSMENTS FOR CITIZENSHIP PREPARATION

Granada

9:00 am - 10:30 am

Open session; Walk-ins welcome.

Leverage the CASAS Life/Work, CIT, or EL Civics COAAPS to help students successfully prepare for the USCIS naturalization interview. Participants will understand that CASAS Citizenship not only adds rigor, but also facilitates the successful acquisition of language skills needed to pass the USCIS naturalization interview.

- I. Review correlation between the CASAS Life/Work Tests and elements of USCIS N-400 Application for Naturalization
- II. Discuss CASAS Citizenship Assessments
 - a) Citizenship Listening Assessment
 - b) Citizenship Interview Test
 - c) CASAS Citizenship Resources Bibliography
 - d) CASAS EL Civics COAPPS 40.4 Mock Interview
 1. Adaption of other CASAS EL Civics COAPPS to address elements of the USCIS N-400
 2. Inclusion of multi-level ESL students in an EL Civics/ Citizenship lesson

Presenters

Jennifer Gagliardi

Milpitas Adult School, CA



PLEASE EVALUATE SESSIONS H!

GO TO: www.surveymonkey.com/r/sessions-H-2019 or

SCAN QR CODE with phone camera (no app required)

**LAB I1 LAB: TOPSPRO® ENTERPRISE
BASICS – SCANNING**

Pacific Room

10:45 am - 12:15 pm

Pre-registration required. LAB fee required.

This session is appropriate for those who have little or no experience using TOPSpro Enterprise.

TOPSpro Enterprise (TE) Online offers the capability of creating new records by scanning. This session introduces the process for scanning data into TE Online. In this hands-on session, you will use the Scanning Wizard to scan Entry, Update, and Test record forms. This session covers these topics:

- Prepare Records and Scanner
- Use Override Scanning Features
- Simulated Scanning
- Edit and Import Records

Presenters

CASAS Technology Trainers

**LAB I2 LAB: TOPSPRO® ENTERPRISE
FOR CALIFORNIA – REPORTS FOR
CAEP PROGRAMS**

Harbor Room

10:45 am - 12:15 pm

Pre-registration required. LAB fee required.

This session is appropriate for those involved with CAEP programs who have little or no experience using TOPSpro Enterprise.

The California Adult Education Program (CAEP) session outlines reporting requirements of California CAEP-funded agencies. This session is hands-on with TOPSpro Enterprise (TE) Online – the CASAS data management system. Learn how to generate and interpret CAEP reports at the consortium manager and local consortium member levels.

This session focuses on these topics:

- CAEP Access
- CAEP Summary / Tables
- CAEP Data Integrity

Presenters

CASAS Technology Trainers

LAB 13 LAB: TOPSPRO® ENTERPRISE FOR TEACHERS – INSTRUCTIONAL REPORTS

Salon VII/VIII

10:45 am - 12:15 pm

Pre-registration required. LAB fee required. This session is appropriate for teachers who have little or no experience using TOPSPRO Enterprise.

TOPSPRO Enterprise (TE) Online offers teachers the access to performance reports that guide and support classroom instruction to improve student performance. This hands-on lab covers how to access TE Online to retrieve results, generate reports, and use results to inform instruction and document progress. This session focuses on reports that instructors most commonly rely on.

- Skills Profile
- Competency Performance
- Content Standards
- Learning Gains
- Test History

Presenters

CASAS Technology Trainers

LAB 14 LAB: CASAS ETESTS® ONLINE FOR PROCTORS – GOING LIVE!

Salon I

10:45 am - 12:15 pm

Pre-registration required. LAB fee required. This training is appropriate for those responsible for online test administration who have little or no experience using CASAS eTests Online.

CASAS eTests Online proctors serve an important role to ensure that web-based testing occurs fairly and uniformly. Certified proctors should maintain a controlled testing environment that allows test-takers to perform to the very best of their abilities. Following the same procedures before, during, and after testing assures the validity of test results and reduces the likelihood of confusion or error during test administration. Participants in this hands-on lab use CASAS eTests Online with role-play activities to help them administer their first web-based testing session. Topics focus on:

- Managing Testing Sessions
- Registering Students and Using Practice
- Following an Intake Process
- Administering Tests and Test Interruptions
- Retrieving test results

Presenters

CASAS Technology Trainers

15 MODULE 2: CASAS ETESTS IMPLEMENTATION (NON-COMPUTER LAB)

Royal Ballroom C

10:45 am - 12:15 pm

Open session; Walk-ins welcome.

This module introduces the easy-to-use “Going Live” checklist, a systematic process that facilitates implementing CASAS eTests. Participants learn initial steps for logging into CASAS eTests and TOPSpro Enterprise. The presenter(s) covers the intake process, Locator (placement test) administration, and progress testing with CASAS eTests. Learn about the role of data managers, coordinators, and proctors for online testing. Completion of this module and Module 1, Implementation Basics Training, is a requirement to order CASAS eTests. This module is not a lab. (See p. 5)

Presenters

CASAS Trainers

16 GOOGLE CLASSROOM

Royal Ballroom D

10:45 am - 12:15 pm

Open session; Walk-ins welcome.

Google Classroom is a hit with K-12, but did you know you can have your own Google Classroom with or without your school district? All you need is a g-mail account. Google Classroom improves outcomes, and students love that they can keep up with their classwork using their phones. CASAS scores improve with student retention and consistent work. Both improve with the use of Google Classroom. Learn how easy it is to get your own Google Classroom today.

Presenters

Debbie Jensen

OTAN, CA

17 IMMIGRANT INTEGRATION AND EL CIVICS

Royal Ballroom G

10:45 am - 12:15 pm

Open session; Walk-ins welcome.

Linguistic, economic, and social integration of immigrants and refugees is an important part of adult education programs. Presenters discuss the Immigration Integration Framework developed by ALLIES and how it correlates to EL Civics Civic Objectives and COAAPs. Presenters share ideas for a new COAAP for Census 2020.

Presenters

Leslie Johnson-Tatsuta

Campbell Adult and Community Education, CA

Ilse Pollet

South Bay Consortium for Adult Education, CA

18 MODULE 4: INTERPRETING TEST RESULTS AND REPORTS

Imperial

10:45 am - 12:15 pm

Open session; Walk-ins welcome.

This module targets the specific needs of instructors and provides information and strategies to understand and interpret test results more easily. Instructors can use the curriculum components of the CASAS system, CASAS Content Standards, CASAS Competencies, and Task or Type areas to pinpoint students' instructional needs. Attend this training workshop to learn how to interpret the many student and classroom reports available to simplify lesson planning and curriculum development.

This module is not a requirement for ordering materials. (See p. 5)

Presenters

Margaret Kirkpatrick

CASAS

I9 MASTERING THE ENGLISH LANGUAGE PROFICIENCY STANDARDS (ELPS): WHAT, WHY, AND HOW?

Salon VI

10:45 am - 12:15 pm

Open session; Walk-ins welcome.

Few English learners are ready to meet the College and Career Readiness Standards, designed for adults navigating our complex, information- and technology-rich world. The corresponding ELPS offer an essential "language lift." Learn how the ELPS are organized and how to scaffold your instruction. Participants also will be oriented to the ten guiding principles that underlie the standards. Activities provide an opportunity for adult educators to practice applying the standards to selected classroom activities.

Presenters

Kristi Reyes

CALPRO, CA

I10 HSE TEST PREP STRATEGIES

Garden 2

10:45 am - 12:15 pm

Open session; Walk-ins welcome.

Participate in an in-depth workshop focused on using HiSET resources to assess test-taker readiness and inform instruction and preparedness. The sessions offers tips and insights into best practices on how to prepare, how to evaluate readiness, and test day strategies that lead to success.

Presenters

Adam Springwater

ETS HISET, CA

**I11 A DEEP DIVE INTO CITIZENSHIP
PREP: TEACHING CITIZENSHIP
PREP 101**

Granada

10:45 am - 12:15 pm

Open session; Walk-ins welcome.

By adapting and incorporating USCIS and curated digital resources, participants will be able to implement appropriate learning strategies for ESL classrooms, citizenship courses, and distance learning programs that will empower learners to meet and exceed the English language and civics objectives of the U.S. Naturalization interview.

Presenters

Jennifer Gagliardi

Milpitas Adult School, CA

**I12 CASAS ASSESSMENTS: NEW
READING AND MATH GOALS TEST
SERIES**

Grand Ballroom E/F

10:45 am - 12:15 pm

Open session; Walk-ins welcome.

This session covers information about the new CASAS Reading GOALS and the new Math GOALS test series. Participants review test blueprints and test reporting categories, including alignment to the College and Career Readiness (CCR) Standards for Adult Education. Additional test content specifications are explained related to CASAS Competencies and CASAS Reading and Math Standards, as well as CASAS reading task areas and Webb's Depth of Knowledge for reading. The presenter shows sample test items at different ability levels that illustrate important features of this new test series.

Presenters

Linda Taylor

CASAS

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Thursday, June 13

**LAB J1 LAB: TOPSPRO® ENTERPRISE
DATA MANAGEMENT –
EXCHANGING DATA**

Pacific Room

12:45 pm - 2:15 pm

Pre-registration required. LAB fee required.

This session is appropriate for those managing their online account data who have little or no experience using TOPSpro Enterprise.

Exchanging data with TOPSpro Enterprise Online saves time and eliminates manual data entry. If you use a third-party registration and attendance system or a state data-management system, attend this session to learn how to benefit from importing and exporting files between systems. Trainers guide you through steps to complete hands-on exercises that focus on these topics:

- Exporting Data for Import to an External Data Source
- Importing Data from an External Data Source
- Merging Duplicate Student Records

Presenters

CASAS Technology Trainers

**LAB J2 LAB: TOPSPRO® ENTERPRISE
FOR CALIFORNIA – REPORTS FOR
WIOA, TITLE II PROGRAMS**

Harbor Room

12:45 pm - 2:15 pm

Pre-registration required. LAB fee required.

This session is appropriate for those involved with WIOA, Title II programs who have little or no experience using TOPSpro Enterprise.

TOPSpro Enterprise (TE) Online offers several reports that California WIOA, Title II, programs use to report program outcomes for accountability. If you are from a California WIOA, Title II, funded agency, join this hands-on lab using TE Online with a fictional database, or access your own online account, to review reports specifically for California accountability.

- California Payment Points
- Payment Points Data Integrity
- EL Civics Additional Assessment Reports

Presenters

CASAS Technology Trainers

**LAB J3 LAB: TOPSPRO® ENTERPRISE
FOR TEACHERS – ACCESS CLASSES
ONLINE**

Salon VII/VIII

12:45 pm - 2:15 pm

Pre-registration required. LAB fee required.
This session is appropriate for teachers who have little or no experience using TOPSpro Enterprise.

Calling all teachers! Could you benefit from access to your class information at your fingertips in TOPSpro Enterprise (TE) Online? With agency approval, teachers are able to access their classes in TE Online to view or manage class enrollment, record attendance and entry and update information, and view test results for students in their classes. Better yet, teachers may generate their own class-based reports without a delay. Join us in this hands-on lab and let us empower you with access to classes in TE Online.

- Access Your Class
- Enroll Students
- Record Attendance
- Input Entry/Update Information
- Generate Reports by Class

Presenters

CASAS Technology Trainers

**LAB J4 LAB: CASAS ETESTS® ONLINE -
INTAKE PROCESS**

Salon I

12:45 pm - 2:15 pm

Pre-registration required. LAB fee required.
This training is appropriate for those who have little or no experience using CASAS eTests Online.

The intake and orientation process offers the opportunity to welcome students to your program and to determine their needs, goals, skill levels, and education and work backgrounds. An effective intake and orientation process creates a learning environment that works with each of these factors. This step-by-step guided session shows how to structure the intake process using CASAS eTests Online. Topics include:

- Oral Screening
- Writing Screening
- Registration
- Practice

Presenters

CASAS Technology Trainers

J5 MODULE 2: CASAS ETESTS IMPLEMENTATION (NON-COMPUTER LAB)

Royal Ballroom C

12:45 pm - 2:15 pm

Open session; Walk-ins welcome.

This module introduces the easy-to-use “Going Live” checklist, a systematic process that facilitates implementing CASAS eTests. Participants learn initial steps for logging into CASAS eTests and TOPSpro Enterprise. The presenter(s) covers the intake process, Locator (placement test) administration, and progress testing with CASAS eTests. Learn about the role of data managers, coordinators, and proctors for online testing. Completion of this module and Module 1, Implementation Basics Training, is a requirement to order CASAS eTests. This module is not a lab. (See p. 5)

Presenters

CASAS Trainers

J6 MODULE 3: PAPER TEST IMPLEMENTATION

Imperial

12:45 pm - 2:15 pm

Open session; Walk-ins welcome.

For programs that use paper tests, this module covers the intake process, Appraisal (placement test) administration, and progress testing. Completion of this module and Module 1, Implementation Basics Training, is a requirement for those who wish to order and administer CASAS paper tests. (See p. 5)

Presenters

Barbara Lehman

CASAS

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**LAB K1 LAB: TOPSPRO® ENTERPRISE
DATA MANAGEMENT – BATCH
EDIT/INSERT**

Pacific Room

2:30 pm - 4:00 pm

Pre-registration required. LAB fee required.

This session is appropriate for those managing their online account data who have little or no experience using TOPSpro Enterprise.

TOPSpro Enterprise (TE) Online offers the capability of selecting a group of records to edit assessment or student information and to add program or class records in batches. These timesaving features help manage data efficiently. For example, you can identify and enroll groups of students in an instructional program level based on test results. This hands-on lab gives you practice using both batch edit and batch insert functions.

Presenters

CASAS Technology Trainers

**LAB K2 LAB: TOPSPRO® ENTERPRISE
FOR CALIFORNIA – REPORTS FOR
CAEP PROGRAMS**

Harbor Room

2:30 pm - 4:00 pm

Pre-registration required. LAB fee required.

This session is appropriate for those involved with CAEP programs who have little or no experience using TOPSpro Enterprise.

The California Adult Education Program (CAEP) session outlines reporting requirements for California CAEP-funded agencies. This session is hands-on with TOPSpro Enterprise (TE) Online – the CASAS data management system. Learn how to generate and interpret CAEP reports at the consortium manager and local consortium member levels. This session focuses on these topics:

- CAEP Access
- CAEP Summary / Tables
- CAEP Data Integrity

Presenters

CASAS Technology Trainers

**LAB K3 LAB: TOPSPRO® ENTERPRISE
FOR TEACHERS – INSTRUCTIONAL
REPORTS**

Salon VII/VIII

2:30 pm - 4:00 pm

Pre-registration required. LAB fee required.
This session is appropriate for teachers who
have little or no experience using TOPSPRO
Enterprise.

TOPSPRO Enterprise (TE) Online offers
teachers the access to performance
reports that guide and support
classroom instruction to improve
student performance. This hands-on
lab covers how to access TE Online
to retrieve results, generate reports,
and use results to inform instruction
and document progress. This session
focuses on reports that instructors
most commonly rely on.

- Skills Profile
- Competency Performance
- Content Standards
- Learning Gains
- Test History

Presenters

CASAS Technology Trainers

**LAB K4 LAB: CASAS ETESTS®
ONLINE FOR PROCTORS – TEST
INTERRUPTIONS**

Salon I

2:30 pm - 4:00 pm

Pre-registration required. LAB fee required.
This session is appropriate for those
responsible for online test administration who
have little or no experience using CASAS eTests
Online.

In certain circumstances, a proctor
may need to interrupt a test
in progress. If the issue could
compromise test integrity or security,
proctors need to know how to handle
the interruption. Proctors should
follow their local assessment policy
to recognize circumstances that allow
for interruption. Attend this session
to complete hands-on activities that
focus on:

- Scoring the Test
- Aborting the Test
- Suspending the Test
- Pausing the Test

Presenters

CASAS Technology Trainers

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Summer Institute Presenters

The session number for each presenter appears next to the presenter's name. For more information about a session, locate the session number in this program book.

Ackermann, Richard **A12, B9, D10, E8, F7, G7, H15**
Adelson-Goldstein, Jayme **C10, E10, F9**
Anasseri, Neda **C15, F5**
Batista, Diana **C15, D12**
Bayardo, Jessica **H11**
Beltramo, Karen **E18**
Blanchard, Elissa **G5**
Breitbart, Robert **H16**
Burger, Karen **B10**
Burik, Anthony **C3**
Bussell, Courtney **E15**
Campo, Stacey **C8**
Carter, Dana **B11**
Chardiet, Laura **E14**
Crawford, Kim **C9**
Da Silva, Cidalia **G5**
de la Vega, Ryan, **B6**
Diaz, Emma **C11, E19**
Edouard, Gusman **A16, C16, E16, F15, H12**
Endel, Barbara **E13**
Faucette, Debi **A8, E6, H6**
Fedele-McLeod, Mariann **C15**
Flagg, Celanire **F18**
Fung, Tracy **E15**
Gaer, Susan **E17, F16, H10**
Gagliardi, Jennifer **H18, I11**
Galleguillos, Karla **A14**
Garcia, Marlyn **H5**
Gascon, Christine **F14**
Goeltzenleuchter, Amy **F13**
Goodwin, Celeste **C7, G8**
Goracke, Troy **C6, H7**
Groves, Monica **A15**
Guevara, Angela **F14**
Gustafson, Marty **G5**
Harper, Bob **D9**
Harris, Alex **A9**
Hernandez, Arturo **F14**
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Hoang, Hai **H11**
Hotard, Michael **D9**
Howard, Lori **A10, C10, E10**
Jackson, Wendy **B11, C11**
Jensen, Debbie **I6**
Johnson, Lesley **E15**
Johnson-Tatsuta, Leslie **I7**
Kelly, Neil **B8, C9, E14**
Kim, Stephanie **E14**
Kirkpatrick, Margaret **A7, B11, F18, I8**
Kwiatkowski, Magdalena **H11**
LaBatt, Miranda **H16**
Laitin, David **D9**
Lamar, Oogie **A9**
Lanter, Bob **B7, D8**
Lehman, Barbara **A5, D7, F12, J6**
Marceta, Branka **C11**
McNemar, Janita **B11, F18, H17**
Miller, Nancy **H5**
Montgomery, Dawn **G5**
Narayanan, Usha **D9**
Necke, Donna **E15**
Nickles, Sarafia **F12**
Oberlander, Matthew **A14**
O'Hara, Christine **F18, H17**
Parker, Veronica **D12**
Parulan-Colfer, Cynthia **B7**
Paula, Celina **C5**
Pavon-Baker, Veronica **G5, H7**
Pearson, Penny **F5**
Phillely, Luke **G5**
Pimentel-Baxter, Dora **A14**
Pittman, Susan **A8, E6, H6**
Pollet, Ilse **D9, E14, I7**
Porter, Catherine **C14, E7**
Porter, Kathleen **C8**
Posey, Virginia **F18**
Ramirez, Sylvia **C10, E10**

Summer Institute Presenters

Rayala, Cory **A9**
Reyes, Kristi **E17, F17, H13, I9**
Rice, Sydney **E15**
Robbin, Larry **E9, F8**
Robinson, Lynne **A5, G5**
Robitaille, Astrid **B5, D6**
Rogoff, Jessica **F12**
Romero, Javier **A11**
Rosin, Mitch **A9, C11, E19**
Ross, Patrick **C8**
Ruiz, Karyn **C12**
Scheib, Elizabeth **A6**
Shands Gradijan, Celina **E20**
Slota, Rhonda **C5, E7**
Slyter, JoDee **E14**
Sperry, Darece **D7, G6**
Springwater, Adam **E11, F10, H14, I10**
Strumpf, Lori **B7, F11**
Takeuchi, Alisa **H8**
Taylor, Linda **A13, C13, D11, E12, H9, I12**
Terry, Adriana **A6, C17**
Teske, Margaret **A10, E15, F17, H11**
Thompson, Steve **E14**
Tillery, Randal **E18**
Utash, Sigrun **A9, F12**
Vanderhoff, Donna **A16, C16, E16, F15, H12**
Villa, Leticia **B11**
Werner, John **C11**
Wilson, Pamela **D5**
Wright, Jay **B8, C15, E5**
Yamate, Susan **A5**
Zachry, Carolyn **A11, D8**

TECHNOLOGY TRAINERS

Yuri Betancourt
Rancho Santiago CCD / Santa Ana College, CA

Elvis Carias
Culver City USD / Adult School, CA

Andrea Csavajda
Clackamas Community College, OR

Tischel Diaz
Cerritos College, CA

Bethany Ely
Sacramento County Office of Education, CA

Fabiola Epperly
Sweetwater UHSD / Adult & Continuing Education, CA

Janice Fera
Placer UHSD / School for Adults, CA

Mike Hathaway
Fremont UHSD / Adult School, CA

Rudy Hernandez
ABC USD / Adult School, CA

Lydia Jones
Grossmont UHSD / Adult School, CA

Linda Ju-ong
San Bernardino City USD / Inland Career Education Center, CA

Delfino Murillo
Redlands USD / Adult School, CA

Veronica Parker
Sacramento County Office of Education, CA

Celina Paula
Miami-Dade County Public Schools, FL

Summer Institute Presenters

Veronica Pavon-Baker

Literacy Council of Collier County, FL

Connie Pekedis

West Contra Costa USD / Adult Education, CA

Beatriz Sarabia Payan

Desert CCD / College of the Desert, CA

Cristina Urena

Broward CPS / Arthur Ashe Campus, FL

Pamela Jo Wilson

Palm Beach CSD / Fulton-Holland Education Services, FL

Richard Ackermann

CASAS Online Program Manager

Karen Burger

CASAS Program Specialist

Larell Dorrrough

CASAS Technology Support Team

Dawn Montgomery

CASAS Online Implementation Specialist

Oscar Pena

CASAS Technology Support Team

Martha Perez

CASAS Technology Support Team

Elizabeth Scheib

CASAS Program Specialist

Jay Wright

CASAS California Accountability Program Manager

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Hyatt Regency in Orange County, California

 CASAS SUMMER INSTITUTE EVENTS

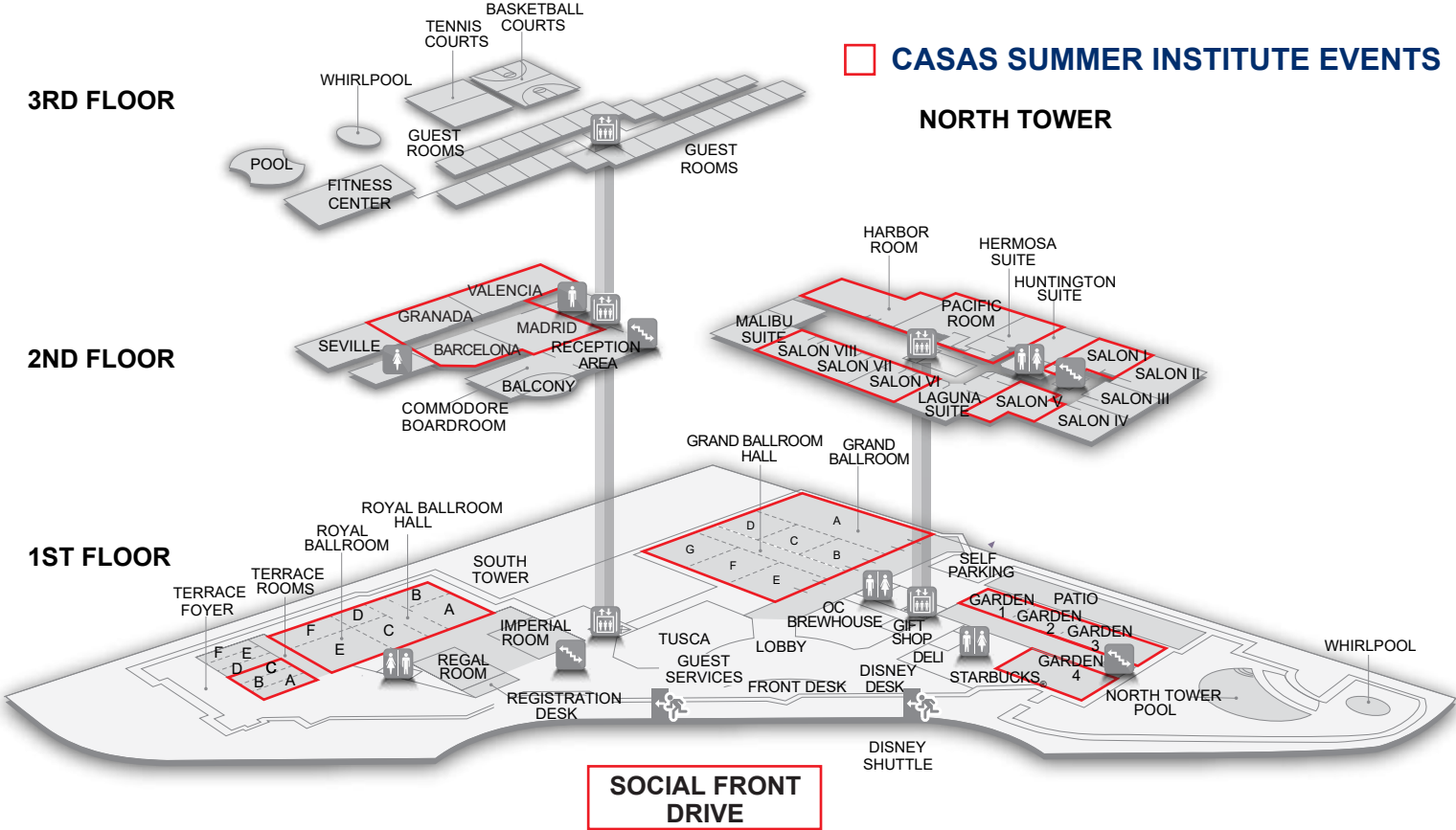
SOUTH TOWER

NORTH TOWER

3RD FLOOR

2ND FLOOR

1ST FLOOR



SOCIAL FRONT DRIVE