

AGENDA

April 18, 2018

1. [Training Delivery Outline](#)
 - a. Delivering a WIPPEA Training
 - b. Participants: Basic 'Steps to...'
2. Training Activities
 - a. Guided Practice – Basic Steps
 - b. Do you have any suggestions for exercises?
3. SI 2018 - Grid 0408 – for TT review/eyes only (not to be shared)
 - a. Please review all sessions offered throughout the SI to look for sessions you might be interested in attending and let us know so that we can do our best to accommodate your request as we schedule TTs in labs.
4. Training Materials
 - a. We hope to have materials ready for your review by the next meeting.
 - b. After reviewing materials for labs you are participating in –
 - i. Put yourself through a pre-training session.
 - ii. Contact us for clarification on any steps, if needed.
 - iii. Provide feedback on any suggestions or recommendations for changes.
5. Our next meetings are scheduled as follows. Please be sure to note these on your calendar.
 - a. Wed, May 16, 2018 9:00 AM - 9:30 AM PDT
 - b. Wed, Jun 13, 2018 9:00 AM - 9:30 AM PDT
 - c. Mon, June 18, 2018 – Summer Institute Begins!
6. [Resources for Technology Trainers](#)
 - a. Please visit to review the recorded meeting...and please excuse my meeting-delivery snafus! ☺

DAY / DATE	TIME	EVENT	TOPSpro enterprises	eTests CASAS
Monday June 18	1:00 pm- 1:30 pm	*Technology Trainer Pre-Training Sessions Lunch on-your-own / Refreshments provided		
		Intro / Admin Time	All Technology Trainers	
	1:30 pm- 3:00 pm	Technology Trainer Prep Session	GROUP 1	GROUP 2
			(L) Jay Wright TBD	(L) Dawn Montgomery TBD
	3:00 pm - 3:15 pm	Break	GROUP 2	GROUP 1
	3:15 pm- 4:45 pm	Technology Trainer Prep Session	(L) Jay Wright TBD	(L) Dawn Montgomery TBD
	4:45 pm- 5:00 pm	Wrap-it-Up!	All Technology Trainers	
	5:00 pm- 7:00 pm	SOCIAL		

MEALS	Monday (6/18)	Tuesday (6/19)	Wednesday (6/20)	Thursday (6/21)
Breakfast	On your own	Patio	Patio	Golden Ballroom
Lunch	On your own	Golden Ballroom	On your own	Trainers
Afternoon Refreshments	Trainers	N/A	CA Consortium: Golden Ballroom	N/A
Dinner	On your own	On your own	Social	N/A

Lab Schedule

DAY/DATE	TIME	Royal Palm One (30)	Royal Palm Two (30)	Royal Palm Three (30)	Royal Palm Five (30)
Tuesday June 19	9:30 am-10:45 am	TE Basics – Quick Start!	TE – Tracking Results	TE for Teachers – Instructional Reports	eT for Coordinators
	11:00 am-12:30 pm	TE Basics – Generating Reports	TE – Staying on Target	TE for Teachers – Access Classes Online	eT for Proctors
	2:00 pm-3:30 pm	TE Basics – Scanning	TE for Administrators	Teachers - Discover QuickSearch Online	eT for Coordinators
	3:45 pm-5:00 pm	TE – Exchanging Data	TE – Tracking Results	Assess Listening Using eT Online	eT for Proctors
Wednesday June 20	10:35am-12:00 pm	TE – Batch Edit / Insert	TE – Staying on Target	TE for Teachers – Instructional Reports	eT for Coordinators
	1:30 pm-3:00 pm	TE – Merge Wizard	TE for Administrators	TE for Teachers – Access Classes Online	eT for Proctors
	3:15 pm-5:00 pm	TE Basics – Quick Start!	TE – Exchanging Data	Teachers - Discover QuickSearch Online	Assess Listening Using eT Online
Thursday June 21	9:30 am-11:00 am	TE Basics – Generating Reports	TE – NRS Federal Tables	TE – Maximize CA Payment Points	eT for Coordinators
	11:20am-12:30 pm	TE Basics – Scanning	TE – Reports for AEBG	TE for Teachers – Instructional Reports	eT for Proctors
	12:45pm-2:00 pm	TE – Exchanging Data	TE – Reports for WIOA	TE for Teachers – Access Classes Online	eT for Coordinators
	2:15 pm-3:45 pm	TE – Batch Edit / Insert	TE – Reports for AEBG	TE for Teachers – Instructional Reports	eT for Proctors

FirstName	LastName	DefaultAgency	ST	Email	Last SI
Andrew	Barnett	Visions Adult School / CDCR CSP-Corcoran	CA	andrew.barnett@cdcr.ca.gov	2015
Araceli	Trujillo	Rancho Santiago CCD / Santiago Canyon College	CA	trujillo_araceli@sccollege.edu	2017
Celina	Paula	Miami-Dade County Public Schools	FL	cpaula@dadeschools.net	2017
Connie	Pekedis	West Contra Costa USD / Adult Ed/Serra Campus	CA	cpekedis@wccusd.net	2017
Cristina	Urena	Broward CPS / ATC – Arthur Ashe Campus	FL	cristina.urena@browardschools.com	2017
Dawn	Montgomery	CASAS Technology Support Team	CA	dmontgomery@casas.org	2017
Elizabeth	Scheib	CASAS Program Specialist / Technology Support Team	CA	escheib@casas.org	New
Fabiola	Epperly	Sweetwater UHSD Adult & Continuing Education	CA	Fabiola.Epperly@sweetwaterschools.org	New
Gabriel	Mihalache	TeamCode / CASAS Online Programmer	--		--
Jay	Wright	CASAS CA Accountability Program Manager	CA	jwright@casas.org	2017
Karen	Burger	CASAS Technology Support Team	IN	kburger@casas.org	New
Larell	Dorrough	CASAS Technology Support Team	CA	ldorrough@casas.org	2017
Linda	Ju-Ong	San Bernardino City USD / Inland Career Education Center	CA	linda.juong@sbcusd.k12.ca.us	2017
Lynne	Robinson	CASAS CA Program Specialist	VA	lrobinson@casas.org	New
Martha	Perez	CASAS Technology Support Team	CA	mperez@casas.org	2017
Mike	Hathaway	Fremont UHSD / Adult School	CA	mike_hathaway@fuhdsd.org	2017
Oscar	Pena	CASAS Technology Support Team	CA	opena@casas.org	2017
Pamela Jo	Wilson	Palm Beach CSD / Fulton-Holland Educational Services Center	FL	wilsonpamelajo@gmail.com	New
Patty	Long	CASAS Technology Support Team / CA Program Specialist	CA	plong@casas.org	2017
Priscela	Perez-Suarez	Elk Grove (USD) / Adult & Community Education	CA	prrperez@egusd.net	New
Radu	Aanei	TeamCode / CASAS Online Programmer	--		--
Richard	Ackermann	TeamCode / CASAS Online Program Manager	CA	richard@teamcode.net	--
Veronica	Pavon-Baker	Miami-Dade CPS / Miami Beach Adult & Community Education	FL	doramarg@bellsouth.net	2017
Yuri	Betancourt	Rancho Santiago CCD / Santa Ana College	CA	betancourt_yuri@sac.edu	2017