

AGENDA

March 21, 2018

1. [CASAS National Summer Institute 2018](#)
 - a. Have you completed and returned the *Presenter Registration Form* to Jennifer Suarez (jsuarez@casas.org)?
 - b. Don't forget to mark your calendars!
 - i. June 18 – 21
 - ii. [Monday](#) (1:00 pm) – Thursday (3:45 pm)
 - c. [Meals included](#)
 - i. Breakfast – Tuesday, Wednesday, Thursday
 - ii. Lunch – Tuesday, Thursday (pm trainers)
 - iii. Dinner - Wednesday
2. [Resources for Technology Trainers](#)
3. [Program](#)
4. [Lab Schedule](#)
5. [Training Descriptions](#)
6. [Technology Trainers](#)
 - a. We thank Tom Lawson for his contributions over the past several years as a TT and wish him all the best in his retirement!
 - b. We congratulate Neda Anasseri on her new role with OTAN and thank you for her contributions as a TT.
7. Our next meetings are scheduled as follows. Please be sure to note these on your calendar.
 - a. Wed, Apr 18, 2018 9:00 AM - 9:30 AM PDT
 - b. Wed, May 16, 2018 9:00 AM - 9:30 AM PDT
 - c. Wed, Jun 13, 2018 9:00 AM - 9:30 AM PDT
 - d. Mon, June 18, 2018 – Summer Institute Begins!

DAY / DATE	TIME	EVENT	TOPSpro enterprise	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 (50)	Royal Palm Two (50)	Royal Palm Three (50)	Royal Palm Five (30)
Tuesday June 19	9:30 am-10:45 am	TE Basics – Quick Start! (LT) (ST)	TE – Tracking Results (LT) (ST)	TE for Teachers – Instructional Reports (LT) Veronica (ST)	eT for Coordinators (LT) (ST)
	11:00 am-12:30 pm	TE Basics – Generating Reports (LT) (ST)	TE – Staying on Target (LT) (ST)	TE for Teachers – Access Classes Online (LT) (ST)	eT for Proctors (LT) (ST)
	2:00 pm-3:30 pm	TE Basics – Scanning (LT) (ST)	TE for Administrators (LT) (ST)	Teachers - Discover QuickSearch Online (LT) (ST)	eT for Coordinators (LT) (ST)
	3:45 pm-5:00 pm	TE – Exchanging Data (LT) (ST)	TE – Tracking Results (LT) (ST)	Assess Listening Using eT Online (LT) (ST)	eT for Proctors (LT) (ST)
Wednesday June 20	10:35am-12:00 pm	TE – Batch Edit / Insert (LT) (ST)	TE – Staying on Target (LT) (ST)	TE for Teachers – Instructional Reports (LT) (ST)	eT for Coordinators (LT) (ST)
	1:30 pm-3:00 pm	TE – Merge Wizard (LT) (ST)	TE for Administrators (LT) (ST)	TE for Teachers – Access Classes Online (LT) (ST)	eT for Proctors (LT) (ST)
	3:15 pm-5:00 pm	TE Basics – Quick Start! (LT) (ST)	TE – Exchanging Data (LT) (ST)	Teachers - Discover QuickSearch Online (LT) (ST)	Assess Listening Using eT Online (LT) (ST)

Thursday June 21	9:30 am-11:00 am	TE Basics – Generating Reports (LT) (ST)	TE – NRS Federal Tables (LT) (ST)	TE – Maximize CA Payment Points (LT) (ST)	eT for Coordinators (LT) (ST)
	11:20am-12:30 pm				
		TE Basics – Scanning (LT) (ST)	TE – Reports for AEBG (LT) (ST)	TE for Teachers – Instructional Reports (LT) (ST)	eT for Proctors (LT) (ST)
	12:45pm-2:00 pm				
		TE – Exchanging Data (LT) (ST)	TE – Reports for WIOA (LT) (ST)	TE for Teachers – Access Classes Online (LT) (ST)	eT for Coordinators (LT) (ST)
	2:15 pm-3:45 pm				
		TE – Batch Edit / Insert (LT) (ST)	TE – Reports for AEBG (LT) (ST)	TE for Teachers – Instructional Reports (LT) (ST)	eT for Proctors (LT) (ST)

Technology Trainers

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@fuhd.org	2017
Oscar	Pena	CASAS Technology Support Team	CA	opena@casas.org	2017
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
Steve	Thompson	Ventura USD / Adult & Continuing Education	CA	Steve.thompson@adulthoodventura.edu	New