

AGENDA

May 23, 2018

1. Review Preliminary TT Lab Schedule

- a. Submit requests for changes, if needed.
- b. Open spots available for Support Trainers (ST)...any volunteers???

2. Train the Trainer!

- a. Put yourself through pre-training sessions.
- b. Contact us for clarification.
- c. Provide feedback.

3. Session Warm-Up

- a. Select an activity to focus participants' attention on the training topic.
 - i. For example,
 - 1. Share 'Your' story about How? When? and Where? you use what they will learn.
 - 2. Share a story about how a student, teacher, or administrator benefit by what they will learn.

4. Session Practice

- a. Submit suggestions for exercises that will help participants internalize the new information.
- b. These will be included in the Training Delivery Outline.

5. Training Materials

- a. Download soon from the SI 2018 [Presentations](#) web page

6. Next Meeting

- a. Wed, Jun 13, 2018, 9:00 AM – 9:30 AM PDT
- b. Mon, June 18, 2018, 1:00 PM – Live! at Summer Institute 2018

7. [Resources for Technology Trainers](#)

- a. Please visit to review the recorded meeting and resources...

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 (50)	Royal Palm Two (50)	Royal Palm Three (50)	Royal Palm Five (30)
Tuesday June 19	9:30 am-10:45 am	5/23: 50/50 (RM) Lynne TE Basics – Quick Start! (LT) Yuri (ST) Karen (ST) ???	5/23: 50/50 (RM) Andy TE – Tracking Results (LT) Oscar (ST) Araceli (ST) Connie	5/23: 50/50 (RM) Nancy M. TE for Teachers – Instructional Reports (LT) Celina (ST) Pamela (ST) Dawn	5/23: 30/30 (RM) Daniel eT for Coordinators (LT) Martha (ST) Fabiola
	11:00 am-12:30 pm	5/23: 50/50 (RM) Lynne TE Basics – Generating Reports (LT) Linda (ST) Oscar (ST) Karen	5/23: 50/50 (RM) Andy TE – Staying on Target (LT) Martha (ST) Priscela (ST) Yuri	5/23: 40/50 (RM) Daniel TE for Teachers – Access Classes (LT) Dawn (ST) Celina (ST) ???	5/23: 30/30 (RM) Nancy M. eT for Proctors (LT) Cristina (ST) Pamela
	2:00 pm-3:30 pm	5/23: 42/50 (RM) Nicole TE Basics – Scanning (LT) Oscar (ST) Fabiola (ST) Dawn	5/23: 50/50 (RM) Andy TE for Administrators (LT) Connie (ST) Veronica (ST) Larell	5/23: 48/50 (RM) Kara Teachers - Discover QuickSearch (LT) Lynne (ST) Cristina (ST) Elizabeth	5/23: 29/30 (RM) Misako eT for Coordinators (LT) Celina (ST) Priscela
	3:45 pm-5:00 pm	5/23: 50/50 (RM) Lynne TE – Exchanging Data (LT) Larell (ST) Mike (ST) Celina	5/23: 48/50 (RM) Elizabeth TE – Tracking Results (LT) Linda (ST) Oscar (ST) Elizabeth	5/23: 24/50 (RM) Nicole Assess Listening Using eT Online (LT) Dawn (ST) Karen (ST)	5/23: 30/30 (RM) Andy eT for Proctors (LT) Veronica (ST) Fabiola
		5/23: 50/50 (RM) Misako	5/23: 49/50 (RM) Lynne	5/23: 50/50 (RM) Andy	5/23: 30/30 (RM) Misako
	10:35am-12:00 pm	TE – Batch Edit / Insert (LT) Connie (ST) Larell (ST) ???	TE – Staying on Target (LT) Martha (ST) Yuri (ST) Elizabeth	TE for Teachers – Instructional Reports (LT) Veronica (ST) Linda (ST) Karen	eT for Coordinators (LT) Mike (ST) Dawn
Wednesday June 20					

Continued on next page...

LT: Lead Trainer

ST: Support Trainer

RM: Room Monitor

Wednesday June 20	1:30 pm- 3:00 pm	5/23: 50/50 (RM) Lynne TE – Merge Wizard (LT) Connie (ST) Fabiola (ST) ???	5/23: 50/50 (RM) Misako TE for Administrators (LT) Yuri (ST) ??? (ST) Elizabeth	5/23: 28/50 (RM) Andy TE for Teachers – Access Classes (LT) Dawn (ST) Cristina (ST)	5/23: 29/30 (RM) Shiloh eT for Proctors (LT) Martha? (ST) Priscela
	3:15 pm- 5:00 pm	5/23: 50/50 (RM) Misako TE Basics – Quick Start! (LT) Martha (ST) Pamela (ST) ???	5/23: 47/50 (RM) Zelmira TE – Exchanging Data (LT) Mike (ST) Araceli (ST) ???	5/23: 24/50 (RM) Andy Teachers - Discover QuickSearch (LT) Cristina (ST) Elizabeth? (ST)	5/23: 20/30 (RM) Nicole Assess Listening Using eT Online (LT) Karen (ST) Elizabeth?
Thursday June 21	9:30 am- 11:00 am	5/23: 50/50 (RM) ? TE Basics – Generating Reports (LT) Larell (ST) Priscela (ST) ???	5/23: 50/50 (RM) Misako TE – NRS Federal Tables (LT) Jay (ST) Connie (ST) ???	5/23: 50/50 (RM) Zelmira TE – Maximize CA Payment Points (LT) Yuri (ST) Araceli (ST) Oscar	5/23: 30/30 (RM) Shiloh eT for Coordinators (LT) Linda (ST) Pamela
	11:20am- 12:30 pm	5/23: 18/50 (RM) Amy TE Basics – Scanning (LT) Fabiola (ST) Araceli (ST)	5/23: 49/50 (RM) Zelmira TE – Reports for AEBG (LT) Jay (ST) Connie (ST) Oscar	5/23: 50/50 (RM) Lynne TE for Teachers – Instructional Reports (LT) Pamela (ST) Dawn (ST) Elizabeth	5/23: 29/30 (RM) Shiloh eT for Proctors (LT) Mike (ST) Larell
	12:45pm- 2:00 pm	5/23: 45/50 (RM) Rebeca TE – Exchanging Data (LT) Larell (ST) Priscela (ST) ???	5/23: 50/50 (RM) Nicole TE – Reports for WIOA (LT) Jay (ST) Connie (ST) ???	5/23: 24/50 (RM) Lynne TE for Teachers – Access Classes (LT) Pamela (ST) Martha (ST)	5/23: 15/30 (RM) Misako eT for Coordinators (LT) Elizabeth (ST) Dawn
	2:15 pm- 3:45 pm	5/23: 47/50 (RM) Lynne TE – Batch Edit / Insert (LT) Larell (ST) Connie (ST) ???	5/23: 50/50 (RM) Misako TE – Reports for AEBG (LT) Jay (ST) Priscela (ST) ???	5/23: 20/50 (RM) Nicole TE for Teachers – Instructional Reports (LT) Cristina (ST) Martha (ST)	5/23: 15/30 (RM) Zelmira eT for Proctors (LT) Elizabeth (ST) Dawn

Technology Trainers

FirstName	LastName	DefaultAgency	ST	Email	Last SI
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@fuhsd.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 / Step-Up Resources LLC	FL	doramarg@bellsouth.net	2017
Yuri	Betancourt	Rancho Santiago CCD / Santa Ana College	CA	betancourt_yuri@sac.edu	2017