

**Pre-registered Technology Labs – Lab Fee \$50 Each Lab Session**

Time	TUESDAY, June 11			
9:00 am-10:30 am	TE* Basics – Quick Start!	TE* Data Mgmt. – Tracking Results	TE* for Teachers – Instructional Reports	eTests* for Coordinators – Getting Ready
10:45 am-12:15 pm	TE* Basics – Generating Reports	TE* Data Mgmt. – Staying on Target	TE* for Teachers – Access Classes Online	eTests* for Proctors – Going Live!
1:45 pm-3:15 pm	TE* Basics – Scanning	TE* for Admins. – Program Monitoring	QuickSearch Online for Teachers	eTests* – Intake Process
3:30 pm-5:00 pm	TE* Data Mgmt. – Exchanging Data	TE* Data Mgmt. – Tracking Results	eTests* for Teachers – Listening Practice	eTests* for Proctors – Test Interruptions
Time	WEDNESDAY, June 12			
10:30 am-12:00 pm	TE* Data Mgmt. – Batch Edit / Insert	TE* Data Mgmt. – Staying on Target	TE* for Teachers – Instructional Reports	eTests* for Coordinators – Getting Ready
1:30 pm-3:00 pm	TE* Data Mgmt. – Merge Wizard	TE* for Admins. – Program Monitoring	TE* for Teachers – Access Classes Online	eTests* for Proctors – Going Live!
3:15 pm-4:45 pm	TE* Basics – Quick Start!	TE* Data Mgmt. – Exchanging Data	QuickSearch Online for Teachers	eTests* for Teachers – Listening Practice
Time	THURSDAY, June 13			
9:00 am-10:30 am	TE* Basics – Generating Reports	TE* for Admins. – NRS Federal Tables	TE* for CA – Maximize Payment Points	eTests* for Coordinators – Getting Ready
10:45 am-12:15 pm	TE* Basics – Scanning	TE* for CA – Reports for AEBG	TE* for Teachers – Instructional Reports	eTests* for Proctors – Going Live!
12:45 pm-2:15 pm	TE* Data Mgmt. – Exchanging Data	TE* for CA – Reports for WIOA	TE* for Teachers – Access Classes Online	eTests* – Intake Process
2:30 pm-4:00 pm	TE* Data Mgmt. – Batch Edit / Insert	TE* for CA – Reports for AEBG	TE* for Teachers – Instructional Reports	eTests* for Proctors – Test Interruptions

All labs = 1 1/2 hrs. \*TOPSpro® Enterprise \*CASAS eTests Online System