

## AGENDA

June 18, 2018

1. **Intro / Welcome new trainers**
2. **Trainer Registration**
  - a. Pick up your SI registration materials in the Golden Foyer
3. **Training Schedule**
  - a. Open spots needed for Support Trainers (ST)...any volunteers???
4. **Training Locations**
  - a. TE: Pacific Salons 1-3
  - b. eT: Royal Palm 5
5. **Training Delivery**
  - a. WIPPEA Outline
  - b. Use same Activity Packet as participants
  - c. LAB Placards w/RHAS login
    - i. **TE Admins** for most TE sessions
    - ii. **TE Teachers** for teacher-focused sessions
      1. Accessing Classes
      2. Instructional Reports
    - iii. eT Coordinators for coordinator sessions
    - iv. eT Proctors for proctor sessions
6. **New TE Features and Enhancements Overview**
7. **Training Material Review**
8. **Going Live!**

| DAY / DATE        | TIME                 | EVENT                        |  <br>Online System |
|-------------------|----------------------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Monday<br>June 18 |                      | <b>Pacific Salon One</b>     | <i>*Technology Trainer Pre-Training Sessions</i><br>Lunch on-your-own / Refreshments provided                                                                                            |
|                   | 1:00 pm-<br>1:30 pm  | Intro / Welcome              | All Technology Trainers                                                                                                                                                                  |
|                   | 1:30 pm-<br>3:00 pm  | Prep Session                 | All Technology Trainers                                                                                                                                                                  |
|                   | 3:00 pm -<br>3:15 pm | Break                        |                                                                                                                                                                                          |
|                   | 3:15 pm-<br>4:45 pm  | Prep Session                 | All Technology Trainers                                                                                                                                                                  |
|                   | 4:45 pm-<br>5:00 pm  | Wrap-it-Up!                  | All Technology Trainers                                                                                                                                                                  |
|                   | 5:00 pm-<br>7:00 pm  | SOCIAL<br>Trellises Poolside |                                                                                                                                                                                          |

| 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 (11:20 +<br>12:45 sessions) |
| Afternoon<br>Refreshments | Trainers                     | N/A             | CA Consortium<br>Golden Ballroom | N/A                                  |
| Dinner                    | Social<br>Trellises Poolside | On your own     | Social<br>Tiki Pavilion          | N/A                                  |

# Lab Schedule

| DAY/DATE                                                                     | TIME              | Pacific Salon ONE (50)                                                                                        | Pacific Salon TWO (50)                                                                                       | Pacific Salon Three (50)                                                                                                   | Royal Palm Five (30)                                                                      |
|------------------------------------------------------------------------------|-------------------|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <b>Tuesday<br/>June 19</b><br><br>Larell<br><b>Tech Support</b><br>8am-12pm  | 9:30 am-10:45 am  | 5/23: 50/50 (RM) Lynne<br><br><b>TE Basics – Quick Start!</b><br>(LT) Yuri<br>(ST) Karen<br>(ST) ???          | 5/23: 50/50 (RM) Andy<br><br><b>TE – Tracking Results</b><br>(LT) Oscar<br>(ST) Araceli<br>(ST) Connie       | 5/23: 50/50 (RM) Nancy M.<br><br><b>TE for Teachers – Instructional Reports</b><br>(LT) Celina<br>(ST) Pamela<br>(ST) Dawn | 5/23: 30/30 (RM) Daniel<br><br><b>eT for Coordinators</b><br>(LT) Martha<br>(ST) Fabiola  |
|                                                                              | 11:00 am-12:30 pm | 5/23: 50/50 (RM) Lynne<br><br><b>TE Basics – Generating Reports</b><br>(LT) Linda<br>(ST) Oscar<br>(ST) Karen | 5/23: 50/50 (RM) Andy<br><br><b>TE – Staying on Target</b><br>(LT) Martha<br>(ST) Priscela<br>(ST) Yuri      | 5/23: 40/50 (RM) Misako<br><br><b>TE for Teachers – Access Classes</b><br>(LT) Dawn<br>(ST) Celina<br>(ST) ???             | 5/23: 30/30 (RM) Nancy M.<br><br><b>eT for Proctors</b><br>(LT) Cristina<br>(ST) Pamela   |
|                                                                              | 2:00 pm-3:30 pm   | 5/23: 42/50 (RM) Nicole<br><br><b>TE Basics – Scanning</b><br>(LT) Oscar<br>(ST) Fabiola<br>(ST) Dawn         | 5/23: 50/50 (RM) Andy<br><br><b>TE for Administrators</b><br>(LT) Connie<br>(ST) Veronica<br>(ST) Larell     | 5/23: 48/50 (RM) Kara<br><br><b>Teachers - Discover QuickSearch</b><br>(LT) Lynne<br>(ST) Cristina<br>(ST) Elizabeth       | 5/23: 29/30 (RM) Misako<br><br><b>eT for Coordinators</b><br>(LT) Celina<br>(ST) Priscela |
|                                                                              | 3:45 pm-5:00 pm   | 5/23: 50/50 (RM) Lynne<br><br><b>TE – Exchanging Data</b><br>(LT) Larell<br>(ST) Mike<br>(ST) Celina          | 5/23: 48/50 (RM) Elizabeth<br><br><b>TE – Tracking Results</b><br>(LT) Linda<br>(ST) Oscar<br>(ST) Elizabeth | 5/23: 24/50 (RM) Nicole<br><br><b>Assess Listening Using eT Online</b><br>(LT) Dawn<br>(ST) Karen<br>(ST)                  | 5/23: 30/30 (RM) Andy<br><br><b>eT for Proctors</b><br>(LT) Veronica<br>(ST) Fabiola      |
| <b>Wednesday<br/>June 20</b><br><br>Oscar<br><b>Tech Support</b><br>8am-12pm | 10:35am-12:00 pm  | 5/23: 50/50 (RM) Viviana<br><br><b>TE – Batch Edit / Insert</b><br>(LT) Connie<br>(ST) Larell<br>(ST) ???     | 5/23: 49/50 (RM) Lynne<br><br><b>TE – Staying on Target</b><br>(LT) Martha<br>(ST) Yuri<br>(ST) Elizabeth    | 5/23: 50/50 (RM) Andy<br><br><b>TE for Teachers – Instructional Reports</b><br>(LT) Veronica<br>(ST) ???<br>(ST) Karen     | 5/23: 30/30 (RM) Michele W.<br><br><b>eT for Coordinators</b><br>(LT) Mike<br>(ST) Dawn   |
|                                                                              |                   |                                                                                                               |                                                                                                              |                                                                                                                            |                                                                                           |

LT: Lead Trainer

ST: Support Trainer

RM: Room Monitor

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|                              |                                    |                                                                                                                  |                                                                                                     |                                                                                                                        |                                                                                                     |
|------------------------------|------------------------------------|------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Wednesday<br/>June 20</b> | 1:30 pm-3:00 pm                    | 5/23: 50/50 (RM) Lynne<br><b>TE – Merge Wizard</b><br>(LT) Connie<br>(ST) Fabiola<br>(ST) ???                    | 5/23: 50/50 (RM) Viviana<br><b>TE for Administrators</b><br>(LT) Yuri<br>(ST) ???<br>(ST) Elizabeth | 5/23: 28/50 (RM) Andy<br><b>TE for Teachers – Access Classes</b><br>(LT) Dawn<br>(ST) Cristina<br>(ST)                 | 5/23: 29/30 (RM) Shiloh<br><b>eT for Proctors</b><br>(LT) Martha?<br>(ST) Priscela                  |
|                              | Larell<br>Tech Support<br>1pm-5pm  | 5/23: 50/50 (RM) Viviana<br><b>TE Basics – Quick Start!</b><br>(LT) Martha<br>(ST) Pamela<br>(ST) ???            | 5/23: 47/50 (RM) Zelmira<br><b>TE – Exchanging Data</b><br>(LT) Mike<br>(ST) Araceli<br>(ST) ???    | 5/23: 24/50 (RM) Andy<br><b>Teachers - Discover QuickSearch</b><br>(LT) Cristina<br>(ST) Elizabeth?<br>(ST)            | 5/23: 20/30 (RM) Nicole<br><b>Assess Listening Using eT Online</b><br>(LT) Karen<br>(ST) Elizabeth? |
| <b>Thursday<br/>June 21</b>  | 9:30 am-11:00 am                   | 5/23: 50/50 (RM) Michele W.<br><b>TE Basics – Generating Reports</b><br>(LT) Larell<br>(ST) Priscela<br>(ST) ??? | 5/23: 50/50 (RM) Misako<br><b>TE – NRS Federal Tables</b><br>(LT) Jay<br>(ST) Connie<br>(ST) ???    | 5/23: 50/50 (RM) Zelmira<br><b>TE – Maximize CA Payment Points</b><br>(LT) Yuri<br>(ST) Araceli<br>(ST) Oscar          | 5/23: 30/30 (RM) Shiloh<br><b>eT for Coordinators</b><br>(LT) Linda<br>(ST) Pamela                  |
|                              | Martha<br>Tech Support<br>8am-12pm | 5/23: 18/50 (RM) Amy<br><b>TE Basics – Scanning</b><br>(LT) Fabiola<br>(ST) Araceli<br>(ST)                      | 5/23: 49/50 (RM) Zelmira<br><b>TE – Reports for AEBG</b><br>(LT) Jay<br>(ST) Connie<br>(ST) Oscar   | 5/23: 50/50 (RM) Lynne<br><b>TE for Teachers – Instructional Reports</b><br>(LT) Pamela<br>(ST) Dawn<br>(ST) Elizabeth | 5/23: 29/30 (RM) Shiloh<br><b>eT for Proctors</b><br>(LT) Mike<br>(ST) Larell                       |
| <b>Thursday<br/>June 21</b>  | 12:45pm-2:00 pm                    | 5/23: 45/50 (RM) Rebeca<br><b>TE – Exchanging Data</b><br>(LT) Larell<br>(ST) Priscela<br>(ST) ???               | 5/23: 50/50 (RM) Nicole<br><b>TE – Reports for WIOA</b><br>(LT) Jay<br>(ST) Connie<br>(ST) ???      | 5/23: 24/50 (RM) Lynne<br><b>TE for Teachers – Access Classes</b><br>(LT) Pamela<br>(ST) Martha<br>(ST)                | 5/23: 15/30 (RM) Misako<br><b>eT for Coordinators</b><br>(LT) Elizabeth<br>(ST) Dawn                |
|                              | Oscar<br>Tech Support<br>1pm-5pm   | 5/23: 47/50 (RM) Lynne<br><b>TE – Batch Edit / Insert</b><br>(LT) Larell<br>(ST) Connie<br>(ST) ???              | 5/23: 50/50 (RM) Misako<br><b>TE – Reports for AEBG</b><br>(LT) Jay<br>(ST) Priscela<br>(ST) ???    | 5/23: 20/50 (RM) Nicole<br><b>TE for Teachers – Instructional Reports</b><br>(LT) Cristina<br>(ST) Martha<br>(ST)      | 5/23: 15/30 (RM) Zelmira<br><b>eT for Proctors</b><br>(LT) Elizabeth<br>(ST) Dawn                   |

# Technology Trainers

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

## Delivering a WIPPEA Training

### *Training and Teaching are balancing acts*

- Balancing the needs of the participants with the goals and objectives of the training.
- Keeping the content and the effect of being a good trainer in mind as he/she does it.

#### I. **W**ARM-UP

- A. Select an activity that will focus participants on the topic of the training

#### II. **I**NTRODUCTION

- A. Tell participants what they will be learning (can be goals and objectives)
- B. Ask participants if they would like to add anything

#### III. **P**RESENTATION

- A. Present new information on the topic of the training
- B. Comprehension Check
  - 1. Check participants' understanding of the main concepts before moving to practice

#### IV. **P**RACTICE

- A. Plan activities that will help participants internalize the new information

#### V. **E**VALUATION

- A. Plan two types of evaluation
  - 1. An activity for the trainer to see if the participants have internalized the information
  - 2. An opportunity for participants to evaluate the training
    - a) What did you like?
    - b) What would you change?

#### VI. **A**PPPLICATION

- A. Provide an opportunity for participants to make an “action plan”
  - 1. **How?** they will use what they have learned
  - 2. **When?** they will use what they have learned
  - 3. **Where?** they will use what they have learned

Online System

AGENCY: **4908**

USER: administrator#@rhas.org  
cordinator#@rhas.org  
proctor#@rhas.org  
teacher#@rhas.org

PASSWORD: Administrator = **admin**  
Coordinator = **coordinator**  
Proctor = **proctor**  
Teacher = **teacher**

Online System

AGENCY: **4908**

USER: administrator#@rhas.org  
cordinator#@rhas.org  
proctor#@rhas.org  
teacher#@rhas.org

PASSWORD: Administrator = **admin**  
Coordinator = **coordinator**  
Proctor = **proctor**  
Teacher = **teacher**

Online System

AGENCY: **4908**

USER: administrator#@rhas.org  
cordinator#@rhas.org  
proctor#@rhas.org  
teacher#@rhas.org

PASSWORD: Administrator = **admin**  
Coordinator = **coordinator**  
Proctor = **proctor**  
Teacher = **teacher**

Online System

AGENCY: **4908**

USER: administrator#@rhas.org  
cordinator#@rhas.org  
proctor#@rhas.org  
teacher#@rhas.org

PASSWORD: Administrator = **admin**  
Coordinator = **coordinator**  
Proctor = **proctor**  
Teacher = **teacher**

# Town and Country

SAN DIEGO

