

AGENDA

March 13, 2019

1. **Don't forget!**
 - a. Turn in your [SI 2019 - Technology Trainer Registration Form](#) to jsuarez@casas.org
 - b. Mark your calendar for SI 2019 dates.
 - i. TT – Kick Off! Meetings
 - ii. TT – Monday [SI 2019 - Pre-Training Schedule](#)
 - iii. TT – SI 2019 – Training Schedule (TBD)
2. **Take the Poll!**
 - a. What labs would you be interested in training?
 - b. Plan to train in at least two TE and two eTests labs.
3. **For Your Eyes Only!**
 - a. SI 2019 – Planning Grid (do not share!)
 - i. This is a working document CASAS uses to schedule sessions throughout SI.
 - ii. Review for sessions you might be interested in attending so that we may accommodate your request when scheduling labs.
4. **Good News!**
 - a. You have permission to sit in with your own laptop on any lab in which you are not training. without paying the lab fee.
 - b. This is an opportunity for you to build your understanding about the training topic and increase your knowledge about the online system's capabilities.
5. **Train the Trainer!**
 - a. Put yourself through SI 2018 Activity Packets at [Home](#) > [Training and Support](#) > [eTests Online Help](#).
 - i. For questions, clarification, suggestions, or recommendations, e-mail dmontgomery@casas.org.
6. **Warm-Up!**
 - a. Select an activity to focus participants' attention on the training topic. For example,
 - i. Share *Your* story about *How?* *When?* and *Where?* participants will use what they learn in the session.
 - ii. Share a story about how a student, teacher, or administrator will benefit from what they learn in the session.
7. **Wrap-Up!**
 - a. Application: Provide an opportunity for participants to make an “action plan” for –
 - i. **How?** – they will use what they learned
 - ii. **When?** – they will use what they learned
 - iii. **Where?** – they will use what they learned
8. [Resources for Technology Trainers](#)
 - a. Review meeting recordings.
 - b. Retrieve TT resources.

Thank you for training with us at SI 2019!