

AGENDA

May 8, 2019

1. *Technology Trainer Schedule*

- a. Have you confirmed your schedule?
- b. Are you open / available to add a lab to your schedule?

2. *Training Material*

- a. WIPPEA Training Delivery
- b. Training Delivery Outline
- c. Assemble your own binder of training material.
- d. Self-Train with [SI 2018 Activity Packets](#) and other eT / TE documentation for labs you are assigned to train.
 - i. Know your material!
 - ii. Report any edits / corrections / updates to dmontgomery@casas.org

3. *Participant Handouts*

- a. Participants will receive an outline of the training.
- b. Direct participants to download training material from the CASAS website.

4. *Website [Help Documentation](#) Restructure*

- a. We are planning to restructure the presentation of help documents supporting the CASAS Online System – eTests together with TE.
- b. One System / Two Applications
 - i. One document library?
 - ii. Separate document libraries?
- c. Do you have any suggestions or recommendations?

Thank you for training with us at SI 2019!