Beyond

Implementation Training

General Course Information

Course Title:	**Beyond Implementation Training**
Course Duration:	• This course will take approximately 3 to 6 hours to complete. • You have 30 days from enrolling in the course to completing the course.
Course Location:	**Facilitated (self-paced) training online – http://training.casas.org** • Provides group learning and communication in an asynchronous environment. • Participants and facilitator independently access the Web at any time, day or night. • Although participants and facilitator are not online together, they participate in collaborative discussions.
Training Materials	• All training materials are accessible within the course. • You may print any training materials for your own use. • You will be asked to refer to training materials throughout the course. • You also will also be linked directly to any training resources.

Course Manager Information

Name:	Andrea Mullenmeister, Course Manager *CASAS Professional Development Department/Project Coordinator*
Email:	amullenmeister@casas.org
Availability:	Daily between 8:30 am to 5:00 pm (PT), Monday through Friday
Assistance:	If you have questions or need assistance, email your Course Manager. **Email is the primary source of communication.** You should receive replies within 24 hours.

Where to Go to Class

CASAS Online Self-Paced Courses are delivered using **moodle**

The online self-paced courses developed by CASAS are made possible through the course management delivery system called Moodle. Moodle is an e-learning software platform designed to provide a virtual learning environment.

These online self-paced courses are open-entry/open-exit; therefore, participants may join a course anytime within the specified date range and complete the course at their own pace. Each course provides a Certificate of Completion, Training Verification and Training Evaluation. Training required by CASAS includes a Certification activity.

If this is your first Moodle course, we recommend that you prepare for online training by accessing or printing (optional) the "Moodle How-To Guide for Online Training." Please take the time to read through this document to make your online training experience more enjoyable.

How to Begin Your Course

1. Go to http://training.casas.org
2. Select the CASAS online course for which you are registered.
3. You are taken momentarily to the CASAS Web site to log on with your CASAS user account.
4. After your account is confirmed, you are automatically returned to the training Web site.
5. You may now begin the course.
6. You will be asked to log in each time you return to the course.

General Course Description

CASAS – Beyond Implementation Training Course

Course Introduction

CASAS requires that each person involved in CASAS testing complete Initial Implementation Training. Training is necessary to maintain the integrity and quality of the assessment process.

This training builds on the Initial Implementation Training to give additional tools recommended to administer CASAS tests, interpret test results, and use curriculum support materials to enhance instruction. Expansion of CASAS Implementation is recommended. Agencies that wish to expand CASAS implementation may want to incorporate a number of additional components into their plans.

Each state may have specific requirements that agencies must fulfill for program, state and federal accountability. Throughout this training, you will see this icon to "Get my State-Specific information."

After you complete this training, you should have an increased understanding to:

- The CASAS system
- CASAS Testing
- CASAS Reports
- How to determine class and student needs based on CASAS testing and reports

Course Overview

This training consists of ten units with built-in activities and review questions at the end of each unit; a needs assessment; expand your knowledge topics; additional information specific to a state (if provided by the state); and a certification activity for training completion. Each unit is divided into topic areas that serve as the foundation for each unit.

This training may take up to six hours to complete

- Approximately three hours for Review topics (Initial Implementation Training)
- Approximately three hours for Expand Your Knowledge and State-Specific topics

Training Goals

- Re-Certification
    - A training participant may re-certify (if required) to order and administer CASAS appraisals and pre- and post-tests at their agency by receiving a passing score on the Certification activity.
- Full Certification
    - A training participant is verified to have completed the Beyond Implementation Training course and is authorized to order and administer the assessments covered in this training by receiving a passing score on the Certification activity

Training Objectives

Participants will:

- Reinforce their knowledge of the link between curriculum, instruction and assessment; CASAS competencies, task areas and content standards; CASAS test selection; how to interpret and use test results to inform instruction; and how to use QuickSearch® Online for instructional resources
- Expand their knowledge in these areas
- Gain greater awareness of information specific to your state (if provided by the state)

To complete this course successfully requires:

- 100% score on Certification activity
- Submit Training Verification
- Self-Generate a Certificate of Completion

Training Outline

The CASAS – Beyond Implementation Training course contains the following units and topics:

ABOUT THIS TRAINING

INTRODUCTION

1. **ADULT EDUCATION**

    Review:

    1.1. Types of agencies

    1.2. Program characteristics

    1.3. Adult student characteristics

    1.4. Programs funding

    Expand your Knowledge:

    1.5 CASAS in Youth and Adult Programs

    1.6 Learn how agencies use CASAS assessments and resources in their programs

    through CASAS Connection Newsletters

    State-Specific Information

2. **ABOUT CASAS**

    2.1. 2010 CASAS National Summer Institute

    Expand your Knowledge:

    2.2 Visit our Web site to read more About CASAS

    2.3 View the CASAS System: Formula for Success

    State-Specific Information

3. **COMPETENCIES, TASK AREAS, AND CONTENT STANDARDS**

    Review:

    3.1 CASAS Competencies

6. CASAS TESTING

Review:

6.1 Appraisals, Pre- and Post-Tests

6.1.1 Place: Appraisals

6.1.2 Diagnose: Pretests

6.1.3 Instruct

6.1.4 Monitor: Post-tests

6.2 Completing the Test Record form

6.3 CASAS Scale and Skill Level Descriptors

6.4 CASAS across levels

Expand your Knowledge:

6.5 Know which Appraisal to give

6.6 Interpreting Results

6.7 Skill Level Descriptors & the Workplace

6.8 CASAS Levels and NRS EFLs for WIA Title I

6.9 Monitor results with Post-tests

State-Specific Information

7. ADMINISTRATION AND STORAGE OF TESTS

Review:

7.1 Administering CASAS Tests

7.1.1 Needed for testing day

7.1.2 Preparation for testing

7.1.3 Getting started

7.1.4 Give the test

7.1.5 Test timing guidelines

7.2 Test security

Expand your Knowledge:

7.3 Preparing Students for Testing

State-Specific Information

8. **APPRAISALS, PRETESTS AND POST-TESTS**

Review

8.1 Appraisals

8.2 The difference between an Appraisal and a Pre/Post-Test

8.3 Give the correct Pretest

8.3.1 Select a Pretest level based on an Appraisal score

8.4 Scores outside the accuracy range

8.5 Post-Tests

8.6 CASAS Test Preparation

8.6.1 Test Preparation Guidelines

8.7 Sample Test Items

8.8 CASAS eTests®

Expand your Knowledge:

8.9 CASAS Low-level Literacy Touch-screen Assessment

8.10 CASAS Reading and Math Tests and the GED Test

8.11 Assessing your ASE students

State-Specific Information

9. **USING TEST RESULTS**

Review:

9.1 Use test results to guide instruction

9.2 Share test results with students

9.3 Find appropriate instructional materials

9.4 CASAS QuickSearch Online

CASAS Contact Information

Mail: CASAS

5151Murphy Canyon Rd., Suite 220

San Diego, CA 92123-4339

Web site: www.casas.org

Telephone: 858-292-2900 – or – 800-255-1036

FAX: 858-292-2910

Thank you!

for participating in a CASAS Online Self-Paced Course.