# Initial Implementation Training

CASAS

# General Course Information

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| ***Course Title:*** | **CASAS Initial Implementation Training** |
| ***Course Duration:*** | • This course will take approximately three hours to complete.<br>• You have 30 days from enrollment to complete the course. |
| ***Course Location:*** | **Facilitated (self-paced) training online –** http://training.casas.org<br>• Provides group learning and communication in an asynchronous environment.<br>• 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

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| ***Name:*** | Andrea Mullenmeister, Course Manager<br>*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 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." Reading through this document will make your online training experience much 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.

***Note:*** **You have 30 days from the time you enroll to complete this course.**

# General Course Description

# CASAS – Initial 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 course provides the foundational framework from which the CASAS System is built. Agency staff must complete this training course prior to ordering and administering most CASAS tests. Training participants learn how to administer CASAS tests for placement and documenting progress, interpret test results, and use curriculum support materials to enhance instruction.

You will become familiar with a variety of procedures and terms throughout this training.

After completing this training, you will have a basic understanding of:

- 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 nine units with built-in activities and review questions at the end of each unit, a needs-assessment, and a certification activity.

Each unit is divided into topic areas that serve as the foundation for each unit. A participant is certified to order and administer CASAS appraisals and pre- and post-tests at their agency upon successful completion of this course.

This training will take approximately three hours to complete.

### Training Goals

Participants who complete this training are certified to order and administer CASAS appraisals and pre- and post-tests at their agency.

### Training Objectives

Participants will identify the link between curriculum, instruction and assessment. They will identify CASAS competencies, task areas and content standards. They will identify and select CASAS tests and learn how to interpret and use test results to inform instruction. Participants also will learn how to access QuickSearch® Online for instructional resources.

### To complete this course successfully requires:

- 100% score on Certification activity
- Submit Training Verification
- Generation of the Certificate of Completion

## Training Outline

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

### About this Training

### Introduction

1. **What is Adult Education?**
    1.1. Types of programs and program characteristics
    1.2. Adult student characteristics
    1.3. How are programs funded?
    1.4. Think About it Planning Guide Introduction
    1.5. Post to Learning Forum
    1.6. Unit 1 Review

**2. What is CASAS?**

2.1. What is TOPSpro?

2.2. Think About It Planning Guide

2.3. Post to Forum

2.4. Unit 2 Review

**3. Competencies, Task Areas, and Content Standards**

3.1. What are competencies?

3.2. What are task areas?

3.3. What are content standards?

3.4. Tie it Together

3.5. Think About It Planning Guide

3.6. Post to Forum

3.7. Unit 3 Review

**4. Student Registration, Orientation, and Placement**

4.1. What is the process for student registration?

4.2. What is the process for student orientation?

4.3. What is the process for placement?

4.4. Think About It Planning Guide

4.5. Post to Forum

4.6. Unit 4 Review

**5. Accountability**

5.1. What is the NRS and Why is it Important?

5.2. What is an entry record?

5.3. Learner Progress through a Program (flowchart)

5.4. What is a Test Record?

5.5. What is an update record?

5.6. Think About It Planning Guide

5.7. Post to Forum

5.8. Unit 5 Review

**6. CASAS Testing**

6.1. Place: Appraisals

6.2. Diagnose: Pretests

6.3. Instruct

6.4. Monitor: Post-tests

6.5. CASAS Pre- and Post-Testing Guidelines

6.6. The CASAS Scale and Skill Level Descriptors

6.7. CASAS across levels

6.8. Think About It Planning Guide

6.9. Post to Forum

6.10. Unit 6 Review

**7. Administration and Storage of Tests**

7.1. Needed for Testing day

7.2. Preparation for testing

7.3. Getting started

7.4. Give the test

7.5. Test timing guidelines

7.6. Test Security

7.7. Think About It Planning Guide

7.8. Post to Forum

7.9. Unit 7 Review

**8. Appraisals, Pretests and Post-Tests**

8.1. Appraisals

8.2. What is the difference between an appraisal and a pre- and post-test?

8.3. Pretests: How Do You Know Which Pre-Test to Give?

8.3.1. Select a pretest based on Appraisal score

8.4. Scores outside the accuracy range

8.5. Post-tests

8.6. CASAS test preparation

8.7. Sample Test Items

8.8. CASAS *e*Tests®

8.9. Think About It Planning Guide

8.10. Take the Reading Sample Test Items

8.11. Post to Forum

8.12. Unit 8 Review

**9. Using Test Results**

9.1. How do I use test results to guide instruction?

9.2. How do I share test results with my students?

9.3. How do I find appropriate instructional materials to teach the competencies?

9.4. CASAS QuickSearch Online®

9.5. Multiple measures of documenting student progress

9.6. Transitioning Learners to postsecondary education or the workforce

9.7. Think About It Planning Guide

9.8. Tie it Together

9.9. Post to Forum

9.10. Unit 9 Review

**Certification**

**Training Verification**

**Certificate**

## CASAS Contact Information


***Mail:*** CASAS
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San Diego, CA 92123-4339

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***FAX:*** 858-292-2910


# *Thank you!*

***for participating in a CASAS Online Self-Paced Course***