

AGENDA

June 13, 2018

1. Review (Semi) Final TT Lab Schedule

- a. Open spots needed for Support Trainers (ST)...any volunteers???

2. Training Materials

- a. Download from the SI 2018 [Presentations](#) web page

3. Training Delivery

- a. LAB Placards w/RHAS login
- b. Trainers use same Activity Packet as participants
- c. WIPPEA Outline.

4. Training Questions?

- a. What do I tell/not (or demo/not demo) participants about the Second User Confirmation?
 - i. A Second User is critical to data integrity with TE and Test Security with eTests.
 - ii. Have ST demonstrate entering as the Second User.
 - iii. Contact CASAS for direction if you are the one and only User at your agency/site.

5. Trainer Dress Attire

- a. Business casual attire when training. No jeans, shorts, tennis shoes, flip flops, or hats allowed.
- b. Don't forget your Name badge!

6. Trainer Registration

- a. Monday, 12:00 – 1:00 pm
- b. Pick up your SI registration materials in the Golden Foyer

7. Town and Country Map

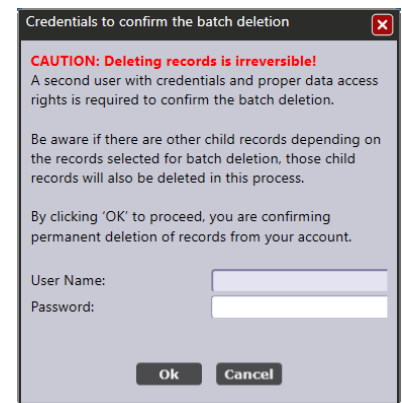
- a. Golden Foyer
- b. Lab locations

8. Going Live!

- a. Mon, June 18, 2018, 1:00 PM

9. [Resources for Technology Trainers](#)

- a. Please visit to review the recorded meeting and resources.



DAY / DATE	TIME	EVENT	TOPSpro Entrepreneur	eTests CASAS
Monday June 18	1:00 pm- 1:30 pm	*Technology Trainer Pre-Training Sessions Lunch on-your-own / Refreshments provided		
		Intro / Admin Time	All Technology Trainers	
	1:30 pm- 3:00 pm	Technology Trainer Prep Session	GROUP 1	GROUP 2
			(L) Jay Wright TBD	(L) Dawn Montgomery TBD
	3:00 pm - 3:15 pm	Break	GROUP 2	GROUP 1
	3:15 pm- 4:45 pm	Technology Trainer Prep Session	(L) Jay Wright TBD	(L) Dawn Montgomery TBD
	4:45 pm- 5:00 pm	Wrap-it-Up!	All Technology Trainers	
	5:00 pm- 7:00 pm	SOCIAL		

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
Afternoon Refreshments	Trainers	N/A	CA Consortium: Golden Ballroom	N/A
Dinner	On your own	On your own	Social	N/A

Lab Schedule

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

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LT: Lead Trainer

ST: Support Trainer

RM: Room Monitor

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

Technology Trainers

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