ORGANIZING FOR A BEGINNER LEVEL WORKSHOP

At least two weeks before the workshop:

- Get a list of participants
- Verify with the CASEMIS staff that each participant has
    - ✓ Access to the program from VCOE - can verify with Brian Marcontell if uncertain
    - ✓ An account on the SIRAS production server: https://siras.vcoe.org
    - ✓ An account on the SIRAS training server: https://sirastraining.vcoe.org

At least one week before the workshop:

- Send login instructions to each participant and ask them to email you when they have successfully logged into the training server (not the production server)
- Follow up with all participants who do not respond
- Connect participants to a mentor if they are having difficulties logging into the program. There is nothing worse at a Beginning workshop than to have a user who cannot log into the training server.
- If possible, get the name of a couple of users who have recently left the district and still have active accounts. Ask Brian to reset their passwords so that in an emergency you can use one of those accounts to train a new user.
- Run handouts for all participants (in the order listed below)
    - ✓ Agenda
    - ✓ Getting Started In SIRAS
    - ✓ SIRAS Short Cuts for PC's and/or MACs depending upon district
    - ✓ Selecting a Meeting Purpose
    - ✓ Locating Forms in SIRAS
    - ✓ Using the Goals Developer
    - ✓ Accuracy and Consistency Lists
    - ✓ Overview of the Process for Preparing for a second IEP Meeting

After the workshop:

- Add "Special Access" to the production accounts for all participants
- Verify the follow-up date for the Intermediate Training - should be within 2-3 weeks at most