

ORGANIZING FOR A BEGINNER LEVEL WORKSHOP

At least two weeks before the workshop:

- Get a list of participants
- Confirm all participants have user accounts. If they are General Users, confirm that they have students associated with them (user listed as provider).
- Verify with the CASEMIS staff that each participant has
 - ✓ An account on the SIRAS production server: https://_____
 - ✓ An account on the SIRAS training server: https://_____

At least one week before the workshop:

- Contact Siras Systems to check when the last update to training was made.
- 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, in the **SIRAS Training version**, get the name of a couple of users who have recently left the district and still have active accounts. Change the user name to a cartoon character and reset their passwords so that in an emergency you can use one of those accounts to train a new user. Or, just make up a new account.
- Run handouts for all participants (in the order listed below)
 - ✓ Beginner's Level 1 workshop located in Tools / Support / 'Support Documents' tab / "Training" category / "SIRAS Level 1 Workshop agenda" (this handout includes the agenda and all the necessary handouts).

After the workshop:

- Verify the follow-up date for the Intermediate Training - should be within 2-3 weeks at most