

HICATT Train-the-Trainers Agenda

Wednesday, July 20, 2016

9:00 am to 9:15 am

Welcome – Introductions / Icebreaker

9:15 am to 10:00am

Registration Process Overview

Rolling enrollments every 6-week period (9/12/2016 – 6/2017)

- *Course login emails sent 1 week prior to each group start*

Maximum 500 students per period

- *Weekly reports of registration*

Self-enrollment process

- *Registration form*
- *Gmail account / Course start date chosen / Workforce role chosen*

Readying courses for the next group of students

Choose a Team Lead

10:00 am to 10:15 am

Break

10:30 am to 12:00 pm

Canvas Part 1

Canvas Overview

- *View a role course*
 - *Sections*
- *View master course*
- *Login to Canvas*

Hands-on walkthrough of courses

- *Sections*
- *Course layout*
- *Activities and assessments*
- *Final Exit Survey*
- *Help section/Trainer resources*

12:00 pm to 1:00 pm

Lunch

1:00 pm to 3:00pm

Canvas Part 2

Trainer role in Canvas

- *Tutorials to review*

Trainer responsibilities in Canvas

- *Track student progress*
- *Guidelines on correspondence to send out bi-weekly*
- *Responding to student questions*
- *Sending announcements for general reminders and updates*

3:00 pm to 3:15 pm

Break

3:15 pm to 5:00 pm

Canvas Part 2 cont.

Practice navigating through course

- *Activities in Canvas: Upload personal bio / Post announcements*

Question & Answer / Review

5:00pm

Dismissal

9:00 am to 9:15 am	Q & A on Yesterday's Topics
9:15 am to 10:00 am	Instructional Materials/Content Review activities with labs <ul style="list-style-type: none">• <i>How to load Excel analysis tool pack</i>• <i>Work through a few activities together</i>
10:00 am to 10:15 am	Break
10:30 am to 11:30 am	Instructional Materials/Content cont. Continue review of activities Tips on Teaching Strategies Detailed questions on activities
11:30 am to 12:00 pm	Completion Certificate of Completion <ul style="list-style-type: none">• <i>Exit survey will contain choice for digital or paper copy</i>• <i>Digital copy/paper copy - instructions</i> CE Credits <ul style="list-style-type: none">• <i>More info to come</i>
12:00 pm to 1:00 pm	Lunch
1:00 pm to 2:30 pm	Recruitment Reminder: Registrants will not be counted unless they've completed the entire training. Send communication to employers to support their workers taking the training <ul style="list-style-type: none">• <i>Recommend 30 minutes/day, 4 days/week</i>• <i>Satisfies professional development for workers</i>• <i>Can be applied to performance evaluations</i> Field Testing <ul style="list-style-type: none">• <i>August 8 – September 2</i>• <i>Only 2-4 testers per sub</i>• <i>Feedback form</i>
2:30 pm to 3:00 pm	Support For DE support, contact hicatt-help@uth.tmc.edu For all others: Contact team lead at your local site Megan Robertson, Program Manager Megan.M.Robertson@uth.tmc.edu
3:00 pm	Questions Dismissal