

Training Sessions on Updates to Check4Learning (C4L)

TO: NeSA District Assessment Contacts and their designees

FROM: The Nebraska Department of Education

DATE: September 20, 2012

SUBJECT: Statewide WebEx Training Sessions on Updates to C4L

TRAINING DATES: October 30-31, 2012

The Nebraska Department of Education (NDE) invites all District Assessment Contacts (DACs) to participate in a training session to learn about updates being made to Check4Learning (C4L) for the 2012-2013 school year. This training is also open to any district or school personnel authorized to work with C4L.

The training sessions will be presented online using WebEx. WebEx allows participants to login via computer for a visual demonstration, in addition to providing an audio component via the telephone. We encourage all District Assessment Contacts to attend **one** of the two available sessions. Other district or school personnel who will use C4L may also attend either one of these sessions. For those who are unable to attend at either of the scheduled times, a recording of one of the WebEx sessions will be made available on the NDE's website.

Please review the instructions on the following page to learn how to join a training session.

- **Note that each session has a separate meeting number and link.**
- Begin the login process 15 minutes prior to the scheduled start time.
- Login to the online meeting using your computer.
- Follow the on-screen instructions to dial in by telephone for the audio.

For assistance with WebEx

1. Go to <https://datarecognitioncorp.webex.com/datarecognitioncorp/mc>

2. On the left navigation bar, click "Support" or call (866) 229-3239.

<http://www.webex.com>

IMPORTANT NOTICE: This WebEx service includes a feature that allows audio and any documents and other materials exchanged or viewed during the session to be recorded. By joining this session, you automatically consent to such recordings.

AGENDA

The training sessions are designed to inform users on the changes to the C4L system for the 2012-2013.

1. item bank
2. accounts
3. testing
4. reports

Session length is scheduled for one hour. The training is expected to take approximately 45 minutes, followed by a question-and-answer period. The total meeting length will vary based on the number of questions asked by participants at the end of the presentation.

Topic: Updates to Check4Learning-Session 1

Date: Tuesday, October 30, 2012

Time: 2:00 – 3:00 PM, Central Daylight Time

Meeting Number: 809 421 538

Meeting Password: C4Lupdates1

What to do on October 30th to join the 2:00 PM meeting:

1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in):
<https://datarecognitioncorp.webex.com/datarecognitioncorp/j.php?ED=185113362&UID=0&PW=NZDY1NzZjM0M0&RT=MIM3>
2. Enter your name, email address, and the meeting password (C4Lupdates1).
3. Click "Join Now."
4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. To participate in the audio portion of the session, you may elect to either receive a call back or to call the toll-free number provided on screen. Follow the WebEx teleconference instructions that appear on your computer. If you opt to call the toll-free number, you will be prompted to enter the meeting number (809 421 538) and a unique Attendee Code provided on screen. ***You must enter the Attendee Code in order to participate in the audio portions of the presentation.***

Topic: Updates to Check4Learning-Session 2

Date: Wednesday, October 31, 2012

Time: 10:00 – 11:00 AM, Central Daylight Time

Meeting Number: 801 222 834

Meeting Password: C4Lupdates2

What to do on October 31st to join the 10:00 AM meeting:

1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in):
<https://datarecognitioncorp.webex.com/datarecognitioncorp/j.php?ED=185125507&UID=481595877&PW=NNjBmMzgzZjAy&RT=MIM3>
2. Enter your name, email address, and the meeting password (C4Lupdates2).
3. Click "Join Now."
4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. To participate in the audio portion of the session, you may elect to either receive a call back or to call the toll-free number provided on screen. Follow the WebEx teleconference instructions that appear on your computer. If you opt to call the toll-free number, you will be prompted to enter the meeting number (801 222 834) and a unique Attendee Code provided on screen. ***You must enter the Attendee Code in order to participate in the audio portions of the presentation.***