Training Schedule

Standard 4 day schedule

Seminar List

1) **System overview** (1hr)
   a. Explanation of the purpose of the Akeso system. The purpose of a case study and the purpose of the assessment system
   b. About The Interface & Browser Compatibility
   c. Take a sample case study
2) **Managing Students and Accounts** (30 mins)
   a. The review process
   b. Assigning Case Studies
   c. Approving Account Requests
   d. Updating Account information
3) **Case Studies Part 1** (1hr)
   a. Creating a New Diagnoses
   b. Creating a New Test and adding results
   c. Cloning CS
4) **Case Studies Part 2** (1.5hrs)
   a. Creating a New case study
      i. Searching for CS
      ii. CS Settings
      iii. CS Steps
      iv. CS Validation
5) **Case Studies Part 3 (For administrators)** (50 mins)
   a. Test Filter administration
   b. Test Template administration
   c. CS Management
6) **Assessments Part 1** (30 mins)
   a. Online Assessment Overview (The different types of assessments)
   b. Accessing Online Assessments
   c. An Overview Of Creation
   d. Creating A Questionnaire
   e. Creating A Test
   f. Creating A Pool Test
   g. Managing Questions
   h. Take a simple assessment
7) **Assessments Part 2** (30 mins)
   a. Summary Report

   b. Downloading results / assessment

   c. Search Results

   d. Assessment workflow

8) **Account Settings Administration (For Administrators)** (1 hr)

   a. User Administration

   b. Disciplines

   c. Levels

   d. Group

   e. Attributes

9) **Institution Settings (For Administrators)** (1.25 Hrs)

   a. Overview

   b. Institution Settings

   c. Public Links

   d. Tip Of The Day

   e. Unit Promotion

   f. Home Page Content

   g. Approving Account Requests

Daily Training Schedule

Days and seminars may be interchanged by request

Day 1

1) 8-9 am – System Overview

2) 9-10 am – Case Studies Part 1

3) 10-11:30 am – Case Studies Part 2

4) 12:30-1 pm – Managing Students and Accounts

5) 1-1:30 pm – Assessments Part 1

6) 1:30-2 pm – Assessments Part 2

7) <u>2-3 pm - Account Settings Administration</u>

8) 3-4 pm – Open Question And Answers

Day 2

1) 8-9 am – System Overview

2) 9-10 am – Case Studies Part 1

3) 10-11:30 am – Case Studies Part 2

4) 12:30-1 pm – Managing Students and Accounts

5) 1-1:30 pm – Assessments Part 1

6) 1:30-2 pm – Assessments Part 2

7) <u>2-3 pm – Case Studies Part 3</u>

8) 3-4 pm – Open Question And Answers

Day 3

1) 8-8:30 am – Managing Students and Accounts
2) 8:30-9 am – Assessments Part 1
3) 9-9:30 am – Assessments Part 2
4) 9:30-10:30 am - Open Question And Answers
5) 10:30-11:30 am – System Overview
6) 12:30-1:30 pm - Case Studies Part 1
7) 1:30-3pm - Case Studies Part 2
8) <u>3-4:30 pm – Institution Settings</u>

Day 4

1) 8-8:30 am – Managing Students and Accounts
2) 8:30-9 am – Assessments Part 1
3) 9-9:30 am – Assessments Part 2
4) 9:30-10:30 am - Open Question And Answers
5) 10:30-11:30 am – System Overview
6) 12:30-1:30 pm - Case Studies Part 1
7) 1:30-3pm - Case Studies Part 2
8) <u>3-4 pm – Open Questions And Answers For Administrators</u>
9) 4-5 pm – Open Questions And Answers

Facility Requirements

1) Wireless internet access
2) A projector that can be connected to a laptop
3) A contact for resolving facility issues
4) Proper sized room for intended audience