# Preparation for NWEA Workshop on Sunday, March 18

I. **What is all of this stuff?** Our plan is to reduce the amount of paper that we use as well as to have you bring the least amount of "stuff" that is possible, as we are all travelling. You will receive several documents via email. Please save all of these to the laptop that you will be bringing with you to the conference.

II. **What do you NEED to bring?** There a few documents from the materials that were emailed as well as several reports that we are asking that you print hard copies of and bring with you in order to do the hands-on activities. The list of these reports/documents is on page two of this document under the table of "Needed Reports".

**Options for Printing Needed Reports:** You can choose to either bring actual reports with real data from your school or you can print sample reports to use. If you want to bring real data, but need support in accessing and printing them, I have set up a website that contains some "How-to" documents that will guide you through the process.
The website address is http://nwea.adobeconnect.com/robin-ceesa/ and it has been set it up so that anyone who has the link can access it as a "guest" with just your name. *(This is an Adobe Connect Collaboration Site and some of you may be prompted to install an "add-in" to access the site. It only takes a few minutes and is very easy.)* If you experience any problems accessing the site and you do need one or more of the "how-to" documents please email me at robin.whitacre@nwea.org and I can email the documents to you.

There will be many documents uploaded to this website so to help you know which ones to use, the names of the "How-to" documents below:
**How-to Documents:**
**Admin**-Ordering-Viewing-EndOfTerm Reports
**Teacher**-GuidetoPrintWkspReports3
**DRS**- Dynamic Reporting Suite User's Guide

III. **What else MIGHT be helpful?**
The activities that we will do with each report, may be different depending on what specific things the group wants to learn, which we will identify on Sunday morning. For some of the activities, it may be helpful (but not necessary) if you have the following:
- highlighters (blue, green, yellow and pink)
- basic calculator (even one on your phone will work)

Although we are only asking that you print a few pages from the electronic materials that were sent, all of them will be important to have available to reference on your computers during the planning portions of our day.
Many of the materials in the documents called "International Essential Reports Participant Materials" and "International Instructional Ladders Participant Materials" will be things you may wish to use back at your schools when working with your staff.
Some people are more comfortable having paper copies to write on, while others are fine just having it pulled up electronically and taking their own notes separately. Please do what you are comfortable doing, print as much as you want or as little as you would like.

| Report Needed | If you are printing real reports:<br><br>Reference Page from How-to Document (If you need assistance) | If you will be using sample reports:<br><br>Page to print from the PDF package- "International Essential Reports Participant Materials" |
|---|---|---|
| **Class by RIT** (for one teacher)<br><br>**Class by Goal** (choose just one subject from your Class by RIT) | **Teacher**-GuidetoPrintWkspReports3<br><u>Sections I & II</u> - Pages 1 and 2<br>*(You don't need to do step 3 (DesCartes) on page 3)* | Page 4 and Page 6 of the Essential Reports Workbook |
| **Teacher Report**<br>(one teacher-one subject) | **Teacher**-GuidetoPrintWkspReports3<br><u>Section III</u>- Bottom of Page 3-Page 4 | Page 10 of the Essential Reports Workbook |
| **Class Roster Report (aka: Student Progress Report)**<br>(for one student) | **Teacher**-GuidetoPrintWkspReports3<br><u>Section IV.</u> -Bottom of Page 4-Top of Page 5 | Page 12 of the Essential Reports Workbook |
| **Student Goal Setting Worksheet**  (for one student) | **Teacher**-GuidetoPrintWkspReports3<br><u>Section V.</u>- Bottom of Page 5- end of document | Page 14 of the Essential Reports Workbook |
| **Achievement Status and Growth Target Report** (Fall 2011-Spring 2012)Just one page for One teacher in one subject<br><br>*For this report (unless you use the sample) you will need to have an administrative username and password and Crystal Reports Viewer Software installed.* | **Admin**-Ordering-Viewing-EndOfTerm Reports<br><u>Installing Crystal Reports-</u> Pages 1-3<br><u>Ordering Reports-</u> Pages 4-6<br><u>Retrieving, Viewing and Printing Reports-</u> Pages 7-10 | Page 18  of the Essential Reports Workbook |

<u>**3 other documents to print from the electronic materials that were sent:**</u>
1. **Sustaining the Momentum** – 1 page planning template- very last page of the pdf document called "International Essential Reports Participant Materials"
2. **Easy Access to Online Resources-** 2-page document – Second document of the pdf document called "International Essential Reports Participant Materials"  (right after the Essential reports Workbook)
3. **Essential Reports Note-catcher**- This was a stand-alone pdf document attached to this email.

Our session is on Sunday, but I will be at the conference on Friday and Saturday too.  If you need help printing reports prior to Sunday – I would be happy to help you individually at the hotel when you have some free time.  To sign up for an appointment, please find our NWEA booth in the exhibition hall.