

August 12, 2008

MEMORANDUM

TO: System Test Coordinators

FROM: Jeff Barker, Ph.D.
Director, Assessment Administration Division

SUBJECT: 2008-2009 Assessment Elluminate Workshops

In preparation for the 2008-2009 school year, the Assessment Administration Division of the Georgia Department of Education (GaDOE) will be hosting various on-line workshops.

The workshops will be held on the following dates and times:

Date	Description	Program	Time
August 15, 2008	School House Training	EOCT/GHSGT/Writing	10:00-11:00 am
August 25, 2008	On-Line Forms Training	Testing	1:00-2:00 pm
August 28, 2008	On-Line Forms Training	Testing	10:00-11:00 am
September 3, 2008	On-Line Forms Training	Testing	10:00-11:00 am
September 9, 2008	Pre-Administration	GHSWT/Gr. 3 Writing	10:00-11:30 am
September 10, 2008	Pre-Administration	GHSWT/Gr. 3 Writing	1:00-2:30 pm
September 11, 2008	Pre-Administration	GHSWT/Gr. 3 Writing	10:00-11:30 am
October 28, 2008	Pre-Administration	EOCT	10:00-11:30 am
October 29, 2008	Pre-Administration	EOCT	1:00-2:30 pm
October 30, 2008	Pre-Administration	EOCT	10:00-11:30 am
November 4, 2008	Local Scanning Training	EOCT	10:00-11:00 am
November 13, 2008	Record Changes	EOCT	10:00-11:00 am
November 18, 2008	Pre-Administration	ACCESS	9:00am-12:00 pm
November 19, 2008	Pre-Administration	ACCESS	1:00-4:00 pm
November 20, 2008	Pre-Administration	ACCESS	9:00am-12:00 pm
January 6, 2009	Pre-Administration	Grade 8 Writing	10:00-11:00 am
January 7, 2009	Pre-Administration	Grade 8 Writing	1:00-2:00 pm
January 8, 2009	Pre-Administration	Grade 8 Writing	10:00-11:00 am
February 3, 2009	Pre-Administration	CRCT	9:00-10:30 am
February 3, 2009	Pre-Administration	GHSGT	10:45 am-12:15 pm
February 3, 2009	Pre-Administration	GAA	2:15-3:45 pm
February 4, 2009	Pre-Administration	GHSGT	9:00-10:30 am
February 4, 2009	Pre-Administration	GAA	10:45 am-12:15 pm

February 4, 2009	Pre-Administration	CRCT	2:15-3:45 pm
February 5, 2009	Pre-Administration	GAA	9:00-10:30 am
February 5, 2009	Pre-Administration	CRCT	10:45 am-12:15 pm
February 5, 2009	Pre-Administration	GHSGT	2:15-3:45 pm
February 17, 2009	Pre-Administration	Grade 5 Writing	10:00-11:00 am
February 18, 2009	Pre-Administration	Grade 5 Writing	1:00-2:00 pm
February 19, 2009	Pre-Administration	Grade 5 Writing	10:00-11:00 am

The purpose of the workshops is to update test coordinators on any changes or additions that are necessary for the successful administration of Georgia standardized assessments.

Representatives from the Georgia Department of Education and the various contractors will be conducting the workshops.

The on-line workshops will be conducted using Elluminate Live. Elluminate Live is a real-time training and collaboration environment that is flexible and easy to use. It allows participants the ability to talk over the Internet, view presentations and much more. Many of you are already familiar with Elluminate as it has been used for previous assessment workshops.

All System Test Coordinators are expected to attend one of the pre-administration sessions for each assessment program as well as one on-line forms training session. Other training sessions are optional. In addition, you may also invite school test coordinators or other staff to the pre-administration sessions if you so desire. Each Elluminate session will be recorded and available on the Elluminate web site for participants who are unable to attend.

The PowerPoint presentations will be posted at least one week in advance. The presentation for the on-line forms training may be located on the main Testing page of the GaDOE web site under Presentations. The PowerPoint presentations for other sessions may be located on the assessment program's web page under Presentations on the GaDOE Testing web site.

If you have any questions, please contact Connie Caldwell at ccaldwel@doe.k12.ga.us or 404-656-2668.

cc: Kathy Cox, State Superintendent of Schools
 Martha Reichrath, Ph.D., Deputy Superintendent for Standards, Instruction, and Assessment
 Chris Domaleski, Ph.D., Associate Superintendent of Assessment and Accountability
 GNETS Testing Directors
 RESA Directors