Workshop #1: Introduction to IDOE Acuity Program

Learning the basics of the Acuity Assessment System

Workshop Objectives

In this 3 hour Train-the-Trainer session attendees will demonstrate proficiency accessing the Acuity system and options including Tests, Reports, Instructional Resources, Management, My Settings, and Help. At the end of the session attendees will be able to:

1. **Understand the IDOE Acuity Program**
2. **Recognize the contents of the Train-the-Trainer Toolkit**
3. **Use the home page to log in as a teacher and student**
4. **Navigate Acuity Tests**
5. **Access Acuity Reports**
6. **Locate Acuity Instructional Resources**
7. **Access Acuity Management**
8. **Access My Settings**
9. **Access Acuity Help**
10. **Prepare to deliver Acuity training to other educators**

Target Audience

Educators/Staff who will use the Acuity assessment system and train other educators on IDOE Acuity Assessment System.

Prerequisites

General PC knowledge including Internet browsers and software applications.

Room Requirements

Classroom type seating. 20 person maximum. One PC for each attendee. Presentation Station with PowerPoint software, LCD projector, dedicated Internet ready PC for each learner with supported browser (IE 6-7, Firefox 1.5-2.0, Safari 1.2-2.0, Mac 9.1iCab), Network User IDs/Password.

Materials

Handouts provided at workshop. IDOE Acuity TTT Digital Toolkits available via local shared drive or on the desktop.

Evaluation and assignments

Activities assigned for each topic and an online evaluation to be completed at the end of each workshop.

Intro to Acuity Train-the-Trainer Workshop Overview

TTT Topics	Leader Role	Trainer Role	Duration
IDOE Acuity Assessment Program	PPT Presentation	Observe/Q&A	40 minutes
Acuity TTT Toolkit Activity 1	Present	Download/Review	20 minutes
Acuity Interface – Student/Teacher	Online Demo	Observe	25 minutes
Acuity Tests – Manual Scoring	Demo	Observe	5 minutes
Acuity Reports	Demo	Observe	30 minutes
Break			10 minutes
Acuity Activity 2	Handout	Complete Activity	20 minutes
Activity 2 Review	Demo	Observe	10 minutes
Acuity Instructional Resources	Demo	Observe/**Activity**	15 minutes
Acuity Management	Demo	Observe	10 minutes
Acuity My Settings	Demo	Observe	5 minutes
Final Q&A/Evaluation	Facilitate	Complete	5 minutes

Follow-Up/Next Steps

- ✓ Complete Professional Development Planner (Word document)
- ✓ Attend TTT Webinars (see Webinar schedule)
- ✓ Use the Test Proctor Checklist as a guide for getting educators ready for Acuity
- ✓ Attend Workshop #2: Data Analysis and Instruction