

SIMS User Training Facilitator's Agenda

Outcomes:

By the end of the training, participants will be able to:

1. Understand how SIMS fits within the context of RtI
2. Understand how to access SIMS software
3. Navigate through the SIMS software
4. Understand the aspects of SIMS that can be customized
5. Begin to plan for and support the implementation of SIMS

Room Set Up:

1. Name tags
2. Chart paper
3. Post it notes and sharpies by workstations
4. Laptop and data projector for presenter
5. Internet open on all computer screens and URL posted
6. Index card with student name for case example by each computer

Time	Topic	Materials
7:30	Continental Breakfast	
8:00	Welcome <ul style="list-style-type: none"> • Introductions/Check-in • Review agenda/logistics/resources Setting the context for SIMS <ul style="list-style-type: none"> • DPI's definition of RtI • Linking SIMS to RtI • Problem solving model • Link check-in activity to problem solving model • Technical, content, professional development components of SIMS 	<ul style="list-style-type: none"> • Power point slides # 1-17 • Chart paper to chart answers for check in activity • Handouts SIMS and RtI PowerPoint handout
8:45	SIMS Overview Demo: Turn and Talk: Think about SIMS and your experiences so far this morning. What do you need to know as you consider implementation of SIMS in your district?	<ul style="list-style-type: none"> • Power point slides # 18-21
9:15	Break and transition to the computer lab	

Time	Topic	Materials
<p>Facilitators: For the rest of the day, you will be demonstrating SIMS and allowing participants to practice various components of the system. Have the computers turned on and the URL posted on the board. Use the long demonstration script as you demonstrate the system.</p>		
9:30	<p>Access and Login</p> <ul style="list-style-type: none"> • Demo site vs. Live site • Confidentiality Considerations <p>Selecting Students</p> <ul style="list-style-type: none"> • Define filters • Flag criteria • Sorting student lists <p>Practice logging in, selecting students from demo site</p>	<ul style="list-style-type: none"> • Reference problem solving model “identify the problem” • Handouts <ul style="list-style-type: none"> ▪ Login directions ▪ Glossary of terms
9:45	<p>Student Profile</p> <ul style="list-style-type: none"> • Student profile • Extended profile • Custom Flag • Ignoring flags • Data downloaded using CSV files from information system 	<ul style="list-style-type: none"> • Reference problem solving model “collect and analyze data”
10:00	<p>Team Notes</p> <ul style="list-style-type: none"> • Show/hide • Communication tool with staff • Confidentiality re: student record • Structuring conversations • Use staff positions rather than individual names • Difference between team notes and interventions <p>Introduce case study and provide directions for activity #1 Practice using the case study to review extended profile, create a team note and attach a file or link</p>	<ul style="list-style-type: none"> • Reference problem solving model “collect and analyze data” • Handouts <ul style="list-style-type: none"> ▪ Glossary of terms ▪ Activity #1
10:20	<p>Interventions and Progress Monitors-part I</p> <ul style="list-style-type: none"> • Assign new interventions, progress monitors, participants, & comments <p>Provide directions for activity #2 Practice using the case study to assign a new intervention</p>	<ul style="list-style-type: none"> • Reference problem solving model “develop a plan” • Handouts <ul style="list-style-type: none"> ▪ Activity #2 ▪ Hard copy of intervention menus

Time	Topic	Materials
10:45	Interventions and Progress Monitors-part II <ul style="list-style-type: none"> • Edit interventions/progress monitors • Enter scores • Comments Provide directions for activity #3 Practice using the case study to edit an intervention, enter scores and add comments	<ul style="list-style-type: none"> • Reference problem solving model “develop a plan” • Handouts <ul style="list-style-type: none"> ▪ Activity #3
11:15	Interventions and Progress Monitors-part III <ul style="list-style-type: none"> • Assign custom intervention • Assign custom progress monitor Provide directions Practice using case study to assign custom interventions/progress monitor	<ul style="list-style-type: none"> • Handouts <ul style="list-style-type: none"> ▪ Activity #4 ▪ Template to create individual custom intervention/ progress monitor
12:00	Lunch	
12:30	Group Interventions	<ul style="list-style-type: none"> • Reference problem solving model “review and/or modify the plan” • Optional Activity # 5: Group Progress Monitoring (District User Training)
2:00	Review and Reflection <ul style="list-style-type: none"> • Moving to more intensive interventions • Checklist • Principal override Automated e-mails <ul style="list-style-type: none"> • Unattached Interventions 	<ul style="list-style-type: none"> • Handouts <ul style="list-style-type: none"> ▪ Activity # 6: Conclusions and Recommendations ▪ Checklist ▪ E-mail messages Customizable features in SIMS
3:00	Reports <ul style="list-style-type: none"> • Demonstration of each report Customizable features in SIMS Practice using the all SIMS functions	<ul style="list-style-type: none"> ▪ Activity # 7: Scenarios for Practice
3:30	Wrap up/feedback <ul style="list-style-type: none"> • Accessing resources and technical support • Networking groups • SIMS overview • Feedback survey 	<ul style="list-style-type: none"> • Handouts <ul style="list-style-type: none"> ▪ SIMS overview ▪ Feedback form or on-line survey
4:00	Adjourn	