




## LAS Links Paper Administration Pre-Training Checklist

Step	Activity	
1	Be sure you have access to your LAS Links Online account. If not, check with your administration to provide you with access.	
2	Log into Professional Learning and complete the LAS Links Paper Administration Course.	
3	Download a copy of the training PowerPoint titled “LAS Links Paper Administration Trainer PPT” found at <a href="http://www.LASLinks.com/Texas">www.LASLinks.com/Texas</a> under Professional Development >> Training Resources	
4	Print and distribute or email the training PowerPoint to all trainees - titled "LAS Links Paper Administration Trainee PDF" – found at <a href="http://www.LASLinks.com/Texas">www.LASLinks.com/Texas</a> under Professional Development >> Training Resources	
5	Print and distribute or email the training handouts and worksheets to all trainees - found at <a href="http://www.LASLinks.com/Texas">www.LASLinks.com/Texas</a> under Professional Development >> Training Resources	
6	Be sure all trainees have been added as Users to the DRC INSIGHT™ portal prior to training (this will save you training time if this is done prior to training).	
7	<ul style="list-style-type: none"> <li>• Depending on the size of your group, bring several Cue Books and/or Student books for groups of participants to share (ideal is one book per 2 participants).</li> <li>• Bring one copy per training of the corresponding Student Answer Book so that trainees may follow along. Tip: do not allow trainees to write in the test materials so that they may be used for actual live testing.</li> <li>• Bring several Interpretation Guides available to training to be shared by the trainees.</li> </ul>	
8	Recommended: assign training pre-work to trainees such as providing links to training videos found at <a href="http://www.LASLinks.com/Texas">www.LASLinks.com/Texas</a> or advising them to review the LAS Links Paper course in the Professional Learning portal. This will allow trainees to have preliminary knowledge when they arrive at your training.	