



## preLAS Online Administration Pre-Training Checklist

Step	Activity	✓
1	Be sure you have access to your <i>preLAS</i> Online account. If not, check with your administration to provide you with access.	
2	Log into Professional Learning and complete the <i>preLAS</i> Online Course.	
3	Download a copy of the training PowerPoint titled “ <i>preLAS</i> Online 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 " <i>preLAS</i> Online 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	Depending on your group size, bring several cue picture books for trainees to share. To illustrate an actual test, you will need to create at least one test ticket to use during training. If you don't want to use one of your live (paid for) tests, show the pre-recorded video found at <a href="http://www.LASLinks.com/Texas">www.LASLinks.com/Texas</a> >> Professional Development >> Recorded Webinars	
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 <i>preLAS</i> Online course in the Professional Learning portal. This will allow trainees to have preliminary knowledge when they arrive at your training.	