



preLAS Paper Administration Pre-Training Checklist

Step	Activity	✓
1	Be sure you have access to your INSIGHT account so that you may have access to the Professional Learning courses. If not, check with your administration to provide you with access.	
2	Log into Professional Learning and complete the <i>preLAS</i> Paper Course.	
3	Depending on the size of your group, bring several <i>preLAS</i> testing kits to your training. These materials may be shared by participants for the purpose of training. Be sure to have 1 answer document for each trainee available. Note: do not allow trainees to write in the test booklet so that the books remain usable with actual students.	
4	Download a copy of the training PowerPoint titled “ <i>preLAS</i> Paper Administration Trainer PPT” found at www.LASLinks.com/Texas under Professional Development >> Training Resources	
5	Print and distribute or email the training PowerPoint to all trainees - titled “ <i>preLAS</i> Paper Administration Trainee PDF” – found at www.LASLinks.com/Texas under Professional Development >> Training Resources	
6	Print and distribute or email the training handouts and worksheets to all trainees - found at www.LASLinks.com/Texas under Professional Development >> Training Resources	
7	Recommended: assign training pre-work to trainees such as providing links to training videos found at www.LASLinks.com/Texas or advising them to review the <i>preLAS</i> Paper course in the Professional Learning portal. This will allow trainees to have preliminary knowledge when they arrive at your training.	