



Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne WY 82002-0050

Phone: 307-777-7675 Fax: 307-777-6234 Website: edu.wyoming.gov

MEMORANDUM NO. 2011-163

TO: School District Superintendents
Title III Directors
School Principals
English Learner Teachers

FROM: Robin Holbrook, Educational Consultant
Standards and Learning Division

DATE: December 19, 2011

SUBJECT: Accessing Comprehension and Communication in English State to State for
English Language Learners (ACCESS for ELLs®) 2012 Administration Training

TIME SENSITIVE

The Wyoming Department of Education is providing administration training webinars for all qualified personnel who will serve as Test Administrators for the 2012 ACCESS for ELLs®.

January 13, 2012

**Veteran Test Administrators
1:00-3:00 PM Mountain Time**

January 20, 2012

**New Test Administrators
9:00-11:00 AM Mountain Time**

Note for New Test Administrators: This training alone will not certify you to administer the ACCESS for ELLs® test. In order to be certified, New Test Administrators must also complete the online training on the WIDA website. Upon completion of the training, contact Robin Holbrook to register you for an account. Afterwards, you should receive an enrollment email from the WIDA Help Desk with your username and password. *A review of the training course is essential, particularly the speaking test portion. Proof of passing quiz grades (80%) should be provided to your district test coordinator. A copy of your certificate should be kept on file.*

To register online, please visit: <http://www.zoomerang.com/Survey/WEB22D2JM3YDXZ>

Please refer to the attached Administering the ACCESS for ELLs® Assessment notice for registration instructions.

If you have further questions, please contact Robin Holbrook at robin.holbrook@wyo.gov or (307) 777-5217.

RH:al
Attachment



World-Class Instructional Design and Assessment
Wisconsin Center for Education Research (WCER)
University of Wisconsin-Madison
1025 West Johnson Street, MD #23
Madison, WI 53706

Wyoming Department of Education
Professional Development Webinar
Administering the ACCESS for ELLs® Assessment

January 13th, 2012
Veteran Test Administrators
1:00-3:00 PM Mountain Time

January 20th, 2012
New Test Administrators
9:00-11:00 AM Mountain Time

Before Joining the Meeting

Test your computer and Internet connection at:

https://admin.acrobat.com/common/help/en/support/meeting_test.htm

Contact your local network administrator or local tech support staff for assistance if the test is unsuccessful. Connection errors are often caused by a firewall or proxy server at your location.

Connect Pro only requires that you have internet connection, a web browser, and Adobe Flash Player Version 8 or later to attend a web conference. Connect Pro supports nearly any operating system including Windows, Macintosh, Linux and Solaris, as well as the most widely used browsers including Internet Explorer, Firefox, and Safari.

Joining the Meeting

1. To join the meeting, click on the following link (or copy/paste it into your web browser address bar) prior to the meeting start time:
<http://wisc.adobeconnect.com/wyaccess/>
2. Choose **Enter as a Guest**, type in your first and last name, and click **Enter Room**. The meeting will launch in your browser.

Meeting Audio

Audio for the webinar will be Voice-over-IP (VoIP). You will hear meeting audio through your computer speakers. Ensure your speakers are enabled and the volume is at an audible level.