

June 9, 2009

Dear District Test Coordinator:

Thank you for enrolling your district to take the online version of the Missouri End-of-Course Assessments.

This letter contains information about training sessions on the online testing software.

Later this week you will receive an email with information on how to access the online software and get your district set up for testing. To prepare you to use the online testing software, we are pleased to offer several WebEx training sessions. A WebEx is an online training tool that allows participants to view a training session on their computer and listen through a phone conference. Participants can ask questions or make comments through the phone or type them into the WebEx interface.

In order to participate in a WebEx training session you will need to have access to a computer and a phone line. It is easy to have multiple persons attend this training session from your school or location. Each user can call in to the phone conference and access the website from their own location OR all interested participants can be in a room with a speakerphone and projection device so that all can hear and view the presentation at the same time.

All sessions will be identical in content; simply choose a session that is most convenient for you:

June 10: 2pm – 3pm (CST)
June 24: 9am – 10am (CST)
July 15 : 10am – 11am (CST)
August 12: 11am – 12pm (CST)

Please email mo.coordinator@hmhpub.com and indicate which training session you will be attending. Please make sure to include your district's name in your response.

Once I receive your response, I will send you the login and call-in information for your selected training session.

Thank you,

Amanda Schnarr
Missouri Program Coordinator
Riverside Publishing Company