

**ASISTS Training**  
5 dates and locations  
to choose from:

Tuesday September 25, 2007  
9:00 am to 4:00 pm  
**Lunch provided**  
The Utica ACCESS Site  
508 Second Street  
Utica, New York 13501

Thursday September 27, 2007  
9:00 am to 4:00 pm  
**Lunch provided**  
OCM BOCES  
4500 Crown Road  
Liverpool, New York 13090

**Mid State Regional Adult Education Network**

Monday October 1, 2007  
9:00 am to 4:00 pm  
**Lunch provided**  
Oswego County BOCES  
179 Route 64  
Mexico, New York 13114

Thursday October 4, 2007  
9:00 am to 4:00 pm  
**Lunch provided**  
Broome Co. Public Library  
185 Court Street  
Binghamton, New York  
13901

Thursday October 18, 2007  
9:00 am to 4:00 pm  
**Lunch provided**  
Mohawk Valley Resource  
Center for Refugees  
309 Genesee Street  
Utica, New York 13501

**Contact**

James Matt  
Phone: 315-738-7310  
Fax: 315-738-7326  
Or register online:  
[www.midstateraen.org](http://www.midstateraen.org)

**Mid State Regional Adult Education Network**  
James Matt, Director

**Included in this flier:**



**ASISTS** Transition Training



**BEST Plus** Administrator Training



**ESL Study Circle**

Over the next few months all Adult Education programs funded by the New York State Education Department will be moving over to the ASISTS (Adult Student Information System and Technical Support) data system. Programs in the Mid State region will be transitioning from ALIES to ASISTS beginning at the end of September. One person in each agency has been identified as the Primary Contact and the ALIES/ASISTS staff will work directly with that person to facilitate the move over to ASISTS.

**ALIES 6.3**

In mid September ALIES will release ALIES 6.3 which will include a utility to allow programs to review their ALIES data for any faulty data that ASISTS will not accept. Programs will then be able to fix any errors or accept that the faulty data will not be brought over to ASISTS.

**Security Settings, Usernames, and Passwords**

Just prior to a program moving over to ASISTS, the Primary Contact person at each program will be sent a document detailing the security settings available in ASISTS. (a copy of this document may be downloaded from the [www.midstateraen.org](http://www.midstateraen.org) website) They will be asked to assign security levels to each staff member who will be accessing ASISTS. The Primary Contact will then be asked to send to the ASISTS staff a listing of usernames and passwords for each of their staff members.

**ASISTS Transition Training**

As each staff member completes ASISTS Transition Training, their username and password will be activated. This flier includes a schedule of the ASISTS Transition Training for Mid State. We recommend that no more than three people from each program attend any one training to help ensure that all programs can access training in a timely manner.

**Moving data from ALIES to ASISTS**

The Primary Contact will work with a member of the ALIES/ASISTS staff to move the data from ALIES to ASISTS. The migration process may take up to one week during which no additional data should be entered into ALIES. More detailed directions for this process will be shared with the Primary Contact at each agency when their data is requested by the ASISTS team.

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# Mid State

## Regional Adult Education Network

### Included in this flier:



## ASISTS Transition Training

### Mid State Regional Adult Education Network

### ASISTS Transition Data Entry Training

This 6 hour training session provides a comprehensive introduction to ASISTS® (Adult Student Information System and Technical Support) for people who are familiar with the ALIES® data entry process. Staff members who have had no experience with ALIES will be asked to attend a more detailed training to be offered in late October. Dates and times to be announced. We recommend that no more than three people from each program attend any one training to help ensure that all programs can access training in a timely manner

Highlights include navigating ASISTS® data entry screens; inputting student, class, and instructor information; updating outcomes, tests, and contact hours, and running management and funding reports.

All staff who will need to access ASISTS® must attend this training in order to receive a username and password for the system.

Locations, Dates, and Times are listed in left margin.

Directions for all events may be found on the Mid State RAEN website [www.midstateraen.org](http://www.midstateraen.org)

**NYS ASISTS Trainers:**

Utica ACCESS Site (Madison Oneida BOCES)  
OCM BOCES  
Oswego County BOCES  
Broome Co. Public Library  
Mohawk Valley Refugee Center

Kathleen Rinaldo  
Mari Ukleya  
Cynthia Proietti  
Julia Rudd-Coulombe  
Mickey Smith

## ESL Study Circle

## Mid State Regional Adult Education Network

Tuesday October 9, 2007  
12:00 noon to 4:00 pm  
**Lunch provided**  
The Utica ACCESS Site  
508 Second Street  
Utica, New York 13501

Tuesday October 30, 2007  
1:00 pm to 4:00 pm  
Location to be determined

Thursday November 15, 2007  
1:00 pm to 4:00 pm  
Location to be determined

ESL Study Circle  
Conference Calls -  
Dates to be determined

## ESL Study Circle

What is a Study Circle?

Study Circles are small learning groups of practitioners, usually 8 to 12 teachers, who meet to discuss topics of relevance to their classroom practice. Study circles are organized around a central topic. In this case, we are focusing on ESL instructional practices. The groups typically meet for three to five sessions. We will be meeting for three sessions and phone conferencing for two additional sessions. The group is led by a facilitator who will suggest and disseminate materials prior to each session. The participants are asked to review the materials so they may engage in interactive discussion during the sessions regarding the use of the materials to inform instruction in their classroom practice. The main goal of the study circle is for participants to translate research into practice in meaningful individual ways with the support of their program managers. The Study Circle is a success when each participant leaves with a plan to use the research and materials in daily practice.

Locations, Dates, and Times are listed in left margin.

## BEST Plus Test Administrator Training

## BEST Plus Test Administrator Training

Monday October 15, 2007  
10:00 am to 4:00 pm  
**Lunch provided**  
OCM BOCES  
4500 Crown Road  
Liverpool, New York 13090

The BEST Plus, developed by Center for Applied Linguistics (CAL), is an individually administered face-to-face scripted oral interview designed to assess the English language proficiency of adult English learners. The Best Plus is intended to assess interpersonal communication using everyday language. The BEST Plus integrates current knowledge in the assessment of speaking and listening skills with the latest knowledge and practice in educational measurement to present a precise, updated, and flexible oral assessment.

This training satisfies the NYSED requirement for all NYS BEST Plus administrators in adult literacy programs.

Trainer: Paula Colavito

Location, Date, and Time is listed in left margin.

### Contact

James Matt  
Mid State RAEN  
508 Second Street  
Utica, New York

Or register online:  
[www.midstateraen.org](http://www.midstateraen.org)

## Registration

Please indicate on this form the *specific event(s)* that you are registering for and include *all* of the specific information requested in the blanks below (*please be sure to include e-mail*). If your contact information has changed, please send us a completely updated form so that we can continue to keep you informed of all our upcoming events. Thank you...

Name \_\_\_\_\_ Job Title: \_\_\_\_\_  
Organization: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-Mail: \_\_\_\_\_

*(please check all that apply)*

- ASISTS - September 25, 2007 - Utica ACCESS Site
- ASISTS - September 27, 2007 - OCM BOCES
- ASISTS - October 1, 2007 - Oswego Co. BOCES
- ASISTS - October 4, 2007 - Broome Co. Public Library
- ASISTS - October 18, 2007 - Mohawk Valley Resource Center for Refugees
- BEST Plus Test Administrator Training - October 15, 2007 - OCM BOCES
- ESL Study Circle - *Must attend all dates* –
  - 1<sup>st</sup> meeting, October 9, 2007, Utica ACCESS Site
  - 2<sup>nd</sup> meeting, October 30, 2007 , location to be determined
  - 3<sup>rd</sup> meeting, November 15, 2007, location to be determined

Please return *fully completed* registration form  
To  
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