

From: Jeanne Burns

Sent: Thursday, July 21, 2011 11:23 AM

To: Rosalind Hale; rvakbar@xula.edu; acbaker@xula.edu; jmersch@xula.edu; kcampb2@xula.edu; kvaz@xula.edu; kabrooks@xula.edu; mbbraintstorm222@yahoo.com; gentry@nsula.edu; Kimberly McAlister; amoore@nat.k12.la.us; reevesm@nsula.edu; melderc@nsula.edu; kentricke@nsula.edu; Patti Exner; ekennedy@lsu.edu; dkirsh@lsu.edu; sweinst@lsu.edu; nmcane1@lsu.edu; jbach@lsu.edu; dlamont@lsu.edu; kricha1@lsu.edu; johnsonp@gram.edu; paynepm@gram.edu; taylore@gram.edu; gibsonf@gram.edu; dembeleb@gram.edu; jagerslw@gram.edu; lewiss@gram.edu; brownvr@gram.edu; esters@lacollege.edu; daguillard@lacollege.edu; simmons@lacollege.edu; cwarren@lacollege.edu; tinsley@lacollege.edu; kjordan@lsua.edu; dnorris@lsua.edu; smyrick@lsua.edu; jfletcher@lsua.edu; Kionna Walker LeMalle; bernardg@lsua.edu; kmccauley@lsua.edu; david.gustavson@lsus.edu; Julie.Bergeron@lsus.edu; candi.bagley@lsus.edu; Ruth.Ray@lsus.edu; Judith.covington@lsus.edu; Debbie.williams@lsus.edu; larry.anderson@lsus.edu; Melissa.mainiero@lsus.edu; David Gullatt; dschill@latech.edu; avessel@latech.edu; Schroder@latech.edu; kklopez@latech.edu; dkaczv@latech.edu; jstephenson@lincolnschools.org; kfalting@lincolnschools.org; Wayne Fetter; mbroussard@mcneese.edu; aucoin@mcneese.edu; Carolyn.simmons@cpsb.org; rcostello@mcneese.edu; lhurst@mcneese.edu; tmclemore@mcneese.edu; ygarner@mcneese.edu; steven.welsh@nicholls.edu; Gregg.stall@nicholls.edu; Christine.hypolite@nicholls.edu; Alyson.therior@nicholls.edu; brian.heck@nicholls.edu; fran.crochet@nicholls.edu; leslie.jones@nicholls.edu; kgunner@stmary.k12.la.us; bill.neal@selu.edu; Jeffrey.oescher@selu.edu; Gwendolyn.autin@selu.edu; Heloise.morgan@selu.edu; dacosta2@selu.edu; lbrocato@selu.edu; dhudson@selu.edu; dhanson@selu.edu; VerJanis Peoples; regina_patterson@subr.edu; luria_stubblefield@subr.edu; curstis_mustiful@subr.edu; Deborah_clarke@subr.edu; Diana_kelly@subr.edu; joyced_ourourke@subr.edu; Robert_miller@subr.edu; lkaltenb@suno.edu; kdickerson@suno.edu; vjohnson@suno.edu; scinglet@suno.edu; krobinso@suno.edu; lmims@suno.edu; tenishamarcel@yahoo.com; lmckee@tulane.edu; lkilbane@tulane.edu; jfkilbane@me.com; dfordham@tulane.edu; dvaughan@tulane.edu; nlemis2@tulane.edu; patty_glaser@luserschool.org; Gerald Carlson; fdelfavero@louisiana.edu; psheppard@louisiana.edu; klopez@louisiana.edu; ert1817@louisiana.edu; jhwilliams80@yahoo.com; cxr7439@louisiana.edu; selemoine@ulm.edu; tford@ulm.edu; lclark@ulm.edu; schween@ulm.edu; hare@ulm.edu; ricks@ulm.edu; shill@ulm.edu; jcass@ulm.edu; jkieff@uno.edu; bmuntean@olhcc.edu

Cc: walter_tillman@sus.edu; Bradley O'Hara; chargrave@lsu.edu; mgargano@lsu.edu; Mary Ann Coleman; Scott Norton; nancy.beben@lsu.edu; Linda Marino

Subject: PARCC Webinar Instructions- July 25, 2011 (2:00 PM - 4:00 PM)

TO: Members of the PARCC Campus Leadership Teams

As you are aware, you have been selected to serve as a member of the PARCC Campus Leadership Team for your university/college. If you have any questions about this nomination, please contact the college of education dean/director at your university.

I have attached an overview of the PARCC Campus Leadership Team responsibilities and future meetings. I have also attached a brief description of the PARCC consortium. We are also planning to conduct a future meeting for all university chancellors/presidents to discuss the new PARCC assessments and the responsibilities of the PARCC Campus Leadership Teams.

As a member of the PARCC Campus Leadership Team, we ask that you participate in a webinar entitled Orientation for the Common Core Standards and PARCC Assessments that will take place on Monday, July 25, 2011 from 2:00 PM – 4:00 PM. This webinar will provide you an overview of the work that will be impacting your university over the next four years. We look forward to your involvement in the webinar.

The instructions to participate in the webinar are provided below. Please feel free to contact me if you have any questions.

Jeanne Burns

To join the webinar, please follow the instructions below.

Windows PC Participants

1. <https://ldoe.uc.att.com/la/meet/?ExEventID=664792&MeetingKey=1YAIOSUT> a few minutes before the Event's scheduled start time.
2. If prompted, enter the Meeting Key: 1YAIOSUT
3. If prompted, select the participant type: Participant Application
4. Once you have been logged into the event, a window will pop-up to provide you with the option for either computer-based sound or telephone dial-in information.

If you have not used AT&T Connect before, follow the setup instructions below before attempting to connect to the web conference.

Macintosh Participants

(Please email the host prior to the event to notify them that you will be attending using a Macintosh computer to ensure that the phone bridge will be available.)

1. <https://ldoe.uc.att.com/la/meet/?ExEventID=664792&MeetingKey=1YAIOSUT> a few minutes before the Event's scheduled start time.
2. If prompted, enter the Meeting Key: 1YAIOSUT
3. If prompted, select the participant type: Web Participant
4. Dial 1-617-231-2724 to connect to the phone bridge.
5. When prompted, enter the Event Number: 664792
6. While connected:
 - To mute/un-mute your phone, dial *6
 - To learn other telephone commands, dial *9

To connect with your *TELEPHONE ONLY* (no computer):

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1. Dial the number of the location closest to you:
 - * US Local: 1-617-231-2724 (Toll Free: No)
 - * US Toll Free: 1-888-621-7121 (Toll Free: Yes)

To see the complete list of dial-in access numbers

<https://ldoe.uc.att.com/la/default.asp?Target=DialInInformation&ExternalEventID=664792>

2. When prompted, enter the Event Number: 664792

3. While connected:

- To mute/un-mute your phone, dial *6
- To learn other telephone commands, dial *9

Setup instructions for Windows-based computers:

Click here http://uc.att.com/support/download_attc_participant.html to download and install the participant application before the Event.

Note: You must have the AT&T connect participant application installed on your windows-based computer in order to see and hear the event.

Jeanne M. Burns, Ph.D.
Associate Commissioner of
Teacher and Leadership Initiatives
Board of Regents
Office 6-222
1201 North 3rd Street
Baton Rouge, LA 70802
(TEL) 225-342-4253 (Ext. 617)
(FAX) 225-342-5326
jeanne.burns@la.gov