Dear trainer,

Over the past few months we have sent you information about the launching of E-Track, our new OCWTP learning management system, accompanied by our requests for updated biographical information, contact information, and learning (workshop) content outlines. We have received feedback from you and your colleagues asking why we are collecting this information, and for a clear explanation of the collection process and where this information will be stored.

Reason for Updates:
We want to make sure the learnings we enter into E-Track are accurate and meet the quality standards of the OCWTP. We are gathering up-to-date material on all learnings currently offered through the OCWTP. Each learning will be reviewed and assessed in a standardized way. Approved workshops will then be entered into E-Track.

Process for collection of materials:
We began the review process by asking you for content outlines for each non-standardized learning you train for OCWTP. The response was encouraging; however, many times we received agendas or paragraph descriptions of learnings rather than full content outlines. Without a detailed outline, there is not enough information to complete a standardized assessment of the learning and approved it for entry into E-Track.

In order to help you provide the needed information, we have developed a few tools and have posted the documents on the OCWTP website. Here you will find:

- Process for Updating Learnings (Trainer Version)
- Content Outline Checklist (Trainer Version)
- Trainer Expertise Continuum
- Sample Content Outline

Links to additional helpful documents are on the OCWTP website homepage in the trainer section. These documents include:

  - Recommended Research-based Websites
  - Levels of Learning
  - Competencies & Classifications
  - Content Outline Checklist FORM
  - Cultural Standards in Curricula
  - Transfer of Learning
  - Helpful Links

We have also been gathering tips from the RTCs, such as these from ECORTC:

- **a quick and simple way to develop a content outline**:
  - Open your PowerPoint presentation.
  - Left click on VIEW on the top toolbar. Then select NORMAL.

- Left click on FILE.
- Scroll down to SEND TO. Within a few seconds another option window will open. Scroll down to MICROSOFT OFFICE WORD.
- When the next window appears, select OUTLINE ONLY.
- Left click on OK.
- Left click on FILE and scroll down to SAVE.
- Review your outline and add any "missing" information utilizing the Content Outline Checklist.

- To add an additional layer of protection to your outlines, use the "password to modify" option when saving your outlines.

- Use the "properties" feature to keep records such as when the document was last updated. There is even a COMMENTS field where you can enter important details. Make sure you name is listed here as the author. You may also want to create a footer in each document with your name and the date the document was created.

Storing Workshop Information:

Only the learning title and summary information (such as competencies addressed) are entered into E-Track. Content outlines and accompanying documents are stored in a central, secure location, so you will no longer have to submit the same materials each time you train at a different RTC.

- Digitized content outlines and handouts will be placed in the trainer's electronic file, which will be housed on the secure IHS server.
- Hard copies of content outlines and handouts will be stored in the trainer's paper file and locked in a filing cabinet at IHS.

We appreciate your help and recognize this project requires you to do additional work. Please contact Beth Ann Rodriguez, Lois Tyler, or Kelley Gruber with questions.