

## UW ECHO in Assistive Technology Session Agenda

Facilitator(s):	Wendy Warren
Collaborating Entities:	Wyoming Department of Education (WDE) and Wyoming Assisive Technology Resources
Professional Development Presenter:	Shelley Haven
Professional Development Training Description and Objectives:	Older students and adults with executive function challenges can be easily overwhelmed juggling multiple tasks and large projects. This session will introduce some simple but robust task management apps and associated strategies to break a complex workload into more manageable chunks. 1. Explain the functional differences between a calendar and a planner in the context of managing schoolwork. 2. Describe three features commonly found in task management apps that can help students 3. List reasons for having a “dedicated daily planning time”
Case Presentation:	ECHO ID #TBD
Log in Connection:	Click this URL to join: <a href="https://zoom.us/j/678552820">https://zoom.us/j/678552820</a> Or go to <a href="https://echo.zoom.us/join">https://echo.zoom.us/join</a> . Enter meeting ID: 678 552 820
Phone in Connection:	Dial: +1 (408) 638-0968 (US Toll) or +1 (646) 558-8656 (US Toll) Meeting ID: 985 398 278
Captioning Link:	<a href="http://www.streamtext.net/text.aspx?event=CFI-WIND">http://www.streamtext.net/text.aspx?event=CFI-WIND</a>

Time	Organization	Presenter
3:15 PM to 3:25 PM	Introductions	Wendy Warren
3:25 PM to 3:55 PM	Tools and Strategies to Help Manage Assignments and Plan Projects	Shelley Haven, ATP, RET TechPotential
3:55 PM to 4:25 PM	Case Presentation ECHO ID# TBD	TBD
4:25 PM to 4:30 PM	Session Wrap-up	Wendy Warren

### Session Reminders

Privacy/Confidentiality	All information will be de-identified during each session. Door to ECHO room must be closed, and sign posted.
Pagers/Cell Phones:	All pagers and cell phones must be muted during each session. Please leave the room to answer a phone call/page.
Microphone/Sound:	Please mute local microphone when other sites are presenting to prevent feedback.
Continuing Education:	PTSB and UW Outreach credit will be offered for the academic year 2016-2017.
Disclosure:	NONE
Weekly Session Evaluation:	<a href="http://ddesurvey.com/UWECHO/Evaluation.aspx?WorkshopID=1447">http://ddesurvey.com/UWECHO/Evaluation.aspx?WorkshopID=1447</a>

THIS UW ECHO IN ASSISTIVE TECHNOLOGY SESSION WILL BE AUDIO AND VIDEO RECORDED.

YOUR PARTICIPATION CONFIRMS YOUR CONSENT TO THIS RECORDING.

PLEASE NOTE: IF PARTICIPATING VIA AUDIO, PLEASE BE PREPARED TO INTRODUCE YOURSELF, INCLUDING YOUR LOCATION. THANK YOU.

FOR VIDEO TECH SUPPORT PLEASE CONTACT KYLE BARGER: (307) 766-2766 OR [projectecho@uwyo.edu](mailto:projectecho@uwyo.edu).

THANK YOU FOR YOUR PARTICIPATION!

