

**From:** ACT <ACT@mail.vresp.com>  
**To:** Soura, ChristianChristianSoura@gov.sc.gov  
**Date:** 3/5/2013 9:50:01 AM  
**Subject:** Upcoming training events for ACT KeyTrain, CR101

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## ACT KeyTrain<sup>®</sup> and ACT Career Ready 101<sup>™</sup> Webcasts

Take advantage of one of the free upcoming ACT KeyTrain or ACT Career Ready 101 webcasts. We offer various types of webcasts to meet the needs of the members of your team. Introductory sessions are approximately 45 minutes and training sessions are approximately 90 minutes.

Last month we offered a new session to cover the use of instructor-led materials in ACT Career Ready 101. There were several requests to repeat this session, so it is included this month as well. The session will cover taking attendance, accessing lesson plans, launching PowerPoint presentations, adjusting times and scores, and finalizing the data for student records. It will last 45-60 minutes.

### Introduction to ACT KeyTrain or ACT Career Ready 101

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The Introduction to ACT KeyTrain or ACT Career Ready 101 webcasts are designed for individuals who want to know about these programs but may not be directly responsible for the operational aspects of KeyTrain or Career Ready 101 with students/learners.

### ACT KeyTrain or ACT Career Ready 101 Training

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The ACT KeyTrain and ACT Career Ready 101 Training webcasts are designed for individuals who will be setting up accounts, assigning lessons, and running various reports with students/learners.

### On-Site Training Available

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This is a reminder that on-site training is available. Our trainers can bring their expertise directly to your staff for a hands-on session. They can also speak to your team to help engage them and to help promote your program. Contact us for pricing and availability.

**Please note that all times are Eastern.**

*You should select your time zone when you register. Then, all follow-up notices will be in your time zone.*

### Intro to KeyTrain

Wed, Mar 13, 2013 11:00 AM - 12:00 PM EDT

Mon, Mar 18, 2013 3:00 PM - 4:00 PM EDT

Thu, Apr 4, 2013 11:00 AM - 12:00 PM EDT

Mon, Apr 15, 2013 3:00 PM - 4:00 PM EDT

### Intro to Career Ready 101

Wed, Mar 13, 2013 3:00 PM - 4:00 PM EDT

Mon, Mar 18, 2013 11:00 AM - 12:00 PM EDT

Thu, Apr 4, 2013 3:00 PM - 4:00 PM EDT

Mon, Apr 15, 2013 11:00 AM - 12:00 PM EDT

### KeyTrain Training

Fri, Mar 15, 2013 3:00 PM - 4:30 PM EDT

Tue, Mar 19, 2013 11:00 AM - 12:30 PM EDT

Fri, Apr 5, 2013 3:00 PM - 4:30 PM EDT

Tue, Apr 16, 2013 11:00 AM - 12:30 PM EDT

### Career Ready 101 Training

Fri, Mar 15, 2013 11:00 AM - 12:30 PM EDT

Tue, Mar 19, 2013 3:00 PM - 4:30 PM EDT

Fri, Apr 5, 2013 11:00 AM - 12:30 PM EDT

Tue, Apr 16, 2013 3:00 PM - 4:30 PM EDT

### Instructor Led Materials in Career Ready 101

Fri, Mar 29, 2013 2:00 PM - 3:00 PM EDT

Once registered, you will receive an e-mail confirming your registration with information you need to join the webinar.

#### System Requirements

PC-based attendees

Required: Windows® 7, Vista, XP or 2003 Server

Macintosh®-based attendees

Required: Mac OS® X 10.5 or newer

**Questions?** Please contact Rick Harris at [rick@keytrain.com](mailto:rick@keytrain.com) if these sessions don't fit your schedule as we repeat them monthly. Schedules for each month are e-mailed approximately two weeks in advance of the first session.

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