



# CAEP Summit 2022

## Virtual Conference Platform

### User Guide

### October 2022

Presenters

For technical and general conference assistance contact CAEP TAP at:  
tap@caladulthood.org or (888) 827-2324 for assistance.

## Opening

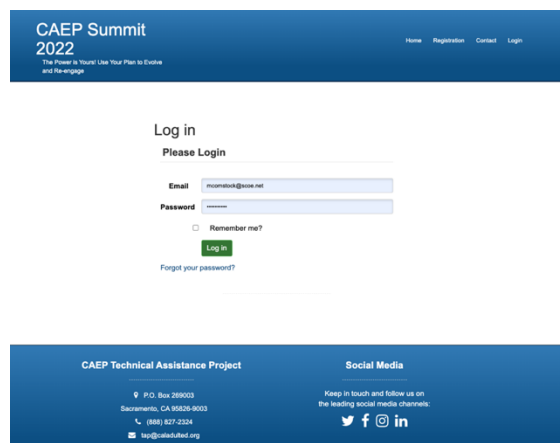
The CAEP Summit 2022 virtual conference platform was designed to deliver high quality, interactive sessions, and networking opportunities. This user guide provides guidance on how to navigate the virtual conference platform, including logging in, creating a schedule, accessing sessions and resources, and networking. Explore this user guide and contact CAEP TAP if additional assistance is needed.

## Login

Login using your email and password you registered with.



Navigate to the Login button in the menu bar on the Summit 2022 website. Once you hit the login button, a new window will appear. It will have a space for you to enter your email and password. The password will be the same one used to register.



## Forgot Password

If you forgot your password, select the hyperlinked 'Forgot your password?' button located under the email and password criteria box. You will be directed to another page where you can enter in your email and a new link will be sent to re-set your password.

Remember me?

Log in

[Forgot your password?](#)

Hyperlinked button.  
Select to re-set your  
password.

You will be sent to another page to  
enter the email address you  
registered with, and a re-set  
password link will be sent.

### Forgot your password?

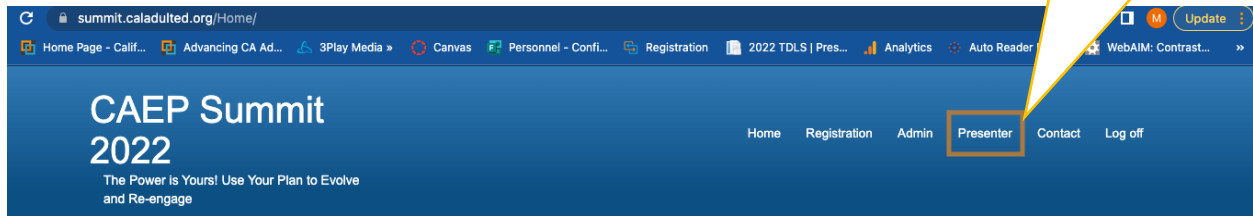
Enter your email address

Email

Email Link

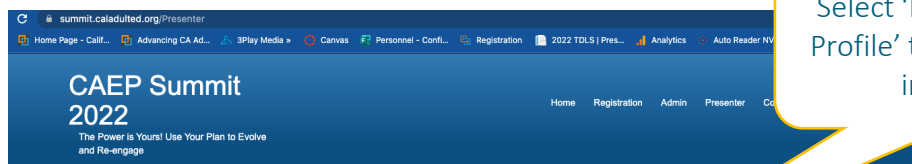
## Presenter Dashboard

Once logged in you will have access to the Presenter Dashboard

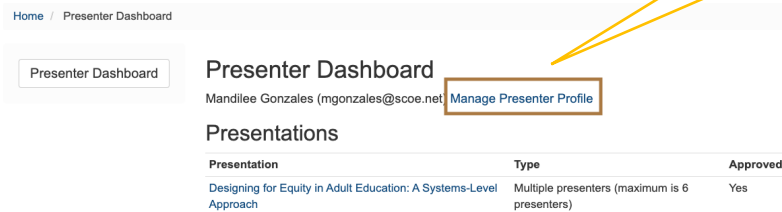


The 'Presenter' tab will then appear in the top menu bar. Select the Presenter button to enter the Presenter Dashboard page for the CAEP Summit 2022 virtual platform. The presenter dashboard and profile update are available to all lead presenters and co-presenters.

Once on the dashboard page, there will be a link labeled, 'Manage Presenter Profile'. Select the 'Manage Presenter Profile' link and it will open the backend of the platform to update all personal information. Here, you can update your personal profile, including uploading a photograph or logo, contact information, and biography.



Select 'Manage Presenter Profile' to update personal information.



Presentation	Type	Approved?
Designing for Equity in Adult Education: A Systems-Level Approach	Multiple presenters (maximum is 6 presenters)	Yes

On the Presenter Profile page, you can upload a photo and update all information that will be shared on the Summit platform.

**Presenter Profile**

**First Name**  
Mandilee

**Last Name**  
Gonzales

**Email**  
mgonzales@scoe.net

**Phone**  
916-228-2352

**Profile Picture**  
No photo is available.  
 No file chosen

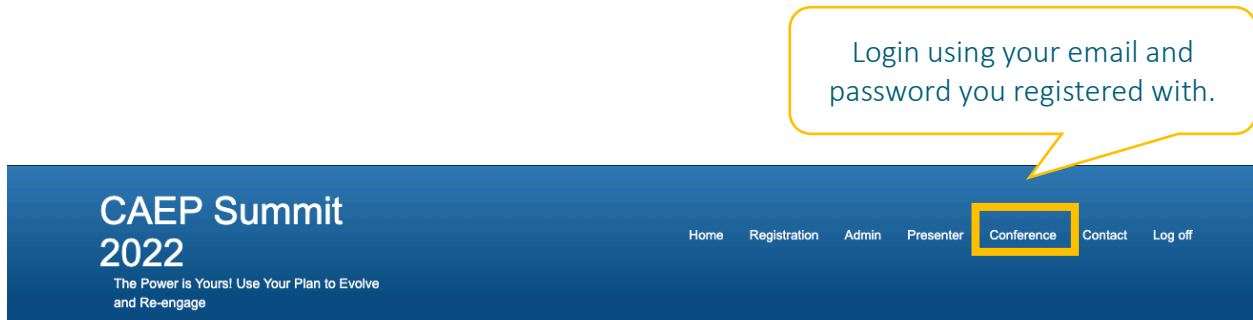
**California School Site/Agency**  
Other - Non-school Affiliated

**Other Site/Agency**  
CAEP TAP

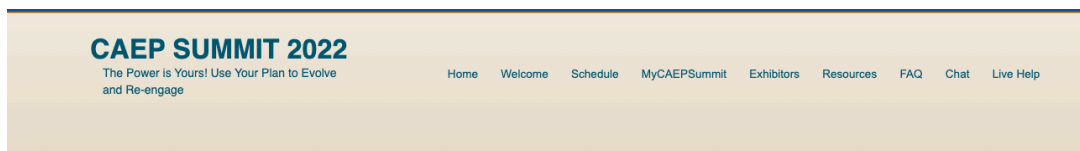
**Biography (500 character maximum)**  
To come

### Conference

The 'Conference' tab will appear in the top menu bar. Select the Conference button to enter the landing page of the CAEP Summit 2022 platform.



### Landing Page



The CAEP Summit 2022 landing page provides information related to the following:

- Getting Started
- Schedule at a Glance
- Upcoming Sessions

This year the agenda is dynamic; it provides key information that is important while allowing you to join the session. A 'Join' button will appear 5 minutes prior to the start of the session.

### Access the Virtual Platform

Log in using the email address and password used to register for the Summit to access the virtual platform. By logging in, you will have access to your profile, the full schedule, including links to join sessions, resources, networking opportunities, exhibitor booths, and more. No attendees will be able to join sessions without first logging into the site. The virtual platform opens for all attendees at **9:30 a.m. on Tuesday, October 25, 2022.**

If you experience any difficulty logging into a session or navigating the conference platform, select the 'Live Help' button at the top. During conference hours there will be a 'Join' button to have live assistance. If your issue is outside of the Live Help hours, email, [tap@caladulded.org](mailto:tap@caladulded.org).

## Contact CAEP

For support outside of conference hours please contact CAEP using the information below:

Call or leave a message at 888-827-2324

Email us at [tap@caladulthood.org](mailto:tap@caladulthood.org)

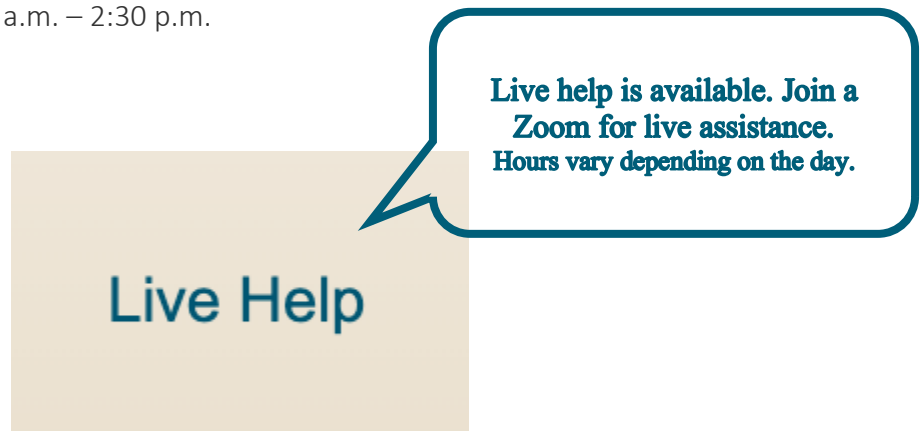
## Live Help

At any point during the CAEP Summit 2022, if you have questions and/or experience technical issues, click on the 'Live Help' button for immediate help during the live assistance hours. By clicking on the Live Help, you will be able to join a zoom room with a member of the CAEP TAP team. They (CAEP Programmers/ CAEP TAP) can help with any technical issues and provide general information about the conference platform.

### Live assistance hours:

Tuesday and Thursday - 10:00 a.m. – 4:00 p.m.

Wednesday and Friday – 7:30 a.m. – 2:30 p.m.



## Schedule

The schedule for the CAEP Summit is presented on this page. Use the filter buttons below to sort sessions by day, session name, audience, program strands, etc. For sessions you wish to attend, click the “Star” (☆) to add the session to “MyCAEPSummit” which allows you at any time to review your customized schedule. Once a presentation begins, click the “Join now!” button. After the session, return to the session and choose the “Evaluation” link to provide our presenters with feedback on their presentations.

The screenshot shows the 'Schedule' page for the CAEP Summit 2022 Virtual Platform. At the top, there is a breadcrumb trail: 'Home / Schedule'. Below this is the 'Schedule' heading and a paragraph of instructions. A row of filter buttons includes 'Day -', 'Session -', 'Audience -', and 'Program Strands -'. To the right of these buttons is a message: 'Please refresh your page for accurate active links' and a link to 'View glossary of abbreviations'. Below the filters is the section title 'Tuesday Sessions' and a 'Print' button. The main content area lists four sessions in blue boxes: 'OPENING SESSION (Tuesday 9:30am-1:00pm)', 'SESSION A (Tuesday 1:00pm-2:00pm)', 'EXHIBITOR BOOTHS OPEN FOR ALL ATTENDEES (Tuesday 2:00pm-2:30pm)', and 'SESSION B (Tuesday 2:30pm-4:00pm)'. Each session box has a light blue bar below it.


## Exhibitors

Click on the exhibitor logos to navigate to their page. The page offers a description of their product and / or services with shared documents, a sponsored session (if applicable), and Representatives with contact information. All exhibitors will have a representative available to chat with via the chat feature or you can contact them directly outside of the platform via email or phone.



Exhibitor pages will provide shared resources, and links, representatives' contact information and a description of their valuable products and services.

### Essential Education




Essential Education has helped millions of people take the steps towards a brighter future by creating resources designed specifically for adult educators and learners. We do this by listening to educators like you, then building innovative solutions to help you succeed in the classroom. We help students understand why they are learning what they are learning while adapting to a level of understanding that's not intimidating. From Adult Basic Education and High School Equivalency to College and Workforce Readiness, we are your source for quality adult education.

#### Sessions

- Keeping Adult Students Engaged: Challenges and Solutions

#### Representatives

 <b>John Balentine</b> john@essentialed.com	<b>Dan Griffith</b> dan@essentialed.com
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#### Contact

Website: <https://www.essentialed.com>  
Phone: (800) 931-8069  
Email: [info@essentialed.com](mailto:info@essentialed.com)

## Resources

This section provides a list of CAEP relevant resources such as access to request trainings through CAEP TAP, learn about upcoming professional development opportunities, available resources on the CAEP website, ways to stay connected to CAEP TAP, and more. Explore this page for all CAEP-related resources.



## FAQ

The FAQ page provides a list of frequently asked questions related to the conference. FAQs in this section are related to how to access resources provided by the presenters, what are jam and mini sessions, how to access recordings, and more. Explore the FAQs to access answers to mostly commonly asked questions.

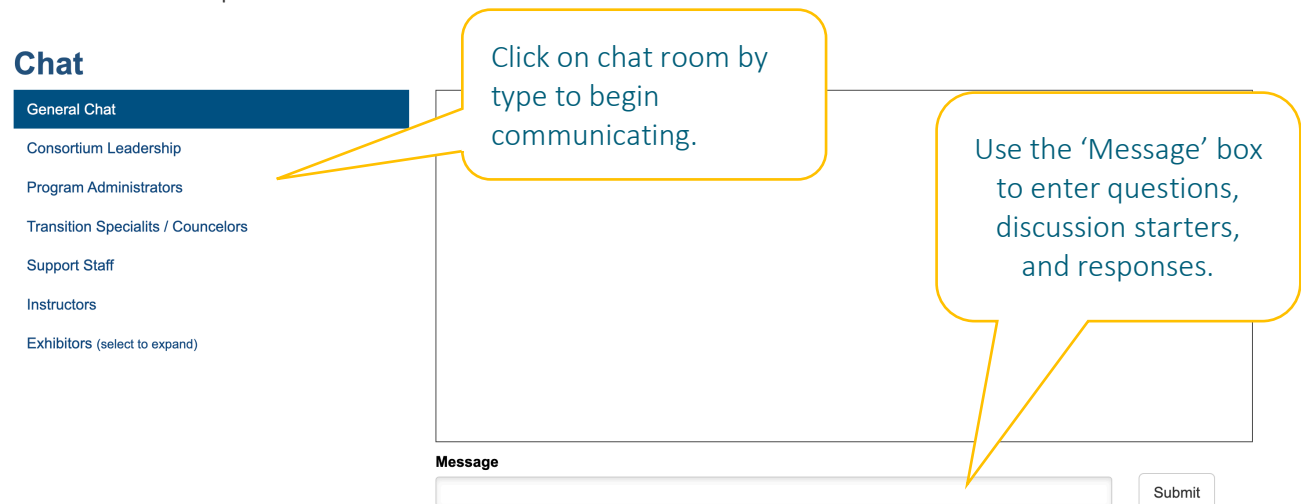
## Chat

The section provides an opportunity for all attendees to chat with one another related to general topics, their roles in adult education, and with specific exhibitors. The virtual conference platform does not offer a private chat feature. The virtual conference platform also does not list attendees who are attending the conference and if they are logged on to the platform at any given time.

In the general chat room, attendees can ask questions and converse about general conference topics such as when does the jam sessions are scheduled, how to access presenters' handouts, when will the session recordings will be available, and more.

Attendees can use the 'Roles' chat rooms to ask questions and have specific discussions related to particular roles. For example, consortium leads can use their designated chat room to ask questions and have discussions related to organizing and hosting consortium-wide professional development days. Transition specialists can share the strategies they are using to support adult learners in reaching their educational goals.

To use the chat, click on the specific chat room, then begin typing your message in the 'Message' field. After clicking on 'Submit', your message will appear in the field. When attendees reply, you will see their response in the chat box.



## Leaderboard

Participate in any of the activities and you will automatically be entered to win some very cool prizes courtesy of our exhibitors! All you must do is participate.

At the end of the conference, the top names will be drawn for a chance to win the prizes!

Leaderboard Point Values:

- Plenary Address - 2000
- Conference Opening Session - 1500
- Jam Session - 1200
- Exhibitor-Sponsored Lunches - 1000
- Connect with Exhibitors via the chat - 750
- Breakout Session - 500
- Exhibitor-Sponsored Break - 200

## Closing

We are looking forward to this year's virtual CAEP Summit 2022! This event will offer relevant and new information through dynamic presentations with an emphasis on working creatively and collaboratively to respond to the current needs of adult learners and to help ensure learners are well prepared for employment or further education. We hope you find opportunities to engage, learn, and build strong networks for collaboration and partnerships at this year's CAEP Summit 2022. The Power is Yours! Use Your Plan to Evolve and Re-engage.

If you have any questions or experience difficulty accessing the platform, contact CAEP TAP via the Live Help button, via email at [tap@caladulthood.org](mailto:tap@caladulthood.org), and via telephone at (888) 827-2324.