

## EOC Overview Planning

A number of steps are required in order to prepare for the transition to the new EOC platform. This document is intended to serve as a tool in planning for the transition.

Work Stream/Action	Responsible Parties	Next Steps
Digital Literacy		
Technology Readiness		
Assessment Administration Preparation		
Entering the TRT Data		
Accessing and Analyzing the TRT Data		
Acting on the TRT Data		
Teachers access OTTs and Tutorials		
Students access OTTs and Tutorials		
Scheduling EOCs		
Planning Technology Support		
Creating and maintaining user accounts		
Adding additional students		
Adding accommodations		
Creating test sessions		
Printing and distributing test tickets		

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Installing Insight		
Setting up the TSM		
Completing system readiness checks		
Participating in office hours		
Participating in October trainings		

Additional Notes: