

Facilitating Exercises and Activities

Required Activities

Master Teachers must facilitate required technology activities with the whole group in three instances during the Intel® Teach Getting Started Course:

- **Module 4:** Discovering Word Processing (Assessment Handout)
- **Module 6:** Discovering Multimedia (Curriculum Preview)
- **Module 8:** Discovering Spreadsheets (Grade Book)

The following shows a generic description of the sequence of learning events that should occur. Approximate times for each learning event appear in parentheses. Specific details relating to each activity can be found within the corresponding margin notes of the curriculum manual.

Introductory Paragraph (5 minutes)

1. Ask participants to read along as you read aloud the paragraph; as questions appear, allow time for participants to respond before continuing.
2. Show participants an appropriate and locally relevant example of the product (such as an assessment handout, a curriculum preview, a grade book, and so on) that they are to make on the computer.

Plan It (10 minutes)

1. Show participants the example appearing within the Plan It section, as well as an appropriate and locally relevant example of the product that you created on the computer.
2. Facilitate discussion regarding the planning questions, telling participants that they must plan on paper and get their plans approved before they can begin doing and using the computer.
3. Remind participants to use the identified *Help Guide* resources as they plan, do, review, and share.

Do It (30 minutes)

1. After the plans of most participants are approved, briefly highlight a few key steps from the Do It section and stress the importance of reading and following the directions in the order in which they appear.
2. Remind participants that the Challenges and corresponding Challenge Examples may either be required or optional for those who are interested.

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Review It (5 minutes)

1. After most participants have completed all the steps in the Do It section, introduce the list of required elements, and ask participants to make any required or desired changes.
2. Direct participants to save their work to the corresponding folder (such as Word Processing, Multimedia, Spreadsheets, and so on) in a predetermined location.

Share It (10 minutes)

1. Ask participants to display on screen the product they want to share.
2. Divide the class in half, and ask one half to walk around and view products created by their colleagues while the other half remains seated at their computers to introduce their products and to answer questions. After a few minutes, the two halves switch roles.
3. After a few minutes, ask all participants to return to their seats.
4. Have participants share their answers for each question.
5. Ask participants to close and exit any software applications.