

MT Appendix E

Training Preparation Checklist

The following checklist identifies both required and suggested items for making your training run smoothly.

Required Items

- Be sure you have ordered all training materials well in advance of the start of training.
- Visit the computer lab several days prior to the start of training. Talk to the technology contact and find out information on the lab rules, passwords, firewalls, downloading/saving restrictions or procedures, and so on. Ensure that the following minimum requirements for system configurations and software applications are met on each computer:

Hardware

- Intel® Pentium® processor 200 MHz (performance level or better) or compatible processor
- Microsoft Windows 2000* (including Service Pack 2 and Microsoft Paint*) operating system or above
- Minimum of 128 MB of RAM (256 MB preferred)
- Minimum of 500 MB of hard disk drive space (1 GB preferred)
- 800 x 600 screen resolution or higher
- Internet connection
- CD-ROM drive

Internet Browser

- Microsoft Internet Explorer 6.0* or above, set as the default browser, or
- Mozilla Firefox 1.5* or above, set as the default browser

Software

- Adobe Acrobat Reader 7.0* or above
- Spreadsheet software (Microsoft Excel 2000* or above, or OpenOffice.org Calc 2.0* or above)
- Multimedia software (Microsoft PowerPoint 2000* or above, or OpenOffice.org Impress 2.0* or above)
- Word processing software (Microsoft Word 2000* or above, or OpenOffice.org Write 2.0* or above)

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- Prepare and test the Intel® Education *Help Guide* application.
- Have all your contact numbers with you, such as those of your LEA, technology contact, and so forth.
- Ensure a working phone (with an outside line) is in the computer lab and find out if any access numbers are necessary, or bring a cell phone.
- Ensure that Pair and Share strategies and materials are ready. See MT Appendix F.01 for more information on Pair and Share exercises.
- Print class attendance sheets, if needed.
- Prior to the start of Module 2: Exercise 2, ensure that the shortcut for the Internet browser exists on all desktops.

Suggested Items

- Prior to each required activity, follow the steps to make a sample to share with the participants. Consider sharing real-world samples when applicable.
- Check on the use of a copy machine and bring a ream of paper.
- Use red cups, a flag system, or some other method to know when participants need help.
- Create name tags and name tents.
- Distribute comment and question cards to elicit feedback from participants. Collect the cards at the end of each module, and address comments and answer questions at the beginning of the next module.
- Create a food sign-up sheet. On the first day, have participants sign up to bring snacks for one of the modules, and have drinks available.
- Distribute a map and/or list with local places to eat if you will be breaking for meals.
- Have extra pens, pencils, highlighters, and sticky notes available.
- Ensure supplies are available, such as markers for white boards, printer paper, chalk, and so on.
- Have contingency plans prepared that address potential technical problems or power outages.
- If you are training at a location other than your own, talk to the custodian and secretary, introduce yourself, confirm dates, and confirm start and end times.
- Contact participants to ensure they know course details.