Master Leader Appendix

Appendix

Appendix D

System Requirements

For the Intel® Teach Leadership Forum, the following minimal technical requirements must be met for each participant's computer:

Macintosh*	Microsoft Windows*
Hardware	**Hardware**
▪ PowerPC*-based Macintosh computer for each participant	▪ Intel® Pentium® processor 200MHz (performance level or better) or compatible processor for each participant
▪ Apple System Software version OS X* or later	▪ Microsoft Windows XP* operating system
▪ 256MB or higher RAM	▪ 256MB or higher of RAM
▪ Internet connection (56 K modem or faster)	▪ Internet connection (56K modem or faster)
▪ CD-ROM drive	▪ CD-ROM drive
▪ 800 x 600 screen resolution	▪ 800 x 600 screen resolution
Software	**Software**
▪ Microsoft Word 2001 for Mac* or above	▪ Microsoft Word 2000* or above
▪ Adobe Acrobat Reader 5.0* or above	▪ Adobe Acrobat Reader 5.0 or above
▪ Microsoft MediaPlayer* 7.1 or later version	▪ Microsoft MediaPlayer* 7.1 or later version
▪ RealOne*	▪ RealOne*
▪ Apple QuickTime* 4.0 or later version	▪ Apple QuickTime* 4.0 or later version
▪ Adobe Flash* Player* 8.0 or later version	▪ Adobe Flash* Player* 8.0 or later version
Browser	**Browser**
▪ Mozilla Firefox* 3.0 or later version	▪ Microsoft Internet Explorer 6.0* or later version
▪ Safari* 2.0.4 or later version	▪ Mozilla Firefox* 3.0 or later version
Plug-ins	**Plug-ins**
Some site features require specific software or browser plug-ins to be installed.	Some site features require specific software or browser plug-ins to be installed.
Popups	**Popups**
If you don't get a response when you click a button or link, you may have a popup blocker in effect. You will need to allow your browser to show popup windows while you are visiting our site.	If you don't get a response when you click a button or link, you may have a popup blocker in effect. You will need to allow your browser to show popup windows while you are visiting our site.

(Continued)

The following additional system requirements must be met for the Master Leader's computer:

Macintosh	Microsoft Windows
Hardware ▪ Projection system **Software** ▪ Microsoft Excel 2001 for Mac* or above ▪ Microsoft PowerPoint 2001 for Mac* or above	**Hardware** ▪ Projection system **Software** ▪ Microsoft Excel 2000* or above ▪ Microsoft PowerPoint 2000* or above

Notes:

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Appendix E
Master Leader Training

Master Leader Training Overview

Master Leaders will experience the Intel® Teach Leadership Forum as Participant Leaders and then will attend Master Leader Training. Following are the expectations and commitments of all Master Leaders.

Expectations

- Attend all 8 hours of training (including a Leadership Forum for 4 hours) or attend the Alternative 6-hour ML Training

  Note: The intent of the alternate agenda is to allow experienced trainers to experience both the Participant Leader (PL) and Master Leader (ML) workshops in an abbreviated 6-hour training session. (See Course Updates site for Alternate Agenda.)

  This alternative agenda and presentation is specifically designed to accommodate ML workshops where all (or the majority) of participants are experienced trainers who will be certified to deliver the Intel Leadership Forum to district and building level administrators. This agenda covers all the components and activities of the PL Leadership Forum but also includes trainer moments and elements of the ML workshop, so participants will be prepared to facilitate PL Leadership Forums.

- Participate in all activities of the Leadership Forum and Master Leader Training

- Understand Master Leader requirements and expectations

- Discuss strategies for facilitating the Leadership Forum

- Participate in the question and answer session lead by a Senior Facilitator

- Complete an evaluation of the Intel Teach Leadership Forum for Participant Leaders

- Complete an evaluation of the Master Leader Training

Commitments

- Train a minimum of 10 Participant Leaders within 12 months of completing your Master Leader Training

- Schedule a Participant Level Forum, order curriculum materials, and close the forum in the Intel® Teach *Course Management Tool* (**http://coursemanagement.intel.com**). Refer to the process outlined in Master Leader Appendix F.01 or the User Guide on the *Course Management Tool* home page.

Intel® Teach Program
Version 3.6 │ Leadership Forum

Master Leader Training Agenda

Intel Teach Program Leadership Forum for Participant Leaders (4 hours)

Getting Started

Introduce the Forum

Learn about Forum Participants

Identify the Forum Essential Question and Goals

Define Technology Integration

M O D U L E 1

Examine Leadership Behaviors and Standards

Experience the Visual Ranking Tool

Sort, Rank, and Compare Leadership Behaviors

Understand the ISTE National Educational Technology Standards for Administrators (NETS-A)

Rate Progress Using the NETS-A Essential Conditions Template

Effectively Leveraging Technology

Revisit Your Leadership Behavior Ranking (Optional Activity)

M O D U L E 2

Explore Best Practices and Resources

Understand the Intel Teach Program

Review Available Resources

Explore Web Resources for Technology Integration

MODULE 3

Introduce Web 2.0 and New Technologies

Understand Web 2.0

Compare Web 2.0 Tools

Learn from Current Practitioners

Explore Web 2.0 Tools

MODULE 4

Develop an Action Plan

Incorporate Resources into an Action Plan

Revisit the Forum Essential Question

Share Action Plans

Complete the Online Forum Evaluation (Participant Level)

Master Leader Training (4 hours)

Understand Master Leader Roles and Responsibilities

Explore the Curriculum Manual and Master Leader Appendix

Use the Course Updates Site (**http://teachonline.intel.com/courseupdates**)

Use the Forum Agenda

Use the Facilitator Presentation

Set Up the *Visual Ranking Tool* Activity

Set Up the Google* Docs Web 2.0 Activities

Discuss Localizing the Forum and Guidelines for Training Participant Leaders

Review the Master Leader Milestones and Forum Checklist

Discuss Facilitation Quality and the Participant Evaluation

Ask Questions and Complete the Online Forum Evaluation (Master Level) available at **http://coursemanagement.intel.com**

Master Leader Self-Reflection

Introduction to the Self-Reflection Rubric

The Master Leader model was designed with the assumption that Master Leader candidates are experienced leaders with advanced adult facilitation skills. As an experienced leader, you know the power and importance of facilitation skills for successful adult learning experiences. These skills are both art and science, and improving your skills requires study and practice. As a benefit to Master Leaders, we hope you will see the Leadership Forum as an opportunity to hone your skills.

The Master Leader Self-Evaluation Rubric aids you in reflecting on your facilitation skills, especially as they relate to delivering the Leadership Forum to your colleagues. This tool helps you consider your strengths and areas for improvement as a facilitator. Following the rubric, you will find an exercise to help you deliver the Leadership Forum effectively.

Master Leader Facilitation Skills: A Self-Reflection Rubric

	Distinguished	**Proficient**	**Apprentice**
Fluency	Infrequently references facilitation notes from facilitator presentation	Occasionally references facilitation notes from facilitator presentation	Frequently reads facilitation notes from facilitator presentation
Real-world connection	Often adds examples and insight based on real-world experience	Occasionally provides group with "beyond text" responses grounded in real technology integration work	Rarely comments on context and/or process issues surrounding technology integration work in real schools
Depth of knowledge	Is often able to provide group with insights beyond the curriculum	Sometimes responds to questions and adds to discussions with points not included in curriculum	Responds to questions and adds to discussions only within confines of curriculum
Process oversight	No times or content targets from agenda missed	One time or content target from agenda missed (but none missed completely)	More than two times or content targets from agenda missed
Discussion leading	Generates prompts that help groups to refocus discussions or that help groups to see connections among several points of discussion	Provides additional clarification or prompts that generate engaging discussion	Is often unable to provide adequate or appropriate prompts to generate engaging discussion
Relationship building	Very positive camaraderie established, participants eager to share and glad they had the chance to participate	Positive feeling tone, participants generally glad they came, reasonable sharing of ideas during discussions	Negative feeling tone, participants sense they are being read to or talked down to, group discussions strained
Response to facilitation challenges	Facilitator reworks content and delivery in a manner that glitches are largely unseen by participants, and/or in a manner demonstrating obstacles can be learning experiences	Technology or participant glitch presents temporary setback; facilitator recovers and moves forward	Technology or glitch (such as required software is not working, or one participant is dominating group discussion) derails the forum and facilitator has no alternative or workaround

Discussion Prompts for Master Leader Self-Reflection

What are my strongest facilitation skills?

1. Which two areas of the rubric (fluency, real-world connection, depth of knowledge, and so forth) would you say are presently your strongest facilitation skills, and which would you most like to improve?

   Two *strongest* facilitation skills:

   a. _____

   _____

   b. _____

   _____

   Two facilitation skills you would like to improve:

   a. _____

   _____

   b. _____

   _____

2. Briefly jot some notes in the table to help you recall one or two situations in which your strongest facilitation skills were evident. Consider what you did well in these situations or what choices you made that led you to facilitate successfully. Be prepared to share with others present at the Master Leader Training.

3. Share your responses to the previous question. Offer feedback to others about which facilitation strengths seem most evident in the situations they describe. Record any insights you gain from this discussion in the table.

4. Consider which facilitation skills offer opportunities for personal improvement. Write notes in the table to identify:

   a. Concrete steps you can take to improve in these areas.

   b. A means of assessing your improvement efforts.

Facilitation Skills	Actions to Improve	Assessment Ideas

Notes:

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Localizing the Forum

As a Master Leader, you have permission to extend the agenda and localize the Intel Teach Leadership Forum so it best suits the needs of your Participant Leaders and your local goals, priorities, and initiatives. Consider the following prompts to help you determine how to best localize the forum curriculum.

Note: See the suggested agendas in Master Leader Appendix F.08 for additional localization tips and ideas.

1. What technology-related plans and initiatives already in place in your district would you like to cover in the forum agenda?

    _____

    _____

    _____

2. Where in the forum agenda do the technology plans and initiatives you listed above best fit or relate to the content of the Leadership Forum?

    _____

    _____

    _____

3. What suggestions can you make to participants that will help them tie their Action Plans into local technology plans and initiatives?

    _____

    _____

    _____

4. What grouping strategies could be used to facilitate the development of Action Plans that incorporate local technology plans and initiatives?

    _____

    _____

    _____

Master Leader Milestones

All Master Leaders must complete the following items. Each item is listed in chronological order.

Milestone 1: Completing the Intel® Teach Program Leadership Forum

☐ Successfully complete the Intel Teach Leadership Forum for Participant Leaders.

Milestone 2: Completing the Intel® Teach Master Leader Training

☐ Successfully complete the Intel Teach Master Leader Training.

Milestone 3: Scheduling a Participant Level Leadership Forum and Ordering Materials

☐ Recruit Participant Leaders from your district/consortium to participate in the forum (*not* K–12 classroom teachers).

Note: A customizable recruitment flyer is located in the *Master Leader Resources* folder on the Course Updates site.

☐ Order materials for the Leadership Forum. Refer to Master Leader Appendix F.01.

Milestone 4: Preparing to Facilitate the Leadership Forum

☐ Review all forum materials.

☐ Check the computer lab where you will be conducting the forum.

☐ Set up the *Visual Ranking Tool* activity using the instructions in Master Leader Appendix G.07.

☐ Set up the Exploring Web 2.0 Google* Docs activities in Module 1 and Module 3 using the instructions in Master Leader Appendix G.09.

Milestone 5: Facilitating the Leadership Forum

☐ Conduct the Intel Teach Leadership Forum in accordance with forum guidelines and recommended agendas.

Milestone 6: Concluding the Leadership Forum

☐ Close your forum in the Intel® Teach *Course Management Tool* to report your leaders trained. Refer to Appendix F for further information.

Appendix F
Forum Delivery Guidelines

Guidelines for Using the Intel® Teach Course Management Tool

The Intel® Teach *Course Management Tool* supports implementation of the Leadership Forum, including scheduling forums, ordering materials, managing users, and generating reports.

Using the Course Management Tool (CMT)

1. Open the Intel Teach *Course Management Tool:*
   http://coursemanagement.intel.com

2. Log on and check your profile. The following table provides troubleshooting tips.

Your **User Name** was generated and e-mailed to you when your account was created.	• **If you need your User Name,** e-mail: **teacher.training@intel.com**
Your **password** was generated by the system and e-mailed to you when your account was created.	• **If you need your password,** go to the logon page and click *Forgot Your Password?* A new password will be sent to your primary e-mail address. • **To change your password,** go to *My Personal Profile* and click *Change My Password.* If you need assistance, e-mail: **teacher.training@intel.com**

(Continued)

Roles and Certification are listed in a box at the bottom of your profile.	Please check that: • **The correct role is listed** (Master Leaders are shown as "MI" for "Master Instructor"). • **Your certification is checked for Leadership Forum.** *Note: You may be certified in a class but may not be authorized. (You will not be able to schedule that class unless you are authorized.) Your LEA and ITA control your authorization. Please contact them for assistance.*

Scheduling a Leadership Forum

To schedule a Leadership Forum in the *Course Management Tool:*

1. Click **Classes**, and then click **Schedule a Class**.

2. Under Class Level, select **Participant Level**.

3. Under Class Category, select **Leadership Forum**.

4. Under Class Title, select **Leadership Forum**.

5. Click **Schedule Class**.

Editing, Viewing, or Cancelling a Leadership Forum

Use the following steps to edit, view, or cancel a Leadership Forum:

1. In the *Course Management Tool*, click **Classes**, and then click **Search Classes**.

2. Select the search criteria—keep "all" to return the maximum number of results or use the drop-down boxes to narrow the results—then click **Search**.

3. Click **Edit** to change forum information (such as dates, class size, instructor, location, notes, and so forth).

Click **Edit**.

Note: The Edit area also enables you to access the **Order/View Materials** link.

Note: After a forum is closed, the **Edit** link changes to **View**. (Click **View** to see forum details.)

4. Click **Update Class** to save your changes.

5. To cancel a Leadership Forum, search for the class following the previous steps, and then click **Cancel** in the Search Results table. You will be prompted to confirm. After you cancel a forum, an e-mail confirming the cancellation will be sent to the primary e-mail address listed in your profile.

Ordering Materials

To order materials after you schedule a forum:

1. In the *Course Management Tool,* click **Classes**, and then click **Search Classes**.

2. Find the forum, and click **Edit** next to the forum name.

Click **Edit.**

	Course	Class ID	Status	Level	ITA Group	State	Instructor	Start Date ▾	End Date
Edit Cancel Remove Close	Leadership Forum	P020568	Approved	Participant	Virginia DOE	VA		08/10/2009	08/10/2009

Search Results

3. Click the **Order/View Material** link in the middle of the page.

4. Enter the shipping contact and address specifically for the forum. (This should not be a post office box.)

5. The quantity value is carried over from the expected number of attendees entered when the forum was scheduled. You can edit expected attendees in the description page, or you can edit each item in your order (please note that some items are ordered as a pack). Do not order more than one item per attendee. If you have materials remaining from a past forum, please use them! Reduce the number of that item by the number you have on hand.

6. Click **Update**. If the order is successful the Created date will appear with the date you place the order. The Processed date will not appear until 30 days prior to the forum start date if you order early. You will also see a note at the bottom of the page notifying you that the order was successfully created.

Materials

Created: *2/19/2009*
Processed:

SKU	Description	Qty/Per Pkg	Quantity
123123-001	test sku	1	10

Order was successfully created...

Note: Your materials will be shipped 30 days before the forum start date. If your forum starts in less than 30 days, your materials shipment should arrive in 10 business days. Please order materials at least 10 days prior to your forum whenever possible. We will make every effort to accommodate rush orders, but there is a risk that late orders will not reach you in time.

Closing Your Leadership Forum

Please be sure to close your Leadership Forum as soon as possible, ideally just before the end of your forum. Closing your forum enables the evaluation link (**www.intel.com/education/teachfuture/eval**) for your forum. Also, this step is critical for the Intel Teach Program—every teacher/leader counts towards showing the value of the program.

To close your forum:

1. Follow the steps to search for your forum in the *Course Management Tool*. (See Editing, Viewing, or Cancelling a Leadership Forum on page F.02.)

2. Click **Close**.

Click **Close**.

	Course	Class ID	Status	Level	ITA Group	State	Instructor	Start Date	End Date
Edit Cancel Remove Close	Leadership Forum	P020568	Approved	Participant	Virginia DOE	VA		08/10/2009	08/10/2009
Edit Cancel Remove Close	Leadership Forum	P020662	Approved	Participant	Louisiana DOE	LA	Your Name Here	07/28/2009	07/28/2009

3. Click in the # of Attendees who Completed box and type the actual number of participants who completed the forum.

4. Click **Close Class**.

Close PL Class - PS v 10.1 Essentials Course (P020879)

Class Details
Summary

* Denotes a Required Field

Intel Teach Affiliate
PS National Training Agency

Enrollment Scope

Start Date
1/1/2010

End Date
5/31/2010

Status
Closed

*# Attendees who Completed

— Enter the number of attendees who completed the forum.

* # Expected Attendees
25

Instructor

*State
Texas

Agenda
Custom

*City
Tyler

Notes
3 of 3 Spring 2010 classes. Materials Shipped through first class.

First class

Cancel   Reset   Close Class — Click **Close Class**.

Guidelines for Effective Facilitation

Effective Facilitation

- Ensure Participant Leaders understand requirements and expectations up front.

- Follow one of the provided agendas.

  Note: You may localize the forum agenda, as mentioned in Master Leader Appendix E.09 and Master Leader Appendix F.08.

- Communicate to Participant Leaders that their participation is to result in a partially completed Action Plan.

- Ensure on-task behavior.

- Use humor.

- Be sensitive to each Participant Leader's comfort level.

- Make contact with individuals even if they are not asking for your assistance.

- Respect the participants' time and "cost" for attending.

Presentation Tips

- Repeat important directions with a 10 to 15 second delay, such as, *"Please turn to Module 3.05."*

- Stand erect. Correct posture projects confidence and shows that you are approachable, receptive, and friendly.

- If asked a question that you do not know the answer to, admit it, and tell the person who asked the question that you will find the answer and report back. Contact **teacher.training@intel.com** for assistance or to get answers to the questions you are unsure of.

- Dress professionally, but comfortably. You will instill more confidence if dressed as a professional.

- Smile. People who smile are perceived as more likable, friendly, warm, and approachable.

- When a participant asks a good question that you feel others could benefit from, reference that person's name while you paraphrase the question for the class. This validates that person and opens others to asking questions. For example, "Mary asked a very good question..."

- Invite questions by saying, "What questions do you have?" This tends to generate more questions than saying, "Are there any questions?"

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Intel® Teach Program
Version 3.6 | Leadership Forum

Guidelines for Recruiting Participant Leaders

Participant Leader Qualifications

- Participants must be instructional leaders, such as district superintendents, school principals, curriculum directors, or technology coordinators.

- Participants should have basic computer skills.

- Participants should have knowledge of their district's technology and professional development plans.

- Participants must commit to attending and fully participating in the four-hour hands-on forum.

Participant Leader Benefits

Participants receive free instruction and review of:

- Relevant research on the effectiveness of technology integration

- Leadership behaviors impacting integration of technology in the classroom

- Importance of leadership responsibilities associated with the ISTE NETS–A standards

Participants are provided all curriculum materials and instruction free of charge. The Resource CD is loaded with relevant research, case studies, and other materials to help participants implement their Action Plans.

Guidelines for Training Participant Leaders

The Intel® Teach Leadership Forum was developed in a modular format. This allows for a flexible delivery schedule. To maintain high quality, the following guidelines have been set for conducting the Leadership Forum:

- Complete modules in order

- Complete each module in a single session

- Strive to conduct a forum with at least 10 Participant Leaders to provide optimal opportunities to engage in generative discussions

- Complete all four modules within one month of the starting date

- Consider localizing portions of the forum to align it to local goals, priorities, and initiatives

Suggested forum schedule to allow completion in four consecutive hours on the same day (no localization suggestions):

D A Y 1 (4 hours)

Module	Duration
Getting Started—Introducing the Forum	30 minutes
Module 1—Examining Leadership Behaviors and Standards	70 minutes
Module 2—Exploring Best Practices and Resources	60 minutes
Module 3—Introducing Web 2.0 and New Technologies	50 minutes
Module 4—Developing Your Action Plan	30 minutes

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Suggested forum schedule to allow additional time to localize the agenda, add local content, or further explore best classroom practices and develop Action Plans:

D A Y 1 (2 hours)

Module	Duration	Localization Suggestions
Getting Started—Introducing the Forum	20 minutes	If all participants know each other, reduce the amount of time spent on *Activity 2: Introducing Yourself*.
Module 1—Examining Leadership Behaviors and Standards	50 minutes	During *Activity 2: Learning through Ranking*, participants often experience tension between how they believe other stakeholders would expect them to prioritize behaviors and how they believe behaviors should be prioritized. Engage in a discussion about this tension and methods to resolve it.
Module 2—Exploring Best Practices and Resources (You could also combine Modules 2 and 3 and include Web 2.0 in the teacher-student showcase.)	50 minutes	Explore local programs or content, and best practices of K–12 teachers in the district. For example, invite teachers to showcase student projects and how technology is used to develop student understanding of content.

D A Y 2 (1 hour 20 minutes)

Module	Duration	Localization Suggestions
Module 3—Introducing Web 2.0 and New Technologies (You could also combine with Module 2 to showcase teachers and students using Web 2.0 tools.)	45 minutes	Review what is currently in place regarding Web 2.0 practice and then build on existing practices. Consider bringing in teachers or students to share how they use Web 2.0 tools in the classroom. Use this time for more of a practical use session instead of learning new tools. Give participants time to explore the resources available on the Resource CD. Allow time for a Pair and Share or share out with the entire group to share useful ideas, tools, and Web sites. Make this experience as practical and personal as possible so participants can see the power of Web 2.0 tools.
Module 4—Developing Your Action Plan	35 minutes	Review district-building technology plans and discuss ways to align participants' Action Plans with these.

D A Y 3 (1 hour)

Module	Duration	Localization Suggestions
Looking at Local Resources	40 minutes	Invite district staff or other representatives from local organizations to provide an overview of their programs and services. Some examples: district staff can demonstrate newly adopted software and equipment; the State Department of Education can present on state competitive technology grants (requirements and timelines), or state standards for technology literacy.
Next Steps: Wrapping Up	20 minutes	Plan for follow-up meetings.

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Appendix G
Forum Preparation

Forum Checklist

Prior to the start of the forum:

☐ Download and review the most recent training resources from the Course Updates site. (See Master Leader Appendix G.13.)

☐ Use the Intel® Teach *Course Management Tool* to order materials for your forum. (See Master Leader Appendix F.01)

☐ Promote the Intel® Teach Leadership Forum by distributing recruitment flyers (available on the Course Updates site).

☐ Use the Computer Lab Checklist (see Master Leader Appendix G.03 or the Course Updates site) to check the computer lab where you will be conducting the forum.

☐ Set up the *Visual Ranking Tool* activity using the steps in Master Leader Appendix G.07 or the Course Updates site. Be sure you have checked the lab to ensure the *Visual Ranking Tool* works properly on all computers. (See the Computer Lab Checklist in Master Leader Appendix G.03 or the Course Updates site).

☐ Set up the Google* Docs Web 2.0 activities using the steps in Master Leader Appendix G.09 or the Course Updates site. Be sure you have checked the lab to ensure Google Docs works properly on all computers.

☐ Place your Teacher ID on slide 9 for the *Visual Ranking* activity so participants will have the logon information. You will assign numbers to each participant during the activity (see notes on slide 9). For Team IDs, use *User01, User02,* and so on. Note that Team IDs and passwords are case sensitive and cannot include spaces.

☐ Review the forum presentation, including the facilitator notes section below each slide.

Note: Be sure to print the facilitator notes available on the Course Updates site. Remember, the notes are not intended to be a script that you read; they are intended to help guide your facilitation of the forum.

☐ Edit the forum start time and print the agenda, which includes the slide numbers that correspond to each activity.

☐ *Optional:* Print a copy of the Attendance Sheet so your Participant Leaders can sign it on the first day of your forum (available on the Course Updates site). The Attendance Sheet is for your use only and does not need to be submitted to Intel.

☐ *Optional:* Find out if there is local or Intel Teach Affiliate information to include in the forum presentation. You will need to create a slide titled *Intel Teach Affiliate Contact Information,* which you can insert after slide 27.

Day of the forum:

☐ Have the forum agenda available.

☐ Have the forum presentation open and ready to show on your computer.

☐ Have the following available to distribute to each participant:

　☐ Curriculum manual (including the Resource CD)

　☐ *Optional:* Certificate of Completion, signed by you (available on the Course Updates site)

　☐ Any available participant giveaways

☐ *Optional:* Have the Attendance Sheet available so participants can initial it.

At the completion of the forum:

☐ Have participants complete the Intel Teach Leadership Forum evaluation. (The facilitator notes and slide 29 contain information for the Web address.)

☐ Use the *Course Management Tool* to report the number of Participant Leaders who completed your forum. (See Master Leader Appendix F.04)

Computer Lab Checklist

Master Leaders are responsible for visiting and checking out the computer lab prior to the forum.

Check or test the following:

☐ All computers meet the minimum system requirements, as listed in Master Leader Appendix D.01.

☐ The Demo on the Try the Tool page for the *Visual Ranking Tool* (**www.intel.com/education/visualranking**) is accessible on each computer and the required, free plug-ins are installed and working. **Do not skip this test!** If Adobe Flash Player* needs to be installed, see Master Leader Appendix D.01.

☐ The spreadsheets at Google* Docs (**http://docs.google.com**) that you created for the forum are accessible on each computer and the facilitator's computer. **Do not skip this test!**

☐ The Intel® Teach Leadership Forum Resource CD works properly on each of the lab computers.

☐ Passwords needed to log on to the network are available.

When checking out the lab, be sure to ask the following questions:

▪ What are the lab rules and regulations?

_____

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_____

▪ What are the lab hours?

_____

▪ What is the lab phone number and address?

_____

_____

▪ What passwords, if any, are needed?

_____

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Registering to Use the Visual Ranking Tool

If you have not already registered to use the *Visual Ranking Tool* on the Intel® Education Web site, follow the steps below. Registering to use the tool is free.

1. Go to *Visual Ranking*: **www.intel.com/education/visualranking**

2. In the *Sign-In* box, click **Teacher Workspace**.

> **Sign-In**
>
> Teacher Workspace
>
> Student Log-In

3. Click **click here to register** below the *Sign-In* box.

4. Complete the fields and click **Register**.

   Note: Your e-mail address and other account information will be secure; if interested in Intel's privacy policy, click **Privacy Policy**.

   (intel) Registration

   Please provide the information below so that we may register you with Intel. If you are already registered, click here to login.

   * Required Fields

E-mail Address*:	e-Mail Rules.
Confirm E-mail Address*:	
	☐ Use E-mail as Login ID
Login ID*:	more info.
Password*:	Password rules.
Confirm Password*:	
First Name:	
Last Name:	
Country*:	
Security Question*:	
Security Answer*:	

   Note: An easy way to create a unique logon ID is to use your e-mail address. Also, note that the password must be at least 1 character long and no more than 14 characters.

5. The questions on the next page are optional. Once you are done, click **Finish**. You will receive a confirmation e-mail to notify you of successful registration.

6. After you are registered, a welcome screen appears. Click **Continue to set up projects**.

7. You can manage your projects and teams using the Your Projects page of the Teacher Workspace. This is where you can set up new projects, delete existing projects, and manage teams and passwords.

Teacher Workspace : Your Projects

You are signed in as _____ | Sign Out   Edit Sign In Profile

Your students will sign in using the Teacher ID: *leadershipforumv3.6* | Change

Manage Projects
- Set up a new Seeing Reason project
- Set up a new Visual Ranking project
- Set up a new Showing Evidence project
- Delete existing projects

Manage Teams
- Add or delete student teams
- Edit team membership or passwords

Manage Assessments
- Assessing Projects Tool

8. You may use the space below to write down your logon information to help you remember it.

Logon ID: _____

Password: _____

Having Trouble Registering?

Are you trying to use a logon ID that is already being used?

The logon ID must be a name that has not been used by anyone who has signed up for any of Intel's services. Try entering your e-mail address as your logon ID. You can change your logon ID at a later time, if desired, by clicking **Edit Sign In Profile** on the *Your Projects* page when you are logged on.

Have you registered with Intel before?

If you have registered with another Intel program or newsletter, you may already be registered to use the Intel® Education online tools. If you remember your password from that registration, just enter your e-mail address as your logon ID. If you do not remember your password, ask for your password to be mailed to your e-mail address, using the **Recover your Password Now** link in the Instant Help section of the logon page.

Have you forgotten your logon ID?

You can enter your e-mail address as your logon ID. After you are signed in, you can retrieve your logon ID by clicking the **Edit Sign In Profile** link on the *Your Project* page. You can also select the **Recover your Login ID Now** link in the Instant Help section of the logon page to have your logon ID e-mailed to you.

Have you forgotten your password?

If you have forgotten your password, click **Now** in the *Recover your Password Now* link. Your password will be sent to you via e-mail. After you receive your password, enter your e-mail address as your logon ID. If you are in a location where you cannot retrieve your e-mail, you may need to register again using a different e-mail address.

Intel® Teach Program
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Setting Up the Visual Ranking Tool Activity

You will need to set up the *Visual Ranking Tool* activity before you begin the Intel® Teach Leadership Forum. Participants will complete this activity during Module 1, Activity 2 of the forum.

1. Go to the forum setup page: **www.intel.com/education/forumsetup**

2. Click the **Leadership Behaviors for Effective Technology Integration** link.

3. If you are not already logged on, you will be directed to a page that request that you log on. Click **Log In**.

4. On the logon page, enter your logon ID and password, and click **Login**.

    Note: You may have written your logon information on Master Leader Appendix G.05.

5. The *Teacher Workspace: Your Projects* will open. A separate window will open as well, indicating that the project has been set up. Click **OK**.
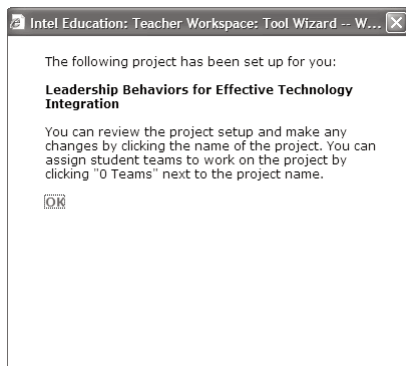
6. In the *Visual Ranking Projects* section, click the **0 Teams** link in the Student Teams column next to the project name, *Leadership Behaviors for Effective Technology Integration*.

Visual Ranking Projects		Create A New Project
Student Teams (Click to Review)	**Project Name** (Click to Edit)	**Description**
0 Teams	Leadership Behaviors for Effective Technology Integration	Instructional leaders rank the leadership behaviors they feel are most important to effect change in their classrooms surrounding technology integration.

7. In the *Add New Student Teams* section, click **Create a set of new teams**.

Teacher Workspace : Manage Student Teams

You are signed in as | **Sign Out**

Done

Add New Student Teams   Create a set of new teams ——— Click **Create a set of new teams**.

Team ID:

Team Members:

Team Password:

Submit   Cancel

8. Enter the number of teams you need for your forum, plus two more in case you have some last-minute sign-ups. Type **User** as the base word for the team IDs.

Intel Education: Teacher Workspace: Tool Wizard -- W...

How many teams would you like to create for the project?

12

Each team will be given a team id. The team id will be a word followed by a number starting with 01. The default word is "Team" and the first team will be called Team01 and the second team will be called Team02.

If you would like to use a different word enter it below.

User

The password for each team will be the same as the Team ID. You can change the passwords later if you like.

Submit   Cancel

9. Click **Submit**.

10. Click **Done** at the top of the page. The project is now set up and ready to be used during your forum.

Setting Up the Google* Docs Web 2.0 Activities

Instructions

Master Leaders will need to create an account on Google* Docs prior to setting up a Google Docs spreadsheet. Follow the instructions to share the spreadsheet with others. This setup procedure will allow participants to access Google Documents without having to sign up for an account. You will create **two** separate spreadsheets for your forum.

Module 1, Activity 4: Effectively Leveraging Technology

1. Log on to Google Docs: **http://docs.google.com**

2. Create a spreadsheet by clicking **New** and choosing **Spreadsheet** on the menu.

3. Add three column headers—*Name, Question,* and *Response*.

4. In column A, enter the group names (*Group 1*, for example).

5. In column B, enter the following questions next to each group name:

    - How can you shift priorities and time to support integration of technology into instruction?

    - What evidence will you accept that integration is occurring, keeping in mind that USE and INTEGRATION are separate?

    - What helps a leader move to higher levels of comfort and knowledge relative to technology integration?

    Note: See LFv3.6Setting_Up_Googledoc on the Course Updates Site for further details.

Note: Depending on the number of groups, you may need to assign the same question to more than one group.

6. Leave the **Response** column blank.

7. Click **Save**.

8. Name the document, *Effectively Leveraging Technology*, and then click **OK**.

   Note: You may want to add the date of the forum to the file names to differentiate between forums.

Module 3, Activity 3: Exploring Web 2.0 Tools

1. Create another Google Docs spreadsheet by clicking **New** and choosing **Spreadsheet** on the menu.

2. Add three column headers—*Name, Tool (URL)*, and *Classroom Use*.

3. Enter the group names in column A, assigning each group at least four lines. Be sure to create enough groups to match the total number of participants in the training session. For example, if 20 participants are present, create 10 groups with 4 lines assigned per group.

4. Save the document with the name *Leadership Forum Online Collaboration Worksheet*.

   Note: See LFv3.6Setting_Up_Googledoc on the Course Updates Site for further details.
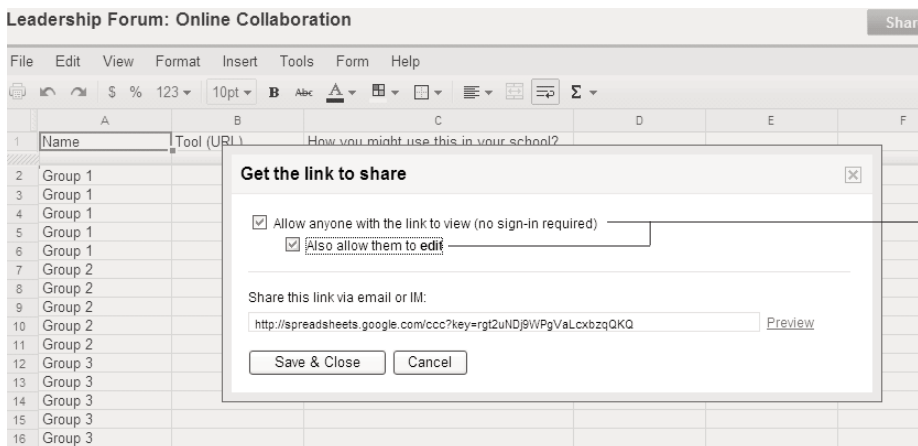
Additional Steps for Setting Up Google Docs Spreadsheets

1. In Google Docs, click the **Share** tab in the upper-right corner and select **Get the link to share**.
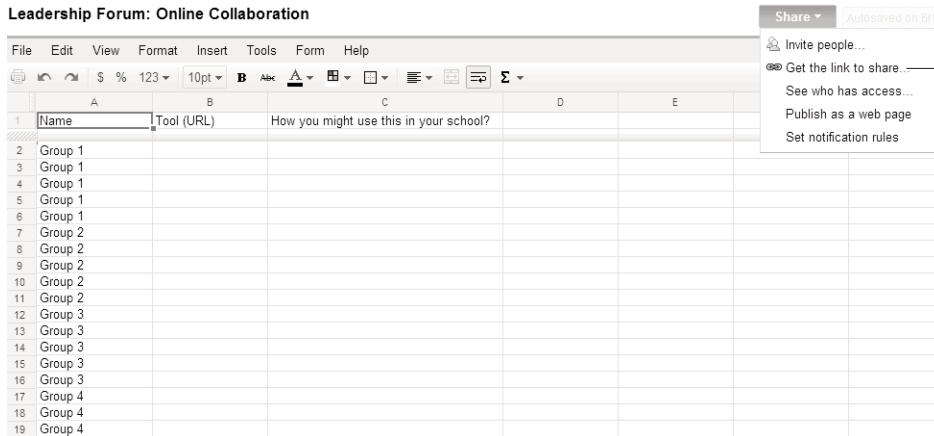
Click **Get the link to share**.

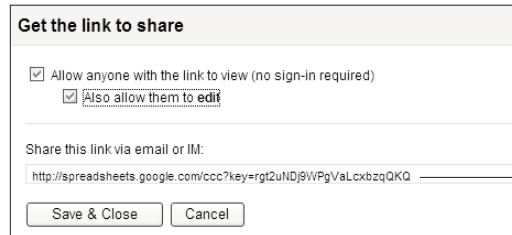2. Click **Allow anyone with the link to view…** and **Also allow them to edit** check boxes.

Click both check boxes.

3. Keep the window open for the next step.

Creating a Short URL

1. To make the URL of your spreadsheet easier to manage, copy the URL shown below the **Share this link via email or IM** text box.

Copy the link provided.

2. Click **Save & Close**.

3. Go to the TinyURL* Web site in your web browser (**www.tinyurl.com**).

4. Click in the *Enter a long URL to make tiny* box, and paste the URL you copied from Google Docs.

5. Click **Make TinyURL!**.

6. Copy the URL from TinyURL and give the shortened address to participants.

Master Leader Online Resources

The Intel® Teach Program Course Updates Site hosts online training environments that support the training initiatives of the Intel® Teach Program. Resources needed to conduct a Leadership Forum—such as presentations, agendas, updated files, and other resources—reside on the Intel® Teach Leadership Forum v. 3.6 Course Updates site.

The Course Updates site is also a self-guided online environment designed to provide Master Leaders who have been trained on a previous version of the curriculum with an overview of the enhancements for the Intel Teach Leadership Forum v. 3.6. The updates site provides a module walk-through of the current version of the course and access to all Master Leader resources.

Registration and Enrollment

To register and enroll in the Leadership Forum v. 3.6 Course Updates site:

1. Go to: **http://teachonline.intel.com/courseupdates**

2. Click **Register**.

3. Complete the new account form.

4. Click **Create my new account**.

5. Access your e-mail account. In your inbox, open the confirmation e-mail, click the link in the message to confirm your account, and log on to the site.

6. In the list of courses, click **Leadership Forum v. 3.6 Overview**, and follow the prompts to enroll in the course.

7. Write down your logon information here or on Overview page vi:

   Login ID: _____

   Password: _____

   Note: For each subsequent visit, you will only need to enter your login ID and password to enter the Leadership Forum v. 3.6 Overview site.

Accessing Master Leader Resources

To access the Master Leader resources:

1. Go to **http://teachonline.intel.com/courseupdates** and log on.

2. Click **Leadership Forum v. 3.6 Overview**.

3. Click the **ML Resources** tab.

4. Use the navigation to find the desired resources, such as:

   - News and review of any forum changes

   - Agenda, training files, and forum presentation

   - Other resources to support your Leadership Forum training

Notes:

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Appendix H
Additional Resources

Contact Information

If you have questions about the Intel® Teach Leadership Forum curriculum, materials, evaluation, or processes, please contact the Customer Support team:

1. Send an e-mail message to **teacher.training@intel.com** and include the following information:

   - Your full name

   - Your Local Education Agency (LEA) name and state

   - Your question, issue, concern, comment, or suggestion

   - Your contact information

2. Please expect to receive a response from Customer Support within two (2) business days.

Notes:

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