



Intel® Teach Program

Essentials Online Course

Orientation

May 2008

Orientation

Overview

Facilitator Corner

Hello and welcome to the Intel® Teach Essentials Online Course!

The activities in this Orientation prepare you for the face-to-face and online components of this course. As you complete the activities, note any questions you have regarding the online environment that we can review later. You can also message or e-mail me with any concerns as you proceed through the Orientation. Whether you are new to online learning or a seasoned veteran, I look forward to the rich opportunity for shared learning among us. It is my personal goal to facilitate successful online experiences for each you.

Let's get started! Take a moment to review the **Orientation Objectives** and **Orientation Questions**. To become familiar with this online environment, browse the site using the navigation options:

- The tabs at the top of each page have clickable menus that fly out on roll over and take you directly to course modules, activities, tools, and resources.
- The left navigation pane in each tab also provides links to course modules, activities, tools, and resources.

Orientation Objectives

Participants will:

- Explore the course schedule and course features
- Check available software applications
- Complete an online profile and learn about the course community
- Review a sample unit plan and develop topic ideas for their own unit plan
- Participate in a discussion using the course blog
- Complete the Orientation Survey

Orientation Questions

- What will be included in this professional development experience?
- How do I navigate the online course?

When you are ready, proceed to **Welcome**.

Orientation

Welcome

Welcome to the Intel® Teach Program Essentials Online Course.

Thanks to teachers like you, over 5 million educators worldwide have made technology learning more compelling and more relevant.

Dedicated teachers nurture the innovative potential in young people—preparing them to step into a world where an understanding of technology can help shape their success. Like you, Intel is passionate about education, because we know it is the foundation for innovation and opportunity. So, on behalf of Intel, I want to thank you for your participation in this course.

Since 1999, the Intel Teach Program has helped educators in more than 40 countries. Our programs are built by educators, for educators, and they combine best practices with the power of technology. Young people today are entering a global economy where they'll be challenged to analyze information, collaborate, and communicate their ideas using an ever-changing array of technology. As part of our network of teachers, you can help prepare your students to succeed in this competitive environment.

Innovation involves taking calculated risks but yields big rewards. Your participation in the Intel Teach Program brings that same spirit to the classroom, where we know your students will be the true winners.

Best regards,



Paul Otellini
Chief Executive Officer
Intel Corporation

An equal opportunity employer.

When you are ready, proceed to **Tour the Course**. This tour uses animations to walk you through the features of the course.

Orientation

Activity 1: Touring the Course

Facilitator Corner

Hello again. Now is a good time to call attention to the Facilitator Corner. Here, you will find friendly advice and helpful suggestions to complete activities. This section also provides an overview and the time required for each activity. Please take the time to read each Facilitator Corner.

For a successful online course experience, you need to understand the organization of the online learning environment. This activity introduces the online navigation and course design with animated demonstrations and a review of key documents.

As you review the documents, note which activities are conducted face-to-face, which must be completed online, and which may be completed offline. Record key dates in your personal calendar to help you anticipate when you will need to have online access. I highly recommend that you also schedule consistent work times throughout each week; this will prevent you from falling behind and becoming overwhelmed.

This activity provides an overview of course navigation and an introduction to the course design.

1. View the following animated demonstrations. After you view each demonstration, explore the section on your own:
 - **Navigating the Essentials Online Course**
 - **Using Features in the Course Home Tab**
 - **Using Features in the Essentials Course Tab**
 - **Using Features in the My Work Tab**
 - **Using Features in the Course Wiki Tab**
 - **Using Features in the Sharing Tab**
 - **Using Features in the Lounge Tab**
 - **Using Features in the Resources Tab**
2. For an introduction to the course design and content, read the following documents. The documents provide a detailed overview of the course topics, activities, and expectations. Please review each document carefully. You can also find the documents in the **Resources** tab > **About This Course** link.
 - **Intel® Teach Essentials Online Course Overview** (DOC; 3 pages)
 - **Training Schedule for Face-to-Face and Online** (XLS; 1 worksheet)
3. Review each module overview by clicking the module name in the left navigation pane.

Congratulations! You completed this activity. Please check the **Activity** box and click the **Submit** button before moving on to the next activity. When you click the **Submit** button, your **Course Progress** checklist in the **My Work** tab is automatically updated. You may go to the **Course Progress** checklist at any time to monitor your progress.

When you are ready, proceed to **Achieve Success**.

Orientation

Activity 2: Achieving Success in This Course

Facilitator Corner

In this important activity, you check to see if you have the technical infrastructure, hardware, and software necessary to complete all components of the training.

Some of you might use multiple computers at different times during your training, so you need to be aware of which software applications are necessary for each module.

Keeping track of your documents is critical to the successful completion of this course. I recommend that you always save in two places (STP). Consider all the ways to save your files, including saving to a 3.5-inch disk, burning to a CD, saving on a USB drive, saving on the desktop, e-mailing documents to yourself, or uploading to a free Web storage site. Which methods will you use?

Explore additional resources that can help you be a successful participant in this course.

1. Read **Tips for Success** (DOC; 8 pages) for information that will help you succeed in this course. For future reference, this document can be found in the **Resources** tab > **About This Course** link.
2. Review the **Frequently Asked Questions** (PDF; 9 pages) (or FAQ) for the course. For future reference, the FAQ is located on the **Home** tab.
3. Verify that your computer meets the recommended software and system settings:
 - a. Review **Ensuring a Proper Online Environment** (DOC; 2 pages). For future reference, this document can be found in the **Resources** tab > **About This Course** link.
 - b. Install or download software, applications, and plug-ins that you may need.
 - c. If you think your computer cannot meet the minimum requirements, send a message to your facilitator explaining your concerns.
4. Read the **Guidelines for Online Interactions** (DOC; 2 pages) in the **Resources** tab > **About This Course** link.
5. Determine how you will keep track of the documents you create during this course:
 - a. Read **Storing and Transporting Files Using the Internet** (DOC; 3 pages). For future reference, this document can be found in the **Resources** tab > **About This Course** link.
 - b. If you have any concerns or questions, send a message to your facilitator.

Congratulations! You completed this activity. Please check the **Activity** box and click the **Submit** button before moving on to the next activity. You may go to the **Course Progress** checklist in the **My Work** tab at any time to monitor your progress.

When you are ready, proceed to **Join the Community**.

Orientation

Activity 3: Joining the Course Community

Facilitator Corner

A vibrant and active online community will substitute for face-to-face interaction during the online portion of this course. The first step in developing this community is completing your online profile. Please take time to share information about yourself and, if possible, add an image. When you are in the online portion of the training, you will find that seeing the faces of your colleagues can be helpful.

Our online community will be created by sharing and learning together. During the first day of our face-to-face training, you review your colleagues' profiles in a "get acquainted" activity. The following steps outline how to create your profile (tell us about yourself!) and how to interact with fellow participants in the course.

1. Go to the course **Home** tab, click **Update Profile**, and click **Edit Profile**.
2. Complete your online profile:
 - a. Verify your user information, including your name and e-mail address.
Note: Please do not change the time zone in your profile. Changing the time zone may affect your course schedule dates.
 - b. In the **Description** area, add information regarding your professional experience, including:
 - Grade level(s) you teach
 - Subject(s) you teach
 - Years of teaching experience
 - Leadership roles in your school and district (such as department chair, administrator, and so forth)
 - Comfort level with technology, experience with online courses, access to computers (such as Internet, lab, laptop, e-mail account, school vs. home vs. ?), and frequency of technology use in the classroom
 - c. The **Picture** area is optional, but recommended. We strongly encourage you to add a digital photograph. If you do not know how to do this, you may meet someone in the face-to-face who can help you.
3. To find out more about other learners enrolled in this course, go to the course **Home** tab, click the names in the participant list, and read the participants' profiles.
4. You can use several methods to communicate with other participants in the course. We will explore the following communication options during the face-to-face portion of the training:

- Using the messaging system on the course **Home** tab by clicking the envelope next to a user's name
- Creating blog entries and soliciting feedback in the course blog
- Responding to a colleague's blog
- Using the course wiki to share ideas
- Giving and receiving feedback in the **Sharing** tab
- Sharing ideas, concerns, and suggestions in the **Lounge** tab

Congratulations! You completed this activity. Please check the **Activity** box and click the **Submit** button before moving on to the next activity.

When you are ready, proceed to **Explore Unit Ideas**.

Orientation

Activity 4: Exploring Unit Ideas

Facilitator Corner

In this activity, you complete two steps:

- In Step 1, you review unit plans and project ideas created by teachers. These are examples of what you create for your classroom during this training. After you understand the unit plan structure, you give some thought to topics in your curriculum that may be appropriate for a unit that engages students in technology-supported collaboration, communication, and research.
- In Step 2, you practice using the course blog for the first time. Blogs, short for *weblogs*, are used to share information and opinions with readers, solicit feedback, and engage in discussion.

Blogs often take the form of a journal and are regularly updated with new entries. Please give it a try and share your ideas! Discussions are so important to our learning, whether face-to-face or online. By using the course blog to reflect on activities, we build a learning community, and deepen our understanding and application of material presented in the course.

For more information about blogs, read **Web-based Collaborative Learning Resources** (DOC; 3 pages) found in the **Resources** tab > **Collaboration** link.

When you are ready, proceed to **Step 1**.

Orientation

Activity 4: Exploring Unit Ideas

Step 1: Reviewing Unit Plans and Taking Notes

One key objective of the Intel® Teach Essentials Online Course is to create a standards-based, 'student-centered' unit that includes assessments, a sample of work students would create, and resources to support students and your facilitation of the unit. To make the most of our face-to-face days together, you should arrive prepared to work on a unit or curriculum topic that you want to explore in depth using technology in your classroom.

Note: Throughout this course, you will find highlighted terms with an apostrophe on either side, like 'student centered' in the previous paragraph. This format means that you can click the term to see a definition in a pop-up window.

To begin thinking about your unit or topic:

1. Briefly review the **Unit Plan Template Overview** (DOC; 3 pages) and note how the parts of the Unit Plan are developed in different modules throughout the course.
2. Select at least one of the unit plans below from the Intel® Education *Designing Effective Projects* Web site, and review all of the following components:
 - Unit Summary
 - Curriculum-Framing Questions
 - Assessment Processes
 - Standards
 - Resources
 - Instructional Procedures
 - Prerequisite Skills
 - Accommodations for Differentiated Instruction

Throughout this course, you design curriculum by creating your own Unit Plan based on the preceding components. You may want to download a unit plan for offline viewing. To do this, click the **Print this Unit** link in the unit plan highlight box and then save it to your desktop.

Seasoning the School Year, Science, Grades K–2

From Sea to Sea, Social Studies, Language Arts, and Math, Grades 3–5

Enduring Heroes, Language Arts, Grades 6–8

Famine, Social Studies, Grades 9–12

3. Think about the standards for the subject area(s) you teach:
 - a. Consider topics in your curriculum that might lend themselves to student assignments that include presentations, newsletters, brochures, or web-based publications, such as blogs, or wikis.

- b. Think about topics in which you could incorporate research, communication, and collaboration.
 - c. Review **Essential and Unit Question Examples** (XLS; 3 worksheets). Note any questions that you find interesting and appropriate for your teaching assignment. For future reference, this document can be found in the **Resources** tab > **CFQs** link.
4. If desired, use the online **Notebook** to take notes. Click the **Submit** button when you are finished.

Note: Most activities throughout the course have online Notebook spaces for writing notes. If you choose to take notes in the online Notebook, your writing is saved in the Notebook in the **My Work** tab. You can revisit your Notebook entries anytime. This Notebook is a personal space and is not shared with colleagues. You do not need to fill in the Notebook space for every activity; however, by doing so, you can track your thinking and planning as you progress through the course.

If you prefer to handwrite or type your ideas on your computer without being logged on to the Internet, you can download the printable Notebook from the **Resources** tab > **About This Course** link. The Notebook is available as a document that you can fill in electronically using a word processing application, or as a PDF file that you can print and use to record your thoughts by hand. You can print the complete Notebook or selected sections.

Offline Tip: Downloading the Notebook is a good option if you have limited Internet connectivity.

Optional: If time permits, preview other exemplary *Designing Effective Projects* **unit plans** or, for more project ideas, go to **Innovation Odyssey** and explore the Find Ideas and Themes for Learning sections.

When you are ready, proceed to **Step 2**.

Orientation

Activity 4: Exploring Unit Ideas
Step 2: Sharing Unit Ideas

Facilitator Corner

Blogging is an important way to share, learn, and build your online collaboration skills with your colleagues. You will participate in blog activities throughout the course in two ways: 1) respond to the course blog, and 2) author your own personal blog. As your facilitator, I maintain the course blog for our community and create entries to which all participants respond. In your personal blog, you write insights, key ideas, and questions you may be pondering at the end of each module. As inspiration strikes, you are also welcome to add additional entries regarding topics of your choice. Your colleagues can read and respond to the entries in your personal blog as well. You can choose to set up your personal blog during this activity or wait until the face-to-face activities. Let's get ready for your first blog assignment, responding to the course blog.

To share your unit ideas, you need to register for the course blog and then respond to your facilitator's entry.

1. To register for the course blog:
 - a. Open the e-mail message titled, **Blog Registration**, and follow the instructions for registering and logging on to the site.
 - b. Attached to the message is a Login Information document that contains login ID and password fields for your use. Save this document in an easily accessible location. **Bring this document with you to the face-to-face training.** In Module 1, Activity 1, you will create your Portfolio folder for the course and will place this document in that folder. You will access this file throughout the course as you complete the remaining login and password fields when you register for additional tools. (**Note:** If you need another copy of the **Login Information** (DOC; 2 pages) document, it is available in the **Resources** tab > **About This Course** link. For easy and accurate reference, you should keep one copy of this document and save it with your unit materials.)
2. After you register for the course blog:
 - a. Add the blog URL, login ID, and password information to your Login Information document.
 - b. Read the blog entry titled, **Unit Topics**, on the blog's home page.
 - c. Respond to the blog entry. Include in your response at least one topic that you are considering for the unit you will create during this course:
 - Indicate your unit topic, grade level, and subject area
 - Explain your topic idea

- Include other ideas for topics
- d. Review responses from other participants and start a conversation with any of interest.

Optional: After responding to the **Unit Topics** blog entry, create your personal blog. Directions are in the blog entry titled, **Create Your Personal Blog**. Choose a topic for your blog's first entry. You can reflect on your learning during this module, share what you are doing in your classroom, post pictures, and so on.

Facilitation Tip

Review participants' initial responses and provide feedback.
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Congratulations! You completed this activity. Please check the **Activity** box and click the **Submit** button before moving on to the next activity.

When you are ready, proceed to **Wrap-Up**.

Orientation
Wrap-Up

Facilitator Corner

Congratulations! You have finished the Orientation section.

Each module has a **Wrap-Up** that prompts you to update your course progress and complete a survey.

Note: Only your facilitator sees the survey information. The survey is not shared with any other participants.

To complete the Orientation Wrap-Up:

1. Complete the **Orientation Survey**, and click the **Submit** button when finished.
2. Go to the **Course Progress** checklist. Review the appropriate boxes in the checklist to ensure they are checked for the Orientation activities you completed. If you make any changes, click the **Submit** button at the bottom of the page.

I hope the Orientation has given you some insight into what you can expect in this course. Please send me a message to let me know you have completed the Orientation section online, noting any thoughts, queries, or comments and verifying your attendance at the face-to-face portion of the training. I look forward to meeting you and working through the Intel® Teach Essentials Online Course together.

When you are finished with the Orientation, click the **Sign out** link at the top right of this window to end your training session.