Intel Teach Affiliate (ITA) - Extranet Functions

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Section 1: Overview and Logging In

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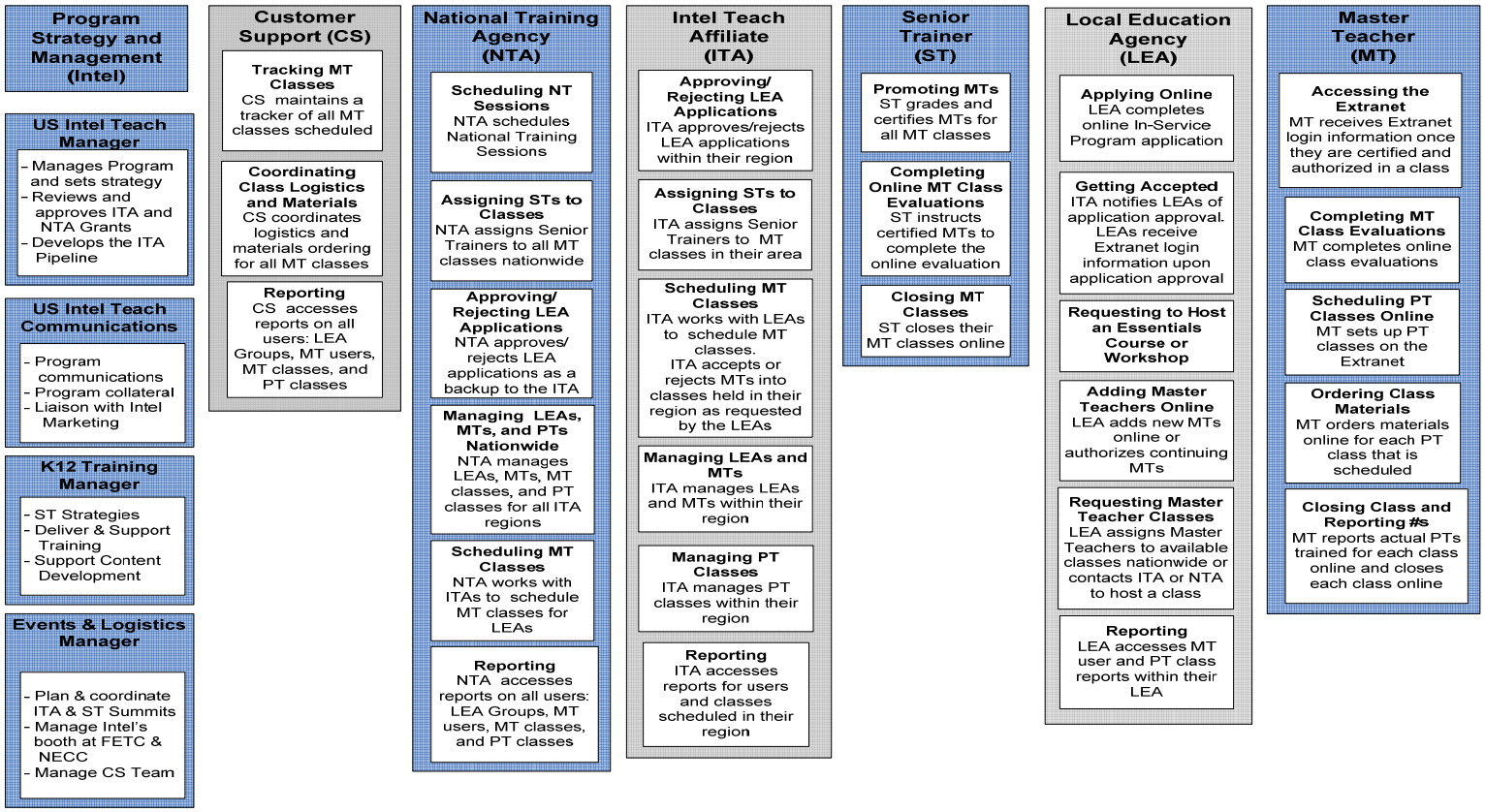
Overview of Administrative Functions

The purpose of this In-Service extranet reference manual is to provide you with an overview of the online functions that support you in completing the ITA responsibilities. Below is an overview of the functions for all user types participating in the Intel® Teach Program.



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Glossary of Terms (A-Z)

Term	Definition
1. **Intel® Education Assessing Projects**	1. **Assessing Projects**: *This* free application helps teachers create assessments that address 21st century competencies. The application contains a large library of formative and summative assessments of 21st century skills. Assessments in the library can be modified for multiple uses: student self-assessment, peer feedback, and teacher assessment of final products.
2. **Authorization**	2. **Authorization**: The LEA has the ability to control which programs their MT is authorized to deliver in by checking or un-checking the "authorize" box for each program within the MT's user profile. LEAs can only authorize/unauthorized the MT for programs the individual MT is certified to deliver. Un-checking the authorize box disables the MT's ability to set up a PT class and order materials. Note this does not affect an MT's certification, and the LEA can check the box to re-authorize a certified MT.
3. **Certification**	3. **Certification**: When a Master Teacher has successfully completed the MT instruction for a given program, they become certified in that program. The MT is "Certified" by the ST. Certified MTs are counted as MTs trained. (Note: This is equivalent to the former "In Good Standing" status.)
4. **Classic**	4. **Classic**: This is a term that we use for the original program participants from year 2000-2003. This is an internal term only.
5. **Intel® Education Help Guide**	5. **Help Guide:** Free Web and CD-based digital "Help Guide" provides all step-by-step software instructions to build practical skills, supporting multiple versions of Open Office and Microsoft Office*, for both Mac and Windows platforms.
6. **Intel® Teach Essentials Course**	6. **Essentials Course:** This is the original class that has been engaging educators in technology integration since 2000. The name of the offering is the Intel® Teach Program Essentials Course, but has been shortened on the Extranet due to space limitations.
7. **Intel® Teach Essentials Online Course**	7. **Essentials Online Course:** The Essentials Course curriculum is offered as combined face-to-face and online training. Teachers have the convenience to work whenever and wherever for the online hours, following their initial face-to-face days of training.
8. **In Good Standing (IGS)**	8. **In Good Standing (IGS)**: This status indicates a MT has successfully completed a class for Master Teachers and met the program requirements. This

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	is the previous term, now replaced by "Certified".
9. ITA	**9. Intel Teach Affiliate (ITA)**: State Department of Education (DOE) or other state or large district organization that is funded by the Intel Foundation to implement the Intel Teach Program in a systemic method.
10. LEA	**10. Local Education Agency (LEA):** A Local Education Agency (LEA), usually a state agency, district, or school, applies to participate in the program; LEAs are selected to participate based on their strength of commitment to program requirements.
11. LEA Group Type	**11. LEA Group Type**: This term refers to the LEA Group's program participation status. The group is identified as either Classic (prior participation in years 2000-2003 and is continuing) or Expansion (new to the program; not part of the classic program). These terms are mainly used for reporting purposes, and are internal terms only.
12. Master Teacher (MT)	**12. Master Teacher (MT)**: Selected by LEAs, MTs are at least intermediate computer users and have experience with technology integration. MTs attend a course conducted by a Senior Trainer (ST) – an Essentials Course for MTs and/or Thinking with Technology for MTs – then recruit for and deliver the course to Participant Teachers (PTs) in their area.
13. MT Program Qualifications	**13. MT Program Qualifications**: These are a Master Teacher's ***certification*** and ***authorization*** statuses for a given program (i.e. Intel® Teach Program Essentials course and Intel® Teach Program Thinking with Technology course)
14. MT User Status – Active	**14. MT User Status – Active:** This status identifies a MT who is certified in *at least* one program and is actively involved. Active MTs can log in to the Extranet.
15. MT User Status – Candidate	**15. MT User Status – Candidate:** This status identifies a new MT who has not taken the Intel Teach Essentials course or Thinking with Technology for Master Teachers. MT Candidates cannot log on to the Extranet.
16. MT User Status – Deactivated	**16. MT User Status – Deactivated:** This status identifies MTs that have not completed their PT Training obligations within 12-18 months from their MT Certification date. These MTs cannot login to the Extranet to schedule and order training materials until they are re-certified.
17. MT User Status – Inactive	**17. MT User Status – Inactive:** Inactive MTs cannot log in to the Extranet. Inactive status implies one of the following scenarios: ▪ A MT who did not successfully complete the Essentials course (40-hour), thus cannot participate in the program, or ▪ A MT who is certified in at least one program, but has violated program guidelines in some way

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	(i.e. sold curriculum on E-Bay) and is now prevented from participation, or ▪ A MT who is certified in at least one program, but has asked to withdraw from program participation for some reason (i.e. they retired or changed jobs)
18. MT User Type	**18. MT User Type:** This term refers to the Master Teacher's program participation type. The Master Teacher is identified as either Classic (prior participation in years 2000-2003 and is continuing) or Expansion (new to the program; not part of the Classic program). These terms are mainly used for reporting purposes and are internal terms **only.**
19. National Training Agency (NTA)	**19. National Training Agency (NTA):** Organization that supports implementation of the program in the U.S.
20. PT	**20. Participant Teacher (PT):** Participant Teachers (PTs) are classroom teachers with intermediate-level computer skills who received free instruction by local Master Teachers. Participant Teachers will return to their classrooms with complete project and/or unit plans and be able to immediately implement what they have learned with their students.
21. RTA	**21. Regional Training Agency (RTA):** Organizations that delivered the Intel Teach Program prior to 2007.
22. Not Certified	**22. Not Certified**: This is the status assigned to a Master Teacher if they do not successfully complete a MT class. These MTs are not counted as MTs trained and they cannot access the Extranet or deliver this particular class type to Participant Teachers. (Note: This is equivalent to the former "Not In Good Standing" status.)
23. Intel® Teach Thinking with Technology Course	**23. Thinking with Technology Course:** This name replaces the "Workshop on Teaching Thinking with Technology". The content is the same: a 40-hour course that focuses on enhancing higher-order thinking skills using 3 free thinking tools. The full name is Intel® Teach Thinking with Technology course.
24. Workshop: *Seeing Reason* and *Visual Ranking* or Workshop: SR & VR	**24. Workshop: Seeing Reason and Visual Ranking or Workshop: SR & VR:** This was the first workshop in the series of Intel Teach Program professional development offerings, using two of the thinking tools available at www.intel.com/education. The name of the offering was Intel® Teach to the Future Workshop on *Seeing Reason* and *Visual Ranking*. THIS IS NO LONGER OFFERED.
25. Workshop on Teaching Thinking with Technology	**25. Workshop on Teaching Thinking with Technology:** This was renamed the Intel® Teach Thinking with Technology course.

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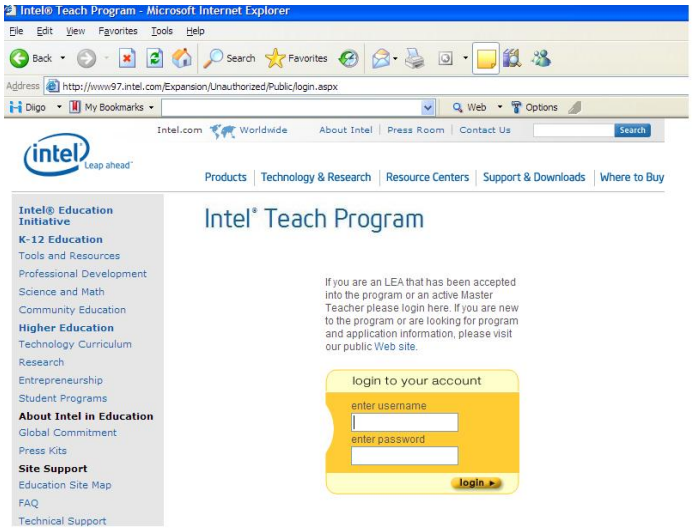
Login Page and Welcome Page

The Intel Teach In-Service extranet is a password protected site used for online program management. In order to perform your administrative tasks, please go to the extranet login page
and enter your username and password.

The URL for the extranet login page is: **www.intel.com/education/teach/in-service.htm**



If you have misplaced your password, click the ***Forget your password?*** link located on the login page and you will receive your password via e-mail.

Once logged into the extranet, you will be directed to the *Welcome Intel Teach Affiliates* homepage. Note the *Online Help* located on your homepage.

Online Help:
Refer to this document to obtain assistance when performing Extranet tasks. The *Online Help* provides step-by-step instructions and screenshots for each ITA function.

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Section 2: ITA Management

Update Personal Information……ITA User: 8

View/Edit ITA Users……ITA User: 9

ITA Management
- Update Personal Info
- View/Edit ITA Users

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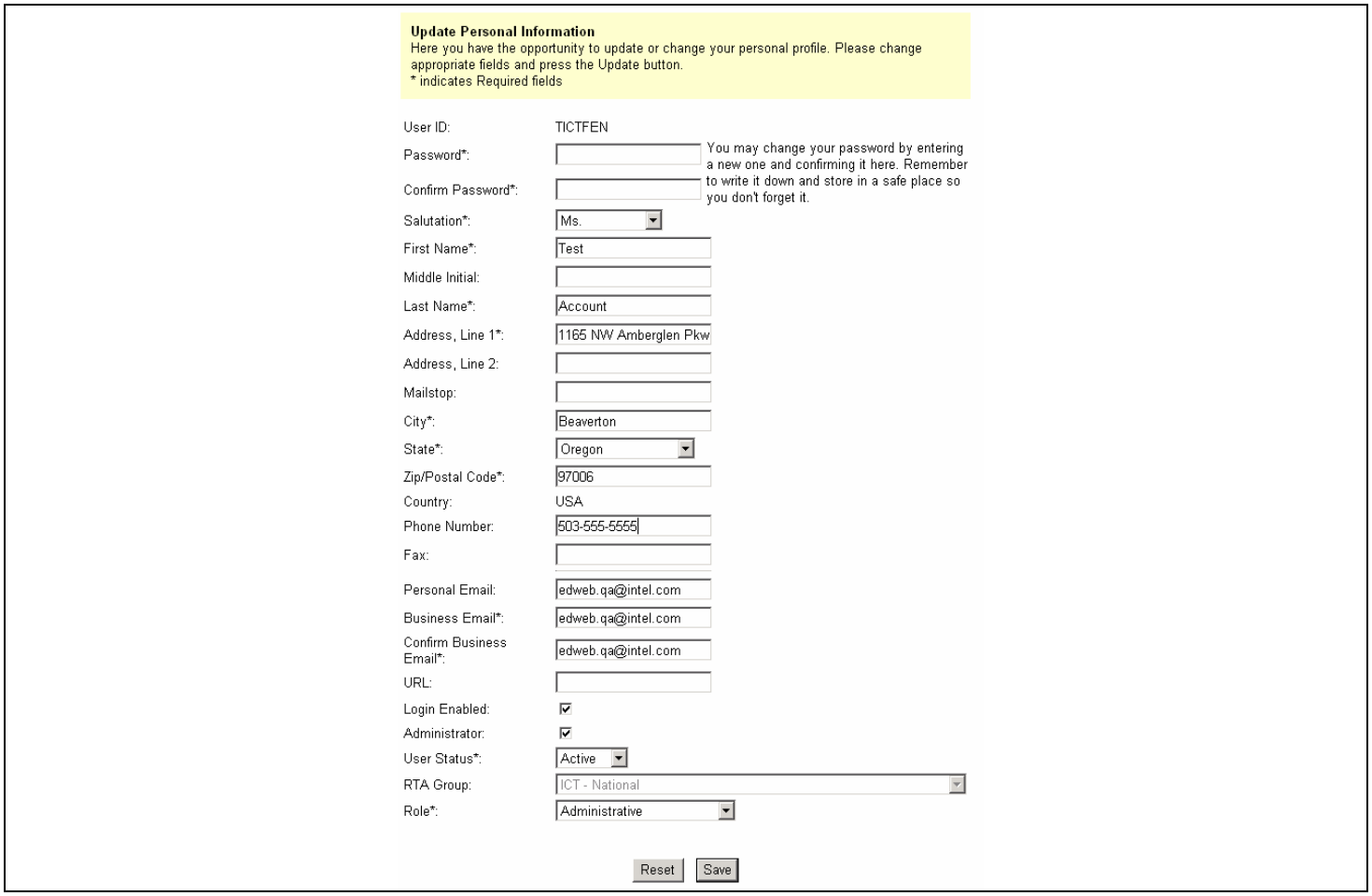
Update Personal Information

Every ITA user has an online personal profile for contact and user access-level information. Please keep your online profile current; this information is used to keep you informed about program updates.

To Update Your Personal Information:

1. Select the link entitled ***Update Personal Info*** located under the *NTA Management* heading on the left navigation bar.

2. Enter your changes in the corresponding fields to reflect the most current information. You may change your password by entering a new one in the password field and confirming it in the box below. Please remember to write down your password and store it in a secure location.



Note: It is important to confirm your e-mail address. Please review the *Business E-mail* field to ensure sure it is accurate – all program communications will be sent to this address.

3. Ensure that all required fields (indicated by an asterisk *) are completed.

4. Select the ***Save*** button at the bottom of the page to save your changes. Blue text will appear at the top of the page stating **"User <your name> has been successfully updated"** to confirm that your changes have been made.

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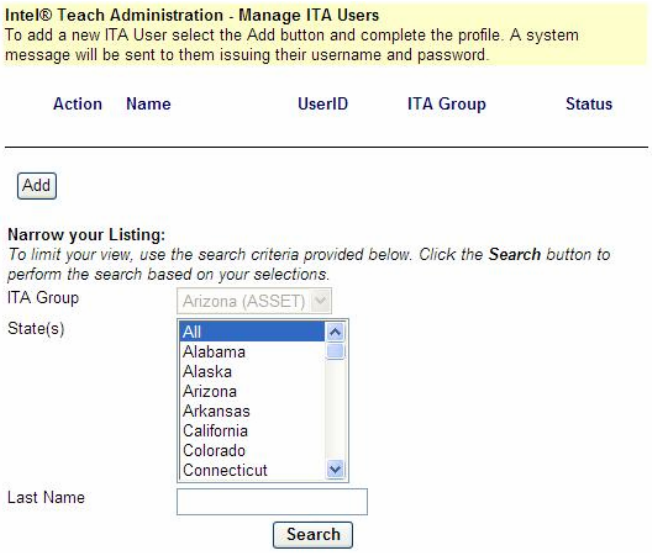
View/Edit ITA Users

The ***View/Edit ITA Users*** link directs you to a page where you can obtain information about your Intel Teach Affiliate users. Only ITA users with administrative access have the ability to view and edit other ITA user profiles. ITA users who do not have administrative access can view only.

To View or Edit an ITA User's Account:

1. Select the ***View/Edit ITA Users*** link located under the *ITA Management* heading on the left navigation bar.
2. To limit the information you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the ***Search*** button to perform the ITA user search based on your selections.



3. The page that displays will show the list of each ITA users in your ITA Group.
4. To view or edit a ITA user's profile, select the ***Edit*** link located to the left of the user's name. You will be directed to that user's personal profile.
5. You can update the person's account by entering new information in the desired fields.
6. Select the ***Update*** button at the bottom of the page when finished to save the changes.

To Disable an ITA User:

1. Select the ***View/Edit ITA Users*** link located under the *ITA Management* heading on the left navigation bar.
2. Select the ***Disable*** link next to the name of the individual you would like to prevent from accessing program materials and information.

   Note: If you disable a user, they will no longer be able to login to their extranet account. You can re-enable their account at a later date.

To Re-enable an ITA User:

1. Select the ***View/Edit ITA Users*** link located under the *ITA Management* heading on the left navigation bar.
2. Select the ***Edit*** link next to the name of the individual you would like to re-enable.
3. Scroll to the *Login Enabled* field within the profile and re-check the box.

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4. Select the ***Update*** button at the bottom of the page when finished to save the changes.

To Add a New ITA User:

1. Select the ***View/Edit ITA Users*** link located under the *ITA Management* heading on the left navigation bar.
2. Click the ***Add*** button at the bottom of the page.
3. You will be directed to a blank user profile. Please fill in the contact information for the new ITA user.
4. Ensure that you complete all of the required fields (indicated by an asterisk **).
5. Assign a temporary password (the system will e-mail the ITA user their username and password once you have successfully added them online).
6. Use the *Administrator* check box with discretion; administrator status enables the user to add, edit, and delete other user accounts within their ITA Group (including LEA and MT users). Assign this status with discretion.
7. Assign a *Role* for this user.

   Note: The extranet is set up to send important system e-mails and other critical communications to the one user whose role is ITA Primary Contact. The system only recognizes one user as Primary Contact for each ITA Group. That person is the Intel Teach Affiliate Coordinator. Therefore, when you add a new ITA user, please do not assign them the role of Primary Contact.

8. Select the ***Update*** button located at the bottom of the page to save changes.

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Section 3: LEA Management

Approve/Reject LEA Applications……ITA User: 12

View/Edit LEA Groups……ITA User: 14

View/Edit LEA Users……ITA User: 16

LEA Management
- Approve/Reject LEA Applications
- View/Edit LEA Groups
- View/Edit LEA Users

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Approve/Reject LEA Applications

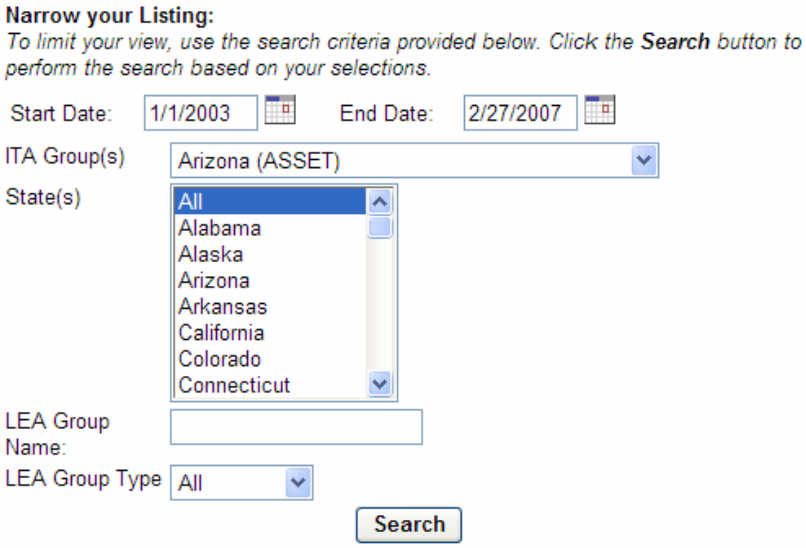
Once a Local Education Agency (LEA) applies to participate in the Intel Teach Program, the Intel Teach Affiliate is responsible for approving or rejecting the application.

Note: The function of approving and rejecting LEA applications is the role of the ITA Primary Contact in each region (for an NTA region, the ITA Primary Contact will be the National Recruitment Coordinator). The NTA has the ability to perform this function as a back-up to the ITA.

To Approve or Reject a LEA Application:

1. Select the ***Approve/Reject LEA Applications*** link located under the *LEA Management* heading on the left navigation bar.

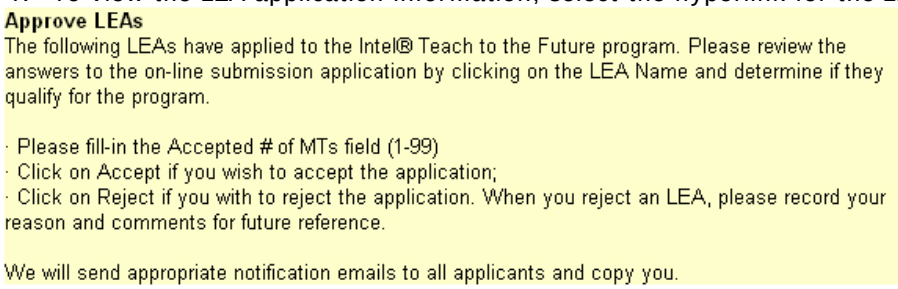
2. To limit which LEA applications you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the ***Search*** button to perform the LEA application search based on your selections.



3. You will be directed to a page that lists all of the LEAs who have applied online to participate online and are in *Pending* status (awaiting approval/rejection). This page displays the following information:

   - LEA Group name (which is a hyperlink to their application)
   - Primary Contact name (which is a hyperlink to their personal profile)
   - Application submission date
   - Number of MTs requested by the LEA applicant

4. To view the LEA application information, select the hyperlink for the *LEA Name*.



Click the ***LEA Name*** to view the application details.

5. On the page that displays, you will be able to view all of the information submitted by the LEA.

6. Review all of the application fields on the form and ensure that the ratio for *Number of Participant Teachers to be Trained* correlates to the *Number of Master Teachers Requested.*

   Note: If you wish to approve the application, you must enter the *Number of Master Teachers Confirmed*. This will be the number of Master Teachers allotted to the LEA.

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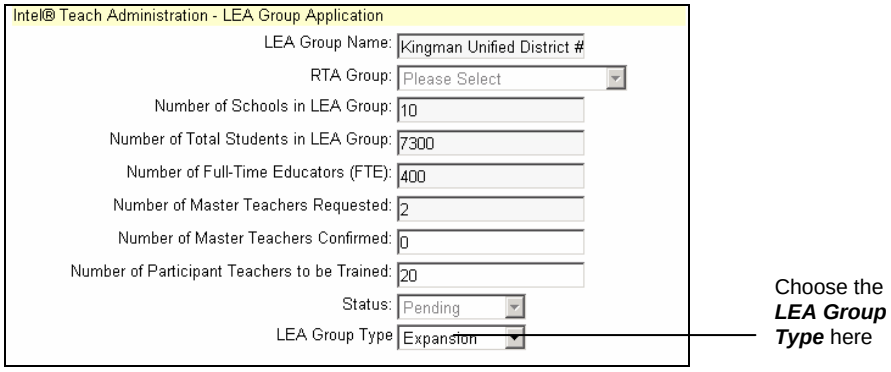
7. You will also need to identify whether the LEA Group has previously participated in the program. In the ***LEA Group Type*** field choose *Classic* if the LEA has been a part of Intel Teach in the past (original program from 2000-2003), or choose *Expansion* if the LEA is new to the program; (not a Classic participant).



8. Once you have reviewed the LEA application, select the ***Approve LEA*** button or the ***Reject LEA*** button, as appropriate. If you are not ready to approve or reject the LEA at this time, use your Internet browser's ***Back*** button to return to the *Approve/Reject LEA Applications* page. You can approve or reject LEA applications at any time.

   Note: If you reject an application, please enter *Rejection Details* in the field provided. The information in the *Rejection Details* section is confidential and can only be viewed by NTA and ITA users. These notes serve as a historic record for the reason(s) an application was rejected.

9. Once the application is accepted or rejected, a system e-mail will be sent to the applicant informing them of their application status. The ITA will be copied on this e-mail.

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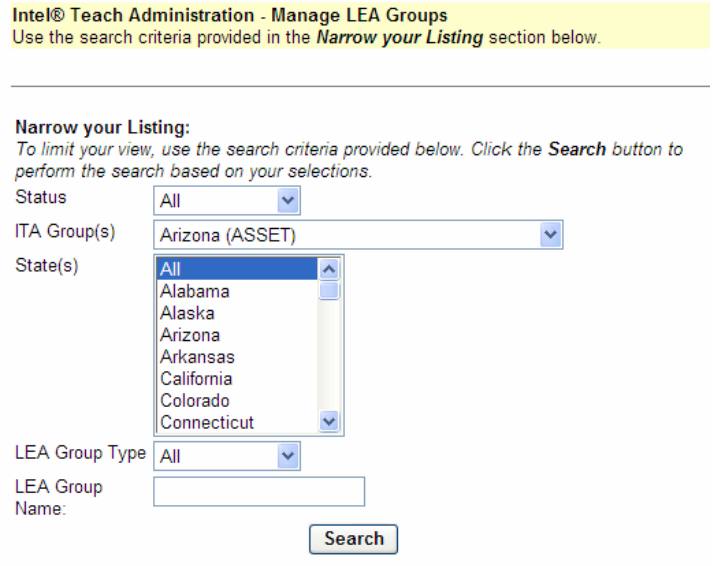
View / Edit LEA Groups

The ***View / Edit LEA Groups*** link, located under the *LEA Management* heading, provides all of the information for Local Education Agencies (LEAs) in your region, as well as information about their associated LEA users. ITA users with administrative access have the ability to both view and edit information about LEA Groups and LEA users. Users without administrative access can view only.

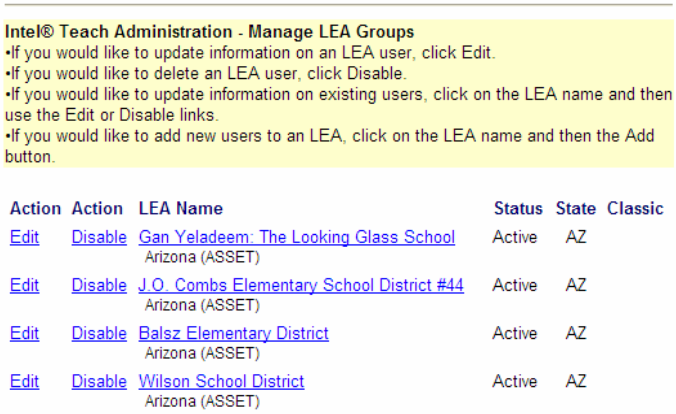
To View or Edit a LEA Group:

1. Select the ***View / Edit LEA Groups*** link located under the *LEA Management* heading on the left navigation bar.

2. To limit which LEA Groups you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the ***Search*** button to perform the LEA Group search based on your selections.



3. The next page displays all of the LEA Groups based on your search criteria. You can use the search criteria at the bottom of the page if you would like to refine your list.



Note: You can see the LEA Group Type for each LEA by viewing the *Classic* column. If there is an X in the column, this indicates that the LEA participated in the previous Classic version of the program.

To Edit a LEA Group:

1. Select the ***View / Edit LEA Groups*** link located under the *LEA Management* heading on the left navigation bar.

2. To limit which LEA Groups you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the ***Search*** button to perform the LEA Group search based on your selections.

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3. Select the ***Edit*** link next to the name of the LEA Group you wish to edit. You will be directed to a page that lists all of the information that was submitted in the LEA application including:

    - Number of Schools in LEA
    - Number of Total Students in LEA
    - Number of Full-Time Educators
    - Number of Master Teachers Requested
    - Number of Master Teachers Confirmed
    - Number of Participant Teachers to be Trained
    - LEA Group Type selected

4. You can update this information by entering new information in the desired fields.

    Note: The number of MTs Confirmed was entered by the ITA or NTA who approved the application; this data is not modifiable by LEA users. This field indicates is the maximum number of new MTs this LEA can identify online and assign to MT classes.

5. Click the ***Update*** button at the bottom of the page when finished to save the changes.

To Disable a LEA Group:

1. Select the ***View/Edit LEA Groups*** link located under the *LEA Management* heading on the left navigation bar.

2. To limit which LEA Groups you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the ***Search*** button to perform the LEA Group search based on your selections.

3. Select the ***Disable*** link next the LEA Group that you would like to disable. When you disable a LEA Group, this indicates that you do not want the LEA to participate in the program at this time and all users associated with this group will no longer have extranet access. You can re-enable the LEA Group at a later time.

To Re-enable a LEA Group:

1. Select the ***View/Edit LEA Groups*** link located under the *LEA Management* heading on the left navigation bar.

2. To limit which LEA Groups you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the ***Search*** button to perform the LEA Group search based on your selections.

3. Select ***Edit*** link next to the LEA Group that you would like to re-enable. On the next page, in the *Status* field, select the ***Active*** status from the dropdown menu. Scroll to the bottom of the page and select the ***Update*** button to save your changes.

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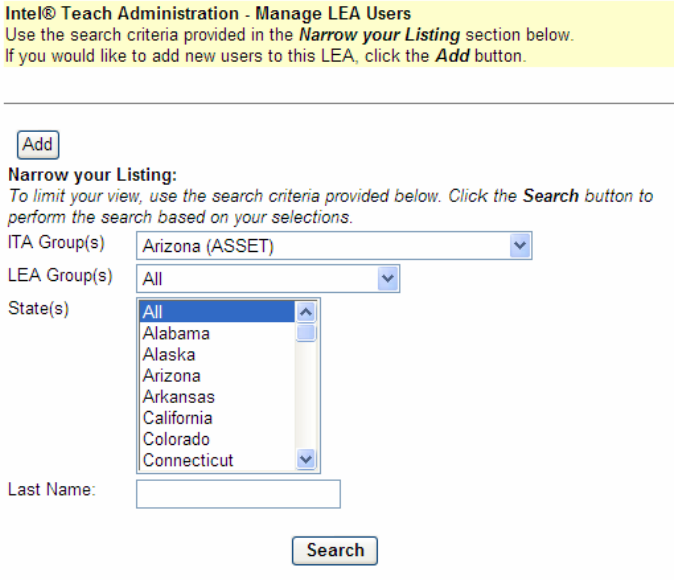
View/Edit LEA Users

The ***View/Edit LEA Users*** link, located under the *LEA Management* heading, provides data for all of the individuals in each LEA that have Intel Teach extranet accounts. From this page, ITA users with administrative access can view or edit existing LEA users' contact information or disable an existing LEA user's extranet account. Users without administrative access can view only.

Note: You can search for a particular LEA user by either selecting their LEA Group from the dropdown menu and/or by typing their last name in the text box provided, then selecting the ***Search*** button.

To View or Edit a LEA User's Account:

1. Select the ***View/Edit LEA Users*** link located under the *LEA Management* heading on the left navigation bar.
2. To limit your viewing, use the search criteria provided in the *Narrow your Listing* section. Click the ***Search*** button to perform the LEA user search based on your selections.



3. On the next page, you will get a list of all of the LEA users resulting from your search criteria.
4. To view or edit any of the LEA user profiles, select the ***Edit*** link next to the LEA user's name that you wish to view or edit.
5. You will be directed to that user's personal profile.
6. You can update the person's account by entering new information in the desired fields.
7. Select the ***Update*** button at the bottom of the page when finished to save the changes.

To Disable a LEA User:

1. Select the ***View/Edit LEA Users*** link located under the *LEA Management* heading on the left navigation bar.
2. To limit your viewing, use the search criteria provided in the *Narrow your Listing* section. Click the ***Search*** button to perform the LEA user search based on your selections.
3. Select the ***Disable*** link next to the name of the LEA user whom you would like to disable.

   Note: When you disable a LEA user, they will no longer have the ability to access their extranet account. You can re-enable the LEA user at a later time.

To Re-enable a LEA User:

1. Select the ***View/Edit LEA Users*** link located under the *LEA Management* heading on the left navigation bar.

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2. To limit your viewing, use the search criteria provided in the *Narrow your Listing* section. Click the ***Search*** button to perform the LEA user search based on your selections.
3. Select the ***Edit*** link next to the user that you would like to re-enable.
4. Scroll down to the *Login Enabled* field, and re-check the box.
5. Select the ***Update*** button at the bottom of the page when finished to save the changes.

To Add a new LEA User:

1. Select the ***View/Edit LEA Users*** link located under the *LEA Management* heading on the left navigation bar.
2. Select the gray ***Add*** button located beneath the instructions section.
3. You will be directed to a blank user profile. Please fill in the contact information for the new LEA user.
4. Ensure that you complete all of the required fields (indicated by an asterisk *).
5. Assign a temporary password (the system will e-mail the LEA user their username and password once you have successfully added them online).
6. Use the *Administrator* check box with discretion; administrator status enables the user to add, edit, and delete other user accounts within each LEA Group (including LEA and MT users). Assign this status with discretion.
7. Assign a *Role* for this user (other than Primary Contact).
8. Select the ***Update*** button located at the bottom of the page to save changes.

Note: The extranet is set up to send important system e-mails and other critical communications to the one user whose role is LEA Primary Contact. The system only recognizes one user as Primary Contact for each LEA Group. Therefore, when you add a new LEA user, please do not assign them the role of Primary Contact.

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Section 4: MT Class Management

View/Edit MT Users.....ITA User: 19

View MT Classes.....ITA User: 21

Assign MTs to Classes.....ITA User: 22

View MT Class Evaluations.....ITA User: 25

MT Class Management
- View/Edit MT Users
- View MT Classes
- Assign MTs to Classes
- View MT Class Evaluations

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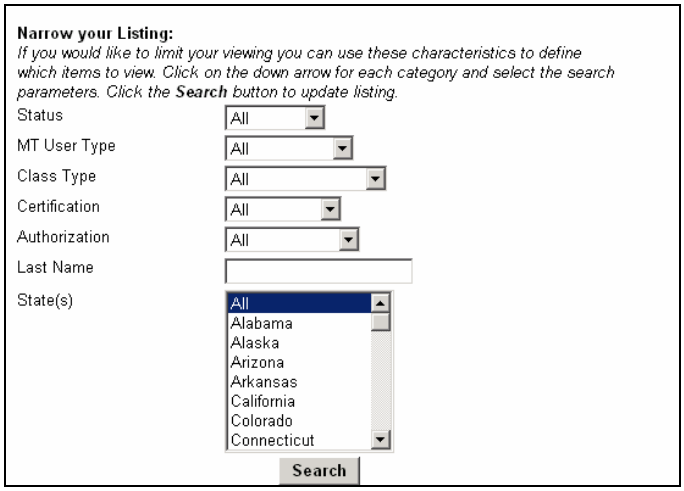
View/Edit MT Users

The ***View/Edit MT Users*** link, located under *the MT Class Management* section of the navigation bar, directs you to a page that lists all of the Master Teachers for your ITA Group. In addition to providing you with a list of all of the MTs, this page also allows you to easily view each MT's program qualifications.

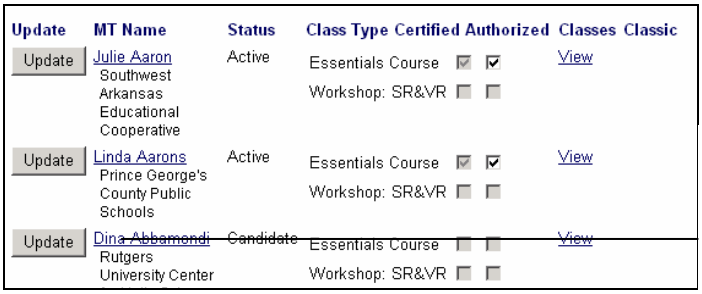
From this page, you can perform the following functions: view/edit MT personal profiles; authorize/un-authorize MTs; view Participant Teacher classes scheduled by MTs.

To View or Edit a MT User:

1. Select the ***View/Edit MT Users*** link located under the *MT Class Management* heading on the left navigation bar.
2. To limit which MT users you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the ***Search*** button to perform the MT user search based on your selections.



3. On the next page, select the name of the Master Teacher you wish to view/edit; this is a hyperlink that will direct you to their personal profile.



Select the MT's name to link to their profile.

4. Within the Master Teacher's profile you can edit any of the information by entering new data in the desired fields.
5. Please ensure that all required fields (indicated by an asterisk *) are completed and that the MT's *Primary E-mail* address is correct.
6. When finished, select the ***Update*** button at the bottom of the page to save the changes.

To Authorize or Un-authorize a MT User:

1. Select the **View/Edit MT Users** link located under the MT Class Management heading on the left navigation bar.
2. To limit which MT users you are viewing, use the search criteria provided in the Narrow your Listing section. Click the **Search** button to perform the class search based on your selections.

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3. To authorize a MT, check the Authorization box for the program you wish to authorize them to deliver in their LEA. To un-authorize a MT, uncheck the Authorization box for the program you wish to un-authorize them to deliver in their LEA.

4. **Note:** When you un-authorize a MT for a program, they will receive a system e-mail notifying them of this change in their program qualifications. Unauthorized MTs will be prevented from scheduling and delivering as well as ordering this type of PT class within their LEA.

5. Click the **Update** button next to the MT's name or at the bottom of the page to save changes. The resulting page will confirm these changes have been accepted by the system.

   Note: You can only authorize/un-authorize MTs for programs that they are *certified* in.

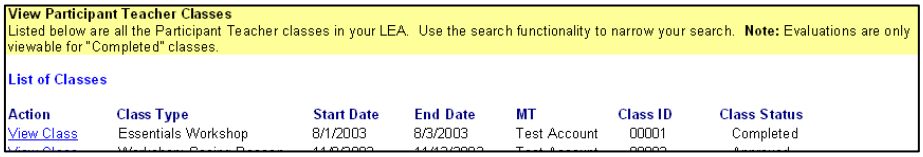
To Certify or Un-certify a MT User:

Regional Training Agencies do not have the ability to change a Master Teacher's certification status. The standard process for a Master Teacher to become certified in a program is through promotion by the Senior Trainer after they have successfully completed the 40-hr MT class. However, if needed, the NTA user has the ability to change a Master Teacher's certification status for any program. Contact Customer Support at teacher.training@intel.com if you need assistance.

To View the Participant Teacher Classes Scheduled by a MT User:

1. Select the ***View/Edit MT Users*** link located under the *MT Class Management* heading on the left navigation bar.
2. To limit which MT Users you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the ***Search*** button to perform the class search based on your selections.
3. Select the ***View*** link located under the *Classes* column. You will be directed to a page that lists all of the Master Teacher's PT class activity.

4. To view the details of a particular class, select the ***View Class*** link located under the *Action* column.



View Participant Teacher Classes
Listed below are all the Participant Teacher classes in your LEA. Use the search functionality to narrow your search. **Note:** Evaluations are only viewable for "Completed" classes.

List of Classes

Action	Class Type	Start Date	End Date	MT	Class ID	Class Status
View Class	Essentials Workshop	8/1/2003	8/3/2003	Test Account	00001	Completed

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View / Edit / Cancel MT Classes

On the *View MT Classes* page, you can view all MT classes that have been scheduled online nationwide. All class information is view only.

To View the Class Details:

1. Select the ***View MT Classes*** link located under the *MT Class Management* heading on the left navigation bar.

2. To limit which classes you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the ***Search*** button to perform the class search based on your selections.

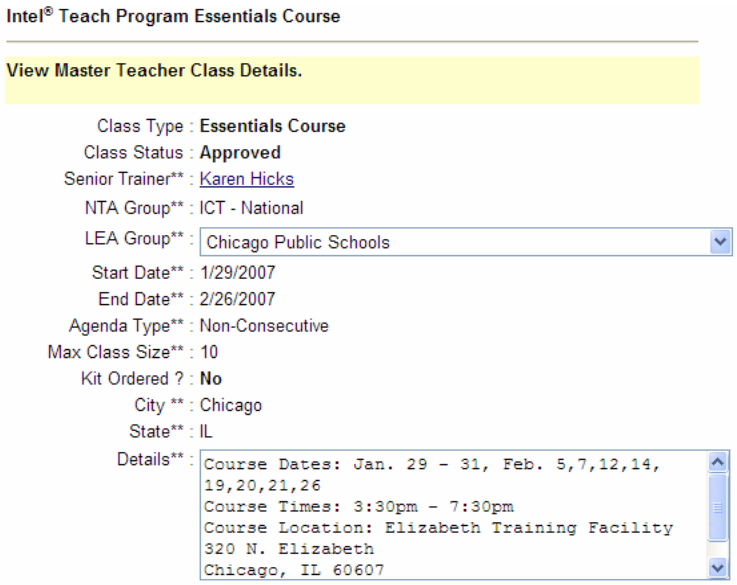
3. Select the ***View*** link next to the class you would like to view.

View Master Teacher Classes

For Approved classes, you can view class details by selecting the ***View*** link. Use the search functionality to narrow your search.
Note: If your MT is attending training in another state, Contact the ITA for that state or teacher.training@intel.com to manage the roster.
Listed below are all the classes in your region or results of your search.

View	Class Type	Start Date	End Date	City	State	Sr. Trainer	Status
View	Essentials Course	1/29/2007	2/26/2007	Chicago	IL	Karen Hicks	Approved
View	Thinking with Technology	2/15/2007	2/20/2007	testhills	OR	Test Account	Approved

4. On this page you will see the class details including: class type, Senior Trainer, class dates, class details, class size, and the class roster, and more.



Intel® Teach Program Essentials Course

View Master Teacher Class Details.

Class Type : **Essentials Course**
Class Status : **Approved**
Senior Trainer** : Karen Hicks
NTA Group** : ICT - National
LEA Group** : Chicago Public Schools
Start Date** : 1/29/2007
End Date** : 2/26/2007
Agenda Type** : Non-Consecutive
Max Class Size** : 10
Kit Ordered ? : **No**
City ** : Chicago
State** : IL
Details** :
Course Dates: Jan. 29 - 31, Feb. 5,7,12,14, 19,20,21,26
Course Times: 3:30pm - 7:30pm
Course Location: Elizabeth Training Facility
320 N. Elizabeth
Chicago, IL 60607

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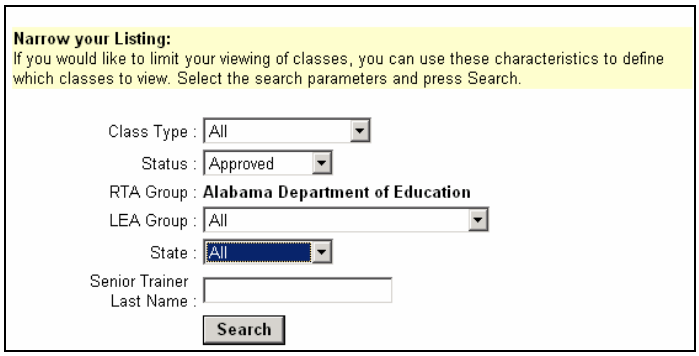
Assign MTs to Classes

When you select the ***Assign MTs to Classes*** link on the left navigation bar under the *MT Class Management* heading, you will be able to view all of the Master Teacher classes available within your region. Use the search functionality at the bottom of the page to narrow your search. This feature allows the ITA to approve MTs onto class rosters once they have been assigned by the LEA.

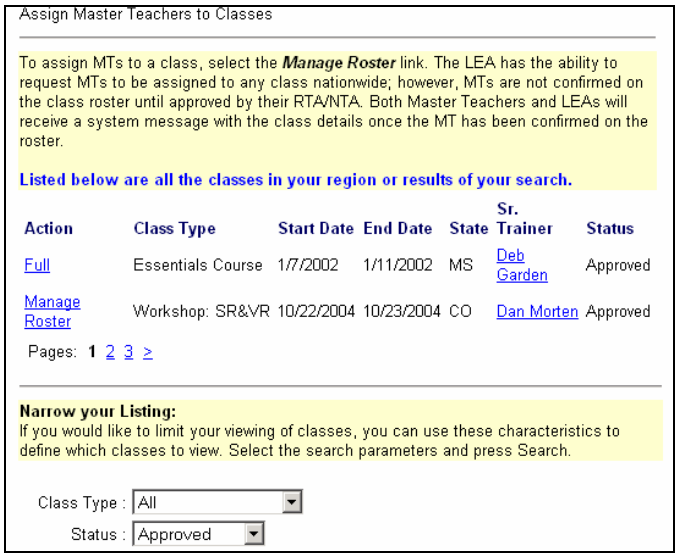
To Approve a Master Teacher onto a Class Roster:

1. Select the ***Assign MTs to Classes*** link located under the *MT Class Management* heading on the left navigation bar.
2. To limit which classes you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the ***Search*** button to perform the class search based on your selections.

   Note: All search criteria will be restricted to your specific region. You only have access to manage rosters for MT classes in your region.



3. Select the ***Manage Roster*** link for the class that you are approving MTs into.



4. On the next page, you will see the logistics for the class you have chosen. Scroll down the page to the section beneath the logistics area. Here you will see two categories: *Accepted Master Teachers* and *Pending Master Teachers.*
5. The *Accepted Master Teachers* section of the page shows Master Teacher(s) that have already been accepted into the class by either you (the ITA) or the NTA.
   Note: If you wish to remove MTs from the roster, select the *Remove* radio button next to the name of the MT. Then, select the ***Update Roster*** button at the bottom of the page. If you remove a MT from a class, they will receive a system e-mail informing them of their removal.

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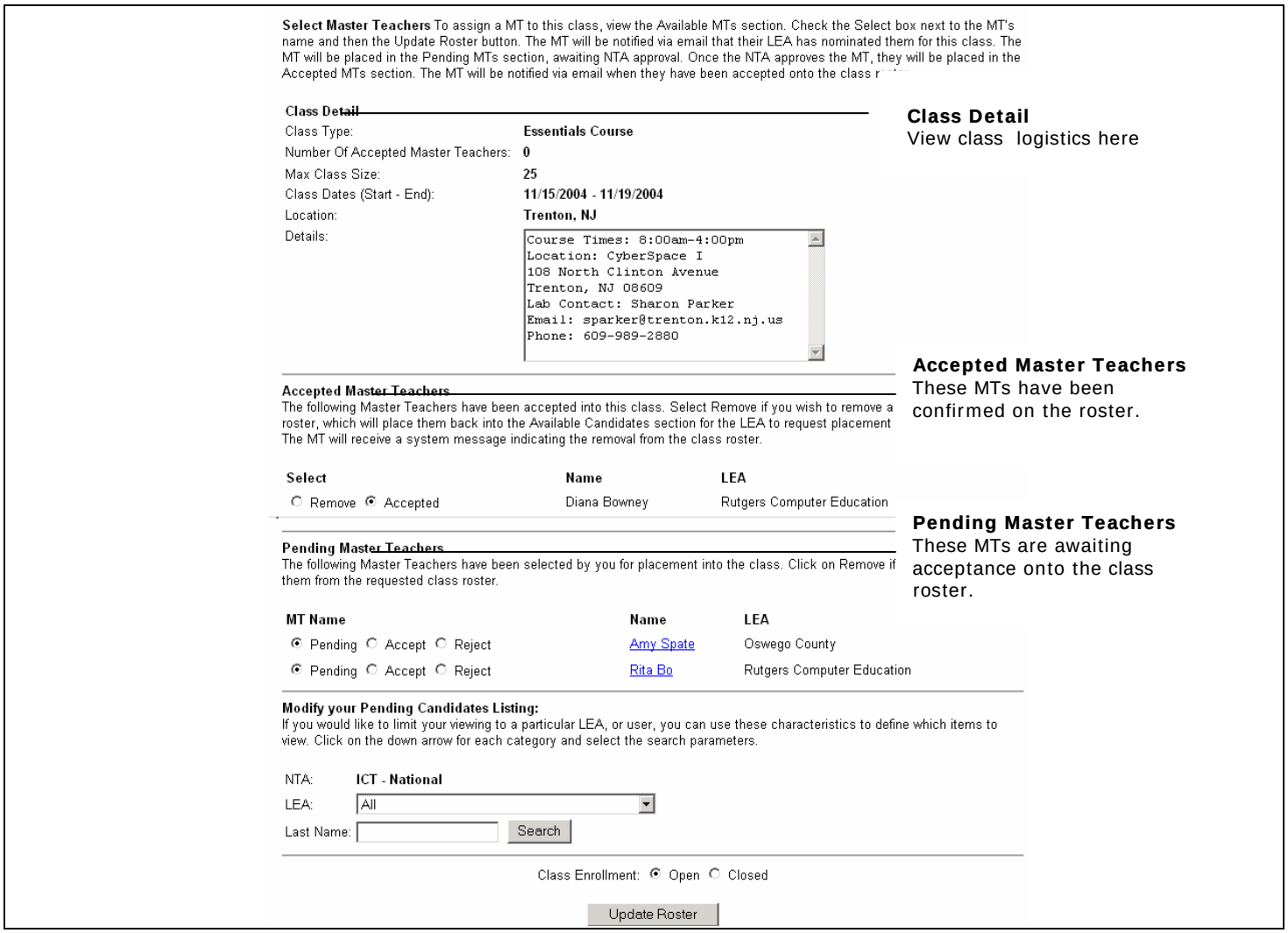
6. The *Pending Master Teachers* section shows you a list of all Master Teachers who are awaiting acceptance into the class by the ITA or NTA. The LEA has requested these MTs be placed into the class.
   Note: The LEA users have an *Available Candidates* section that lists all MTs who are eligible for the selected class based on their Certification status.

   - MTs not certified in the Intel® Teach Program Essentials Course will appear in the *Available Candidates* section for the Essentials course for Master Teachers.
   - Only MTs certified in the Essentials course will appear in the *Available Candidates* section for the Intel® Teach Program Thinking with Technology Course for Master Teachers.
   - Once a MT is certified or listed on a roster for a class type, they will no longer appear in the *Available Candidates* section for that class type.



7. To approve a Master Teacher onto a class roster, select the *Accept* radio button next to the name of the MT(s) listed in the *Pending Master Teachers* section.

8. Click the ***Update Roster*** button at the bottom of the page when finished to save the changes.

   Note: You may select the *Accept* radio button for multiple Master Teachers before clicking the ***Update Roster*** button.

9. The MT(s) that you approved onto the class roster will now appear in the *Accepted Master Teachers* section.

   Note: The Master Teacher(s) will receive a system e-mail notifying them whether they are accepted or declined from a class roster. The NTA, ITA, and LEA will receive a copy of this message. This message also includes the class details.

To Remove a Master Teacher from a Class Roster:

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1. Select the ***Assign MTs to Classes*** link located under the *MT Class Management* heading on the left navigation bar.

2. To limit which classes you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the ***Search*** button to perform the class search based on your selections.

3. Select the ***Manage Roster*** link for appropriate the class where the MT currently is listed.

4. Scroll down to the section of the page where the MT is listed (either in the *Accepted Master Teachers* section or *Pending Master Teachers* section).

5. Select the ***Remove*** radio button next to the MT's name.

6. Click the ***Update Roster*** button at the bottom of the page when finished.

   Note: When you remove a MT from a class, they will receive a system e-mail informing them of their removal. The NTA, ITA, and LEA will receive a copy of this message.

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View MT Class Evaluations

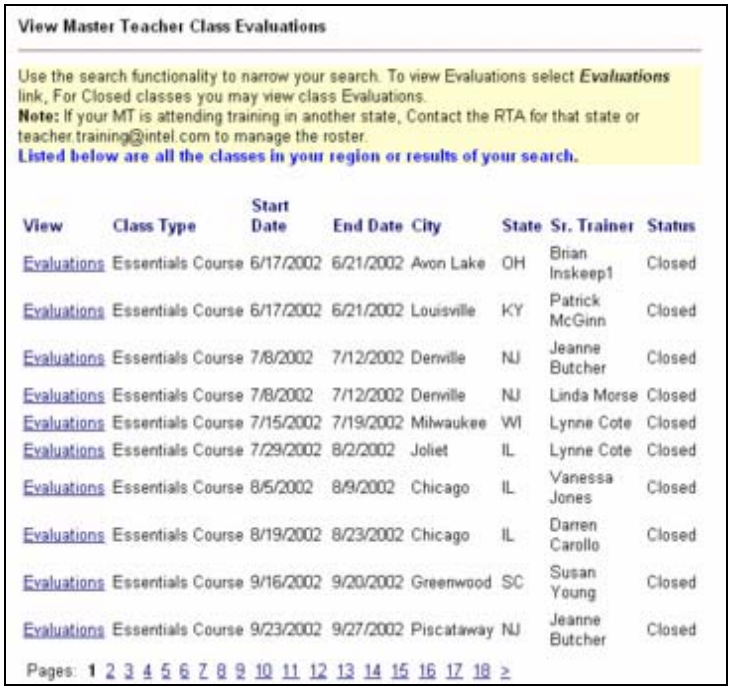
You can view summaries of evaluation responses for each Master Teacher class once the class has been closed online.

To View a MT Class Evaluation Summary:

1. Select the ***View MT Class Evaluations*** link located under the *MT Class Management* heading on the left navigation bar.

2. To limit which classes you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the ***Search*** button when finished.

   Note: Remember that you can only view evaluation summaries for classes in *Closed* status.

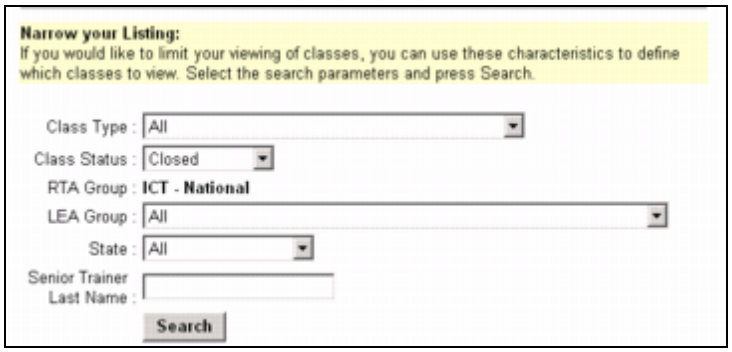


View Master Teacher Class Evaluations

Use the search functionality to narrow your search. To view Evaluations select ***Evaluations*** link, For Closed classes you may view class Evaluations.
Note: If your MT is attending training in another state, Contact the RTA for that state or teacher.training@intel.com to manage the roster.
Listed below are all the classes in your region or results of your search.

View	Class Type	Start Date	End Date	City	State	Sr. Trainer	Status
Evaluations	Essentials Course	6/17/2002	6/21/2002	Avon Lake	OH	Brian Inskeep1	Closed
Evaluations	Essentials Course	6/17/2002	6/21/2002	Louisville	KY	Patrick McGinn	Closed
Evaluations	Essentials Course	7/8/2002	7/12/2002	Denville	NJ	Jeanne Butcher	Closed
Evaluations	Essentials Course	7/8/2002	7/12/2002	Denville	NJ	Linda Morse	Closed
Evaluations	Essentials Course	7/15/2002	7/19/2002	Milwaukee	WI	Lynne Cote	Closed
Evaluations	Essentials Course	7/29/2002	8/2/2002	Joliet	IL	Lynne Cote	Closed
Evaluations	Essentials Course	8/5/2002	8/9/2002	Chicago	IL	Vanessa Jones	Closed
Evaluations	Essentials Course	8/19/2002	8/23/2002	Chicago	IL	Darren Carollo	Closed
Evaluations	Essentials Course	9/16/2002	9/20/2002	Greenwood	SC	Susan Young	Closed
Evaluations	Essentials Course	9/23/2002	9/27/2002	Piscataway	NJ	Jeanne Butcher	Closed

Pages: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 >



Narrow your Listing:
If you would like to limit your viewing of classes, you can use these characteristics to define which classes to view. Select the search parameters and press Search.

Class Type : All
Class Status : Closed
RTA Group : **ICT - National**
LEA Group : All
State : All
Senior Trainer Last Name :
Search

3. Click on the ***Evaluations*** link for the class you are interested in viewing the evaluation summary.

4. All of the evaluation responses are displayed as percentages. Individual Master Teacher comments are also provided anonymously at the end of each evaluation summary.

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Section 5: PT Class Management

View/Edit/Cancel/Reopen PT Classes.....ITA User: 27

PT Class Management
- View/Edit/Cancel/Reopen PT Classes

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View/Edit/Cancel/Reopen PT Classes

ITA users have the ability to manage PT Classes for their region. The management functions available include: viewing, editing, canceling, and re-opening PT classes. In addition, you can view PT class evaluation summaries as well.

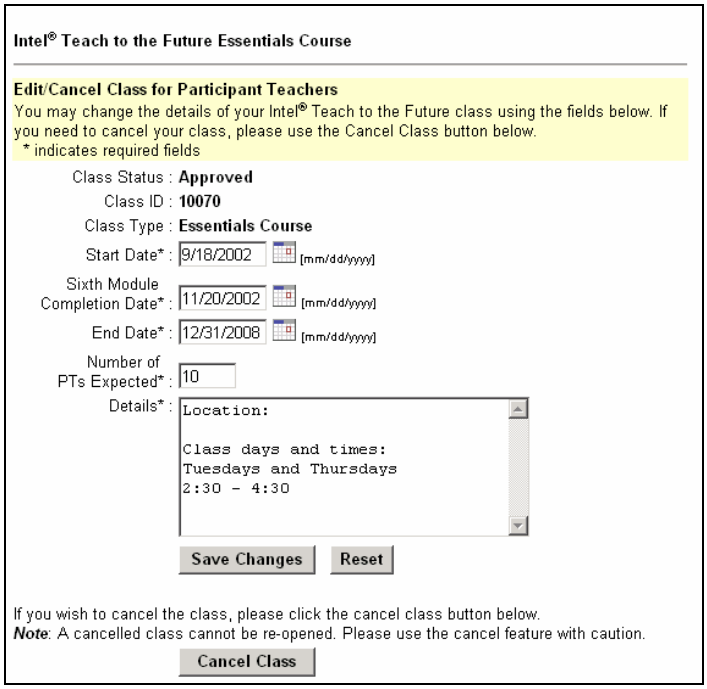
To View PT Class Details:

1. Select the ***View/Edit/Cancel/Reopen PT Classes*** link located under the *PT Class Management* heading on the left navigation bar.

2. To limit which classes you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the ***Search*** button to perform the class search based on your selections.

3. Select the ***View/Edit/Cancel*** class link next to the class you would like to view.

   Note: You can view classes in *Approved*, *Cancelled*, and *Completed* status.



4. On this page, you will see the class details including: Class Type, Class Status, Class ID, Start Date, Sixth Module Completion Date (if applicable), End Date, Expected PTs, and Details.

To Edit PT Class Details:

NTA users with Administrative access can edit class details for classes in *Approved* status.

1. Select the ***View/Edit/Cancel/Reopen PT Classes*** link located under the *PT Class Management* heading on the left navigation bar.

2. To limit which classes you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the ***Search*** button to perform the class search based on your selections.

3. Select the ***View/Edit/Cancel*** link next to the class you would like to edit.

4. On this page, you will see the class details. You may edit the following fields: Start Date, Sixth Module Completion Date (if applicable), End Date, Expected PTs, and Details.

5. When finished, select the ***Save Changes*** button at the bottom of the page.

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To Cancel a PT Class:

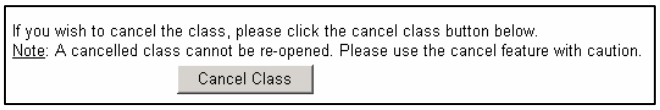
1. Select the ***View/Edit/Cancel/Reopen PT Classes*** link located under the *PT Class Management* heading on the left navigation bar.

2. To limit which classes you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the ***Search*** button to perform the class search based on your selections.

   Note: You can only cancel a class that is in *Approved* status.

3. Select the ***View/Edit/Cancel*** link next to the class you would like to cancel.

4. Scroll to the bottom of the page and select the ***Cancel Class*** button to proceed with canceling the class.



5. Enter the ***Reasons for Cancellation*** in the appropriate box, and then click the ***Proceed with Cancellation*** button.

   Note: A system e-mail will be sent to the Master Teacher and the LEA Primary Contact notifying them of the class cancellation.

6. You will receive a confirmation page indicating that the class has been cancelled.

To Re-Open a PT Class:

1. Select the ***View/Edit/Cancel/Reopen PT Classes*** link located under the *PT Class Management* heading on the left navigation bar.

2. To limit which classes you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the ***Search*** button to perform the class search based on your selections.

   Note: You can only re-open a class that is in *Completed* status.

3. Select the ***View*** link next to the class you would like to re-open.

4. Select the ***ReOpen Class*** button at the bottom of the page to re-open the class. Re-opening a class will change the class status from *Completed* to *Approved.*

To View a PT Class Evaluation Summary:

For classes in *Completed* status, you have the ability to view a summary of Participant Teacher evaluation responses.

1. Select the ***View/Edit/Cancel/Reopen PT Classes*** link located under the *PT Class Management* heading on the left navigation bar.

2. To limit which classes you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the ***Search*** button to perform the class search based on your selections.

3. Select the ***View*** link next to the appropriate class.

4. On this page, you will see an overview of the class details. To view a summary of the Participant Teacher evaluation responses for this class, click the ***View*** link next to *Class Evaluation Summary*.

   Note: Evaluation responses are displayed as percentages and individual PT comments are provided anonymously at the end of each evaluation.

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Section 6: Reports

PT Class Report.....ITA User: 30

LEA Group Report.....ITA User: 32

MT User Report.....ITA User: 33

MT Class Roster Report.....ITA User: 35

Reports
- PT Class Report
- LEA Group Report
- MT User Report
- MT Class Roster Report

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PT Class Report

This report provides you with a list of all Participant Teacher Classes scheduled online by Master Teachers in your ITA Group.

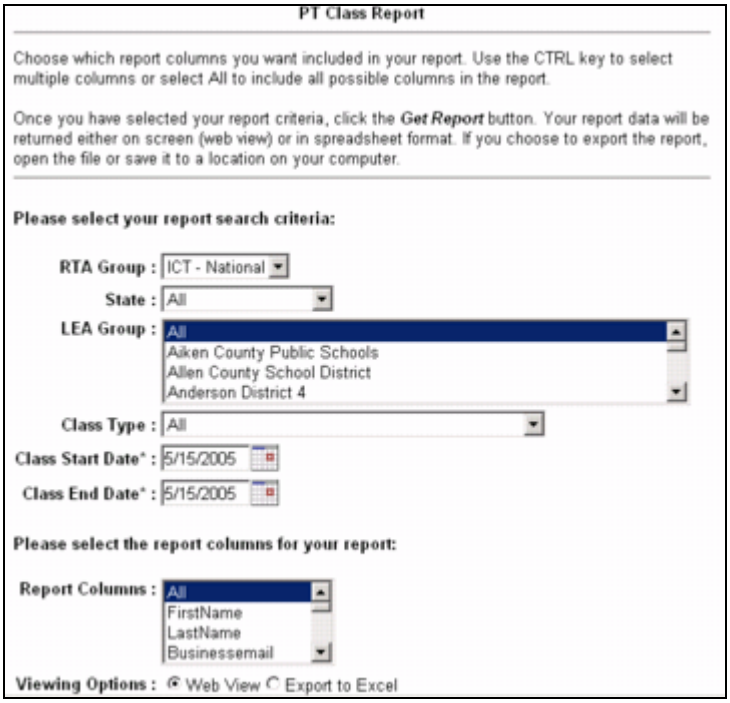
The report includes the following information:

- Master Teacher's name, primary e-mail address, LEA Group, and user status
- Class Type (Essentials course, Thinking with Technology)
- Class Agenda Types
- Class Dates
- Expected # of PTs
- Actual # of PTs trained (for classes in *Completed* status)
- PT materials ordered (*Yes* indicates MT has ordered materials online; *No* indicates they have not)
- Class Status *(Approved*, *Completed*, or *Cancelled*)

To View or Download the PT Class Report:

1. Select the ***PT Class Report*** link located under the *Reports* heading on the left navigation bar.

2. On the next page, select the criteria for your report.



Note: ** indicates required fields.

- **ITA Group**: this field will be automatically selected based on your region
- **State**: You will only have access to PT Classes in the state(s) of your ITA Group.
- **LEA Group**: Choose to view PT Classes from one LEA Group, multiple LEA Groups (using the CTRL key), or All LEA Groups.
- **Class Type**: Select the class type (i.e. Essentials course, Thinking with Technology course).
- **Class Start Date****: Use the calendar icon to select the month, year, and date range for classes you wish to view.
- **Class End Date****: Use the calendar icon to select the month, year, and date range for classes you wish to view.
- **Report Columns**: Choose which report columns you want included in your report.
  Note: Use the CTRL key to select multiple columns, or select ***All*** to include all possible columns in the report.

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- **Viewing Options**: Select how you want to view the report results: Web View (on screen) or Export to Excel

3. Once you have selected your report criteria, click the ***Get Report*** button.
4. Your report data will now be returned to you in the method you chose, either on screen (Web view) or spreadsheet format. If you opted to export the report, choose to open the file or save it to a location on your computer.

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LEA Group Report

This report provides you with a list of all of the Local Education Agencies (LEAs) participating in your region. This report is available on screen (Web view) or as a downloadable Microsoft Excel* report.

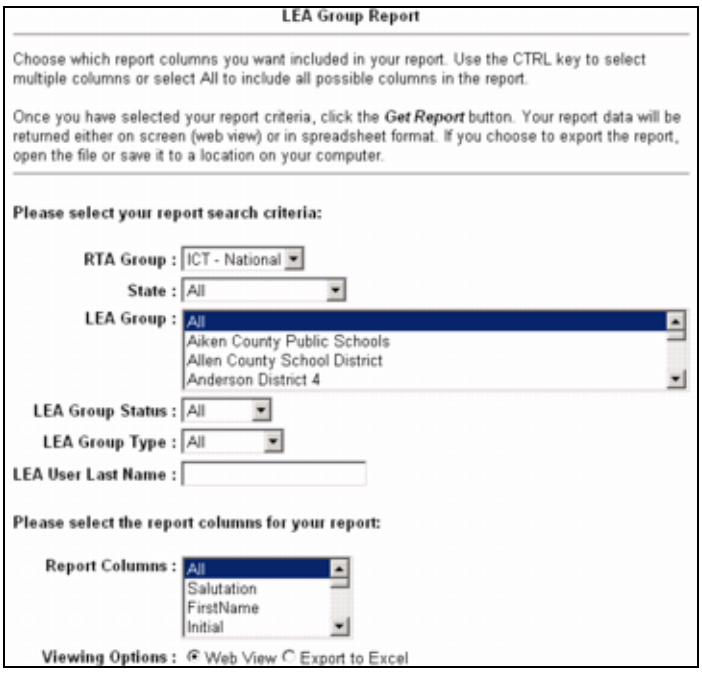
The report includes the following information about your LEA Group and LEA Contacts:

- **LEA Group**: Address1, Address2, City, State, Zip, Phone, Fax, LEA Status, MTs Requested for each class type, MTs Confirmed for each class type, and LEA Group Type
- **LEA Contacts:** Salutation, First Name, Initial, Last Name, Personal E-mail, Business E-mail, Title, Creation Date, Login Status, User ID, LEA User Status, Role, Admin Rights

To View or Download the LEA Group Report:

1. Select the ***LEA Group Report*** link located under the *Reports* heading on the left navigation bar.

2. On the next page, select the criteria for your report.



- **ITA Group**: You will only have access to LEA Groups within the state(s) of your ITA Group.
- **State**: You will only have access to your ITA Group's state(s).
- **LEA Group**: You will only have access to LEA Groups within your ITA Group state(s).
- **LEA Group Status**: choose either active or inactive.
- **LEA User Last Name**: You can enter in a specific user's last name here to obtain a report for that user only.
- **Report Columns**: Choose which report columns you want included in your report.
  Note: Use the CTRL key to select multiple columns, or select ***All*** to include all possible columns in the report.
- **Viewing Options**: Select how you want to view the report results: Web View (on screen) or Export to Excel

3. Once you have selected your report criteria, click the ***Get Report*** button.

4. Your report data will now be returned to you in the method you chose, either on screen (Web view) or in spreadsheet format. If you opted to export the report, choose to open the file or save it to a location on your computer.

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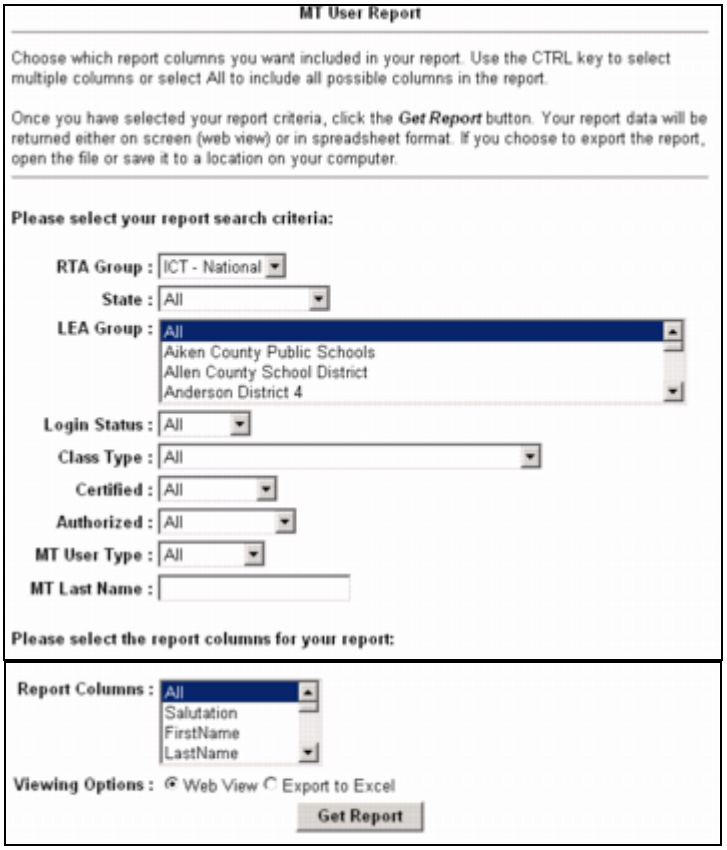
MT User Report

The *MT Users Report* provides you with a list of all of the Master Teachers within each LEA in your region, outlining their detailed school, demographic, and contact information. This report is available on screen (Web view) or as a downloadable Microsoft Excel* report.

To View or Download the MT Users Report:

1. Select the ***MT User Report*** link located under the *Reports* heading on the left navigation bar.

2. On the next page, select the criteria for your report.



- **ITA Group**: You will only have access to MTs within your ITA Group's state(s).
- **State**: You will only have access to MTs within your ITA Group's state(s).
- **LEA Group**: Choose to view MTs from one, multiple, or all LEA Groups within your ITA.
- **User Status:** Choose Active, Inactive, or Deactivated Master Teachers within your ITA.
- **Login Status**: Choose to search for all MTs or only those that are Enabled or Disabled.
- **Class Type**: Select the class type (i.e. Essentials course, Thinking with Technology course).
- **Certified**: Decide if you would like to include Certified, Not Certified, or All MTs in the report for the above class type(s) selected.
- **Authorized**: Decide if you would like to include Authorized, Not Authorized, or All MTs in the report for the above class type(s) selected.
- **MT User Type**: Include MTs from the Classic program who has continued if you'd like.
- **MT Last Name**: enter in a specific MT last name here to obtain a report for only that MT.
- **Report Columns**: Choose which report columns you want included in your report.
  Note: Use the CTRL key to select multiple columns, or select ***All*** to include all possible columns in the report.
- **Viewing Options**: Select how you want to view the report results: Web View (on screen) or Export to Excel.

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3. Once you have selected your report criteria, click the ***Get Report*** button.

4. Your report data will now be returned to you in the method you chose, either on screen (Web view) or in spreadsheet format. If you opted to export the report, choose to open the file or save it to a location on your computer.

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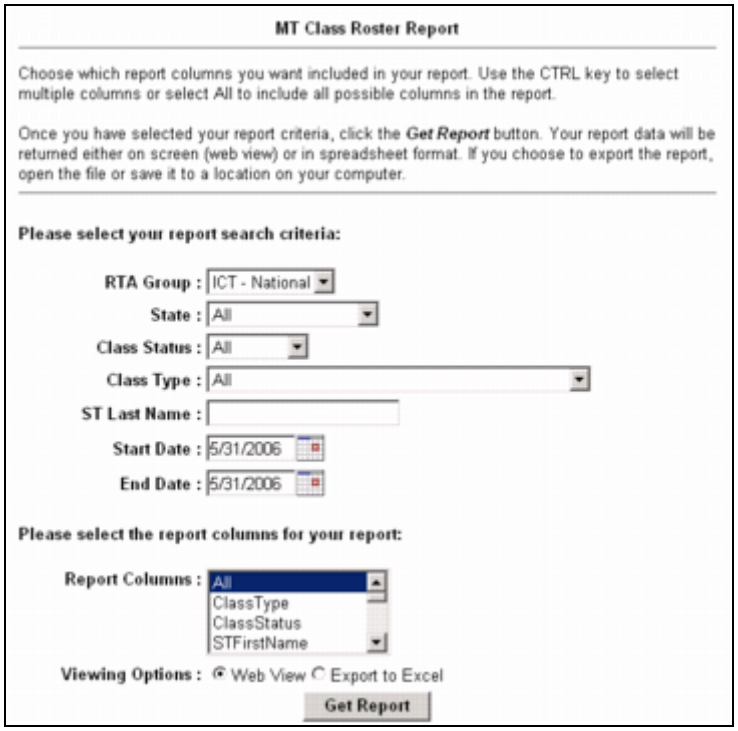
MT Class Roster Report

The *MT Class Roster Report* provides you with a list of all Master Teacher classes conducted in the state(s) of your ITA region. This report outlines information about each training for all class types such as: class status, senior trainer names, start and end dates, agenda types, class size, logistical information, MT names, grades, comments, certification status, and whether or not the MT completed the online class evaluation. This report is available on screen (Web view) or as a downloadable Microsoft Excel* report.

To View or Download the MT Class Roster Report:

1. Select the ***MT Class Roster Report*** link located under the *Reports* heading on the left navigation bar.
2. On the next page, select the criteria for your report.



- **ITA Group**: You will only have access to your LEA Groups in the state(s) of your ITA Group.
- **State**: You will only have access to your own ITA Group's state(s).
- **Class Status**: Select from Approved, Cancelled, or Closed classes.
- **Class Type**: Choose any class type (Essentials course, Thinking with Technology course).
- **Class Start Date**: Use the calendar icon to select the month, year, and date range for classes you wish to view.
- **Class End Date**: Use the calendar icon to select the month, year, and date range for classes you wish to view.
- **Report Columns**: Choose which report columns you want included in your report. **Note**: Use the CTRL key to select multiple columns, or select ***All*** to include all possible columns in the report.
- **Viewing Options**: Select how you want to view the report results: Web View (on screen) or Export to Excel

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5. Once you have selected your report criteria, click the ***Get Report*** button.

6. Your report data will now be returned to you in the method you chose, either on screen (Web view) or in spreadsheet format. If you opted to export the report, choose to open the file or save it to a location on your computer.

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Section 7: Related Links

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Related Links
- Contacts & Resources
- Problems/Questions

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Contacts and Resources

The ***Contacts & Resources*** link, located under the *Related Links* heading on the left navigation bar, directs you to your Intel Teach Affiliate homepage where you can locate the *Online Help* and contact information.

Please note that you can obtain contact information about your Local Education Agencies and Master Teachers from the Contacts and Resources section located near the bottom of the page.

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Problems/Questions

The ***Problems/Questions*** link, located under the *Related Links* heading on the left navigation bar, directs you to our helpful Customer Support team. If you have questions at any time, or would like to make a comment or suggestion, click the link to send an e-mail to the Intel® Teach Program Customer Support team at **teacher.training@intel.com** for assistance.

Please expect to receive a response within two business days.

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