

Senior Trainer (ST) Extranet Functions

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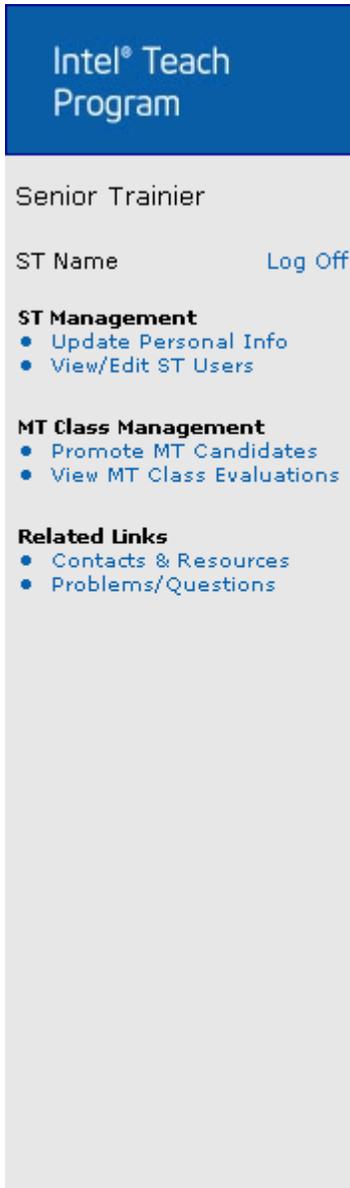
NOTE: This document shows extranet functions effective as of August 30, 2006.

Section 1: Overview and Logging In

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Overview of Administrative Functions

This is the Senior Trainer (ST) user guide and online help content. The intended audience is the ST user and the language used is directed to ST users. If you are not a ST user, this section is provided to you as a reference should you need to assist a ST user with ST extranet tasks.

The purpose of this In-Service extranet reference manual is to provide an overview of the online functions that support Senior Trainers (STs) in completing their responsibilities.

Below is an overview of the functions for all user types participating in the Intel® Teach Program. The functions available to the ST user are blue.

National Training Agency (NTA)	Intel Teach Affiliate (ITA)	Senior Trainer (ST)	Local Education Agency (LEA)	Master Teacher (MT)
Scheduling MT Classes NTA schedules MT classes for all LEAs nationwide	Approving/Rejecting LEA Applications ITA approves/rejects LEA applications within their region	Promoting MTs ST grades and certifies MTs for all MT classes	Applying Online LEA completes online In-Service Program application	Accessing the Extranet MT receives Extranet login information once they are certified and authorized in a class
Assigning STs to Classes NTA assigns Senior Trainers to all MT classes nationwide	Managing LEA Requests for MT Classes ITA accepts or rejects MTs into classes held in their region as requested by the LEAs	Completing Online MT Class Evaluations ST instructs certified MTs to complete the online evaluation	Getting Accepted ITA notifies LEAs of application approval. LEAs receive Extranet login information upon application approval	Completing MT Class Evaluations MT completes online class evaluations
Coordinating Class Logistics and Materials NTA coordinates logistics and materials ordering for all MT classes	Assigning STs to Classes ITA assigns Senior Trainers to MT classes in their area	Closing MT Classes ST closes their MT classes online	Requesting to Host an Essentials Course or Workshop	Scheduling PT Classes Online MT sets up PT classes on the Extranet
Approving/Rejecting LEA Applications NTA approves/rejects LEA applications as a backup to the ITA	Requesting to Host an Essentials or Thinking with Technology course		Adding Master Teachers Online LEA adds new MTs online or authorizes continuing MTs	Ordering Class Materials MT orders materials online for each PT class that is scheduled
Managing LEAs, MTs, and PTs Nationwide NTA manages LEAs, MTs, MT classes, and PT classes for all ITA regions	Managing LEAs and MTs ITA manages LEAs and MTs within their region		Requesting Master Teacher Classes LEA assigns Master Teachers to available classes nationwide or contacts ITA or NTA to host a class	Closing Class and Reporting #s MT reports actual PTs trained for each class online and closes each class online
Reporting NTA accesses reports on all users: LEA Groups, MT users, MT classes, and PT classes	Managing PT Classes ITA manages PT classes within their region		Reporting LEA accesses MT user and PT class reports within their LEA	
	Reporting ITA accesses reports for users and classes scheduled in their region			

Glossary of Terms (A-Z)

Term	Definition
1. Intel® Education Assessing Projects	1. Assessing Projects: <i>This</i> 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	7. Essentials Online Course: The Essentials Course curriculum is offered as combined face-to-face and

<p>Course</p>	<p>online training. Teachers have the convenience to work whenever and wherever for the online hours, following their initial face-to-face days of training.</p>
<p>8. In Good Standing (IGS)</p>	<p>8. In Good Standing (IGS): This status indicates a MT has successfully completed a class for Master Teachers and met the program requirements. This is the previous term, now replaced by "Certified".</p>
<p>9. ITA</p>	<p>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.</p>
<p>10. LEA</p>	<p>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.</p>
<p>11. LEA Group Type</p>	<p>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.</p>
<p>12. Master Teacher (MT)</p>	<p>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.</p>
<p>13. MT Program Qualifications</p>	<p>13. MT Program Qualifications: These are a Master Teacher's <i>certification</i> and <i>authorization</i> statuses for a given program (i.e. Intel® Teach Program Essentials course and Intel® Teach Program Thinking with Technology course)</p>
<p>14. MT User Status – Active</p>	<p>14. MT User Status – Active: This status identifies a MT who is certified in <i>at least</i> one program and is actively involved. Active MTs can log in to the Extranet.</p>
<p>15. MT User Status – Candidate</p>	<p>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.</p>
<p>16. MT User Status – Deactivated</p>	<p>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</p>

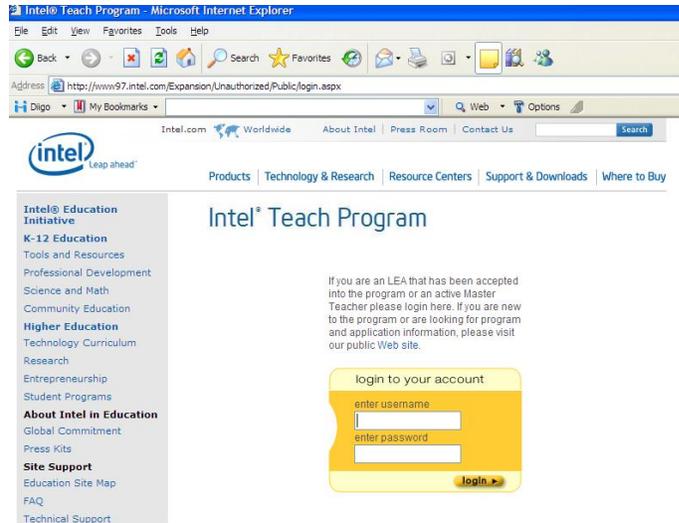
<p>17. MT User Status – Inactive</p>	<p>until they are re-certified.</p> <p>17. MT User Status – Inactive: Inactive MTs cannot log in to the Extranet. Inactive status implies one of the following scenarios:</p> <ul style="list-style-type: none"> ▪ A MT who did not successfully complete the Essentials 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 (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)
<p>18. MT User Type</p>	<p>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.</p>
<p>19. National Program Coordinator (NPC)</p>	<p>19. National Program Coordinator (NPC): Intel® Teach liaison, an ICT employee funded by the Intel Foundation, who supports questions, inquiries, and concerns regarding LEA recruitment, the LEA application approval process, or Leadership Forums.</p>
<p>20. National Training Coordinator (NTC)</p>	<p>20. National Training Coordinator (NTC): This is an employee who is funded by the Intel Foundation to schedule and manage training logistics nationwide.</p>
<p>21. PT</p>	<p>21. 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.</p>
<p>22. RTA</p>	<p>22. Regional Training Agency (RTA): Organizations that delivered the Intel Teach Program prior to 2007.</p>
<p>23. Not Certified</p>	<p>23. Not Certified: This is the status assigned to a Master Teacher if they <u>do not</u> 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.)</p>
	<p>24. Thinking with Technology Course: This name</p>

<p>24. Intel® Teach Thinking with Technology Course</p> <p>25. Workshop: <i>Seeing Reason and Visual Ranking</i> or Workshop: SR & VR</p> <p>26. Workshop on Teaching Thinking with Technology</p>	<p>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.</p> <p>25. Workshop: <i>Seeing Reason and Visual Ranking</i> 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 <i>Seeing Reason</i> and <i>Visual Ranking</i>. THIS IS NO LONGER OFFERED.</p> <p>26. Workshop on Teaching Thinking with Technology: This was renamed the Intel® Teach Thinking with Technology course.</p>
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Login Page and Welcome Page

The Intel Teach Program 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 Senior Trainers* 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 ST function.

Section 2: ST Management

Update Personal Information.....ST User: 9

The screenshot shows the Intel Teach Program user interface for a Senior Trainer. At the top is a blue header with the text "Intel® Teach Program". Below this is a grey sidebar containing the user's name "Senior Trainier" and "ST Name" with a "Log Off" link. The main content area is divided into sections: "ST Management" with links for "Update Personal Info" and "View/Edit ST Users"; "MT Class Management" with links for "Promote MT Candidates" and "View MT Class Evaluations"; and "Related Links" with links for "Contacts & Resources" and "Problems/Questions".

- ST Management**
- Update Personal Info

Update Personal Information

Each ST user has an online personal profile that contains their contact and 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 *ST Management* heading on the left navigation bar.

Update Personal Information
 Here you have the opportunity to update or change your personal profile. Please change appropriate fields and press the Update button. * indicates Required fields

User ID:	TBELOW	
Password:	<input type="password"/>	You may change your password by entering a new one and confirming it here.
Confirm Password:	<input type="password"/>	Remember to write it down and store in a safe place so you don't forget it.
Salutation:	<input type="text" value="None"/>	
First Name*:	<input type="text" value="Tina"/>	
Middle Initial:	<input type="text"/>	
Last Name*:	<input type="text" value="Belton"/>	
Address, Line 1:	<input type="text" value="12345 SW Street"/>	
Address, Line 2:	<input type="text"/>	
City:	<input type="text" value="Happy Valley"/>	
State:	<input type="text" value="Indiana"/>	
Zip/Postal Code:	<input type="text" value="55555"/>	
Country:	USA	
Phone Number:	<input type="text" value="555-555-5555"/>	
Fax:	<input type="text"/>	
Personal Email:	<input type="text" value="jedweb.qa@intel.com"/>	
Business Email*:	<input type="text" value="jedweb.qa@intel.com"/>	
Confirm Business Email*:	<input type="text" value="jedweb.qa@intel.com"/>	
URL:	<input type="text"/>	
Login Enabled:	<input checked="" type="checkbox"/>	
Administrator:	<input checked="" type="checkbox"/>	
User Status*:	<input type="text" value="Active"/>	
Role*:	<input type="text" value="Senior Trainer"/>	

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 record your password and store it in a secure location.

Note: It is important to confirm your e-mail address. Review the *Business E-mail* field to make 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.

Section 3: MT Class Management

Promote MT Candidates.....ST User: 11

View MT Class Evaluations.....ST User: 16

Intel® Teach Program

Senior Trainier

ST Name [Log Off](#)

ST Management

- [Update Personal Info](#)
- [View/Edit ST Users](#)

MT Class Management

- [Promote MT Candidates](#)
- [View MT Class Evaluations](#)

Related Links

- [Contacts & Resources](#)
- [Problems/Questions](#)

- MT Class Management**
- Promote MT Candidates
 - View MT Class Evaluations

Promote MT Candidates

Promoting Master Teacher Candidates is the role of the Senior Trainer (ST) assigned to the class. However, the NTA also has the ability to promote Master Teachers as a back-up in the absence of the Senior Trainer. When MTs are promoted, they are certified and authorized in that class type.

Before grading and promoting, ensure that the class roster is correct. If a Master Teacher was a “no-show”, or could not complete the entire training and would like to be available for a future class, please remove them from the roster. This should be completed *before* you issue a grade and promote the Master Teacher online.

To Remove a Master Teacher from the Roster:

1. Select the **Promote MT Candidates** 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.

Promote Master Teacher Candidates and Close Class

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 :

Status :

RTA Group :

LEA Group :

State :

Senior Trainer Last Name :

3. Select the **Close Out Class** link located next to the appropriate class.

Promote Master Teacher Candidates and Close Class

Use the search functionality to narrow your search. To promote Master Teacher candidates select **Close Out Class** link. For Approved classes you may promote candidates and close class.
Listed below are all the classes in your region or results of your search.

Action	Class Type	Start Date	End Date	State	Sr. Trainer	Status
Close Out Class	Essentials Course	10/4/2004	11/4/2004	IL	Tina Below	Approved
Close Out Class	Essentials Course	10/5/2004	11/4/2004	IL	Tina Below	Approved
Close Out Class	Essentials Course	11/8/2004	12/8/2004	IL	Tina Below	Approved

4. Check the **Remove** box next to the MT whom you would like to remove from the roster.

Class Roster

Remove	MT Name	Grade	Comments	Certification Status	Evaluation	Status
<input type="checkbox"/>	Tent Smith (TSMITH)	<input type="text" value="Please Select"/>	<input type="text"/>	<input type="text" value="Please Select"/>	Not Completed	Candidate
<input type="checkbox"/>	TTest MT (TTESTAD)	<input type="text" value="Please Select"/>	<input type="text"/>	<input type="text" value="Please Select"/>	Not Completed	Candidate

Pages: 1

[Class can be closed once all Master Teachers have been graded and class end date has passed.](#)

Check the **Remove** box next to the MT you want to remove.

5. Select the **Update** button at the bottom of the page to remove the Master Teacher.
6. A system e-mail will be sent to the Master Teacher and their LEA informing them that the MT has been removed from the roster and can now available to be assigned to another class.

To Promote MT Candidates:

Note: Only STs and NTAs can promote MT Candidates for classes in *Approved* status.

1. Select the **Promote MT Candidates** 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 **Search** when finished.
3. Locate the appropriate class you would like to close and then click the **Close Out Class** link.

View/Edit/Cancel Master Teacher Classes

Listed below are all of the Master Teacher classes scheduled in your region or found in search criteria.

Action	Class Type	Start	End	State	Sr. Trainer	Status
Close Out Class	Essentials Course	05/20/04	05/26/04	DC	Judi Yung	Approved
Close Out Class	Essentials Course	05/13/04	05/21/04	AL	Judi Yung	Approved
Close Out Class	Essentials Course	06/28/04	07/20/04	MA	Judi Yung	Approved
Close Out Class	Essentials Course	05/31/04	06/05/04	MA	Judi Yung	Approved
Close Out Class	Essentials Course	05/28/04	05/31/04	MA	Judi Yung	Approved

Pages: 1

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 :

Status :

NTA Group :

LEA Group :

State :

Senior Trainer Last Name :

4. The next page lists all of the class details and MTs on the roster.

Intel® Teach to the Future Essentials Course

Promote Master Teachers and Close Class
 When you complete a class, use this page to issue grades and assign a certification status to your Master Teachers, and close the class online

Class Type : **Essentials Course**
 Class Status : **Approved**
 Senior Trainer* : Debby Mitchell
 Start Date* : 6/16/2004
 End Date* : 6/17/2004
 Agenda Type* : Consecutive

5. Assign a Grade from the dropdown menu to each Master Teacher.

Class Roster

Remove	MT Name	Grade	Comments	Certification Status	Evaluation	Status
<input type="checkbox"/>	Terri Smith (TSMITH)	<input type="text" value="Please Select"/>	<input type="text"/>	<input type="text" value="Please Select"/>	Not Completed	Candidate
<input type="checkbox"/>	TTest MT (TTESTAD)	<input type="text" value="Please Select"/>	<input type="text"/>	<input type="text" value="Please Select"/>	Not Completed	Candidate

Pages: 1

Class can be closed once all Master Teachers have been graded and class end date has passed.

Note: Below is a grading rubric you can follow when issuing grades to Master Teachers.

CATEGORY	Excellent	Good	Fair	Poor
Curriculum Integration (55% consideration)	Covers unit in-depth with detailed unit plan, essential and unit questions that can not be answered by simply recalling facts, student samples that reflect appropriate student audience and provide adequate answers to the unit questions, and unit support documents., Subject knowledge about academic area and Intel® Teach to the Future unit design are excellent. Not all documents are finished but have superior development to date. Real progress in copyright acknowledgment is evident.	Has a good unit plan in progress, essential question and some unit question(s) that can not be answered by recalling facts, student samples in development that reflect appropriate student audience and provide adequate answers to the unit questions and support documents in progress but may have incomplete documents. Subject knowledge about academic area and Intel® Teach to the Future unit design are acceptable. May need some time to process and understand concepts. Some progress in copyright acknowledgment is evident.	May still be uncertain about unit plan's essential question, unit and content questions. Teacher has a hard time differentiating essential question from unit and content questions. Student samples and unit support documents are rudimentary or missing. Teacher is unclear in describing unit portfolio. Copyright and Works Cited document are rudimentary or missing.	Unit plan development is minimal OR there are many factual errors. Little or no student samples and unit support documents are available. Essential question and unit question(s) are missing. No attempt at developing copyright acknowledgment or creating a Works Cited document is available.
Technology Skills (25% consideration)	Demonstrates advanced understanding of software skills. Can readily assist with troubleshooting as needed. Understands and demonstrates hardware skills.	Demonstrates competent understanding of software skills. Has understanding of basic troubleshooting. Understands and demonstrates basic hardware skills.	Has some understanding of software skills. May have emerging understanding of basic troubleshooting and hardware skills.	Has few software skills and no understanding of basic troubleshooting or hardware skills.
Participation, Attendance, Attitude, and Leadership (20% consideration)	Attends all 40 hours of training. Has a positive attitude and demonstrates enthusiasm for the Program and curriculum. Participates enthusiastically in all class discussions.	Attends 40 hours of training. May miss a small amount of time for emergency or a few tardy arrivals. Has a positive attitude. Is polite about the Program and curriculum. Voluntarily participates in most class discussions.	Has many excuses for tardiness to class. Has a positive attitude but is neutral or slightly negative about the Program and curriculum. Is reluctant to participate in class discussions.	Has missed half or full day of class. May be tardy for most class sessions. Is unhappy about attending and is negative about the Program and curriculum. Seldom or never participates in class discussions.

***In most instances a master teacher candidate, who completes the 40 hours and is excited about the program, will earn a grade of "Good" or "Excellent".

- You have the option to input *Comments* about the Master Teacher in the field provided.
- Select the **Certification Status** (Certified or Not Certified) for each MT.
- When finished, click the **Update Grades** button at the bottom of the page.

Note: When you click the **Update Grades** button, the *Certified* MTs will now be *Authorized* to deliver that class to PTs. If this is the first time a MT is both Certified and Authorized in a class type, the MT will receive their extranet login information in a system e-mail.

On the last day of your class, the Master Teachers need to complete the online class evaluation. Those Master Teachers you certified will have enabled extranet accounts. Please instruct them to login to their new accounts and complete the online evaluation.

Instructions for MTs to Complete the Online Evaluation for the Intel® Teach Essentials Course:

- MTs: Log in to the extranet at www.intel.com/education/teach/in-service.htm
- MTs: Select the **Complete MT Class Eval** link located under the *MT Class Management* heading on the left navigation bar.
- MTs: Complete each section of the evaluation; it should take less than 15 minutes to complete.

Instructions for MTs to Complete the Online Evaluation for the Intel® Teach Thinking with Technology Course:

To complete evaluations for the Intel® Teach Thinking with Technology course, please follow the steps outlined in your curriculum guide.

Note: Even after Master Teachers have completed the evaluation, the extranet will still state *Not Completed*. At this time, evaluations for Thinking with Technology are not part of the extranet. Please follow the steps outlined in the curriculum manual for MTs to complete the evaluation and disregard this statement on the extranet.

Class Roster						
Remove	MT Name	Grade	Comments	Certification Status	Evaluation	Status
<input type="checkbox"/>	Terri Smith (TSMITH)	Please Select		Please Select	Not Completed	Candidate
<input type="checkbox"/>	TTest MT (TTESTAD)	Please Select		Please Select	Not Completed	Candidate

Pages: 1

Class can be closed once all Master Teachers have been graded and class end date has passed.

To Close a Master Teacher Class:

Once you have assigned a grade and certification status to all the Master Teachers on the roster, the **Close Class** button will become available at the bottom of the page. After all MTs have completed their Master Teacher Class Evaluation, please close the class online.

1. Select the **Promote MT Candidates** 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.
3. Locate the class you would like to close and then click on the **Close Out Class** link.

Intel® Teach to the Future Essentials Course

Promote Master Teachers and Close Class
When you complete a class, use this page to issue grades and assign a certification status to your Master Teachers, and close the class online

Class Type : Essentials Course
 Class Status : Approved
 Senior Trainer* : Debby Mitchell
 Start Date* : 6/16/2004
 End Date* : 6/17/2004
 Agenda Type* : Consecutive
 Details* :

Class Details:
Class Dates/Times:

Class Roster						
Remove	MT Name	Grade	Comments	Certification Status	Evaluation	Status
<input type="checkbox"/>	Terri Smith (TSMITH)	Excellent		Certified	Not Completed	Certified
<input type="checkbox"/>	TTest MT (TTESTAD)	Fair		Certified	Not Completed	Certified

Select the **Close Class** button after all MTs have been assigned a grade and certification status and have completed the online evaluation.

Note: The class can be closed once all Master Teachers have been graded and class end date has passed, to proceed with closing the class, select the **Close Class** button.

If you need to update Grades, Comments, or Certification Status after the end date has passed, use the **Update** button to make changes then proceed to close the class once complete.

Note: You now have the opportunity to update the Grades, Comments, or Certification Status for a Master Teacher before the class is closed online.

4. To update information for a Master Teacher, simply choose a different Grade, Comment, or Certification status and select the **Update** button.
5. After the roster is final and all of the Master Teachers have completed the online evaluation, select the **Close Class** button at the bottom of the page to close out the class.

Once the class is closed, you will not be able to change grades and Master Teachers will no longer be able to complete the evaluation. If a class has been closed in error, please e-mail Customer Support at teacher.training@intel.com and request to have them re-open the class.

View MT Class Evaluations

You can view summaries of evaluation responses for each Master Teacher class you conduct 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 you conduct. In order to view evaluations, the class must be in *Closed* status.

View/Edit/Cancel Master Teacher Classes

Listed below are all of the Master Teacher classes scheduled in your region or found in search criteria.

View	Class Type	Start	End	State	Sr. Trainer	Status
Evaluations	Essentials Course	03/01/04	03/05/04	TX	Vanessa Janis	Closed
Evaluations	Essentials Course	05/19/03	05/23/03	KY	Vanessa Janis	Closed
Evaluations	Essentials Course	06/16/03	06/20/03	KY	Vanessa Janis	Closed
Evaluations	Essentials Course	01/13/03	01/17/03	NJ	Vanessa Janis	Closed
Evaluations	Essentials Course	09/30/02	10/04/02	NJ	Vanessa Janis	Closed
Evaluations	Essentials Course	09/23/02	09/27/02	NJ	Vanessa Janis	Closed
Evaluations	Essentials Course	08/05/02	08/09/02	IL	Vanessa Janis	Closed

Pages: 1

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:

Status:

NTA Group:

LEA Group:

State:

Senior Trainer Last Name:

3. Click on the **Evaluations** link for the class type you are interested in viewing.
4. All of the evaluation summaries are responses displayed as percentages. Individual Master Teacher comments are also provided anonymously at the end of the evaluation summary.

Section 4: Related Links

Contacts and Resources.....ST User: 18

Problems/Questions.....ST User: 19

The screenshot shows the Intel Teach Program interface. At the top is a blue header with the text "Intel® Teach Program". Below this is a grey sidebar menu. The menu items are: "Senior Trainier", "ST Name" followed by a "Log Off" link, "ST Management" with sub-links "Update Personal Info" and "View/Edit ST Users", "MT Class Management" with sub-links "Promote MT Candidates" and "View MT Class Evaluations", and "Related Links" with sub-links "Contacts & Resources" and "Problems/Questions". A horizontal line is drawn from the "Related Links" section of the sidebar to the right, pointing to a separate list of links.

- Related Links**
- [Contacts & Resources](#)
 - [Problems/Questions](#)

Contacts and Resources

The ***Contacts & Resources*** link, located under the *Related Links* heading on the left navigation bar, directs you to your Senior Trainer homepage where you can locate the *Online Help*.

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 Customer Support team at **teacher.training@intel.com** for assistance.

Please expect to receive a response within two business days.