

Master Leader Appendix

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Appendix D

System Requirements

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

Macintosh*	Microsoft Windows*
Hardware <ul style="list-style-type: none"> PowerPC*-based Macintosh computer for each participant Apple System Software version OS 8.6* or later 64MB or more RAM Internet connection (56K modem or faster) CD-ROM drive 800 x 600 screen resolution Software <ul style="list-style-type: none"> Microsoft Word 2001 for Mac* or above Adobe Acrobat Reader 5.0* or above Browser <ul style="list-style-type: none"> Microsoft Internet Explorer version 5.1 Macintosh Edition* or higher. (If you have version 5.0 it will not work. Please download version 5.1 at: www.microsoft.com/mac/downloads.mspx) Plug-ins <ul style="list-style-type: none"> The online thinking tools use Macromedia Flash Player 7.0* or higher. The newest version of the Flash Player will install automatically if Flash Player 7.0 or higher is not installed. To download this free plug-in, see the site recommendations at: www.intel.com/education/site_support/recommendations.htm If a plug-in needs to be installed, be sure that you are logged in as an administrator. 	Hardware <ul style="list-style-type: none"> Intel® Pentium® processor 200MHz (performance level or better) or compatible processor for each participant Microsoft Windows 98*, Windows 2000*, or Windows XP* operating system 64MB RAM (128+ recommended) Internet connection (56K modem or faster) CD-ROM drive 800 x 600 screen resolution Software <ul style="list-style-type: none"> Microsoft Word 2000 or above Adobe Acrobat Reader 5.0* or above Browser <ul style="list-style-type: none"> Microsoft Internet Explorer 5.0* or later version (Download it at: http://windowsupdate.microsoft.com) Plug-ins <ul style="list-style-type: none"> The online thinking tools use Macromedia Flash Player 7.0 or higher. The newest version of the Flash Player will install automatically if Flash Player 7.0 or higher is not installed. To download this free plug-in, see the site recommendations at: www.intel.com/education/site_support/recommendations.htm If a plug-in needs to be installed, be sure that you are logged in as an administrator.

(Continued)

Appendix D: System Requirements

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

Macintosh	Microsoft Windows
<p>Hardware</p> <ul style="list-style-type: none"> ▪ Projection system <p>Software</p> <ul style="list-style-type: none"> ▪ Microsoft Excel 2001 for Mac* or above ▪ Microsoft PowerPoint 2001 for Mac* or above 	<p>Hardware</p> <ul style="list-style-type: none"> ▪ Projection system <p>Software</p> <ul style="list-style-type: none"> ▪ Microsoft Excel 2000* or above ▪ Microsoft PowerPoint 2000* or above

Notes:

[illegible]

Appendix E Master Leader Training

Master Leader Training Overview

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

Expectations

- Attend all 8 hours of training (including a Leadership Forum for 4 hours)
- Participate in all activities of the Leadership Forum and Master Leader Training
- Understand Master Leader requirements and expectations
- Discuss strategies for facilitating the Leadership Forum
- Participate in the question and answer session lead by a Senior Facilitator
- Complete an evaluation of the Intel Teach Leadership Forum for Participant Leaders
- Complete an evaluation of the Master Leader Training

Commitments

- Train a minimum of 10 Participant Leaders within 12 months of completing your Master Leader Training
- Order curriculum materials and submit forum rosters per the process outlined in in Master Leader Appendix G.01–G.02

Master Leader Training Agenda

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

Getting Started

- Introduce the Forum
- Participant Leaders Register for Leadership Forum on the Course Updates Site
- Learn about Forum Participants
- Identify the Forum Essential Question and Goals
- Define Technology Integration

MODULE 1

- Examine Leadership Behaviors and Standards
- Experience the *Visual Ranking Tool*
- Sort, Rank, and Compare Leadership Behaviors
- Understand the ISTE National Educational Technology Standards for Administrators (NETS-A)
- Rate Progress Using the Essential Conditions Checklist
- Effectively Leveraging Technology
- Revisit Your Leadership Behavior Ranking (Optional Activity)

MODULE 2

- Explore Best Practices and Resources
- Understand the Intel Teach Program
- Review Available Resources
- Explore Web Resources for Technology Integration

MODULE 3

Introduce Web 2.0 and New Technologies

Understand Web 2.0

Compare Web 2.0 Tools

Learn from Current Practitioners

Explore Web 2.0 Tools

MODULE 4

Develop an Action Plan

Incorporate Resources into an Action Plan

Revisit the Forum Essential Question

Share Action Plans

Complete the Online Evaluation Form

Master Leader Training (4 hours)

Understand Master Leader Roles and Responsibilities

Explore the Curriculum Manual and Master Leader Appendix



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

Use the Forum Agenda

Use the Facilitator Presentation

Set Up the *Visual Ranking Tool* Activity

Set Up the Google* Documents Web 2.0 Activities

Discuss Localizing the Forum and Guidelines for Training Participant Leaders

Review the Master Leader Milestones and Forum Checklist

Discuss Facilitation Quality and the Participant Evaluation

Ask Questions and Complete the Online Master Leader Training Evaluation Available on the Course Updates Site

Master Leader Self-Reflection

Introduction to the Self-Reflection Rubric

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

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

Notes:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Master Leader Facilitation Skills: A Self-Reflection Rubric

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

Discussion Prompts for Master Leader Self-Reflection

What are my strongest facilitation skills?

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

Two *strongest* facilitation skills:

- a.
- b.

Two facilitation skills you would like to improve:

- a.
- b.

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



- 3. Share your responses to the previous question. Offer feedback to others about which facilitation strengths seem most evident in the situations they describe. Record any insights you gain from this discussion in the table on the following page.
- 4. Consider which facilitation skills offer opportunities for personal improvement. Write notes in the table to identify:
 - a. Concrete steps you can take to improve in these areas.
 - b. A means of assessing your improvement efforts.

Facilitation Skills	Actions to Improve	Assessment Ideas

Intel® Teach Program
Version 3.5 | Leadership Forum

Localizing the Forum

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

Note: See the suggested agendas in Master Leader Appendix F.04 for additional localization tips and ideas.

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

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

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

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

Master Leader Milestones

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

Milestone 1: Completing the Intel® Teach Program Leadership Forum

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

Milestone 2: Completing the Intel® Master Leader Training

- ☐ Successfully complete the Intel Teach Master Leader Training.

Milestone 3: Submitting a Materials Request Form to Facilitate a Leadership Forum

- ☐ To ensure adequate time for shipping, send a request for forum materials to Customer Support (teacher.training@intel.com) no later than three (3) weeks before your forum starts. (Requests sent with less than three weeks notice will not be accepted.)

Note: The Materials Request Form document is located in the *Master Leader Resources* folder at the Course Updates site.

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

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

Milestone 4: Preparing to Facilitate the Leadership Forum

- ☐ Review all forum materials.
- ☐ Check the computer lab where you will be conducting the forum.
- ☐ Set up the *Visual Ranking Tool* activity using the instructions in Master Leader Appendix G.07.
- ☐ Set up the Exploring Web 2.0 Google* Documents activities in Module 1 and Module 3 using the instructions in Master Leader Appendix G.09.

Milestone 5: Facilitating the Leadership Forum

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

Milestone 6: Concluding the Leadership Forum

- ☐ Submit the Reporting Leaders Trained Form to **teacher.training@intel.com** to report the number of Participant Leaders who completed your forum. This form is available in the *Master Leader Resources* folder at the Course Updates site.

Notes:

[illegible]

Appendix F Forum Delivery Guidelines

Guidelines for Effective Facilitation

Effective Facilitation

- Ensure Participant Leaders understand requirements and expectations up front
 - Follow one of the provided agendas
- Note:** You may localize the forum agenda, as mentioned in Master Leader Appendix E.09 and Master Leader Appendix F.04.
- Communicate to Participant Leaders that their participation is to result in a partially completed Action Plan
 - Ensure on-task behavior
 - Use humor
 - Be sensitive to each Participant Leader's comfort level
 - Make contact with individuals even if they are not asking for your assistance
 - Respect the participants' time and "cost" for attending

Presentation Tips

- Repeat important directions with a 10 to 15 second delay, such as, "Please turn to Module 3.05."
- Stand erect. Correct posture projects confidence and shows that you are approachable, receptive, and friendly.
- If asked a question that you do not know the answer to, admit it, and tell the person who asked the question that you will find the answer and report back. Contact teacher.training@intel.com for assistance or to get answers to the questions you are unsure of.
- Dress professionally, but comfortably. You will instill more confidence if dressed as a professional.
- Smile. People who smile are perceived as more likable, friendly, warm, and approachable.

Appendix F: Guidelines for Effective Facilitation

- When a participant asks a good question that you feel others could benefit from, reference that person's name while you paraphrase the question for the class. This validates that person and opens others to asking questions. For example, "Mary asked a very good question..."
- Invite questions by saying, "What questions do you have?" This tends to generate more questions than saying, "Are there any questions?"

Notes:

[illegible]

Guidelines for Recruiting Participant Leaders

Participant Leader Qualifications

- Participants must be instructional leaders, such as district superintendents, school principals, curriculum directors, or technology coordinators.
- Participants should have basic computer skills.
- Participants should have knowledge of their district's technology and professional development plans.
- Participants must commit to attending and fully participating in the four-hour hands-on forum.

Participant Leader Benefits

Participants receive free instruction and review of:

- Relevant research on the effectiveness of technology integration
- Leadership behaviors impacting integration of technology in the classroom
- Importance of leadership responsibilities associated with the ISTE NETS-A standards

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

Guidelines for Training Participant Leaders

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

- Complete modules in order
- Complete each module in a single session
- Strive to conduct a forum with at least 10 Participant Leaders to provide optimal opportunities to engage in generative discussions
- Complete all four modules within one month of the starting date
- Consider localizing portions of the forum to align it to local goals, priorities, and initiatives

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

D A Y 1 (4 hours)

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

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

DAY 1 (2 hours)

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

DAY 2 (1 hour 20 minutes)

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

Appendix F: Guidelines for Effective Facilitation

DAY 3 (1 hour)

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

Notes:

[illegible]

Appendix G Forum Preparation

Forum Checklist

Prior to the start of the forum:

- ☐ Download and review the most recent training resources from the Course Updates site. (See Master Leader Appendix G.12.)
- ☐ Submit a Materials Request Form (available on the Course Updates site) to **teacher.training@intel.com** at least three (3) weeks prior to the start date of your forum.
- ☐ Promote the Intel® Teach Leadership Forum by distributing recruitment flyers (available on the Course Updates site).
- ☐ Use the Computer Lab Checklist (see Master Leader Appendix G.03 or the Course Updates site) to check the computer lab where you will be conducting the forum.
- ☐ Set up the *Visual Ranking Tool* activity using the steps in Master Leader Appendix G.07 or the Course Updates site. Be sure you have checked the lab to ensure the *Visual Ranking Tool* works properly on all computers. (See the Computer Lab Checklist in Master Leader Appendix G.03 or the Course Updates site).
- ☐ Set up the Google® Documents Web 2.0 activities using the steps in Master Leader Appendix G.09 or the Course Updates site. Be sure you have checked the lab to ensure Google Documents works properly on all computers.
- ☐ Place your Teacher ID on slide #9 for the *Visual Ranking* activity so participants will have this information to log on. You will assign numbers to each participant during the activity (see notes on slide #9). For Team IDs, use "User01", "User02", and so on, case sensitive and no spaces.
- ☐ Review the forum presentation, including the facilitator notes section below each slide.

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

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

Appendix G: Forum Preparation

- ☐ *Optional:* Print a copy of the Attendance Sheet so your Participant Leaders can sign it on the first day of your forum (available on the Course Updates site). The Attendance Sheet is for your use only and does not need to be submitted to Intel.
- ☐ *Optional:* Find out if there is local or Intel Teach Affiliate information to include in the forum presentation. You will need to create a slide titled, *Intel Teach Affiliate Contact Information*. Insert after slide # 27.

Day of the forum:

- ☐ Have the forum agenda available.
- ☐ Have the forum presentation open and ready to show on your computer.
- ☐ Have the following available to distribute to each participant:
 - ☐ Curriculum manual (including the Resource CD)
 - ☐ *Optional:* Certificate of Completion, signed by you (available on the Course Updates site)
 - ☐ Any available participant giveaways
- ☐ *Optional:* Have the Attendance Sheet available so participants can initial it.


At the completion of the forum:

- ☐ Have participants complete the Intel Teach Leadership Forum evaluation. (The facilitator notes and slide #29 contain information for the Web address.)
- ☐ Submit the Reporting Leaders Trained Form to **teacher.training@intel.com** to report the number of Participant Leaders who completed your forum. This form is available on the Course Updates site.

Computer Lab Checklist

Master Leaders are responsible to visit and check out the computer lab prior to their forum.

Check or test the following:

- ☐ All computers meet the minimum system requirements, as listed in Master Leader Appendix D.01.
-  ☐ The Demo on the Try the Tool page for the *Visual Ranking Tool* (www.intel.com/education/visualranking) is accessible on each computer and the required, free plug-ins are installed and working. **Do not skip this test!** If Macromedia Flash Player* needs to be installed, see Master Leader Appendix D.01.
- ☐ The spreadsheets at Google* Documents (<http://docs.google.com>) that you created for the forum are accessible on each computer and the facilitator's computer. **Do not skip this test!**
- ☐ The Intel® Teach Leadership Forum Resource CD works properly on each of the lab computers.
- ☐ Passwords needed to log on to the network are available.

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

- What are the lab rules and regulations?


- What are the lab hours?

- What is the lab phone number and address?

- What passwords, if any, are needed?

Registering to Use the Visual Ranking Tool

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

- 
 - Go to Visual Ranking: www.intel.com/education/visualranking
 - In the Sign-In box, click **Teacher Workspace**.

Sign-In

Teacher Workspace

Student Log-In

- Click **click here to register** below the Sign-In box.
- Complete the fields and click **Register**.

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

Registration

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

Required Fields

E-mail Address*: [e-Mail Rules](#)

Confirm E-mail Address*:

☐ Use E-mail as Login ID

Login Id*: [more info](#)

Password*: [Password rules](#)

Confirm Password*:

First Name:

Last Name:

Country*:

Security Question*:

Security Answer*:

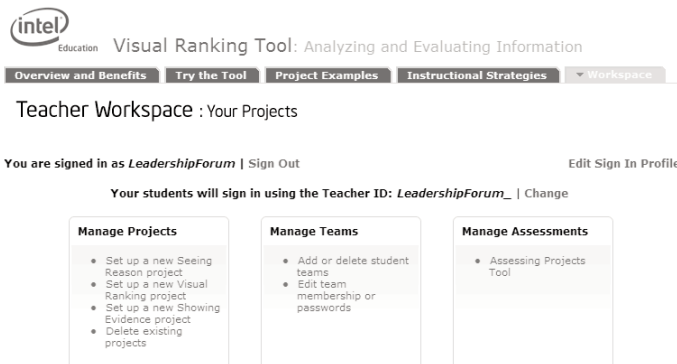
How did you hear about Intel's programs in education?:

May we contact you to find out if this tool was useful? *: ☐ Yes ☐ No

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

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

6. After you are registered, a welcome screen appears. Click **Continue to set up projects**.
7. You can manage your projects and teams using the Your Projects page of the Teacher Workspace. This is where you can set up new projects, delete existing projects, and manage teams and passwords.



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

Login ID: _____

Password: _____

Having Trouble Registering at the Intel® Education Web Site?

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

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

Have you registered with Intel before?

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

Have you forgotten your logon ID?

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

Have you forgotten your password?

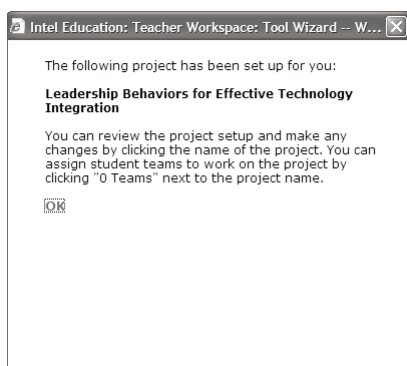
If you have forgotten your password, click **Now** in the **Recover your Password Now** link. Your password will be sent to you via e-mail. After you receive your password, enter your e-mail address as your logon ID. If you are in a location where you cannot retrieve your e-mail, you may need to register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

Setting Up the Visual Ranking Tool Activity for Your Forum

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



1. Go to the forum setup page: www.intel.com/education/forumsetup
2. Click the **Leadership Behaviors for Effective Technology Integration** link.
3. If you are not already logged on, you will be directed to a page that request that you log on. Click **Log In**.
4. On the logon page, enter your login ID and password, and click **Login**.
Note: You may have written your logon information on Master Leader Appendix G.05.
5. The *Teacher Workspace: Your Projects* will open. A separate window will open as well, indicating that the project has been set up. Click **OK**.



6. In the *Visual Ranking Projects* section, click the **0 Teams** link in the Student Teams column next to the project name, *Leadership Behaviors for Effective Technology Integration*.

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

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

Add New Student Teams

Create a set of new teams

Team ID	Team Members	Team Password
<input type="text"/>	<input type="text"/>	<input type="text"/>
Submit		

Click **Create a set of new teams**.

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

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

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

12

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

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

User

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

Submit Cancel

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

Setting Up the Google* Document Web 2.0 Activities

Instructions

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

Module 1, Activity 4: Effectively Leveraging Technology



1. Log on to Google Documents: <http://docs.google.com>
2. Create a spreadsheet by clicking **New** and choosing **Spreadsheet** on the menu.
3. Add three column headers—*Name*, *Question*, and *Response*.
4. In column A, enter the group names (*Group 1*, for example).
5. In column B, enter the following questions next to each group name:
 - How can you shift priorities and time to support integration of technology into instruction?
 - What evidence will you accept that integration is occurring, keeping in mind that use and integration are separate?
 - What helps a leader move to higher levels of comfort and knowledge relative to technology integration?

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

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



7. Click **Save** and name the document *Effectively Leveraging Technology*. Click **OK**.

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

Module 3, Activity 3: Exploring Web 2.0 Tools

- 1. Create another spreadsheet by clicking **New** and choosing **Spreadsheet** on the menu.
- 2. Add three column headers—*Name*, *Tool (URL)*, and *Classroom Use*.
- 3. Enter the group names in column A, assigning each group at least four lines. Be sure to create enough groups to match the total number of participants in the training session. For example, if 20 participants are present, create 10 groups with 4 lines assigned per group.
- 4. Save the document with the name *Leadership Forum: Online Collaboration Worksheet*.



Both Google Documents Spreadsheets

- 1. Click the **Share** tab in the upper-right corner to access the **Share this document** options.

Share this document

Invite people:

☒ as collaborators ☐ as viewers ☐ to fill out a form

Separate email addresses with commas

[Choose from contacts](#)

Invite collaborators

Advanced Options

☒ Collaborators can invite others

☒ Invitations may be used by anyone

Allows mailing lists [Learn more](#)

☒ Anyone can

view

 this document WITHOUT LOGGING IN at: http://spreadsheets.google.com/ccc?key=pCjnsJf0XlMbZDJ_tzseCZBQ

- 2. Click the **Anyone can...** check box and choose **edit** in the drop-down list box.

Advanced Options

☒ Collaborators can invite others

☒ Invitations may be used by anyone

Allows mailing lists [Learn more](#)

☒ Anyone can

view

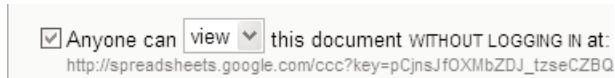
 this document WITHOUT LOGGING IN at: http://spreadsheets.google.com/ccc?key=pCjnsJf0XlMbZDJ_tzseCZBQ

view

edit

Creating a Short URL

1. To make the URL of your spreadsheet easier to manage, copy the URL shown below the **Anyone can edit...** check box.



2. Open TinyURL.com* in your web browser (**www.tinyurl.com**)
3. Click in the *Enter a long URL to make tiny* box, and paste the URL you copied from Google Documents.
4. Click **Make TinyURL!**

Welcome to TinyURL!™

Are you sick of posting URLs in emails only to have it break when sent causing the recipient to have to cut and paste it back together? Then you've come to the right place. By entering in a URL in the text field below, we will create a tiny URL that **will not break in email postings** and **never expires**.

5. Copy the URL from TinyURL.com and give that the shortened address to participants.

TinyURL was created!

The following URL:

<http://spreadsheets.google.com/ccc?key=pcY7Y93cK2SPjtSkPCXPP>

has a length of 68 characters and resulted in the following TinyURL which has a length of 25 characters:

<http://tinyurl.com/62hyu>
[\[Open in new window\]](#)

Or, give your recipients confidence with a preview TinyURL:

<http://preview.tinyurl.com/62hyu>
[\[Open in new window\]](#)

This TinyURL has been copied to your clipboard. To paste it in a document, press and hold down the ctrl key while pressing the V key, or choose the "paste" option from the edit menu.

Master Leader Online Resources

The Intel® Teach Program Course Updates Site hosts online training environments that support the training initiatives of the Intel® Teach Program. Resources needed to conduct a Leadership Forum—such as presentations, agendas, updated files, and other resources—reside on the Intel® Teach Leadership Forum v. 3.5 Course Updates site.

The Course Updates site is also a self-guided online environment designed to provide Master Leaders who have been trained on a previous version of the curriculum with an overview of the enhancements for the Intel Teach Leadership Forum v. 3.5. The updates site provides a module walk-through of the current version of the course and access to all Master Leader resources.

Registration and Enrollment

To register and enroll in the Leadership Forum v. 3.5 Course Updates site:



1. Go to: <http://teachonline.intel.com/courseupdates>
2. Click **Register**.
3. Complete the new account form.
4. Click **Create my new account**.
5. Access your e-mail account. In your inbox, open the confirmation e-mail, click the link in the message to confirm your account, and log on to the site.
6. In the list of courses, click **Leadership Forum v. 3.5 Overview**, and follow the prompts to enroll in the course.



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

Login ID: _____

Password: _____

Note: For each subsequent visit, you will only need to enter your logon ID and password to enter the Leadership Forum v. 3.5 Overview site.

Accessing Master Leader Resources



1. Log on to the Updates Site: <http://teachonline.intel.com/courseupdates> and log on.
2. Click **Leadership Forum v. 3.5 Overview**.
3. Click the **ML Resources** tab.
4. Use the navigation to find the desired resources, such as:
 - News and review of any forum changes
 - Agenda, training files, and forum presentation
 - Other resources to support your Leadership Forum training

Appendix G: Forum Preparation

Notes:

[illegible]

Appendix H Additional Resources

Contact Information

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

1. Send an e-mail message to **teacher.training@intel.com** and include the following information:
 - Your full name
 - Your Local Education Agency (LEA) name and state
 - Your question, issue, concern, comment, or suggestion
 - Your contact information
2. Please expect to receive a response from Customer Support within two (2) business days.

Appendix H: Contact Information

Notes:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.