

## Overview

This appendix is designed to support Master Teachers as they plan and conduct their Intel® Teach Thinking with Technology Courses for Participant Teachers. It provides recruiting and course setup guidelines, checklists, milestones, and technical instructions necessary for successful completion of course requirements.

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## MT Appendix H Course Guidelines

# Guidelines for Recruiting Participant Teachers

### Participant Teachers must:

- **Be current K-12 classroom teachers in a participating district or consortium**
- **Possess intermediate-level computer skills and technology integration skills**

Participant Teachers must be intermediate computer users (with the ability to create and manage files, navigate the Internet, and use word processing software and e-mail). Teachers must also possess intermediate technology integration skills.

- **Attend and fully participate in the course delivered by their Master Teacher**

Participant Teachers must attend and fully participate in the 24- to 40-hours of course instruction and hands-on activities. (The agenda will be set by the local Master Teacher.)

- **Have access to Internet-connected computers**

Participant Teachers must have access to Internet-connected computers for planning and instruction that are capable of supporting the online thinking tools.

### Participant Teacher benefits:

- Participant Teachers receive free, pedagogically-based, hands-on instruction on effective strategies for the integration of online thinking tools into their classroom projects.
- Participant Teachers create project ideas, a fully-developed unit plan aligned to standards, assessment(s) using an online application, and an online project workspace that is ready for their students to use.
- Participant Teachers learn new ways to help students manage, explore, and communicate their understanding of complex and interconnected issues.
- Participant Teachers are provided all instructional materials and access to the online thinking tools at no charge.
- Participant Teachers have the option to purchase Continuing Education Credits from local or national providers.

# Course Delivery Guidelines

The Intel® Teach Thinking with Technology Course was developed in a modular format to allow for a flexible delivery schedule. However, in order to maintain high quality, the following delivery guidelines have been established:

- Complete your course for Participant Teachers no later than 12 months after you complete the course for Master Teachers.
- Deliver the complete course within four months of the starting date.
- Conduct a course with a minimum of 10 Participant Teachers.
- Choose a course agenda to fit your Participant Teachers' needs. Course content can be configured to feature the following thinking tools:
  - Visual Ranking only (7 modules, 24 hours)
  - Seeing Reason only (7 modules, 26 hours)
  - Showing Evidence only (7 modules, 26 hours)
  - Visual Ranking and Seeing Reason (9 modules, 32 hours)
  - Visual Ranking and Showing Evidence (9 modules, 32 hours)
  - Seeing Reason and Showing Evidence (9 modules, 34 hours)
  - Visual Ranking, Seeing Reason, and Showing Evidence (11 modules, 40 hours)
- Complete modules in order.
- Choose and follow an appropriate schedule, as described below.

Agendas and presentations are available for the Master Teacher to support a variety of scheduling options. Preferred scheduling options include:

- ½ to 1 module per day (2–4 hours). Examples:
  - 1 module per day (Mon.–Fri.) for 2 weeks;
  - 1 module per week (2 hours on Tues., 2 hours on Thurs.) for 10 weeks
- Time between sessions to allow “thinking,” reflection, and processing time. Example:
  - 8-hour session on Saturdays for 5 weeks

Minimum schedule for a three-tool course (40 hours):

- 7 consecutive days can be done, but not recommended
- 2 modules per day is OK only if days off are scheduled in between sessions (no 5-consecutive day training)

# Master Teacher Milestones

All Master Teachers must complete the items below. Each item is listed in chronological order.

## Milestone 1:

### Completing Intel Teach Thinking with Technology Course for Master Teachers and Online Evaluation

- Successfully complete the Intel Teach Thinking with Technology Course.
- Submit the online course evaluation.

## Milestone 2:

### Setting Up Your Thinking with Technology Course for Participant Teachers

- Set up course online no later than 60 days after completion of Master Teacher training.
- Order course materials online at least 2 weeks prior to course start, preferably 30 days prior.
- Recruit Participant Teachers from your district/consortium to participate in the course. (K-12 classroom teachers only)
- Keep track of the number of Participant Teachers who have signed up for your course. If you need additional manuals from your original order, send an e-mail to: [teacher.training@intel.com](mailto:teacher.training@intel.com). If you need additional certificates, they can be downloaded and printed from: <http://teachonline.intel.com/courseupdates> (See MT Appendix K.)
- Visit assigned computer lab prior to the course to ensure everything is set up correctly.
- Download files necessary for your training at the Master Teacher Course Updates site: <http://teachonline.intel.com/courseupdates> (See MT Appendix K.)
- Set up the four thinking tool projects online and a wiki site (optional) that you will be using with your Participant Teachers. (See instructions in MT Appendix I.)

### Course Guidelines

#### Milestone 3:

##### Training Participant Teachers

- Conduct the Thinking with Technology Course for Participant Teachers in accordance with course guidelines (MT Appendix H.02), completing the course and having fully trained 10 Participant Teachers no later than 12 months from Master Teacher training.
- Inform all Participant Teachers about the options for university and professional development credit on the first day of the course, if applicable. (See MT Appendix I.03.)
- Track participant attendance at each class session.

#### Milestone 4:

##### Concluding the Course for Participant Teachers

- Ensure all participants have completed all modules of the course agenda you selected.
- Ensure all participants have completed the online course evaluation.
- Close your class online at the 11 th module date and report the actual number of teachers trained. (IMPORTANT— See Intel Teach Program Extranet instructions available at: <http://teachonline.intel.com/courseupdates>)

Within 10 days of completing your course for Participant Teachers, submit the following to your LEA Coordinator:

- Completed university and professional development credit forms, if applicable
- Course Attendance Sheet
- Any curriculum materials left over from the course

## MT Appendix I Course Preparation

# Planning Your Course

Using the Course Delivery Guidelines in the previous section, create a plan for conducting your Intel® Teach Thinking with Technology Course. Use this plan to help you set up your class online and to transfer key tasks and dates to your personal planning calendar.

**Note:** This planning guide is available at:

<http://teachonline.intel.com/courseupdates> (See MT Appendix K.)

1. I will be conducting a course using (check all that apply):
  - Visual Ranking
  - Seeing Reason
  - Showing Evidence
2. I will set up the class and order materials online by (date): \_\_\_\_\_  
 (At least 2 weeks prior to the first course date and no later than 60 days after MTtraining; see MT Appendix K.)
3. I will check the lab on (date): \_\_\_\_\_  
 (At least 1 day prior to the course date; see Module 1 Checklist on MT Appendix J.01 and Appendix A.)
4. The course configuration will be: (4 hours/once a week; 4 hours/day for 2 weeks, etc.)  
 \_\_\_\_\_
5. The course dates will be: \_\_\_\_\_  
 \_\_\_\_\_
6. The course will begin at (hour of day): \_\_\_\_\_  
 The course will end at (hour of day): \_\_\_\_\_  
 Any scheduling deviations: \_\_\_\_\_
7. The shipping address for course materials is: (not a P.O. Box)  
 \_\_\_\_\_  
 \_\_\_\_\_

(Continued)

Course Preparation

8. My recruiting plans are (date of presentation to teachers, flyers, e-mail, etc.):

\_\_\_\_\_

9. I will set up four thinking tool projects and a wiki site (optional) for use in my course by (date): \_\_\_\_\_

(At least one day prior to the first course date; see instructions starting on MT Appendix I.04.)

10. I will close my course online at the end of the course, which will be held on (date):

\_\_\_\_\_

(See Extranet Instructions at <http://teachonline.intel.com/courseupdates>.)

**Notes:**

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# University Credits

University credits are available for both Master Teachers and Participants who complete the full 40-hour course and a one-page paper.

Portland State University is offering five (5) graduate quarter credits at the "professional development level," which means most can use these credits as an elective for a program at most colleges and universities.

To earn these credits, you will need to submit a one-page reflection in addition to completing the course. Tuition is \$50 per credit or \$250 for a five credit class. The process is completely supported online. Master Teachers must "register" their class with Portland State University (a simple, online process) in order for their Participant Teachers to receive credit.

For more information, visit: [www.ceed.pdx.edu/ttt](http://www.ceed.pdx.edu/ttt)

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# Setting Up a Seeing Reason Project for Use in Your Course

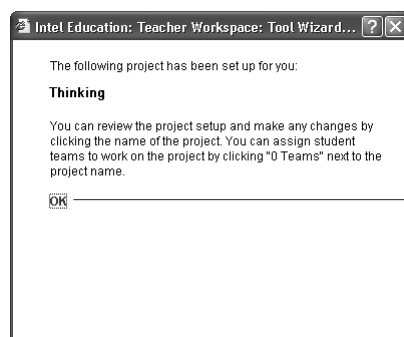
You will need to set up a *Seeing Reason* project before you begin the Intel® Teach Thinking with Technology Course. Participants will access this project while they are using *Seeing Reason* in Modules 1 through 3 to consider what affects one's thinking. Use the project wizard to quickly and easily set up this project in your teacher workspace.

**Note:** In case you have problems with the project wizard, you can copy and paste the text into the new project fields. The text for all course projects is available in a Microsoft Word\* document called Text for Practice Online Tool Projects at: <http://teachonline.intel.com/courseupdates>

1. Go to the course project setup page: [www.intel.com/education/setupthinking](http://www.intel.com/education/setupthinking)
2. Click the link to **Set up the Thinking Seeing Reason project for your course.**
3. If you are not already logged in, you will be directed to a page that requests that you log in. Click the **Log in** link.

**Note:** You may want to keep your student projects and your course projects separate. If so, click the **Register** link, and set up and use a different teacher account than the one you use for your student projects. Write this new login information on Overview vii.

4. On the Intel Login page, enter your Login ID and Password and click **Login**.
5. The Teacher Workspace: Your Projects page opens. A separate window opens as well indicating that the project has been set up. Click **OK**.



6. In the *Seeing Reason Projects* section, click the team link in the *Student Teams* column next to the project name, **Thinking**.

- 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"/>
<b>Submit</b>		

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

- 8. Enter the number of teams you need for your training, plus one or two more in case you have some last-minute sign-ups.

Enter the number of teams you want to create.

- 9. Click **Submit**.
- 10. Write the login information for the student teams on Overview viii.

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# Setting Up a Visual Ranking Project for Use in Your Course

You will need to set up a *Visual Ranking Tool* project before you begin Module 3 of the Intel Teach Thinking with Technology Course.

1. Go to the course project setup page: [www.intel.com/education/setupthinking](http://www.intel.com/education/setupthinking)
2. Click the link to **Set up the Ranking Questions Visual Ranking project for your course.**
3. If you are not already logged in, you will be directed to a page that requests that you log in. Click the **Log in** link.
4. On the Intel Login page, enter your Login ID and Password and click **Login**.  
**Note:** Your login information may be written on Overview vii.
5. The *Teacher Workspace: Your Projects* page opens. A separate window opens as well indicating that the project has been set up. Click **OK**.
6. In the *Visual Ranking Projects* section, click the team link in the *Student Teams* column next to the project name, Ranking Questions.

Click the team link

Visual Ranking Projects		Create A New Project
Student Teams <small>(Click to Review)</small>	Project Name <small>(Click to Edit)</small>	Description
<a href="#">0 Teams</a>	<a href="#">Ranking Questions</a>	Different types of questions elicit different types of answers and different types of thinking. With a partner, use the Visual Ranking Tool to rank questions (based on the River City Water project idea from module 1) according to their potential for generating deeper thinking in the classroom.

7. In the Teams currently not assigned to this project section, click the checkboxes to assign the same teams as in the *Seeing Reason* Thinking project to this *Visual Ranking* project.

8. Click **Assign checked teams**.

Teams currently not assigned to this project:			
Team ID <small>(Click to Edit)</small>	Team Members	Team Password	Assign
<a href="#">team01</a>		team01	<input checked="" type="checkbox"/>
<a href="#">team02</a>		team02	<input checked="" type="checkbox"/>
<a href="#">team03</a>		team03	<input checked="" type="checkbox"/>
<a href="#">team04</a>		team04	<input checked="" type="checkbox"/>
<a href="#">team05</a>		team05	<input checked="" type="checkbox"/>
<a href="#">team06</a>		team06	<input checked="" type="checkbox"/>
<a href="#">team07</a>		team07	<input checked="" type="checkbox"/>
<a href="#">team08</a>		team08	<input checked="" type="checkbox"/>
<a href="#">team09</a>		team09	<input checked="" type="checkbox"/>
<a href="#">team10</a>		team10	<input checked="" type="checkbox"/>
			Assign checked teams

Click **Assign checked teams**

9. Click **Done** at the top of the page.

10. Write the login information for the student teams on Overview viii.

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# Setting Up a Second Visual Ranking Project for Use in Your Course

You will need to set up a second *Visual Ranking Tool* project before you begin Module 5 where participants will practice brainstorming and ranking flowers based on the Growing a Business unit.

1. Go to the course project setup page: [www.intel.com/education/setupthinking](http://www.intel.com/education/setupthinking)
2. Click the link to **Set up the Ranking Flowers Visual Ranking project for your course.**
3. If you are not already logged in, you will be directed to a page that requests that you log in. Click the **Log in** link.
4. On the Intel Login page, enter your Login ID and Password and click **Login**.  
**Note:** Your login information may be written on Overview vii.
5. The *Teacher Workspace: Your Projects* page opens. A separate window opens as well indicating that the project has been set up. Click **OK**.
6. In the *Visual Ranking Projects* section, click the team link in the Student Teams column next to the project name, Ranking Flowers.

Click the team link

Visual Ranking Projects		Create A New Project
Student Teams <small>(Click to Review)</small>	Project Name <small>(Click to Edit)</small>	Description
<a href="#">0 Teams</a>	<a href="#">Ranking Flowers</a>	Rank the list according to your team's assigned perspective as to what would sell best as Mother's Day flowers.
<a href="#">0 Teams</a>	<a href="#">Ranking Questions</a>	Different types of questions elicit different types of answers and different types of thinking. With a partner, use the Visual Ranking Tool to rank questions (based on the River City Water project idea from module 1)

Course Preparation

- 7. Create teams that have a special perspective that must be considered when the teams rank their lists. Teachers will rank their lists as if they were a mother, florist, or student, so create team IDs that name their perspective. Create enough teams for two teachers per team. In the *Add New Student Teams* section, enter a team name and password (mother1, mother2, florist1, florist2, student1, student2, and so on) and click **Submit**. Create as many teams as needed.

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"/>
		<input type="button" value="Submit"/>

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

- 8. Click **Done** at the top of the page.
- 9. Write the login information for the student teams on Overview viii.

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# Setting Up a Showing Evidence Project for Use in Your Course

You will need to set up a *Showing Evidence Tool* project before you begin Module 4 where participants will be evaluating possible assessment methods to include in their Assessment Plan.

1. Go to the course project setup page: [www.intel.com/education/setupthinking](http://www.intel.com/education/setupthinking)
2. Click the link to **Set up the Assessment Methods Showing Evidence project for your course.**
3. If you are not already logged in, you will be directed to a page that requests that you log in. Click the **Log in** link.
4. On the Intel Login page, enter your Login ID and Password and click **Login**.  
**Note:** Your login information may be written on Overview vii.
5. The *Teacher Workspace: Your Projects* page opens. A separate window opens as well indicating that the project has been set up. Click **OK**.
6. In the *Showing Evidence Projects* section, click the team link in the Student Teams column next to the project name, Assessment Methods.

Click the team link

Showing Evidence Projects		Create A New Project
Student Teams <small>(Click to Review)</small>	Project Name <small>(Click to Edit)</small>	Description
<a href="#">0 Teams</a>	<a href="#">Assessment Methods</a>	Consider what types of assessments you think would be beneficial for your own students. Consider some new assessment methods that you have not implemented before. Use the Showing Evidence Tool to evaluate evidence to help you decide what assessment methods you might want to include in your Assessment Plan.



- In the *Teams currently not assigned to this project* section, click the checkboxes to assign the same teams as in the *Seeing Reason* Thinking project to this *Showing Evidence* project.

Teams currently not assigned to this project:			
Team ID (Click to Edit)	Team Members	Team Password	Assign
team01		team01	<input checked="" type="checkbox"/>
team02		team02	<input checked="" type="checkbox"/>
team03		team03	<input checked="" type="checkbox"/>
team04		team04	<input checked="" type="checkbox"/>
team05		team05	<input checked="" type="checkbox"/>
team06		team06	<input checked="" type="checkbox"/>
team07		team07	<input checked="" type="checkbox"/>
team08		team08	<input checked="" type="checkbox"/>
team09		team09	<input checked="" type="checkbox"/>
team10		team10	<input checked="" type="checkbox"/>
Assign checked teams			

Click **Assign checked teams**

- Click **Done** at the top of the page.
- Write the login information for the student teams on Overview viii.

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# Setting Up a Wiki for Your Course

If you are planning on using a wiki in your course, you will need to have a wiki site set up and collaborators identified before conducting Module 2 with your participants. A wiki is also recommended for the Portfolio Showcase in Module 11. Use the following instructions to set up your wiki:

1. Review and choose a Web site for your wiki from the Wiki Sites file in the *Web 2.0 Resources* folder on the Curriculum Resource CD or from the Master Teacher Course Updates site: <http://teachonline.intel.com/courseupdates>
2. Create a new wiki site for your course. Give the wiki a name (with no spaces or special characters) that will address all possible uses from teacher reflections on their unit development to the final showcase, for example, *your\_name\_TwTCourse* or *school\_name\_IntelTeach*, and so on.
3. Choose whether you want the site to be editable by anyone without a password (easiest to manage) or editable by designated users (requires extra setup time, but provides greater control).
  - a. If you allow the wiki to be a public site (no pre-approved collaborators), you simply need to provide the Web site address (URL) to your Participant Teachers.
  - b. If you require editors of the page to log in with a password, either provide participants with your username and password or go to your wiki page's settings to enter participants' e-mail addresses as members of your wiki.
    - Use the Sign Up List document or other resource that contains the Participant Teachers' e-mail addresses and copy them into the section for authorized users/editors.
    - Direct your Participant Teachers to check their e-mail prior to Module 2 so they can obtain instructions on how to access the wiki.
4. Set up the first page of the wiki with a welcome and some basic instructions, such as text on the following page. Participant will create their own pages.

**Note:** The following sample text is available in “Wiki Sample Text” document in the on the Master Teacher Course Updates site: <http://teachonline.intel.com/courseupdates>

#### Home Page

Welcome to the wiki for our Intel® Teach Thinking with Technology Course! We will use this wiki to share ideas and our finished products. Use this home page to: [create bulleted list]

- Reflect on your own unit development
- Provide feedback to your colleagues on their unit ideas
- Collaborate with others
- Participate in the Portfolio Showcase. [create link after subpage is created]

Click [here](#) [create link to login page] to create an account if you have not done so already in order to contribute to this wiki. A password will be e-mailed to the address you specify. Create your own wiki subpage to reflect on and share your learning.

5. **Optional:** Right before the Showcase in Module 11, update the homepage of the wiki to explain what resources they will need to include for the Showcase. If you choose to provide detailed instructions, such as the content on the next page, be sure that the directions match the tools and setup instructions specific to the wiki site you are using.

#### Module 11 Showcase

**Directions:** You may want to copy this entire page and temporarily paste it into your own subpage while you add the details about and links for your Unit.

1. Go to your main wiki page and create a **new page**.
2. Add a title for your page, such as Claire's Showcase.
3. Save the page and then go back to **Edit page**.
4. Enter the introductory information about your unit:
  - Unit Plan title
  - Brief summary (which you can copy and paste from your Unit Plan)
  - Curriculum-Framing Questions
  - An active link to the thinking tools login page (<http://educate.intel.com/workspace/student/login.aspx?LID=en>)
5. Save your page.
6. Upload and describe (or rename them so they are clear) the following files for your showcase using the link at the bottom of your page:
  - Unit Plan
  - Assessment(s)

## MT Appendix J Module 1 Checklist

# Targeting Thinking in the Classroom

### Required:

- Be sure that you have ordered your materials online at least 2 weeks prior to the start of your class, preferably 30 days prior. Directions are in the Intel Teach Extranet Instructions on the Thinking with Technology Course v2.5 Overview Site: <http://teachonline.intel.com/courseupdates>
- Keep track of the number of Participant Teachers who have signed up for your course. If you need additional manuals and Certificates of Completion from your original order, contact: [teacher.training@intel.com](mailto:teacher.training@intel.com)
- Check all lab computers to test the Try the Tool page for the *Visual Ranking Tool* ([www.intel.com/education/visualranking](http://www.intel.com/education/visualranking)) to ensure the required, free plug-ins are installed and working. **Do not skip this test!**
- Review the current version of the curriculum from your shipment of materials. Download the most current files on the Thinking with Technology Course v2.5 Overview: <http://teachonline.intel.com/courseupdates>
- Critical:** Set up a *Seeing Reason Tool* project on *Thinking* that your Participant Teachers will complete in Modules 1 through 3. (See MT Appendix I.04.) You may want to affix a sticky note to every computer prior to class with the login information. If not, have teacher ID, team ID, and passwords ready to distribute.
- Critical:** Set up two *Visual Ranking* projects: *Ranking Questions* and *Ranking Flowers* that your Participant Teachers will complete in Modules 3 and 5. (See MT Appendix I.06 and I.08.)
- Critical:** Set up a *Showing Evidence Tool* project: *Assessment Methods* that your Participant Teachers will complete in Module 4. (See MT Appendix I.10.)
- Critical** (if you are using a wiki): Set up a wiki site to use throughout the course, specifically for participants to reflect on their use of the thinking tools and to help facilitate the Showcase. (See MT Appendix I.12)
- Review Module 1 in the curriculum, the associated presentation, and the agenda.
- Ensure a contingency plan for technical problems/outages is in place.

### Course Preparation Checklists

- Ensure the curriculum manuals are available to pass out to Participant Teachers during the first session.
- Check to see where Participant Teachers should save their course files. Check for login passwords or restrictions, such as downloading files. Check on lab rules (food, drink, and so forth).
- Print the Course Attendance Sheet from the Thinking with Technology Course v2.5 Overview (<http://teachonline.intel.com/courseupdates>) and post it in a central location for Participant Teachers to sign in.
- Edit the start times and print the appropriate agenda for distribution to your Participant Teachers. Also, print the Master Teacher version of the agenda, which includes the slide and page numbers that correspond to each activity.
- Ensure all university and/or professional development credit forms and information are ready to pass out to Participant Teachers (unless a local university is providing units; see information in MT Appendix I.03).
- Note that the files used in this module are available on the Curriculum Resource CD provided with each curriculum manual. They are also available at the Thinking with Technology Course v2.5 Overview: <http://teachonline.intel.com/courseupdates>

### Optional:

- Set a pre-meeting to review course expectations with all participants.
- If you have scheduled a course that will occur during a standard mealtime, you may want to lengthen your session by 30 minutes for a meal break.
- Call Participant Teachers a few days prior to the first session to remind them to come and to answer any questions they may have. If any Participant Teachers cancel, you should invite teachers on the waiting list to attend.
- Create name tents or name tags for Participant Teachers (template available at: <http://teachonline.intel.com/courseupdates>).
- Pass out 3 x 5 cards to elicit feedback from participants; collect the cards at the end of each session or break, and address questions, concerns, and so forth at the end of the day or at the beginning of the next session.
- Create a flag system so participants can indicate they need help.
- Ensure extra pens, highlighters, and sticky notes are available.
- Provide coffee and/or treats or ask Participant Teachers to sign up to bring snacks for one of the sessions.
- Send invitations to district/LEA representatives and principals for the Showcase.

## Module 2 Checklist

# Designing Standards-Based Projects

### Required:

- Review Module 2, the associated presentation, and the agenda.
- Review the Web site for state standards to ensure your current state standards are accessible. (<http://edstandards.org/standards.html>)
- Post the Course Attendance Sheet for Participant Teachers to sign in.
- Ensure a contingency plan for technical problems/outages is in place.

### Optional:

- E-mail or call Participant Teachers to remind them of the location and time of the next session of the course. If anyone has dropped out of the course, you should invite teachers on the waiting list to attend.
- Ensure name tags and name tents are still available.
- Ensure extra pens, pencils, highlighters, and sticky notes are available.

### Module 3 Checklist

# Creating Curriculum-Framing Questions to Support Thinking Skills

## Required:

- Review Module 3, the associated presentation, and the agenda.
- Critical:** Ensure that the *Visual Ranking Tool* project, *Ranking Questions*, is set up and ready. You may want to affix a sticky note to every other computer prior to class with the login information. If not, have teacher ID, team ID, and passwords ready to distribute. (See MT Appendix I.06.)
- Post the Course Attendance Sheet so that participants may sign in.
- Have contingency plans for technical problems/outages.

## Optional:

- Arrange for a break-out room to discuss and brainstorm Curriculum-Framing Questions when computers are not required.
- Ensure name tags and name tents are still available.
- Have extra pens, pencils, highlighters, and sticky notes available.



## Module 4 Checklist

# Planning Student-Centered Assessment

### Required:

- Review Module 4, the associated presentation, and agenda.
- Critical: Ensure that the Showing Evidence Tool project, Assessment Methods, is set up and ready. (See MT Appendix I.10.)
- Post the Course Attendance Sheet so that participants may sign in.
- Have contingency plans for technical problems/outages.

### Optional:

- Ensure name tags and name tents are still available.
- Have extra pens, pencils, highlighters, and sticky notes available.

### Module 5 Checklist

# Using the Visual Ranking Tool to Target Thinking Skills

#### Required:

- Review Module 5, the associated presentation, and agenda.
- Critical:** Ensure that the *Visual Ranking Tool* project, Ranking Flowers, is set up and ready. You may want to affix a sticky note to every other computer prior to class with the login information. If not, have teacher ID, team ID, and passwords ready to distribute. (See MT Appendix I.08.)
- Post the Course Attendance Sheet so that participants may sign in.
- Have contingency plans for technical problems/outages.

#### Optional:

- Ensure name tags and name tents are still available.
- Have extra pens, pencils, highlighters, and sticky notes available.

## Module 6 Checklist

# Considering the Visual Ranking Tool for Your Unit

### Required:

- Review Module 6, the associated presentation, and agenda.
- Post the Course Attendance Sheet so that participants may sign in.
- Have contingency plans for technical problems/outages.

### Optional:

- Ensure name tags and name tents are still available.
- Have extra pens, pencils, highlighters, and sticky notes available.

Course Preparation Checklists

Module 7 Checklist

# Using the Seeing Reason Tool to Target Thinking Skills

**Required:**

- Review Module 7, the associated presentation, and agenda.
- Post the Course Attendance Sheet so that participants may sign in.
- Have contingency plans for technical problems/outages.

**Optional:**

- Ensure name tags and name tents are still available.
- Have extra pens, pencils, highlighters, and sticky notes available.

## Module 8 Checklist

# Considering the Seeing Reason Tool for Your Unit

### Required:

- Review Module 8, the associated presentation, and the agenda.
- Post the Course Attendance Sheet so that participants may sign in.
- Have contingency plans for technical problems/outages.

### Optional:

- Ensure name tags and name tents are still available.
- Have extra pens, pencils, highlighters, and sticky notes available.

### Module 9 Checklist

# Using the Showing Evidence Tool to Target Thinking Skills

#### Required:

- Review Module 9, the associated presentation, and the agenda.
- Post the Course Attendance Sheet so that participants may sign in.
- Have contingency plans for technical problems/outages.

#### Optional:

- Ensure name tags and name tents are still available.
- Have extra pens, pencils, highlighters, and sticky notes available.

## Module 10 Checklist

# Considering the Showing Evidence Tool for Your Unit

### Required:

- Review Module 10, the associated presentation, and the agenda.
- Post the Course Attendance Sheet so that participants may sign in.
- Have contingency plans for technical problems/outages.

### Optional:

- Ensure name tags and name tents are still available.
- Have extra pens, pencils, highlighters, and sticky notes available.
- Send reminders to district/Local Education Agency representatives, principals, and other teachers about the Showcase in Module 11.

## Module 11 Checklist

# Completing Your Unit

### Required:

- Review Module 11, the associated presentation, and the agenda.
- Fill out and sign the Intel® Teach Thinking with Technology Course Certificates of Completion for your Participant Teachers. (Additional certificates are available to download and print at: <http://teachonline.intel.com/courseupdates>)
- Have your Master Teacher UserID and the Class ID available for participants to complete the online evaluation and put that information on the Module 11 presentation slide. Directions for obtaining your Class ID are in the Intel Teach Program Extranet Instructions on the Thinking with Technology Course v2.5 Overview: <http://teachonline.intel.com/courseupdates>.
- Post the Course Attendance Sheet so that participants may sign in.
- Have contingency plans for technical problems/outages.
- Review the Master Teacher Milestones (MT Appendix H.03) and complete the remaining requirements.

### Optional:

- Send reminders to district/Local Education Agency representatives, principals, and other teachers about the Showcase.
- If you plan on using printed feedback forms, print extra copies of the Showcase Feedback Form located in the Showcase folder on the Curriculum Resource CD.
- Ensure name tags and name tents are still available.
- Have extra pens, pencils, highlighters, and sticky notes available.

### Within 1 week of completing the course:

- Mail your class information for university units, if applicable. See information in MT Appendix I.03.



## MT Appendix K Master Teacher Online Resources

# Accessing the Thinking with Technology Course v2.5 Overview

The Intel® Teach Program Course Overview Site hosts online training environments that support the training initiatives of the Intel® Teach Program. Resources needed to conduct a Thinking with Technology Course for Participant Teachers—such as presentations, agendas, Intel Teach Extranet instructions, and other resources—reside at the Intel® Teach Thinking with Technology Course v2.5 Overview site.

This overview site is also a self-guided online course environment designed to provide Master Teachers who have been trained on a previous version of the curriculum with an overview of the enhancements for the Intel Teach Thinking with Technology Course v2.5. The overview site provides a module walk-through of the current version of the course and access to all Master Teacher resources.

### Registration and Enrollment

1. Go to: <http://teachonline.intel.com/courseupdates>
2. Click the button **Create New Account**, on the right side of the landing page.
3. Complete the New Account form with your personal information.
4. Click **Create My New Account**.
5. An e-mail will be immediately sent to confirm your registration.
6. Open the e-mail, and click on the web link in the message. This will confirm your account and log you into the site.
7. In the list of courses, select the course link for **Thinking with Technology Course v 2.5 Overview**. Follow the prompts to enroll in the course.
8. Write down your login information on Overview page viii or type it in the Login Information document, which you can download from this site.
9. For each subsequent visit, you will only need to enter your Login ID and Password to enter the Thinking with Technology Course v 2.5 Overview.

### Master Teacher Online Resources

#### Accessing MT Resources

1. Go to: <http://teachonline.intel.com/courseupdates> and log in.
2. Enter the **Thinking with Technology Course v 2.5 Overview**.
3. Click on the **MT Resources** tab.
4. Use the navigation to find the desired resources, such as:
  - News and review of any course changes
  - Intel® Teach Program Extranet instructions
  - Agenda, recruiting resources, and presentations for Participant Teacher training
  - Wiki site recommendations and setup instructions
  - Other resources to support your Participant Teacher training