

# ***Local Education Agency (LEA) Extranet Functions***

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## Section 1: Overview and Logging In

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## Overview of Program Functions

*This is the LEA User guide and LEA online help content. The intended audience is the LEA user and the language used is directed to LEA users. If you are not a LEA user, this section is provided to you as reference should you need to assist an LEA user with LEA extranet tasks. The functions available to the LEA user have blue text.*

The purpose of this In-Service extranet reference manual is to provide you with an overview of the online functions that support you in completing the Local Education Agency (LEA) responsibilities. Below is an overview of the functions for all user types participating in the Intel® Teach Program. The functions available to the LEA user are blue.

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

## Glossary of Terms (A-Z)

Term	Definition
1. <b>Intel® Education Assessing Projects</b>	1. <b>Assessing Projects:</b> <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. <b>Authorization</b>	2. <b>Authorization:</b> 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. <b>Certification</b>	3. <b>Certification:</b> 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. <b>Classic</b>	4. <b>Classic:</b> This is a term that we use for the original program participants from year 2000-2003. This is an internal term only.
5. <b>Intel® Education Help Guide</b>	5. <b>Help Guide:</b> 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. <b>Intel® Teach Essentials Course</b>	6. <b>Essentials Course:</b> 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. <b>Intel® Teach Essentials Online Course</b>	7. <b>Essentials Online Course:</b> The Essentials Course curriculum is offered as combined face-to-face and online training. Teachers have the convenience to

<p><b>8. In Good Standing (IGS)</b></p> <p><b>9. ITA</b></p> <p><b>10. LEA</b></p> <p><b>11. LEA Group Type</b></p> <p><b>12. Master Teacher (MT)</b></p> <p><b>13. MT Program Qualifications</b></p> <p><b>14. MT User Status – Active</b></p> <p><b>15. MT User Status – Candidate</b></p> <p><b>16. MT User Status – Deactivated</b></p>	<p>work whenever and wherever for the online hours, following their initial face-to-face days of training.</p> <p><b>8. In Good Standing (IGS):</b> 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><b>9. Intel Teach Affiliate (ITA):</b> 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><b>10. Local Education Agency (LEA):</b> 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><b>11. LEA Group Type:</b> 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><b>12. Master Teacher (MT):</b> 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><b>13. MT Program Qualifications:</b> 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><b>14. MT User Status – Active:</b> 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><b>15. MT User Status – Candidate:</b> 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><b>16. MT User Status – Deactivated:</b> This status identifies MTs that have not completed their PT Training obligations within 12-18 months from their MT Certification date. These MTs cannot login to the Extranet to schedule and order training materials until they are re-certified.</p>
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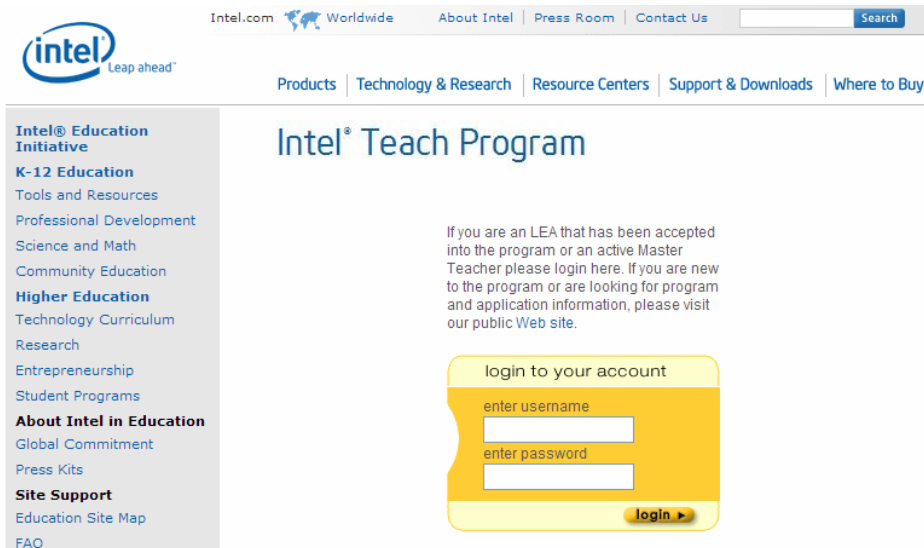
<p><b>17. MT User Status – Inactive</b></p>	<p><b>17. MT User Status – Inactive:</b> Inactive MTs cannot log in to the Extranet. Inactive status implies one of the following scenarios:</p> <ul style="list-style-type: none"> <li>▪ A MT who did not successfully complete the Essentials course (40-hour), thus cannot participate in the program, or</li> <li>▪ 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</li> <li>▪ 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)</li> </ul>
<p><b>18. MT User Type</b></p>	<p><b>18. MT User Type:</b> 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 <b>only</b>.</p>
<p><b>19. National Program Coordinator (NPC)</b></p>	<p><b>19. National Program Coordinator (NPC):</b> 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><b>20. National Training Coordinator (NTC)</b></p>	<p><b>20. National Training Coordinator (NTC):</b> This is an employee who is funded by the Intel Foundation to schedule and manage training logistics nationwide.</p>
<p><b>21. PT</b></p>	<p><b>21. Participant Teacher (PT):</b> 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><b>22. RTA</b></p>	<p><b>22. Regional Training Agency (RTA):</b> Organizations that delivered the Intel Teach Program prior to 2007.</p>
<p><b>23. Not Certified</b></p>	<p><b>23. Not Certified:</b> 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><b>24. Intel® Teach</b></p>	<p><b>24. Thinking with Technology Course:</b> This name replaces the “Workshop on Teaching Thinking with</p>

<p><b>Thinking with Technology Course</b></p> <p><b>25. Workshop: <i>Seeing Reason and Visual Ranking</i> or Workshop: SR &amp; VR</b></p> <p><b>26. Workshop on Teaching Thinking with Technology</b></p>	<p>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><b>25. Workshop: <i>Seeing Reason and Visual Ranking</i> or Workshop: SR &amp; VR:</b> This was the first workshop in the series of Intel Teach Program professional development offerings, using two of the thinking tools available at <a href="http://www.intel.com/education">www.intel.com/education</a>. 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><b>26. Workshop on Teaching Thinking with Technology:</b> This was renamed the Intel® Teach Thinking with Technology course.</p>
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## Login Page and Welcome Page

The Intel® Teach Program Extranet is a password-protected site with powerful online tools for Local Education Agencies. 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](http://www.intel.com/education/teach/in-service.htm)



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

Once logged into the extranet, you will be directed to the *Welcome Local Education Agencies* homepage. Note the items located on your homepage: *Online Help* and *News*.



Intel® Teach Program

Local Education Agency

Test EstLEA Log Off

**LEA Management**

- Update Personal Info
- Manage My LEA
- Manage My LEA Users

**MT and PT Management**

- Add New MTs
- Assign MTs to Classes
- View/Edit MT Users
- E-mail MTs
- View PT Classes/Evals

**Reports**

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

**Related Links**

- LEA Extranet Home

## Welcome, Local Education Agencies

[Click here for the LEA Online Help.](#)

The Local Education Agency (LEA) is an organization willing to take a leadership role in implementing the Intel® Teach Program. LEAs may include school districts, private schools or a school consortium. LEAs are responsible for recruiting and supporting Master Teachers.

### Beginning mid-April, MTs will receive Intel® Teach Essentials Course Curriculum version 10 when ordering for PT classes

*Based on evaluation feedback, we have significantly improved the Intel® Teach Essentials Course curriculum. It is important that your MTs take a self-guided, on-line training before teaching a PT class. Please work with your MTs to assure they understand the importance of taking the online training before teaching a PT class.*



### Benefits of Essentials Course Revisions

- Alignment with the most current pedagogical approaches to focus more on instructional

**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 LEA function.

**News Items:** In addition to assisting you in managing the program activities in your LEA, the extranet serves as a communication tool to keep you informed about program updates and opportunities available to you as a LEA member. News items are updated regularly, so login frequently to receive the latest information.

## Section 2: LEA Management

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Update Personal Information.....LEA User: 10

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### LEA Management

- Update Personal Info
- Manage My LEA
- Manage My LEA Users
- Host an Intel® Teach Essentials Course
- Host an Intel® Teach Thinking with Technology Course

## Update Personal Information

Upon your initial login to the extranet, you will be asked to update your personal profile. Please keep your online profile current; this information is used to keep you informed about program updates.

The steps for updating your personal information are as follows:

1. Select the link entitled **Update Personal Info** located under the *LEA 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:	TTESTER	
Password:**	<input type="text"/>	You may change your password by entering a new one and confirming it here. Remember to write it down and store in a safe place so you don't forget it.
Confirm Password:**	<input type="text"/>	
Salutation:**	<input style="border: none; border-bottom: 1px solid black; width: 50px;" type="text" value="Mr."/>	
First Name**:	<input type="text" value="aTesting"/>	
Middle Initial:	<input type="text"/>	
Last Name**:	<input type="text" value="aTester"/>	
Address, Line 1:	<input type="text" value="10500"/>	
Address, Line 2:	<input type="text"/>	
City:	<input type="text" value="Anchorage"/>	
State:	<input style="border: none; border-bottom: 1px solid black; width: 50px;" type="text" value="Alaska"/>	
Zip/Postal Code:	<input type="text" value="55555"/>	
Country:	<input type="text" value="USA"/>	
Phone Number:	<input type="text" value="555-555-0000"/>	
Fax:	<input type="text"/>	
Business Email**:	<input type="text" value="edweb.qa@intel.com"/>	
Confirm Business Email**:	<input type="text" value="edweb.qa@intel.com"/>	
URL:	<input type="text"/>	
LEA Group:**	<input style="border: none; border-bottom: 1px solid black; width: 100px;" type="text" value="Chicago Public Schools"/>	
Organization:	<input type="text" value="Intel"/>	
Primary Contact:	<input type="text"/>	
Title:	<input type="text" value="Chief"/>	
Technology Lab Contact:	<input type="text"/>	
Technology Lab Address1:	<input type="text"/>	
Technology Lab Address2:	<input type="text"/>	
Technology Lab City:	<input type="text"/>	
Technology Lab State:	<input style="border: none; border-bottom: 1px solid black; width: 50px;" type="text" value="Please Select"/>	
Technology Lab Zip:	<input type="text"/>	
Technology Lab Phone:	<input type="text"/>	
Technology Lab Fax:	<input type="text"/>	
Technology Lab Email:	<input type="text" value="edweb.qa@intel.com"/>	
Role**:	<input style="border: none; border-bottom: 1px solid black; width: 50px;" type="text" value="Superintendent"/>	

**Note:** Only LEA users with administrative access have the ability to view and edit other LEA user profiles. LEA users who do not have administrative access can view only.

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. Please 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 a double 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.

## Manage My LEA

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The **Manage My LEA** link directs you to a page where you can obtain information about your Local Education Agency as well as the LEA contacts in your region. As a LEA user with administrative access, you have the ability to both view and edit the information about your LEA and your LEA users.

### To Edit the Local Education Agency (LEA) Information:

1. Select the **Manage My LEA** link located under the *LEA Management* heading on the left navigation bar.

**Note:** Users with Administrative access can update this information by entering new information in the desired fields. All other users have “view only” ability.

2. Select the **Edit** link next to the name of the LEA you wish to update.

**Note:** If you would like to disable your LEA, select the **Disable** link. This implies that you do not wish to participate in the program at this time and you will not longer be able to log in to your extranet account.

Intel® Teach Administration - Manage LEA Groups					
<ul style="list-style-type: none"> <li>•If you would like to update information on an LEA user, click Edit.</li> <li>•If you would like to delete an LEA user, click Disable.</li> <li>•If you would like to update information on existing users, click on the LEA name and then use the Edit or Disable links.</li> <li>•If you would like to add new users to an LEA, click on the LEA name and then the Add button.</li> </ul>					
Action	Action	LEA Name	Status	State	Classic
<a href="#">Edit</a>	<a href="#">Disable</a>	<a href="#">TestTest</a> Texas A & M University	Active	TX	
<a href="#">Edit</a>	<a href="#">Disable</a>	<a href="#">Milwaukee Public Schools</a> ICT - National	Active	WI	
<a href="#">Edit</a>	<a href="#">Disable</a>	<a href="#">Metairie Park Country Day School</a> ICT - National	Active	LA	
<a href="#">Edit</a>	<a href="#">Disable</a>	<a href="#">Ridgewood Preparatory School</a> ICT - National	Active	LA	

3. After selecting the **Edit** link, you will be directed to a page that lists all of the application information that was submitted for your LEA, including:
  - Number of Schools in LEA
  - Number of Total Students in LEA
  - Number of Full-Time Educators
  - Number of Master Teachers Requested for each class type
  - Number of Master Teachers Confirmed for each class type

**Note:** This confirmed number was entered by your ITA and is not modifiable by LEA users.

  - Number of Participant Teachers to be Trained in each class type
  - LEA Group Type
4. Select the **Save** button at the bottom of the page when finished to save the changes.

**To View or Edit Contact Information for LEA Users:**

1. Select the **Manage My LEA** link located under the *LEA Management* heading on the left navigation bar.
2. On this page, you will see your LEA listed. Select on the link for your LEA Name to view all of the contacts associated with your LEA.

Intel® Teach Administration - Manage LEA Groups				
*If you would like to view the LEA Group information, click the View link.				
Action	LEA Name	Status	State	Classic
<a href="#">View</a>	<a href="#">Culver City USD</a> California Regional Training Agency	Active	CA	
Pages: 1				

**Note:** Select the link for the LEA Name to view all of the LEA contacts.

3. View or edit any of the LEA user profiles by selecting the **Edit** link located to the left of their name. You will be directed to that user’s personal profile, which contains their contact information.
4. Update the person’s account by entering new information in the desired fields.
5. Select the **Save** button at the bottom of the page when finished to save the changes.

## Manage My LEA Users

Selecting the **Manage My LEA Users** link located under the *LEA Management* heading, provides access to all of the individuals who have Intel Teach extranet accounts in your LEA. From this page, you can also edit existing LEA Users' contact information, disable existing LEA users, or add new LEA users to your LEA's extranet account.

You can search for a particular LEA user by typing their last name in the text box provided, and then selecting the **Search** button.

### To Edit a LEA User's Contact Information:

1. Select the **Manage My LEA Users** link located under the *LEA Management* heading on the left navigation bar.
2. Select the **Edit** link located to the left of the LEA user's name that you wish to update.
3. Update the person's account by entering new information in the desired fields.
4. Select the **Save** button at the bottom of the page when finished to save the changes.

### To Disable a LEA User:

1. Select the **Manage My LEA Users** link located under the *LEA Management* heading on the left navigation bar.
2. Select the **Disable** link next to their name if you would like to remove this individual from accessing program materials and information.

**Note:** If you disable users, they will no longer have the ability to log in to their extranet account.

### To Re-enable a LEA User:

1. Select the **View/Edit LEA Users** link located under the *LEA Management* heading on the left navigation bar.
2. Select the **Edit** link next to the name of the individual you would like to re-enable.
3. Scroll to the *Login Enabled* field within the profile and re-check the box.
4. Select the **Save** button at the bottom of the page when finished to save the changes.

**To Add a New LEA User:**

1. Select the **Manage My LEA Users** link located under the *LEA Management* heading on the left navigation bar.
2. Select the **Add** button at the bottom of the page. You will be directed to a blank user profile.
3. Fill in the contact information for your new LEA user.
4. Ensure that you complete all of the required fields (indicated by a double asterisk \*\*).
5. Assign a temporary password. The system will e-mail the LEA user their user names and contact information to the LEA Users once you have completed adding them online.
6. Use the *Administrator* check box with discretion: Administrator status enables users to add, edit, and delete user accounts within your LEA (including LEA and MT users).
7. Assign a *Role* for this user.

**IMPORTANT NOTE:** Please do not assign a new user the role of Primary Contact. The extranet is set up to only send important system e-mails and other critical communications to the ONE user whose role is LEA Primary Contact. Therefore, please ensure that you designate only ONE LEA Primary Contact for your LEA account.

8. Select the **Save** button when finished.

**Note:** The new user will receive a system e-mail containing their username and password information after you select the **Save** button.



## ***Host an Essentials Course***

If you would like to request to host an Essentials course within your LEA, select the link on the left navigation bar to ***Host an Essentials Course***.

Here you will be directed to the review the requirements for hosting and submit the online hosting request form including Course Logistics, Lab Location, Shipping Address, and Lab Specifications. Complete all required fields (indicated with a double asterisk \*\*).

Your request will be responded to within 5 business days.

**Host an Intel® Teach to the Future Essentials Course for Master Teachers**

Your Local Education Agency (LEA) is invited to submit an online request to host an Intel Teach to the Future Essentials Course for Master Teachers (MTs). The LEA host provides training lab space and assists with host-site logistics. Requirements to host a training event and the online request form follow below.

**Benefits of Hosting an Intel Teach to the Future Course for Master Teachers**

- By hosting an Essentials Course for Master Teachers in your own training lab, your MT candidates may complete MT certification in their own community without travel and lodging costs associated with training in another city or state.
- A qualified Intel Teach to the Future Senior Trainer and all training materials are provided to hosts without charge.

Follow the steps below to host a training event:

**Step 1:** Confirm that your LEA will meet the minimum host and lab requirements, and,  
**Step 2:** Submit the online request form to host a course for MTs

**Step 1: Requirements for Hosting an Intel Teach to the Future Essentials Course for Master Teachers**

LEAs seeking to host an Essentials Course for Master Teachers must meet minimum host-site requirements outlined below.

- A minimum of 10 Master Teacher candidates to attend this event must be confirmed by the host site 5-6 weeks prior to submitting the online request to host a training event. Training events should be scheduled 5-6 weeks prior to the start date to allow ample time for recruitment of the remaining Master Teachers.
  - Provide a PC lab with Internet-connected high-performance PCs with Internet access for each Master Teacher enrolled in the course and one PC for the Senior Trainer.
  - Each PC must have Microsoft Office® 2000 Professional Edition with Microsoft Publisher® 2000 or Microsoft Office® XP with Microsoft Publisher® 2002 or Microsoft Office® 2003 with Microsoft Publisher® 2003.
  - Provide on-site technical support necessary for successful course implementation.

**2. Online Request Form to Host an Intel Teach to the Future Essentials Course for Master Teachers**

To proceed to the online request to host an Essentials Course for Master Teachers:

- Select the box below to confirm that your LEA meets minimum requirements for hosting (as outlined above).
- Select continue to proceed to the online request form.

**My LEA will meet minimum host-site requirements above**

## ***Host a Thinking with Technology Course***

If you would like to request to host a Thinking with Technology course within your LEA, select the link on the left navigation bar to ***Host Thinking with Technology Course***.

Here you will be directed to the review the requirements for hosting and submit the online hosting request form including Course Logistics, Lab Location, Shipping Address, and Lab Specifications. Complete all required fields (indicated with a double asterisk \*\*).

Your request will be responded to within 5 business days.

**Host an Intel® Teach to the Future Workshop on Teaching Thinking with Technology for Master Teachers**

Your Local Education Agency (LEA) is invited to submit an online request to host an Intel® Teach to the Future Workshop on Teaching Thinking with Technology for Master Teachers (MTs). The LEA host provides training lab space and assists with host-site logistics. Requirements to host a training event and the online request form follow below.

**Benefits of Hosting an Intel Teach to the Future Workshop on Teaching Thinking with Technology for Master Teachers**

- By hosting a Workshop on Teaching Thinking with Technology for MTs in your own training lab, your MT candidates may complete MT certification in their own community without travel and lodging costs associated with training in another city or state.
- A qualified Intel Teach to the Future Senior Trainer and all training materials are provided to hosts without charge.

Follow the steps below to host a training event:

**Step 1:** Confirm that your LEA will meet the minimum host and lab requirements, and,  
**Step 2:** Submit the online request form to host a workshop for MTs

**Step 1: Requirements for Hosting an Intel Teach to the Future Workshop on Teaching Thinking with Technology for Master Teachers**

LEAs seeking to host a Workshop on Teaching Thinking with Technology for Master Teachers must meet minimum host-site requirements outlined below.

- A minimum of 10 Master Teacher candidates to attend this event must be confirmed by the host site 5-6 weeks prior to submitting the online request to host a workshop. Workshops should be scheduled 5-6 weeks prior to the start date to allow ample time for recruitment of the remaining Master Teachers.
- A minimum of 15 Master Teachers must be registered online 3 weeks prior to the start date of the Workshop on Teaching Thinking with Technology. Enrollment of 20 participants is sought. If a minimum of 15 Master Teachers are not registered online by the 3 week deadline, the event will be cancelled. Training events cancelled due to under-enrollment may be rescheduled.
- The host site training lab must meet minimum specifications below.
  - Provide a computer lab with Internet-connected high-performance computers for each Master Teacher enrolled in the workshop and one PC<sup>1</sup> for the Senior Trainer.
  - Microsoft\* Word 2000 or above must be available on all lab computers. The Master Teacher's computer must have a projection device and Microsoft PowerPoint\* 2000 or above, or its viewer, installed.
  - All computers must meet the minimum site requirements for using the interactive thinking tools. [View the full list of requirements here.](#)
  - Provide on-site technical support necessary for successful course implementation.

**2. Online Request Form to Host an Intel Teach to the Future Workshop on Teaching Thinking with Technology for Master Teachers**

To proceed to the online request to host a Workshop on Teaching Thinking with Technology for Master Teachers:

- Select the box below to confirm that your LEA meets minimum requirements for hosting (as outlined above).
- Select continue to proceed to the online request form.

My LEA will meet minimum host-site requirements as outlined above

## Section 3: MT and PT Management

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Add New MTs.....LEA User: 19

Assign MTs to Classes.....LEA User: 21

View/Edit MT Users.....LEA User: 25

E-mail MTs.....LEA User: 27

View PT Classes/Evals.....LEA User: 28

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 containing the following sections:

- Local Training Agency
- LEA Name [Log Off](#)
- LEA Management**
  - [Update Personal Info](#)
  - [Manage My LEA](#)
  - [Manage My LEA Users](#)
  - [Host an Essentials Course](#)
  - [Host Thinking with Technology](#)
- MT and PT Management**
  - [Add New MTs](#)
  - [Assign MTs to Classes](#)
  - [View/Edit MT Users](#)
  - [E-mail MTs](#)
  - [View PT Classes/Evals](#)
- Reports**
  - [PT Class Report](#)
  - [LEA Group Report](#)
  - [MT User Report](#)
  - [MT Class Roster Report](#)
- Related Links**
  - [Contacts & Resources](#)

- MT and PT Management**
- [Add New MTs](#)
  - [Assign MTs to Classes](#)
  - [View/Edit MT Users](#)
  - [E-mail MTs](#)
  - [View PT Classes/Evals](#)

## Add New MTs

---

Selecting the **Add New MTs** link from the navigation bar directs you to a page where you can add new Master Teachers to your Local Education Agency account.

**Note:** Only users with Administrative rights access can add MTs. All other LEA users have “view only” ability to this information.

Please review the instruction on the *Add New MTs* page prior to adding your Master Teachers.

<p><b>Add New Master Teachers</b> This page is designed for you to add new Master Teachers to your Local Education Agency. You can add Master Teachers for the number of MTs in which your LEA was confirmed for upon application approval. To proceed with adding new Master Teachers, select the Add button at the bottom of the page.</p>
<p><b>To View your # of MTs Confirmed</b> If you are unsure about your MT allotment, go to the Manage My LEA link located on the left navigation bar under the LEA Management heading. Select the <b>edit</b> link next to the name of your LEA Group, and view the field for Number of Master Teachers Confirmed for each offering.</p>
<p><b>To Change your # of MTs Confirmed</b> If you need to change the number of Master Teachers confirmed for your LEA, please contact your Regional Training Agency to make these adjustments to your account.</p>
<p style="text-align: center;"><input type="button" value="Add"/></p>

### To Add New Master Teachers:

1. Select on the **Add New MTs** link located under the *MT and PT Management* heading on the left navigation bar.
2. Select the gray **Add** button located beneath the instructions section.
3. Complete the form as thoroughly as possible with the Master Teacher's contact information. Be sure that all required fields (marked with a double asterisk \*\*) are completed.
4. Ensure that the *Primary E-mail* field is correct. Validity of the Master Teacher's e-mail is the most important way to ensure effective communication about Intel Teach.
5. When choosing the *Men's T-Shirt size*, please keep in mind that this is the information we reference when supplying shirts to the Master Teacher during their Essentials course.
6. When finished inputting data in all required fields, select on the **Add User** button to save the information.

**Note:** A system e-mail will be sent to the Master Teacher informing them of their nomination as a Master Teacher Candidate. The message also informs them that the LEA will assign them to training. Master Teacher Candidates will not be able to login to their extranet account until they successfully complete an Intel Teach training and become a certified Master Teacher.

### IMPORTANT: New Program Qualifications for Master Teachers

You will see information within the Master Teacher’s personal profile that indicates their **Certification** and **Authorization** program qualifications. As the LEA Primary Contact, or a LEA user with Administrative rights, you have the ability to choose which programs your Master Teachers are authorized to deliver after they have been trained (“Certified”) in that program. All other LEA Users that do not possess Administrative rights have “view only” ability and cannot manipulate these fields.

**Note:** The Master Teacher cannot edit the program qualification fields within their personal profile; these fields are strictly informational to keep them informed of what programs they are able to deliver in your LEA.

**Certified Programs:** When a Master Teacher has successfully completed the MT class for a given program, they become certified in that program. If a Master Teacher’s certified box is checked, this indicates that they have successfully completed the Master Teacher instruction for that program and are now qualified to deliver this program to Participant Teachers. (**Note:** This is equivalent to the former *In Good Standing* status.)

**Authorized Programs:** The LEA has the ability to control which programs their Master Teachers are authorized to deliver in their LEA. If a Master Teacher’s authorized box is checked, this indicates that you the LEA have authorized them to deliver this program to Participant Teachers. Only MTs who are both Certified *and* Authorized will have access to tools in the MT extranet to set up classes and order materials.

**Note:** Master Teachers cannot be Authorized to teach until they are Certified in that program.

**Program Qualifications:** This term identifies a Master Teacher’s **Certification and Authorization** status for any given program. Master Teachers must be both Certified and Authorized in a program in order to deliver that program to Participant Teachers in their LEA.

When you add a new Master Teacher Candidate online, their personal profile will contain the following program qualification information:

- **Authorized Programs** = None
- **Certified Programs** = None

Update	MT Name	Login Enabled	Class Type	Certified	Authorized	Classes	Classic
<a href="#">Update</a>	<a href="#">Erin Dodds</a> Culver City USD	<input type="checkbox"/>	Essentials Course Workshop: SR&VR Workshop on Teaching Thinking With Technology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">View</a>	X
<a href="#">Update</a>	<a href="#">Kelli Tarvyd</a> Culver City USD	<input checked="" type="checkbox"/>	Essentials Course Workshop: SR&VR Workshop on Teaching Thinking With Technology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">View</a>	X

**Note:** This is the **Program Qualifications** section.

These fields indicate the programs your Master Teachers are able to deliver in your LEA. If a MT is both certified and authorized in a class type, they will be able to schedule PT classes for that class type in your LEA.

**Note:** Master Teachers cannot be Authorized to teach until they are Certified in that class type.

## Assign MTs to Classes

When you select the link **Assign MTs to Classes**, located under the *MT and PT Management* heading on the left navigation bar, you will be able to view all Master Teacher classes available nationwide.

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

**Assign Master Teachers to Classes**

---

**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 :

Class Status :

RTA Group :

LEA Group :

State :

Senior Trainer  
Last Name :

### Choosing a Class for your MTs:

1. Select the **Assign MTs to Classes** link located under the *MT and PT Management* heading on the left navigation bar.
2. Select the **Manage Roster** link for the class type you would like your Master Teacher(s) to attend.

**Assign Master Teachers to Classes**

---

To assign MTs to a class, select the **Manage Roster** link. The LEA has the ability to request MTs into a class; however, MTs are not confirmed on the class roster until approved by their RTA/NTA. Both Master Teachers and LEAs will receive a system message with the class details once the MT has been confirmed on the roster.

**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
<a href="#">Manage Roster</a>	Essentials Course	12/14/2004	3/22/2005	CA	Victoria Costa	Approved
<a href="#">Manage Roster</a>	Essentials Course	2/15/2005	3/17/2005	IL	Tina Below	Approved
<a href="#">Manage Roster</a>	Essentials Course	2/16/2005	4/4/2005	IL	Tina Below	Approved
<a href="#">Manage Roster</a>	Essentials Course	3/4/2005	4/8/2005	CA	Jennifer Doherty	Approved
<a href="#">Manage Roster</a>	Essentials Course	3/30/2005	4/3/2005	DC	Patrick McGinn	Approved
<a href="#">Manage Roster</a>	Essentials Course	3/31/2005	4/30/2005	NM	Smith Frederick	Approved
<a href="#">Manage Roster</a>	Essentials Course	4/11/2005	4/15/2005	NJ	Patrick McGinn	Approved
<a href="#">Manage Roster</a>	Essentials Course	4/12/2005	5/12/2005	NC	Tina Below	Approved
<a href="#">Manage Roster</a>	Essentials Course	5/9/2005	5/13/2005	SC	Karen Kyle	Approved
<a href="#">Manage Roster</a>	Essentials Course	5/23/2005	5/27/2005	NC	Karen Kyle	Approved

Pages: [1](#) [2](#) [3](#) [4](#) [5](#) >

**Note:** Every time you request your MT(s) to attend an Intel Teach training, you will be required to review and accept the program guidelines. The purpose is to ensure you are familiar with the minimum guidelines for participation which will help ensure successful implementation of this program in your LEA. You must select the **I Accept** box before proceeding with assigning MTs to trainings. Should you choose not to accept the guidelines, you may return to this page at any time.

3. On the page that loads, you will see the class logistics for the class you have chosen. Make sure the class information matches the needs of you and your Master Teacher(s).

4. Scroll down the page to the section beneath the logistics area. Here you will see three categories: *Accepted Master Teachers*, *Pending Master Teachers*, and *Available Candidates*.
5. The *Accepted Master Teachers* section of the page will show Master Teacher(s) who have been accepted into the class by your Intel Teach Affiliate (ITA) Coordinator. All of the MTs who are confirmed on the roster will be listed in this section.

**Note:** Only the ITA can place MTs on the roster. Some of the MTs listed on the roster may be from other LEAs. All other LEA users may view information.

Also, you will only see a remove radio button next to Master Teacher(s) from your LEA. Use this button if you wish to remove MTs from the roster. Removing MTs from a class will result in a system e-mail to the MT notifying them of their removal. The MT removed from the roster returns to the Available Candidates list, where you may assign them to another course if you wish.

6. The *Pending Master Teachers* section shows you a list of all Master Teachers who are awaiting acceptance into the class by your ITA Coordinator. In the pending section, you will only see MTs for your LEA. After you select a Master Teacher from the Available Candidates section and select the **Update Request** button, that MT will appear in this *Pending Master Teachers* section.
7. In the *Available Candidates* section of the page you will see a list of all your Master Teachers that are eligible to attend this class. You may request these MTs to be assigned to this class roster. When the ITA finalizes the request, MTs will receive a system e-mail notifying them if they have been accepted or declined from any class; the LEA Primary Contact will receive a copy of this message as well.

**Note:** All Master Teachers are available for all class types until they are Certified in that class. Once a MT is certified or listed on a roster for a class type, they will no longer appear in the *Available Candidates* section for that class type.

**Select Master Teachers** To assign a MT to this class, view the Available MTs section. Check the Select box next to the MT's name and then the Update Roster button. The MT will be notified via email that their LEA has nominated them for this class. The MT will be placed in the Pending MTs section, awaiting NTA approval. Once the NTA approves the MT, they will be placed in the Accepted MTs section. The MT will be notified via email when they have been accepted onto the class roster.

---

**Class Detail**  
 Class Type: **Essentials Course**  
 Number Of Accepted Master Teachers: **16**  
 Max Class Size: **20**  
 Class Dates (Start - End): **3/22/2004 - 3/26/2004**  
 Location: **La Porte, TX**  
 Details: 

Class Times: 8am-4pm  
 Lab Location:  
 Technology Service Center (TSC)  
 301 E. Fairmont  
 La Porte, Texas 77571  
 Lab Contact: Rosena Garcia  
 garcia.r@lpisd.org  
 281.604.7913

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**Accepted Master Teachers**  
 The following Master Teachers have been accepted into this training class by your National Training Agency. You may remove M from the roster for your LEA only.

Select	Name	Lea
Remove <input checked="" type="radio"/> Accepted	<a href="#">Rosena Garcia</a>	La Portland ISD
Remove <input checked="" type="radio"/> Accepted	<a href="#">Sandra Acoust</a>	Porter School
<input type="radio"/> Remove <input checked="" type="radio"/> Accepted	<a href="#">Tamara Pinto</a>	Northwest RESA
Remove <input checked="" type="radio"/> Accepted	<a href="#">Vickie Gent</a>	Laden Elementary

---

**Pending Master Teachers**  
 You have selected the following Master Teacher(s) to participate in this class. Click on Remove if you wish to remove them from th roster.

Select	Name
No Pending Master Teachers	

---

**Available Candidates**  
 The following Master Teachers are available for you to request into this class. Click on the Select box below to add Available Candi Pending Master Teachers list above. Your NTA will approve or reject your request. Your MTs will be notified if they have been approved by the NTA for this class.

Select	Name	Lea
<input type="checkbox"/>	<a href="#">John Jones</a>	Northwest RESA
<input type="checkbox"/>	<a href="#">Fred Jones</a>	Northwest RESA
<input type="checkbox"/>	<a href="#">Carlin Massey</a>	Northwest RESA
<input type="checkbox"/>	<a href="#">Muriel Paint</a>	Northwest RESA

---

**Modify your Available Candidates Listing:**  
 If you would like to limit your viewing to a particular user, you can use these characteristics to define which items to view. Click on the down arrow for each category and select the search parameters.  
 NTA: **ICT - National**  
 LEA: **Testing Live**  
 LastName:

**Class Details**  
 This is where the class logistics can be viewed.

**Accepted Master Teachers**  
 These are the MTs that have been confirmed on the roster.

**Pending Master Teachers**  
 These are the MTs awaiting approval from your ITA to be accepted onto the roster.

**Available Candidates**  
 These are MTs available to be assigned to a class.

**To Assign a Master Teacher to a Class Roster:**

1. Select the **Assign MTs to Classes** link located under the *MT and PT Management* heading on the left navigation bar.
2. Select the **Manage Roster** link for the class type you would like your Master Teacher(s) to attend.
3. Go to the *Available Candidates* section and select the checkbox next to the name of the MT(s) you want to assign to the class.
4. Select the **Update Request** button at the bottom of the page when finished.



5. The MT(s) that you assigned to the class will now appear in the *Pending Master Teachers* section.
6. Your ITA will now be sent a system e-mail, notifying them of your request.

**Note:** Master Teachers will receive a system e-mail notifying them whether they are accepted or declined from a class roster. You will receive a copy of these messages.

If you do not find a class that meets your needs, please contact your Intel Teach Affiliate (ITA) Coordinator for information about upcoming class dates and locations in your area, or the potential of hosting a training in your LEA..

#### **To Remove a Master Teacher from a Class Roster:**

You have the ability to remove your Master Teachers from class rosters. If you choose to remove MTs, they will receive a system e-mail notifying them that they have been removed from the class roster; the LEA Primary Contact will receive a copy of this e-mail.

1. Select the **Assign MTs to Classes** link located under the *MT and PT Management* heading on the left navigation bar.
2. Select the **Manage Roster** link for the that the Master Teacher(s) you wish to remove is currently assigned to.
3. Scroll down to the section of the page where the MT is listed (either in the *Accepted Master Teachers* section or *Pending Master Teachers* section).
4. Select the **Remove** radio button next to the MT's name.
5. Select the **Update Request** button at the bottom of the page when finished.

## View/Edit MT Users

The **View/Edit MT Users** link directs you to a page that lists all the Master Teachers in your Local Education Agency. In addition to providing you with a list of all of your MTs, this page also allows you to easily view each MT's program qualifications. From this page, you can perform the following functions: view or edit any of your Master Teachers' accounts; authorize or un-authorize which programs your MTs deliver in your LEA; and view the Participant Teacher classes scheduled by your Master Teachers.

**Note:** Only LEA users with Administrative access may edit dates, all others may only view the information.

### To View or Edit a Master Teacher's Account Information:

1. Select the **View/Edit MT Users** link located under the *MT and PT Management* heading on the left navigation bar.
2. Select the name of the Master Teacher you wish to view/edit; this is a hyperlink which will direct you to that MT's personal profile.

**Intel® Teach Administration – View/Edit Master Teachers**  
 Listed below are all the Master Teachers in your region. To view or edit a Master Teacher's personal information, access their personal profile by clicking on their name. Also listed on this page are the Program Qualifications (Authorization and Certification status) for each of your Master Teachers. To authorize a MT to deliver a class type, click the Authorization box next to their name and then click the update button at the bottom of the page.  
**Note:** Master Teachers must be Certified in the class type, before they can be Authorized to teach.

**Key of Program Qualifications:**  
**Certification:** If a Master Teacher's certification box is checked for a class type, this indicates that the Master Teacher has successfully completed the MT instruction for this class and is eligible to teach their colleagues.  
**Authorization:** If a Master Teacher's authorization box is checked for a class type, this indicates that the LEA has authorized the MT to deliver this class to their colleagues. Prior to being eligible to deliver the class, the Master Teacher must first attend and successfully complete a MT instructional session and become certified in this class type.  
**Important Note:** The first time a Master Teacher is both certified and authorized for any class type, the following will happen:

- Their login will be enabled
- They will be sent a welcome email containing their username and password

Update	MT Name	Login Enabled	Class Type	Certified	Authorized	Classes	Classic
Update	<a href="#">Erin Dodds</a> Culver City USD	<input type="checkbox"/>	Essentials Course Workshop: SR&VR Workshop on Teaching Thinking With Technology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">View</a>	X
Update	<a href="#">Kelli Taryvd</a> Culver City USD	<input checked="" type="checkbox"/>	Essentials Course Workshop: SR&VR Workshop on Teaching Thinking With Technology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">View</a>	X

1

Update All

3. Within the Master Teacher's profile you can view or edit any of the information by entering new information in the desired fields.
4. Ensure that all required fields (indicated by a double asterisk \*\*) are completed and that the MT's *Primary E-mail* address is correct.
5. When finished, select the **Save** button at the bottom of the page to save the changes.

**To Authorize a Master Teacher to Deliver a Program in Your LEA:**

1. Select the **View/Edit MT Users** link located under the *MT and PT Management* heading on the left navigation bar.
2. Check the *Authorize* box for the program you wish to authorize your MT to deliver in your LEA.

**Note:** You can only Authorize MTs for programs they are already Certified to deliver.

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

**To Un-authorize a Master Teacher to Deliver a Program in Your LEA:**

1. Select the **View/Edit MT Users** link located under the *MT and PT Management* heading on the left navigation bar.
2. Uncheck the *Authorize* box for the program you wish to un-authorize your MT to deliver in your LEA.

**Note:** You can only un-authorize MTs for programs they are already Certified and Authorized in. You can also re-authorize MTs at a later time by following the general process to Authorize MTs.

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

**Note:** When you un-authorize a MTs for a program, they will receive a system e-mail notifying them of this change in their program qualifications. Un-authorizing Master Teachers prevents them from scheduling and delivering this type of PT class in your LEA.

**To View the Participant Teacher Classes Scheduled by a Master Teacher:**

1. Select the **View/Edit MT Users** link located under the *MT and PT Management* heading on the left navigation bar.
2. Select the **View** link located under the *Classes* column. You will be directed to a page that lists all of the Master Teacher's PT class activity
3. To view the details of a particular class, select the **View Class** link located under the *Action* column.

**View Participant Teacher Class Evaluations**

---

Use the search functionality to narrow your search. To view evaluations select **Evaluations** link, Note: Evaluations are only viewable for Completed classes. Listed below are all the classes in your region or found in search.

Listed below are all the classes in your region or results of your search.

Action	Class Type	Start Date	End Date	MT	Class ID	Status
<a href="#">View Class</a>	Essentials Course	1/11/2005	3/17/2005	<a href="#">Kelli Tarvyd</a>	14186	Completed

Pages: 1

## ***E-mail MTs***

---

The ***E-mail MTs*** link located under the *MT and PT Management* heading on the navigation bar allows you the ability to e-mail your Master Teachers.

The following information will be provided for each MT:

- Contact Name
- User ID
- LEA Name
- Phone
- Status
- E-mail

### **E-mail the List of Master Teachers:**

1. Filter for your Master Teachers by searching for your Active or Inactive MTs.
2. Once you have filtered for your appropriate list, you have the ability to e-mail all Master Teachers on this list by selecting the button entitled ***Select here to e-mail the entire list of names noted above.***
3. The next page will display a form for you to fill out to, including the subject and message content for your e-mail.

**Note:** The e-mail will be sent as plain text – no colors or text formatting (such as bold or italics) will be displayed. Additionally, the return address is directed to Customer Support at **teacher.training@intel.com**, so please be sure to include your contact information in the body of your message to avoid confusing your Master Teachers.

4. Once you have finished entering your message, select the ***Send*** button.

**Note:** Each of the Master Teachers will be bcc'd (blind carbon-copied) on the message, to ensure user privacy.

## View PT Classes/Evals

The *View PT Classes/Evals* page shows all of the Intel Teach classes taught by Master Teachers in your LEA. You can sort the classes you want to view by using the search criteria provided in the *Narrow Your Listing* section.

1. To view the PT classes and evaluations, select the **View PT Classes/Evals** link located under the *MT and PT Management* heading on the left navigation bar.
2. To limit which classes you are viewing, use the search criteria provided in the *Narrow Your Listing* section. Click the **Search** button to perform the class search based on your selections.

**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 :

3. You will be directed to a page that shows all of the classes taught by your Master Teachers. To view details and the evaluation summary for a particular class, select the **View Class** link next to that class.

Select **View Class** to see class details and the evaluation summary.

**View Participant Teacher Class Evaluations**

Use the search functionality to narrow your search. To view evaluations select **Evaluations** link, Note: Evaluations are only viewable for Completed classes. Listed below are all the classes in your region or found in search.

Listed below are all the classes in your region or results of your search.

Action	Class Type	Start Date	End Date	MT	Class ID	Status
<a href="#">View Class</a>	Essentials Course	1/11/2005	3/17/2005	<a href="#">Kelli Tarvyd</a>	14186	Completed

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 :

Class Status :

RTA Group : **California Regional Training Agency**

LEA Group : **Culver City USD**

MT Last Name :

4. You will now be directed to the *Class Details* page. To view a summary of the Participant Teacher's evaluation responses, select the **View** link next to the *Class Evaluation Summary* section at the bottom of the page.

**Note:** The class evaluation summary is only available for classes in *Completed* status.

## Section 4: Reports

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PT Class Report.....LEA User: 30

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

MT User Report .....LEA User: 34

MT Class Roster Report.....LEA User: 36

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 containing the following sections:

- Local Training Agency
- LEA Name [Log Off](#)
- LEA Management**
  - [Update Personal Info](#)
  - [Manage My LEA](#)
  - [Manage My LEA Users](#)
  - [Host an Essentials Course](#)
  - [Host Thinking with Technology](#)
- MT and PT Management**
  - [Add New MTs](#)
  - [Assign MTs to Classes](#)
  - [View/Edit MT Users](#)
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- Reports**
  - [PT Class Report](#)
  - [LEA Group Report](#)
  - [MT User Report](#)
  - [MT Class Roster Report](#)
- Related Links**
  - [Contacts & Resources](#)

- Reports**
- [PT Class Report](#)
  - [LEA Group Report](#)
  - [MT User Report](#)
  - [MT Class Roster Report](#)

## PT Class Report

This report provides you with a list of all of the Participant Teacher Classes that your Master Teachers have scheduled online within your LEA.

The report includes the following information:

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

### To View or Download the PT Class Report:

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

**PT Class Report**

---

Choose which report columns you want included in your report. Use the CTRL key to select multiple columns or select All to include all possible columns in the report.

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

---

**Please select your report search criteria:**

RTA Group :

State :

LEA Group :

Class Type :

Class Start Date\* :

Class End Date\* :

**Please select the report columns for your report:**

Report Columns :

Viewing Options :  Web View  Export to Excel

**Note:** \*\* indicates required fields.

- **ITA Group:** automatically selected based on your region
- **State:** You will only have access to PT Classes in the state(s) of your ITA Group.
- **LEA Group:** Choose to view PT Classes from one LEA Group, multiple LEA Groups (using the CTRL key), or All LEA Groups.
- **Class Type:** Select the class type (i.e. Essentials course, Thinking with Technology course).

- **Class Start Date\*\*:** Use the calendar icon to select the month, year, and date range for classes you wish to view.
  - **Class End Date\*\*:** Use the calendar icon to select the month, year, and date range for classes you wish to view.
  - **Report Columns:** Choose which report columns you want included in your report.  
**Note:** Use the CTRL key to select multiple columns, or select **All** to include all possible columns in the report.
  - **Viewing Options:** Select how you want to view the report results: Web View (on screen) or Export to Excel
3. Once you have selected your report criteria, click the **Get Report** button.
  4. Your report data will now be returned to you in the method you chose, either on screen (Web view) or spreadsheet format. If you opted to export the report, choose to open the file or save it to a location on your computer.



## LEA Group Report

This report provides you with a list of all of the information for your Local Education Agency. This report is available on screen (Web view) or as a downloadable Microsoft Excel\* report.

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

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

### To View or Download the LEA Group Report:

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

**LEA Group Report**

Choose which report columns you want included in your report. Use the CTRL key to select multiple columns or select All to include all possible columns in the report.

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

---

**Please select your report search criteria:**

RTA Group :

State :

LEA Group :   
Aiken County Public Schools  
Allen County School District  
Anderson District 4

LEA Group Status :

LEA Group Type :

LEA User Last Name :

**Please select the report columns for your report:**

Report Columns :   
Salutation  
FirstName  
Initial

Viewing Options :  Web View  Export to Excel

- **ITA Group:** You will only have access to your LEA Groups in the state(s) of your ITA Group.
- **State:** You will only have access to your own ITA Group's state(s).
- **LEA Group:** Your LEA Group will automatically be populated in this field.
- **User Status:** Choose Active, Inactive, or Deactivated Master Teachers within your LEA.
- **LEA Group Status:** choose either active or inactive.
- **LEA User Last Name:** You can enter in a specific user's last name here to obtain a report for that user only.
- **Report Columns:** Choose which report columns you want included in your report.  
**Note:** Use the CTRL key to select multiple columns, or select **All** to include all possible columns in the report.

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

## MT User Report

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

### To View or Download the MT Users Report:

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

**MT User Report**

Choose which report columns you want included in your report. Use the CTRL key to select multiple columns or select All to include all possible columns in the report.

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

---

**Please select your report search criteria:**

RTA Group :

State :

LEA Group :

Login Status :

Class Type :

Certified :

Authorized :

MT User Type :

MT Last Name :

---

**Please select the report columns for your report:**

Report Columns :

Viewing Options :  Web View  Export to Excel

**Get Report**

- **ITA Group:** You will only have access to MTs in your own LEA Group
- **State:** You will only have access to MTs in the state(s) of your ITA Group.
- **LEA Group:** Choose to view MTs from one, multiple, or all LEA Groups within your ITA.
- **Login Status:** Choose to search for all MTs or only those that are Enabled or Disabled.
- **Class Type:** Select the class type (i.e. Essentials Course or Thinking with Technology Course).
- **Certified:** Decide if you would like to include Certified, Not Certified, or All MTs in the report for the above class type(s) selected.
- **Authorized:** Decide if you would like to include Authorized, Not Authorized, or All MTs in the report for the above class type(s) selected.
- **MT User Type:** Include MTs from the Classic program who has continued if you'd like.
- **MT Last Name:** enter in a specific MT last name here to obtain a report for only that MT.
- **Report Columns:** Choose which report columns you want included in your report.

- Note:** Use the CTRL key to select multiple columns, or select **All** to include all possible columns in the report.
- **Viewing Options:** Select how you want to view the report results: Web View (on screen) or Export to Excel.
3. Once you have selected your report criteria, click the **Get Report** button.
  4. Your report data will now be returned to you in the method you chose, either on screen (Web view) or in spreadsheet format. If you opted to export the report, choose to open the file or save it to a location on your computer.

## MT Class Roster Report

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

### To View or Download the MT Class Roster Report:

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

**MT Class Roster Report**

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Choose which report columns you want included in your report. Use the CTRL key to select multiple columns or select All to include all possible columns in the report.

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

---

**Please select your report search criteria:**

RTA Group :

State :

Class Status :

Class Type :

ST Last Name :

Start Date :

End Date :

**Please select the report columns for your report:**

Report Columns :

ClassType  
ClassStatus  
STFirstName

Viewing Options :  Web View  Export to Excel

**Get Report**

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

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

## Section 5: Related Links

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Contacts and Resources.....LEA User: 39

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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: "Local Training Agency", "LEA Name" (with "Log Off" to its right), "LEA Management" (with a sub-list: "Update Personal Info", "Manage My LEA", "Manage My LEA Users", "Host an Essentials Course", "Host Thinking with Technology"), "MT and PT Management" (with a sub-list: "Add New MTs", "Assign MTs to Classes", "View/Edit MT Users", "E-mail MTs", "View PT Classes/Evals"), "Reports" (with a sub-list: "PT Class Report", "LEA Group Report", "MT User Report", "MT Class Roster Report"), and "Related Links" (with a sub-list: "Contacts & Resources").

**Related Links**  
• [Contacts & Resources](#)

## ***Contacts and Resources***

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The ***Contacts & Resources*** link, located under the *Related Links* heading on the navigation bar, directs you to your Local Education Agency homepage where you will locate the *Online Help*, program updates, and important communications.

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



## ***Problems/Questions***

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Contacting Customer Support has never been easier. Located on your *Welcome Local Education Agency* homepage in the *Related Links for Local Education Agencies* section you will find a link that provides you with a way to contact Customer Support if you have questions or issues when completing your tasks on the Intel Teach extranet, or if you would like to offer suggestions or comments.

### **To report a problem or ask a question:**

1. E-mail the Intel® Teach Program Customer Support team (**teacher.training@intel.com**).
2. Provide as much information about the problem as possible. Please include:
  - What are the Internet browser and version are you using?
  - What operating system and version are you using?
  - At what page on the extranet did the problem occur? (Please copy and paste the URL from the address bar of your Internet browser.)
  - Describe the steps you took and what happened when the problem occurred.

### **To make a suggestion or comment:**

Contact Customer Support at **teacher.training@intel.com** if you have further questions. You can expect to receive a response within two business days.