

Master Teacher (MT) Extranet Functions

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Section 1: Overview and Logging In

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The screenshot shows the user interface for a Master Teacher in the Intel Teach Program. At the top is a blue header with the text "Intel® Teach Program". Below this is a grey sidebar containing the following elements:

- The text "Master Teacher" is displayed.
- The text "MT Name" is followed by a "Log Off" link.
- A section titled "MT Management" contains two links: "Update Personal Info" and "View LEA Contact Info".
- A section titled "MT Class Management" contains one link: "Complete MT Class Eval".
- A section titled "PT Class Management" contains five links: "Schedule PT Class", "Edit/Cancel PT Classes", "Order/View PT Class Materials", "View PT Classes/Evals", and "Close PT Class/Reports".
- A section titled "Related Links" contains one link: "Contacts & Resources".

Overview of Administrative Functions

The purpose of this extranet reference manual is to provide an overview of the online functions that support Master Teachers (MTs) in completing their responsibilities. Below is an overview of the functions for all user types participating in the Intel® Teach Program.

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

Glossary of Terms (A-Z)

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

<p>8. Intel® Teach Thinking with Technology Course</p>	<p>8. Thinking with Technology: This course builds on effective technology integration skills using free online tools to sharpen students' higher-order thinking.</p>
<p>9. In Good Standing (IGS)</p>	<p>9. In Good Standing (IGS): This status indicates a MT has successfully completed a class for Master Teachers and met the program requirements. This is the previous term, now replaced by "Certified".</p>
<p>10. ITA</p>	<p>10. Intel Teach Affiliate (ITA): State Department of Education (DOE) or other state or large district organization that is funded to implement the Intel Teach Program in a systemic method.</p>
<p>11. LEA</p>	<p>11. Local Education Agency (LEA): A Local Education Agency (LEA), usually a state agency, district, or school, applies to participate in the program; LEAs are selected to participate based on their strength of commitment to program requirements.</p>
<p>12. LEA Group Type</p>	<p>12. LEA Group Type: This term refers to the LEA Group's program participation status. The group is identified as either Classic (prior participation in years 2000-2003 and is continuing) or Expansion (new to the program; not part of the classic program). These terms are mainly used for reporting purposes, and are internal terms only.</p>
<p>13. Master Teacher (MT)</p>	<p>13. Master Teacher (MT): Selected by LEAs, MTs are at least intermediate computer users and have experience with technology integration. MTs attend a course conducted by a Senior Trainer (ST) – an Essentials Course for MTs and/or Thinking with Technology for MTs – then recruit for and deliver the course to Participant Teachers (PTs) in their area.</p>
<p>14. MT Program Qualifications</p>	<p>14. MT Program Qualifications: These are a Master Teacher's <i>certification</i> and <i>authorization</i> statuses for a given program (i.e. Intel® Teach Program Essentials course and Intel® Teach Program Thinking with Technology course)</p>
<p>15. MT User Status – Active</p>	<p>15. MT User Status – Active: This status identifies a MT who is certified in <i>at least</i> one program and is actively involved. Active MTs can log in to the Extranet.</p>
<p>16. MT User Status – Candidate</p>	<p>16. MT User Status – Candidate: This status identifies a new MT who has not taken the Intel Teach Essentials course or Thinking with Technology for Master Teachers. MT Candidates cannot log on to the Extranet.</p>
<p>17. MT User Status – Deactivated</p>	<p>17. MT User Status – Deactivated: This status identifies MTs that have not completed their PT Training obligations within 12-18 months from their MT Certification date. These MTs cannot login to the</p>

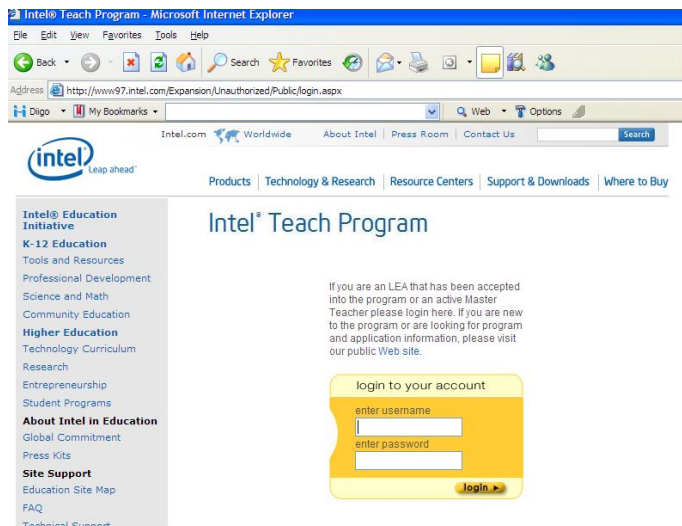
<p>18. MT User Status – Inactive</p>	<p>Extranet to schedule and order training materials until they are re-certified.</p> <p>18. MT User Status – Inactive: Inactive MTs cannot log in to the Extranet. Inactive status implies one of the following scenarios:</p> <ul style="list-style-type: none"> ▪ A MT who did not successfully complete a course, thus cannot participate in the program, or ▪ A MT who is certified in at least one program, but has violated program guidelines in some way (i.e. sold curriculum on E-Bay) and is now prevented from participation, or ▪ A MT who is certified in at least one program, but has asked to withdraw from program participation for some reason (i.e. they retired or changed jobs)
<p>19. MT User Type</p>	<p>19. MT User Type: This term refers to the Master Teacher’s program participation type. The Master Teacher is identified as either Classic (prior participation in years 2000-2003 and is continuing) or Expansion (new to the program; not part of the Classic program). These terms are mainly used for reporting purposes and are internal terms only.</p>
<p>20. National Training Agency (NTA)</p>	<p>20. National Training Agency (NTA): Organization that supports implementation of the program in the U.S.</p>
<p>21. PT</p>	<p>21. Participant Teacher (PT): Participant Teachers (PTs) are classroom teachers with intermediate-level computer skills who received free instruction by local Master Teachers. Participant Teachers will return to their classrooms with complete project and/or unit plans and be able to immediately implement what they have learned with their students.</p>
<p>22. RTA</p>	<p>22. Regional Training Agency (RTA): Organizations that delivered the Intel Teach Program prior to 2007.</p>
<p>23. Not Certified</p>	<p>23. Not Certified: This is the status assigned to a Master Teacher if they <u>do not</u> successfully complete a MT class. These MTs are not counted as MTs trained and they cannot access the Extranet or deliver this particular class type to Participant Teachers. (Note: This is equivalent to the former “Not In Good Standing” status.)</p>
<p>24. Workshop: Seeing Reason and Visual Ranking or Workshop: SR & VR</p>	<p>24. Workshop: Seeing Reason and Visual Ranking or Workshop: SR & VR: This was the first workshop in the series of Intel Teach Program professional development offerings, using two of the thinking tools available at www.intel.com/education. The name of the offering was Intel® Teach to the</p>

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

The Intel Teach In-Service extranet is a password protected site designed to support Master Teachers. 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: <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 and you will receive your password via e-mail.

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

Welcome to your Homepage April April!

[Read the Latest News](#)

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

My Classes

Summary of Activity	Review Activity	Take Action
You have 7 Essentials Course Classes You have 10 Workshop Classes	Approved View (Explain)	Schedule a new class
You have 3 Essentials Course Classes You have 5 Workshop Classes	Materials Ordered View (Explain)	Order materials for a class
You have 0 Essentials Course Classes You have 0 Workshop Classes	Completed with 0 Teachers Trained View (Explain)	Close a class
You have 4 Essentials Course Classes You have 0 Workshop Classes	Cancelled View (Explain)	Edit/Cancel a class

New Workshop Curriculum Edition 2.0—REGISTER TODAY!

Great News! Intel® Teach to the Future is continuously improving its curriculum based on evaluation data and feedback from teachers like you.



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 MT function.

News Items: In addition to assisting you in scheduling and managing your classes, the Extranet serves as a communication tool to keep you informed about program updates and opportunities available to you as a Master Teacher. News items are updated regularly, so login frequently to receive the latest information.

Section 2: MT Management

Update Personal Information.....MT User: 10

View LEA Contact Information.....MT User: 12

Intel® Teach Program

Master Teacher

MT Name [Log Off](#)

MT Management

- [Update Personal Info](#)
- [View LEA Contact Info](#)

MT Class Management

- [Complete MT Class Eval](#)

PT Class Management

- [Schedule PT Class](#)
- [Edit/Cancel PT Classes](#)
- [Order/View PT Class Materials](#)
- [View PT Classes/Evals](#)
- [Close PT Class/Reports](#)

Related Links

- [Contacts & Resources](#)

- MT Management**
- Update Personal Info
 - View LEA Contact Info

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 *MT Management* heading on the left navigation bar.
2. Enter your changes in the corresponding fields. You may change your password by entering a new one in the password field and confirming it in the box below. Remember to record your password and store it in a secure location.

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

User ID:	TESTMT	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.
Password:	<input type="text"/>	
Confirm Password:	<input type="text"/>	<u>Note:</u> your password will not be visible when updated.
Salutation:	None ▾	
First Name**:	<input type="text"/>	
Middle Initial:	<input type="text"/>	
Last Name**:	<input type="text"/>	
Address, Line 1:	<input type="text"/>	
Address, Line 2:	<input type="text"/>	
City:	<input type="text"/>	
State:	Please Select ▾	
Zip Code:	<input type="text"/>	
Country:	USA	
Phone Number:	<input type="text"/>	

Note: The Program Qualifications section; these fields indicate the programs you are authorized and certified to deliver in your LEA.

3. Please 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. You will receive a confirmation that your changes have been made. Blue text will appear at the top of the page stating "**User <your name> has been successfully updated.**"

IMPORTANT: New Program Qualifications

You will now see information within your personal profile that indicates your Certification and Authorization program qualifications. As a Master Teacher, you will not be able to edit these fields; they are strictly informational to keep you informed of what you are *Certified* and *Authorized* to deliver for your LEA.

Certified Programs: When you successfully complete the MT class for a given program, you become certified in that program. If your certified box is checked, this indicates that you have successfully completed the Master Teacher instruction for this 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: LEAs have the ability to control which programs Master Teachers are authorized to deliver in their LEA. If your authorized box is checked, this indicates that your LEA has authorized you to deliver this program to Participant Teachers. You must first be Certified before you may be authorized (or un-authorized) by your LEA.

Program Qualifications: A Master Teacher must have both **Certification and Authorization** statuses for a given program in order to gain access to online extranet tools enabling you to set up classes and order materials to deliver that program to Participant Teachers in your LEA.

View LEA Contact Information

To locate information about your Local Education Agency (LEA), please select the **View LEA Contact Info** link located under the *MT Management* heading on the left navigation bar. You will be provided with the following information:

- **Contact Name**
- **LEA Group**
- **Contact Phone**
- **Contact Fax**
- **Contact E-mail**

This person is your local contact for Intel Teach activities.

The screenshot shows the Intel Teach Program interface. On the left is a navigation menu with the following sections:

- Master Teacher**
- Test TestMT [Log Off](#)
- MT Management**
 - [Update Personal Info](#)
 - [View LEA Contact Info](#)
- MT Class Management**
 - [Complete MT Class Eval](#)
- PT Class Management**
 - [Schedule PT Class](#)
 - [Edit/Cancel PT Classes](#)
 - [Order/View PT Class Materials](#)
 - [View PT Classes/Evals](#)
 - [Close PT Class/Reports](#)
- Related Links**
 - [MT Extranet Home](#)

On the right side of the interface, there is a yellow highlighted box containing the text: "Below is the contact information for the Local Education Agency you selected. This LEA is your local contact for Intel® Teach Program class management and logistics." Below this box are labels for "Contact Name:", "LEA Group:", "Phone:", "Fax:", and "Email:". At the bottom of the contact information area, there is a button that says "Click here to email the entire list of names noted above".

Section 3: MT Class Management

Complete MT Class Evaluation.....MT User: 14

Intel® Teach Program

Master Teacher

MT Name [Log Off](#)

MT Management

- [Update Personal Info](#)
- [View LEA Contact Info](#)

MT Class Management

- [Complete MT Class Eval](#)

PT Class Management

- [Schedule PT Class](#)
- [Edit/Cancel PT Classes](#)
- [Order/View PT Class Materials](#)
- [View PT Classes/Evals](#)
- [Close PT Class/Reports](#)

Related Links

- [Contacts & Resources](#)

MT Class Management

- Complete MT Class Evaluation

Complete MT Class Evaluation

After completing your Intel Teach trainings for Master Teachers, we ask that you complete our online evaluations.

The Education Development Center's Center for Children & Technology (CCT) will be conducting our external evaluation of the Intel Teach Program. CCT is a non-profit organization funded to do this research. For more information about EDC and CCT please visit www.edc.org.

The goal of this evaluation is to understand how well Intel Teach is succeeding in helping you to work more effectively with technology in the classroom. This evaluation is designed to collect information about your experience at the class and about how prepared you feel to integrate technology-related activities in your classroom.

The Intel® Teach Program Essentials Course and/or Intel® Teach Program Thinking with Technology Course may be scheduled back-to-back as multiple-day events. There is a separate online evaluation for each class. Upon selecting which class you are evaluating, you will be directed to a page with customized evaluation content specifically for the class you have completed.

Note: Each evaluation should take less than 15 minutes to complete. We will report data only in statistical summaries and individuals will not be identified.

Please follow the steps below to complete the evaluation for your Master Teacher course:

1. Select the link entitled ***Complete MT Class Eval*** located under the *MT Class Management* heading on the left navigation bar.
2. On the preliminary page, select the class type radio button for the class you wish to evaluate. Only the classes that you have been certified in, and have not yet completed an evaluation for, will be present.
3. On this next page select the button entitled ***Begin Evaluation***. You will be asked to respond to a series of questions with corresponding radio buttons next to them to assist you in rating each category.
4. When you have completed the evaluation, select the ***Finish*** button.

We appreciate your feedback and than you for assisting us to improve our professional development programs.

Section 4: PT Class Management

Schedule PT Class.....	MT User: 16
Edit/Cancel PT Classes.....	MT User: 19
Order/View PT Class Materials.....	MT User: 21
Close PT Class/Report #s.....	MT User: 25

The screenshot shows the Intel Teach Program interface for a Master Teacher. At the top is a blue header with the text "Intel® Teach Program". Below this is a grey sidebar menu. The menu items are: "Master Teacher", "MT Name" with a "Log Off" link, "MT Management" with sub-items "Update Personal Info" and "View LEA Contact Info", "MT Class Management" with sub-item "Complete MT Class Eval", "PT Class Management" with sub-items "Schedule PT Class", "Edit/Cancel PT Classes", "Order/View PT Class Materials", "View PT Classes/Evals", and "Close PT Class/Reports", and "Related Links" with sub-item "Contacts & Resources". A horizontal line points from the "PT Class Management" section of the sidebar to the detailed list on the right.

PT Class Management

- Schedule PT Class
- Edit/Cancel PT Classes
- Order/View PT Class Materials
- View PT Classes/Evals
- Close PT Class/Report #s

Schedule PT Class

To schedule a Participant Teacher (PT) class, you must be both certified and authorized in that class type.

To begin scheduling a PT class, select the **Schedule PT Class** link located under the *PT Class Management* heading on the left navigation bar. When you set up a new class, you will need to select the radio button that corresponds to the class type you wish to schedule for your Participant Teachers.

Schedule Participant Teacher Class

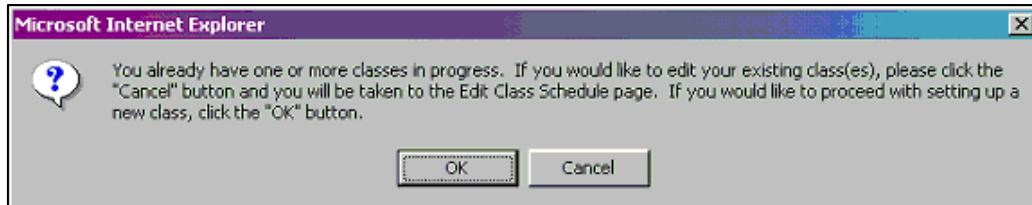
Please select the radio button for the class type you wish to schedule for Participant Teachers. Please remember that you may only set up a PT class if you are Certified in that program and Authorized by your LEA to deliver.

- Essentials Course
- Thinking with Technology Course

Note: If you select a class type that you are not both Certified and Authorized to deliver, you will receive a message on the page directing you to contact your Local Education Agency representative:

After your class type is selected, you will be directed to a page where you will enter the logistical details for your class.

Note: If you already have a class of this type in progress, you will receive the following pop-up message:



This notification is to alert you in case your intent is really to edit an existing class. If you wish to proceed with scheduling a new class, select **OK**.

To Schedule an Intel® Teach Program Essentials Course for Participant Teachers:

Please follow the steps:


1. Select the **Schedule PT Class** link located under the *PT Class Management* heading on the left navigation bar.
2. Select the radio button for *Essentials Course* and then select the **Schedule PT Class** button.
3. Select on the calendar icons to input your class dates (Start Date and End Date). Please note that selecting the date will close the calendar pop-up box.


Important: Please refer to the course delivery guidelines in your ML curriculum manual when selecting class dates.

The Essentials Course must be delivered in a computer lab that meets the technical requirements as described in your MT manual appendix. (Please ensure that you check out and test the lab computers prior to beginning your course to ensure that they meet the system requirements.)

4. Enter the number of PTs you expect to attend your class.
5. Enter any other logistics, such as location, days, and times, in the *Details* box.

Class Type : **Essentials Course**

Start Date* :  [mm/dd/yyyy]

End Date** :  [mm/dd/yyyy]

Number of
PTs Expected* :

Details* :

Location:

Class days and times:

6. Select the button entitled **Click here to Complete** to save your class information.
7. You will receive a confirmation page indicating your class has been successfully scheduled online.

Confirmation Class Setup –Intel® Teach Program Essentials Course

Your Essentials Course for Participant Teachers has been set up on the Intel® Teach Program extranet. Please note your Class ID. Your PTs will need this Class ID on the last day of class in order to log on to the extranet and complete the class evaluation. Please carefully review the information below to make sure it is accurate and complete.

New Class Info

Class Type : **Essentials Course**
Class ID : 20224
Class Status : Approved
Start Date : 8/8/2009
End Date : 12/8/2009
Number Of
PTs Expected: 14
Details : Location: Class days and times:

Note: Your Class ID

Your new class has been added.

Note: The Class ID number included on the class set up confirmation page will be the ID number that your Participant Teachers use to complete the online class evaluation.

To Schedule the Intel® Teach Program Thinking with Technology Course for Participant Teachers:

Please follow the steps below to set up Thinking with Technology for Participant Teachers.

1. Select the **Schedule PT Class** link for the left navigation bar under the *PT Class Management* heading.
2. Select the radio button for *Thinking with Technology* and then select the **Schedule PT Class** button.
3. Select on the calendar icons to input your class dates (Start Date and End Date).

Note: Please keep the course delivery guidelines in mind when selecting your class dates.

- **Thinking with Technology Courses must be practiced and completed according to the agenda options.**
 - **Courses must also be delivered in a computer lab that meets the technical requirements as described in your MT manual appendix.** Prior to beginning your Thinking with Technology Course, check out and test the lab computers to ensure that they meet the system requirements.
4. Enter the number of PTs you expect to attend your class.
 5. Enter any other logistics, such as location, days, and times, in the *Details* box.

Intel® Teach Program Thinking with Technology Course


Schedule Class for Participant Teachers


Training Guidelines for the Thinking with Technology Course for Participant Teachers:
*indicates required fields


- **Workshops must be delivered according to the agenda options provided in the MT guide.**
- **Workshops must be delivered in a computer lab that meets the technical requirements as described in your MT guide appendix.**
(Please ensure that you check out and test the lab computers prior to beginning your workshop to ensure that they meet the system requirements.)
- **Team-Teaching Guidelines**
If you are planning to team teach with another Master Teacher, you must schedule two classes online, one under each Master Teacher's account to ensure you each receive proper credit for the training. **Note:** you will also need to report your teachers trained separately by splitting your Participant Teachers trained on each account.

If you need assistance with this process, please contact Customer Support for assistance at teacher_training@intel.com.

Class Type : **Thinking with Technology Course**

Start Date* :  [mm/dd/yyyy]

End Date** :  [mm/dd/yyyy]

Agenda Type** : 

Number of PTs Expected* :

6. Select the button entitled **Select here to Complete** to save your class information.

7. You will receive a confirmation page indicating your class has been successfully scheduled online.

Confirmation Class Setup –Intel® Teach Program Thinking with Technology Course

Your Thinking with Technology Course for Participant Teachers has been set up on the Intel® Teach Program extranet. Please note your Class ID. Your PTs will need this Class ID on the last day of class in order to log on to the extranet and complete the class evaluation. Please carefully review the information below to make sure it is accurate and complete.

New Class Info

Class Type : **Thinking with Technology Course**
Class ID : **20225** _____ **Note:** Your Class ID
Class Status : Approved
Start Date : 8/10/2008
End Date : 8/12/2008
Agenda Type : Two Tools
Number Of
PTs Expected: 14
Details : Location: Class days and times:

Your new class has been added.

Note: The Class ID number included on the class setup confirmation page will be the ID number that your Participant Teachers use to complete the online class evaluation during the last class session.

Edit/Cancel PT Classes

The **Edit/Cancel PT Classes** function is used to update your class information, such as dates and location. You can also use this function to cancel your class.

To Edit your Class:

1. Select the **Edit/Cancel PT Classes** link located under the *PT Class Management* heading on the left navigation bar. On this page you will see all Intel Teach classes you have posted online.

View/Edit/Cancel Participant Teacher Classes

Click on [View/Edit/Cancel](#) to view, edit or cancel the class. For Approved classes you may view, edit or cancel the class. For Canceled classes you may view class details. Use the search functionality to narrow your search.

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 : **ICT - National**

LEA Group : **Somerset County Public Schools**

2. Use the search criteria to limit your view to a specific *Class Type*.
3. Select the **View/Edit/Cancel** link for the class you wish to update.
4. On the next screen, you can update class logistics including start date, 6th module completion date (if applicable), and end date by selecting the Calendar icon next to each date. Please note that selecting the date will close the calendar pop-up box.
5. When you are finished select the **Save Changes** button located near the bottom of the page.

To Cancel your Class:

1. Select the **Edit/Cancel PT Classes** link located under the *PT Class Management* heading on the left navigation bar. On this page you will see all Intel Teach classes you have posted online.
2. Select the **View/Edit/Cancel** link for the class you wish to cancel.
3. Select the **Cancel Class** button at the bottom of the page.
4. You will be required to enter a *Reason for cancellation* on the following page to proceed.

Cancel Participant Teacher Class

Warning, you are cancelling your class. Are you sure you want to do this? If you just want to change the date or times, please edit your class schedule. If you wish to proceed, please enter the reason in the box below.

Cancellation details

Reasons for cancellation :

Enter your reason for cancelling your class here. Select **Proceed with Cancellation** when finished.

5. Select the **Proceed with Cancellation** button to cancel your class.
6. You will receive a confirmation page indicating that the class has been cancelled.

Order/View PT Class Materials

The *Order/View PT Class Materials* page shows all Intel Teach classes you have taught or are about to teach. You must first select the type of class before moving on to the class listing page.

Please follow the steps below to order or view PT class materials.

1. Select the **Order/View PT Class Materials** link located under the *PT Class Management* heading on the left navigation bar.
2. Use the search criteria to select the *Class Type* you are ordering Participant Teacher materials.

Order/View Participant Teacher Class Materials

[Return to Home Page](#)

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 :

ITA Group : **National Training Agency**

LEA Group : **Test LEA**

3. Select the **Order Class Materials** link to the left of the class you are ordering.

Order/View Participant Teacher Class Materials

Use the search functionality to narrow your search. To Order class materials select **Order Class Materials** link, To view class materials select **View Class Materials** link, For Approved classes you may order class materials.

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
View Class Materials	Thinking with Technology	2/27/2008	3/26/2008	Test TestMT	19644	Approved
Order Class Materials	Thinking with Technology	2/28/2008	3/28/2008	Test TestMT	19595	Approved
View Class Materials	Thinking with Technology	6/2/2008	6/30/2008	Test TestMT	19703	Approved
Order Class Materials	Thinking with Technology	8/10/2008	8/12/2008	Test TestMT	20225	Approved
View Class Materials	Essentials Course	10/1/2008	10/30/2008	Test TestMT	20104	Approved
Order Class Materials	Essentials Course	8/8/2009	12/8/2009	Test TestMT	20224	Approved

Pages: 1

Note: You must have your class scheduled online prior to ordering materials. If you receive a notice stating "There are no classes available", select the **Schedule PT Class** link on the left navigation bar to set up your class.

If you are viewing your previous materials order, use the search criteria to see a list of all classes for the selected class type. Here you can view materials you have already ordered by selecting the **View Class Materials** link.

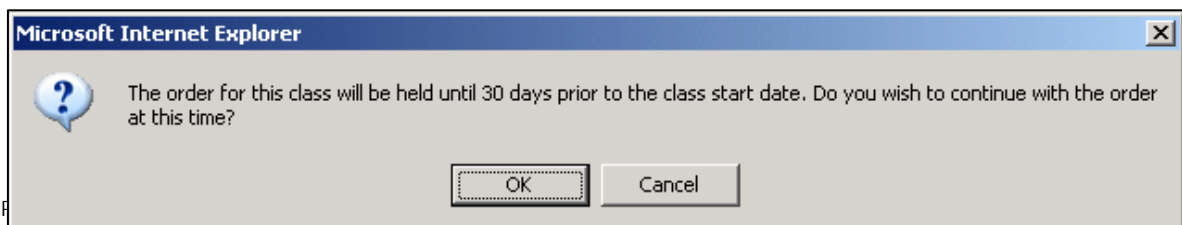
Action	Class Type	Start Date	End Date	MT	Class ID	Status
View Class Materials	Thinking with Technology	2/27/2008	3/26/2008	Test TestMT	19644	Approved

To Place a New Materials Order:

1. Select the link **Order Class Materials**.

Note: If your class is scheduled more than 30 days in the future, your materials will be shipped to you 30 days prior to the class start date. The pop-up box below indicates this policy.

To ensure timely deliver of materials, please place your order at least 14 days prior to your class start date.



2. When placing a materials order, please ensure that you complete all required fields, (indicated by a double asterisk **). Also, ensure that you enter a valid street address; materials will not be shipped to P.O. boxes.

Sample Materials Order Form for Participant Teachers:

Order PT Class Type Materials

Your Intel® Teach Program order contains:

- 20 Curriculum Manuals
- 2 PT Package Certificates
- 20 Stapler

Please carry any leftover materials to a future class.

Class Detail

Class Type	Thinking with Technology Course
Master Teacher	Test TestMT
Class ID	19644
Start Date	2/27/2008
End Date	3/26/2008
Expected PTs	20
Details	Location: TEST
	Class days and times:

Kit Info	
Request Date	2/26/2008 10:17:36 PM
Kit Status	Approved
Requestor Name	
Requestor Phone	
Ship To Name	
Ship To Phone	
Address, Line 1	
Address, Line 2	
City	
State/Region	
Zip	
Country	United States
Contact E-mail	

3. Select the **Order** button when you have completed your materials order form.

Note: Please be patient after you select the **Order** button. It sometimes takes several minutes to process your request. Do not press the Order button again while your order is processing. Pressing the **Order** button multiple times may result in the loss of your order.

To View a Previously Placed Materials Order:

1. Select the link **Order Class Materials**.
2. Scroll down the page to the heading *Kit Info*. Here you will be able to access the original information you entered on your materials order form. The following fields will be provided:
 - **Request Date**
 - **Kit Status**
 - **Requestor Name**
 - **Requestor Phone**
 - **Ship To Name**
 - **Address, Line 1**
 - **Address Line 2**
 - **City**
 - **State/Region**
 - **Zip**
 - **Country**
 - **Contact E-mail**

Close PT Classes/Report #s

Please report the actual number of teachers you trained for each class when you close your class online at the conclusion of the course.

Note: Closing the class and reporting your teachers trained does not impact the completion of the class evaluations. Participant Teachers have two weeks from the class end date listed online to complete their course evaluations for all class types.

Please have participants complete the evaluation during class time to ensure adequate response rate for evaluation research.

Closing your Class & Reporting Teachers Trained:

At the conclusion of your course, please report the actual number of teachers trained and close your class in the Extranet.

1. Select the **Close PT Class/Report #s** link located under the *PT Class Management* heading on the left navigation bar.
2. To limit which classes you are viewing, use the search criteria provided in the *Narrow Your Listing* section. Click the **Search** button to perform the class search based on your selections.

Participant Teacher Classes and Report Teachers Trained

[Return to Home Page](#)

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 :

ITA Group : **National Training Agency**

LEA Group : **Test LEA**

3. Select the **Close Out Class** link for the class you wish to close.

Participant Teacher Classes and Report Teachers Trained

This page shows all the Intel® Teach Program classes you have taught or are about to teach. If any of this information is incorrect, use the **Edit/Cancel PT Classes** link on the navigation bar to make changes. Select the **Close Out Class** link to close your class and report the actual number of Participant Teachers trained. Use the search functionality to narrow your 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
Close Out Class	Thinking with Technology	2/27/2008	3/26/2008	Test TestMT	19644	Approved
Close Out Class	Thinking with Technology	2/28/2008	3/28/2008	Test TestMT	19595	Approved

4. View the class details to verify that all information is correct. If any information is not correct, please edit the class information before closing the class. In particular, ensure that the end date of your class reflects accurate dates.
5. Below the class detail information, enter the actual number of teachers trained in the *Actual PTs* box.

Class Detail

Class Status : **Approved**
Class ID : **19644**
Class Type : **Thinking with Technology Course**
Start Date : **2/27/2008**
End Date : **3/26/2008**
Agenda Type** : **Two Tools**
Number of
PTs Expected : **20**
Details : **Location: TEST Class days and times:**
PT Kit Ordered? : **Yes** [Click here to view the PT Kit](#)
Class Evaluation Summary : **NA**
Actual PTs ** Enter the actual number of teachers trained and then select **Close Class**.

6. Select the **Close Class** button to complete reporting.

Section 5: Related Links

Contacts and Resources.....MT User: 28

Problems/Questions.....MT User: 28

The screenshot shows the Intel Teach Program interface for a Master Teacher. At the top is a blue header with the text "Intel® Teach Program". Below this is a grey sidebar menu. The menu items are: "Master Teacher", "MT Name" with a "Log Off" link, "MT Management" (with sub-links: "Update Personal Info", "View LEA Contact Info"), "MT Class Management" (with sub-link: "Complete MT Class Eval"), "PT Class Management" (with sub-links: "Schedule PT Class", "Edit/Cancel PT Classes", "Order/View PT Class Materials", "View PT Classes/Evals", "Close PT Class/Reports"), and "Related Links" (with sub-link: "Contacts & Resources").

Related Links

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

Contacts and Resources

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

Please note that you can obtain contact information for your Local Education Agency (LEA) and Intel Teach Affiliate (ITA) from the Contacts and Resources section located near the bottom of the page.

Problems/Questions

Contacting Customer Support has never been easier. Located both on your *Welcome Master Teachers* homepage (in the *Related Links for Master Teachers* section) and on your navigation bar is a link entitled ***Problems/Questions***. This link 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. Select the ***Problems/Questions*** link.
2. A new e-mail message will open with the contact information for Customer Support (***teacher.training@intel.com***) in the address field.
3. When you report a problem, it is important for us to have as much information as possible. Please include:
 - What 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:

Please use the ***Problems/Questions*** link to submit a suggestion or comment to the Customer Support team. Your suggestions and comments are important to help improve our professional development programs.

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