

# Website Guidelines for Master Trainers

## (Essentials Face to Face Course and Thinking with Technology Course)

### Step 1: MT Registration

- Go to (<http://www.tmd.com.au/education>) Click 'Register'
- Select the option to register you will then be directed to an Intel Teach Options page. Answer the questions concerning any other Intel Teach Program courses you may have participated in the past, and select the course you wish to register for now.

**Intel® Teach Register Options**

Have you participated in any of the Intel Teach Courses in the past? If so please check appropriate options below.

- Intel® Teach Essentials Master Trainer Course
- Intel® Teach Essentials Participant Teacher Course
- Intel® Teach Thinking with Technology Master Trainer Course
- Intel® Teach Thinking with Technology Participant Teacher Course
- Intel® Teach Essentials Online Master Trainer Course
- Intel® Teach Essentials Online Participant Teacher Course

Which Intel Teach Course would you like to register for now?

- Intel Teach Essentials Master Trainer Course!
- Intel Teach Thinking with Technology Master Trainer Course!

- If you are new to the Intel Teach Program you will be directed to complete the full online registration form.
- If you have participated in the Intel Teach Program previously you will be directed to your online registration form where you will need to check your current details and possibly add extra information.

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- An email confirming your login details will be sent to you after you have registered (This usually occurs within a few minutes of registration).
  - If you cannot remember your password, you can request that this be emailed to you. Simply go to [www.tmd.com.au/education](http://www.tmd.com.au/education). Then click on the prompt *Forgot your password?* and your password will be emailed to you within a few minutes.

### **Step 2: MT Essentials Course Evaluation**

**Thinking with Technology evaluation form at [http://surveys.saltgroup.com.au/thinking\\_mt](http://surveys.saltgroup.com.au/thinking_mt) (Master Trainer evaluation)**

- Log in to your MT account on the website. (Your username is your email address)
- Click on 'Essentials Evaluation' in the left navigation bar of the Welcome Master Trainer page
- Complete online evaluation by checking the appropriate answers for each question
- The Intel® Teach Program values any additional comments or views. Please enter these at Question 7 & Question 11.
- Click 'Submit Evaluation'

### ***Team Teaching***

*Master Trainers who wish to team teach with another MT should each create their own online PT class. They should split the larger class into 2, and only register those Participant Teachers who they undertake to train.*

### **Step 3a: Essentials Course Participant Teacher Class Creation and Management**

Once you are ready to begin Essentials Course training with Participant Teachers:

- Login to the program website: [www.tmd.com.au/education](http://www.tmd.com.au/education) using your username and password
- Select Essentials Course from the navigation bar
- Follow the prompts to create a new class for your participants. You will need to input a name for your class and module 1, 6 & 10 dates.

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## **Adding Participant Teachers to a Class**

- On 'Essentials Classes' page. Click 'Add Teacher/s' in 'Action' drop-down menu
- For each teacher first choose the state. School lists exist for NSW QLD, & VIC. For these use the Quick Find alphabet to select their school.

Rebecca Harrington currently logged in.

### School Select

Select Your State: **NSW** VIC QLD SA TAS

Select initial letter of school from the Quick Find alphabet below

Quick Find: A B **C** D E F G H I J K L M N O P Q R S T U V W X Y Z

Can't find your school in the list?  
Enter it here:  State: (select)

#### Schools List - NSW

Abbotsford Public School
Aberdeen Public School
Abermain Public School
Adaminaby Public School
Adamstown Public School
Adelong Public School
Afterlee Public School
Airds High School
Ajuga School
Albert Park Public School

- For other states please enter manually the name of the participant's school.

Rebecca Harrington currently logged in.

### School Select

Select Your State: NSW VIC QLD SA **TAS** WA ACT

Select initial letter of school from the Quick Find alphabet below then click on school

Quick Find: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Can't find your school in the list?  
Enter it here:  State: (select)

#### Schools List - SA

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- Enter each Participant Teacher First Name and Surname and carefully enter their email *correctly*.
- Click 'Create' after each entry to save the teacher's details
- Each PT will be sent an email confirming that you have successfully registered them on the website. The email will give them their allocated password.
- In 'Action' menu select 'Show class list' to view your class list, email addresses and passwords for each PT. Select 'Print Preview'. Print List to print a hard copy of your class list

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### Editing your PT class list

- Select 'Disable' from the 'Action' drop down menu alongside the PT's name if you wish to record a teacher who has discontinued the course. Their name will still appear on your class list but with a strike-through. You can remove the strike by selecting 'Enable' on the drop down menu.
- Select 'View/Edit' alongside the PT's name if you wish to alter a teacher's name details or email address.

### Updating PT Class module dates

- To update module dates, go to 'Essentials Course' → 'Action' → dropdown menu → 'Edit Class Details'
- If you have named a class, but not added any teachers yet, you may delete the class by selecting 'Delete Class' from the drop down menu.

### Keeping PT class attendance records

#### *Keeping your class attendance accurate is important because it:*

- *Alerts the system to send you your Participant Teacher Certificates in time for your class completion.*
- *Provides proof of PT course completion for university accreditation purposes.*
- *Provides Intel and the Departments of Education with details of Teacher Completions.*

- Log in to your MT account on the website. (Your username is your email address)
- Select 'Essentials Course' from the left navigation bar
- Select 'Update Attendance' from the drop-down menu.
- Record attendance by clicking on boxes alongside individual teacher's names
- Click 'Save' after entering each new update

**Note: Your Essential Course Participant Teacher Certificates will be sent you once you have ticked module 6 attendance boxes for your class.**

Participant Teacher	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10
	All	All	All	All	All	All	All	All	All	All
Bounce, Sarah	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject, Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## Essentials Course Participant Teacher Evaluation

- At Module 10 please remind PT's that in order to complete their training, they need to use their login to the program website [www.tmd.com.au/education](http://www.tmd.com.au/education) and complete the Essentials Course Participant Teacher evaluation.

### Step 3b: Thinking with Technology Participant Teacher Class Creation and Management

Once you are ready to begin Thinking with Technology training with Participant Teachers:

- Login to the program website: [www.tmd.com.au/education](http://www.tmd.com.au/education) using your username and password
- Select 'Thinking with Technology' from the navigation bar
- Follow the prompts to create a new Thinking with Technology class for your participants. You will need to input a name for your class, the start date, an estimated completion date, number of participants and which Thinking Tools you intend to cover.
- If your training dates change, please log in to the site again, select Thinking with Technology and from the drop down menu next to the class name, select 'Edit Class Details' Edit the class dates, number of participants, tools to be covered, and save changes

### Completing Thinking with Technology Participant Teacher Training

Approximately 4 weeks prior to completion of training, you will need to order your Participant Teacher certificates.

To do this:

- Log in to [www.tmd.com.au/education](http://www.tmd.com.au/education) using your username and password
- Select Thinking with Technology, then Order Participant Teacher Certificates
- Complete the online certificate request form
- Your Participant teacher certificates will be sent to you as soon as possible

### Thinking with Technology Participant Teacher Evaluation

It is important that all Participant Teachers complete the online evaluation. At the end of training, please ask each of your participants to:

- Go to [http://surveys.saltgroup.com.au/thinking\\_pt](http://surveys.saltgroup.com.au/thinking_pt)
- Enter the password: *thinking*
- Answer the questions and remember to click on Complete Survey at the end to save your feedback

- If you experience difficulties or have any questions regarding the Intel Teach Program website please contact [education@tmd.com.au](mailto:education@tmd.com.au) or phone Rebecca Harrington on 02 9439 1233. The Intel® Teach Program team will be happy to help you.
- If your personal details change (eg. your email address or your school) please update them on the 'Change Personal Details Page'.