Intel® Teach Elements - Facilitation Materials

Frequently Asked Questions

List of Current Questions:

Questions and Answers

What is the difference between a self-paced course and a facilitated course?

Self-paced courses allow teachers to work on their own schedule at their own pace, complete any or all selected activities they choose, and complete Action Planning activities to the depth they need. Teachers taking a facilitated course will have a schedule to follow and additional sharing and support from colleagues in group discussions with guidance of a facilitator. In a facilitated course, teachers may receive certificates of completion and/or continuing education credit from the organization offering the facilitated course. The self-paced course

may provide certificates or offer credit depending on your Minister of Education's requirement.

<u>Is the Elements course appropriate for a teacher study group (such as a Professional Learning Community)?</u>

Yes, Elements courses are ideal for teacher study groups. Professional Learning Communities can meet to discuss and share their action plan progress periodically as they work through the e-learning modules of the course independently.

<u>Can I get college credit for this course?</u>

The *Intel® Teach Elements: Project-Based Approaches* course is available at www.intel.com/cd/corporate/education/apac/eng/my/tools/elements/ as a self-paced course with no credit for course completion.

However, Intel is providing this course to education organizations in the hope they will offer credit. Intel Teach Affiliates (ITAs), school districts, colleges of education, and other education agencies may offer facilitated courses and approve credit for those who complete a course (see www.intel.com/cd/corporate/education/apac/eng/my/tools/elements/ for more information on facilitated delivery options).

Intel has no certification requirement to facilitate the course, however, Teach Affiliates (ITAs), school districts, colleges of education, and other education agencies may require certification for instructors they authorize to deliver facilitated courses.

<u>What do I need to do to teach the course to others?</u>

There is no certification requirement to facilitate the course. Teachers who meet the following qualifications will be prepared to facilitate the Intel Teach Elements: Project-Based Approaches course effectively:

1) Familiarity with project-based learning, technology integration, student-centered assessment practices, and questioning strategies
2) Prior experience with facilitating technology integration courses for teachers
3) Online facilitation training and experience (if facilitating online, or co-facilitating with an experienced online facilitator)
4) Experience the e-learning course thoroughly
    a. Review the supporting resource files
    b. Take all quizzes, intentionally trying to get correct and incorrect answers
    c. Complete the Action Plan
    d. Review Abe's Action Plan, available in Resources

ALL facilitators are asked to report teachers trained to education@anyconnection.com.

Intel® Teach Master Teachers already meet qualifications one and two above to facilitate this course.

<u>How do I get the facilitation materials?</u>

Intel provides two options for facilitation materials, select based on your course delivery design:

1. Intel provides a Facilitation Guide (PDF): you will access the e-learning course or order free CDs at www.intel.com/cd/corporate/education/apac/eng/my/tools/elements/. This option is available to qualified education agencies and individuals.

Intel provides a print-ready guide that includes general facilitation strategies along with prompts for discussions, small group work, and sharing.

2. Intel provides facilitation materials for hosting in your Web environment
This option is available to legally constituted public or private education agencies that offer professional development to K-12 teachers. Individuals, consultants and business entities are not eligible to apply. Following a simple application and approval process, Intel will grant a two-year, renewable and royalty-free license for use of the facilitation materials and e-learning content.

An individual with sufficient permissions, capacity, consents and authority to enter into this license agreement must sign on behalf of the qualified agency or organization.

With this option, you integrate a facilitated course into your Learning Management System or host in your education portal. Intel provides a location to download the e-learning course files and facilitation scripts. Intel also provides a link to a sample online course as an example to support the adaptation of the course on your own platform. Intel will not provide technical support with this option: you are responsible for loading, hosting, and maintaining the course.

Visit **http://teachonline.intel.com/elements** and complete the quick registration and agree to the *Terms of Use* to download the Facilitation Guide or to apply for your license to download the e-learning course files and facilitation scripts for Intel® Teach Elements: Project-Based Approaches.

How/when do I report teachers trained?
Please report all teachers you trained upon completion of each course you facilitate by emailing education@anyconnection.com.

Who can host Elements e-Learning Course on their own Web platform / in their own Learning Management System?
Intel provides the e-Learning course files for hosting online to education agencies who sign a License Agreement and agree to all terms (review the Terms of Use).

What file types will I receive to host online?
The eLearning course is a stand-alone set of files. You will download a 58 MB zip folder containing the production code which includes all necessary HTML, SWF (Flash), and XML data files to host your version of the course.

Can I copy your Moodle demo course to host in my Moodle Learning Management System?

We provide the demo course just as a sample to anyone licensed to host the online files in their Web environment. In the demo course we use custom modules, themes and course formats that are not in the core Moodle codebase. Even if you use Moodle, it's not as simple as restoring a backup of our sample course. If you are licensed to host the course, you can use the scripts provided on the licensing site to create your own version in Moodle.

Can I host resource documents (Action Plan Template, Intel® Teach Unit Plan template...) on my Web site, Wiki, etc...

If you have agreed to the Terms of Use for the Facilitation Guide or a License Agreement for the online files, you may post resources found within the Elements course to your password-protected site provided it is only available to your course participants. You may not share the Facilitation Guide with other participants or Facilitators. You are welcome to link to resources available on www.intel.com/teachers or www.intel.com/education but you may not host them without written permission from Intel.

What are the system requirements?

End users need to have a browser (preferably Internet Explorer* 7.0+, Mozilla Firefox* 2.0+, or Apple Safari* 3.0+) with the Adobe Flash* player installed [install Adobe Flash Player]. To access the resource files, Microsoft Office* products including Word, Excel, and PowerPoint are used along with the Adobe Reader* [download the Adobe Reader].

How do I keep track of my place in the course?

The course menu shows modules you have visited and completed. This tracking is stored in a Flash-based cookie that will display completed items in the menu when you return to the course if you access the course from the same computer. If you use a different computer, you will not see your items checked off. The cookie tracking is set to expire after 2 weeks of no access to the course. Also, the course does not keep track of your quiz answers. Quizzes were not intended as a test to "pass" the course, just a self check for understanding.

What are the outcomes of this course?

The Project-Based Approaches course provides information and tools you need to engage your students in projects and enhance their learning.
Specifically, you will:
○ See a variety of projects and explore the characteristics and benefits of projects
○ Learn how to use project design steps to plan projects
○ Integrate assessment throughout projects to ensure students' success
○ Learn how to manage a project-based classroom
○ Plan project-based instruction to support student learning
You will complete a personalized Action Plan that applies the project-based learning concepts to your own classroom in practical ways. A variety of documents and tools are available to download and customize for a project in your classroom.

How long is the course?

The length of the course will vary depending on whether you are taking a self-study or facilitated course and on the number of optional activities you complete.

- *E-learning Course*: 4-5 hours of individual work, learning the concepts of project-based learning through interactive tutorials and exercises
- *Action Planning*: 8-12 hours of individual work, applying project-based approaches to one's own classroom
- *Facilitated Discussions*: 5-8 hours of sharing ideas with other teachers and giving feedback on action plans

Must I take the course online?

You may take the course offline from CD. Some references link to external sites, but the complete e-Learning course and course resources are available on CD.

Order free CDs at www.intel.com/education/elements.

How do I give feedback on this course?

Please help Intel improve Intel Teach Elements courses by providing your feedback through an online evaluation.

If you are taking the self-study course, complete this survey:

http://www.surveymonkey.com/s.aspx?sm=G9NN_2fpuDSez_2b_2f9ZAj0OenQ_3d_3d

If you are facilitating a course, please:

- Complete the evaluation for facilitators:
  http://www.surveymonkey.com/s.aspx?sm=ZCurO9aDntw_2f4N5q3Rxp3Q_3d_3d
- Ask your attendees to complete the evaluation for participants:
  http://www.surveymonkey.com/s.aspx?sm=SNioUbLheswt_2bbR1nHKyhw_3d_3d

We truly value your input and appreciate the time you spend completing these short evaluations.

What requirements are there for Intel Teach Elements Facilitation?

With Intel Teach Elements courses, you determine the course design.

- The facilitation content is flexible with several optional activities. You can modify or add your own activities.
- Course format is a local design decision. You may deliver a facilitated course from fully face-to-face, fully online, or as a hybrid that incorporates both face-to-face and online delivery.
- The length of a facilitated course is flexible and determined by your program needs. While the total facilitation content covers 8 hours, there are sample schedules the facilitator may choose to follow or adapt.
- You are permitted to use this content and charge reasonable fees for delivering your course, with the understanding that teachers will receive continuing education credit, based on local requirements.

What support is there to help me facilitate Intel Teach Elements?

The Intel Teach *Teachers Engage Online Community* has a section dedicated to bringing facilitators together to share best practices. Currently, this is only for Intel Teach Master Teachers and Senior Trainers and their participants.

How do Facilitators track participants' completion and/or monitor quality?
Monitoring and approving acceptable course completion is a local decision.

How do the Intel Teach Elements courses differ from Intel Teach courses?
Intel® Teach courses (Intel Teach Essentials Course and Intel Teach Thinking with Technology Course) are free, research-proven professional development courses delivered through a scalable train-the-trainer model that establishes a peer mentor network for ongoing local support and collaboration. Your state or large city district may offer Intel Teach courses.
- Visit www.intel.com/education/teach/us to learn about the courses and click *Get Involved* to find contact information for your area.
- Visit www.intel.com/education/evidenceofimpact to view external evaluation reports

Intel Teach Elements courses are shorter professional development courses that stand alone and also complement Intel Teach courses by extending core concepts related to 21st century learning. Delivery format is both self-study for anyone, anytime and facilitated where local education agencies offer courses as part of their professional development programs. Intel provides the e-learning content online or on free CDs. Education agencies are encouraged to deliver facilitated versions of their own design and may charge a reasonable fee to cover their costs, provided they provide credit to participants. Intel offers a Facilitation Guide to facilitators who register and agree to the terms of use at www.intel.com/education/elements/facilitate.

What's coming next in the Intel Teach Elements series?
Next to come is *Assessment in the 21st Century Classroom*, expected early in 2010, followed by *Creating Collaborative Classrooms (with Web 2.0)*. Subsequent courses in the series are not set, so if you have a preference for a topic, be sure to vote when you complete the course evaluation.

What other resources does Intel have for educators?
Visit www.intel.com/teachers to find free online tools and resources for K-12 educators.
Visit www.intel.com/education/teach to learn more about Intel Teach.
If you order the free cd, you will also receive the Intel® Education *Help Guide,* an online tool designed for teachers and students to learn a wide variety of technology skills through step-by-step instructions).

My question isn't listed here or has not been answered – who can help?
Please email Intel® Education Customer Support at teacher.training@intel.com.