



Presenter's to-do list: 1-2 hour training

Use this checklist to help prepare for the presentation.

Differentiate


The content for this training was created to be flexible and adaptable in order to meet the needs of teachers with varying levels of tech fluency. Modify this content as needed.

Communicate

2 weeks prior

Prior to training, communicate with participants:

- Invitation to training
- Optional: Reminder email

 Adapt emails to reflect date and time of your training.

Prepare

1 week prior

- Secure the space: Ensure you have access to presentation space, including sound, projection, and internet connectivity prior to training.
- Work with your IT Administrator to add three mock student accounts if Teams is not prepopulated by your district (add a slide with that info if applicable or display in room on day of presentation).
- Add a Geometry class team to your demo environment. Do NOT set up the Class Notebook in this team until the presentation.
- Decide how much background information and feature review you will need to cover about either Class Notebook or Teams and adjust presentation (slides and takeaways) accordingly.
- Make copies of the **handouts** and **teacher takeaways**.

★ Why should teachers use Class Notebook in Teams. *Hint: This course answers that questions.*

(continued on next page)



Prepare

1 week prior

- Access the **Presenter's slide deck** and:
 - Customize it to suit your presentation style, district set-up, and participant needs.
 - Complete the About the trainer slide.
 - Edit slides related to creating teams based on district permissions.
 - Check all links and videos.
 - Edit closing slide.
- If internet connectivity is unreliable, consider downloading the **Presenter's slide deck** to your device prior to training.
- Optional: Review and print the **Presentation plan** (including the **Demonstration notes**).
- Practice toggling between presentation and practice environment.
- Consider doing a run-through of the presentation on your own in order to understand the intricacies of using Class Notebook within Teams.
- Download and familiarize yourself with the PDFs of the sample teacher research Class Notebook page and the sample assignment page you'll use (if you choose) during the demonstration.

☆ Look for the "Say this; Do this" script in the notes within the Presenter's slide deck.

Consider

1 week prior

- Technology access: Speak to your IT Administrator in advance of training to ensure teachers have necessary permissions to access:
 - Teams
 - Class Notebook

🐱 How might you engage participants? Games? Candy? Unrelenting wit?

Deliver

2 hours prior

- Arrive early to:
- Set up connection to sound and projection.
 - Check connectivity.
 - Arrange room.