



Step 4: Deep Dive Training Middle-of-the-Year Module Technical Requirements and Tips

Technical Requirements for Viewing:

- You must be online to view the module
- The module includes video and audio. Be sure to turn on computer speakers.
- This module will NOT run on iPads.
- This module is best viewed with:
 1. Flash Player 10 (www.adobe.com/go/getflash), or later, AND
 2. One of the following browsers:

Windows: Internet Explorer 6 or later, Firefox 1.x and later, Safari 3 and later, Google Chrome, Opera 9.5 and later

Mac: Safari 3 and later, Firefox 1.x and later, Google Chrome

Linux: Firefox 1.x and later

Below are some tips if you plan to complete this training in-person with a group of educators:

Preparing for the Training Best Practices

- It is recommended you separate educators into roles: educators in their summary year and evaluators of educators for in-person training.
- Be sure educators in their summary year and evaluators have completed Beginning of the Year training prior to completing this module.
- If you will do some training directly within Teachscape, make sure all educators have activated their Teachscape accounts.
- Closely review the entire module you will facilitate, and discuss how best to differentiate the training based on how familiar your audiences are with EE.
- Review all of the module's optional activities. Decide which ones you will complete as a group, and print any resources you need.
- Review all Teachscape resources and decide which ones (if any) to focus on in training.
- Determine whether you will play the narration or turn off the sound and use the transcript to present on each slide.
- Secure speakers to project audio to larger audience.
- Provide members with digital or electronic copies of the process manuals and point them to the related module content areas.

At the Training

- Demonstrate where to find [Step 4 Modules on the Educator Effectiveness Website](#).
- Model how to access the various features within the module to include: Teachscape icon, EE icon, resources and glossary.
- Model how to log in to Teachscape and how to access the appropriate resources.
- Prepare any resources that will be needed to complete the work: planning templates, guides, student data, etc.
- Be sure to track attendance at the training.
- Review the recommended viewing requirements as educators will likely want to review portions of the modules at a later time.