

Frequently Asked Questions (FAQs)

For the Essentials Online Training Community

Q. What is the purpose of the Essentials Online Training Community?

A. The Training Community guides your Participant Teacher (PT) training with useful materials and also connects you to a broad network of colleagues who are in the process of delivering an Intel® Teach Essentials Online Course. The Training Community materials include several sections to help you implement your PT training.

Q. How do I become part of the Training Community?

A. When you register for the Intel Teach Essentials Online Course, you are automatically enrolled in the Essentials Online Training Community.

Q. Do I need to complete a new profile?

A. No, your profile from the Essentials Online Course will transfer over to the Training Community. Feel free to update your profile as desired.

Q. Does the Training Community use the same features and navigation as the Essentials Online Course?

A. Yes, except the manage features are not needed in the Training Community.

Q. Who manages the Training Community?

A. A designated individual or group will be assigned this responsibility. They will lightly facilitate the course, which means occasionally monitoring the discussions and responding to any needs presented through the Training Community.

Q. Who facilitates the Training Community?

A. The Training Community is a mixture of facilitated and self-guided activities. Section 1: Learning to Facilitate, is facilitated by the instructor of your Essentials Online Course during the face-to-face training. The remaining activities are self-guided and completed after you are finished with your Essentials Online Course and have become certified as a Master Teacher.

Q. What does “self-guided” mean?

A. The online environment of the Training Community enables Master Teachers to move from one section to the next, or jump directly to specific parts as needed. You choose the order in which activities are completed and the time spent with each activity.

Q. What kinds of activities are included in the Training Community?

A. The Training Community has three parts:

- **Learning to Facilitate** provides facilitation strategies as you think about facilitating learning in an online environment. This section is facilitated and is part of your initial Essentials Online Course training.
- **Conducting My Training** provides tips, strategies, technical help, and resources needed to prepare your course and implement your PT training. This section is self-guided. You complete this section on your own time and pace after completing your Essentials Online Course training.
- **Improving My Training** provides additional practice in developing and coaching participants in effective unit design and also provides extra tips, strategies, and resources for facilitation. This section is self-guided. You complete this section on your own time and pace after completing your Essentials Online Course training.

Q. Who is involved in the Training Community?

- A. Certified Master Teachers are enrolled in the Training Community. You will have opportunities to learn from, and have discussions with, Master Teachers and Senior Trainers throughout the country. Some enrollees will be brand new while others will have been around for awhile.

Q. Why do I see two different groups listed in the discussions?

- A. Some discussions are only designated for participants in your Essentials Online Course training. These discussions are conducted during the last part of the face-to-face training. The other discussions are for the entire Training Community. Community members outside of your Essentials Online Course training will not be able to view discussions from within your training.

Q. How can I be notified a new discussion has been posted?

- A. You can update your profile to include e-mail notification when a new discussion has posted. Look for the setting described as **Forum-Auto Subscribe**. Click **Yes**. You will automatically receive e-mail notifications when you post to a forum. **Note:** You must post to a forum before you can receive automatic notifications.

To designate how you would like to receive that notification, click one of the options under **Email Digest Type**.

Q. What is included in the Training Community Resources tab?

- A. Several resources are necessary for you to use when setting up and conducting your PT training. Examples of such resources available in the Training Community Resources tab are: checklists of items to complete prior, during, and after your PT training; recruitment strategies; assessments; and sample communications for the online environment.

Q. How long will the Training Community be available?

- A. Indefinitely. You will be notified of any changes in advance.

Q. How do I use the My Training tab?

- A. The **My Training** tab works just like the notebook spaces you used in the Essentials Online Course. It is a place for you to take electronic notes as you proceed through the activities. The **MT Milestones** list important accomplishments that need to be achieved as a Master Teacher.