

National Training Agency (NTA) Extranet Functions

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NTA User

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Overview of Administrative Functions

This is the National Training Agency (NTA) user guide and NTA online help content. The intended audience is the NTA user and the language used is directed to NTA users. If you are not a NTA user, this section is provided to you as a reference should you need to assist an NTA user with NTA Extranet tasks.

The purpose of this In-Service Extranet reference manual is to provide you with an overview of the online functions that support you in completing the NTA responsibilities.

Below is an overview of the functions for all user types participating in the Intel® Teach to the Future program. The functions available to the NTA user are highlighted in gray.

National Training Agency (NTA)	Regional Training Agency (RTA)	Senior Trainer (ST)	Local Education Agency (LEA)	Master Teacher (MT)
Scheduling MT Classes NTA schedules MT classes for all RTAs and LEAs nationwide	Approving/Rejecting LEA Applications RTA approves/rejects LEA applications within their region	Promoting MTs ST grades and certifies MTs for all MT classes they conduct	Applying Online LEA completes online In-Service Program application	Accessing the Extranet MT receives Extranet login information once they are certified and authorized in a class
Assigning STs to Classes NTA assigns Senior Trainers to all MT classes nationwide	Managing LEA Requests for MT Classes RTA accepts or rejects MTs into classes held in their region as requested by the LEAs	Completing Online MT Class Evaluations ST instructs certified MTs to complete the online class evaluations	Getting Accepted RTAs approve LEA applications. LEAs receive Extranet login information upon application approval	Completing MT Class Evaluations MT completes online class evaluations
Coordinating Class Logistics and Materials NTA coordinates logistics and materials orders for all MT classes	Managing LEAs and MTs RTA manages LEAs and MTs within their region	Closing MT Classes ST closes their MT classes online	Adding Master Teachers Online LEA adds new MTs online and/or authorizes continuing MTs	Scheduling PT Classes Online MT sets up PT classes on the Extranet
Approving/Rejecting LEA Applications NTA approves/rejects LEA applications as a backup to the RTA	Managing PT Classes RTA manages PT classes within their region		Requesting Master Teacher Classes LEA assigns Master Teachers to available classes nationwide or contacts their RTA or NTA to host a class	Ordering Class Materials MT orders materials online for each scheduled PT class
Managing LEAs, MTs, and PTs Nationwide NTA manages LEAs, MTs, MT classes, and PT classes for all RTA regions	Reporting RTA accesses reports for users and classes scheduled in their region		Reporting LEA accesses MT user and PT class reports within their region	Closing Class and Reporting #s MT reports actual PTs trained and closes each class online
Reporting NTA accesses reports on all users: LEA Groups, MT users and PT classes				

Glossary of Terms

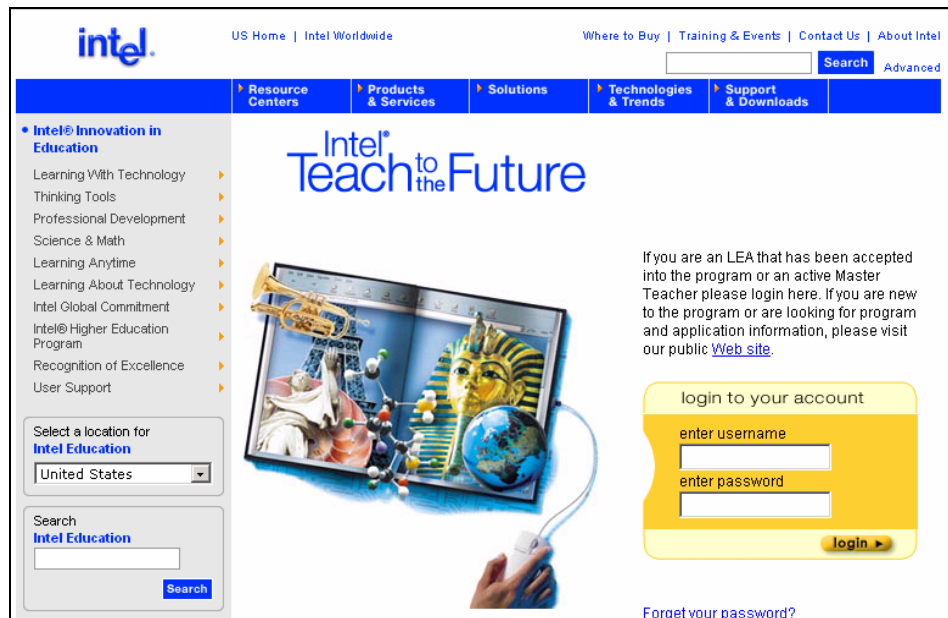
Term	Definition
1. Authorization	1. Authorization: The LEA has the ability to control which programs their MT is authorized to deliver in their LEA by checking or un-checking the “authorize” box for each program within the MT’s user profile. LEAs can only authorize/unauthorized the MT for programs the individual MT is certified to deliver.
2. Certification	2. Certification: When a Master Teacher has successfully completed the MT instruction for a given program, they become certified in that program. The MT is “Certified” by the ST. Certified MTs are counted as MTs trained. (Note: This is equivalent to the former “In Good Standing” status.)
3. Classic	3. Classic: This is a term that we use for the original program participants from year 2000-2003. This is an internal term only.
4. Consortium	4. Consortium: If an eligible district or school cannot meet the minimum program requirements for applying as a LEA (1 MT and 10 PTs), they may form a consortium with other eligible districts or schools to meet the minimum level of participation. However, one district or school must serve as the lead agency and assume responsibility to ensure that all program requirements are met.
5. Consortium Lead LEA	5. Consortium Lead LEA: A Consortium Lead LEA seeks to serve other LEAs with training delivered by the Lead LEA’s Master Teachers. Consortium Member LEAs have no certified Master Teachers to lead the professional development offerings, just Participant Teachers. All Master Teachers belong to the applying Lead LEA Group. The Lead LEA manages members of the consortium and serves participating LEAs.
6. Consortium Member (CM)	6. Consortium Members (CM): These are LEAs that do not have MTs but have PTs trained by MTs from the Lead LEA of their Consortium.
7. Essentials Course	7. Essentials Course: This is the original 40-hour class that has been engaging educators in technology integration since 2000. The name of the offering is Intel® Teach to the Future Essentials Course, but has been shortened on the Extranet due to space limitations.
8. In Good Standing (IGS)	8. In Good Standing (IGS): This status indicates a MT has successfully completed a class for Master Teachers and met the program requirements. This is the previous term, now replaced by “Certified”.
9. LEA Group Type	9. LEA Group Type: This term refers to the LEA Group’s program participation status. The group is identified as either Classic (prior participation in years 2000-2003 and is continuing) or Expansion (new to the program; not part of the classic program). These terms are mainly used for reporting purposes, and are internal terms only .
10. MT Program Qualifications	
11. MT User Status – Active	
12. MT User Status – Candidate	
13. MT User Status – Inactive	
14. MT User Type	
15. National Recruitment Coordinator (NRC)	
16. National Training Coordinator (NTC)	
17. Not Certified	
18. Workshop: <i>Seeing Reason and Visual Ranking</i> or Workshop: SR & VR	

	<p>10. MT Program Qualifications: These are a Master Teacher's certification and authorization statuses for a given program (i.e. Intel® Teach to the Future Essentials Course and Intel® Teach to the Future Workshop on <i>Seeing Reason</i> and <i>Visual Ranking</i>)</p> <p>11. MT User Status Active: This status is new. It identifies a MT who is certified in <i>at least</i> one program and is actively involved. Active MTs can log in to the Extranet.</p> <p>12. MT User Status Candidate: This status is the same as before. It identifies a new MT who has not taken the Intel Teach to the Future Essentials Course for MTs. MT Candidates cannot log in to the Extranet.</p> <p>13. MT User Status Inactive: This status is new. Inactive MTs cannot log in to the Extranet. Inactive status implies one of the following scenarios:</p> <ol style="list-style-type: none"> 1. A MT who did not successfully complete the Intel Teach to the Future Essentials Course (40-hour), thus cannot participate in the program, or 2. A MT who is certified in at least one program, but has violated program guidelines in some way (i.e. sold curriculum on E-Bay) and is now prevented from participation, or 3. A MT who is certified in at least one program, but has asked to withdraw from program participation for some reason (i.e. they retired or changed jobs) <p>14. MT User Type: This term refers to the Master Teacher's program participation type. The Master Teacher is identified as either Classic (prior participation in years 2000-2003 and is continuing) or Expansion (new to the program; not part of the Classic program). These terms are mainly used for reporting purposes and are internal terms only.</p> <p>15. National Recruitment Coordinator (NRC): This is an ICT employee who is funded by Intel to recruit Local Education Agencies (LEAs) and Master Teachers (MTs) nationwide for the Intel® Teach to the Future In-Service Program.</p> <p>16. National Training Coordinator (NTC): This is an ICT employee who is funded by Intel to schedule and manage for trainings logistics nationwide.</p> <p>17. Not Certified: This is the status assigned to a Master Teacher if they <u>do not</u> successfully complete a MT class. These MTs are not counted as MTs trained and they cannot access the Extranet or deliver this particular class type to Participant Teachers. (Note: This is equivalent to the former "Not In Good Standing" status.)</p> <p>18. Workshop: Seeing Reason and Visual Ranking or Workshop: SR & VR: This is the first workshop in the series of Intel Teach to the Future Workshops on Interactive Thinking Tools. The name of the offering is Intel Teach to the Future Workshop on <i>Seeing Reason</i> and <i>Visual Ranking</i>, but has been shortened on the Extranet due to space limitations.</p>
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Login Page and Welcome Page

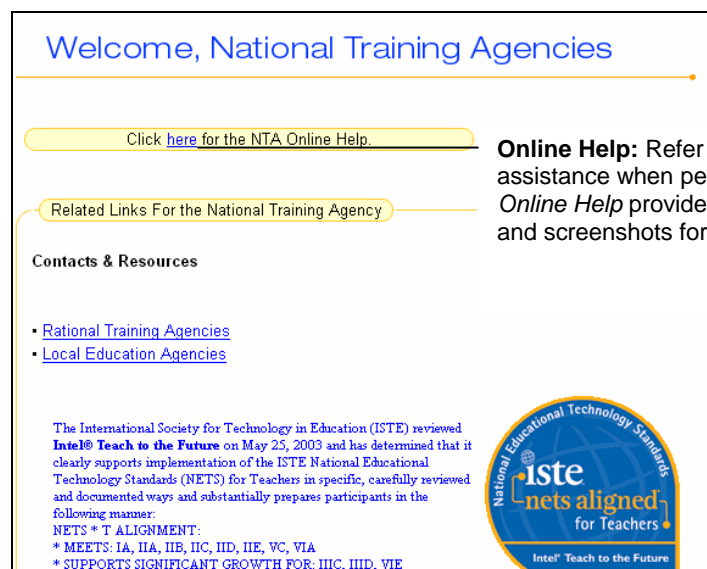
The Intel® Teach to the Future In-Service Extranet is a password protected used for online program management. In order to perform your administrative tasks, please go to the Extranet login page and enter your username and password.

The URL for the Extranet login page is: www.intel.com/education/teach/in-service.htm



If you have misplaced your password, click the **Forget your password?** link located on the login page and you will receive your password via email.

Once logged into the Extranet, you will be directed to the *Welcome National Training Agencies* homepage. Note the *Online Help* located on your homepage.



Online Help: Refer to this document to obtain assistance when performing Extranet tasks. The *Online Help* provides step-by-step instructions and screenshots for each NTA function.

NTA User

Section 2: NTA Management

Update Personal Information.....NTA User: 9

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Update Personal Information

Every NTA user has an online personal profile for contact and access-level information. Please keep your online profile current; this information is used to keep you informed about program updates.

To Update Your Personal Information:

1. Select the link entitled **Update Personal Info** located under the *NTA Management* heading on the left navigation bar.
2. Enter your changes in the corresponding fields to reflect the most current information. You may change your password by entering a new one in the password field and confirming it in the box below. Please remember to write down your password and store it in a secure location.

Update Personal Information
 Here you have the opportunity to update or change your personal profile. Please change appropriate fields and press the Update button.
 * indicates Required fields

User ID:	IUSER	
Password*:	<input type="text"/>	You may change your password by entering a new one and confirming it here. Remember to write it down and store in a safe place so you don't forget it.
Confirm Password*:	<input type="text"/>	
Salutation:	<input type="text" value="None"/>	
First Name*:	<input type="text" value="Intel"/>	
Middle Initial:	<input type="text"/>	
Last Name*:	<input type="text" value="User"/>	
Address, Line 1:	<input type="text" value="5200 Elam Young Pkwy"/>	
Address, Line 2:	<input type="text"/>	
Mailstop:	<input type="text"/>	
City:	<input type="text" value="Hillsboro"/>	
State:	<input type="text" value="Oregon"/>	
Zip/Postal Code:	<input type="text" value="97124"/>	
Country:	USA	
Phone Number:	<input type="text" value="503-456-1627"/>	
Fax:	<input type="text" value="503-456-1540"/>	
Personal Email:	<input type="text" value="edweb.qa@intel.com"/>	
Business Email*:	<input type="text" value="edweb.qa@intel.com"/>	
Confirm Business Email*:	<input type="text" value="edweb.qa@intel.com"/>	
URL:	<input type="text"/>	
Login Enabled:	<input checked="" type="checkbox"/>	
Administrator:	<input checked="" type="checkbox"/>	
User Status*:	<input type="text" value="Active"/>	
Site:	<input type="text" value="OR"/>	
Role*:	<input type="text" value="Intel Teach Staff"/>	

Note: It is important to confirm your email address. Please review the *Business Email* field to ensure sure it is accurate – all program communications will be sent to this address.

3. Ensure that all required fields (indicated by an asterisk *) are completed.
4. Select the **Save** button at the bottom of the page to save your changes. Blue text will appear at the top of the page stating "**User <your name> has been successfully updated**" to confirm that your changes have been made.

View/Edit NTA Users

The **View/Edit NTA Users** link directs you to a page where you can obtain information about your National Training Agency users. Only NTA users with administrative access have the ability to view and edit other NTA user profiles. NTA users who do not have administrative access can view only.

To View or Edit a NTA User Account:

1. Select the **View/Edit NTA Users** link located under the *NTA Management* heading on the left navigation bar. On the page that displays, you will see all of the NTA users listed.
2. To view or edit any NTA user profiles, select the **Edit** link located to the left of the name. You will be directed to that user's personal profile, which contains their contact information.

Action	Name	UserID	Status
Edit Disable	Karen Anderson	KANDERS	Enabled
Edit Disable	Stephen Andrews	SANDREW3	Enabled
Edit Disable	jeanne butcher	JBUTCHE2	Enabled
Edit Disable	Jessica Daughettee	JDAUGHE1	Disabled
Edit Disable	Tysa Fennem	TFENNER	Enabled
Edit Disable	Arvind Gupta	AGUPTA	Enabled
Edit Disable	Arvind Gupta	AGUPTA2	Enabled
Edit Disable	Brad Hanel	BHANEL	Enabled
Edit Disable	Kristen Merrill	KMERRIL2	Enabled
Edit Disable	Glenn Olson	GOLSON	Enabled

Pages: 1 2 >

Narrow your Listing:
Last Name

3. You can update the person's account by entering new information in the desired fields.
4. Select the **Update** button at the bottom of the page when finished to save the changes.

To Disable a NTA User:

1. Select the **View/Edit NTA Users** link located under the *NTA Management* heading on the left navigation bar.
2. Select the **Disable** link next to the name of the individual you would like to prevent from accessing program materials and information.

Note: If you disable a user, they will no longer be able to login to their Extranet account. You can re-enable their account at a later date.

To Re-enable a NTA User:

1. Select the **View/Edit NTA Users** link located under the *NTA Management* heading on the left navigation bar.
2. Select the **Edit** link next to the name of the individual you would like to re-enable.
3. Scroll to the *Login Enabled* field within the profile and re-check the box.
4. Select the **Update** button at the bottom of the page when finished to save the changes.

To Add a New NTA User:

1. Select the **View/Edit NTA Users** link located under the *NTA Management* heading on the left navigation bar.
2. Select the **Add** button at the bottom of the page.
3. You will be directed to a blank user profile. Please fill in the contact information for your new NTA user.
4. Ensure that you complete all of the required fields (indicated by an asterisk *).
5. Assign a temporary password (the system will email the NTA user their username and contact information once you have completed adding them online).
6. Use the *Administrator* check box with discretion; administrator status enables users to add, edit, and delete user accounts within the NTA (including LEA and MT users). Assign this status with discretion.
7. Assign a *Role* for this user.

Note: The Extranet is set up to send important system emails and other critical communications to the one user whose role is NTA Primary Contact. The system only recognizes one user as Primary Contact. That person is the National Training Coordinator. Therefore, when you add a NTA new user, please do not assign them the role of Primary Contact.

8. Select the **Update** button located at the bottom of the page.

NTA User

Section 3: RTA Management

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- [Upload Files \(Coming soon\)](#)

RTA Management

- View/Edit RTA Users

View/Edit RTA Users

The **View/Edit RTA Users** link directs you to a page where you can obtain information about your Regional Training Agency users. Only NTA users with administrative access have the ability to view and edit other RTA user profiles. NTA users who do not have administrative access can view only.

To View or Edit a RTA User's Account:

1. Select the **View/Edit RTA Users** link located under the *RTA Management* heading on the left navigation bar.
2. To limit the information you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the **Search** button to perform the RTA User search based on your selections.
3. The page that displays will show the list of each RTA user for each group you selected.
4. To view or edit an RTA user profile, select the **Edit** link located to the left of the user's name. You will be directed to that user's personal profile.
5. You can update the person's account by entering new information in the desired fields.
6. Select the **Update** button at the bottom of the page when finished to save the changes.

To Disable a RTA User:

1. Select the **View/Edit RTA Users** link located under the *RTA Management* heading on the left navigation bar.
2. Select the **Disable** link next to the name of the individual you would like to prevent from accessing program materials and information.

Note: If you disable a user, they will no longer be able to login to their Extranet account. You can re-enable their account at a later date.

To Re-enable a RTA User:

1. Select the **View/Edit RTA Users** link located under the *RTA Management* heading on the left navigation bar.
2. Select the **Edit** link next to the name of the individual you would like to re-enable.

3. Scroll to the *Login Enabled* field within the profile and re-check the box.
4. Select the **Update** button at the bottom of the page when finished to save the changes.

To Add a New RTA User:

1. Select the **View/Edit RTA Users** link located under the *RTA Management* heading on the left navigation bar.
2. Select the **Add** button at the bottom of the page.
3. You will be directed to a blank user profile. Please fill in the contact information for the new RTA user.
4. Ensure that you complete all of the required fields (indicated by an asterisk *).
5. Assign a temporary password (the system will email the RTA user their username and password once you have successfully added them online).
6. Use the *Administrator* check box with discretion; administrator status enables the user to add, edit, and delete other user accounts within their RTA Group (including LEA and MT users). Assign this status with discretion.
7. Assign a *Role* for this user.
8. Select the **Update** button located at the bottom of the page to save changes.

Note: The Extranet is set up to send important system emails and other critical communications to the one user whose role is RTA Primary Contact. The system only recognizes one user as Primary Contact for each RTA Group. That person is the Regional Training Agency Coordinator. Therefore, when you add a new RTA user, please do not assign them the role of Primary Contact.

NTA User

Section 4: ST Management

View/Edit ST Users.....NTA User: 16



ST Management
 • View/Edit ST Users

View/Edit ST Users

The **View/Edit ST Users** link directs you to a page where you can obtain information about the Senior Trainers. Only NTA users with administrative access have the ability to view or edit ST user profiles.

To View or Edit a ST User's Account:

1. Select the **View/Edit ST Users** link located under the *ST Management* heading on the left navigation bar.
2. To view or edit a ST user profile, select the **Edit** link located to the left of the ST's name. You will be directed to that user's personal profile.
3. You can update the person's account by entering new information in the desired fields.
4. Select the **Update** button at the bottom of the page when finished to save the changes.

To Disable a ST User:

1. Select the **View/Edit ST Users** link located under the *ST Management* heading on the left navigation bar.
2. Select the **Disable** link next to the name of the individual you would like to prevent from accessing program materials and information.

Note: If you disable a user, they will no longer be able to login to their Extranet account. You can re-enable their account at a later date.

To Re-enable a ST User:

1. Select the **View/Edit ST Users** link located under the *ST Management* heading on the left navigation bar.
2. Select the **Edit** link next to the name of the individual you would like to re-enable.
3. Scroll to the *Login Enabled* field within the profile and re-check the box.
4. Select the **Update** button at the bottom of the page when finished to save the changes.

To Add a New ST User:

1. Select the **View/Edit ST Users** link located under the *ST Management* heading on the left navigation bar.
2. Select the **Add** button at the bottom of the page.
3. You will be directed to a blank user profile. Fill in the contact information for the new ST user.
4. Assign a temporary password. Take note of the password as you will need to issue the username and password to the new ST once you have completed adding them online.
5. Ensure that you complete all of the required fields (indicated by an asterisk *).
6. The *Administrator* check box must be selected for all ST users; administrator access enables these ST users to complete the online promotion process.
7. Assign the *Role* of Senior Trainer.
8. Select the **Update** button located at the bottom of the page to save the changes.

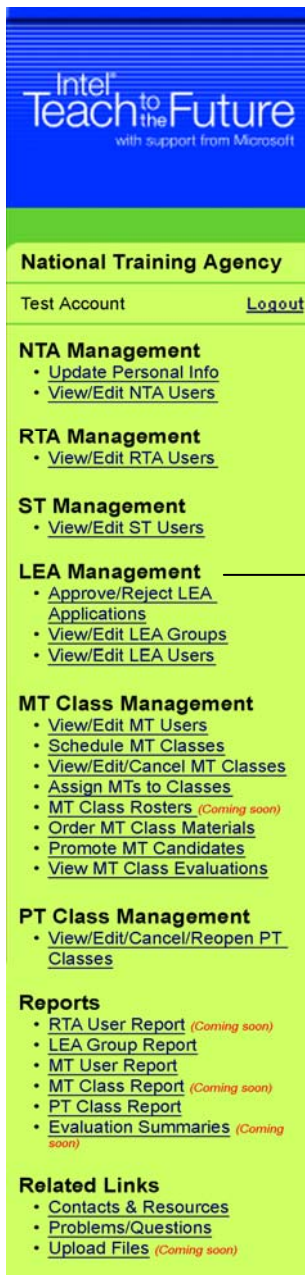
NTA User

Section 5: LEA Management

Approve/Reject LEA Applications.....NTA User: 18

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 - View/Edit LEA Users

Approve/Reject LEA Applications

Once a Local Education Agency (LEA) applies to participate in the Intel® Teach to the Future In-Service Program, the Regional Training Agency is responsible for approving or rejecting the application.

Note: The function of approving and rejecting LEA Applications is the role of the RTA Primary Contact in each region (for the ICT region, the RTA Primary Contact will be the National Recruitment Coordinator). The NTA has the ability to perform this function as a back-up to the RTA.

To Approve or Reject a LEA Application:

1. Select the **Approve/Reject LEA Applications** link located under the *LEA Management* heading on the left navigation bar.
2. To limit which LEA applications you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the **Search** button to perform the LEA application search based on your selections.

Narrow your Listing:
Click on the down arrow for each category and select the search parameters.

Start Date: 1/1/2003 End Date: 11/12/2004

RTA Group(s) All

State(s) All
Alabama
Alaska
Arizona
Arkansas
California
Colorado
Connecticut

Name: _____

Search

3. You will be directed to a page that lists all of the LEAs who have applied online to participate online and are in *Pending* status (awaiting approval/rejection). This page displays the following information:
 - LEA Group name (which is a hyperlink to their application)
 - Primary Contact name (which is a hyperlink to their personal profile)
 - Application submission date
 - Number of MTs requested by the LEA applicant
4. To view the LEA application information, select the hyperlink for the *LEA Name*.

Approve LEAs
The following LEAs have applied to the Intel® Teach to the Future program. Please review the answers to the on-line submission application by clicking on the LEA Name and determine if they qualify for the program.

Please fill-in the Accepted # of MTs field (1-99)
Click on Accept if you wish to accept the application;
Click on Reject if you wish to reject the application. When you reject an LEA, please record your reason and comments for future reference.

We will send appropriate notification emails to all applicants and copy you.

LEA Name	Primary Contact	Submit Date	MTs Requested
Temple Independent School District	Luann Hughes	2/10/2004	1
MSD Wayne Township	Paul Kreitl	2/18/2004	1
Salt Lake City School District	Linda Mosbacher	2/18/2004	3
Uintah School District	John Nielson	2/25/2004	3
Maynard School	Margaret Duff	3/2/2004	2
Redlands Unified School District	Sue Buster	3/6/2004	1

Click the *LEA Name* to view the application details.

5. On the page that displays, you will be able to view all of the information submitted by the LEA.
6. Review all of the application fields on the form and ensure that the ratio for *Number of Participant Teachers to be Trained* correlates to the *Number of Master Teachers Requested*.

Note: If you wish to approve the application, you must enter the *Number of Master Teachers Confirmed*. This will be the number of Master Teachers allotted to the LEA.

7. You will also need to identify whether the LEA Group has previously participated in the program. In the **LEA Group Type** field, choose *Classic* if the LEA has been a part of the Intel® Teach to the Future program in the past (original program from 2000-2003), or choose *Expansion* if the LEA is new to the program (not a Classic participant).

Intel® Teach Administration - LEA Group Application

LEA Group Name: Kingman Unified District #

RTA Group: Please Select

Number of Schools in LEA Group: 10

Number of Total Students in LEA Group: 7300

Number of Full-Time Educators (FTE): 400

Number of Master Teachers Requested: 2

Number of Master Teachers Confirmed: 0

Number of Participant Teachers to be Trained: 20

Status: Pending

LEA Group Type: Expansion

Choose the
**LEA Group
Type** here

8. Once you have reviewed the LEA application, select the **Approve LEA** button or the **Reject LEA** button, as appropriate. If you are not ready to approve or reject the LEA at this time, use your Internet browser's **Back** button to return to the *Approve/Reject LEA Applications* page. You can approve or reject LEA applications at any time.

Note: If you reject an application, please enter *Rejection Details* in the field provided. The information in the *Rejection Details* section is confidential and can only be viewed by NTA and RTA users. These notes serve as a historic record for the reason(s) an application was rejected.

9. Once the application is accepted or rejected, a system email will be sent to the applicant informing them of their application status. The RTA will be copied on this email.

COMING SOON - Consortium Member Role

Soon the Extranet will be set up to accommodate Consortium LEAs. When LEAs apply online (or after they have been approved), they can determine if they will operate as a Consortium, meaning their Master Teachers will deliver professional development to Participant Teachers outside of their LEA. If LEAs choose to become a Consortium, they will add Consortium Members (contacts from the LEAs they plan to serve) to their Extranet account. These Consortium Members will receive a system email directing them to a page where they can accept the minimum program guidelines for participation as a Consortium LEA. If they accept, they will be provided with an Extranet account as an LEA user in the lead consortium LEA extranet account. Consortium members have restricted access to data. Since they have no MTs, they will not be able to access personal contact information for MTs or LEA users within the lead LEA. They will, however, be able to view their own LEA's contact information so they can get in touch with you regarding Participant Teacher classes.

View/Edit LEA Groups

The **View/Edit LEA Groups** link, located under the *LEA Management* heading, provides all of the information for Local Education Agencies (LEAs) in each region, as well as information about their associated LEA users. NTA users with administrative access have the ability to both view and edit information about LEA Groups and LEA users. Users without administrative access can view only.

To View a LEA Group:

1. Select the **View/Edit LEA Groups** link located under the *LEA Management* heading on the left navigation bar.
2. To limit which LEA Groups you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the **Search** button to perform the LEA Group search based on your selections.

3. The next page displays all of the LEA Groups based on your search criteria. You can use the search criteria at the bottom of the page if you would like to refine your list.

Action	LEA Name	Status	State	Classic
Edit Disable	AB Combs Elementary	Active	AZ	X
	ICT - National			
Edit Disable	Aiken County Public Schools	Active	CO	X
	ICT - National			
Edit Disable	Anderson District 4	Active	SC	
	ICT - National			

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Narrow your Listing:
Click on the down arrow for each category and select the search parameters.

Status:

RTA Group:

State(s):
Alabama
Alaska
Arizona

Note: You can see the LEA Group Type for each LEA by viewing the *Classic* column. If there is an X in the column, this indicates that the LEA participated in the previous Classic version of the program.

To Edit a LEA Group:

1. Select the **View/Edit LEA Groups** link located under the *LEA Management* heading on the left navigation bar.
2. To limit which LEA Groups you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the **Search** button to perform the LEA Group search based on your selections.
3. Select the **Edit** link next to the name of the LEA Group you wish to edit. You will be directed to a page that lists all of the information that was submitted in the LEA application including:
 - Number of Schools in LEA
 - Number of Total Students in LEA
 - Number of Full-Time Educators
 - Number of Master Teachers Requested
 - Number of Master Teachers Confirmed
 - Number of Participant Teachers to be Trained
 - LEA Group Type selected
4. You can update this information by entering new information in the desired fields.

Note: The number of MTs Confirmed was entered by the RTA or NTA who approved the application; this data is not modifiable by LEA users. This field indicates is the maximum number of new MTs this LEA can identify online and assign to MT classes.

5. Click the **Update** button at the bottom of the page when finished to save the changes.

To Disable a LEA Group:

1. Select the **View/Edit LEA Groups** link located under the *LEA Management* heading on the left navigation bar.
2. To limit which LEA Groups you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the **Search** button to perform the LEA Group search based on your selections.
3. Select the **Disable** link next the LEA Group that you would like to disable. When you disable a LEA Group, this indicates that you do not want the LEA to participate in the program at this time and all users associated with this group will no longer have Extranet access. You can re-enable the LEA Group at a later time.

To Re-enable a LEA Group:

1. Select the **View/Edit LEA Groups** link located under the *LEA Management* heading on the left navigation bar.
2. To limit which LEA Groups you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the **Search** button to perform the LEA Group search based on your selections.

3. Select **Edit** link next to the LEA Group that you would like to re-enable. On the next page, in the *Status* field, select the **Active** status from the dropdown menu. Scroll to the bottom of the page and select the **Update** button to save your changes.

COMING SOON - Enhancements will be made to this section in a future Extranet upgrade.
Information based on the Consortium Member role will be added.

View/Edit LEA Users

The **View/Edit LEA Users** link, located under the *LEA Management* heading, provides data for all of the individuals in each LEA that have Intel® Teach to the Future Extranet accounts. From this page, NTA users with administrative access can view or edit existing LEA users' contact information or disable an existing LEA user's Extranet account. Users without administrative access can view only.

Note: You can search for a particular LEA user by either selecting their LEA Group from the dropdown menu and/or by typing their last name in the text box provided, then selecting the **Search** button.

To View or Edit a LEA User's Account:

1. Select the **View/Edit LEA Users** link located under the *LEA Management* heading on the left navigation bar.
2. To limit your viewing, use the search criteria provided in the *Narrow your Listing* section. Click the **Search** button to perform the LEA user search based on your selections.

3. On the next page, you will get a list of all of the LEA users resulting from your search criteria.
4. To view or edit any of the LEA user profiles, select the **Edit** link next to the LEA user's name that you wish to view or edit.
5. You will be directed to that user's personal profile.
6. You can update the person's account by entering new information in the desired fields.
7. Select the **Update** button at the bottom of the page when finished to save the changes.

To Disable a LEA User:

1. Select the **View/Edit LEA Users** link located under the *LEA Management* heading on the left navigation bar.
2. To limit your viewing, use the search criteria provided in the *Narrow your Listing* section. Click the **Search** button to perform the LEA user search based on your selections.
3. Select the **Disable** link next to the name of the LEA user whom you would like to disable.

Note: When you disable a LEA user, they will no longer have the ability to access their Extranet account. You can re-enable the LEA user at a later time.

To Re-enable a LEA User:

1. Select the **View/Edit LEA Users** link located under the *LEA Management* heading on the left navigation bar.
2. To limit your viewing, use the search criteria provided in the *Narrow your Listing* section. Click the **Search** button to perform the LEA user search based on your selections.
3. Select the **Edit** link next to the user that you would like to re-enable.
4. Scroll down to the *Login Enabled* field, and re-check the box.
5. Select the **Update** button at the bottom of the page when finished to save the changes.

To Add a new LEA User:

1. Select the **View/Edit LEA Users** link located under the *LEA Management* heading on the left navigation bar.
2. Select the gray **Add** button located beneath the instructions section.
3. You will be directed to a blank user profile. Please fill in the contact information for the new LEA user.
4. Ensure that you complete all of the required fields (indicated by an asterisk *).
5. Assign a temporary password (the system will email the LEA user their username and password once you have successfully added them online).
6. Use the *Administrator* check box with discretion; administrator status enables the user to add, edit, and delete other user accounts within each LEA Group (including LEA and MT users). Assign this status with discretion.
7. Assign a *Role* for this user (other than Primary Contact).
8. Select the **Update** button located at the bottom of the page to save changes.

Note: The Extranet is set up to send important system emails and other critical communications to the one user whose role is LEA Primary Contact. The system only recognizes one user as Primary Contact for each LEA Group. Therefore, when you add a new LEA user, please do not assign them the role of Primary Contact.

COMING SOON - Enhancements will be made to this section in a future Extranet upgrade.
Information based on the Consortium Member role will be added.

NTA User

Section 6: MT Class Management

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Schedule MT Classes.....NTA User: 27

View/Edit/Cancel MT Classes.....NTA User: 29

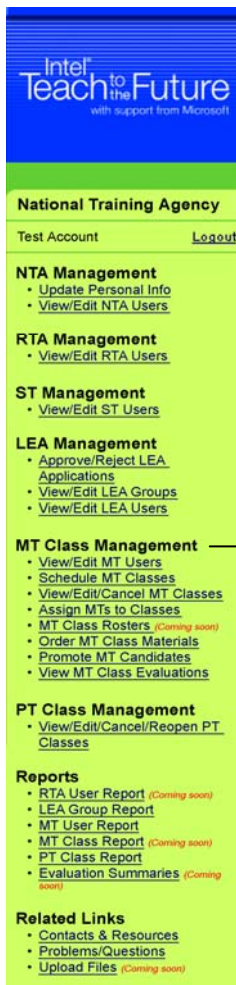
Assign MTs to Classes.....NTA User: 31

MT Class Rosters (*Coming Soon*).....NTA User: 35

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- MT Class Management**
- View/Edit MT Users
 - Schedule MT Classes
 - View/Edit/Cancel MT Classes
 - Assign MTs to Classes
 - MT Class Rosters (*Coming Soon*)
 - Order MT Class Materials
 - Promote MT Candidates
 - View MT Class Evaluations

View/Edit MT Users

The **View/Edit MT Users** link, located under *the MT Class Management* section of the navigation bar, directs you to a page that lists all of the Master Teachers for each RTA Group. In addition to providing you with a list of all of the MTs, this page also allows you to easily view each MT's program qualifications.

From this page, you can perform the following functions: view/edit MT personal profiles; certify/un-certify MTs; authorize/un-authorize MTs; view Participant Teacher classes scheduled by MTs.

To View or Edit a MT User:

1. Select the **View/Edit MT Users** link located under the *MT Class Management* heading on the left navigation bar.
2. To limit which MT users you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the **Search** button to perform the MT user search based on your selections.

Narrow your Listing:
 If you would like to limit your viewing you can use these characteristics to define which items to view. Click on the down arrow for each category and select the search parameters. Click the **Search** button to update listing.

Status:

MT User Type:

Class Type:

Certification:

Authorization:

Last Name:

State(s):
 Alabama
 Alaska
 Arizona
 Arkansas
 California
 Colorado
 Connecticut

Search

3. On the next page, select the name of the Master Teacher you wish to view/edit; this is a hyperlink that will direct you to their personal profile.

Intel® Teach Administration - Manage MT Users						
Update	MT Name	Status	Class Type	Certified	Authorized	Classes
<input type="button" value="Update"/>	Johanna Alfonsson Isaac Elementary School District #5	Active	Essentials Course Workshop: SR&VR	<input type="checkbox"/>	<input type="checkbox"/>	View
<input type="button" value="Update"/>	Jeanne-Marie Bailey Valley Christian High School	Active	Essentials Course Workshop: SR&VR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	View
<input type="button" value="Update"/>	Michael Bartlett Isaac Elementary School District #5	Candidate	Essentials Course Workshop: SR&VR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	View

Select the MT's name to link to their profile.

4. Within the Master Teacher's profile you can edit any of the information by entering new data in the desired fields.
5. Please ensure that all required fields (indicated by an asterisk *) are completed and that the MT's *Primary Email* address is correct.
6. When finished, select the **Update** button at the bottom of the page to save the changes.

To Authorize or Un-authorize a MT User:

1. Select the **View/Edit MT Users** link located under the **MT Class Management** heading on the left navigation bar.
2. To limit which MT Users you are viewing, use the search criteria provided in the **Narrow your Listing** section. Click the **Search** button to perform the class search based on your selections.
3. To authorize a MT, check the **Authorization** box for the program you wish to authorize them to deliver in their LEA. To un-authorize a MT, uncheck the **Authorization** box for the program you wish to un-authorize them to deliver in their LEA.
4. Note: When you un-authorize a MT for a program, they will receive a system email notifying them of this change in their program qualifications. Unauthorized MTs will be prevented from scheduling and delivering this type of PT class in their LEA.
5. Click the **Update** button next to the MT's name or at the bottom of the page to save changes. The resulting page will confirm these changes have been accepted by the system.

Note: You can only authorize/un-authorize MTs for programs that they are *certified* in.

To Certify or Un-certify a MT User:

The standard process for a Master Teacher to become certified in a program is through promotion by the Senior Trainer after they have successfully completed the MT class. However, if needed, the NTA user has the ability to change a Master Teachers certification status for any program. When modifying the Certification status of a Master Teacher, please use caution, consult the responsible ST, and review the account carefully before proceeding.

1. Select the **View/Edit MT Users** link located under the **MT Class Management** heading on the left navigation bar.
2. To limit which MT Users you are viewing, use the search criteria provided in the **Narrow your Listing** section. Click the **Search** button to perform the class search based on your selections.
3. To certify a MT, check the **Certification** box for the program you wish to certify the MT in. To un-certify a MT, uncheck the **Certification** box for the desired program.
4. Once you have made changes to the **Certification** box, click the **Update** button next to the MT's name or at the bottom of the page to save changes.

To View the Participant Teacher Classes Scheduled by a MT User:

1. Select the **View/Edit MT Users** link located under the **MT Class Management** heading on the left navigation bar.
2. To limit which MT Users you are viewing, use the search criteria provided in the **Narrow your Listing** section. Click the **Search** button to perform the class search based on your selections.
3. Select the **View** link located under the **Classes** column. You will be directed to a page that lists all of the Master Teacher's PT class activity.
4. To view the details of a particular class, select the **View Class** link located under the **Action** column.

View Participant Teacher Classes						
Listed below are all the Participant Teacher classes in your LEA. Use the search functionality to narrow your search. Note: Evaluations are only viewable for "Completed" classes.						
List of Classes						
Action	Class Type	Start Date	End Date	MT	Class ID	Class Status
View Class	Essentials Workshop	8/1/2003	8/3/2003	Test Account	00001	Completed
View Class	Workshop Series Program	11/3/2003	11/3/2003	Test Account	00002	Completed

Schedule MT Classes

After identifying the Master Teacher class location, dates, and lab information, the NTA Primary Contact (the National Training Coordinator) will proceed with scheduling the class online. The NTA is the only user with the ability to schedule MT classes for all RTAs Groups.

To Schedule a MT Class:

1. Select the link **Schedule MT Classes** link under the *MT Class Management* heading on the left navigation bar.
2. Select the radio button next to the class type you wish to schedule, and choose the state where the training will take place and then select the **Schedule MT Class** button.

Intel® Teach to the Future

Schedule Class for Master Teachers
Please select the radio button for the class type you wish to schedule for Master Teachers.

Class Type* : Essentials Course
 Workshop: Seeing Reason & Visual Ranking

Class State* :

3. Complete all of the fields on the scheduling form:
 - **Class Type:** This information is pre-populated from previous page.
 - **Senior Trainer:** Select an available Senior Trainer from the dropdown list provided.
 - **RTA Group:** Select which RTA Group(s) will be able to view and assign master teachers to this class. The list of RTAs will be determined based on the state selection. You may select one RTA Group or use the CTRL key to select multiple RTA Groups, or select All to make the class available to all regions.
 - **LEA Group:** Here you can choose to restrict the class to particular LEAs (or include all LEAs). (You may select *All* to ensure the class available to all LEAs, you can select one LEA, or hold down the CTRL key to select multiple LEAs). Select which LEA Groups will be able to view & assign MTs to this class. The list of LEA groups will be determined based on the RTA Group selection. You may select one LEA Group or use the CTRL key to select multiple LEA Groups or select All to make the class available to all LEA Groups within the selected RTA Group(s).
 - **Start and End Dates:** Enter the start and end dates for the class using the calendar icons provided.

Note: Choose the month, year, and then date. Selecting a date will close the calendar pop-up.
 - **Agenda Type:** Select the agenda type for the type of class you are scheduling. This dropdown list will provide agenda choices based on the class type you selected. Please select one agenda per class type.

Note: The agenda information is for NTA tracking only; it will not appear on any of the pages for RTAs and LEAs to view.

- **Max Class Size:** Enter the maximum class size allowed.

Note: There cannot be more than 30 Master Teachers on a class roster.

- **City and State:** Enter the city and state information in the appropriate fields.
- **Details:** In this section, please list all other class logistics (e.g. location, room number, lunch times, restrictions, etc.) Please enter this information carefully; Master Teacher Candidates receive system emails that contain this information.

4. Select the **Click here to Complete** button once you confirm that all of the information entered is correct.
5. You will receive a confirmation page confirming all of the class information. If anything is incorrect, select the **View/Edit/Cancel MT Classes** link located under the *MT Class Management* heading to make changes to this class.

Note: Once the class is scheduled online a system email will be sent to every LEA Primary Contact listed in the LEA Group field notifying them that a new class has been scheduled and they can assign their Master Teacher Candidates to it.

View/Edit/Cancel MT Classes

On the *View/Edit/Cancel MT Classes* page, you can manage all MT classes that have been scheduled online. NTA users with Administrative access have the ability to edit class details, view class rosters, and cancel or re-open classes if necessary. Users without Administrative access may view only.

To View the Class Details:

1. Select the **View/Edit/Cancel MT Classes** link located under the *MT Class Management* heading on the left navigation bar.
2. To limit which classes you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the **Search** button to perform the class search based on your selections.
3. Select the **View** link next to the class you would like to view.
4. On this page you will see the class details including: class type, Senior Trainer, class dates, class details, class size, and the class roster, and more.

Intel® Teach to the Future Essentials Course

View Master Teacher Class Details.

Class Type : **Essentials Course**
 Class Status : **Approved**
 Senior Trainer* : [Deb Garjian](#)
 NTA Group* : MS - Mississippi DOE
 LEA Group* :
 Start Date* : 1/7/2002
 End Date* : 1/11/2002
 Agenda Type* : Consecutive
 Max Class Size* : 20
 Kit Ordered ? : **No**
 City * : Long Beach
 State* : MS
 Details* :

Class Roster

MT Name	Grade	Comments	Certification Status	Evaluation
Angie Laubex	Good	N/A	Certified	Not Completed
Bonnie Leex	Good	N/A	Certified	Not Completed

To Edit the Class Details:

1. Select the **View/Edit/Cancel MT Classes** link located under the *MT Class Management* heading on the left navigation bar.
2. To limit which classes you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the **Search** button to perform the class search based on your selections.
3. Select the **Edit** link next to the class you would like to edit.

Note: You can only edit class details for classes in *Approved* status.

4. On the next page, you will see all of the editable fields including: Senior Trainer, LEA Group, Start Date, End Date, Max Class Size, City, State, and Details.

Note: The RTA Group and State fields will be read only. If these details need to change, it is best to cancel the class and schedule a new class with the correct information.

5. Input the correct information in the desired fields.
6. When finished, select the **Click here to Complete** button at the bottom of the page.

To Cancel the Class:

1. Select the **View/Edit/Cancel MT Classes** link located under the *MT Class Management* heading on the left navigation bar.
2. To limit which classes you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the **Search** button to perform the class search based on your selections
3. Select the **Cancel** link ext to the class you would like to cancel.
4. On the next page, select the **Proceed with Cancellation** button at the bottom of the page to cancel the class.

Note: A system email will be sent to all class roster participants, as well as the Senior Trainer and LEA Primary Contacts notifying them of the class cancellation. The message will also instruct the LEA users how to assign their MTs to another class.

Assign MTs to Classes

When you select the **Assign MTs to Classes** link on the left navigation bar under the *MT Class Management* heading, you will be able to view all of the Master Teacher classes nationwide. Use the search functionality at the bottom of the page to narrow your search. This feature allows the NTA to approve MTs onto class rosters once they have been assigned by the LEA.

To Approve a Master Teacher onto a Class Roster:

1. Select the **Assign MTs to Classes** link located under the *MT Class Management* heading on the left navigation bar.
2. To limit which classes you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the **Search** button to perform the class search based on your selections.
3. Select the **Manage Roster** link for the class that you are approving MTs into.

Assign Master Teachers to Classes

To assign MTs to a class, select the **Manage Roster** link. The LEA has the ability to request MTs to be assigned to any class nationwide; however, MTs are not confirmed on the class roster until approved by their RTA/NTA. Both Master Teachers and LEAs will receive a system message with the class details once the MT has been confirmed on the roster.

Listed below are all the classes in your region or results of your search.

Action	Class Type	Start Date	End Date	State	Sr. Trainer	Status
Full	Essentials Course	1/7/2002	1/11/2002	MS	Deb Garden	Approved
Manage Roster	Workshop: SR&VR	10/22/2004	10/23/2004	CO	Dan Morten	Approved

Pages: [1](#) [2](#) [3](#) >

Narrow your Listing:
If you would like to limit your viewing of classes, you can use these characteristics to define which classes to view. Select the search parameters and press Search.

Class Type:

Status:

RTA Group:

LEA Group:

4. On the next page, you will see the logistics for the class you have chosen. Scroll down the page to the section beneath the logistics area. Here you will see two categories: *Accepted Master Teachers* and *Pending Master Teachers*.
5. The *Accepted Master Teachers* section of the page shows Master Teacher(s) that have already been accepted into the class by either the RTA or NTA.

Note: If you wish to remove MTs from the roster, select the *Remove* radio button next to the name of the MT. Then, select the **Update Roster** button at the bottom of the page. If you remove a MT from a class, they will receive a system email informing them of their removal.

6. The *Pending Master Teachers* section shows you a list of all Master Teachers who are awaiting acceptance into the class by the RTA or NTA. The LEA has requested these MTs be placed into the class.

Note: The LEA users have an *Available Candidates* section that lists all MTs who are eligible for the selected class based on their Certification status.

- MTs not certified in the Intel® Teach to the Future Essentials Course will appear in the *Available Candidates* section for the Intel Teach to the Future Essentials Course for Master Teachers.
- Only MTs certified in the Intel® Teach to the Future Essentials Course will appear in the *Available Candidates* section for Intel Teach to the Future Workshops on Interactive Thinking Tools for Master Teachers.
- Once a MT is certified or listed on a roster for a class type, they will no longer appear in the *Available Candidates* section for that class type.

Select Master Teachers To assign a MT to this class, view the Available MTs section. Check the Select box next to the MT's name and then the Update Roster button. The MT will be notified via email that their LEA has nominated them for this class. The MT will be placed in the Pending MTs section, awaiting NTA approval. Once the NTA approves the MT, they will be placed in the Accepted MTs section. The MT will be notified via email when they have been accepted onto the class roster.

Class Detail

Class Type: **Essentials Course**

Number Of Accepted Master Teachers: **0**

Max Class Size: **25**

Class Dates (Start - End): **11/15/2004 - 11/19/2004**

Location: **Trenton, NJ**

Details:

Course Times: 8:00am-4:00pm
 Location: CyberSpace I
 108 North Clinton Avenue
 Trenton, NJ 08609
 Lab Contact: Sharon Parker
 Email: sparker@trenton.k12.nj.us
 Phone: 609-989-2880

Class Detail

[View class logistics here](#)

Accepted Master Teachers
 These MTs have been confirmed on the roster.

Select	Name	LEA
<input type="radio"/> Remove <input checked="" type="radio"/> Accepted	Diana Bowney	Rutgers Computer Education

Pending Master Teachers
 These MTs are awaiting acceptance onto the class roster.

MT Name	Name	LEA
<input checked="" type="radio"/> Pending <input type="radio"/> Accept <input type="radio"/> Reject	Amy Spate	Oswego County
<input checked="" type="radio"/> Pending <input type="radio"/> Accept <input type="radio"/> Reject	Rita Bo	Rutgers Computer Education

Modify your Pending Candidates Listing:
 If you would like to limit your viewing to a particular LEA, or user, you can use these characteristics to define which items to view. Click on the down arrow for each category and select the search parameters.

NTA: **ICT - National**

LEA: All

Last Name:

Class Enrollment: Open Closed

- To approve a Master Teacher onto a class roster, select the *Accept* radio button next to the name of the MT(s) listed in the *Pending Master Teachers* section.
- Click the **Update Roster** button at the bottom of the page when finished to save the changes.

Note: You may select the *Accept* radio button for multiple Master Teachers before clicking the **Update Roster** button.

- The MT(s) that you approved onto the class roster will now appear in the *Accepted Master Teachers* section.

Note: The Master Teacher(s) will receive a system email notifying them whether they are accepted or declined from a class roster. The NTA, RTA, and LEA will receive a copy of this message. This message also includes the class details entered when you scheduled the class online.

To Remove a Master Teacher from a Class Roster:

- Select the **Assign MTs to Classes** link located under the *MT Class Management* heading on the left navigation bar.
- To limit which classes you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the **Search** button to perform the class search based on your selections.
- Select the **Manage Roster** link for appropriate the class where the MT currently is listed.
- Scroll down to the section of the page where the MT is listed (either in the *Accepted Master Teachers* section or *Pending Master Teachers* section).
- Select the **Remove** radio button next to the MT's name.
- Click the **Update Roster** button at the bottom of the page when finished.

Note: When you remove a MT from a class, they will receive a system email informing them of their removal. The NTA, RTA, and LEA will receive a copy of this message.

To Close Class Enrollment:

The NTA has the ability to close class enrollment, which means that LEAs will no longer be able to assign MTs to the class. Use this function when the class has reached maximum capacity.

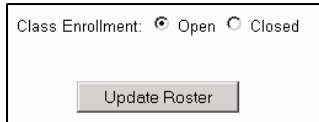
- Select the **Assign MTs to Classes** link located under the *MT Class Management* heading on the left navigation bar.
- To limit which classes you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the **Search** button to perform the class search based on your selections.
- Select the **Manage Roster** link for the appropriate class.
- In the *Class Enrollment* section at the bottom of the page, click the radio button next to *Closed* to close MT enrollment for this class.
- Click the **Update Roster** button at the bottom of the page when finished to save the changes.

Class Enrollment: Open Closed

Update Roster

To Re-Open Class Enrollment:

1. As the NTA, you can also re-open class enrollment, which means that LEAs will be allowed to assign MTs to the class again.
2. Select the **Assign MTs to Classes** link located under the *MT Class Management* heading on the left navigation bar.
3. To limit which classes you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the **Search** button to perform the class search based on your selections.
4. Select the **Manage Roster** link for the appropriate class.
5. In the *Class Enrollment* section at the bottom of the page, click the radio button next to *Open* in order to re-open MT enrollment for this class.
6. Click the **Update Roster** button at the bottom of the page when finished to save the changes.



Class Enrollment: Open Closed

Update Roster

MT Class Rosters

COMING SOON - The *MT Class Rosters* functionality will be available in a future Extranet upgrade. You will receive an updated page for this manual when this feature is released on the Extranet.

Order MT Class Materials

The NTA is responsible for scheduling and ordering materials for all Master Teacher classes. Before ordering MT class materials, be sure that the class roster is as complete as possible and all Master Teachers have been accepted into the class. The amount of materials ordered is based on the number of MTs confirmed on the roster.

Note: If materials have been ordered and then MTs are added to the class roster after that, contact Customer Support at teacher.training@intel.com to request additional materials. Customer Support will need to know the number of Master Teachers added and the sizes of shirts needed for each MT.

To Order Materials for Intel® Teach to the Future Essentials Courses for Master Teachers:

1. Select the **Order MT Class Materials** link located under the *MT Class Management* heading on the left navigation bar.
2. To limit which classes you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the **Search** button when finished.
3. Select the **Order MT Materials** link for the class you are ordering for.
4. Complete the required fields (indicated by an asterisk*) on the materials order form.

Order MT Essentials Course Materials	
Your Intel® Teach to the Future order contains:	
<ul style="list-style-type: none"> • Copies of curriculum manuals for each MT • MT Certificates of Completion for each MT enrolled • Intel® Teach shirt for each MT • One Blank CD for each MT • One Trinket for each MT enrolled 	
Please order materials for each MT class. Your materials will be shipped when there are 30 days before the Essentials Course start date. If your Essentials Course starts in less than 30 days, your materials shipment should arrive in 10 business days.	
Class Detail	
Class Type	Essentials Course
Trainer	Test Trainer
Start Date	5/21/2004
End Date	5/28/2004
Restrictions	
Details	Class Dates and Times:
Order Materials	
* indicates required fields	
Note: Please be sure your MT class roster is finalized before submitting your order for kits. Allow 5 working days for delivery after your order is submitted. Once your order is submitted, the order quantity can not be changed online. Changes must be submitted to the Customer Support email address (teacher.training@intel.com) as soon as possible.	

Please complete the Order Information below:

Request Date: 5/16/2004
Trainer Name: Test Trainer

Ship To First Name*:
Ship To Last Name*:
Ship To Address*:
(Cannot ship to a PO Box. Please supply delivery Address including street, city, etc.)
Ship To Address, Line 2:
Ship To City*:
Ship To State*:
Ship To Zip*:
Ship To Country: United States
Phone Number*:
Ship To Email*:

Training Platform: Microsoft Office* XP
 Microsoft Office* 2000

Please be patient after you click the "Order" button. It may take several minutes to process your request. Selecting the "Order" button again or the refresh key might result in the loss of your order.

- When finished, select the **Order** button at the bottom of the page to place the order.

To Order Materials for Intel® Teach to the Future Workshops on Interactive Thinking Tools for Master Teachers:

- Select the **Order MT Class Materials** link located under the *MT Class Management* heading on the left navigation bar.
- To limit which classes you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the **Search** button when finished.
- Select the **Order MT Materials** link next to the class you are ordering for.
- Complete the required fields (indicated by an asterisk*) on the materials order form.

Order MT Workshop: Seeing Reason & Visual Ranking Materials

Your Intel® Teach to the Future order contains:

- Copies of curriculum manuals for each MT
- MT Certificates of Completion for each MT enrolled
- One Trinket for each MT enrolled

Please order materials for each MT class. Your materials will be shipped when there are 30 days before the Workshop: Seeing Reason & Visual Ranking start date. If your Workshop: Seeing Reason & Visual Ranking starts in less than 30 days, your materials shipment should arrive in 10 business days.

Class Detail

Class Type	Workshop: Seeing Reason & Visual Ranking
Trainer	Judi Yung
Start Date	6/17/2004
End Date	6/24/2004
Restrictions	
Details	Dates: Times:

Order Materials
* indicates required fields

Note: Please be sure your MT class roster is finalized before submitting your order for kits. Allow 5 working days for delivery after your order is submitted. Once your order is submitted, the order quantity can not be changed online. Changes must be submitted to the Customer Support email address (teacher.training@intel.com) as soon as possible.

- When finished, select the **Order** button at the bottom of the page to place the order.

Please complete the Order Information below:

Request Date: 5/16/2004
Trainer Name: Judi Yung

Ship To First Name*:

Ship To Last Name*:

Ship To Address*:
(Cannot ship to a PO Box. Please supply delivery Address including street, city, etc.)

Ship To Address, Line 2:

Ship To City*:

Ship To State*:

Ship To Zip*:

Ship To Country: United States

Phone Number*:

Ship To Email*:

Please be patient after you click the "Order" button. It may take several minutes to process your request. Selecting the "Order" button again or the refresh key might result in the loss of your order.

To View Class Materials for either the Intel® Teach to the Future Essentials Course for Master Teachers or Workshops on Interactive Thinking Tools for Master Teachers:

- Select the **Order MT Class Materials** link located under the *MT Class Management* heading on the left navigation bar.
- To limit which classes you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the **Search** button when finished.
- Select the **View MT Materials** link for the appropriate class you'd like to view.
- On this page you will see an order summary of class details and shipment delivery information.

Promote MT Candidates

Promoting Master Teacher Candidates is the role of the Senior Trainer (ST) assigned to the class. However, the NTA also has the ability to promote Master Teachers as a back-up in the absence of the Senior Trainer. When MTs are promoted, they are certified and authorized in that class type.

Before grading and promoting, ensure that the class roster is correct. If a Master Teacher was a “no-show”, or could not complete the entire training and would like to be available for a future class, please remove them from the roster. This should be completed *before* you issue a grade and promote the Master Teacher online.

To Remove a Master Teacher from the Roster:

1. Select the **Promote MT Candidates** link located under the *MT Class Management* heading on the left navigation bar.
2. To limit which classes you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the **Search** button when finished.
3. Select the **Close Out Class** link located next to the appropriate class.
4. Check the *Remove* box next to the MT whom you would like to be removed from the roster.

Class Roster

Remove	MT Name	Grade	Comments	Certification Status	Evaluation	Status
<input type="checkbox"/>	Terri Smith (TSMITH)	Please Select		Please Select	Not Completed	Candidate
<input type="checkbox"/>	TTest MT (TTESTAD)	Please Select		Please Select	Not Completed	Candidate

Pages: 1

Update

Class can be closed once all Master Teachers have been graded and class end date has passed.

Check the **Remove** box next to the MT you want to remove.

5. Select the **Update** button at the bottom of the page to remove the Master Teacher.
6. A system email will be sent to the Master Teacher and their LEA informing them that the MT has been removed from the roster and can now be assigned to another class.

To Promote MT Candidates:

You may only promote MT Candidates if they are in a class in *Approved* status.

1. Select the **Promote MT Candidates** link located under the *MT Class Management* heading on the left navigation bar.
2. To limit which classes you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click **Search** when finished.
3. Locate the appropriate class and then click on the **Close Out Class** link.

View/Edit/Cancel Master Teacher Classes

Listed below are all of the Master Teacher classes scheduled in your region or found in search criteria.

Action	Class Type	Start	End	State	Sr. Trainer	Status
Close Out Class	Essentials Course	05/20/04	05/26/04	DC	Judi Yung	Approved
Close Out Class	Essentials Course	05/13/04	05/21/04	AL	Judi Yung	Approved
Close Out Class	Essentials Course	06/28/04	07/20/04	MA	Judi Yung	Approved
Close Out Class	Essentials Course	05/31/04	06/05/04	MA	Judi Yung	Approved

- The next page lists all of the class details and MTs on the roster.

Intel® Teach to the Future Essentials Course

Promote Master Teachers and Close Class
When you complete a class, use this page to issue grades and assign a certification status to your Master Teachers, and close the class online

Class Type : **Essentials Course**
Class Status : **Approved**
Senior Trainer* : Debby Mitchell
Start Date* : 6/16/2004
End Date* : 6/17/2004
Agenda Type* : Consecutive

Details* :

- Assign a **Grade** from the dropdown menu to each Master Teacher.

Class Roster

Remove	MT Name	Grade	Comments	Certification Status	Evaluation	Status
<input type="checkbox"/>	Terri Smith (TSMITH)	Please Select	<input type="text"/>	Please Select	Not Completed	Candidate
<input type="checkbox"/>	TTest MT (TTESTAD)	Please Select	<input type="text"/>	Please Select	Not Completed	Candidate

Pages: 1

Class can be closed once all Master Teachers have been graded and class end date has passed.

- You have the option to input *Comments* about the Master Teacher in the fields provided.
- Select the **Certification Status** (Certified or Not Certified) for each MT.
- When finished, click the **Update Grades** button at the bottom of the page.

Note: When you click the **Update Grades** button, the *Certified* MTs will now be *Authorized* to deliver that class to PTs. If this is the first time a MT is both Certified and Authorized in a class type, the MT will receive their Extranet login information in a system email.

To Close a Master Teacher Class:

Once you have assigned a grade and certification status to all the Master Teachers on the roster, the **Close Class** button will become available at the bottom of the page. After all MTs have completed their Master Teacher Class Evaluation, please close the class online.

- Select the **Promote MT Candidates** link located under the *MT Class Management* heading on the left navigation bar.
- To limit which classes you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the **Search** button when finished.
- Locate the class you would like to close and then click the **Close Out Class** link.
- Select the **Close Class** button at the bottom of the page.

Intel® Teach to the Future Essentials Course

Promote Master Teachers and Close Class
When you complete a class, use this page to issue grades and assign a certification status to your Master Teachers, and close the class online.

Class Type: Essentials Course
Class Status: **Approved**
Senior Trainer*: Debby Mitchell
Start Date*: 6/16/2004
End Date*: 6/17/2004
Agenda Type*: Consecutive

Details*:
Class Details:
Class Dates/Times:

Class Roster

Remove	MT Name	Grade	Comments	Certification Status	Evaluation	Status
<input type="checkbox"/>	Tern Smith (TSMITH)	Excellent		Certified	Not Completed	Certified
<input type="checkbox"/>	Test MT (TESTAT)	Fair		Certified	Not Completed	Certified

Pages: 1

Close Class

Class can be closed once all Master Teachers have been graded and class end date has passed.

Select the **Close Class** button after all MTs have been assigned a grade, and certification status, and have completed the online evaluation.

Note: Once the class is closed, you will not be able to change grades and Master Teachers will no longer be able to complete the evaluation. If a class has been closed in error, please follow the steps below to re-open the class.

To Re-Open a Master Teacher Class:

Once a Master Teacher class has been closed, you have the ability to re-open the class if there are changes needed to the roster. After all MTs have been assigned a grade and completed their Master Teacher Class Evaluation, please re-close the class online.

1. Select the **View/Edit/Cancel MT Classes** link located under the *MT Class Management* heading on the left navigation bar.
2. To limit which classes you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the Search button when finished.
3. Select the **View** link for the class you would like to re-open.
4. Scroll to the bottom of the class details section and select the **Reopen Class** button. You will receive a confirmation page indicating that the class has been re-opened.

View Master Teacher Class Details.

Class Type : **Essentials Course**
Class Status : **Closed**
Senior Trainer* : [Deb Garjian](#)
NTA Group* : MS - Mississippi DOE
LEA Group* :
Start Date* : 1/7/2002
End Date* : 1/11/2002
Agenda Type* : Consecutive
Max Class Size* : 20
Kit Ordered ? : **No**
City * : Long Beach
State* : MS
Details* :

Select the **Reopen Class** button.

View MT Class Evaluations

You can view summaries of evaluation responses for each Master Teacher class once the class has been closed online.

To View a MT Class Evaluation Summary:

1. Select the **View MT Class Evaluations** link located under the *MT Class Management* heading on the left navigation bar.
2. To limit which classes you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the **Search** button when finished.

Note: Remember that you can only view evaluation summaries for classes in *Closed* status.

View/Edit/Cancel Master Teacher Classes

Listed below are all of the Master Teacher classes scheduled in your region or found in search criteria.

View	Class Type	Start	End	State	Sr. Trainer	Status
Evaluations	Essentials Course	03/01/04	03/05/04	TX	Vanessa Janis	Closed
Evaluations	Essentials Course	05/19/03	05/23/03	KY	Vanessa Janis	Closed
Evaluations	Essentials Course	06/16/03	06/20/03	KY	Vanessa Janis	Closed
Evaluations	Essentials Course	01/13/03	01/17/03	NJ	Vanessa Janis	Closed
Evaluations	Essentials Course	09/30/02	10/04/02	NJ	Vanessa Janis	Closed
Evaluations	Essentials Course	09/23/02	09/27/02	NJ	Vanessa Janis	Closed
Evaluations	Essentials Course	08/05/02	08/09/02	IL	Vanessa Janis	Closed

Pages: 1

Narrow your Listing:
If you would like to limit your viewing of classes, you can use these characteristics to define which classes to view. Select the search parameters and press Search.

Class Type :

Status :

NTA Group :

LEA Group :

State :

Senior Trainer Last Name :

3. Click on the **Evaluations** link for the class you are interested in viewing an evaluation summary for.

Note: Evaluations for Workshops on Interactive Thinking Tools are not available on the Extranet at this time.

4. All of the evaluation responses are displayed as percentages. Individual Master Teacher comments are also provided anonymously at the end of the evaluation summary.

COMING SOON - Enhancements will be made to this section in a future Extranet upgrade. Evaluations for Workshops on Interactive Thinking Tools will be available on the Extranet in a future Extranet upgrade.

NTA User

Section 7: PT Class Management

View/Edit/Cancel/Reopen PT Classes.....NTA User: 45

Intel® Teach to the Future
with support from Microsoft

National Training Agency

Test Account [Logout](#)

NTA Management

- [Update Personal Info](#)
- [View/Edit NTA Users](#)

RTA Management

- [View/Edit RTA Users](#)

ST Management

- [View/Edit ST Users](#)

LEA Management

- [Approve/Reject LEA Applications](#)
- [View/Edit LEA Groups](#)
- [View/Edit LEA Users](#)

MT Class Management

- [View/Edit MT Users](#)
- [Schedule MT Classes](#)
- [View/Edit/Cancel MT Classes](#)
- [Assign MTs to Classes](#)
- [MT Class Rosters \(Coming soon\)](#)
- [Order MT Class Materials](#)
- [Promote MT Candidates](#)
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PT Class Management

- [View/Edit/Cancel/Reopen PT Classes](#)

Reports

- [RTA User Report \(Coming soon\)](#)
- [LEA Group Report](#)
- [MT User Report](#)
- [MT Class Report \(Coming soon\)](#)
- [PT Class Report](#)
- [Evaluation Summaries \(Coming soon\)](#)

Related Links

- [Contacts & Resources](#)
- [Problems/Questions](#)
- [Upload Files \(Coming soon\)](#)

PT Class Management

- View/Edit/Cancel/Reopen PT Classes

View/Edit/Cancel/Reopen PT Classes

NTA users have the ability to manage PT Classes for all RTA Groups. The management functions available include: viewing, editing, canceling, and re-opening PT classes. Additionally, you can also view class evaluation summaries.

To View PT Class Details:

1. Select the **View/Edit/Cancel/Reopen PT Classes** link located under the *PT Class Management* heading on the left navigation bar.
2. To limit which classes you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the **Search** button to perform the class search based on your selections.
3. Select the **View/Edit/Cancel** class link next to the class you would like to view.

Note: You can view classes in *Approved*, *Cancelled*, and *Completed* status.

Intel® Teach to the Future Essentials Course

Edit/Cancel Class for Participant Teachers
 You may change the details of your Intel® Teach to the Future class using the fields below. If you need to cancel your class, please use the Cancel Class button below.
 * indicates required fields

Class Status : **Approved**
 Class ID : **10070**
 Class Type : **Essentials Course**

Start Date* : [mm/dd/yyyy]

Sixth Module Completion Date* : [mm/dd/yyyy]

End Date* : [mm/dd/yyyy]

Number of PTs Expected* :

Details* :

Location:

 Class days and times:
 Tuesdays and Thursdays
 2:30 - 4:30

If you wish to cancel the class, please click the cancel class button below.
Note: A cancelled class cannot be re-opened. Please use the cancel feature with caution.

4. On this page, you will see the class details including: Class Type, Class Status, Class ID, Start Date, Sixth Module Completion Date (if applicable), End Date, Expected PTs, and Details.

To Edit PT Class Details:

NTA users with Administrative access can edit class details for classes in *Approved* status.

1. Select the **View/Edit/Cancel/Reopen PT Classes** link located under the *PT Class Management* heading on the left navigation bar.
2. To limit which classes you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the **Search** button to perform the class search based on your selections.

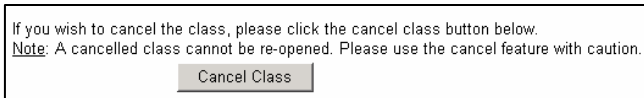
3. Select the **View/Edit/Cancel** link next to the class you would like to edit.
4. On this page, you will see the class details. You may edit the following fields: Start Date, Sixth Module Completion Date (if applicable), End Date, Expected PTs, and Details.
5. When finished, select the **Save Changes** button at the bottom of the page.

To Cancel a PT Class:

1. Select the **View/Edit/Cancel/Reopen PT Classes** link located under the *PT Class Management* heading on the left navigation bar.
2. To limit which classes you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the **Search** button to perform the class search based on your selections.

Note: You can only cancel a class that is in *Approved* status.

3. Select the **View/Edit/Cancel** link next to the class you would like to cancel.
4. Scroll to the bottom of the page and select the **Cancel Class** button to proceed with canceling the class.



5. Enter the **Reasons for Cancellation** in the appropriate box, and then click the **Proceed with Cancellation** button.

Note: A system email will be sent to the Master Teacher and the LEA Primary Contact notifying them of the class cancellation.

6. You will receive a confirmation page indicating that the class has been cancelled.

To Re-Open a PT Class:

1. Select the **View/Edit/Cancel/Reopen PT Classes** link located under the *PT Class Management* heading on the left navigation bar.
2. To limit which classes you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the **Search** button to perform the class search based on your selections.

Note: You can only re-open a class that is in *Completed* status.

3. Select the **View** link next to the class you would like to re-open.
4. Select the **ReOpen Class** button at the bottom of the page to re-open the class. Re-opening a class will change the class status from *Completed* to *Approved*.

To View a PT Class Evaluation Summary:

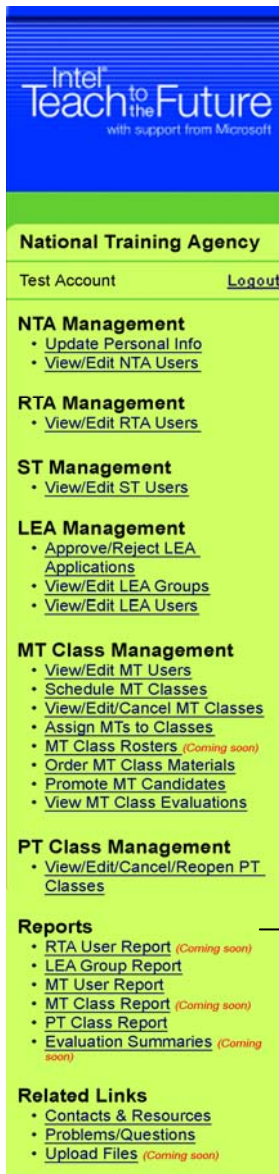
For classes in *Completed* status, you have the ability to view a summary of Participant Teacher evaluation responses.

1. Select the **View/Edit/Cancel/Reopen PT Classes** link located under the *PT Class Management* heading on the left navigation bar.
2. To limit which classes you are viewing, use the search criteria provided in the *Narrow your Listing* section. Click the **Search** button to perform the class search based on your selections.
3. Select the **View** link next to the appropriate class.
4. On this page, you will see an overview of the class details. To view a summary of the Participant Teacher evaluation responses for this class, click the **View** link next to *Class Evaluation Summary*.

Note: Evaluation responses are displayed as percentages and individual PT comments are provided anonymously at the end of the evaluation.

NTA User Section 8: Reports

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LEA Group Report.....	NTA User: 50
MT User Report.....	NTA User: 52
MT Class Report (<i>Coming Soon</i>).....	NTA User: 54
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Reports

- RTA User Report (Coming Soon)
- LEA Group Report
- MT User Report
- MT Class Report (Coming Soon)
- PT Class Report
- Evaluation Summaries (Coming Soon)

RTA User Report

COMING SOON - The *RTA User Report* will be available in a future Extranet upgrade. You will receive an updated page for this manual when this feature is released on the Extranet.

LEA Group Report

This report provides you with a list of all of the Local Education Agencies (LEAs) participating in each RTA Group. This report is available on screen (Web view) or as a downloadable Microsoft Excel* report.

The report includes the following information about the LEA Groups and LEA Contacts:

- **LEA Groups:** Address1, Address2, City, State, Zip, Phone, Fax, LEA Status, MTs Requested, MTs Confirmed, and LEA Group Type
- **LEA Contacts:** Salutation, First Name, Initial, Last Name, Personal Email, Business Email, Title, Creation Date, Login Status, User ID, LEA User Status, Role, Admin Rights

To View or Download the LEA Group Report:

1. Select the **LEA Group Report** link located under the *Reports* heading on the left navigation bar.
2. On the next page, select the criteria for your report.

The screenshot shows the 'LEA Group Report' configuration interface. It features several dropdown menus and a text input field. The 'Report Columns' dropdown is currently set to 'All', with options for 'Salutation', 'FirstName', and 'Initial'. The 'RTA Group' dropdown is set to 'All'. The 'State' dropdown is also set to 'All'. The 'LEA Group' dropdown is set to 'All', with a scrollable list showing 'AB Combs Elementary', 'Aberdeen Public Schools', and 'Abilene Independent School District'. The 'LEA Group Status' dropdown is set to 'All'. There is a text input field for 'LEA User Last Name'. At the bottom, there are radio buttons for 'Viewing Options', with 'Web View' selected and 'Export to Excel' unselected. A 'Get Report' button is located at the bottom right of the form.

- **Report Columns:** Choose which report columns you want included in your report.
Note: Use the CTRL key to select multiple columns, or select **All** to include all possible columns in the report.
- **RTA Group:** Select one or many RTA Groups.
- **State:** Choose one or all states.
- **LEA Group:** Select one or multiple LEA Groups (using the CTRL key), or All LEA Groups that you wish to view a report for.
- **LEA Group Status:** Choose whether you are searching for active or inactive LEA Groups.
- **LEA User Last Name:** You can enter in a specific user's last name here to obtain a report for that user only.
- **Viewing Options:** Select how you want to view the report results: Web View (on screen) or Export to Excel

3. Once you have selected your report criteria, click the **Get Report** button.
4. Your report data will now be returned to you in the method you chose, either on screen (Web view) or in spreadsheet format. If you opted to export the report, choose to open the file or save it to a location on your computer.

COMING SOON - In a future Extranet release, this report will be enhanced to accommodate Consortium Member roles. You will receive an updated page for this manual when these report enhancements have been released on the Extranet.

MT User Report

The *MT User Report* provides you with a list of all of the Master Teachers within each LEA, outlining their detailed school, demographic, and contact information. This report is available on screen (Web view) or as a downloadable Microsoft Excel* report.

To View or Download the MT User Report:

1. Select the **MT User Report** link located under the *Reports* heading on the left navigation bar.
2. On the next page, select the criteria for your report.

MT User Report

Report Columns: (dropdown menu with options: Salutation, FirstName, LastName)

RTA Group: (dropdown menu)

State: (dropdown menu)

LEA Group: (dropdown menu with options: AB Combs Elementary, Aberdeen Public Schools, Abilene Independent School District)

MT Status: (dropdown menu)

Class Type: (dropdown menu)

Certified: (dropdown menu)

Authorized: (dropdown menu)

MT User Type: (dropdown menu)

MT Last Name:

Viewing Options: Web View Export to Excel

Get Report

- **Report Columns:** Choose which report columns you want included in your report.
Note: Use the CTRL key to select multiple columns, or select **All** to include all possible columns in the report.
- **RTA Group:** Choose to view MTs from one, multiple, or all RTA Groups.
- **State:** Choose to view MTs from one or all states.
- **LEA Group:** Choose to view MTs from one, multiple, or all LEA Groups. (LEA groups are based on selected RTAs).
- **MT Status:** Choose whether you are searching for Active, Inactive, or All MTs.
- **Class Type:** Select the class type (i.e. Essentials Course or Workshops on Interactive Thinking Tools).
- **Certified:** Decide if you would like to include Certified, Not Certified, or All MTs in the report for the above class type(s) selected.
- **Authorized:** Decide if you would like to include Authorized, Not Authorized, or All MTs in the report for the above class type(s) selected.

- **MT User Type:** Select whether you want to include MTs from the Classic program who have continued.
 - **MT Last Name:** You can enter in a specific MT last name here to obtain a report for only that MT.
 - **Viewing Options:** Select how you want to view the report results: Web View (on screen) or Export to Excel.
3. Once you have selected your report criteria, click the **Get Report** button.
 4. Your report data will now be returned to you in the method you chose, either on screen (web view) or in spreadsheet format. If you opted to export the report, choose to open the file or save it to a location on your computer.

MT Class Report

COMING SOON - The *MT Class Report* will be available in a future Extranet upgrade. You will receive an updated page for this manual when this feature is released on the Extranet.

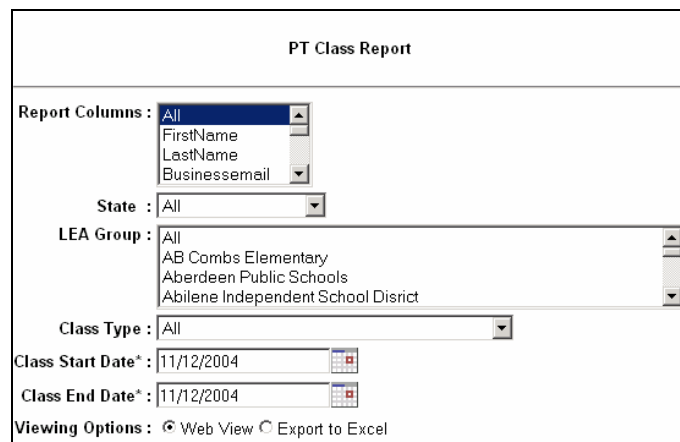
PT Class Report

This report provides you with a list of all of the Participant Teacher Classes scheduled online by Master Teachers nationwide. The report includes the following information:

- Master Teacher's name, primary email address, LEA Group, and user status
- Class Type (Essentials Course and Workshop: *Seeing Reason & Visual Ranking*)
- Class Dates
- Expected # of PTs
- Actual # of PTs trained (for classes in *Completed* status)
- PT materials ordered (Yes indicates the MT has ordered materials online; No indicates they have not)
- Class Status (*Approved, Completed, or Cancelled*)

To View or Download the PT Class Report:

1. Select the **PT Class Report** link located under the *Reports* heading on the left navigation bar.
2. On the next page, select the criteria for your report.



PT Class Report

Report Columns : (dropdown menu with options: All, FirstName, LastName, Businessemail)

State : (dropdown menu)

LEA Group : (dropdown menu with options: All, AB Combs Elementary, Aberdeen Public Schools, Abilene Independent School District)

Class Type : (dropdown menu)

Class Start Date* : (calendar icon)

Class End Date* : (calendar icon)

Viewing Options : Web View Export to Excel

Note: * indicates required field.

- **Report Columns:** Choose which report columns you want included in your report.
Note: Use the CTRL key to select multiple columns, or select **All** to include all possible columns in the report.
- **State:** Choose one or all states.
- **LEA Group:** Choose to view PT Classes from one LEA Group, multiple LEA Groups (using the CTRL key), or All LEA Groups.
- **Class Type:** Select the class type (i.e. Essentials Course or Workshops on Interactive Thinking Tools).
- **Class Start Date*:** Use the calendar icon to select the month, year, and date range for classes you wish to view.

- **Class End Date***: Use the calendar icon to select the month, year, and date range for classes you wish to view.
 - **Viewing Options**: Select how you want to view the report results: Web View (on screen) or Export to Excel
3. Once you have selected your report criteria, click the **Get Report** button.
 4. Your report data will now be returned to you in the method you chose, either on screen (Web view) or spreadsheet format. If you opted to export the report, choose to open the file or save it to a location on your computer.

Evaluation Summaries

COMING SOON - The *Evaluation Summaries* report will be available in a future Extranet upgrade. You will receive an updated page for this manual when this feature is released on the Extranet.

NTA User

Section 9: Related Links

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Related Links

- [Contacts & Resources](#)
- [Problems/Questions](#)
- [Upload Files \(Coming Soon\)](#)

Contacts and Resources

The ***Contacts & Resources*** link, located under the *Related Links* heading on the left navigation bar, directs you to your National Training Agency homepage where you can locate the *Online Help* and contact information.

Please note that you can obtain contact information about your Local Education Agencies and Master Teachers from the *Contacts and Resources* section located near the bottom of the page.

Problems/Questions

The ***Problems/Questions*** link, located under the *Related Links* heading on the left navigation bar, directs you to our helpful Customer Support team. If you have questions at any time, or would like to make a comment or suggestion, click the link to send an email to the Intel® Teach to the Future Customer Support team at **teacher.training@intel.com** for assistance.

Please expect to receive a response within two business days.

Upload Files

COMING SOON - The *Upload Files* function will be available in a future Extranet upgrade. You will receive an updated page for this manual when this feature is released on the Extranet.