



Thinkport

Owner's Manual

Training Guide



Think Classroom.
Think Technology.
Think Career.
Think Family & Community.
www.thinkport.org



MARYLAND
PUBLIC
TELEVISION

CTE
JOHNS HOPKINS UNIVERSITY
Center for Technology in Education

Thinkport aims to help teachers teach more effectively, inspire students to learn, build bridges between school and home. Thinkport, a free resource, offers rich online educational resources, valued professional development, and innovative multimedia learning tools — all just a few clicks away. The future of Maryland education is happening right now. Thinkport offers you a unique opportunity to be a part of it.

MPT and CTE: A Partnership of Two Trusted Names in Maryland Education

Thinkport is the product of a partnership between Maryland Public Television (MPT) and Johns Hopkins University Center for Technology in Education (CTE), two trusted names in Maryland education.

For 35 years, MPT has been a valued friend to educators and Maryland's home for PBS's beloved children's programming. But in addition, MPT produces original educational video series, creates online resources such as virtual field trips, and conducts institutes and workshops year-round for educators and child-care providers alike. MPT knows educational media, traditional and new.

CTE is dedicated to improving the quality of life for all children and youth, particularly those who have special needs, through teaching, research, and leadership in the uses of technology. Innovations developed at CTE are shaping the future of the ever-expanding relationship between media and education.

Introduction and Overview for Facilitators

Materials in this packet include:

- ✓ Training video tape or DVD
- ✓ Facilitator Guide with resource training sheets

The Training Tape features:

- Six sections with an introduction:
 - 1. An Overview of Site Structure**
 - 2. Think Classroom: Online Field Trips and Video Clips**
 - 3. Think Classroom: Building an Activity**
 - 4. Think Technology**
 - 5. Think Career**
 - 6. Think Family and Community**

Each of these has a corresponding section in this guide, with preview/review points, additional highlights and tips, and appropriate resource sheets.

- Before each section introduce the material to be covered using the preview points
- After each section, a YOUR TURN screen will appear:
 - pause the tape
 - review the information covered
 - supplement the information provided with additional tips and hints
 - try some of the exercises covered in the resource sheets

This Facilitator's Guide contains:

- A review of the important points covered in the tape.
- Supplemental tips and hints to discuss with your participants.
- Additional resource sheets and exercises for each section: these sheets have a suggested/recommended time allowance to help you plan your training session
- Thinkport One-Sheet, a one page site synopsis of Thinkport to copy and distribute.

Preparation Checklist

As you prepare for your training session, consider:

- Number of participants
- Interests of participants
- Grade level and subjects taught by participants
- Technological skill level of participants
- Time available for training
- Resources/Computers/Viewing screens available. The training can be accomplished in a variety of set-ups, for example:
 - computer lab (1 or 2 participants per station)
 - classroom style with one computer projecting the Thinkport.org website

Countdown to Session:

1 Registration: We recommend participants are registered. It is free and secure. Registering will dramatically increase the effectiveness and usefulness of Thinkport, including access to Thinkport's online tools.

Registration has two steps:

1. Complete the registration form on Thinkport.org
2. A confirmation email will appear in your Inbox. Open and follow instructions to activate account.

Note: You may also receive a second email to confirm your *Thinkport Weekly Enewsletter*, an optional check box in the Thinkport registration process. This must also be opened to validate receipt.

2 Check your setup: Where and how will you hold your session? We recommend no more than 2 people per computer. Check simple things such as outlets, connections, number of seats and viewing obstructions.

3 Additional preparation instructions. Possibilities: survey skill level of participants, confirm attendance

4 Computer requirements: Below is a list of necessary computer technical requirements to ensure Thinkport works at its optimal performance.

- Internet Explorer 6.0
- Flash 7.0
- Real One Player 8 and Windows Media 9
- Pop-up blockers should be disabled. Some content on Thinkport opens in new windows. Many pop-up blockers prevent these from appearing.

5 Equipment requirements: Below is a list of equipment that can be used to view the training tape. Consider your needs and choose from the following:

- VCR
- DVD player
- TV
- Projector
- Screen

Resource Sheet

#1—Participants may find this guide sheet helpful. It walks your participants through registration with an area for recording username and password.

Preparation Checklist *(continued)*

Beginning your Thinkport Training Session

Set your goals for the training depending on needs of group/school, interests of participants, time allotted. To help in determining how to structure your training, begin with referring to each training tape section in this manual for estimated training times and content covered.

1 How to use this Facilitator's Guide:

Each section of the Thinkport Owner's Manual has a facilitator's guide sheet outlining the following information to use in your training.

● Preview/Review Points

Prior to your group viewing the segment, PREVIEW with participants the points covered in each segment (listed at the beginning of each section guide sheet). After viewing each segment REVIEW the points covered in the segment while demonstrating to your group. Then expand with material from *additional highlights and tips*.

● Additional Highlights and Tips

Delve a little deeper and provide participants with additional information about the topics and tasks covered in the segment. Many of these topic areas include companion *resource sheets*.

● Resource Sheets

Resource sheets have been created to assist in teaching the various functions of the Thinkport site. These worksheets can be used in a variety of ways depending on the time and situation of the training. Some or all of the resource sheets can be used in the training or better yet, copied and distributed for participants to take with them as reinforcement following the training.

2 Timing Your Training

- Thinkport Owner's Manual total running time is 23 minutes 21 seconds

- Section Breakdown:

<u>Section Name</u>	<u>Approx. Time</u>
An Overview of Site Structure.....	5 minutes
Think Classroom: Online Field Trips and Video Clips	1 min. 20 sec.
Think Classroom: Building an Activity	6 minutes
Think Technology	3 min. 15 sec.
Think Career	3 min. 15 sec.
Think Family and Community.....	3 minutes

- Pause the video tape between each section at the YOUR TURN screen and spend 5-10 minutes reviewing the material covered. As you review demonstrate/model each point.
- Each resource sheet on average will take the participants between 5 and 15 minutes to complete. (resource sheets #7 and #8 are extended activities)
- Use resource sheets as time allows. The resource sheets can also be handed out as independent follow-up activities.



An Overview of the Site Structure



Your Turn: Section One



Section One video time: 5 minutes
Review: 5-10 minutes
Resource Sheets: 5-15 min. ea. (optional)

An Overview of Site Structure

Preview/Review Points

- ✓ This section begins with an overview of the site structure, outlining the four main parts of the site: Think Classroom, Think Career, Think Technology and Think Family & Community.
- ✓ The scenario then has the teacher focus on Think Classroom as she prepares a unit for her students.
- ✓ Participants observe how to find resources in the Think Classroom section.
- ✓ Participants observe how to search for resources and save them to the Idea Box.

Additional Highlights and Tips:

1 About Registration:

- If participants were unable to register in advance, now is a good time to walk them through the process. Encourage them to fill out as many fields as possible to enhance the personalization functions of the site.
- Registration information can be updated at any time by using the My Profile link in the upper right hand corner of the site.

2 About Searching:

- Thinkport can personalize search results based on the information provided during registration.
- Thinkport content can be interrelated based on the standards and resources used. When looking at a search result, you can also find related content by using the relatives link.

3 About the Idea Box:

- The Idea Box provides personal storage space on the Web for registered users.
- You must be a registered user and logged in to access your Idea Box and save resources there.
- The Idea Box can be accessed from any computer with an Internet connection.
- The Idea Box has a space capacity of 1 megabyte per person.
- A How-To document is available on Thinkport, access through the Think Technology area.

Resource Sheets

Have participants try...

#1—Registration steps

#2—The Search Function

#2a—Example of Search Results page

Note to facilitator: This resource sheet is to demonstrate the ease of typing a keyword into the search box to display a collection of Thinkport resources. The search results return a top ten list followed by a list broken down into categories. An icon key has been included to define the categories.

#3—Adding Resources to Your Idea Box



Think Classroom: Online Field Trips & Video Clips

Your Turn: Section Two



Section Two video time: 1 min. 20 sec.
Review: 5-10 minutes
Resource Sheets: 5-20 min. ea. (optional)

Think Classroom: Online Field Trips and Video Clips

Preview/Review Points

- ✓ This section shows the Online Field Trips on Thinkport and several different ways to locate them.
- ✓ In Think Classroom we see how to locate Online Video Clips and save one to your Idea Box.

Additional Highlights and Tips:

1 About Locating Resources:

- There are several ways to find a variety of different resources on Thinkport.
- Items such as Online Field Trips, Internet Links and Online Video Clips can be accessed from the Thinkport Homepage or Think Classroom page. The Website Builder and other tools can be found on the left side of most Thinkport pages.
- You can also use the search feature at any time to locate anything on Thinkport.

2 About Online Video Clips & Software:

- Online Video Clips are grouped by subject categories: Art, Health, Language Arts, Math, Science, Social Studies, Professional Development.
- Thinkport's Online Video Clips can be downloaded and viewed through two different pieces of software. You need to have an updated copy of either RealOne player or Windows Media player.
- Most PCs have Windows Media Player installed, however RealOne player is also an option and both are a free download.
- You can find links to both of these pieces of software on Thinkport. Click on the Think Technology bar at the top of the homepage, then scroll until you locate "Plug-In's" on the left-side of the web page.

3 About Online Field Trips:

- Thinkport has a series of Online Field Trips that cover a host of subject areas including social studies, language arts, math and science
- Online Field Trips offer a rich learning experience through the use of highly interactive activities, video and audio media, innovative uses of primary source documents, enhancements to aid reading, teacher support materials and much more.
- Detailed descriptions of the interactive activities in several field trips are included in this training guide.
- Detailed descriptions of several Online Field Trips are included in this guide as a hand-out for participants.

4 About MPT's Instructional Television (ITV): (Note to facilitator: ITV is worth reviewing although it was not included on the training tape)

- MPT airs more than 300 hours of instructional TV during the overnight hours. These programs are free for Maryland educators to tape and use in their classrooms.
- The schedule runs from September until May, Tuesdays through Fridays in the overnight. Check MPT's Daily Schedule on Thinkport Programs air in the following theme and subject areas:
Tuesday— Math, Science and the Environment
Wednesday— English and Social Studies

(continued)

Thursday— Technology Education, Foreign Language, Art, Music, Family Studies, Health and Physical Education

Friday— Interdisciplinary Themes and Professional Development.

5 About Email Reminders:

- As a logged-in registered user you may set an email reminder.

Resource Sheets

Have participants try...

#4—Searching for and Viewing Online Video Clips

#5—Previewing Instructional Video Schedule and Setting an Email Reminder

#6—Exploring Sections within Online Field Trips



Think Classroom: Building an Activity



Your Turn: Section Three



Section Three video time: 6 minutes
Review: 5-10 minutes
Resource Sheets: 15-60 min. ea. (optional)

Think Classroom: Building an Activity

Preview/Review Points

- ✓ In this section the teacher reviews the resources gathered and views the video clip that was saved in the Idea Box.
- ✓ We begin to see how to create an activity using resources and templates (in the structured mode) of the Student Activity Builder. The process is the same when using the builders for a lesson or project.
- ✓ The process includes creating a title, defining the audience and subject area, writing objectives, linking standards and adding resources.

Additional Highlights and Tips:

1 About Activities, Lessons and Projects:

- Refer to How-To's for detailed instruction online in the Think Technology area.

Thinkport offers three types of lesson resources for use during instruction:

- Student Activities are designed to be used in as little as one class period. They include a student view with specific directions so that students can access the activity online and complete it independently.
- Thinkport Lessons are comprehensive plans for teachers that include all background information, instructions and hand-outs so that the lesson can be effectively implemented over several days.
- Projects, called *Tech Tours*, are comprehensive online units of study that guide students to work as a team and as individuals in order to research a challenge question. Projects can encompass a whole unit of study and take several class periods to complete.
- Thinkport contains lessons from many credible outside sources, including PBS TeacherSource.

2 About Standards Explorer:

- Thinkport's Standards Explorer contains the Maryland standards for core academic subject areas. These standards can be quickly and easily added to anything created on Thinkport.
- You can also search for a particular standard and find any Thinkport content which addresses that standard.

3 About Using Resources in Class:

Resources on Thinkport can be used in a variety of ways, for example:

- Online Video Clips, Student Activities and Online Field Trips can be projected for the entire class to see.
- Resources can also be set up at a work station in the classroom. Small student groups or individuals can work through on a rotating basis.
- Resources can also be used in a computer lab, on an individual or group basis.

Resource Sheets

Have participants try these extended activities...

#7—Searching for and Modifying Sample Lesson Plan or Activity

#8—Building a Lesson, Activity or Project (see How-To)



Think Technology



Your Turn: Section Four



Section Four video time: 3 min. 15 sec.
Review: 5-10 minutes
Resource Sheets: 5-15 min. ea. (optional)

Think Technology

Preview/Review Points

This section explains Thinkport's Think Technology section. Here, teachers can :

- ✓ Find printable templates and graphic organizers
- ✓ Download free software programs
- ✓ Look up technology terms
- ✓ Use Thinkport's How-To guides
- ✓ Instant Message other Thinkport members.

Additional Highlights and Tips:

1 About Formats:

- Thinkport's templates and graphic organizers are available in three different forms.
- The PDF version will open and print from Adobe Acrobat Reader.
- The HTML version will allow you to customize some of the fields prior to printing.
- The Microsoft Word version can be saved to your hard drive and customized.

2 About Free Downloads, Plug-Ins and Simulations:

- Thinkport provides links to the free software plug-ins that enable the tools of Thinkport to work most effectively.
- In addition, there are links to downloads of free educational software and computer simulations.
- Check your school's policy on downloading software.

3 About Member Messaging:

- Thinkport's Member Messaging allows teachers to communicate with other members of the Thinkport community.
- This is a closed system and does not integrate with AOL, MSN or other instant messaging programs.
- You must be a registered user and logged in to use Thinkport's Member Messaging.

Resource Sheets

Have participants try...

#9—Choosing a Template/Organizer, Customizing and Print

#10—Looking Up Technology Terminology



Think Career



Your Turn: Section Five



Section Five video time: 3 min. 15 sec.
Review: 5-10 minutes
Resource Sheets: 5-15 min. ea. (optional)

Think Career

Preview/Review Points

- ✓ In this section we see what Thinkport's Think Career section has to offer.
- ✓ Teachers can stay up-to-date with their certification and continue their professional growth by taking online courses and participating in face-to-face trainings.
- ✓ Courses and trainings are offered by PBS TeacherLine, MPT and The Center for Technology in Education (CTE) from Johns Hopkins University.

Additional Highlights and Tips:

1 About Online Courses:

- Course costs and credits vary.
- Course descriptions, dates, fees and credits can be found in the Online Course Catalog.
- Click from the Thinkport Homepage or Think Career section.

2 About In-Person Training:

Face-to Face trainings are offered by both MPT and CTE that focus on a variety of topics including: effective technology integration, media utilization strategies, or classroom management to enhance project-based learning.

3 About New Teacher Support:

Maryland Teachers of the Year share motivational stories and model lesson plans for new teachers.

4 About How-To's:

Thinkport offers a collection of How-To manuals that give step-by-step directions on how to use Thinkport Tools and the latest equipment to integrate technology in your teaching. You can use the How To either online or print out a copy for reference.

Resource Sheets

Have participants try...

#11—Browsing the Course Catalog

#12—Locating and Opening How-To for Website



**Think Family &
Community**



Your Turn: Section Six



Section Six video time: 3 minutes
Review: 5-10 minutes
Resource Sheets: 5-15 min. ea. (optional)

Think Family and Community

Preview/Review Points

- ✓ This section introduces how Thinkport connects to the community through Think Family and Community.
- ✓ Teachers can build a classroom web site for free in order to keep parents and other community members informed.
- ✓ Teachers can add resources from their Idea Box to their web site.

Additional Highlights and Tips:

1 About Website Builder: (refer to How-To for detailed instruction)

- You need to be registered and logged in to use the Website Builder.
- Images can be copied and pasted from other websites. They will appear as images on the page.
- Templates provide suggested pages for different grade levels and uses.
- Websites can be public or private. Passwords can be added to every page individually. This can be used to make each page of the site private for different classes, students and purposes.

2 About Think Family and Community for Parents:

- Parents can use the Think Family and Community section in order to look up the URL for a teacher's web site.
- The Community Calendar is full of educational events for families and communities.
- The Education at Home section provides information and tips for parents to extend learning into the home.

Resource Sheets

Have participants try...

#13—Using the Template to Begin Building a Website

#14—Browsing the Community Calendar

Summation Materials

Concluding Your Session, suggestions:

- Provide a way for participants to stay in touch with you
- Provide take-away materials such as copies of How-To's, the lesson templates or resource sheets
- Schedule the next training or follow-up activity
- End on a fun note, show one or more of the Thinkport public service announcements found on Education@Home in the Think Technology area.