

Connected Educator Reading Workshop Implementation Support Document

Suggested Training Model

To ensure the best workshop experience for your teachers, we recommend the following training model:

Planning

Step 1: Download the PowerPoint files (Overview and Orientation). You can access the ppt files (Overview and Orientation) under the Resources tab at <http://twi.classroom.com/workshops/sdp>. Note: Since these files are large, we would highly recommend that you download them before Friday.

Step 2: Review the PowerPoint presentations for appropriateness and flow of delivery. You may make revisions to each file as you deem necessary.

Delivery

Workshop Agenda

- Using Overview PowerPoint
 - Overview of CER
- Using Orientation PowerPoint
 - Features and Functions
 - Navigating CER
 - Course Components
 - Enrolling in a Course
- Using the web
 - Signing into CER (online)

Step 1 (Offline): Using the PowerPoint presentations (Overview and Orientation), give an overview of CER and highlight the features and functions, navigational features, course options and course enrollment of CER.

Step 2 (Online): Have each workshop participant sign in using their new username and password. They can explore the courses and enroll in one if time allows.

Assessment

Use the Connected Educator Reading Readiness checklist as a way of determining whether or not you and your teachers are ready to use Connected Educator Reading. This self-assessment is an easy way for participants to informally measure their understanding of the program. You can access the checklist under the Resources tab at <http://twi.classroom.com/workshops/sdp>.

CER Usernames and Passwords

You will receive the usernames and passwords from the district for each individual in your school. If you have the time, it would be wise to sign in as each user to ensure each one works.

CER Activation Code

In the event that you do not receive a username and password for an individual, you may use the activation code. It is cer26654362. Since there are limited number of participants, please check with the district to make sure that the teacher in question is eligible. To activate an account go to <http://educator.classroom.com> and click the **Activate now** hyperlink.

Training Support Site

You will find a typical schedule, PowerPoint presentations and training resources at the School District of Philadelphia's Reading Professional Development Program site. The URL is <http://twi.classroom.com/workshops/sdp>. As we roll out each workshop and event, we will populate this site with the latest PowerPoints, templates and online resources.

Graduate Credit

District participants are eligible to earn one graduate credit from Plymouth State University for each completed Connected Educator Reading course.

To get your graduate credit,

1. Complete a Connected Educator Reading course.
2. Print out your Completion Certificate, as you will be asked to provide a copy of this document to earn graduate credit.
3. Visit the [Plymouth State University \(PSU\) Web site](#). You will be instructed in how to earn 1.0 PSU graduate credits. To earn the credit, you will pay PSU a fee of \$120 and will work with a PSU advisor to complete a 3-5 page reflection paper. Plymouth State University will handle the processing of your fee, academic support for the reflection paper, and grade reports and University transcripts. Please note the cost of the graduate credit is the responsibility of the user, **not** the school district.

Should you have further questions regarding the graduate credits, please contact Amy Rice at pscgradconnect@plymouth.edu.

Connected Educator Reading System Requirements - 2006

Connected Educator Reading, a product of Classroom Connect, Inc., is a multiple media, web-based application with highly-interactive web content.

Platform Support

Connected Educator Reading courses are designed so that they can be taken on most computers. To get the most out of the course content, your computer should be equipped with the following:

- Operating system: Mac OS 8.6 or Windows 98, NT, or 2000
- Web browser: Netscape 6.0 or Internet Explorer 5.0
- Email: for communicating with Connected Educator Reading faculty
- Flash 6.0 or higher for viewing animation and interactive activities
- QuickTime 6.0 for viewing video
- Acrobat Reader for downloading and reading model activities

In addition to the test-certified web browsers listed above, and based on preliminary testing, Connected Educator Reading is known to fully function on Apple Safari and Firefox.

* Hardware requirements such as memory, CPU speed, and hard drive space required are defined by the operating system used. Connected Educator Reading has no specific hardware requirements and works well with standard configurations recommended by operating system manufacturers.

Tech Support Contact Information

If you experience any immediate tech issues, please call **(800) 638-1639**. Our Customer Support staff is available to assist you from 8:30 AM to 7:00 PM (EST). If you have general questions, you can send an email to help@classroom.com. Be sure to include your first and last name, the name of your school, the email address on the account, and your Connected Educator Reading user name.

Instructional Support Questions

If you have any questions about the workshops and their companion resources, please contact Ladd Skelly (lskelly@classroom.com) or Peter School (pscott@classroom.com).

Frequently Asked Questions

Can I access Connected Educator Reading from home?

Yes. You will need a Windows or Mac based computer and internet connection. CER works best using a high speed connection.

What should I do if I can't sign in?

Try another browser such as Internet Explorer, Firefox or Safari. If problems continue, contact Tech Support.

What should I do if I see a Server Certificate Expired window or Security Alert window?

Under Firefox...

If you see a message with this prompt, "Would you like to continue anyway?" Click the **Continue** button.

Under IE...

If you see a message with this prompt, "Do you want to proceed?" Click the **Yes** button.

Under Safari...

If you see a message with this prompt, "Can't identify the identity of the website." Click the **Continue** button.

Can I enroll in more than one course?

Yes. You can enroll in as many courses as you'd like. However, since each self-paced course is comprised of 9 to 11 45-minute sessions, it would be wise to enroll in no more than two at a time.

Where can I get the resources that are embedded in the CER courses?

You can access the model activities, teaching references and videos from the Resource Library.

Can I get graduate credit if I complete a course?

Yes. Plymouth State University is offering 1 graduate credit per completed course. You will also be required to complete a 3-5 page reflection paper along with a \$120 fee. For more information, go to the Graduate section of this document.