

IMPLEMENTATION TIPS

Here are ideas to assist you with successfully implementing netTrekker!



Available from nT ✓

These items are located in netTrekker Help ✓*

CREATE AWARENESS

- ♦ Introduce netTrekker (nT) in faculty meeting describing nT, potential uses in classroom, and demo ✓*
- ♦ Include information in school or district newsletter to make all staff & parents aware of resource ✓*
- ♦ Utilize district bulletin board system, parent listserv, or blogs to announce nT subscription ✓*
- ♦ Show 9-minute Flash Features Tour for parents at PTO Meeting ✓*
- ♦ Send English and/or Spanish versions of Parent Letter or postcard home with students ✓*
- ♦ Distribute registration instructions or shared username & password to parents if applicable ✓*
- ♦ Print nT article in district newsletter or local newspaper ✓*
- ♦ Install nT wallpaper as your background on your desktops ✓*
- ♦ Have nT as your browser home page in libraries and labs ✓*
- ♦ Include a direct link to nT via nT icon from your school or district home page ✓*
- ♦ Make nt part of your district portal ✓*

CONDUCT TRAINING

- ♦ Utilize nT professional development to conduct hands-on training for your users ✓
- ♦ Conduct Train the Trainer session to show trainers how best to implement nT training with users ✓
- ♦ Prepare in-service schedule to include hands-on training & time for individual exploration
- ♦ Train groups of users in succession, i.e., librarians, integration specialists, curriculum specialists, teachers, students, parents
- ♦ Conduct orientation sessions with students in lab or library setting specific to their research projects
- ♦ Assign and train an Administrator to manage Admin Tools at each site
- ♦ Incorporate nt into New Teacher Orientation
- ♦ Encourage all users to view the Flash Features Tour from nT home page ✓*
- ♦ Use Scavenger Hunts with students as an enjoyable, engaging activity using nT features
- ♦ Build individualized training modules based on district curriculum for grade level and subject
- ♦ Host a Parent Technology Night to introduce classroom technology utilized in district
- ♦ Offer summer or evening classes for parents to learn nT to assist students at home
- ♦ Follow-up after training to respond to any questions about nT use

PROMOTE ONGOING USE

- ♦ Ensure registration of all teachers and staff, including those not attending staff development
- ♦ Display nT posters in labs, libraries and classrooms as a reminder of nT online resource ✓*
- ♦ Assign a resident expert at each school to answer questions from users
- ♦ Promote home use with Saved Search folders ✓*
- ♦ Use Getting the Word Out contents in netTrekker Help to promote ongoing nT awareness ✓*
- ♦ Include nT tips in your newsletter and on parent listserv ✓
- ♦ Continue to promote nT with nt-supplied press releases regarding product enhancements ✓
- ♦ Encourage use of nT Feedback section to submit educationally relevant websites not currently in nT
- ♦ Send monthly usage statistics to principals ✓
- ♦ Encourage parents, teachers, and other staff to sign up for nT's opt-in bi-monthly nT newsletter for tips product news, and valuable nT links ✓*
- ♦ List nT as a resource for Science Fair Projects
- ♦ Highlight a nT feature such as Reference section or Teacher Tools on a monthly basis
- ♦ Hold contests to promote "best use of nT" in the classroom
- ♦ Order nt promotional items such as T-shirts, mouse pads, hats as contest giveaways ✓*
- ♦ Host periodic meetings at the district office to share ideas for using nT & other technology resources
- ♦ Reinforce nT use in subsequent years with basic review and advanced training ✓
- ♦ Administer nT Skills Assessment to certify complete understanding of program use ✓
- ♦ Investigate using nT training and Skills Assessment Certification for CEU credit
- ♦ Include nT in surveys of valuable tools for learning initiative and integrating technology