



## IMPLEMENTATION TIPS

### ***Here are ideas to assist you with successfully implementing netTrekker d.i.!***

✓ These items are located in netTrekker d.i. Help or on in the PDE Training Resources page.

#### **CREATE AWARENESS**

- ◆ Introduce netTrekker d.i. (nTdi) in faculty meeting describing nTdi, 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 nTdi subscription (do not include username or password information) ✓
- ◆ Show Take A Tour video for parents at PTO Meeting ✓
- ◆ Send English and/or Spanish versions of Parent Letter or postcard home with students ✓
- ◆ Distribute shared username & password to parents ✓
- ◆ Print nTdi article in district newsletter ✓
- ◆ Install nTdi wallpaper as your background on your desktops ✓
- ◆ Have nTdi as your browser home page in libraries and labs ✓
- ◆ Include a direct link to nTdi from your school or district home page ✓

#### **CONDUCT TRAINING**

- ◆ Utilize professional development to conduct hands-on training for your 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
- ◆ Conduct Train the Trainer session to show trainers how best to implement nTdi training with users ✓
- ◆ Incorporate nTdi into New Teacher Orientation
- ◆ Encourage all users to Take A Tour from nTdi home page ✓
- ◆ Use Scavenger Hunts with students as an enjoyable, engaging activity using nTdi 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 nTdi to assist students at home
- ◆ Follow-up after training to respond to any questions about nTdi use

#### **PROMOTE ONGOING USE**

- ◆ Promote home use with Saved Search folders ✓
- ◆ Display nTdi posters in labs, libraries and classrooms as a reminder of nTdi online resource ✓
- ◆ Assign a resident expert at each school to answer questions from users
- ◆ Use Customer Resource Center contents to promote ongoing nTdi awareness ✓
- ◆ Include nTdi tips in your newsletter and on parent listserv ✓
- ◆ Continue to promote nTdi with nT-supplied press releases regarding product enhancements ✓
- ◆ Encourage use of nTdi Contact Us section to submit educationally relevant websites not currently in nTdi ✓
- ◆ Encourage parents, teachers, and other staff to sign up for nT's bi-monthly newsletter for tips product news, and valuable nTdi links ✓
- ◆ List nTdi as a resource for Science Fair Projects
- ◆ Highlight a nTdi feature such as Reference section or Teacher Tools on a monthly basis
- ◆ Hold contests to promote "best use of nTdi" in the classroom
- ◆ Order nTdi promotional items such as T-shirts, mouse pads, hats as contest giveaways ✓
- ◆ Host periodic meetings at the district office to share ideas for using nTdi & other technology resources
- ◆ Reinforce nTdi use in subsequent years with basic review and advanced training ✓
- ◆ Include nTdi in surveys of valuable tools for learning initiative and integrating technology