

# facilitating a group?

Follow the directions below if you are facilitating a workshop or course for a group of teachers.

## WHAT YOU NEED

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1. The **video programs** by any of the following means:
  - Direct television access to the satellite feed
  - Access to the programming through an intermediary (a PBS station or local cable access station)
  - Access to VHS tapes or DVDs of the programs
  - Access to the online simulcast Video on Demand (VoD) [requires a broadband connection to the Internet: i.e., a DSL connection, a cable modem, or a LAN connection to a T1 line (or greater)]
2. The **Print Guide** for the workshop or course, available for download on our Web site, <http://www.learner.org>

## WHAT TO DO

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### create a meeting schedule

Most groups choose to meet once a week. At a typical meeting, they would spend one hour viewing the video program and a second hour completing the activities proscribed by the print guide. Facilitators should, however, feel free to design a meeting schedule that works best for their group. Note: lengths of the video and activities vary by workshop/course.

### talk it up

Promote the workshop or course by alerting your colleagues and other local educators to this professional development opportunity.

### contact participants

Let participants know the time and place of the workshop or course. If the site is not in the participants' own school, you may need to distribute directions on how to get there, where to park, etc.

### reserve a room

If you plan to watch direct broadcasts, then you'll need a room with a television equipped to receive the satellite signal. If you are watching a videotape, a VCR and television are necessary. To view the Web simulcast or VoD, you will need one or more computers with a broadband Internet connection. You may meet in a computer lab or consider projecting the program from a computer to a large screen.

### join a discussion group

Channel-Talk is the general name for a group of email lists for particular workshops and courses. Encourage participants to share their observations, feedback, and questions with others across the country. Sign up prior to the first session. Instructions for subscribing to Channel-Talk are on [http://www.learner.org/channel/workshops/channel\\_talk.html](http://www.learner.org/channel/workshops/channel_talk.html).

### graduate credit

If you are interested in optional graduate credit, fill out the **Graduate Credit** enrollment forms for credit at Colorado State University. These forms can be downloaded from our Web site:

[http://www.learner.org/channel/workshops/graduate\\_credit.html](http://www.learner.org/channel/workshops/graduate_credit.html).

**distribute materials**

You'll need to print and photocopy the support materials and distribute them to participants, preferably *before* the first session. They are available for download at [www.learner.org/channel/workshops/workshop\\_list.html](http://www.learner.org/channel/workshops/workshop_list.html).

**take attendance**

We suggest you print the Attendance Roster and circulate it at the first meeting. At the conclusion of this workshop or course you will be asked to submit this information on the Web so please retain this information in a safe place. We cannot print Certificates of Participation unless you enter this information online.

**have questions?**

If you have any questions, we are happy to help you. Please call us at 1-800-228-8030 x1, or email [channel@learner.org](mailto:channel@learner.org).