

welcome

Included in this set of materials are all the directions and forms you will need to successfully run any of our workshops or courses, including:

- **Facilitating a group?**—directions for facilitating a workshop or course for a group
- **Working alone?**—directions for taking a workshop or course as an individual
- **Channel-Talk**—information for joining online discussion groups
- **Getting technical**—information about the satellite broadcast
- **Attendance Roster**—directions for completion of the online form
- **Notice for Massachusetts teachers**—information for those seeking Massachusetts Professional Development Points (PDPs)

To access the Web site coordinated with your workshop or course, visit our homepage, www.learner.org

If you have questions, don't hesitate to contact us:

Email: channel@learner.org

Tel: 1-800-LEARNER

Fax: 617-496-7670

Web site: www.learner.org

facilitating a group?

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

WHAT YOU NEED

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

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.

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.

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**.

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**.

working alone?

Follow the directions below if you are taking a workshop or course on your own.

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channel-talk

Sign up to participate in online discussions . . . join CHANNEL-TALK!

Channel-Talk is the Annenberg Channel's general name for a group of email lists for particular workshops and courses. It's a place to keep up with the latest issues in teaching and learning, and to connect with other participants across the country.

- Get the latest updates and information on workshops and courses.
- Share questions and ideas with participants around the country.
- Join an ongoing discussion about teaching and learning.

Be sure to let participants in your group know about these discussion lists. Encourage them to sign up *before* the first session so they won't miss any of the discussion. All they need is an email account. If you are working alone, participation on Channel-Talk will enable you to share a "group" experience.

You can sign up by visiting the Annenberg Channel Web site:

www.learner.org/channel/workshops/workshop_list.html

Scroll down to your workshop or course. Click on "Channel-Talk."

For additional information, please contact the Channel at **channel-talk-admin@learner.org**.

getting technical

Technical information for the web and the satellite broadcast

WEB TECHNICAL REQUIREMENTS

If you are planning to view the video portion of the workshop or course on your computer, make sure you have access to a broadband connection to the Internet—i.e., a DSL connection, a cable modem, or a LAN connection to a T1 line (or greater). You will not be able to view the programming with a “dial-up” connection (any phone line connection to the Internet). The following are your viewing options:

1. The satellite broadcast is simulcast on our Web site. Reference the Channel schedule for start times of programs. (http://www.learner.org/channel/chnnl_schedule.html)
2. You may access programs through Video on Demand (VoD). This 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).

SATELLITE BROADCAST TECHNICAL REQUIREMENTS

If you are planning to access the video programming with your school or district’s satellite dish, be sure that 1) the dish meets the technical specifications listed below, and 2) your school or district is both “Authorized” and “Licensed” to receive the Channel. Check with your instructional technology department.

equipment required

- A Ku-band satellite downlink with a Digital Satellite Receiver (DSR) is required.
- Only the following DSR models are compatible: General Instruments or NextLevel Systems DigiCipher II DSR-4000, 4001, 4200, 4200B, 4200C, 4200V, 4402X, 5200, 406.
- *Note that a 4DTV DigiCipher will not receive our SCPC-mode feed.*

satellite information

- GE-3 Satellite, Located at 87 degrees WL
- Ku-band transponder 23 (horizontal polarity)
- Satellite frequency: 12150.75 MHz
- L-band frequency: 1400.75 MHz
- DigiCipher II IRD, Channel 514
- Virtual Channel Map #15
- SCPC Mode

authorization

Authorization is a technical procedure that makes it possible for your Digital Satellite Receiver (DSR) to receive our free digital satellite signal. This step is only required the *first time* you downlink the signal.

To authorize your DSR to receive our satellite feed, call us at 1-800-228-8030 x2, or send an email to **channel@learner.org** with the serial number and unit address number *at least two weeks before* the start of the workshop or course. We recommend that you also test your reception *prior to the first session*.

licensing

Licensing is required to record, rebroadcast, or duplicate Annenberg Channel workshops or courses. There is no cost involved. Licenses may be printed from the Web site at www.learner.org/channel/licenses/license.html

NEED HELP?

technical help

If, after contacting us to authorize your receiver and following the tuning instructions, you still cannot receive the Channel, please call 1-800-228-8030 x2.

If you miss a feed, please consult the Channel's schedule for rebroadcasts at www.learner.org/channel/chnnl_schedule.html. If you are unable to access the Channel's signal, tapes of workshops and courses will be available for sale by calling 1-800-LEARNER or online at <http://www.learner.org/catalog/catalog.html>.

If you have any questions or need clarification call, 1-800-228-8030 x2.

attendance roster

note to facilitator: Please print this sheet and have participants sign in at the beginning of the *first* session. Photocopy additional pages if necessary.

Please retain this sheet and enter the number of sessions each participant attends. Then, at the conclusion of the workshop, please use this form to enter the information into our Web site. **After receiving the online form**, we will send your group Certificates of Participation.

Please be sure to include your home address so we may communicate with you during the summer.

participant name _____ school name _____
school address _____ city _____ state _____ zip _____
school phone _____ email _____
home address _____ city _____ state _____ zip _____
home phone _____ email _____
number of sessions attended _____

participant name _____ school name _____
school address _____ city _____ state _____ zip _____
school phone _____ email _____
home address _____ city _____ state _____ zip _____
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number of sessions attended _____

participant name _____ school name _____
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number of sessions attended _____

participant name _____ school name _____
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school phone _____ email _____
home address _____ city _____ state _____ zip _____
home phone _____ email _____
number of sessions attended _____

massachusetts PDP requirements

In accordance with the Guidelines for Professional Development Providers issued by the Massachusetts Department of Education (see below) each Massachusetts workshop/course participant who requests an official Harvard-Smithsonian Certificate of Participation for use toward PDP's must keep a reflective journal throughout the workshop/course sessions. Submit the journal, along with copies of all work required before and after watching the video portion of each session, as indicated in the accompanying print guide.

Directions for journal writing:

Keeping a journal is the simplest way to record and comment upon your own learning. As the workshop/course progresses, pay particular attention to changes in your thinking and the implications of those changes. Reflect upon your understanding before, during, and after key experiences in the workshop/course and document how these understandings change. (Please note that submitting notes taken during each session is not considered a reflective journal.)

Upon completion of the workshop/course, please submit your reflective journal and all copies of your work to, The Annenberg Channel, Harvard-Smithsonian Center for Astrophysics, 60 Garden Street, MS 82, Cambridge, MA 02138.

If you have any questions about these requirements, please call 1-800-228-8030 x1.

The Guidelines for Professional Development Providers issued by the Massachusetts Department of Education effective July 1, 2000, state that Registered Professional Development Providers are required to:

- Award PDPs after an educator has demonstrated proficiency in a relevant subject area...
- Award PDPs only after an educator has demonstrated proficiency in a professional skill... This means an observable demonstration of learning that could include a written product or other documented product.