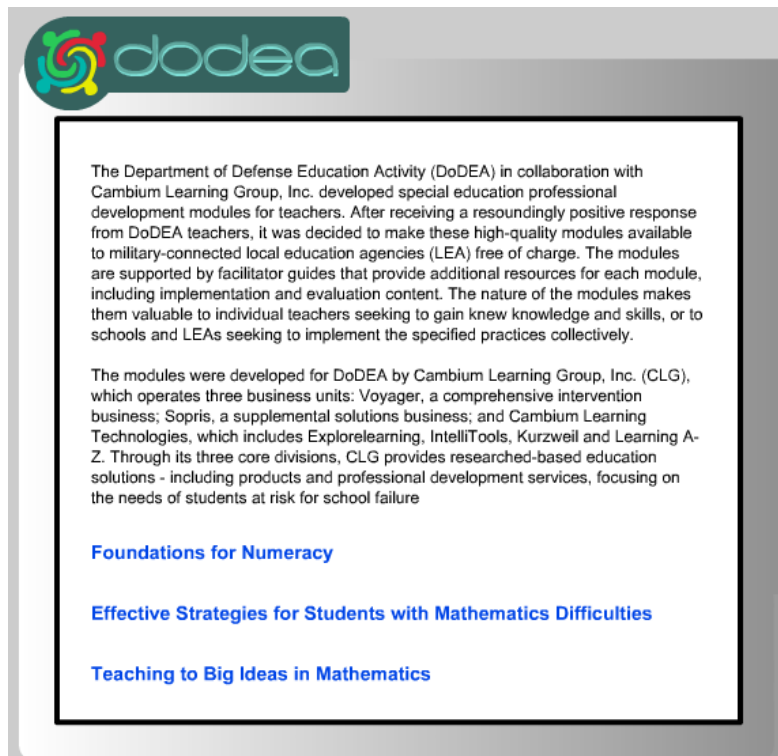


How to Use Your DoDEA Facilitator Guide

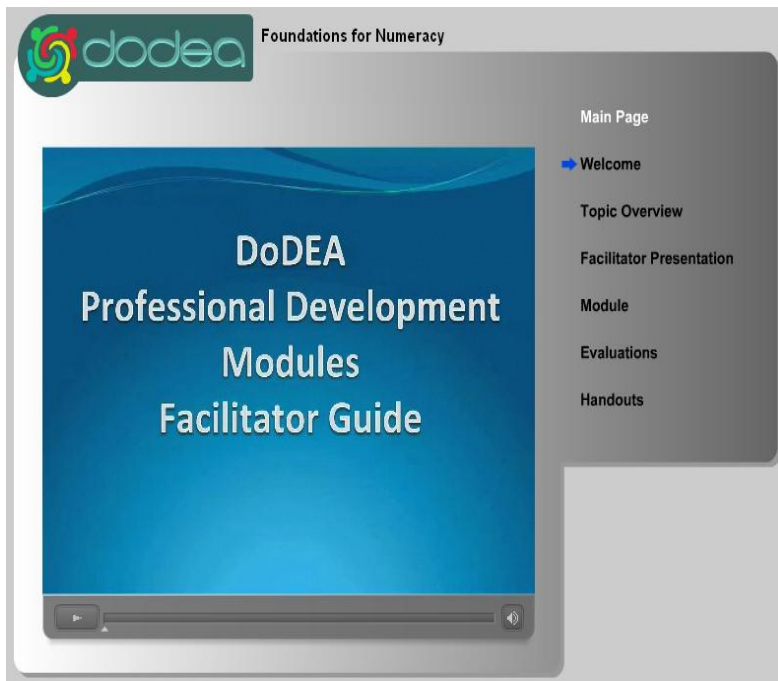
This document is designed to show you with how to use the DoDEA Facilitator Guide to prepare and deliver your presentation to your colleagues. It is broken into two sections: Preparation and Delivery.

It will introduce you to the screens you'll see, the content you'll have access to, and some tips to help you with the facilitation of your topic.

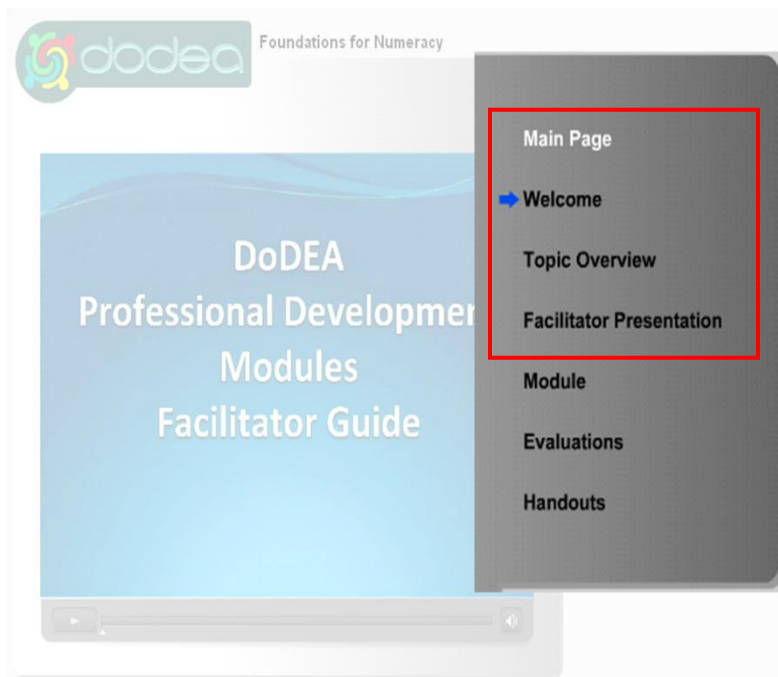
Preparation: **Planning Your Presentation**



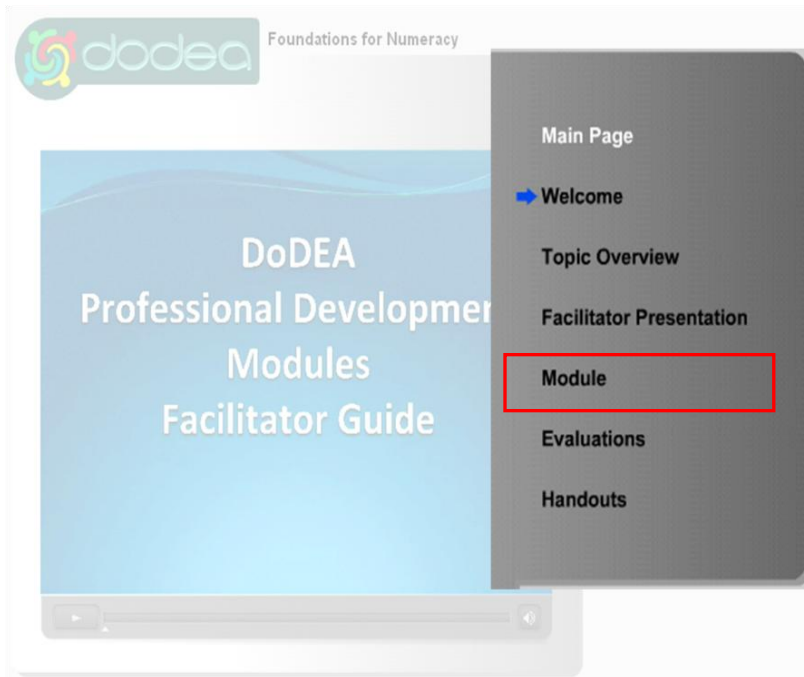
- This is the first page you'll see when you run a DVD.*
- This example uses DVD 5, but the format is identical on each.
- The titles included on each DVD are listed in blue at the bottom of the page.
- Click on the title of the content you'll be facilitating.



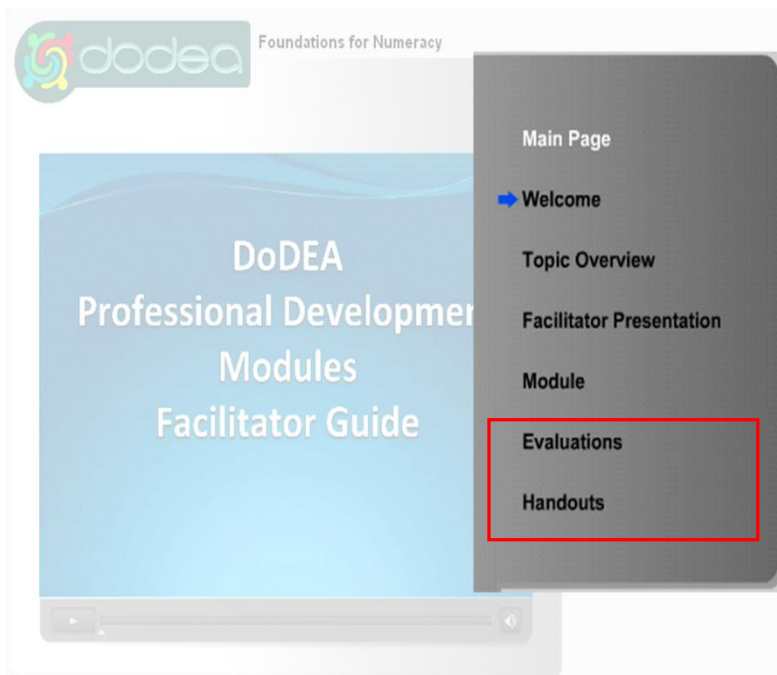
- Once you've clicked on your topic, you'll be taken to the **Welcome** video. Note the blue arrow that indicates which section you're viewing.
- Click the Play button at the bottom of the page to Play or Pause the **Welcome** video.
- Next we'll define each of the DVD sections.



- The **Main Page** will take you back to the first page.
- A **Welcome** video introduces you to the modules from which the Facilitator Guides were developed.
- A **Topic Overview** video offers specific information about the topic you will be facilitating.
- A PowerPoint presentation and Script are within the **Facilitator Presentation** and can be edited to reflect your presentation style and your audience.



- The content of your facilitation is based on the material within the **Module**.
- The videos you'll show during your facilitation will be found here.
- Become familiar with the module to further your understanding of the topic and better address your audience.

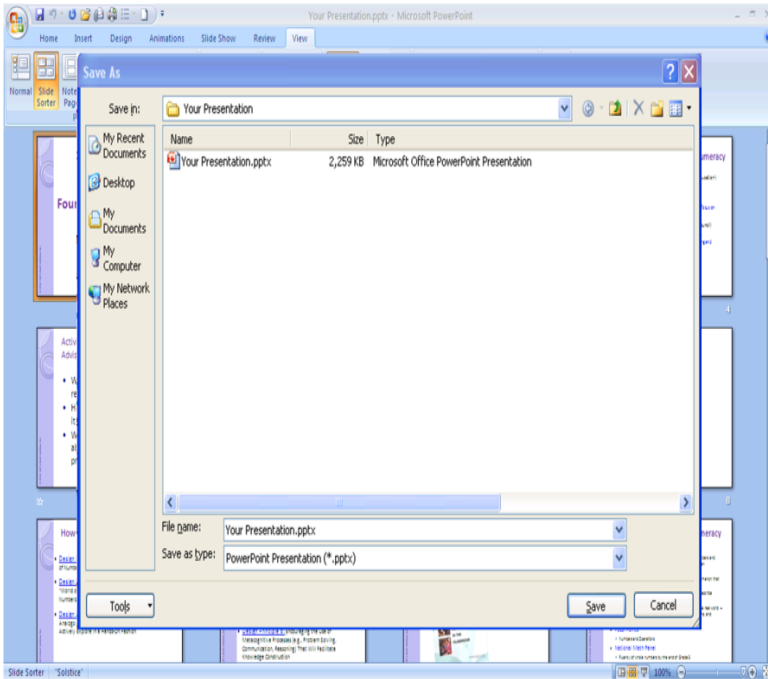


- The two **Evaluations** will give you valuable feedback from your audience.
- Your script tells you when to use the **Handouts** for an activity or interaction.

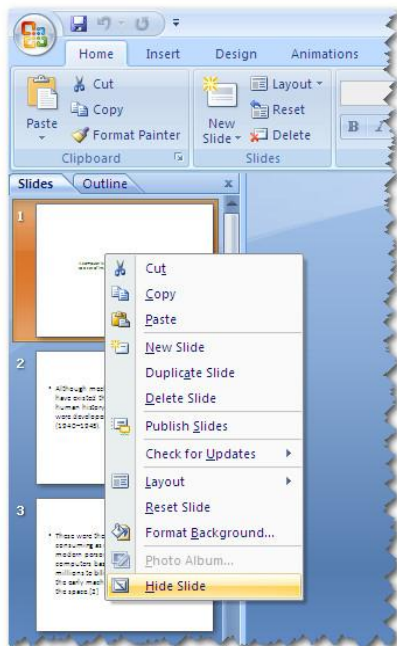
The screenshot shows a web page with the Dodea logo and the text "Foundations for Numeracy" at the top left. The main content area is titled "Facilitator Presentation Materials:" and contains the following text: "The PowerPoint presentation and script, linked below, were written for you to use to deliver the training to your colleagues. These documents can be edited to reflect your presentation style and your audience." Below this text are two links: "Presentation" and "Presentation Script". On the right side of the page is a vertical navigation menu with the following items: "Main Page", "Welcome", "Topic Overview", "Facilitator Presentation" (which is highlighted with a blue arrow), "Module", "Evaluations", and "Handouts".


- When planning your presentation, you should start on the **Facilitator Presentation Materials** page.
- On this page, you'll find a Word document containing a written presentation script.
- The script contains thumbnail previews of each PowerPoint slide along with speaking notes. These notes include: optional facilitation script, presentation tips, handouts used, citations, and additional resources.
- If you make changes to the script, be sure to save the revised document to your hard drive.
- The "Presentation" link will open the PowerPoint slides on your local computer.

Delivery:
Tips and Tricks for Your Presentation

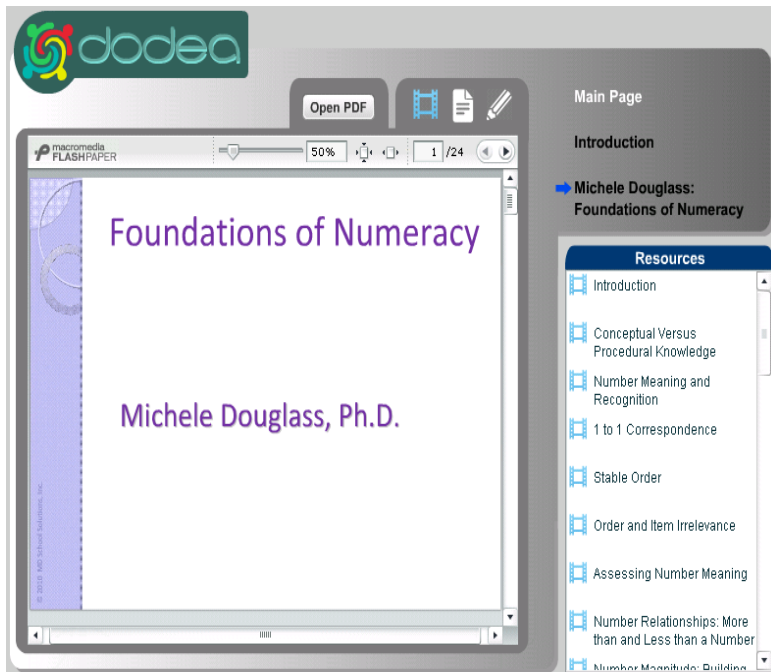



- After you open the presentation, save a copy to your hard drive.
- Once you've saved a local copy, you should customize the local copy and use it for presentation. There's no need to return to the DVD version of the PowerPoint.

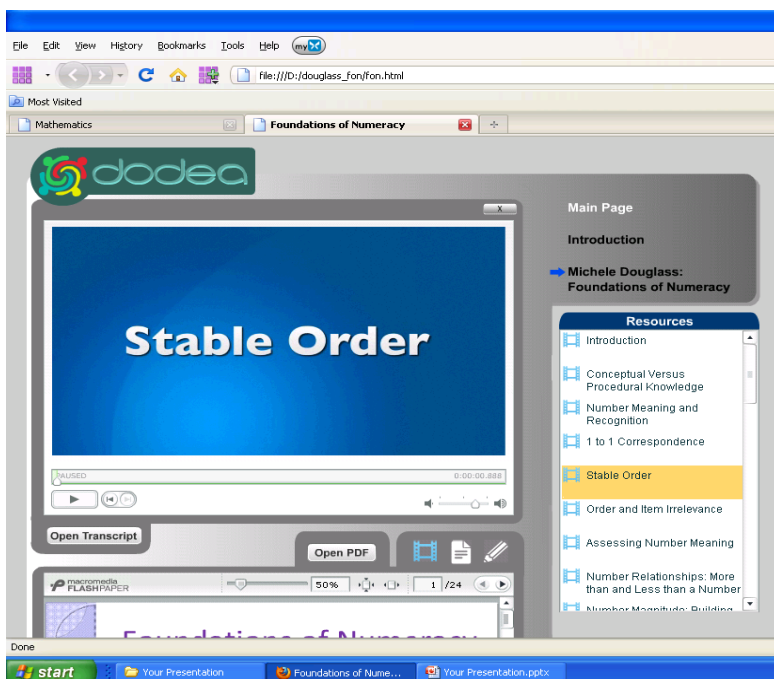


- The **Hide/Unhide** option is ideal for choosing which Key Elements you want to include and which you wish to exclude.
- If you choose not to use a slide in your presentation, you can simply **Hide** it.
- In Normal or Slide Sorter view, right click on the slide you'd like to hide. You'll see a menu option called "Hide Slide".
- Click there and the hidden slide icon  appears with the slide number inside, next to the slide that you have hidden.
- To **Unhide** the slide, repeat the process, and the hidden slide icon will disappear.

(These instructions apply to PowerPoint 2007.)



- The videos you'll play for your audience are found in the **Module**.
- To review them, go to the Module section of the Facilitator Guide.
- When you open the module, this is the page you'll see.
- The videos are listed by title and this icon: 
- The name of the video to be shown is found in the PowerPoint presentation slides.



- When you're ready to begin your presentation:
- **Open your PowerPoint** presentation.
- Insert the DVD and **Open the module**.
- **Queue up the first video** you'll use in your presentation.
- Return to PowerPoint and start your slideshow.
- Use **Alt+Tab** on your keyboard to toggle between the PowerPoint presentation and the module videos (in your web browser) as you present.



- *If your DVD does not begin playing automatically on your computer, you can configure its settings to do so.
- From the Start menu, go to My Computer, right click on the DVD drive, and choose AutoPlay from the drop down menu.
- These instructions apply to Microsoft Windows 2007. See your computer instructions for other operating systems.