

Please join the Division of Child Development and Early Education (Early Educator Support, Licensure and Professional Development Unit (EESLPD) in a Connect Pro Meeting.

Meeting Name: EESLPD Unit – McREL Online System Training

EESLPD Unit – McREL Online System Training

One session: Wednesday, February 22, 2011 (4:00 – 6:00 pm)

All NC Pre-K Teachers are required to complete one 2-hour session on the **NC Educator Evaluator Online System**. **If you have an assigned EESLPD mentor and/or evaluator, you are required to take this training** in order to put your self-assessment and professional development plan into the McREL system this year. This webinar will cover instructions and procedures for entering your self assessments, professional development plans and completing the process for the observations into the **NC Educator Evaluation Online System** developed by McREL (under contract with the NC Department of Public Instruction).

Materials Needed for the Webinar:

1. Please be sure to use **your own computer and internet connection** for this session, as you will need to practice using the McREL Online System. **Read all of the instructions below before you sign-on to the webinar.**
2. Download:
 - Generic Instructions for Adobe Connect Webinar (for trouble-shooting technical issues with the system)
 - PowerPoint slide presentations (practice logging into the demo site a few days before the webinar- <https://mxweb.media-x.com/home/ncval/demo>. For the **Username**, type: teacherdemo and one number from 1-10 (example teacherdemo6). If you can not login, change the number after demo until you're able to log into the system. For the **Password**, type: 123456
 - FAQ for McREL- attached to this message.

This training is for all teachers who have not taken the McREL Online System Training. CEUs will be issued upon your completion of this session.

Registration Instructions

The Adobe Connect System does not require a separate registration process. You will enter the webinar and automatically be registered for the session.

To register, you will enter the webinar directly from the webpage/address. Once the page appears, you will see two boxes: NCID and password and the other, "Enter as Guest." Proceed to "Enter as a Guest" by typing in your First Name, Last Name, email address and County where you work."

Participation Instructions

There are two ways to participate: as an individual in front of your own computer or laptop station, or in a large group around one computer with the screen projected for all to see. If all participants are connected via one computer, the site administrator or other administrative official (Local NC Pre-K Contractor, Program Contact, etc.), must collect names on the attached Attendance Roster and submit to the Division of Child Development and Early Education – sharon.spigner@dhhs.nc.gov or mail to Early Educator Support, Licensure and Professional Development Unit, 2201 Mail Service Center, Raleigh, NC 27609-2201. Faxed copies will not be accepted.

CEU Process

Sessions less than 2.0 clock hours will not qualify for Continuing Education Credits. Attendance for individuals signed in as a "Guest" will be automatically accounted for through Adobe Connect."

To join the meeting:

<https://dhhs.ncgovconnect.com/tlu/>

If you have never attended a Connect Pro meeting before:

Test your connection:

https://dhhs.ncgovconnect.com/common/help/en/support/meeting_test.htm

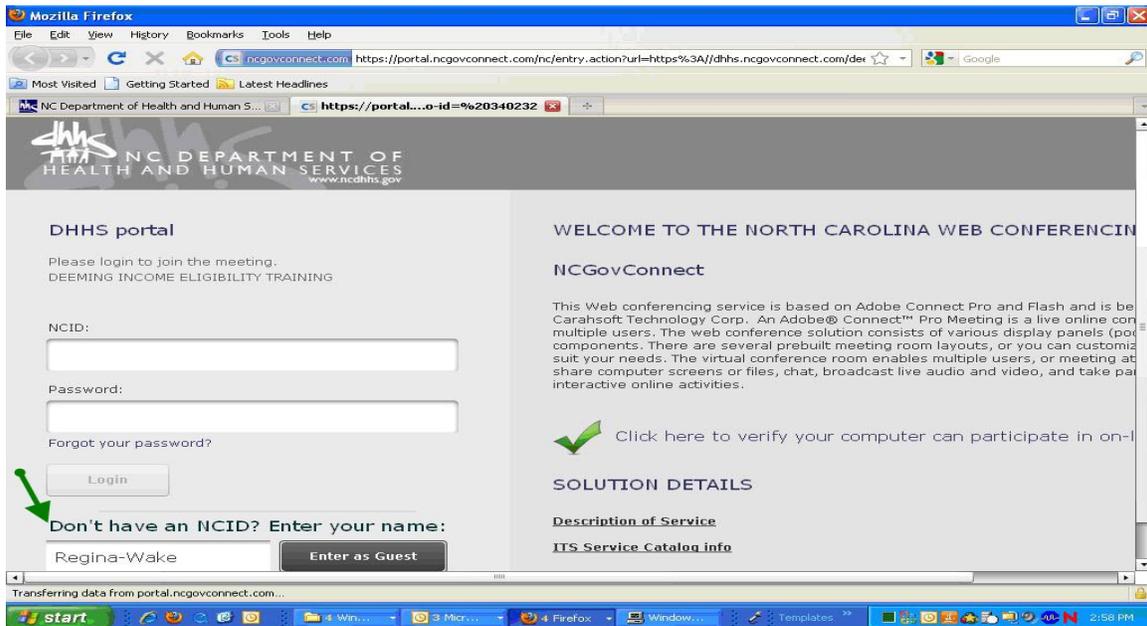
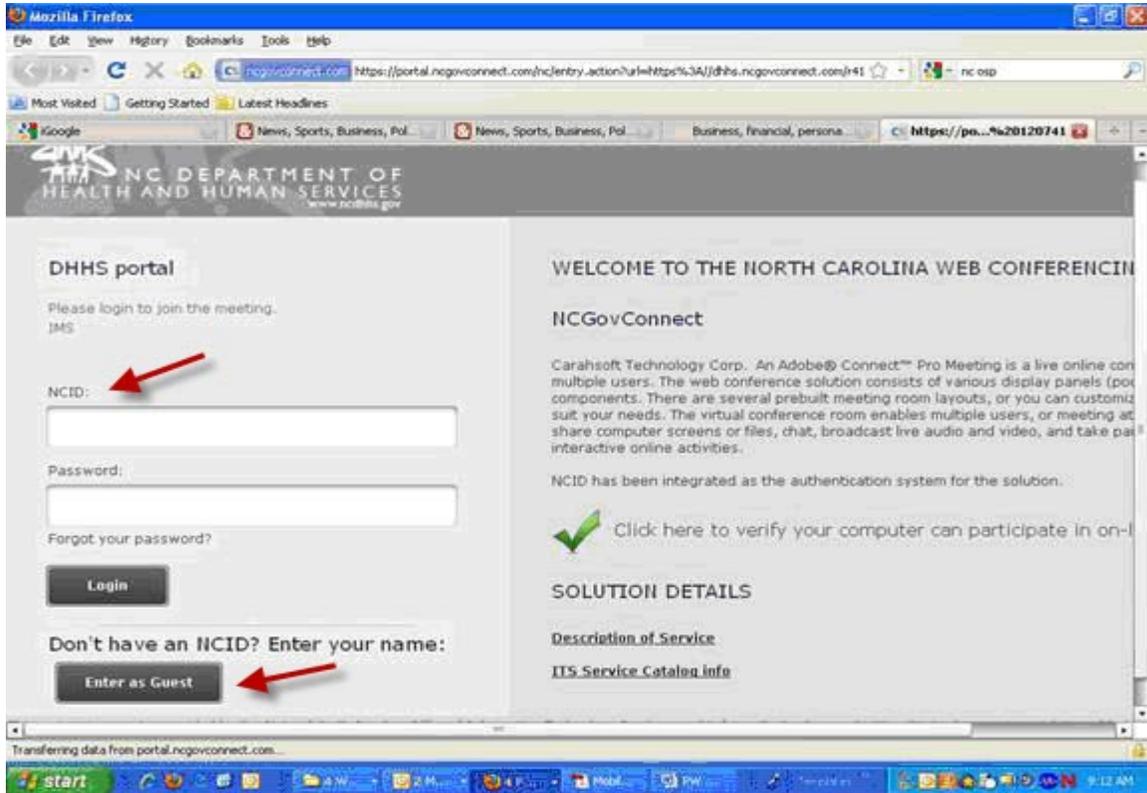
Get a quick overview: http://www.adobe.com/go/connectpro_overview

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Please read instructions to access session.

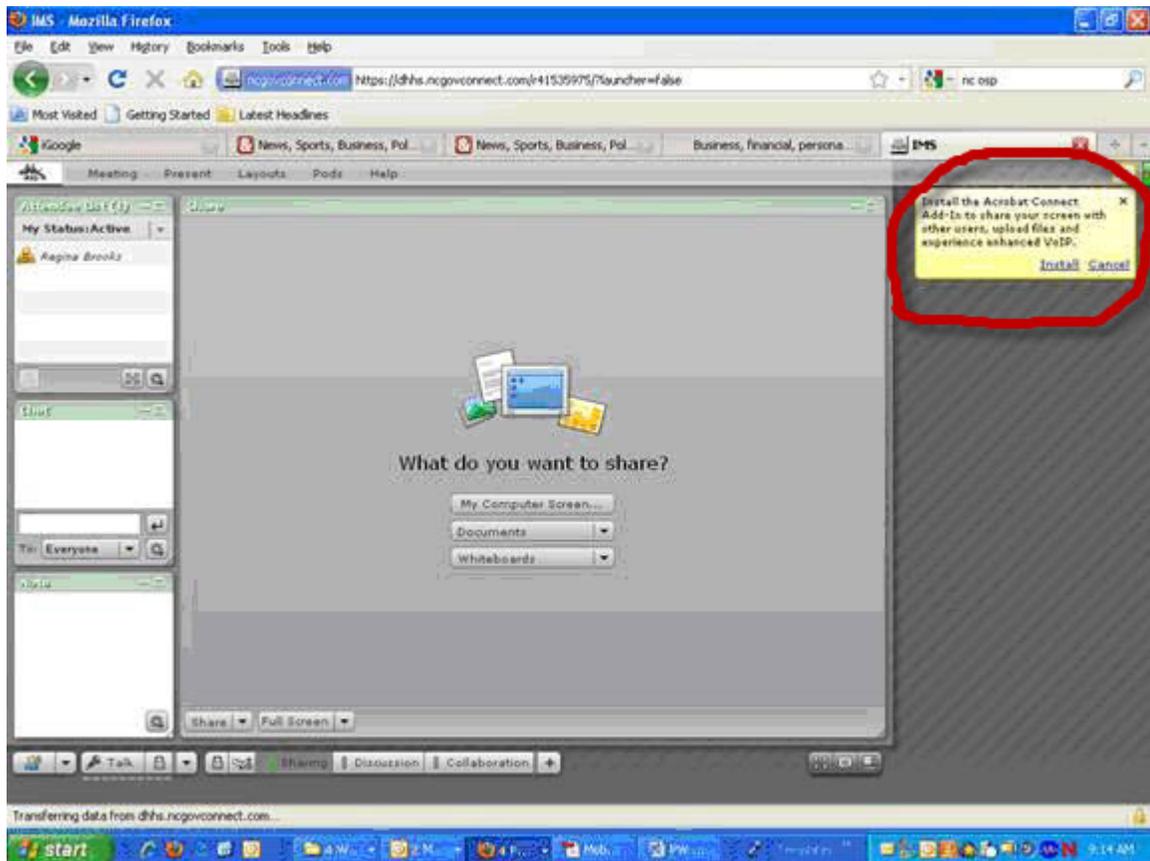
Please login as **Guest** by selecting "**Enter as Guest**". As guest, use your first and last name, email address and county you work in (Ex.

Sharon Spigner, sharon.spigner@dhhs.nc.gov -Mecklenburg). You will not need a password using the **Guest** login. DHHS and DPI employees will login using their NCID number. Below is an example of **NCID** and **Guest** login screenshot.

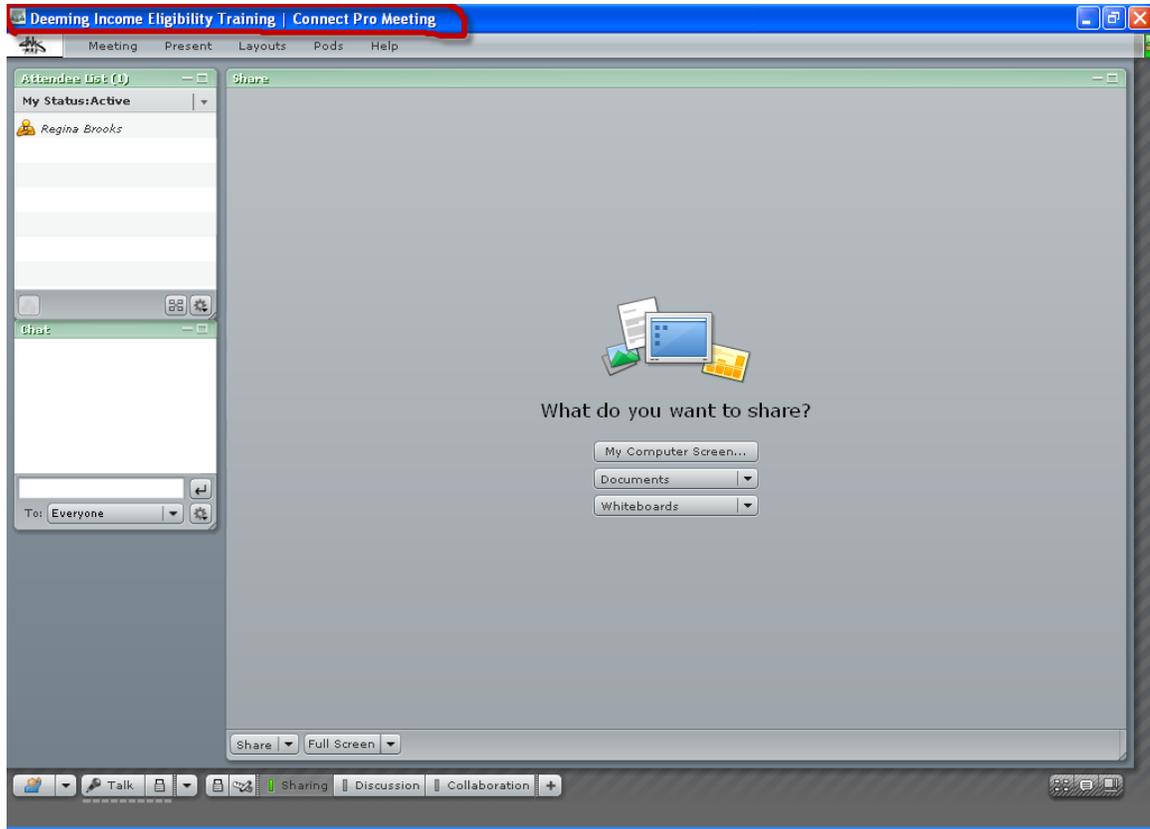


Once you have logged in, you may be asked to **“Install the Adobe Connect Add-In...”**. Please select **“Install”** if you see the yellow window dialogue box in the right upper corner like the sample

screenshot below. If the Install selection does not work, please contact your IT staff.



Your screen should look similar to the *screenshot below* once you are fully in Adobe Connect.



We will be recording the training and streaming audio from the session to your computer. Please ensure you have internal or external speakers to hear the presenters.

There will be a Q&A session. You can enter your question during the session in the available **Chat** dialogue box and they will be answered after the presentation. To enter your question in the **Chat** dialogue box, type in the small rectangle box right above the word **“Everyone”**

box. Once you have typed your question, select the icon that looks like a return key to the right of the rectangle box. The presenters and content experts will respond to your questions. A screenshot representing where your questions should be submitted is below.

