



## **TEACHER ORIENTATION PROCEDURES**

**April 14, 2003**

**TAAG Teacher Orientation Procedures**  
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# **1. Teacher Orientation: Main Trial**

## **1.1. Teacher Orientation Meeting**

### **1.1.2. Target Audience**

Faculty at all TAAG intervention schools.

### **1.1.3. Purpose**

The primary objectives for the TAAG Teacher Orientation Meeting are to 1) heighten awareness of the TAAG program for the entire school faculty, 2) generate enthusiasm for the TAAG program, and 3) maximize involvement in TAAG intervention activities.

### **1.1.4. Method**

Single large faculty meeting or multiple small faculty meetings.

Ideally a large group meeting is the best format to introduce the upcoming TAAG intervention program, although faculty and time availability may require doing multiple small faculty meetings. Group faculty meetings may take place at a private location within the school either before school, after school or during already scheduled faculty meetings or in-service days. Orientation meetings should target all school faculty and/or student teachers. School administration, support staff and even PTA board members could be invited to attend as well.

### **1.1.5. Logistics**

Each field site will need to identify a TAAG contact person to coordinate the scheduling of the Orientation meeting at each intervention school. Arrangements such as date, time, location and availability of A/V equipment should be made with school administration prior to each meeting. **It is strongly recommended that Teacher Orientation meetings be scheduled *after* school randomization is complete and *before* the 2002-03 school year ends (i.e., April or May, 2003- see timeline).**

### **1.1.6. Materials**

The TAAG Teacher Orientation Meeting CD will include: 1) the Teacher Orientation slideshow; 2) a template for site specific slides; 3) the “Who Wants To Be Active For a Lifetime” slide show and music files; 4 ) a folder labeled documentation which includes the instructions on how to use the CD and the answer key to the “Who Wants to be Active for a Lifetime” game.

### **1.1.7. Suggested Format**

Depending upon the time allowed for each meeting, TAAG field sites can refer to the following guideline for their meeting presentation:

- I. Welcome & Opening Remarks (3 minutes)
  - A. School principal introduces TAAG representative and states purpose of presentation.
  - B. Designated TAAG representative welcomes teachers to the TAAG orientation meeting and introduces his/herself and other TAAG staff who are present.
  
- II. TAAG Promotional PowerPoint Slide show with music (3.5 minutes)

- A. TAAG representative begins presentation with the TAAG teacher orientation powerpoint slide show. The slide show visually conveys the feeling of the TAAG project. The accompanying music should help to create an energized upbeat atmosphere. *See Materials Needed section* for music suggestions. If time is short, this slide show could be run while teachers are coming into the meeting and getting settled. *See Instructions section on How to Use the Teacher Orientation Meeting CD.*

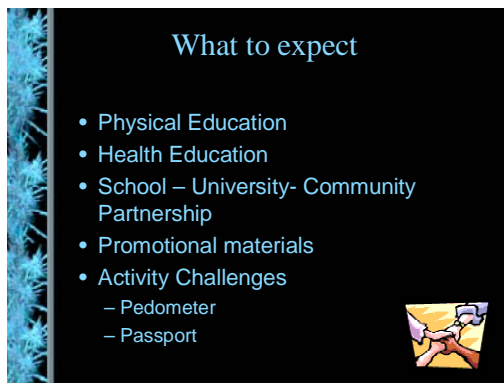
Example slide:



### III. Site-specific slides (5-10 minutes)

- A. TAAG representative can continue the presentation with a few core overview slides (5-10 slides) to introduce TAAG staff who will be at the school, to describe the TAAG goals/objectives, intervention components and timeline or calendar of the intervention components at their site. Slides should also ensure that the slides tell teachers what the TAAG project means to them and how they can get involved. This involvement can range from supporting and encouraging girls to be active to becoming actively involved in the partnership. (*See Orientation CD for sample slides*).

Sample slide:



- B. Questions and answers – optional, if time allows

### IV. Mini TAAG activity (15-20 minutes)

- A. If time allows, each field site may want to end the Teacher Orientation meeting with a fun “mini” TAAG activity. Some ideas may include:
- “Who Wants To Be Active for a Lifetime?” (*see Orientation CD*)

Example slide:



- Mini TAAG Pedometer Challenge (*see Instructions section*)

Other suggestions: Offer a few door prizes. To do this have everyone write their name on a slip of paper and drop it into some sort of container. At the end of the “mini” activities give out a few pedometers or other prizes.

**Timeline:**

Task	Timeline
Receive TAAG Teacher Orientation Meeting CD	Mid March
Identify school liaison to assist with scheduling meeting	End of March, 2003
Schedule meeting date, confirm time allotment	Beginning of April, 2003
Coordinate equipment with school and university Ready TAAG Intervention Brochures Ready materials needed for mini TAAG activity	At least two weeks prior to meeting
Load software on to laptop	One week prior to meeting
Dry run through presentation	One week prior to meeting
Conduct Teacher Orientation Meetings	April-May, 2003

## **1.2. How to use the TAAG Teacher Orientation Meeting CD**

The Program Coordinator should receive the TAAG Teacher Orientation Meeting CD in the mail from the Coordinating Center by the middle of March.

### **1.2.1. Loading the software**

**NOTE: These presentations have been tested on multiple computers. The presentations should run smoothly especially if you have Powerpoint 2000. You may experience difficulties if using Windows 95 or older or an older version of Powerpoint.**

- If your laptop is not a burnable drive, you may receive a message asking if you want to install the UDF viewer. You need to do this in order to read the CD. You may have to reboot after installing.
- The CD consists of the following files in two folders:
  - ❖ Presentation Folder:
    - Teacher Orientation Slideshow.ppt
    - Sample site specific slides.ppt
    - Who Wants To Be Active For a Lifetime.ppt
  - ❖ Documentation Folder:
    - Answer Key to the Active for a Lifetime game
    - Documentation on how to install the presentations
- Copy all of the files from the Presentation folder onto the desktop (do not create shortcuts). Be sure to include all 8 files.
- Software needs: You must have PowerPoint installed on your computer to run these programs.
- Remove the TAAG Teacher Orientation Meeting CD.

### **1.2.2. Dry Run of the TAAG slideshow Note: It is strongly recommended that you practice this dry run before your Teacher Orientation Meetings.**

- Double click on the TAAG Teacher Orientation Meeting in the folder on your laptop.
- The presentation should then open. Press F5 to run the show. No music will run at this point. This step is to make sure that the presentation will function on your laptop. Everything is automatically timed
- Insert the Shrek CD into the CD Rom drive on the laptop. If media player starts right away, exit out of it. The presentation will automatically trigger the third song on the CD to start playing. {If you do not have a CD Rom drive with sound capabilities, you can bring a large CD audio player and cue it to song #3. Start the music as the second slide appears on the screen.)
- Press F5 again. This time the presentation should run with music.

### **1.2.3. Setting up LCD projector**

- Now that you know the presentation runs, shut down the laptop. Plug in the LCD projector. Turn the projector on first then the laptop. (Note: each LCD projector is different, so it is best to practice this step beforehand if possible.) If the laptop has

never been attached to a LCD projector, you may need to install some software. **It is better to find this out before the day of the orientation.**

- Once the LCD and laptop are “linked” you should be able to double click on the presentation. Make sure the music CD is in but not playing. Press F5 to run the show as outlined above.

#### **1.2.4. Sound**

- For optimal sound, attach external speakers to the Laptop or use an external CD player.

#### **1.2.5. Site Specific slides**

- Double click on the Site-Specific slides.ppt presentation. This file contains sample site specific slides that you can modify or add more slides to for your site’s presentation.

#### **1.2.6. Who wants to be Active for a Lifetime?**

- Double click on the Who Wants To Be Active For a Lifetime.ppt presentation. You should hear music as the letters start spinning. If you do not hear music, make sure you copied the music files from the TAAG Teacher Orientation Meeting CD onto the desktop. The music files will run automatically as long as they are on the desktop.
- To advance the game, use the space bar.
- You may decide to only use a portion of the game. If you decide this in advance, you may want to leave the first two slides then delete the slides up to 32,000 or 64,000 steps so that you can play to the one million step mark.

Game template available free of charge from:

<http://www.teachnet.com/lesson/misc/winnergame022500.html>

#### **1.2.7. Mini TAAG Pedometer Challenge Activity**

**Another fun “mini” activity to end your Teacher Orientation Meeting with is the *Mini TAAG Pedometer Challenge Activity***

- Distribute TAAG Pedometers to meeting participants. State that we would like to introduce them to one of our TAAG Promotional activities called the “TAAG Pedometer Challenge Activity”. State that this activity is a fun and innovative way to motivate girls to do more physical activities and that all \_\_\_\_\_ grade girls will be doing this activity during the \_\_\_\_\_ semester.
- Briefly explain how the Pedometer works and where it should be worn on the body. While showing the Pedometer, explain that we would now like to “challenge” the teachers to do as much physical activity as they can until the end of the school year (May, 2003). (Note: sites should decide before the Teacher Orientation Meeting whether they want teachers to compete against themselves or against grade levels. Other various competition levels might include one hallway versus another hallway or floor levels competing against other floor levels) State that at the end of challenge, teachers will receive raffle tickets (based on number of steps completed) for a grand prize drawing. The more steps they completed, the more raffle tickets they will receive for the drawing (Note: sites will have to decide on this).

- At the end of the school year, distribute the raffle tickets and hold a drawing for all the teachers who completed their Pedometer Challenge Activity. Sites can decide what prize(s) they want to do. Some ideas might include a gift certificate to an educational supply store, fitness center, shopping mall, in home “maid-for-a-day” service or salon/spa.