



## **Planning Guide Highlights: Institute Overview Session**

Regardless of which model your site will be pursuing this season, it is **IMPERATIVE** for your Institute participants to fully understand how to access your station's programming and online resources. Do not assume that every teacher attending your event knows how to obtain videos for classroom instruction. Likewise, do not assume that every teacher attending your event knows that NTTI is hosted by their public television station. Early in the course of your professional development events, you should hold an Overview session, which addresses the following issues:

- ◆ **NTTI Overview-** Provide a brief profile of the history and mission of NTTI. How has NTTI impacted your community? What are your goals for the Institute? Why is your station involved in the project?
- ◆ **ITV and/or Video-on-Demand-** What is instructional television? When does your station air instructional television? What types of instructional television does your station offer? Where can teachers find a schedule of air dates and times? What sort of rights do teachers have to air instructional television in their classrooms?
- ◆ **Your Station's Online Resources-** Where and how can educators access your station's Web site? What resources do you offer specifically for teachers on your Web site?
- ◆ **The National NTTI Web Site-** Your station's Web site should link to the National NTTI Web site. Participants should be made aware of the lesson plans, training modules, and other resources available to them through their "extended NTTI family."
- ◆ **Turnkey Training-** Each participant should leave your Institute understanding that it is his/her responsibility to train their colleagues in the NTTI methodology. Participants should be certain to report formal turnkey training to you, and in turn, you should include it in your reports to the New York NTTI team.