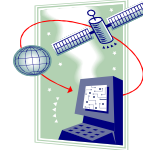




Handout #2: DataFeed System 2.0 – Mentee Teacher Instructions

12/20/2001



URL: <http://www.k12science.org/alliance/datafeed>

How to Register in the DataFeed System

1. Access the new DataFeed System 2.0 at the URL above.
2. Scroll down and click "Access DataFeed System 2.0"
3. Follow the link that reads "Click here to register"
4. Follow the on screen instructions. You will need to enter in your contact information and identify your site, district and school. If your school or district is not listed simply select "My district/school is not listed". Later on you will be prompted to enter in that information.
5. When prompted, enter in a unique Username and Password for your account. **Be sure to write down this important account information:**

USERNAME: _____

PASSWORD: _____

NOTE: You will need this account information the next time you log in.

How to Sign Up for a Savvy Cyber Teacher® Course

1. If you are not already logged into the system, log in.
2. From your Mentee Teacher account menu, select "Sign Up For A Course Within Your Site".

3. Select the course that you are currently attending from the selection menu. Use the trainer's name, location for the course and start date to determine which course to select.

NOTE: If the course you are in does not appear in the list it may be because the course has already begun. If this happens ask your trainer to manually sign you up for the course from their DataFeed System account.

How to Evaluate a Savvy Cyber Teacher® Workshop

1. If you are not already logged into the system, log in.
2. Select "*Complete Evaluation Form*" from the Mentee Teacher account menu.
3. Select the appropriate workshop (e.g. Week 1) from the list and click on the "*Continue*" button.
4. Fill out the entire evaluation form. All questions must be answered except for the last four open response questions that can be left blank.
5. Once you have completed the evaluation form click the **SUBMIT button**.
6. You should receive a message saying "*Action Completed Successfully*". If you do not, please inform your trainer.