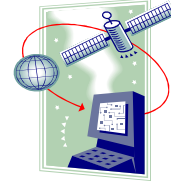


DataFeed System 2.0

General Overview

October 26, 2001



The new version of the DataFeed System will continue to act as the primary registration, course scheduling and evaluation system for the program. That said, its design has changed significantly and as a result it is important to note some of the major differences between the old and new systems.

The following outlines the general procedures for how the new system will be used by **Mentee Teachers** (i.e. those teachers who will be trained but will not train others):

1. Every participant in the project will now have their own account within the DataFeed System. Users will be assigned usernames and passwords to access their accounts. **There will no longer be a need for Course ID or Trainer ID codes.**
2. When new participants first register in the system they will all register as Mentee Teachers (i.e. those teachers will be trained but will not train others).
3. We have purchased a database that contains all of the school districts and schools in Arizona, Ohio and Florida and their contact information. This means that participants will only have to select their district and school from a menu and not have to enter the contact information.
4. Once registered, **Mentee Teachers must sign up for a specific course** using the appropriate option off their account menu.
5. Once the Mentee has signed up for a specific course they will be able to complete the online evaluation forms for each workshop by simply logging into their account and selecting the appropriate link from their account menu.
6. At the conclusion of a course the local Project Coordinator will decide if all, some or none of the Mentee Teachers met the course requirements. Those who do meet the requirements will be marked as "graduated" in the DataFeed System. This will facilitate better record keeping.

Contact Josh Baron at jbaron@stevens-tech.edu or at (201) 216-8070 for assistance.

The following outlines the general procedures for how the new system will be used by **Mentor Teachers** (i.e. those teachers who will go on to train others):

1. Once graduated from a course those who are accepted as Mentor Teachers will have their account status elevated from Mentee Teacher to Mentor Teacher. This will provide them with access to additional functions within the DataFeed System (e.g. ability to schedule courses).
2. Once elevated to Mentor Teacher status the user will simply have to log back into the system and the new functions will be available to them.
3. When they are ready, Mentor Teachers will then be able to schedule a course by selecting the appropriate link from their account menu. **It is very important that the course schedule be entered in carefully** as the dates and times for each workshop are used by the system to conduct other functions. For example, online evaluation forms for specific workshops will not be available to Mentee Teachers until the day of the workshop. Because of this **issue it will also be very important that course schedule information be updated** if dates or times change.
4. There will no longer be a need for Course ID or Trainer ID codes. In addition, only one Mentor Teacher will need to set up the course even if two trainers are involved.
5. At the first workshop the participants will register as Mentee Teachers and complete the registration and course sign up procedures that were outlined above.
6. At the end of each workshop the Mentee Teachers will log back into their accounts and select the appropriate link for completing the online evaluation forms.
7. Course evaluation data will be available online for the Mentor Teacher to review. It will also be summarized and emailed to the local Project Coordinator.

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