



Verizon Thinkfinity Training Rosters

A Trainer's Guide

(Updated 9-28-09)




Step 1. Participants click on the 'myThinkfinity' Link

The screenshot shows the Thinkfinity website interface. At the top, there is a navigation bar with the Thinkfinity and Verizon Foundation logos, and links for 'FREE Thinkfinity Training', 'Verizon Foundation', 'About Thinkfinity', 'Contact Us', and 'Help'. Below this is a green navigation bar with tabs for 'educator', 'student', 'parent', and 'afterschool'. The 'educator' tab is selected. Underneath the tabs are links for 'Content Partners', '21st Century Skills', 'Literacy Network', 'Standards Alignment', 'State Education Network', and 'Watch Thinkfinity Overview'. The main content area is divided into several sections: 'Free Teacher Resources' featuring 'Smithsonian's Climate Change Conference' with a 'Register now >>' link; 'Professional Development' with a link for '1,000 Teachers in 1,000 Minutes: be part of the excitement!' and a list of links for 'FREE Teacher Training', 'Trainer Recognition', and 'About Professional Development'; and a search box for 'lesson plans, interactives & more...' with fields for 'Enter Keyword', 'Subject', 'Grade', 'Resource Type', and 'Content Partners', and a 'go' button. A 'Thinkfinity Newsletter' sign-up box is also visible at the bottom right of the main content area.



Roster Your Attendees

Step 2. Participants click 'Login Now'



my Thinkfinity

Thinkfinity is pleased to launch phase one of the new "MY Thinkfinity" space for users. By logging in below, you will be able to view training sessions you have attended and update your personal information, including your e-mail address and organization.

Trainers can also access the Trainer Toolbox, view training sessions they have conducted, and register new training sessions after logging in.

State Education Partners have additional tools specific to their Thinkfinity program available through MY Thinkfinity.

In the future, MY Thinkfinity will be expanded to include additional features and functionality, such as the ability to save searches, bookmark and tag resources, share resources with fellow users and create your own content. These tools will be designed to give you a Web 2.0 experience, with more control over the site and how you use it.

MY Thinkfinity is your ticket to personalizing this site and making it work for you.

Please select "Login Now" below and login with your Login ID (usually your e-mail address) and password and begin exploring what MY Thinkfinity has to offer. If you previously provided us with your e-mail address for receiving announcements, we will continue to inform you when updates have been made.

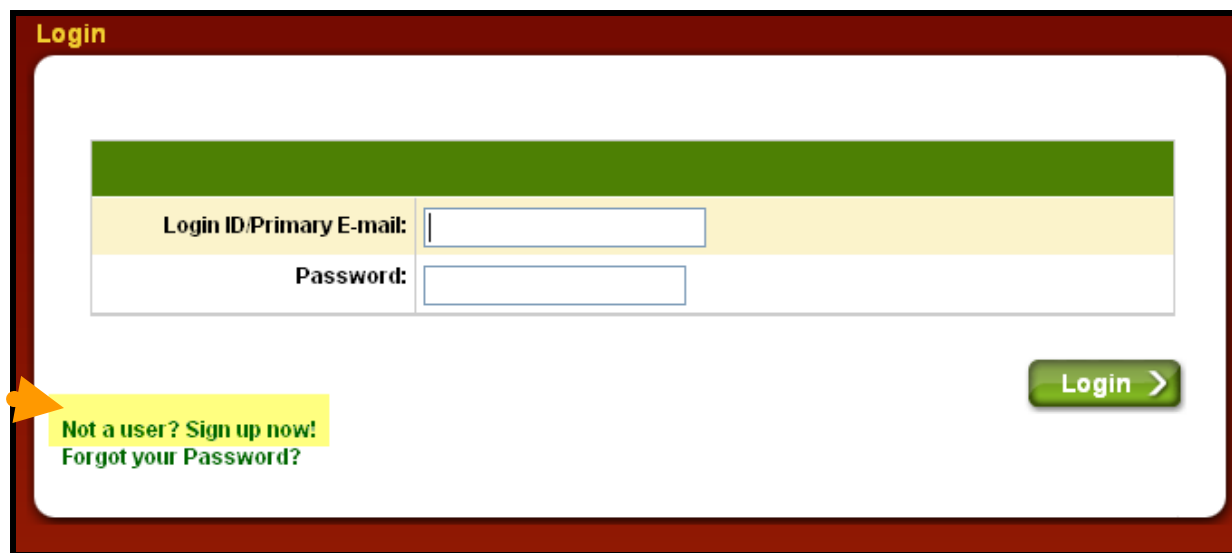
[Login Now](#)

Roster Your Attendees

Step 3. Participants will need to create a myThinkfinity account

Note: If they already have an account they can type in their Login ID/Primary E-mail address and Password and click 'Login'

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The screenshot shows a login interface with a dark red border. At the top left, the word "Login" is written in yellow. Below it is a white form area with a green header bar. The form contains two input fields: "Login ID/Primary E-mail:" and "Password:". To the right of the form is a green button labeled "Login >". Below the form, there are two links: "Not a user? Sign up now!" and "Forgot your Password?". A green circle with the number "3" and an orange arrow points to the "Not a user? Sign up now!" link.

Roster Your Attendees

**Step 4. Participants select
'Sign-in on Roster'**



- Home**
- My Profile**
 - Update My Profile
 - View My Credentials
 - View My Activity
- 4 Step Process for Data Collection**
 - Trainer or Facilitator**
 - Register New Session
 - Trainer Follow-up
 - Attendee**
 - Sign-in on Roster
 - Complete a Survey
- Surveys**
 - View Survey Results
- Trainings**
 - Training Calendar
- Logout**

Roster Your Attendees

Step 5. Participants should select your course by clicking on the hyperlinked Location

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View Training Sessions

Training Date

Start Time	Location	Course Type	Trainer Name	Trainer Type
9/15/2009 1:00:00 PM	BALTIMORE, Maryland	TCH-P: PARTIAL Verizon Thinkfinity Training for End Users/Teachers	VICKERS, DEBBIE;Pleszkoch, Jennifer	Field Trainer 3
9/15/2009 2:00:00 PM	Central Islip, New York	TRN-2: ADVANCED Verizon Thinkfinity Trainer Training	SCHWARTZ, MINDY	Thinkfinity Certified Trainer
9/15/2009 3:30:00 PM	COUSHATTA, Louisiana	Verizon Thinkfinity Overview	Stephens, Nan	Field Trainer 3
9/15/2009 3:30:00 PM	Basking Ridge, New Jersey	TCH-C: COMPLETE Thinkfinity Training for End Users/Teachers	Trainer, Travis	Field Trainer 3
9/15/2009 4:30:00 PM	Jacksonville, Alabama	TCH-P: PARTIAL Verizon Thinkfinity Training for End Users/Teachers	GEORGE, KEITH	Thinkfinity Certified Trainer

Step 6. Participants click 'Register'

The roster step is then complete!

View Training Session	
Course Title	TCH-C: COMPLETE Thinkfinity Training for End Users/Teachers
Training Request Organization	Thinkfinity
Session Location	Verizon Foundation , United States
Session Date(s)	10/10/2009 9:00:00 AM to 10/10/2009 4:00:00 PM EDT
Delivery Method	On-site
Trainer Name	Trainer , Travis
Trainer Type	Staff

Please register for this training session.

[Return To List](#) [Register](#)

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