

# Verizon Thinkfinity Training Survey

*A Trainer's Guide*

*(Updated 9-24-09)*



## Step 1. Participants click on the 'myThinkfinity' Link

The screenshot shows the Thinkfinity website with a dark red header. The 'myThinkfinity' link is highlighted with a yellow arrow. Below the header, there are navigation tabs for 'educator', 'student', 'parent', and 'afterschool'. The main content area includes a 'Free Teacher Resources' section with a featured article about the Smithsonian's Climate Change Conference, a search box for lesson plans and interactives, and a 'Professional Development' section with a link to '1,000 Teachers in 1,000 Minutes'. A 'Thinkfinity Newsletter' sign-up box is also visible at the bottom right of the page.



# Survey 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.

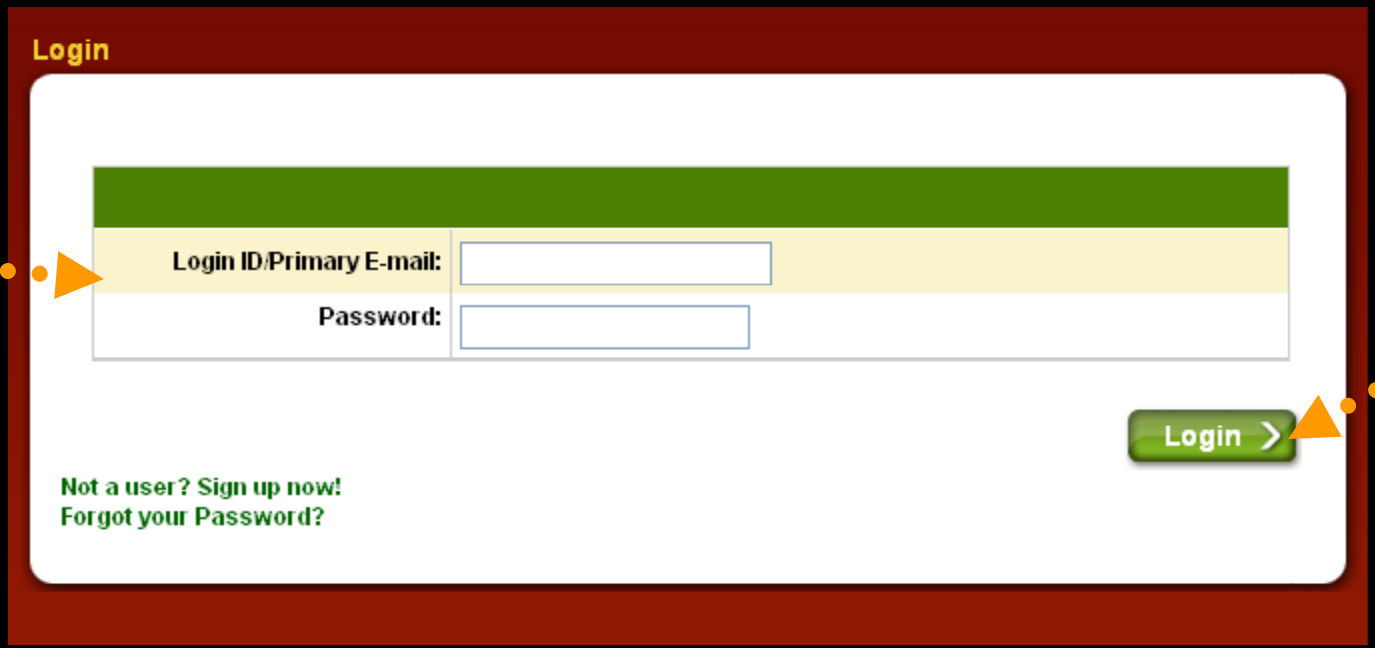
[Login Now](#)



# Survey Your Attendees

**Step 3. Type in Login ID/Primary E-mail address and Password**

**Step 4. Click 'Login'**



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. A green bar is at the top of the form. The form contains two input fields: "Login ID/Primary E-mail:" and "Password:". A green "Login >" button is on the right. Below the form, there are links: "Not a user? Sign up now!" and "Forgot your Password?". A green circle with the number "3" and a dotted arrow points to the input fields. Another green circle with the number "4" and a dotted arrow points to the "Login >" button.

# Survey Your Attendees

**Step 5. Attendees click  
'Complete a Survey'**

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- 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**

## Step 6. Participants complete any pending surveys

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[Home](#) > Complete Surveys

Training and Follow-up surveys for sessions for which you have completed a Roster are available from this page. To complete a survey, please select the hyperlinked text, answer all questions, and click "Submit." If no surveys are listed, you have none pending.

Training surveys are available for only 2 weeks after the training end date. If you attended a session that ended more than 2 weeks ago, your training survey is no longer available.

*Important: questions marked with an asterisk are required.*

9/15/2009 TCH-C: COMPLETE Thinkfinity Training for End Users/Teachers in VIRGINIA BEACH, Virginia Conducted by Trainer , Travis <a href="#">TCH-C: COMPLETE Thinkfinity Training for End Users/Teachers Survey (available until 10/11/2009)</a>
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# Survey Your Attendees

## Step 6 cont. Survey submission confirmation page

Be sure you see this confirmation page before closing the browser.



# Survey Your Attendees

**Bonus! Participants may print a Completion Certificate.**

**Important Notes:**

- Certificates will only appear for those participants who have completed a survey.
- Surveys are only available for two weeks after the training session.

- Step 1. Click on 'Home'**
- Step 2. Click on 'Click Here'**
- Step 2. Click on your session**
- Step 3. Click on 'Completion Certificate'**

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Home

My Profile  
 Update My Profile  
 View My Credentials  
 View My Activity

4 Step Process for Data Collection  
**Trainer or Facilitator**  
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**Attendee**  
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Logout

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This section is designed to allow quick and easy access to tools and resources related to the Thinkfinity Professional Development Program. From this access point you may review the courses you have taken, complete surveys, and register [Overview Sessions](#).

To complete a survey, select "Complete A Survey" in the Surveys section to the right.

To update your profile, select "Manage My Profile" to the right.

To register an Overview session, select "Create New Session" in the Trainings section to the right.

[Click Here](#) to access a list of courses you have conducted or attended. Certificates of attendance may be printed via this link, if desired.

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Training Session List

Session Filters [Return to Training Calendar](#)

Select Agreement Organization: Select Organization

Start Date: 9/1/2009 End Date: 9/30/2009

Show Advanced Filter...

Reset Submit

Start & End Date	Location	Course Type	Delivery Method	Trainer Name	Trainer Type
9/15/2009 3:30:00 PM to 9/26/2009 12:00:00 PM	VIRGINIA BEACH, Virginia	TCH-C COMPLETE Thinkfinity Training for End Users/Teachers	On-site	Travis	Field Trainer 3

Home > Training Calendar > View Training Session

View Training Session

Course Title: TCH-C COMPLETE Thinkfinity Training for End Users/Teachers

Training Request Organization: PEMBROKE MEADOWS ELEM SCHOOL

Session Location: VIRGINIA BEACH, Virginia

Session Date(s): 9/15/2009 3:30:00 PM to 9/15/2009 5:30:00 PM EDT  
 9/22/2009 3:30:00 PM to 9/22/2009 5:30:00 PM EDT  
 9/26/2009 9:00:00 AM to 9/26/2009 12:00:00 PM EDT

Delivery Method: On-site

Trainer Name: Trainer, Travis

Trainer Type: Field Trainer

You are a participant of this session.

[Completion Certificate](#)

Return To List