

TEACHPOINT EVALUATOR WEBINAR INSTRUCTIONS:

INSTRUCTIONS FOR **GROUP** <EVALUATOR> WEBINAR SESSION (A computer is required for each participant)

1. Make sure you have the correct equipment to display video for the group: LCD Projector & screen OR large TV/Monitor with AirTame or cables to connect.
2. Each participant in the group must have their own computer to navigate through the webinar and to practice in TeachPoint. Your training will not be recorded as complete if you do not use a computer to click through the webinar (Google form) yourself.
3. One participant in the group needs to be designated as the “presenter.” There are certain steps below that only the presenter needs to follow, which are marked [PRESENTER ONLY].
4. The presenter is the person whose computer will be connected to the projector or large screen for others to watch embedded videos during the webinar.
5. Log in to your BPS Google Account using Chrome
6. Open Teachpoint on your computer using the Google Apps Launcher (“waffle”) at the upper right of your Gmail screen.
7. Open another tab in Chrome and go to www.bostonpublicschools.org/teachpoint
8. Find the link to the TeachPoint **Evaluator** Training Webinar
9. Click the link for the **Evaluator** Webinar to enter - this will be a Google Form
10. Follow the instructions at the top of each section, answering any questions that may appear. You will be prompted to go back and complete any required questions left blank.
11. **[PRESENTER ONLY]** Click Play to view and project the video when one appears in a section, and click Pause to stop the video for practice on teachpoint.
12. You will need to change tabs in Chrome from the Google Form (webinar) to TeachPoint (for practice) and back.

INSTRUCTIONS FOR **INDIVIDUAL** <EVALUATOR> WEBINAR SESSION (computer is required)

1. Log in to your BPS Google Account using Chrome
2. Open Teachpoint on your computer using the Google Apps Launcher (“waffle”) at the upper right of your Gmail screen.
3. Open another tab in Chrome and go to www.bostonpublicschools.org/teachpoint
4. Find the link to the TeachPoint **Evaluator** Training Webinar
5. Click the link for the **Evaluator** Webinar to enter - this will be a Google Form
6. Follow the instructions at the top of each section, answering any questions that may appear. You will be prompted to go back and complete any required questions left blank.
7. Click Play to view the video when one appears in a section, and click Pause to stop the video for practice on teachpoint.

8. You will need to change tabs in Chrome from the Google Form (webinar) to TeachPoint (for practice) and back.
9. After viewing each embedded video, sign off to affirm that you have completed that section of the form.
10. Click Next to advance to the next section of the webinar.
11. Repeat Steps 6-9 until you reach the last section of the Google Form
12. Sign off on having completed the entire training in the last section of the Google Form and Submit when finished.