GREAT
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Facilitator Guide

Get Started with Elements Pro

[Curriculum or Subject Area]

Course ID: [RRXX-####]

Get Started with Elements Pro

Acknowledgements

Development of this program …

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Table of Contents

INTRODUCTORY MATERIALS

MODULES

Getting Started

About This Guide

What's the purpose of this guide?

This facilitator guide provides a master reference document to help you prepare for and deliver the "Get Started with Elements Pro" program.

What will I find in the guide?

This facilitator guide is a comprehensive package that contains

- the workshop delivery sequence
- checklists of necessary materials and equipment
- presentation scripts and key points to cover, and
- instructions for managing exercises, case studies, and other instructional activities.

How is this guide organized?

This section, "Getting Started," contains all of the preparation information for the "Get Started with Elements Pro" program, such as learning objectives, pre-work, required materials, and room set-up.

Following this section is the "Training At A Glance" table. This table can serve as your overview reference, showing the module names, timings, and process descriptions for the entire program.

Finally, the program itself is divided into *modules*, each of which is comprised of one or more *lessons*. A module is a self-contained portion of the program, usually lasting anywhere from 20 to 90 minutes, while a lesson is a shorter (typically 5-20 minute) topic area. Each module begins with a one-page summary showing the Purpose, Time, Process, and Materials for the module. Use these summary pages to get an overview of the module that follows.

About This Guide, continued

How is the text laid out in this guide?

Every action in the program is described in this guide by a text block like this one, with a margin icon, a title line, and the actual text. The icons are designed to help catch your eye and draw quick attention to "what to do and how to do it." For example, the icon to the left indicates that you, the instructor, say something next. The title line gives a brief description of what to do, and is followed by the actual script, instruction set, key points, etc. that are needed to complete the action.
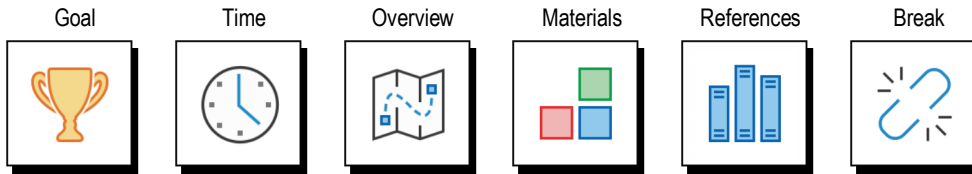
A complete list of the margin icons used in this guide is provided on the following page.

IMPORTANT NOTE

You may also occasionally find important notes such as this one in the text of this guide. These shaded boxes provide particularly important information in an attention-getting format.

Graphic Cues

Module Blocks

Goal	Time	Overview	Materials	References	Break

Lesson Blocks

Activity	Audio	Breakout	Capture	Case Study	Chat	Check	Computer	Data Tables

Do This	Evaluation	Flipchart	Game	Handouts	Highlight	Important	Key Points	Lab

Microphone	Numbers	Objective	Picture	Polling	PPT Notes	Presenter 1	Presenter 2	Process

Producer	Projection	Q&A	Raise Hand	Role Play	Say This	Time	Tools	Transition

Upload Files	Video	Vote	Webcam	Website	Workbook

The Program in Perspective

Why a "Get Started with Elements Pro" program?

[Enter program context/background/rationale]

Learning Objectives

After completing this program, participants will be able to:

- ■ [Enter program learning objectives]

Program Timing

Requires: 0 hours, 55 minutes

Number of Participants

Minimum: [##] Maximum: [##] Optimum: [##]

Program Preparation

Pre-Work

[Enter pre-work that needs to be distributed]

Required Materials

- [Enter materials needed to run program]

Room Set-Up

[Enter instructions for room layout and equipment setup]

Instructor Preparation

[Enter any special preparation required by the instructor]

Training at a Glance

Time	Module	Description
0 hours, 5 minutes	Overview	Explain what's helpful to have on hand as a new guidebook is started.
0 hours, 40 minutes	Start a New Guidebook	Participants will learn how to open and use the Elements Pro ribbon to start a new guidebook
0 hours, 5 minutes	How to Get Help	Ensure that Elements Pro users know how to access support and get help when needed.
0 hours, 5 minutes	Next - How to Work in Your New Guidebook	Direct participants to additional support to continue building their skills as an Elements Pro user

Overview

Goal

Get ready to start a new guidebook with Elements Pro.

Time to complete: 0 hours, 5 minutes

Number of lessons: 1

Overview

Explain what's helpful to have on hand as a new guidebook is started.

Materials Needed

- Participant Guide
- Slides

References and Resources

- https://www.greatcirclelearning.com/help-elements-pro

Starting a New Guidebook
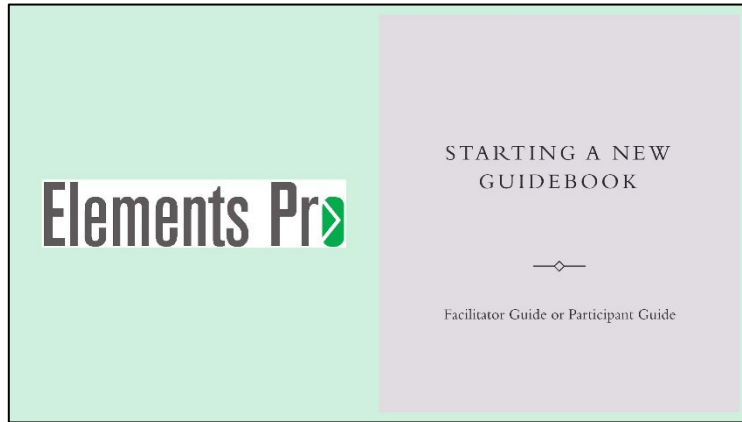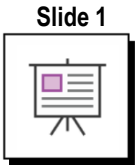
Facilitator	Notes

Cumulative time: 0 hours, 0 minutes

Time to complete this lesson: 5 minutes

Goal

To start a facilitator guide or participant guide with Elementa Pro.

Say:

Welcome everyone. This is going to be exciting!

Let's get started.

Slide 1

Say something like:

Starting a New Guidebook is easy. Elements sets up a document shell that is ready to hold your content.

You can choose to start either a Facilitator Guide or a Participant Guide.

Do:

Hold up an example of a Facilitator Guide or a Participant Guide.