



"District Training" Planner

This planner is designed to assist you and the SUNLINK office in preparing a customized SUNLINK training session for your district's media specialists. Please call the SUNLINK office at 1-800-226-0085 if you have any questions. Once completed, fax (1-866-873-0721) or email this form to John Prevosk (jprevosk@mail.ucf.edu). Visit SUNLINK (www.sunlink.ucf.edu) to explore the many features it has to offer. Specific information about SUNLINK online components can be viewed online at (www.sunlink.ucf.edu/train). We look forward to working with you!

Media Supervisor information:

Name: _____

District: _____

Phone: _____

Email: _____

(Note: For those districts that have a union catalog, SUNLINK will emphasize the need for both catalogs, while comparing and contrasting similarities and differences.)

Type of SUNLINK Training Requested

I'd like our SUNLINK training to be:

- A standalone SUNLINK session
- A SUNLINK session that is part of a bigger in-service day or conference that offers concurrent sessions*
- A special "district" section of the SUNLINK online component: Practical Public Relations—component runs for 5 weeks
- A special "district" section of the SUNLINK online component: Practical Applications—component runs for 5 weeks

A special "district" e-ILL (email interlibrary loan) training session

*If your session is part of a bigger in-service day or conference, will there be an exhibits area in which SUNLINK can reserve a table?

Yes No

Audience

What group(s) do you wish SUNLINK to target?

- Veteran SUNLINK schools media specialists
 - Non-SUNLINK school media specialists
 - Newbie media specialists to the:
 - School District
 - State Profession
 - Mixed group of media specialists & teachers
- Estimated number of participants: _____

Length of Training session

- 1-hour session 2-hour session
- 3-hour session Other _____

Dates & Times

Number of sessions desired: _____

Dates: _____ Time: _____

Dates: _____ Time: _____

Dates: _____ Time: _____

SUNLINK online component requested dates (5 weeks)

Start Date _____

End Date _____

List alternate dates and times: _____

Dates: _____ Time: _____

Dates: _____ Time: _____

Dates: _____ Time: _____

SUNLINK online component requested dates (5 weeks)

Start Date: _____

End Date: _____

SUNLINK Features You Would Like Emphasized:

- Basic SUNLINK search strategies
- Power-searching strategies
- Searching for Accelerated Reader books
- Searching for Reading Counts books
- Searching for Lexile framework books
- General reading & interest level
- Sunshine State Standards searches
- Using information in a SUNLINK record
- Creating bibliographies
- Curriculum related web sites
- Interlibrary loan
- MARC download and cataloging information
- Age of Collection
- SUNLINK online facilitated components
- SUNLINK online just-in-time training features
 - SUNLINK's online self-paced tutorial
 - Turbo SUNLINK (QuickTime movies of SUNLINK features)
- SUNLINK & information literacy:
 - FINDS model
 - Other model _____
- SUNLINK adds & deletes (maintenance)
- Other SUNLINK resources
- Other _____

Training Location Information

- District media building
- School classroom School media center
- Online Other _____

Contact information for training site:

Name: _____

Address: _____

Phone: _____

Email: _____

Will training be done in a computer lab?

Yes No

SUNLINK can provide up to 10 wireless notebooks to supplement or take the place of a lab.

Yes, I would like to take advantage of the SUNLINK notebook option and will provide someone to assist with network setup before and during the training.

Number of laptops requested: _____

Network technician contact information:

Name: _____

Phone: _____

Email: _____

Will you be providing the SUNLINK presenter with a computer and projector?

Yes No

Is Internet access available at the site?

Yes No

(If no, the SUNLINK features will be shown via a PowerPoint presentation. A live connection will better help us meet a variety of needs.)

Other ideas or notes about this training:
