**Learning Genie Certified Trainers**

Training Prep Checklist

Pre-requisites:

* Wifi in the room of a training is an absolute necessity
* Being able to connect your device to the projector is an absolute necessity
  + - * Often time the projector is on the ceiling, this needs to be known
      * Older projectors and new projectors have different connections
      * Doc Cams are an excellent way to project screen without cables

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| --- | --- | --- | --- |
| **Action Item** | **Person Responsible** | **Date Completed** | |
| **Schedule the Workshop and Register the Participants** | | | |
| * Contact the agencies/ centers to determine a date for the workshop. |  | |  |
| * Send a workshop invitation to participants |  | |  |
| * Develop a registration system (google form works well, you can use eventbrite.com as well) and keep a list of participants who register. |  | |  |
| * Send a finalized date and time of your training to [support@learning-genie.com](mailto:support@learning-genie.com). Learning Genie Inc will arrange our staff to provide supports remotely if needed. |  | |  |
| * Secure a location for the workshop. The room should accommodate small groups at tables with sufficient space for materials, with strong Wifi signal, and should support the use of a projector or big flat display. Make sure you have connectors for your smart devices are compatible with the projector (e.g. Lightening to VGA, Lightening to HDMI, Mac to VGA, etc) |  | |  |
| **Setup Learning Genie Account for Trainee** | | | |
| * Center/School admin should follow Pre-training Director’s checklist to Sign up with Learning Genie |  |  | |
| * Admin should add a classroom (or multiple classrooms) |  |  | |
| * Admin should add teachers to their corresponding classrooms, and provide teachers with the teacher code that has been generated. |  |  | |
| * Admin should add students to their corresponding classrooms |  |  | |
| * Teacher’s sign up to their classrooms |  |  | |
| **Hardware Preparation for the training** | | | |
| * Since it is a very hands-on training on mobile devices, each participant shall bring either a Android tablet or iPad/iPad mini during the training. |  |  | |
| * A connector for your device to a projector. ([iPad2 - 4S](http://www.apple.com/shop/product/MC552AM/B/apple-vga-adapter), [iPad5](http://www.apple.com/shop/product/MD826AM/A/lightning-digital-av-adapter?fnode=3a), [Android](http://www.bestbuy.com/site/samsung-micro-usb-to-hdmi-adapter-white/2003027.p?id=1219068212097&skuId=2003027&ref=06&loc=01&ci_src=14110944&ci_sku=2003027&extensionType=pla_multichannel:g&s_kwcid=PTC!pla!!!93285489135!g!!56359077495&kpid=2003027&k_clickid=0)) |  |  | |
| * Download the latest Learning Genie Educator’s APP (from google play or App store) to the devices. |  |  | |
| * All devices connect to the wifi |  |  | |