E-mail sent January 15, 2014

To: Certificate in Teaching and Learning in Extension (CTLE) Participants

We look forward to our first CTLE "meeting" on Tuesday, January 21 from 1:30 to 3:00 pm.

To prepare for the call, please do the following:

1) Complete Module 1 – How People Learn and Learning Styles
2) During introductions we will be asking you to share:
   a) Name
   b) Job with KSRE
   c) Primary audience you teach
   d) What do you want to be different about your teaching when you complete this course?
3) Later in the call we will ask you to:
   a) Describe a recent teaching experience – who was your audience and what was the topic?
   b) What about the presentation went well?
   c) What about the presentation would your change?
4) What was the most significant concept you learned in Module 1?
5) How will you use what you learned from the module about learner preferences? How will understanding your own learner preferences affect your teaching?
6) Review the webpage where everything about the course is posted.
   Path: K-State Research and Extension > Employee Resources > Certificate in Teaching and Learning in Extension

We will be using Adobe Connect for the video portion of our call and a conference call for the audio.

- To connect to the audio call
  - Dial 866-620-7326
  - Enter conference code 285 439 2112
- The Adobe Connect conference room is: http://connect.ksre.ksu.edu
- Log in with your name as a guest.

At least one day prior to the conference call, please test the computer you will use to participate in Certificate in Teaching and Learning in Extension to ensure your computer meets guidelines for participating in the high speed Adobe Connect Conference Room by following the instructions below:

http://connect.ksre.ksu.edu/common/help/en/support/meeting_test.htm

If any problems are detected, contact K-State Research and Extension Tech Support, 785 532-6270.

Talk to you on Tuesday, Jan 21.

Stacey Warner and Marie Blythe