



# Learning Technology Tools & Methods Guide

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## Options for Online Training and Communication

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Presentation- *From Classroom to Desktop: Moving Your Organization to E-Learning*  
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**Learning Technology:  
Tools  
and Methods**

	TOOLS- PowerPoint Slides					METHODS- ITV					Online Course (Custom for Courts)				Online Course (Generic; SkillSoft)			
	Court Web Application (MNCIS)	CourtNet (Court Staff Only)	Internet (Public)	DVD		Blended Classroom	Audio Conference	Web Conference	Web Conference (WebEx- Live / Recorded)	Web Cast	Online Tutorial	Online Course (Custom for Courts)	Online Course (Generic; SkillSoft)					
Features / Examples																		
Face-to-face instructor & audience with technology-enhancements	●	●	●	●	●	●	●	●	●	●								
Pre-recorded, available 24/7			●	●	●	●			●	●	●	●	●				●	
Live group viewing, two way audio & video (training rooms)	●			●	●	●												
Live desktop viewing, two way phone audio & interactive website (office or training area w/ speaker phone)	●	●	●	●				●										
<b>Clear</b> displays of graphics, screens & text	●	●	●	●	●	●		●	●	●	●	●	●				●	
<b>Poor</b> display of graphics, screens & text						●												
Clear displays of video with clear graphics, screens & text (pre-recorded only)	●			●	●	●	●			●	●	●	●				●	
'Just in time' training, performance support				●				●		●								
Fully developed curriculum, objectives & content. Self-directed.				●					●	●	●	●	●				●	
Registration / Password Security								●	●		●	●	●				●	
Chat & Discussion Forums								●			●							
Polling, feedback								●	●		●							

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Surveys, Evaluations						•		•	•	•	•	•		•
Collaborative meeting, two way audio and/or video	•					•		•						
Collaborative meeting; sharing documents, desktop applications, two-way phone audio & chat	•	•	•	•				•	•					
<b>Training Requirements: Example #1: Priority on demonstration of functionality &amp; clear display screens &amp; text (i.e. MNCIS)</b>														
Local audience with live instructor interaction (face-to-face)	•	•				•								
District / Statewide audience with live instructor interaction.	•	•		•					•					
District / Statewide audience, needs to be available 24/7.	•	•		•					•		•			
District / Statewide audience, needs to be available 24/7. Need to track user & test knowledge. Priority on clear display screens & text	•	•		•								•		

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<b>Training Requirements: Example # 2</b> Priority on demonstration of functionality & video w/ instructor														
District / Statewide audience. Priority on live group participation.	●				●	●	●							
District / Statewide audience. Available 24/7.	●	●		●						●				
<b>Training Requirements: Example # 3:</b> Priority on demonstration of functionality & view video / audio of instructor, clear display screens & text														
District / Statewide audience. Available 24/7.	●	●		●						●	●			

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<b>Meeting Requirements: Example # 4: Priority on collaboration from office, sharing documents &amp; clear display screens &amp; text</b>														
District / Statewide audience with live interaction between all participants	●	●	●	●				●	●					
<b>Meeting Requirements: Example # 5: Priority on collaboration, live video &amp; audio</b>														
District / Statewide audience with live interaction between all participants	●					●								