

Important Instructions for Facilitators

1. Carefully read the course module and its appendices in order to familiarize yourself with the content.
2. Verify that you have access to the SUAGM accounts, including the E-Lab, e-mail, and Blackboard. If you need assistance in managing the mentioned accounts, contact the Help Desk (servicedesk@suagm.edu).
3. Post messages on Blackboard regarding important dates and other information relevant to the course. Furthermore, post reminders regarding assignments, projects, activities, and the importance of completing the Language Lab/E-Lab exercises during the course.
4. During Workshop One, explain the *Digital Performance Portfolio Assessment Handbook* which can be found in Blackboard. This document includes detailed instructions for the effective completion of the digital portfolio. Familiarize yourself with this handbook.
5. Explain the *Education Internship Handbook* which can be found in Blackboard. This document contains detailed instructions regarding the internship procedures, as well as the forms required to effectively complete this process.
6. Require students to use NetTutor to revise their written work. This resource reviews the principles of correct writing and grammar and provides feedback to the students.
7. **Send written works to SafeAssign™ to detect cases of plagiarism.** You can create SafeAssignment in Blackboard so that students can directly send their work for the detection of plagiarism.
8. Encourage the use of the Voice E-mail tool in Blackboard (E-Lab tool for sending voice messages).
9. Pay attention to the language activities. Remember that 30% of the students' weekly and final grades depends on their demonstration of linguistic proficiency in English and Spanish (according to the language of the workshop), and 70% of the weekly and final grades depends on their mastery of the course content.
10. Recommend the use of the Virtual Library, your Universities Electronic Library, the Internet, and other academic resources in the E-Lab, such as electronic books, to conduct research.

