Trainer Preparation Checklist for Course 5061A: Implementing Microsoft® Office SharePoint® Server 2007

It is recommended that you complete the following checklist to help you prepare for a successful delivery of Course 5061A: Implementing Microsoft Office SharePoint Server 2007.

Courses or Workshops

It is highly recommended that you attend or be familiar with the content in the following course:

- Course 5060A: Implementing Windows SharePoint Services 3.0

Exams

To identify your technical proficiency with the content of this course, it is highly recommended that you pass the following exam when it becomes available:

- Exam 70-630, TS: Configuring Microsoft Office SharePoint Server 2007

Exam 70-630 is a core exam for the Technology Series.

Technical Preparation Activities

It is highly recommended that you complete the following technical preparation activities.

Preparation activities
☐ .... Install the course Virtual PCs for this course and complete each demonstration, practice, and lab in the course.
☐ .... Practice setting up the classroom by following the instructions in the Microsoft Virtual PC Classroom Setup Guide.
☐ .... Review the course error log, which is posted on the Microsoft Certified Trainer Web site at https://mcp.microsoft.com/MCT.

Instructional Preparation Activities

It is also highly recommended that you complete the following instructional preparation activities.

Preparation activities
☐ .... Read the Introduction session at the beginning of the course.
☐ .... Read the instructor notes.
☐ .... Practice presenting each demonstration.
☐ .... Practice presenting each module and lab.
☐ .... Identify the information that students need to complete each lab successfully. Anticipate the questions that students might have.
☐ .... Identify the key points for each topic, discussion, and lab.
☐ .... Identify how each discussion and lab supports the module topics and reinforces the module objectives.

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Preparation activities
☐ .... Identify examples, analogies, demonstrations, and additional delivery tips that will help to clarify module topics.
☐ .... Notice any problems that you might encounter during a demonstration or lab, and determine a course of action for how you will resolve them in the classroom.
☐ .... Identify ways to improve a discussion or lab to provide a more meaningful learning experience for your specific audience.
☐ .... Customize and print your instructor notes.
☐ .... Consult the MCT Community Center for additional tips and strategies for teaching this course.
☐ .... Review the updated information about the Microsoft Certification Program on the Microsoft Learning Certifications Web site.

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