

Clinic Preparation Checklist for Clinic 3369B: First Look: Getting Started with Windows SharePoint Services

It is recommended that you complete the following checklist to help prepare for a successful delivery of Clinic 3369B: *First Look: Getting Started with Windows® SharePoint® Services*.

Courses

It is highly recommended that you audit the following courses:

- Course 2552: *Administering Microsoft® Windows SharePoint Services*

Technical Preparation Activities

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

- _____ Review the technical documentation available on the SharePoint Products and Technologies site on Microsoft Technet (<http://www.microsoft.com/technet/prodtechnol/sppt/default.mspx>). As the delivery date for Windows SharePoint Services approaches, new documentation will be released to this location.
- _____ Practice all demonstrations for this clinic.
- _____ Practice setting up the classroom by following the instructions in the "Microsoft Virtual PC Classroom Setup Guide."
- _____ Review the clinic error log, which is available in the Microsoft Download Center.

Instructional Preparation Activities

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

- _____ Practice presenting each demonstration.
- _____ Practice presenting each session.
 - Identify examples, analogies, demonstrations, and additional delivery tips that will help to clarify section topics.
 - Notice any problems that you might encounter during a demonstration, and determine a course of action for how you will resolve them in the classroom.
 - Identify ways to improve a demonstration.
- _____ Review the Microsoft Certifications Web site at <http://www.microsoft.com/learning/mcp/default.asp> for updated information about the Microsoft Certified Professional (MCP) program.