TRAINING OPTIONS

Review the training options in the “Training Options” document and choose an option for facilitating training.
- You may choose to offer training in a format not described in the “Training Options” document.
- All “Teaching Plan” documents assume the use of all training materials, as described in the “Gold Standard” option for facilitating training.

TDA strongly recommends facilitating all training in a computer lab or other facility where each participant may use an individual computer during instruction.

Consider also offering one or more technical assistance workshops following the completion of the training series to help CEs go live in the system.

PARTICIPANT PREPARATION PRIOR TO TRAINING

Pre-register participants for MENU Module training.

Require class participants to access pre-training resources online before attending training.
- Video: All About MENU Module
- Tool: Are You Ready To Launch MENU Module?

Work with CEs who need additional training and technical assistance (as determined by the results from the “Tool: Are You Ready to Launch MENU Module?”) before allowing CEs to enroll in MENU Module training.

Require class participants to submit an FND-101, 10-days prior to attending training for access to MENU Module.
- This will allow participants to apply their knowledge and begin using MENU Module after training.

CLASS PREPARATION

Edit slides #1 and #2 in the PPT presentation for each module to include specific presenter names, dates, and times of training.

Print hard copies of the MENU Module Process Map for participants.
- Optional: Provide color-printed, laminated, and spiral bound copies for participants.

Print the “User’s Guide” for each module and provide the guides to participants in chronological order.
- Consider spiral binding the “User’s Guide(s)” for all modules or organizing the “User’s Guide(s)” in a binder.
Print FND-101s for MENU Module participants who have not requested access to MENU Module, as directed, 10-days prior to training.
  o Instruct participants to fill out and submit the forms during training.
  o Notify participants that the FND-101 takes a minimum of ten days to process.

Provide participants with a flash drive (or other form of electronic storage) containing a “Participant Binder” for use during training.
  o To make a “Participant Binder,” download the “Participant” training materials for each training module from the ESC SharePoint site on each flash drive OR download the “Participant” training materials onto each computer in a folder titled “Participant Binder.”

Preload the link for the “MENU Module Training Environment” onto each computer prior to training.
  o Contact TDA’s MENU System Administrator at MenuModule.Systems@TexasAgriculture.gov prior to training, to obtain a unique training password for each training session.
  o Do not provide participants with the link, username, or password for use outside of training.
  o TDA intends for TDA and ESCs to use the MENU Module Training Environments exclusively for training purposes.
  o TDA does not intend for participants to login to the “MENU Module Training Environment” outside of ESC-led training classes.

Instructor Guidelines for Training

Login to the “MENU Module Training Environment” and login to your region’s dedicated “ESC Training District.” You and all training attendees will use this district for ALL TRAINING PURPOSES.
  o DO NOT “PRACTICE” IN THE LIVE MENU MODULE ENVIRONMENT.

Demonstrate actions in the system anytime you teach the participants to do something in the system, make sure that you demonstrate before and after teaching a function.

DISCLAIMER

This training class provides in-depth tools, resources, and materials to facilitate training on MENU Module. The instructor materials provide basic instruction for facilitating MENU Module training and provide considerable latitude for what a trainer should say, how to explain, etc. Use your experience and expertise as a trainer to make this class effective and engaging. Elaborate, use discussion, and ask questions to encourage participant participation.
***TOPIC 1: SCHOOLCAFÉ***

**INSTRUCTOR MATERIALS**
Teaching Plan: Module 8

**PARTICIPANT MATERIALS**
User’s Guide: SchoolCafé
Curriculum: Food Photography Basics

**PRIMERO EDGE VIDEO TRAINING LIBRARY**
Video: 1 - SchoolCafé Overview

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**Instructor Note:** You will need to publish a minimum of one week of menus to SchoolCafé from your ESC training district in MENU Module. You will also need to follow the steps in the “User’s Guide: SchoolCafé” to create an administrative account for your ESC training district. Use your ESC training district’s SchoolCafé account to demonstrate SchoolCafé. For “Menus & Nutrition” you may login to the “Texas Training District” as a guest and view menus for MENU Module High School in December 2017.

**User’s Guide:** SchoolCafé, pg. 3-30
- Introduce the topic, “SchoolCafé.” In this topic, you will learn to do the following:
  - Set up a SchoolCafé Administrative Account.
  - Set up MENU Module information that appears in School Café.
  - “Publish Menus” to SchoolCafé.
  - View “Menus and Nutrition” in SchoolCafé.
  - Send polls and messages in SchoolCafé.
  - Market SchoolCafé to parents and students.
- Review the “Participant Materials” for “Topic 1: SchoolCafé.”
- Review the contents of the User’s Guide with participants making sure to demonstrate in the system.

**Primero Edge Video Training Library:** 1- SchoolCafé Overview
- Watch the video on using SchoolCafé.
# REVISIONS

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Affected Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/24/2018</td>
<td>Edits, minor revision</td>
<td>P 3-4</td>
</tr>
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(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.