

To: Integrated Leadership Course Two (ILC) Participants
From: ILC Development Team
Re: Materials Access

We are excited to continue our digital materials transition delivering the Integrated Leadership Course content to our participants! In past years, you have received a paper manual that was both costly and inflexible when it came to embedding links and providing digital annotation and sharing. In an effort to give an interactive platform for participants, you have several different digital options. Option One through Three allow you to take notes and share your personalized digital notebooks with colleagues.

Option 1 (Optional): Download the free Microsoft OneNote application from www.onenote.com on your PC computer and import the full Integrated Leadership Course Manual as a OneNote notebook. You will receive a link to download the OneNote package that you will need to import into your PC's OneNote.

If you also download and utilize Microsoft OneDrive's cloud storage: (<https://onedrive.live.com/about/en-us/>), you can sync your OneNote notebooks and they can be shared across devices (including Apple devices such as the MacBook and the iPad) via your synced OneDrive. (**NOTE: At this time, opening the OneNote package on a PC initially is the only way to get the full notebook into an environment on your Apple device.**) Your facilitators will be able to assist you with Apple devices and OneNote.

Importing the OneNote ILC manual into your personal OneNote makes the manual your own and you can take notes as you are participating in class and share your manual with anyone you choose. **The content is saved for you! It is not a shared notebook.** Any changes you make or annotations you add only show up in your copy.

If you need additional support, there are many helpful YouTube videos to support your access of the OneNote file. Here is one video: <https://youtu.be/UPcdH8C6-Fc>.

(For OneNote 2007-2010 users): Several participants, due to software availability and/or age of device, may need to use a 2007 OneNote version of the notebooks. While these users will not be able to import the entire notebook into their OneNote as a package, they can import each section into their notebooks. These will be found in a "OneNote 2007" folder in the provided link.

Importing the OneNote 2007 version ILC sections into your personal OneNote still makes the manual your own and you can take notes as you are participating in class and share your manual with anyone you choose. **The content is saved for you! It is not a shared notebook.** Any changes you make or annotations you add only show up in your copy.

Option 2: iBook (New for Course Two) for Apple Users

We have added an iBook feature for those who use iPads and want to work with digital content within their iBook app. iBooks can also be used on Apple laptops if you are having some functionality problems the OneNote file and your Apple interface.

To download the iBook, open the participant email. Click to download the iBook file. Your device will ask you what app you want to open the file in. Select iBooks.

If you would like a tutorial on how to highlight, annotate, and share notes with others, please watch this YouTube video: <https://youtu.be/HFqgoJmlTcQ> .

Option 3: Interactive PDF Download the PDF version of the OneNote notebook, fully bookmarked by section and with all the same accessible links as in the full OneNote notebook. This PDF is fully accessible on all devices

Option 4 (Least Optimal): You may print your own copy of the PDF and place it in a binder. Of course you will have access to the content within the PDF, but you will not have immediate access to the linked documents.

All documents will be placed on the TNCore “For Leaders” page before the class. These resources will also be shared with you via participant emails. Full copies of the manuals and the day’s PowerPoint will be placed on the site after the class has ended at www.tncore.org. Just click on the “For Leaders” section. In addition, materials will be placed on the Leaders page of the educational section of the tn.gov website.

As we continue to explore ways to digitally deliver content, please provide feedback. We are striving to model blended learning approaches for our students and we appreciate you beginning this journey with us!

Thanks,

TNCore Trainings