



# SUGGESTED TIME LINE OF ACTIVITY IN PERSON

## PRIOR TO THE SESSION TAKING PLACE

- What materials do you have on hand? Make an inventory and share it with the specialist that will be hosting the session. This can be as simple as taking a picture of your materials.
- Have a conversation with our BL team member to ensure that we are ready when we show up. Do we need to bring extra materials? What is the goal of the session? How will this help students make their project?
- Have students explore and play with the materials before hand, using tutorials [Micro:bit](#) [Scratch](#)
- If you are using a b.Board, explore our guide with the students [HERE](#)

Please allow yourself at least one period to do the following;

- Students know how to download code in their micro:bit- [here](#)
- b.Board and micro:bit firmware have been updated. [Page 4 of the b.Board guide](#)
- Students have an idea of what they will be making. The project has already started.

## BEFORE THE START OF THE SESSION

- Have students in place with their equipment.
- Place students in groups to ensure best class and materials management.
- Allow 5 minutes at the beginning of the class to set up computers and having students getting their materials.
- As a guest, sometimes we do not have wifi access, a spare device can be helpful for our team member.
- Advise our team member if there is no school due to weather or that you are not able to make the session. While we like to keep informed, we want to make sure we do not go if there is no school.



Consider the distance in which our team member has to travel to your location?



Have you taken careful consideration of how we are using our time together?



How have you considered what your students are making and how our presence would make a greater impact?

## DURING THE SESSION

- We know that you want every student to capture everything we say and we encourage you to walk around the class to help out, but also encourage students to ask questions to our team members themselves.
- Teacher participation is mandatory for these visits, please advise our team member if you will have a sub. We can always reschedule our session. The project is owned by the teacher and we are there to support. The project should be able to continue if our BL team member is not there.
- Plan follow up visits for specific projet instructions.
- Take pictures of the sessions and the projects and share them on your social media. Don't forget to tag us !



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## AFTER THE SESSION

- Plan to have a storage area for the projects so students can keep working on them and keep time to put away the materials properly with the students there.
- Fill out the [quick survey that our team member shared with you](#) - this takes approximatly 1 minute. Have you [students fill out the class visit survey also](#) - 30 seconds.
- Budget time to chat with our team member.
- Continue working on the project and reach out if you need any more help- or materials, let you rprogram specialist know. We can always go again for another visit.
- Gallery share what you made with other teachers.
- Participate in some of our PL session in order to add to your project.
- Complete the end of the year survey when you receive it in the last 6 weeks of school, this will take 3 minutes from you and it will help us continue what we do.