# Stop School Pests In-class Education

## Preparation**:**

* It is recommended that instructors review the **online modules** fully before instructing a class**.** 
  + **In-class modules** use bullet-point prompts for instructors
  + **Online modules** are designed to be self-explanatory
* Assure all materials are available using the below checklist

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| Checklist Hand Out Materials for Participants |
| 1. Agenda |
| 1. Pre-Quiz (optional) |
| 1. Final Quiz |
| 1. Evaluation survey |
| 1. Photo waiver template |
| 1. Certificates of completion or proficiency standard certificates (hand out at the end of the event when collecting event evaluations) 2. Sign-in sheet |

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| **Steps** (please insert breaks and lunch as needed) |
| 1. Welcome and introductions to instructors |
| 1. Confirm all students have signed in and have all the relevant hand-outs |
| 1. Pass out **pre-quiz** (10-15 questions) to participants |
| 1. Collect **pre-quiz** and place in envelope |
| 1. Introduce **learning objectives for relevant modules** |
| 1. Instruct class |
| 1. Pass out **final quiz** |
| 1. Collect **final quiz** or allow peers to grade |
| 1. Go over correct answers for **final quiz** |
| 1. Pass out **evaluation survey** |
| 1. Collect **evaluation survey** and **photo waiver** and place in envelope. |
| 1. Distribute **certificate of completion** or **proficiency standard certificates** as appropriate. |

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| Questions for Pilot Trainers |
| 1. *How many students?* |
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| 1. *How many instructors?* |
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| 1. *How long did each session run?* |
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| 1. *Did everyone stay awake?* |
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| 1. *Identify which materials you feel are too easy, or too difficult.* |
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| 1. *List any obvious challenges observed (language, literacy, training too long, problems with certain exam question, etc.).* |
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