# 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
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| 1. Pre-Quiz (optional)
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| 1. Final Quiz
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| 1. Evaluation survey
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| 1. Photo waiver template
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| 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
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| 1. Confirm all students have signed in and have all the relevant hand-outs
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| 1. Pass out **pre-quiz** (10-15 questions) to participants
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| 1. Collect **pre-quiz** and place in envelope
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| 1. Introduce **learning objectives for relevant modules**
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| 1. Instruct class
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| 1. Pass out **final quiz**
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| 1. Collect **final quiz** or allow peers to grade
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| 1. Go over correct answers for **final quiz**
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| 1. Pass out **evaluation survey**
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| 1. Collect **evaluation survey** and **photo waiver** and place in envelope.
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| 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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