# MKE Hour of Code™ Virtual Toolkit Guidance

The purpose of this toolkit is to provide guidance to support all participating partners in their planning and implementation for the 2020 Hour of Code.

## Preparation Guidance:

- School/Educator should select days/times of Hour of Code sessions and share a schedule with their organization partner that is providing the volunteers or provide to NEWaukee for assistance in identifying a partner organization.
- With each day/time for Hour of Code, share the grade level and # of students in the session(s).
- Based on the number of students, identify the preferred number of volunteers; ideally, 1 volunteer for every 5-7 students if the session is going to use virtual break-out rooms. Less volunteers may be needed if all students are going to stay in one virtual main room.
  - *Note: the ability to use break-out rooms will vary on the technology available to the school and liability policies that companies have in place for an employee working with students without a school leader in the group. The teacher may also consider establishing multiple small group sessions throughout the day to keep the Hour of Code groups small. It could be a rotation in the day while others are working independently.*
- Share the volunteer names and email addresses with the school/educator 2 weeks before the Hour of Code session so the teacher can communicate the Virtual Link (ie: Zoom, Google Classroom, etc) with the volunteers.
- In addition, the volunteer(s) and educator can collaborate on a selection of the lesson. If the educator prefers to select the lesson, since they know their students' capabilities, the educator should share with the volunteer to allow them time to review/prepare for the lesson.
- Educator and volunteer(s) determine who will lead the lesson based on comfort level.
- **Recommendation:** Educator and volunteer(s) have a 30-minute planning call at least 1-week prior to their Hour of Code session.  This will be more efficient than multiple emails back and forth and will set up for a successful Hour of Code.

## Day-Of Implementation

- Students arrive in the Virtual "Hour of Code" room 5 minutes before the start of the session.
- Begin the session with all students and volunteers in the main virtual room for introductions that include the following:
  - Educator welcomes the volunteers.
  - Educator and/or volunteer shares brief overview/introduction of Hour of Code. NEWaukee will provide an overview of talking points in advance to all participating educators/partners.
  - Volunteer(s) introduce themselves; name, company/organization name; job role with 1-2 highlights on their career and 1 personal fun fact about themselves. *Note: Know your audience, how you share about your career and fun fact may be different with a younger elementary school student versus upper elementary or middle school.*
- Educator or Volunteer introduces the Hour of Code lesson that was selected for the students. Share screen to walk through a demonstration and provide next steps for the students.
- Educator puts students into breakout rooms with a volunteer <u>OR</u> all students stay in the room. Whether in the full group or breakout rooms, encourage students to share their screen and run their code or show off their work on the activity so you can see what's happening and congratulate the students on their progress.
- **If doing breakout rooms, here is some additional guidance:**
  - When entering the breakout rooms, volunteers should reiterate the directions as the students begin their activity.
  - During the Hour of Code, the volunteer can ask a student in their breakout room to share their screen so they can check how the student is doing and have them show off their code. Also, if a student is having trouble, the volunteer can have the student share their screen so they can troubleshoot with them.
- With 5 minutes left in the Hour of Code session, bring all students back to the main Virtual Room *(if they aren't already there from staying as a full group)* for reflection. Ask questions of the students: what did they like, what was hard, would they do this again, etc. Try to gauge if they liked this experience and might be interested in taking classes on coding/computer science… for the older students, what about considering it for a career.
- In the final minute, the teacher should express gratitude to the volunteer(s) and ask the students to also give a virtual "thank you!" Volunteer can share a closing remark/thought before signing out of the Virtual Room.

## Additional Resources

**Selecting an Hour of Code activity:**

- Code.org
- Code with Google

**Technological Support:**

- Educating through Zoom
- Getting Started with Google Classroom
- Blackboard Learn Help for Instructors