

This checklist describes your responsibilities during each phase of the project. If you have any questions, please complete this [Help Form](#) and we will direct your inquiry to the appropriate team member.

SET UP (9/5–9/15)	<ul style="list-style-type: none"> ○ Send flyer with information about how to opt-out of the project home to families ○ Complete the background survey ○ Begin to set up data sharing agreements and/or processes for sharing student administrative data
ADMINISTER BASELINE STUDENT ASSESSMENTS (9/18–9/22)	<ul style="list-style-type: none"> ○ Assign study IDs to students using spreadsheet ○ Administer assessments in class (approx. 30–40 mins) using students’ assigned study IDs
ATTEND PROFESSIONAL DEVELOPMENT (9/28–9/30)	<ul style="list-style-type: none"> ○ Attend one orientation session ○ Receive group assignment (either comparison or intervention group)
COMPLETE SURVEYS AND PREPARE TO TEACH (10/2–10/6)	<ul style="list-style-type: none"> ○ Complete the curriculum survey <ul style="list-style-type: none"> ▪ Upload curriculum map ▪ Choose a date for your classroom observation ○ Prepare to teach both units
TEACH CURRICULUM (10/9–12/8)	<ul style="list-style-type: none"> ○ Comparison teachers: teach with existing curriculum ○ Intervention teachers: teach with existing curriculum and implement supplemental digital curriculum
COMPLETE ACTIVITY LOGS EVERY FRIDAY (10/9–12/8)	<ul style="list-style-type: none"> ○ Complete activity logs (10–15 minutes) <ul style="list-style-type: none"> ▪ Links will be sent via email every Friday at 10am ▪ Log must be completed by Sunday at midnight
PARTICIPATE IN CLASSROOM OBSERVATIONS (10/9–12/8)	<ul style="list-style-type: none"> ○ Coordinate with the research team to confirm a time and date for a researcher to observe your classroom ○ On the day of the observation: <ul style="list-style-type: none"> ▪ Set up computer near you (e.g., desk) so that we can hear your voice ▪ Face computer <u>away</u> from the class ▪ Log into Zoom link provided via email before lesson begins and confirm audio/video are working
ADMINISTER STUDENT ASSESSMENTS (12/11–12/15)	<ul style="list-style-type: none"> ○ Administer assessments in class (approx. 30–40 mins) using students’ assigned study IDs (the same as used at baseline)
STUDY WRAP UP (JANURARY 2024)	<ul style="list-style-type: none"> ○ <i>Comparison teachers:</i> Attend professional development session and gain access to the supplemental digital curriculum ○ Upload your W-9 form ○ Remind your administrator to upload your school’s W-9 form ○ Share student administrative data via secure share