

U.S. HISTORY MEDIA STUDY | TEACHER CHECKLIST

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

SET UP (now through January)	<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 AND COMPLETE SURVEYS (Week of 1/2)	<ul style="list-style-type: none"> ○ Upload student rosters using secure file transfer (MassTransit) ○ Assign study IDs to students using spreadsheet ○ Administer assessments in class (approx. 30-40 mins) <ul style="list-style-type: none"> ○ Share link to assessment with students and remind them to use their assigned study IDs ○ Complete the curriculum survey and upload curriculum map
ATTEND PROFESSIONAL DEVELOPMENT (1/7-1/15)	<ul style="list-style-type: none"> ○ Receive group assignment (either comparison or intervention group) ○ Sign up for and attend one orientation session
TEACH CURRICULUM (1/16-3/31)	<ul style="list-style-type: none"> ○ Comparison teachers: teach with existing curriculum ○ Intervention teachers: teach with existing curriculum and implement supplemental digital curriculum
COMPLETE WEEKLY PRACTICE LOGS EVERY FRIDAY (1/16- 3/31)	<ul style="list-style-type: none"> ○ Complete weekly practice logs (10-15 minutes) <ul style="list-style-type: none"> ○ Links will be sent via email every Friday
PARTICIPATE IN CLASSROOM OBSERVATIONS (1/16-3/31)	<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 (3/31-4/12)	<ul style="list-style-type: none"> ○ Administer assessments in class (approx. 30-40 mins) <ul style="list-style-type: none"> ○ Share link to assessment with students and remind them to use their assigned project usernames
STUDY WRAP UP (APRIL)	<ul style="list-style-type: none"> ○ Upload your W4 ○ Remind your administrator to upload the school's W9 ○ All teachers will have access to the supplemental digital curriculum and associated materials