

## Preparation Steps Before Class Time

### Day 1

1. Email the teacher to find out the class schedule for the day.
  - You need to know when they have lunch, recess and any specials (art, music, etc).
  - Determine a good time for your guest speaker to arrive.
  - Ask the teacher to assign the kids to groups of 4.
  - Ask how many kids are in the class.
  - Ask for the username and password to their classroom computer.
  - Verify that you can access the Internet to show educational videos using the projector.
  - Verify that you can play YouTube videos on a teacher and/or student computer.
2. Email the members of the co-op board to see who is available to be a guest speaker. The guest speaker will present and answer questions for approximately 45 minutes. Let them know the time and classroom for their presentation.
3. Make copies of all the cooperative materials and put them in folders. Make sure there is a folder for each student in the class.
4. Call or email the school to reserve time in the Mac lab. If they don't have a Mac Lab, you'll have to alter your plans and have students record their ad in an alternate way as Garage Band is only available on Macs.

### Day 2

1. Email the teacher to find out the class schedule for the day.
  - Ask if there are any changes in the classroom, for example; new students, and/or computer password.
  - Ask if there is a CD player in the classroom, if not bring one.
2. Email the co-op board to see who is available to judge the radio ads. They should arrive approximately 30 minutes before the end of the day.
3. You will need to bring a blank, recordable CD, one for each group, so they can burn their radio ad. Make sure to bring extra CDs.
4. Print a voting ballot for the judges. The ballot should list each group by their group name.

## Preparation Steps Before Class Time (continued)

5. Arrange the classroom so the judges are in the back with a table to write on. The students should come to the front of the classroom to do their introduction and present their radio ad. The co-op instructor should play each group's radio ad. The judges will like to hear all the ads again before they do the final judging. One judge will present the results. They will start with 3<sup>rd</sup> place, 2<sup>nd</sup> then 1<sup>st</sup>.
6. It is also a great idea, following the presentation to record all of the ads onto one CD and make copies. Medford provides a copy to the co-op board, school and sometimes to the kids.