



## School Coordinator Guidelines

The below guidelines have been developed based on what has been shown to be effective in supporting teachers when delivering cyber related content.

**Step One:** Set aside a few hours to work through the content module by module so you have an understanding of the whole course, this will assist you when answering questions.

**Step Two:** Plan out when the modules will be taught, each one will take approximately an hour, you may need to break each module into smaller components as many schools only have 15 minutes time slots to work with.

**Step Three:** Request time during the professional development day at the beginning of the term to give teachers an overview of the content being taught.

### First training session with teaching staff

#### Things to organise beforehand

One folder for each teacher containing:

- One copy of the 'About Us' overview sheets that informs staff why the School has agreed to participate in the project and what the project is about.
- One copy of the 'Teaching Content Overview' (highlight the activities being taught in that Term)
- Module outlines **of activities being taught in that Term only** including the student activity sheets (one copy only).
- Have technology ready to go with websites referenced ready and open to demonstrate the activities being taught in the term.

#### Repeat this process at the start of each term when content is being delivered

**Step Four:** Prepare all of the resources needed for each teaching staff member in the week preceding the delivery of content. This includes:

One clear plastic sleeve per teacher containing:

- An overview of the activity.
- All of the student activity sheets photocopied and ready to go (it helps to keep a master list of how many students in each group).
- If the activity involves items that need preparation then prepare these and include in the plastic sleeve (example the 'Game Cards' are best cut into cards and held together with a plastic slide ready for use).
- **An email to be sent to students with necessary links on the day of the activity.**
- **An email to be sent to teaching staff with the necessary links on the day *before* the activity is taught.**
- You may wish to place the activity content onto your school's intranet.

**Step Five:** In the week before or the week the activity is being taught meet with teachers (usually at a time they 'normally' meet as a group), hand out the resources, explain the emails that have been send the briefly go over the lesson outline. This has shown to be a critical step in ensuring the content is delivered with some form of consistency across classes.

**Step Six:** Email staff and thank them for their participation and encourage them to provide feedback.

