

## ASSISTANT'S TASKS

### **Before class**

1. Pass out white index cards, one per person
2. Pass out sheet protectors and markers, one per person; ask students to write their first names only large enough for the presenter to see from the front; then collect the markers

### **As students enter**

1. Give students their "Do Now", the pre-lesson assessment; ask them to put their **initials only** in the upper right corner so we can match their pre- and post- answers while keeping their names and responses private
2. Walk around to be sure students complete both sides of the assessment.
3. Collect assessment as students complete them and put in pocket folder in the backpack of materials.

### **In Module 1**

4. When students are asked to work with others to think of issues they care about (environment, etc.) – provide one clean sheet protector and marker per group to record their ideas. Encourage groups who seem stuck by asking leading questions.
5. As the timeline is about to start, pass out avatar cards, one per student
6. Walk around as the timeline is built to be sure students join the line when their avatar is eligible
7. Give one student in each group the timeline card showing when they got the right to vote
8. Walk around with posters of photos as presenter shows them on the PowerPoint so each group can see up close; then stand posters around the room
9. Collect the avatar cards and timeline cards at the end of the game
10. Reorganize avatar cards by letter group

### **In Module 2**

1. Walk around and encourage students to analyze as they make observations when each type of data is revealed; if time allows, ask them to make some assumptions about the data as well
2. When students form groups and are discussing conclusions about the data, sit with or encourage each group's responses and discussion points; ask leading questions as needed
3. Pass out "excuses" cards when game begins where students have to think of responses
4. Collect "excuses" cards when game ends

### **As presentation ends**

1. Pass out "exit tickets," post-lesson questionnaires; walk around to be sure students
  - a. put **initials only** on paper so we can match their pre- and post- while keeping their names and responses private
  - b. Complete both sides of the assessment
2. Stand at doorway and collect assessments as students leave (check that both sides are completed)
3. Collect sheet protectors

### **After presentation**

1. Collect photo posters and return to case
2. Remind presenter to take thumb drive if our own has been used
3. Erase sheet protectors