# Step 4: Go Time!

You’ve made all of your preparations - you’ve sent your invitations and advertisements - your students are excited - now what? **It’s “Go Time!”** Use the guidelines in this document for final planning, logistics, and execution of your Day of Code event.

## Points to Consider

### Division of Participants

* Will all students participate in all activities, or will they each participate in a selection of activities?
* How will you create participant groups, and what considerations do you need to keep in mind for them?
* How many students should you place in each participant group?
	+ Consider student developmental/ability levels, strengths, and needs
	+ Consider topic, nature, and complexity of each activity and its performance expectations
* Who are the students in each group, and what special needs or circumstances do they have that should be accommodated?
	+ Do they already have the skills to enjoy the event’s activities, or do they need to be prepared in some way beforehand?
* You can add small touches to each activity to ensure that students with varying skill levels will learn something and find the experience valuable.
	+ **Examples**: Add or take away one step of complexity or provide increased/reduced prompting to encourage exploration or independence.

### Schedule

* Create a schedule for Day of Code activities that can be shared with administrators and teachers.
	+ Include names of students, participant groups, teachers, support staff, and/or volunteers so that it is very easy for everyone to identify their roles and locations.
* Encourage teachers to refer to this schedule throughout the day so that consistent direction is not needed to ensure everyone is where they should be.
* This schedule will be different from the scheduling template you created for staffing your activities.
	+ Think of this schedule as primarily for teachers and other staff who will assist in shifting students from location to location during the event.
	+ Format the details of your document to serve someone who is looking at a glance.
	+ If helpful, the schedule can be shared internally with anyone who is helping to manage, supervise, or facilitate the event.
	+ Students can also be provided with this schedule as a way to encourage independence in transitioning throughout the day.
	+ You can use the “Classroom Participation Template” provided in this toolkit.
* Consider creating a roster of student names that shows who is attending the activities in each location throughout the day.
	+ **Example**: If activities will take place in classroom A, the gym, and the cafeteria, you can create a roster of names to leave at each location for the instructor to reference at the beginning of each activity.
		- This helps especially here at CSB, where both students and instructors switch locations throughout the day. **Any useful way to double-check that students are where they should be is helpful in the flurry of movement and action that is sure to come with your Day of Code event!**
	+ You can use the “Location Roster Template” that is included in this toolkit.

### Room and Campus Setup

* You may need to set up your classroom or other spaces with specific configurations to accommodate certain activities.
	+ Who will set up the room and/or spaces for your activities?
		- Event supervisor
		- Activity leads
		- Support staff
		- Other school personnel
	+ If necessary, consult and work with your school’s maintenance team.
		- Prepare a sketch for reference of how you would like the space to look if you will not be directly supervising the setup.
	+ Set up boxes or envelopes containing all necessary materials for each activity. This way, delivery to each station is easy and complete.
	+ Identify any equipment setup needs that you have. Ensure that they are met and that the space is well-organized and uncluttered.
		- Electronic equipment logins and access to wi-fi
		- Apps or other programs that need to be loaded on devices
		- Electronic accessibility options (screenreader, TTS, screen magnifier, FM system, etc.) for all students who require them
		- Power cables
		- Print/braille materials
		- Special materials or kits for unplugged activities
* If you have any off-campus guests, ensure that the appropriate personnel have been informed and that the guests are expected.
* Provide a campus map, if necessary or helpful, for any off-campus guests.

## To Do Checklist: Go Time!

* Create student participant groups and assign them to specific activities
* Identify any special individual or group needs and ways to accommodate them
* Create and provide a schedule to:
	+ Administrators, classroom teachers, service providers, and any other pertinent/supporting staff
	+ Special guests and teachers/parents of off-campus students
	+ Students
* Create rosters of students for each activity area
* Ensure stations are set up beforehand, or sketches of desired layouts have been provided to staff in charge of organizing your areas
* Ensure that all materials have been created or loaded onto appropriate devices, and are readily available in the rooms or spaces where their related activities will take place
* Provide campus maps to any off-campus guests and ensure that administrators have a list of their names
* Double check that lunch is planned and established for students on the day of the event
* **Have fun!!!**

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