

Step 3: How do I prepare my class?

Once you schedule a “trip”, you need to prepare your class with the following steps:

- ❖ **Before the presentation: (knowledge, comprehension, input)**
 - Classes can review, research, and explore content related to the Portal “trip”.
 - Classes should visit the International Portal room prior to the presentation and have the technology explained to them.
 - Prepare a few questions for the presenter.
 - Prep your class with a test call.
 - 199.48.152.152 (enter 111# and # when prompted). You’ll see a parrot. Talk to him, and he’ll talk back!

- ❖ **During the presentation: (application, analysis, process)**
 - Small groups, maybe 2 classes at a time.
 - Carpet and chairs or stools.
 - Children must keep voices quiet during presentation— the microphone is very sensitive.
 - When questions are asked,
 - children will raise hands,
 - a teacher will call their name
 - the child will stand up and speak clearly (normal voices)
 - If the children have items to share/show, keep the items quiet on the floor until it is time to share; the microphone will pick up noises.

- ❖ **After the presentation: (synthesis, evaluation, apply)**
 - Follow up activities-many presenters will have suggestions on their Program Brochure.
 - Student and teacher feedback to presenter, team members, and AHES Portal Team.
 - **Information about your Portal “trip” should be stored in the file cabinet in the Portal Room. You can keep your own copy, but a hard copy of all the information must be kept in the Portal Room so everyone can benefit from these experiences, and plan for future trips.**