Scheduling Schools:

☐ Select 11 (12 if possible) dates with school: 1 day for the pre-test, 9 days for Get Real sessions (~45 min each), 1 day for post-test, and a 'bonus' day for content overflow/make-ups if possible

☐ Input dates/times into Google Calendar w/ corresponding trainer color and inform Lauren/Tiffany (add dates to personal Outlook Calendar)

☐ Confirm the following dates with school:

- Date by which consent form (hard copy distributed AND PDF file emailed AND uploaded to CCS parent portal) need to be sent to parents/guardians (*at least 5 days before pre-test*)
- Pre-Test (full class period)
- 9 sessions (identify any CCS holidays) (full class period)
- Post-Test (full class period)
- Bonus day for make-ups, content overflow

☐ Identify primary point of contact for school: name and email address and/or cell phone

☐ Discuss plan for virtual survey administration (i.e., All students on charged Chromebooks, OSU researcher to zoom in, sending Qualtrics link to students, etc.)

☐ Discuss plan for in-person instruction (i.e., How will the facilitator access all 8th graders—auditorium? Gym? During different class times?)

☐ Request 8th grade class list and CCS student ID numbers (TBD--hopefully CCS will be providing this in advance)

☐ Request Zoom link(s) and password(s) for pre & post-survey from OSU team (save to Google Calendar)

☐ Discuss plan for curriculum opt-out students during Get Real sessions (this is responsibility of CCS teachers)

☐ Discuss plan for special populations curriculum during Get Real sessions (special education, ESL, etc.)

☐ Discuss the opt-out consent process (parents only need to return form if opting student out of research, curriculum, or both)

☐ Discuss the makeup survey process (students will join Zoom link with OSU researcher at given point before Lesson 4)

Consent Explanation:

☐ Send the PDF file with Qualtrics consent link and parent email template (with consent form **due date**) with instructions to teachers

☐ Determine if teacher would like to print/distribute hard copies of consent form or if trainer needs to bring hard copies to school (determine amount needed)

☐ Teacher will share consent form with Qualtrics consent link via (1) hard copy during class; (2) parent emails; (3) CCS parent portal (if applicable); and possibly (4) student emails or google classroom (if applicable)

☐ Establish deadline with teachers for consent returns (one day before Pre-Test—or Saturday if Monday Pre-Test) (must be 5 days between consent form distribution and pre-test)

Pre-Test:

☐ Identify and share with teacher the names of students whose parents opted them out of the research, curriculum, or both (direct opt-out students to alternate location or activity)

☐ Confirm with Google Calendar that OSU researcher is signed up to attend session & check-in with th

☐ Research team will read script and share Qualtrics pre-test survey link in (1) chat box; and again in (2) student email (if students are absent)

☐ Once survey is complete, students will be instructed to click red arrow and notify RA in the Zoom chat, then proceed to exit or wait for further instructions

☐ For makeup surveys: Students who were not in attendance; they can complete survey up until day of Lesson 4

Before Each Get Real session:

☐ Check Google Consent spreadsheet to see which students have opted out of curriculum (teacher will remove them and provide alternate assignment)

☐ Send teachers the Get Real 8th Grade Resource Folder in Google Drive

> *Note:* This will vary based on teacher preference—some may prefer to receive the entire folder at once, some may prefer to receive lesson-specific handouts each day

☐ Input correct clinic information for each school into PPT slides for every lesson (reference Google Maps)

☐ Provide anonymous questions form (Google) and/or bring physical anonymous questions box w/ paper

☐ Gather all necessary materials for session implementation (props, digital worksheets, websites, etc.)

During Get Real session:

☐ Confirm with teacher that they are able and willing to take/share attendance records for each class (if not, pass around a sign in sheet)

☐ Review anonymous questions from prior session and answer any remaining questions

After Get Real session:

☐ Share relevant handouts with school Get Real Folder in Google Drive

☐ Send teacher links to any videos from lesson plan that were not shown during session due to time

☐ (After Lesson 9) Export Google Forms anonymous questions to Google Sheet OR type up handwritten anonymous questions and save to Drive

- Must be saved by: School, Class Period, Teacher(s) Name
- Example: Medina_P3_Thorpe_Fowler

☐ Input session data into OneDrive Excel spreadsheet "Data 2021-2022 School Year" under trainer-specific tab

- Date
- School
- Trainer
- Grade
- Class Period
- Number of Sessions
- Total Number of Students Reached

- Notes

Post-Test:

☐ Identify and share with teacher the names of students whose parents opted them out of the research, curriculum, or both (direct opt-out students to alternate location or activity)

☐ Confirm with Google Calendar that OSU researcher is signed up to attend & check-in with them

☐ Research team will read script and share Qualtrics post-test survey link in (1) chat box; and (2) student email (if students are absent)

☐ Once survey is complete, students will be instructed to click red arrow and notify RA in the Zoom chat, then proceed to exit or wait for further instructions

☐ For makeup surveys: Email students who were not in attendance; they can complete survey up to one month after Lesson 9

☐ Following post-survey, pass out flyers/information about peer program (grant schools) and parent program (all schools)

Later:

☐ Send *Thank You* email to school administrators and teachers

- Remind them that 7ᵗʰ grade class will be scheduled for next semester (Spring 2022)
- Let them know about peer program and parent engagement events (if applicable)

☐ Considerations for Survey 3 (6 months later)