IMAGINATION CHECKLIST
EVERYONE'S SUPERPOWER

Please help Library of Congress staff ensure a successful and engaging virtual program experience for all of your students by completing the following checklist:

AT LEAST ONE WEEK PRIOR:

☐ **Email classroom description:** Once you have received an email confirmation, reply to learn@loc.gov with a brief description of the online culture of your classroom, specifically:
  - » How would you describe your students' overall level of participation in online learning?
  - » Which features do your students use: microphone? video? chat? raise hand feature?
  - » Any tech limitations, class "norms" or learning differences that Library staff should be aware of?

☐ **Discuss pre-program materials:** Complete these with your class and emphasize the importance of active student participation.

☐ **If you choose to use your school's tech platform to host the program:**
  - » Identify a technical host to operate the presentation and send instructions and login information to learn@loc.gov.
  - » Plan to open the platform for Library of Congress staff 15 minutes in advance of the program start time to conduct a technical check.

ON THE DAY OF:

☐ **Log in 15 minutes early:** Please sign in to the program platform at least 15 minutes before the start time. The Library's facilitator will lead a technical check, review guidelines, and answer any questions.

☐ **Use camera and mic:** Please keep your camera on throughout the program, and unmute your mic as needed. Do not hesitate to comment if you would like the facilitator to address an issue or question.

☐ **Encourage student participation:** Our programs thrive on active participation! Please encourage student interactions and contributions.

☐ **Support the student experience:** Please actively support the student experience, including addressing student behavior as you would in your regular virtual classes.

AFTER YOUR PROGRAM:

☐ **Complete a follow-up activity:** Invite students to try the post-program activity, "Creating Your Comic."

☐ **Email students' creations (optional):** If you would like your students' creations from the program to be presented on loc.gov, please email them as PDF files to learn@loc.gov with a note that confirms permission to display the work, along with each contributing student's first name only.

☐ **Submit a survey:** We value your feedback as we enhance these new virtual offerings. Please complete the survey emailed to you after the program or access it here.

ADDITIONAL MATERIALS:
  - » **Activity Kit:** Be a Comic Creator
  - » **Blog Posts:** Comic collection

VIRTUAL STUDENT WORKSHOPS