Class Chats: Teacher Toolkit

Welcome to Class Chats! Our Amazon volunteers cannot wait to connect and share insights from their education and career journey with you and your students. Thank you for all you are doing to help inspire and encourage the next generation of student leaders in technology!

After registering for a Class Chat, utlize this toolkit to help you prepare a great lesson! Select your chosen format below to access corresponding lesson materials (plans, slides, and worksheets) for your Class Chat type. If you have any questions, please reach out to classchats@amazon.com for assistance.

Public Panel	Individual Chat	Video Library
Come hear a panel of Amazon professionals share their experience around a certain topic. Panels are live, interactive, and open to everyone - teacher, classroom, or public viewer. See lesson materials	Looking for a more intimate and customized classroom experience? Teachers can request to connect their calss directly with an Amazon Professional for a career talk and Q&A. See lesson materials	Looking for an asynchronous Class Chat or extension lesson? Utilize our video library to introduce your students to a few different tech professionals on your own time. *Lesson Materials coming 10/1/21*

Public Panels

Slide Deck   **Graphic Organizer**

Step 1: Prepare (one week before)

- Read through and personalize the Public Panel instructional materials to fit the needs of your class.

- For the Public Panel Class Chats, we utilize GoToWebinar as our video platform. It runs in browswer, so you will not need to download anything prior to the chat. Use this sytem check to make sure GoToWebinar is not blocked at your school.

Step 2: Participate in the Panel (day of)

- Right before panel (or the day before), use the slide deck to set the purpose and expectations. Distribute student graphic organizers and insure that your video and audio are ready to go.

- Participate in the panel. Afterwards, utilize the lesson plan to lead discussion (if time allows) and collect graphic organizers.

Step 3: Provide Feedback (day after)

- Review student organizers and complete the Class Chat Teacher Feedback Form. We'd love your feedback to keep improving Class Chats in the future!

- Celebrate on social media! Post a selfie of your class completing the Class Chat and tag #amazonfutureengineer so we can re-share! Don't include any close up, student identifying photos as that may require a media release form. If you don't have social media, send photos to classchats@amazon.com!

Individual Class Chats

Lesson Plan 📄📄　　　**Slide Deck** 📄📄　　　**Graphic Organizer** 📄📄📄

Step 1: Register (at least one month before)

- Register for an available Class Chat, or submit a Custom Request for your preferred date and time.
    - Work with your school to complete any necessary student releases and approve video conference links.
    - Secure strong audio/video equipment to ensure all students can see/hear the Class Chat adequately.
    - Request your Class Chat at least 2-3 weeks before your desired date. Once you are paired, you will receive a confirmation email with your volunteer's name and email. Your volunteer will reach out to introduce themselves, but feel free to email and say "Hi!" after matching!
- *Custom Requests only:* If you've submitted a custom request, we will email you the name and email address of your Volunteer once we've matched you. Please send a calendar invitation to your volunteer and include a link to your school's preferred video conference system. If your school does not have video system, ask your Amazon Volunteer to send an Amazon Chime link.

    **PRO TIP: We highly encourage you to schedule a test meeting with your volunteer, too (especially if you use Google Meet or Microsoft Teams). These platforms do not work with Amazon.com emails, so ask your volunteer to send the invite to a personal email OR use a different platform like Amazon Chime.

Step 2: Plan (one week before)

- Read through and personalize the Individual Class Chat instructional materials (see above) to fit the needs of your class.

Step 3: Prepare Your Students (one week before)

- Complete Lesson 1 – Class Chat Preparation with Students: Students should come to class the next day with their questions pre-planned and worksheets ready.

Step 4: Participate in the Class Chat (day of)

- Complete Lesson 2 – Class Chat: All volunteers will have ~20 minutes of prepared content and will leave 15-20 minutes for Q&A. Include time for student discussion and collect all student worksheets.
- Please note that video recordings of Individual Class Chats are not permitted. If you have any questions regarding this, please reach out to classchats@amazon.com.

Step 5: Provide Feedback (day after)

- Review student organizers and complete the Class Chat Teacher Feedback Form. We'd love your feedback to keep improving Class Chats in the future!
- Celebrate on social media! Post a selfie of your class completing the Class Chat and tag #amazonfutureengineer so we can re-share! Don't include any close up, student identifying photos as that may require a media release form. If you don't have social media, send photos to classchats@amazon.com!

> **Thank you for participating in Amazon Future Engineer Class Chats!**
> **We hope to see your students participating as Amazon Volunteers in a few years!**

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FAQs:

future >> engineer

1. How can I register?

Head to AmazonFutureEngineer.com/ClassChats and select the Class Chat format that is best for you and your class!

2. Can anyone sign up for a Class Chat?

Public panel chats are open to anyone - teachers, students, public viewers, and anyone interested in tuning in! At this time, the Individual Class Chats are only available to classrooms/schools in the United States. Any US teacher may request a Class Chat for their classroom. If you are a nonprofit, after school program, or other entity serving students, please reach out to us directly at classchats@amazon.com.

3. Will my employee volunteer be a computer science professional or could they have a non-tech role at Amazon?

In an effort to show students the wide variety of roles in tech, we have recruited a diverse range of employees to participate in Class Chats. Some volunteers may be a software development engineer while others may be more focused on marketing or program support. Computer science impacts all jobs here at Amazon, so we hope your volunteer can illuminate the vast array of opportunities that exist in the tech sector.

4. What grade-levels can participate?

We recommend Class Chats for grades 5 and above. We will explore elementary Class Chats later this year, but think that the current model is best for middle and high school students.

5. How much does this cost?

All Class Chats are provided at no cost.

6. I teach multiple sections. Can I request multiple Individual Class Chats?

Yes! You can request a Class Chat for as many sections as you need. It's possible that a volunteer may sign up to fulfill all your requests, or you may be paired with different volunteers for each one.

7. What conference platform do I need to use?

For the Public Panel Class Chats, we utilize GoToWebinar. It runs in browser, so you will not need to download anything prior to the chat. Use this system check to make sure GoToWebinar is not blocked at your school.

For Individual Class Chats, it depends:

- If you directly booked an available chat, the meting will take place on GoToWebinar. Use this system check to make sure GoToWebinar will work at your school.
- If you submitted a cusstom request, you can choose the video conference system you prefer! You will own the calendar invite and can include your link. If you don't have a conference system, your volunteer can set a meeting up for your class on Amazon Chime.

8. My friend works at Amazon. Can I request them as our Class Chat volunteer?

You can let your friend know about Class Chats. If they are already involved, they can look for your request in our volunteer system. If they are not yet involved, they will need to complete training and can then search for your request. We cannot hold sections for specific requests at the moment.

9. I requested a Class Chat, but never heard back. What should I do?

Please reach out to classchats@amazon.com and let us know! This is a new program, so while we will try our best to fulfill all requests, its possible that something went wrong on our end. Please email us and we will try our best to fix the situation.

10. Who can I contact for help?

Reach out to classchats@amazon.com for any additional support.

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