

LEARNING CONNECT TEACHER TOOL

ALEXA – Automated Learning EXcellence & Achievement - EXPERT QUEST TOOLS

Guest and Field Trip Preparation “Alexa-Guided” Script

Dear Teacher:

Alexa is currently ready to assist you in administering today’s lesson. Using retention and comprehension strategies will increase student achievement substantially for your current lessons and curriculum. Just preview or download the script and ask the required questions provided. Alexa will respond accordingly. In most cases, Alexa can be used as a stand-alone tool, without the use of any of the other accompanying tools, such as, the LC Instructional packet or PowerPoint. Please enjoy the results.

CLASSROOM HELPER SHEET – The Classroom Helper Sheet provides the lesson objective, tool description, required student materials, any optional materials, and Alexa’s contribution. This sheet can be previewed or downloaded.

TEACHER SCRIPT SHEET – The Alexa Script Sheet begins by providing a notation of the teacher’s contribution to the Alexa’s directives. In most cases, be prepared to share simple lesson-related information for brainstorming and reflection, such as the lesson topic, vocabulary words or general lesson statements.

The script sheet also provides the teacher with a brief Alexa Lesson Introduction, the Alexa Activation Questions or Statements and a copy of Alexa’s Responses. Teacher can download or reference the Activation Questions or Statements, along with the Alexa’s Responses, on an electronic device during instruction. In summary, using this sheet, teacher can capture Alexa’s Activation Questions or Statements for the selected Learning Connect activity. Then, preview Alexa’s Responses. If needed, this tool can be used to clarify any student question asked after an Alexa directive is provided, if needed.

(OPTIONAL) LESSON SAMPLES – In most cases, Alexa provides the guidance to help students create their own handouts for the lesson. However, lesson handout

snapshots (small size) have been provided with the script to be used for clarification and explanation. On the other hand, if a copy of a ready-made handout is desired, please refer back to the original LC instructional tool for a handout suitable for copy.

STUDENT LEADER SHEET – The Student Leader Sheet provides the Alexa Activation Questions for a Student Leader to use in activating Alexa in an individual, partner or small group setting. However, the Alexa Responses are not provided on this sheet. If clarification is needed, Alexa can be asked to repeat her response.

CLASSROOM HELPER SHEET QUEST AND FIELD TRIP PREPARATION



Lesson Objective – To prepare for a presenter in the classroom or in the field by developing questions to increase student understanding, comprehension, memory retention and retrieval.

Tool Description – In a two-step process, Alexa will guide students to prepare for an upcoming presenter in the classroom or in the field. Students will be directed to write a couple of quality quiz questions to insert within a Question Bank. Some of the questions will be selected to be asked during the session with the presenter. Then, remaining bank questions will be distributed, researched and answered individually, with a partner or small group, within an established timeline.

Supplemental Instructional Tool and PowerPoint Student Guidance Available for this Specific Tool: To preview or download the Instructional or PowerPoint supplement tool, please go back to the original download page by inserting **GC201** into the Main Search Bar or use the following link:
<https://learningconnect.org/tool/gc201-expert-quest-quest-speaker-and-field-trip-prep-tool/> (You must be currently subscribed and logged into the Learning Connect website to access this link.)

Required Student Materials List: **paper, pencil and index cards per student.** One index card or paper per question. (Number of index cards should equal number of questions per student. Sheets of paper can substitute for index cards.)

(Optional) Student Materials List: Sample Presenter Question Cards
(Cards can be created on index cards or paper while simply proceeding, as directed, through the activity.)

Please note: Make Writing Questions Easy and Correct - Students may refer to the one-page chart in the Question Development Guide to access the key words to begin writing their questions, at the level of understanding required for the lesson content. To access the **Key Word Chart** – conduct one or both of the following steps: Use the following link:
<https://learningconnect.org/tool/gc421-reflection-questions-question-development-guide/> (You must be currently subscribed and logged into the Learning Connect website to access this link.) If using Alexa, ask Alexa the activation questions provided in the script. For the full script, reference **GC421** in the Main Search Bar.



SMGR – Small Group Resources

- A. **Leadership Role Strips or Draw Cards** - noting role and tasks are available for a quick use. (Index cards, cut in half, create good draw cards.) The small group draw tools can be laminated to ensure multiple use.
- B. **Drawing Container** - (A sheet of paper, folded in half and stapled down on each side creating a pocket effect, can substitute as a container).

Other Possible Small Group Supplies – time keeping device, scissors, flip chart and markers, multiple copies of the Small Group Ground Rules

To access all ten-minute prep small group tools and accessories, please insert **SG001** into the **Classroom Management Search Bar** or use for the following **Small Group Ten Minute-Prep Steps** link. <https://learningconnect.org/tool/smgr1-sg001-small-group-tool-ten-minute-prep-steps/> (You must be currently subscribed and logged into the Learning Connect website to access this link.)

Teacher Note: For initial leadership role training or a longer-term small group activity, please insert **SG002** into the **Classroom Management Search Bar** to access the small group tools with the **Small Group Leadership Role Guides** or use the following link.

<https://learningconnect.org/tool/smgr2-sg002-small-group-tool-leadership-prep-and-role-review/> (You must be currently subscribed and logged into the Learning Connect website to access this link.)

Alexa Contribution: Share step-by-step instructions for students to create questions for the **Question Bank**, being created for the upcoming field representative or guest speaker.

(Optional: Refer to the **one-page Keyword Chart** in the **LC Question Guide** to provide students with the key words to begin writing their questions at the level of understanding required for the lesson content. Please see link provided in Optional Student Materials List.)

(For Classroom Use Only)

Instructor should use bolded script provided to communicate with Alexa.

Teacher Contribution to Alexa Lesson: a. Expert Topic of Upcoming Guest Representative or Guest Speaker b. Index cards per student (Number of index cards should equal number of questions per student. Half-sheets of paper can substitute for index cards.) c. Question Bank or Container.

**GUEST AND FIELD TRIP PREPARATION
TEACHER SCRIPT**

Instructor Intro:

Today, we are going to prepare for our upcoming Guest or Field Presenter. They are going to help understand more about _____.

Let's allow Alexa lead us through the process of preparing for a Guest or Field Trip Presenter by thinking about our topic and writing effective questions beforehand.

1. Addressing the first Guest and Field Trip Preparation step.

Instructor: Alexa – Open Expert Quest Tools

Alexa: Welcome to Learning Connect. How can I help?

Instructor: Provide the first GUEST PRESENTER prep step.

*Alexa: Sure. Your teacher will share the topic to be focused upon for the upcoming guest presenter and field expert. If directed, a reading assignment to research the topic and write a couple of quality questions will be provided. Next, write your question on an index card or half sheet of paper. If more information is needed on writing effective questions, refer to the LC Question Guide, if available. Or, just ask me to **OPEN REFLECTION QUESTIONS** and **PROVIDE HOW TO WRITE EFFECTIVE QUIZ QUESTIONS**. I will respond. Then, follow my directions to get the right keywords to begin your question writing.*

*On either account, let's begin researching and writing our questions. Then, ask me to **OPEN EXPERT QUEST** and **SHARE THE LAST GUEST PRESENTER PREP STEP**.*

(PLEASE NOTE: To effectively move to another tool, you may have to TELL ALEXA TO CANCEL first. Then, ask her to OPEN REFLECTION QUESTIONS.)

(Optional) Question Writing Alexa Instructions: For assistance in writing inquisitive questions, using keywords for the level of understanding needed for the current content, please ask Alexa the following questions. (Instant Script GC421). Alexa will immediately respond.

Student Leader: Alexa – Open Reflection Questions.

(Repeat this opening before each question, if a time lapse is involved between questions.)

(Alexa: Welcome to Learning Connect. How can I help?)

Student Leader: Provide how to write effective questions.

(Alexa Response)

Student Leader: Describe Levels of Understanding

(Alexa Response)

Student Leader: Share Knowledge Level ____ (1 – 6)

Please insert a level from one to six to receive the appropriate keywords to begin writing your questions at the appropriate level of understanding needed for your content.

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2. Addressing the second Guest and Field Trip Preparation step.

Instructor: Alexa – Open Expert Quest Tools

Alexa: Welcome to Learning Connect. How can I help?

Instructor: Share the last GUEST PRESENTER prep step.

Alexa: Sure. For the next step, when directed, give your card to your instructor to insert into a Question Bank or Container. Your Instructor will select a few questions to be asked at the presentation, in case of time constraints. All cards will be returned before the guest presentation, in the event more time is available for more questions. During the presentation, students will also take notes and generate follow-up questions to be addressed in class the following day. Also, on the following day, as directed, individually, with a partner, or in a small group, both follow-up and remaining questions will be addressed with

online resources and discussion. Enjoy your upcoming guest speaker or field representative. Have a good day.

(Front - Index Card)

(A)

PRESENTER FIELD NOTES

Speaker/Field Trip:

TOPIC:

Details, Examples, etc..

(Use front and back for field notes)

(If directed, you may put the Class Information, such as, Name, Course, Date, Class Hour, Unit/Chapter, Lesson/Topic/Concept, Group Name/Number on a separate index card and clip to the remaining index cards for later reference.)

(SHEET OF PAPER FORMAT)

(Fold Vertically)

QUESTION PREP SHEET

Name:

Date:

Speaker/Field Trip:

Question ____:

Question Response, as provided by designated presenter:

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Follow-up Questions (for further discussion in the classroom):

References:

Question ____:

Question Response, as provided by designated presenter:

|

|

(Sheet of Paper)

PRESENTER FIELD NOTES

Speaker/Field Trip:

TOPIC:

Details, Examples, etc..

(For Individual Student or Group Student Leader Use Only)

Please use the bolded script provided to communicate with Alexa.

Teacher Contribution to Alexa Lesson: a. Expert Topic of Upcoming Guest Representative or Guest Speaker b. Index cards per student (Number of index cards should equal number of questions per student. Half-sheets of paper can substitute for index cards.) c. Question Bank or Container.

**GUEST AND FIELD TRIP PREPARATION
STUDENT LEADER SHEET**

Intro:

Today, we are going to prepare for our upcoming Guest or Field Presenter. They are going to help understand more about _____.

Let's allow Alexa lead us through the process of preparing for a Guest or Field Trip Presenter by thinking about our topic and writing effective questions beforehand.

1. Addressing the first Guest and Field Trip Preparation step.

Student Leader: Alexa – Open Expert Quest Tools

Alexa: Welcome to Learning Connect. How can I help?

Student Leader: Provide the first GUEST PRESENTER prep step.

(PLEASE NOTE: To effectively move to another tool, you may have to TELL ALEXA TO CANCEL first. Then, ask her to OPEN REFLECTION QUESTIONS.)

(Optional) Question Writing Alexa Instructions: For assistance in writing inquisitive questions, using keywords for the level of understanding needed for the current content, please ask Alexa the following questions. (Instant Script GC421). Alexa will immediately respond.

Student Leader: Alexa – Open Reflection Questions.

(Repeat this opening before each question, if a time lapse is involved between questions.)

(Alexa: Welcome to Learning Connect. How can I help?)

Student Leader: Provide how to write effective questions.

(Alexa Response)

Student Leader: Describe Levels of Understanding

(Alexa Response)

Student Leader: Share Knowledge Level ____ (1 – 6)

Please insert a level from one to six to receive the appropriate keywords to begin writing your questions at the appropriate level of understanding needed for your content.

2. Addressing the second Guest and Field Trip Preparation step.

Student Leader: Alexa – Open Expert Quest Tools

Alexa: Welcome to Learning Connect. How can I help?

Student Leader: Share the last GUEST PRESENTER prep step.

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