



TEACHER PREPARATION GUIDE FOR THE VIRTUAL EXPERIENCE

Walk Through California, the virtual experience is an interactive social-studies program that takes place with a live presenter!

Walk Through California is an engaging and interactive educational presentation with friendly competition and lively retelling of standard history curriculum. A trained presenter guides up to 36 students through historic events using dynamic, kid-friendly stories and activities, and expert word cards. During the presentation the students compete in a friendly contest to earn points. Games, music, and dramatic activities encourage participation and comprehension of the curriculum throughout the presentation.

This guide will help you with the required classroom preparation we depend on to ensure that your Walk Through is a success. It includes all the information needed, such as classroom set-up, confirmation of the itinerary for the day, and all necessary links.



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ALL ITEMS FOR DOWNLOADING/PRINTING

[ALL ITEMS FOR PRINTING](#)

Print all items for teacher use and distributing to students.

Student Certificates – pass out to students at conclusion of virtual experience

- [FIRST PLACE CERTIFICATE](#)
- [PARTICIPATION CERTIFICATE](#)

INDIVIDUAL PAGES FOR PRINTING:

[TEACHER CARD ASSIGNMENT LIST/ORDER OF PRESENTATION](#)

*print on **regular white paper***

[EXPERT WORD CARDS](#) *print on **light green card stock***

After printing, cut and distribute Expert Word cards to individual students using the instructions provided for assigning cards in this guide.

[INDIVIDUAL STUDENT EXPERT WORD CARDS](#)

For students to access “lost” cards electronically

[TEACHER ANSWER SHEET](#)

Students need to look up the answer to the question on their Expert Word card. Teachers should check answers prior to presentation to ensure they are correct.

[BLANK CALIFORNIA MAP](#) *print on **regular white paper***

Distribute one copy to each student participating

[CLUES FOR BLANK CALIFORNIA MAP](#) *print on **regular white paper***

Distribute one copy to each student participating

[THE NATIONAL ANTHEM](#) *print on **regular white paper***

Distribute one copy to each student participating. If students are already familiar with singing the Star Spangled Banner, copies of lyrics may not be needed.

[PRESENTATION INFORMATION LETTER](#)

Print or send electronically to students’ family

[SCORE SHEET](#)

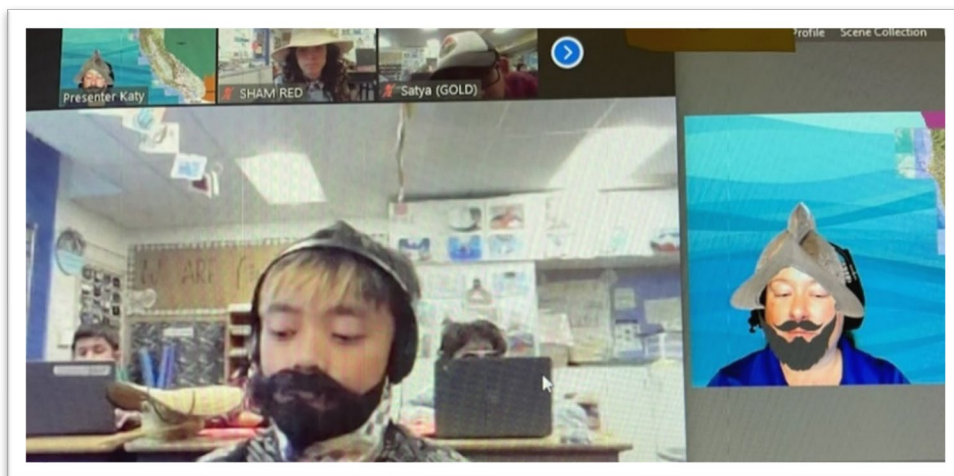
Provide to the adult volunteer chosen to record points that will be awarded by the presenter. If no adult volunteer, the teacher will need to record the points.

[TEACHER ZOOM TUTORIAL](#)

Follow instructions on tutorial if unfamiliar with Zoom platform

PRESENTATION START TIME/STUDENT NUMBERS

- The virtual Walk Through experience is 2 ½ hours in length with a short 5 minute restroom/water break after about 90 minutes. We do not adjust the presentation for a school's recess or lunch schedule. Students may need to take an early lunch or have a separate recess before or after their scheduled presentation.
- We require 45-60 minutes between virtual Walk Through presentations taking place on the same day.
- If possible, please start your first presentation at least 10 minutes *after* the morning bell to ensure enough time for taking attendance and end your second presentation at least 10 minutes *before* the afternoon bell to give time for end of day release.
- Your presenter will log on to your virtual meeting on the ZOOM platform **15 minutes** prior to the scheduled start time to meet with you prior to the students being admitted.
- Your reservation's contact person is meant to set the presentation times as well as provide the necessary ZOOM ID and Passcode (if required) information. Consider any district/school security features ahead of time to avoid log in problems for the presenter.
- The Walk Through virtual experience is specifically designed to accommodate **up to 36 students. Any amount exceeding the 36-student limit must be approved by our office,** not the presenter, before the day of your presentation. If a group is admitted to the presentation over the approved amount, the presenter is required to contact the CWE offices before proceeding with the scheduled presentation and it may require canceling.



ITINERARY CONFIRMATION

Confirmation and reminder emails are sent out to the email address of the person who made the reservation, and any teachers' email addresses that have been provided to us.

These are the details provided to the presenter and the presenter will be online and ready to start based on the time provided in your email and our online reservation system.

Please work with your reservation's contact person to coordinate start times. Be sure that your latest email confirmation sent from our reservation system includes the start-time and presentation type you are expecting, that Zoom links/passcode works, and that student numbers are correct.

Your Walk Through presentation is just a month away!

Walk Through California (two presentations, a.m. and p.m.) Date: 6/9/2023

School Name: Eureka Elementary

Reservation Number: PS22-1545344

School's Office Hours: 7:30am - 3:30pm

School's Instructional Hours: 8:00am - 2:35pm

Room Assignment: VIRTUAL

Primary School Contact: Don Oliver don@eurekaelementary.com

EXAMPLE

First Walk Through presentation

Teacher: Philip Black philip@eurekaelementary.com

Number of Students: 33

Presentation Time: 8:15-10:45

Virtual Meeting Link: <https://us04web.zoom.us/j/exampletest123>

Virtual Meeting ID: 124 5678 910 Virtual Meeting Passcode C78w4rB

Second Walk Through presentation

Teacher: Kate Rosa kate@eurekaelementary.com

Number of Students: 29

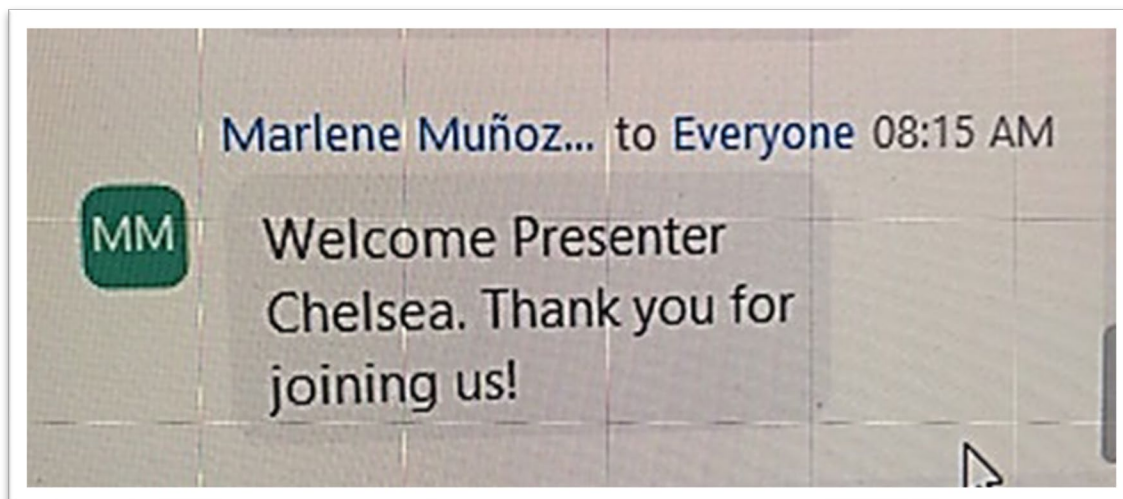
Presentation Time: 11:45-2:15

Virtual Meeting Link: <https://us04web.zoom.us/j/exampletest123>

Virtual Meeting ID: 879 7643 234 Virtual Meeting Passcode xH88w5tL

If you haven't yet received an email confirmation like the one pictured above or a reminder notice similar to this or if your notice is missing any of the required details, please contact us immediately at info@californiaweekly.com. This means, we haven't been provided necessary information by your reservation's contact person.

ZOOM AND CLASS PREPARATION



1. In order to fully access the functionality of the virtual presentation, we are utilizing the ZOOM platform. Other platforms such as Google Meet will lose functionality and cause the program to freeze or slow down. If you are unfamiliar with the Zoom platform, we provide a Zoom tutorial [HERE](#). If your school does not have access to Zoom, please contact programs@californiaweekly.com.
2. To maintain control of the virtual classroom and remain the host, teachers need to invite the presenter to the session by providing their Zoom MEETING ID and PASSCODE (if required). This information is provided by the person who made the reservation by accessing their online account and filling in the required fields. The Zoom information must be provided as soon as possible and no later than 3 days in advance of the presentation date. If the meeting does not require a passcode, please enter N/A in the passcode field.
3. **IMPORTANT:** Please ensure and check that your school or district does not have restrictions on guests signing into your Zoom meeting. If guests are not allowed, our presenter will be unable to log in on time. This will cause delays in your presentation. You may need to contact your IT person for the presenter to be authorized ahead of time. Please direct any questions or concerns about this to programs@californiaweekly.com

Should there be any problems utilizing your school's Zoom account, a Walk Through Zoom account may be utilized in place of your own.

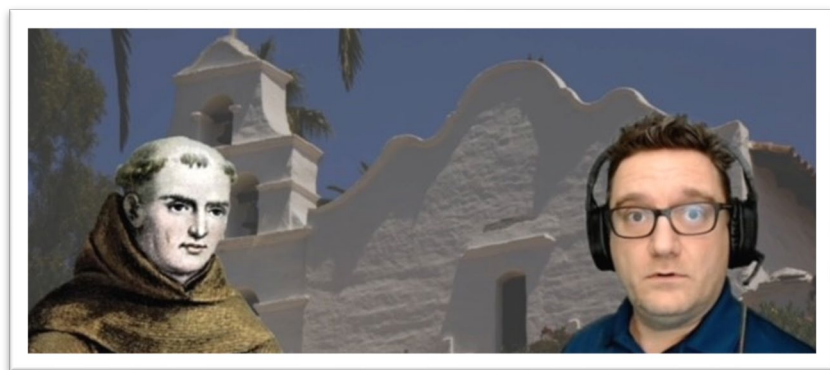
4. To participate in the virtual presentation, each teacher and student will need to be logged on to their **own individual devices**. To avoid audio feedback in the classroom, please make sure all students and teachers have headphones.

5. In some cases where bandwidth will prevent several devices online at the same time, there is an option to set up your classroom with a single screen. If this is the case at your school, please inform the CWE offices ahead of time by emailing Field@californiaweekly.com for specific instructions.
6. Your presenter will log on to the Zoom meeting 15 minutes ahead of the scheduled start time to meet with the assigned teacher. If the students or any other approved guests log in, please assign them to a waiting room or breakout room, as this pre-meeting should be private between the presenter and teacher(s).

This is an important step in the Walk Through presentations - please do not rush through this meeting, as your presenter will need to be made co-host and go over some necessary information prior to starting with your students.

7. During this pre-meeting, your presenter will go over:
 - How to be made co-host
 - How to re-name students to reflect their FIRST name & Team Color (I.E. Lori BLUE)
 - How to spotlight students
 - Helping with student management including muting and unmuting students
 - Utilizing the chat feature in Zoom
 - Keeping track of points
 - Any specific student needs or requirements

Once you have met with your presenter, you may admit your students into the zoom meeting and introduce your presenter to the class. Your virtual Walk Through experience will begin! Please remain in attendance muted with the camera on. We ask for assistance with keeping track of scores, spotlighting students, and managing the classroom.



EXPERT WORD CARDS

[EXPERT WORD CARDS](#) print on *light green card stock*

A total of 36 [EXPERT WORD CARDS](#) are provided for Walk Through California and need to be assigned prior to presentation date. During the presentation, your presenter will say each expert word. Upon hearing their assigned expert word, the student will wave their hand in front of their camera to be spotlighted by the teacher or presenter.

Each *Expert Word card* contains a fourth grade vocabulary word, a definition, and a question the student must answer while presenting their card for the class. **DO NOT** allow your students to come up with their own definitions.

Students need to find the answer to their question prior to the presentation. We provide an [ANSWER SHEET](#) in order for you to check student's answers for accuracy. Some answers are specific to your area and may require light research. Answers should be checked prior to the presentation.



- Inform your students that they will receive extra points for **memorizing their definition** and **answering their question in a complete sentence**.
- We ask for students to bring their expert word card with them to the presentation, even if memorized, and to have the answer to their question written on the front or back.
- For students who need a copy of their individual Expert Word card, they can be downloaded and printed from our Web site here: [INDIVIDUAL STUDENT EXPERT WORD CARDS](#)

TEAM/CARD ASSIGNMENTS



We suggest *Expert Word Cards* be assigned and passed out to students 3 weeks prior to your presentation date to allow time for students to prepare. Begin by splitting students as evenly as possible into 4 teams of mixed ability/gender. Assign each team one of these colors: BLUE, PURPLE, RED, GOLD. These colors are pre-programmed into the virtual Walk Through California experience. When your students are logged into the Zoom meeting, their name will reflect their team. I.E. Lori (BLUE).

Once your students are placed in color teams, you can start assigning the [EXPERT WORD CARDS](#).

We have provided an [ORDER OF PRESENTATION/CARD ASSIGNMENT](#) list that is in order of appearance. We suggest mixing students from different teams throughout the order to aid student engagement during the presentation. View the [SAMPLE ASSIGNMENT SHEET](#) for guidance.

There are 36 Expert Word cards. Each Expert Word must be assigned to a specific student. For classes under 36, students will be assigned multiple cards. Please ensure students are assigned on one team only. Presentations with 12-36 students in attendance will be placed in 4 teams of different colors. Teams are designated by color. Presentations with 12 students and under can be placed in 3 teams of different colors. Consider mixing students from different teams throughout the order to aid student engagement. To provide opportunity for equal points use the following: 4 teams = 9 Expert cards per team; 3 teams = 12 Expert cards per team. Do not give this order to students.

First 90 minutes			Last Hour (after 5-minute break)		
Expert Card	Student Name	Team Color	Expert Card	Student Name	Team Color
Region	Liz	Red	Precipitation		
Coast	Jaime	Orange	City		
Valley	Jared	Purple	Volcano		
Mountain	Isabella	Blue	Plateau	Liz	Red
Desert			Farm Produce		
Country			Reservoir		
Peninsula			Capitol/Capitol		
Bay			County		
Island			Irrigation	Jared	Purple

This [ORDER OF PRESENTATION/CARD ASSIGNMENT](#) list is for your reference only and to aid you in assigning parts. Some students might benefit to come up earlier in the presentation etc. This assignment list will also be helpful for you during the virtual experience to utilize when **spotlighting** each student so that you know who is coming up next.

Please do not let students know beforehand when they will be called as we are also working on listening skills during the presentation. The presenter lets students know that their expert word could be called “at any time.” Exceptions are made for students with special circumstances (*who may only be able to attend for a certain amount of time*). Please consider your students’ skill level when assigning cards as some definitions are longer or more difficult

than others. For students with special circumstances, we can provide cards with alternate/shorter definitions. Please contact programs@californiaweekly.com if this is needed for any of your students.

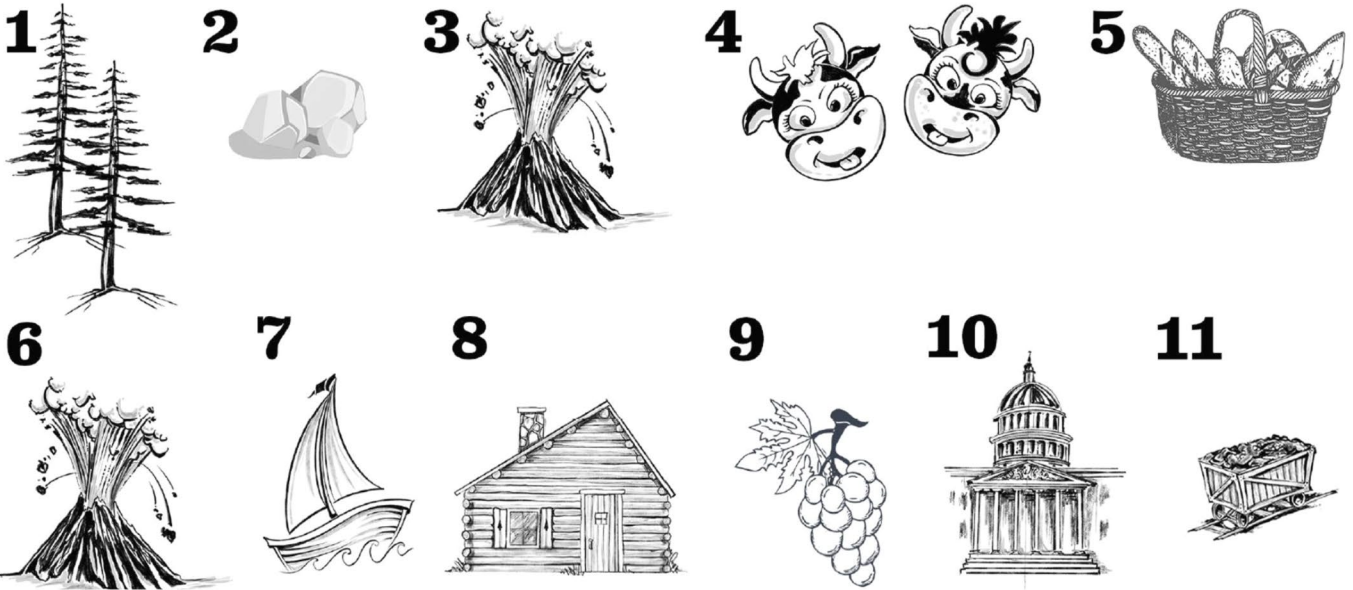
- **All 36 cards must be assigned.** In order to give teams an equal opportunity to earn points place 9 *EXPERT WORD CARDS* **per team**. Classes of 12 or less students can be placed in 3 color teams with 12 *EXPERT WORD CARDS* per team.
- Each student should be assigned at least one card. For participating classes with less than 36 students, some students will be assigned more than one card. Please ensure that students with more than one card are not on multiple teams. **Each student should be placed on one team only.**
- Should your class have “buddies” or “helpers” for students with special circumstances, we encourage student and helper be placed on the same team.
- Consider assigning a Team Leader for each team; a student who can be responsible to take on small tasks and help keep their team orderly and enthused.
- In the event of absent students, please re-assign that Expert Word Card to another student on the same team. Let that student know to listen for their newly assigned word.



CALIFORNIA MAP ACTIVITY

In the second half of the virtual Walk Through California presentation, your students will be building a map of California using clues and pasting them on different important places of historical and geographical significance.

Walk Through California Map Clues



Please be sure to print out enough [CALIFORNIA MAPS](#) and [MAP CLUE SHEETS](#) for each student. Your students will be cutting out each clue and using glue or tape to paste them to the corresponding numbers on their map. If you are unable to distribute these to your students, you may provide the link for them ahead of time and they can print these out at home.

- Students may cut out their clues prior to the virtual Walk Through experience but **DO NOT** have students paste their clues to the map ahead of time
- Students need: scissors, glue stick or tape, and a writing utensil

Note:

Students may feel as though they aren't keeping up with the presenter and are behind in their pasting. This is not typically the case, as there will be expert cards being called up and plenty of information given by the presenter while students are pasting. Students will be able to finish their map clues by the end of the presentation. Again, please do not have students paste their clues ahead of the presentation.

SCORES AND SCOREKEEPER

Throughout the presentation your presenter will be awarding points to student teams for various things including the recitation of expert word cards. Points are awarded in increments of five. Using the [SCORESHEET](#) provided, we ask for a teacher or adult audience member to keep track of the points that are awarded by keeping a running total as there will not be time to add them up at the end.

WALK THROUGH CALIFORNIA SCORE SHEET			
PLEASE KEEP POINTS TOTALED!			
POINTS ARE GIVEN QUICKLY TOWARDS THE END OF THE PRESENTATION AND THERE IS NO TIME TO ADD THEM UP. FEEL FREE TO ASK THE PRESENTER FOR CLARIFICATION OR TO REPEAT POINTS. PLEASE KEEP SCORES A SECRET FROM THE STUDENTS.			
TEAMS			
1	2	3	4
(TEAM NAME)	(TEAM NAME)	(TEAM NAME)	(TEAM NAME)

HISTORICAL ATTIRE/EXPERT WORD COSTUMES

Encourage your students to dress in historical attire celebrating the three main periods of California history: Spanish period, Mexican period, United States period or in a creative costume that represents their assigned Expert Word card. This helps build excitement for participation. This can be done in class or with the help of the student's family at home. We strongly encourage creativity (*and advocate that families do not spend money on costumes*). We do not sell or provide costumes.



Students should be able to comfortably sit in their costumes!

Common costumes include:

- Gold Miner
- California State Symbols or Mascots
- California Monuments
- Local Farm Produce/Farmer/Farm Animals
- Painted T-Shirts or Posters
- Governors

ADDITIONAL DETAILS

SINGING OF THE NATIONAL ANTHEM

If possible, please familiarize your students with our National Anthem, as it will be sung during your presentation (*when California becomes the 31st state added to the union*). Sometimes, teachers make copies of the lyrics for students to use while singing the anthem.

[STAR SPANGLED BANNER LYRICS](#)

5-MINUTE BREAK

There will be a 5 minute break about 90 minutes into the presentation and students are welcome to use the restroom and get water at that time, but please do not consider this a “snack break” (unless there is a medical need).

INVITE AUDIENCE

Use our [PRESENTATION INFORMATION LETTER](#) to let adult family and friends know about the upcoming virtual experience. Some Zoom meetings will have a participant limit, so keep that in mind. All approved guests must keep their cameras off and stay muted the entire presentation. We ask that you inform all guests of this requirement and help monitor it during the presentation.

Please do not have students from other classes or grade levels observe. Teachers with combo classes need to have alternate plans for those students not participating.

RECORDING/PICTURES

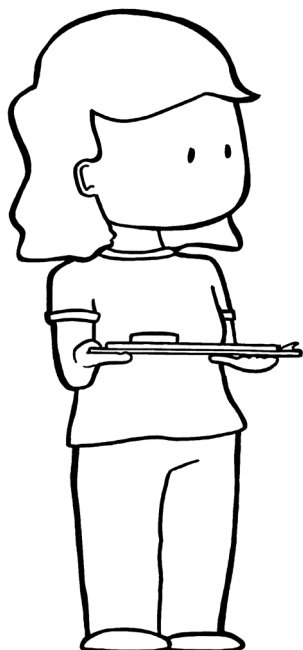
Due to copyright restrictions, recording of the Zoom presentation is not permitted and ability to record from the Zoom platform needs to be turned off. Recording of a screen from “over the shoulder” is permitted but we limit recording to student parts only such as recitation of expert word cards. Please do not record any of the presentation elements or presenter.



THE DAY OF!

- Have your students' devices and headphones in place for them to easily log on.
- Teachers should be prepared with...
 - Filled in *ORDER OF PRESENTATION/ASSIGNMENT LIST*
 - *SCORE SHEET*
 - Writing utensil for recording points
- Make sure students have the following ready...
 - *EXPERT CARDS*
 - All costume pieces
 - *BLANK CALIFORNIA MAP*
 - *CALIFORNIA MAP CLUES*
 - Glue stick/tape
 - Writing utensil
 - Scissors
- If you have any **absences** on the day of your Walk Through, [RE-ASSIGN](#) their [EXPERT WORD](#) cards prior to the presentation. For a balance of points, **do not re-assign cards to a student on another team.**
- Log on 15 minutes prior to the start time of your presentation to meet with the presenter.
 - Confirm with your presenter how many students are in attendance.
 - Let your presenter know of any students that may have special needs, and how we can better accommodate them.
- Ask students to use the restroom and get water beforehand to avoid interruptions.
- Upon student log in, students must be re-named to reflect their FIRST name and Team Color I.E. Lori BLUE
- A teacher or **qualified adult must *always* be in the virtual presentation room throughout the entire length of your Walk Through.**
- At the conclusion of your presentation pass out certificates. Student names will need to be written on certificates before giving to students. Students on the team that came in first place will receive the [FIRST PLACE CERTIFICATE](#) and the other teams will receive a [PARTICIPATION CERTIFICATE](#).

WHAT TO HAVE WITH YOU DURING THE VIRTUAL EXPERIENCE



Teacher

- [SCORE SHEET](#)—you may ask an adult volunteer to keep a running total of each team's points
- [ORDER OF PRESENTATION/ASSIGNMENT LIST](#)
- Writing utensil

Students

- Copy of their assigned [EXPERT WORD CARDS](#)
- Copy of the [NATIONAL ANTHEM](#) if necessary
- Blank California map
- Map Clues
- Scissors
- Tape/glue
- Writing utensil



REVIEW US!

Please take a moment to **review your virtual Walk Through experience** by checking your email after your presentation for a customized feedback link! If the contact person who made your reservation did not provide us with your email address, the link will be sent to them to be forwarded on to you. If you do not receive the link, please check with the person who made your reservation or email us directly at info@californiaweekly.com.