



**Introduction
Materials for Site
Coordinator,
Presenter Lead, and
Technology Lead**



SITE COORDINATOR INFORMATION

Welcome to the *Skillsville* Family Program! As Site Coordinator, your role is to recruit and organize logistics for the *Skillsville* Family Program sessions.

Below are some of the decisions you need to make before implementing the program.

1. RECRUIT AN ORGANIZATION

Identify a local community organization to partner with to host the *Skillsville* Family Program. Community organizations can include libraries, community centers, after-school programs, school districts, etc.

2. IDENTIFY STAFF TO LEAD FAMILY PROGRAM SESSIONS AND LOGISTICS

For every 10 families recruited to the *Skillsville* Family Program, you will need two staff to lead and one or more volunteers to assist. Determine who will be the Presenter Lead, the person who will be leading families through the Family Program presentations and activities; who will be the Technology Lead, the person responsible for creating and managing [Skillsville Platform](#) accounts and technology (including tablets); and who will be the volunteer(s).

Presenter and Technology Leads will require about 1.5 hours to complete their training and 4 hours to print and prepare materials for the Family Program.

Identify who will recruit families, the dates of each session, what to communicate to families, program logistics (meals/snacks, location, etc.), and materials to purchase.

3. RECRUIT FAMILIES

Once the dates of the program sessions have been identified, work with your partner organization to recruit families. Provide families with the date, time, location, contact information, and registration link (if possible, we recommend you ask families to register for the sessions). You can edit a copy of [this flyer](#) for your organization to use for recruitment.

TECHNOLOGY CONSIDERATIONS AT YOUR SITE

The location that is hosting the *Skillsville* Family Program will require the following technology:

- projector
- laptop or desktop computer
- speakers
- microphone
- charging cords (provided by Twin Cities PBS)
- tablets (provided by Twin Cities PBS)
- headphones (provided by Twin Cities PBS)

THINGS TO COMPLETE AFTER EACH FAMILY PROGRAM SESSION

- ☐ Have one lead (Presenter or Technology) complete the weekly bundle log from our third-party researchers, Rockman et al.
- ☐ Charge and store the tablets and headphones between sessions.

THINGS TO COMPLETE AFTER THE FAMILY PROGRAM IS FINISHED

- ☐ Complete a post-implementation evaluation of the *Skillsville* Family Program.
- ☐ Schedule a post-implementation interview with Rockman et al.



PRESENTER LEAD INFORMATION

Welcome to the *Skillsville* Family Program! As Presenter Lead, your role is to lead families through the Family Program information and activities.

Below are some of the tasks you will need to do as Presenter Lead.

BEFORE THE FIRST SKILLSVILLE FAMILY PROGRAM SESSION

- ☐ Work with the Site Coordinator and the organization to identify the dates, times, and location for the four Family Program sessions.
- ☐ Complete online training on the [Skillsville Family Program Training Website](#).
- ☐ Create an account on the [Skillsville Platform](#).
- ☐ Become familiar with Family Program session presentations, available on the [Skillsville Family Program Training Website](#).
- ☐ Work with your partner organization to recruit local families and volunteers for the Family Program. You can edit a copy of [this flyer](#) for your organization to use for recruitment.
- ☐ Purchase materials, at least two weeks before the event.
- ☐ Create a budget and work with your partner organization to coordinate meals or snacks. Identify who will oversee catering the meal or snack.
- ☐ Work with the Technology Lead to test technology (the presentation, videos, etc.) at the Family Program location.
- ☐ Work with the Technology Lead after you both have completed your online training to coordinate a Zoom meeting with the Skillsville Community Engagement team before the *Skillsville* Family Program kickoff session. Email Sarah Rodriguez at srodriguez@tpt.org.

BEFORE A FAMILY PROGRAM SESSION

- ☐ Go to the [Skillsville Family Program Training Website](#) to review all content for a session. Each session will have a short training video on that session, materials including Conversation Cards, Skillsville To-Go Handouts, checklists for staff, and the presentation, including a script, that you will use to lead your Family Program session.
- ☐ Work with the Technology Lead to print and prepare materials needed for your session.
- ☐ Become familiar with the paper game and digital game that will be used at the session (found on the [Skillsville Platform](#)).

AFTER A FAMILY PROGRAM SESSION

- ☐ Complete a weekly bundle log provided by our third-party researchers, Rockman et al.
- ☐ Charge and store tablets and headphones between sessions.
- ☐ Decide whether and how you will communicate with families between sessions.

THINGS TO COMPLETE AFTER THE FAMILY PROGRAM IS FINISHED

- ☐ Complete a post-implementation evaluation of the *Skillsville* Family Program.
- ☐ Schedule a post-implementation interview with Rockman et al.

If you have any questions, we are here to help! Email us at skillsvillehelp@gmail.com.



TECHNOLOGY LEAD INFORMATION

Welcome to the *Skillsville* Family Program! As Technology Lead, your role is to manage family Skillsville accounts and make sure all technology is working for families.

Below are some of the tasks you will need to do as Technology Lead.

BEFORE THE FIRST SKILLSVILLE FAMILY PROGRAM SESSION

- ☐ Work with the Site Coordinator and the organization to identify the dates, times, and location for the four Family Program sessions.
- ☐ Complete online training on the [Skillsville Family Program Training Website](#).
- ☐ Create an account on the [Skillsville Platform](#).
- ☐ Create and manage [Skillsville Platform](#) accounts for participants, at least one for each K-2nd grader enrolled.
- ☐ Print ID badges for family accounts from the [Skillsville Platform](#), and attach them to Resume Builders (found on the [Skillsville Family Program Training Website](#)).
- ☐ Work with your partner organization to recruit local families and volunteers for the Family Program.
- ☐ Make sure your location has all required technology (laptop or desktop computer, microphone, speakers, projector).
- ☐ Work with the Presenter Lead to test technology (the presentation, videos, etc.) at the Family Program location.
- ☐ Charge Lenovo tablets, and connect them to the location's Wi-Fi.
- ☐ Work with the Presenter Lead after you both have completed your online training to coordinate a Zoom meeting with the Skillsville Community Engagement team before the Skillsville Family Program kickoff session. Email Sarah Rodriguez at srodriguez@tpt.org.

BEFORE A FAMILY PROGRAM SESSION

- ☐ Work with the Presenter Lead to print and prepare materials needed for the session.
- ☐ Check that all tablets are fully charged, working, and connected to your location's Wi-Fi.
- ☐ Test technology, making sure that the projector, sound equipment, and presentation (including all embedded videos) are working.

AFTER A FAMILY PROGRAM SESSION

- ☐ Email photos from the session to skillsvillehelp@gmail.com.
- ☐ Charge and store tablets and headphones between sessions.
- ☐ Decide whether and how you will communicate with families between sessions.

THINGS TO COMPLETE AFTER THE FAMILY PROGRAM IS FINISHED

- ☐ Complete a post-implementation evaluation of the *Skillsville* Family Program.
- ☐ Schedule a post-implementation interview with Rockman et al.

If you have any questions, we are here to help! Email us at skillsvillehelp@gmail.com.



STORING TABLETS AND HEADPHONES

Lenovo tablets and headphones were provided to your organization. It is important to keep the tablets and headphones safe and damage free so families can do digital activities during the sessions. Below are three ways you can store your technology.

ZIP-TOP PLASTIC BAGS

Reclosable zip-top bags are an affordable choice to store tablets and headphones between sessions. Provide each family a bag that will hold their headphones, Resume Builder, Skillsville ID Badge, and tablet to easily pass out materials at the beginning of each session.

Purchase two-gallon zip-top bags from your local retailer or online. If you're shopping online, we recommend these two options:

- Ziploc Two-Gallon Food Storage Bags
<https://www.amazon.com/Ziploc-Storage-Bags-Gallon-Pack/dp/B01FXMD0WE>
- Storage Two-Gallon Large Double-Zipper Bags with EZ Open Grip Tabs
<https://www.amazon.com/Storage-Gallon-Double-Zipper-Resealable/dp/B0794DD1VP>

A LARGE PLASTIC TOTE

Plastic tote tubs are heavy-duty and make it easy to store and transport tablets and headphones. Consider purchasing a 20-gallon tote tub for the *Skillsville* Family Program. A tote filled with technology will be heavy, so you may want to have multiple people assist when transporting the tote tub between sessions. Here are two options we recommend for plastic tote tubs:

- Rubbermaid Tote Storage Container
<https://www.amazon.com/Rubbermaid-Commercial-BRUTE-20-Gallon-FG9S3100GRAY/dp/B001B1C4G0?th=1>
- Project Source Medium 27-Gallon Clear Heavy-Duty Tote
<https://www.lowes.com/pd/Project-Source-Project-Source-27-Gallon-Clear-Storage-Tote/1003068984>

DIY WITH A DISH RACK

Create low-cost tablet storage units using dish racks or sorting racks. Purchase plastic or wire racks, zip ties, and power strips from a dollar store. Using the zip ties, fasten a 6-outlet power strip to the side of each rack to easily charge the tablets. Place each rack inside a large plastic bin for storage and transportation. See an example [here](#).



LENOVO TABLET INFORMATION

TURNING THE TABLET ON AND OFF

Press and hold the small grey power button located on the upper-right side of the tablet.

UNLOCKING THE TABLET

Swipe up from the bottom of the screen.

WAKING UP THE TABLET

Double tap or press the power button once.

THREE BUTTON NAVIGATION

There are three buttons at the bottom of the screen that help you navigate. The left arrow allows you to go back, the middle circle takes you to the home screen, and the right square shows all the tabs that are open.

ACCESSING SETTINGS

Swipe down from the top of your screen. Swipe down again on the black portion then select Settings.

JOINING THE INTERNET

Swipe down from the top of your screen to see the settings. Select Internet and then join your local WIFI.

CAMERA

The camera is located on the backside of the tablet in the upper-right corner.

HEADPHONES

You can plug in your headphones at the top of the tablet on the left side.

ADJUSTING VOLUME

Press the volume buttons on the upper-right side of the tablet above the power button.

CHARGING THE TABLET

Plug in the charging cord at the bottom of the tablet. You will know it is charging when the red light appears. The light will turn green when it is done charging.

OPENING THE SKILLSVILLE PLATFORM

Select the Chrome icon at the bottom of the screen to open the platform.



2023 Research Plan

WHY ARE WE DOING RESEARCH ON THE SKILLSVILLE FAMILY PROGRAM PILOT?

Rockman et al Cooperative (www.rockman.com) will be conducting research on the Skillsville Family Program Pilot as each site implements the program activities. The purpose of this research is to answer:

- How well does the program work for families? Does it support the skills it is designed to?
- How well does the program work for educators and their sites? Is it easy to implement? Do educators see value in the activities?
- What modifications could make this program more successful in future versions?

This information will help Twin Cities Public Television (TPT) improve the program. The goal of the research is to evaluate the program, not to assess the educators or families involved.

WHAT WILL THE RESEARCH ACTIVITIES BE?*

*We are open to your feedback and finding ways to make the research work for your organization and the families you serve.

Research activities for the site coordinator, educators (Presenter Lead and Technology Lead, volunteer(s), and families are listed in a table on the next page. Honoraria for participating in our research for staff and families are listed at the bottom of the table. Honoraria are provided by Rockman et al and are separate from the stipend provided by TPT.

THANK YOU

Thank you for helping to make this research possible! If you have any concerns or questions about the research, you can contact our research team directly at anna@rockman.com.

Rockman et al
Cooperative
Research & Evaluation

WHEN	WHO			
	Site Coordinator	Educators	Volunteer(s)	Families
During Program	<p>*Provide and collect TPT photo release form</p> <p>Coordinate which session(s) the research team can observe.</p>	<p>*Send research flier home (available on Skillsville Family Program Training website) with families at the first Family Program session.</p> <p>Complete four program reflection logs (~10 minutes per log) (Presenter Lead only)</p> <p>Take and email photos of the program to TPT, when feasible (Technology Lead only)</p>	<p>Optional: Place sticker on the back of children/adults who do not consent to be photographed for each session</p> <p>Take and email photos of the program to TPT, when feasible.</p>	<p>*Sign photo release form (if applicable)</p> <p>*Provide email or phone information if they want to participate in research during sign-in</p> <p>Participate in four program sessions</p>
After Program	<p>Participate in phone/Zoom interview with a member of the research team (~1 hr)</p>	<p>Take educator post-survey (~15 minutes)</p> <p>Participate in phone/Zoom interview with a member of the research team (~1 hr)</p>	<p>Take volunteer survey after the final session (~5 minutes)</p>	<p>Take caregiver survey (~20 minutes)</p> <p>Participate in a family interview by phone/Zoom (~1 hr)</p>
Honoraria	\$100 for lead site coordinator	\$175 per educator	\$10 gift card	\$50 for interview \$25 for survey

*Items marked with an asterisk are needed for the first session only, not necessary for sessions 2-4

