

Master Trainer – To Do List

- Ensure that you are aware of the Dos and Don'ts specified during the session
- Ensure that you will follow safe internet practices and will not commit any cyber-crimes.
- Conduct sessions for entire 8th, 9th & 10th standard students in your school, before 30th Jan and intimate the IT @ School coordinator, after completion.
- Collect the questions raised by the students and share it with IT @ School coordinator, before 30th Jan.
- Post your session at school, handover a copy of the handouts to each of the student who attended the cascaded session – Soft copy will be shared through gdrive.
- Print the certificate and hand it out to each student who attends your session– Soft copy available in gdrive
- Organize a similar session for the parents of higher secondary students, before 30th Jan.
- Carefully read the handouts given to you and browse through the useful links shared.
- Encourage all your fellow school mates to have their own email addresses and they keep their passwords confidential.
- Read out the “Did You Know” topics handed over to you, as a regular item in your school assembly, so that students are continuously empowered.