**All Zim Code lessons should be conducted according to these standards.**

Tutors/Teaching Assistants will be paid US$4 cash per lesson for every lesson they teach. Each lesson will have 1 Tutor and 2 Teaching Assistants.

PLEASE FOLLOW THIS RUBRIC EXACTLY AS IT IS GIVEN.

1.00pm: **Setup**

* Setup 25 laptops and chargers for students.
* Setup video recording equipment.

1.30pm - 2.30pm: **Lab time**

* Help students who come in for lab time with projects.
* Prepare for the lesson.
* Test the quality of the internet.

2.30pm - 5.00pm: **Lesson**

* **Please start lessons on time.**
* **All students must be in school uniform.**
* **All students must sit according to their assigned numbers.**
* **Start video recording. The entire lesson must be recorded.**
* Start by taking attendance using the [attendance register](https://docs.google.com/spreadsheets/d/1yeANjr8BZ44L_2lspDeu7C2FXXs3cnBvcT1winIhZSQ/edit?usp=sharing). 1 is for present and 0 is for absent. Weeks are divided into Lesson 1 and 2. If a student arrives 10 minutes late, mark them absent.
* Go through the lesson material stipulated in the [curriculum distribution doc](https://docs.google.com/spreadsheets/d/15FTocnaZpYuIRi8Wd-zfSCCoNAELEK9FmpTIfpczdg0/edit?usp=sharing).
* Teaching Assistants will go around helping students during the lesson.
* Teaching Assistants can also take good quality photos during the lesson.
* Have students submit their homework in their stipulated Google folders.
* Have students submit their lesson feedback via [studentfeedback.zimcode.org](http://studentfeedback.zimcode.org)
* Assign homework and give a recap of next lesson + any announcements.
* **Stop video recording.**
* **Have students shut down and pack their laptops.**
* **Dismiss students at 5pm**

5.00pm - 5.20pm: **Breakdown**

* Breakdown equipment and carefully put it away.
* Fill in the Lesson Review form (Tutor does this once for everyone).
* Upload the video recording in the hard drive. Name it Week**x\_**Lesson**y\_**Group**z** e.g (Week2\_Lesson2\_Group1)
* Shut Down everything and lock up.