**Teacher Checklist: Mystery Skype/ Hang-out**

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| **Date** | **Check** | **Item** | **Resources** |
| 3+ weeks prior to call |  | Build geography vocabulary with students and have students practice pre-game activities and websites so that they become familiar with vocabulary terms and questioning strategies (general to more specific questions)Send permission letters home | Mystery Skype primer.notebookFR prepositions w/ Geog locations.notebook<https://francaisformidable.weebly.com/mystery-skype-mystere.html> Mystery SKYPE permission.docx |
| 2-3 weeks prior to call |  | Search & book appointments making note of *time zone* via: * MS Education
* Google Calendar e-mail Hang-out contact
 | MS Education contacts: <https://education.microsoft.com/skype-in-the-classroom/mystery-skype> Google Calendar:<https://calendar.google.com> Google Hangout contacts:<https://plus.google.com/communities/110369120141935358658><https://plus.google.com/communities/113078003988702493173> |
| 3 days prior to call |  | Confirm appointment by sending e-mail to contact (and conduct audio-visual test call) | Google Calendar:<https://calendar.google.com>  |
| 1-2 days prior to call |  | \*Prepare booklets for groups, signs for computer\*Students prepare starting questions for the Skype/ Hangout call, and information about city/ province | Preparation for Skype call.notebookPreparation for Skype call- version française.notebook<https://francaisformidable.weebly.com/mystery-skype-mystere.html>  |
| 0-1 day prior to call |  | Assign jobs (tâches) to studentsConfirm appointment and arrange for test call by sending e-mail to contact | Mystery SKYPE – English.docx orSKYPE Mystère – version française.docx |
| Day of call |  | Test callMake call at appointed time with Skype or Google Calendar | Technical check – webcam: audio & visual check“Join meeting” in Google Calendar:<https://calendar.google.com>  |