



Guideline for Teachers, Colleagues for using STP efficiently and effectively

Step	Activities	Things to keep in mind	Don't forget ...
1	Identify suitable classes for participation in an intercultural project	Your students speak English and have basic computer knowledge. They show willingness to communicate with students in foreign countries and may have Internet access at home.	Organisation of partner finding in the class
2	Identify a suitable exchange school in Germany / Palestine	Contact STP, they will assist / support you according to your needs	See www.school-tp-ps.de for further information of services
3	Obtain e-mail addresses for you and your students	Contact STP, fill in registration form ; each person will receive an e-mail address	Only members have access to chat room
4	Negotiate with your member school / "partner" colleague in the foreign country topics you can work on with your group	Negotiate a schedule / time frame (use CALENDER in lo-net2)	Topic means to carry out a mini - project with your students; negotiate aim, time frame and outcome (presentation); see list of suggested topics on our web site
5	Organize activities necessary to carry out your mini - projects in the class	Assign TASKS in lo-net2 (can be also homework) for your students	In this period a computer is not absolutely necessary; alternatively coordinate your lesson with that of an IT teacher (IT homework for students is also possible)
6	Students present their results to the class	Bring the mini - project to a close; prepare the outcome of the mini - project (presentation in WORD or POWERPOINT or ...) and save it into the FILE STORAGE AREA in lo-net2	Send by e-mail the results to your foreign member school (inform them)
7	Discuss mini - project results received from your foreign member school	Prepare feedback in advance; encourage your students to give individual feedback	Decide in which form to best present the feedback, e.g. FORUM, CHAT or E-MAIL in lo-net2
8	Send feedback to your foreign member school		Use E-MAIL, FORUM and CHAT
9	Give a short feedback to STP	Use questionnaire available on the website.	Don't forget your feedback is important to improve the STP system.

-  Carry out further mini - projects in the academic year and repeat steps 4 to 9
-  Next academic year you can continue with the same class or carry out mini - projects with new classes.