

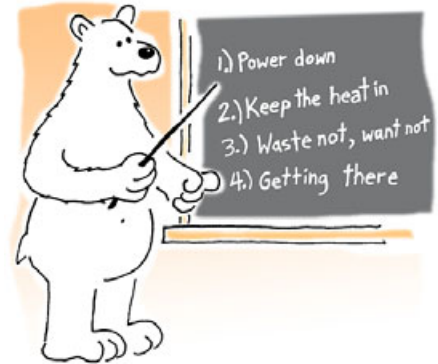


Student Exchange

How can teachers submit class work?

The Student Exchange allows teachers to post general descriptions of class activities to the Climate Change North website. Students can follow this up with individual postings of their own contributions to class activities. This means that anyone viewing the project for the first time can read an overview of class activities, and then move on to samples of individual student work.

You can take a bare-bones approach – and just post a simple write-up of a class activity based on a Climate Change North website lesson – or do something more elaborate and have every student in your class post work to the site. (You may want every student in your class to post work, or you may prefer to select several student samples.) Whatever you decide, posting work to this site is easy.



Just read through “*Preparing to post your work*” below, then complete the form.

Want to be linked up with another class?

If you would like to be linked with another northern classroom working on similar topics, contact us by email at nce@yukoncollege.yk.ca. Please include: name, grade, location, contact information, subject area(s), specific lesson from the website that interest you, and the territory you would like to be linked up with.

Preparing to post your work:

The checklist below refers only to the teacher posting. For information on what students need to do to post their work, visit the website and click on Student Submission Form in the Student Exchange.

- Look through the Teacher Form below.** Check that you have all the information you need to complete the sections.
- Get your information ready.** If you’re planning to post anything longer than a paragraph (especially if you’re not a fast typist), it’s generally better to



prepare the description of your activity in a program such as Word first. Then you can cut and paste to copy your activity into the box on this site. (That way, if you have a power failure, or if your link to the web messes up, you won't lose your work!)

- ❑ **Get your picture files ready.** If you have artwork samples that you want to include, scan them or take digital photos. Photos, images, and scanned artwork should be saved in JPEG (JPG) format and ideally be no smaller than 480 pixels wide. (A typical digital camera set on low resolution or a typical low-resolution image from a scanner will work fine.)
- ❑ **Get permission for photos of people.** Regulations may vary from territory to territory, but generally, if you are planning to have students post individual photos of themselves, they need to have parental permission to do so; they will be using code names rather than their own names. You also require signed permission for any other person who is recognizable in the photo. For an example of a permission form, visit the "How to use the Student Exchange" web page and click on the link provided there. **Signed files should be kept in your school office for future reference.**

If you don't want to deal with all this photo permission stuff, no problem. Instead, consider including pictures of your community or landscape (without people). You can also post photos or scans of art work or posters relating to the lesson.

It is the sole responsibility of the teachers and school districts to get written permission for any photographs of people that are posted to this website. The Northern Climate Exchange cannot be responsible for posted photos.

- ❑ **Make sure your students are ready to post their work.** Students may post work relating to the lesson at any time, but it's great if you have at least some of them ready to post once you have completed your submission. Please note that written materials will not be edited or rewritten – they will be posted as sent. Please ensure that all posted materials are appropriate, and don't contain students' names.

Students who don't type may submit a scanned image of their work. However, in order for the material to be posted, the other boxes in the Student Submission Form must be completed: student's code name, school, and teacher's name.

For information on how to post student work, visit the website and click on the Student Submission Form.

Like to submit but need more support? Email us at [nce@yukoncollege.yk.ca!](mailto:nce@yukoncollege.yk.ca)



Ready? Then Visit the Website to Complete this Form

Territory: _____

Community: _____

School: _____

Teacher Name: _____

Check your Level: Primary-Intermediate High School

Grade(s) of the students involved in this activity: _____

Lesson Name: _____

Can you tell us a little about your class, your school, and your community? (e.g., location, population, school population, coastal/inland, etc.).
How is your community being affected by climate change? What concerns are there for the future?
(optional)

(if you need more room, please turn over)

Describe what your class did: _____

(if you need more room, please turn over)

Attach up to three files (e.g., pictures of your class, artwork, etc.).
(Remember, permission is needed for photos of students.)

Once you've submitted the form:

- Your students may start posting their work.
- Your posting will appear on the site within 10 working days.
- To view your work (once it's posted), or to see what other students have done, go to Student Exchange.