

4 STEPS...

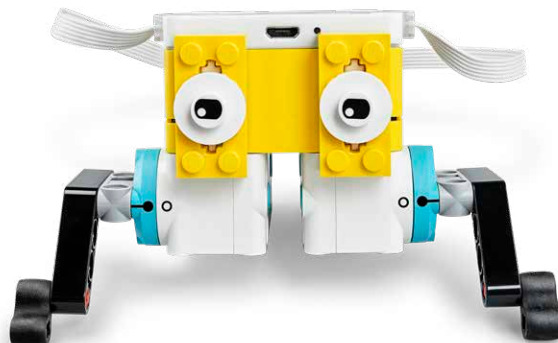
...to Manage LEGO® Education Materials for At-Home Learning



As more schools and districts turn to hybrid learning, the logistics of sending LEGO® Education sets home with your students can seem daunting. It's not as complicated as you think!

Use this guidance to prepare materials to be sent home with students for hybrid or virtual learning.

STEP	EXAMPLES	PRO TIPS
 1	Establish a procedure for distributing materials to your students for at-home use. • Designate one person who's in charge of distributing materials. • Set up a distribution area. • Record the student's name and unique set number at the point of distribution. • Ensure that the required software has been downloaded and installed on all of your students' devices. • Communicate the procedures for checking out and returning the materials. This could be through a website or printed to send home.	• Provide IT support information to parents. • Ensure that all Hubs have up-to-date firmware before distributing them. • For SPIKE™ Prime, download units to each student device.



STEP	EXAMPLES	PRO TIPS
 Establish an inventory procedure that your students can follow to keep track of the pieces in their sets.	• Every LEGO Education set comes with a list of elements. Distribute an inventory sheet with each set and encourage each student to take an inventory when they receive their set and again when they return it. • Provide clear instructions to parents and students for how they should return the set. Make sure to include a “due date” and guidelines for “acceptable returns.” • Inform parents of any consequences for not returning the set in proper condition, such as replacement costs, etc.	• Create a usage agreement for parents and/or students to sign.
 Package materials in advance of distribution to ensure that each student has everything they'll need to complete their assignment(s).	Each package should include: • A LEGO Education Set • Printed building instructions (if needed) • Student Worksheet(s) (if needed) • Batteries and chargers (if needed) • Any additional materials needed (e.g., ruler, tape, etc.)	• Include information for parents (e.g. inventory and return instructions, IT support information, tips for charging and storage).
 Establish a return procedure.	• Count and verify the number of sets returned by each student/family. • Review the inventory sheets to check for missing elements. • Designate someone to review the sets for missing elements and prepare them for the next distribution (e.g., replacing batteries and charging as necessary).	• Review Hygiene Guidelines on our website for tips on cleaning materials.

