

Oxford Royale 2026 - Instructor Checklist

	Day	Morning	Afternoon
Week 1	Monday	9:00 orientation at your college - Arrive early to check equipment and classroom set-up. - Rearrange desks if necessary. - Make note of student names on Student Tracking docs - Make note of student expectations - Ice breaker Kahoots	Team debrief
	Tuesday	Written & Project Assignment topics presented to students.	
	Wednesday		Explore AI course - Coding Day planning (depending on student levels)
	Thursday		- Students work on Project Assignment (120mins session) - Free Afternoon for OX (16-18 classes)
	Friday	Review student expectations from Day 1	- Review Festival Day material - Check when you are assigned to teach - Plan delivery with Alvin
Middle Saturday	Festival Day	Festival Day - AI Workshop OX Workshop 1: 9:30-11:00 CAM Workshop : 9:00-11:00	OX Workshop 2: 14:00-15:30

Week 2	Monday	Written Assignments Due	
	Tuesday	Allow some time for Project Assignment presentation prep in class (60mins)	Free Afternoon for: • CAM (all classes) • OX (12-15 classes) • Recommend to use the time to grade written assignments and prepare for Challenge Day
	Wednesday	After break - Student Project Assignment Presentations part 1	Student Project Assignment Presentations part 2 • Grading & Student Reports
	Thursday	Challenge Day	• Student Feedback Forms - right after lunch (TSA Survey Monkey + ORA link to be provided) • Plan Exhibition Day Schedule - who is on duty when
	Friday	Exhibition Day	Graduation Ceremony (optional)