

Teacher Beginning of Year Checklist

- For teachers coming to the district – Put in a workorder to upload your WXE File from previous district into Eduphoria ([Link](#))
- How to download programs for your Apple device via Jamf Teacher or Self Service ([Link](#))
- Create a helpdesk request for any technical issues that need to be addressed before the school year starts. For example: Projector issues, MacBooks issues, etc. ([Link](#))
- Update password (PC or Mac) as needed and note the change. Also, confirm password recovery options ([Link](#)) Requirements have been increased.
- Setting up your Eduphoria Profile ([Link](#))
- Update your email signature to reflect your current year's assignment ([Link](#))
- Email attachments: Office files like .doc, .docx, .xls, .xlsx and more are allowed. Compressed archives (like *.zip, *.7z, *.rar), web pages (*.htm, *.html), text (*.txt), and executable files are prohibited.
- Students can access email via Outlook grades 6th –12th
- Linking Schoology Gradebook to Skyward Gradebook ([Link](#))
- Delete old printers to prep for setting up new printers
- Verify your printers are working with the new copiers
- Changing your Display Settings ([Link](#))
- Back up your files to the [Google Drive](#) or [OneDrive](#)
- Update [iPad](#) and [MacBook](#)
- Software and App Updates: Check for updates on your classroom computers and tablets. Update operating systems, software programs, and educational apps to ensure they are running smoothly.
- [Google Skills Checklist](#)
- [Schoology Checklist](#)
- Internet Connectivity: Verify that your classroom has a stable internet connection. Test the Wi-Fi network and ensure it is accessible throughout the room.
- Digital Platforms: Familiarize yourself with the digital platforms you'll be using throughout the year, such as learning management systems (LMS), online collaboration tools, or educational apps. Ensure you have login information and explore the features.
- Digital Tools Orientation: Plan a session to introduce your students to the various digital tools they will be using during the year. Provide instructions on how to navigate the tools, submit assignments, and communicate online.
- Backup and Data Management: Implement a backup system for your digital files and encourage your students to back up their work as well. Model file management and organization.

- ❑ Digital Resource Organization: Organize your digital resources, including presentations, documents, and multimedia materials. Use folders or cloud storage to keep them easily accessible and well-structured.
- ❑ Classroom Policies: Follow the policies regarding technology use in your classroom. Communicate these policies to your students and ensure they understand the expectations and consequences.
- ❑ Accessibility Considerations: Review the accessibility features and settings on your devices to ensure that all students can access and benefit from the technology in your classroom.
- ❑ Professional Development: Stay updated on the latest educational technology trends and attend professional development sessions related to technology integration. This will help you enhance your skills and explore new tools.
- ❑ Review Acceptable Use Policies:
 - Familiarize yourself with your school's acceptable use policies regarding technology and digital resources.
 - Understand the guidelines for responsible and ethical technology use ([Link](#)).
- ❑ Explore Online Resources and Support:
 - Identify online resources and support channels provided by CISD ([Link](#)).
 - Familiarize yourself with technical support options in case you encounter any issues ([Link](#)).