

Administration Beginning of Year Checklist

- Eduphoria – approve/deny credit requests from summer trainings ([link](#))
- Setting up your Eduphoria Profile ([link](#))
- Choosing your appraisees in Eduphoria ([Link](#))
- Update password as needed and note the change ([link](#)). Also, ensure recovery options are up to date ([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, sound issues, etc. ([link](#))
- How to check your email from home ([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.
- Changing your Display Settings ([link](#))
- Back up your files to the [Google Drive](#) or [OneDrive](#)
- Update [iPad](#) and [MacBook](#)
- Camera System: verify have log in and software access
- Plan and schedule technology training sessions for teachers, staff, and administrators ([link](#)).
- [Google Skills Checklist](#)
- [Schoology Checklist](#)
- 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](#)).
- Students can access email via Outlook grades 6th –12th
- Raptor
- Verify your printers are working with the new copiers
- Password criteria has been increased