



TCMPC Administrator Checklist

Timeframe	Action Steps	Resources
After school is out for the summer (May - June)	Access: ☐ Disable user access in TCMPC that is not required anymore ☐ Contact your ESC regarding renewal of contract and services Calendars: ☐ Create/Update Academic Calendars for the upcoming fall ☐ Make the Academic Calendar the default calendar ☐ Create/Update Course Calendars (or delegate to content managers) Resources: ☐ Add/Update Campus and District Resources for courses and units for the following year (or delegate to content managers) ☐ Delete any resources that will not be used the following school year Classrooms: ☐ Archive classrooms for the new school year ☐ Create classrooms for the new school year	Creating Academic Calendar Creating Course Calendar Adding Resources to a Specific Unit Adding Resources to a Course Adding Resources to a Classroom Archive a Classroom
Summer June - July	Access: ☐ Register new user accounts (ie. new to district staff) ☐ Update access roles if needed (ie. Content Managers & Campus Administrators for staff new to a position or role) ☐ Disable user access in TCMPC that is not required anymore Calendars: ☐ Delete or Archive previous school year(s) Academic & Course Calendar(s) or adjust visibility Training: ☐ Schedule and implement orientation/training in the TCMPC platform and the TCMPC components for district and/or campus leadership ☐ TCMPC 101 ☐ Platform Registration ☐ Standard User Overview Training ☐ Administrator and Content Manager Overview Training ☐ Assessment Overview Training ☐ Other: _____ ☐ Schedule and implement New Teachers' orientation/training in the	Creating Assessment Step-by-Step Guide to Registration Manage User Access (embedded in Admin and CM Step-by-Step Guide) Archive a Calendar

	TCMPC platform and the TCMPC components to use during planning (IFD, VAD, TCD/ETCD, YAG, etc.). Resources: ☐ Review District and Campus Resources for courses and units for the following year (or delegate to content managers) ☐ Delete resources that will not be used ☐ Add resources that will be used to units or courses and select visibility level Assessments: ☐ Create district/course assessments (summative, formative, etc.) ☐ Delete assessments that will not be used ☐ Add assessments that will be used and select visibility	
Beginning of the year kickoff (Mid-Late July - August)	Access: ☐ Register new accounts (as needed) ☐ Ensure all roles and workspace memberships in the platform are correct (Standard, Administrator, Content Manager) Calendars: ☐ Ensure workspace and classroom calendars have been updated to current school year calendars Training: ☐ Schedule & Implement New Teacher orientation/training in the TCMPC platform for their curriculum resources ☐ Attend planning to help teachers utilize curriculum documents in lesson planning and lesson internalization Classrooms: ☐ Archive classrooms from last year ☐ Create classrooms for the new school year	
During the School year (Aug - May)	☐ Attend planning to help teachers utilize curriculum documents in lesson planning and lesson internalization processes	
Semester Break (December - January)	Access: ☐ Register new user accounts for TCMPC (ie. substitutes, student teachers, new teachers, retirements, etc.) ☐ Update users roles and workspace memberships as needed (ie. Content managers & Campus Administrators) for semester employee changes Calendars: ☐ Update current Academic Calendars for the upcoming Spring semester (if needed) ☐ Update Course Calendars for upcoming Spring courses and semester changes (if needed) ☐ Archive any Fall Course Calendars (for semester long courses, as needed) Classrooms:	

	☐ Archive classrooms from last semester (for semester long courses) ☐ Create classrooms for the new semester (for semester long courses)	
Last Quarter / 6 weeks	Curriculum: ☐ Identify the following year's curriculum scope & sequence (TEKS RS/CER/Bluebonnet) for the following school year	
	Calendars: ☐ Create Academic Calendar(s) for following school year (do not make visible until the school year ends)	
	Access: ☐ Identify Curriculum Writers (aka Content Managers)	
	Training: ☐ Schedule TCMPC trainings for summer	