

Virtual Learning: Software & Supply Set-Up for Teachers & Students

Get set for success with this easy-to-follow checklist (complete with tutorials) for setting up your supplies, software, and workspace:

Software or Supply	Purpose	Brand Name(s)*	PC	Mobile	Other	Video Link
Software						
Getting Started	Overview		X	X	X	Video
**Email	Communicate with teachers and peers.	Gmail (free) Outlook	X	X		Video
**Web Browser	Gateway to the internet	Chrome Safari	X	X		Video
**Password Manager	Track all passwords.	Passpack (free option) LastPass	X	X		Video
Calendar	Track all assignments, due dates, and events	Gmail (free) Outlook	X	X		
Productivity Software: word-processor, s-sheet, slides	Create documents, spreadsheets, and presentations	Google Suite Microsoft Office	X	X		Video
File Storage (Cloud)	Store files for retrieval from any online device.	Google Drive Dropbox (Often need both.)	X	X		Video
LMS Learning Management System	Holds your courses, allows assignments submissions, tracks your grades	Google Classroom Blackboard/Moodle	X	X		Video
Video Mtg Software	Meet face-to-face with others	Zoom Google Meet	X	X		Video
Website Blocker	Limit distractions while doing homework	Cold Turkey	X			Video

Supplies						
Binder w/Folders + Papers	Organize any/all papers required for school.	NA			X	Video
Pens/Pencils/Other?	Writing/creating (self-explanatory)				X	Video
“Locker”	One place to keep all books + supplies				X	Video
Bookbag	Transport homework, as needed.				X	Video

Workspace						
PC Desktop	Set all software tools for easy access, minimal distraction		X			Video
Mobile Device	Organize your mobile device for quick and simple access.			X		
Calendar	Organize your calendar for your schedule.		X			
Digital Files	Set-up organized folders for your classes.		X			
Email Inbox	Set-up and organize your email inbox.		X			
“Desk” Area	Set-up and organize your work space.				X	

*When possible, “free” options are listed first. However, technology changes SO fast, we recommend checking with your school and other resources, like Cnet.com, to determine the best/most current brands for each type of software.

** RECOMMENDED: Set up with parents at “back-to-school” night or equivalent.

Log of Additional Software

In virtual learning, you will frequently use new software programs for a wide variety of purposes. Software is wonderful! But, it is also invisible. And, it can be challenging to understand and recall the purpose for every tool. The purpose of this log is to help you “see” all software tools in ONE place, to better comprehend and recall their purpose. This log is only to capture software above and beyond the “standard” tools listed on the previous page.

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