

# Back To School Instructional Technology Checklist

## 2023-24

Refer to OCS ITS WebSite for instructions and documentation. This is a NEW interactive checklist!

### Teacher Laptops

- ☐ Use the link above for directions to get your laptop ready for the new year.
- ☐ Be sure you use the assigned charger for your teacher devices. Chargers with a different wattage will damage your device.

### Connecting Laptops to Projectors

- ☐ Use the link above for directions to connect your laptop to your projector.

### Audio Enhancement

- ☐ Use the link above for helpful tips related to using Audio Enhancement in your classroom.
- ☐ Some schools do not have AE

### Adding Printers

- ☐ Install printers for your assigned locations

### Grandstream Phones

- ☐ Record your name on your phone.
- ☐ Setting up your Mailbox
- ☐ Update or change your default voicemail password.
- ☐ Understand PBX Building codes
- ☐ Locate your building phone extension list (School Specific)

### Shared Drives

- ☐ Locate your School Shared Drive
- ☐ Locate your School Sub Plan folder or drive (this varies by school).

### Compliance

- ☐ Login to Canvas to access the Compliance Course.
- ☐ Complete all required sections.

### Canvas

- ☐ [Elementary LMS Expectations](#)
- ☐ [Secondary LMS Expectations](#)
- ☐ Course set up - Training will occur during Pre-planning.
  - ☐ Cross Listing (if applicable)
  - ☐ Import Sandbox course content into the course with cross listed students
  - ☐ Publish the course with cross listed students
- ☐ Check your Dashboard to ensure you have the Curriculum and Instruction Course

### Blackboard

- ☐ Check your profile and bio on the district website
- ☐ Login to website
- ☐ Update your profile information
- ☐ Post your bio information
- ☐ Create any links or resource links
- ☐ Update the school phone number on your bio page.
- ☐ Verify with your School Webmaster that your BIO page is linked to your school directory page.

### BrainPOP

- ☐ The Brainpop link is in the Google Waffle.

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### OCS Technology Help Desk

- ☐ Click the “Technology Help Desk” icon on the desktop of your device OR email a help desk ticket to [helpdesk@oconeeschools.org](mailto:helpdesk@oconeeschools.org)
- ☐ Select “OCS Staff Technology Help Desk”
- ☐ Complete the field for the ticket information with as many details as possible.
- ☐ **If the request is for a student device, PLEASE click the button titled “OCS Student Help Me Form.”**
- ☐ Requests for approval of apps, website review, or extensions should be submitted through the OCS Technology Help Desk System.

### Infinite Campus

- ☐ Make sure you can log in to [Infinite Campus](#)
- ☐ If you did not do so in Spring of 2023, be sure to sign up for the [IC Community](#).

### Remind

- ☐ Log in with Google.
- ☐ [Refer to Remind best practices.](#)
- ☐ May contain 22-23 data until 7/24

### Lightspeed

- ☐ Log in with Google.
- ☐ Set up your classes using these [directions](#).

### Welcome Back from ITS

- ☐ Read through the Welcome Back presentation from the ITS.
- ☐ Click on the links on each page to review information.