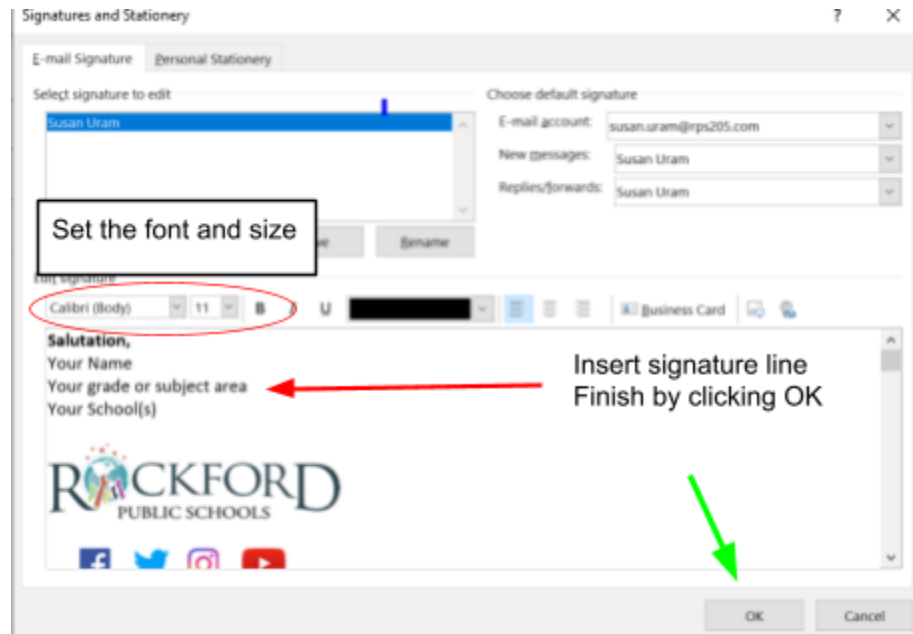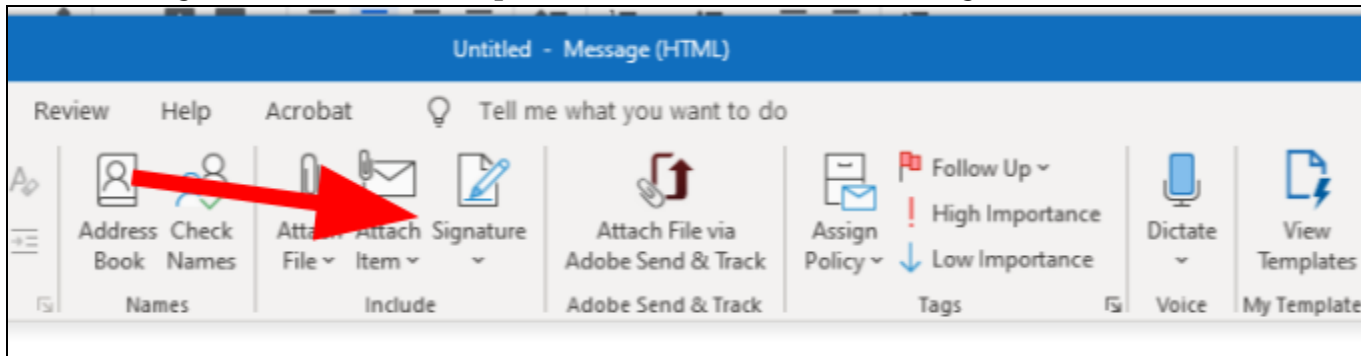# First 10 Days Readiness and Digital Skills
# Teacher and Student Checklist

## ALL TEACHERS AND STAFF

Set email signatures and fonts: Open a new email and choose Signature



Fonts for emails are tricky, what looks good on a computer does not work well on a mobile device making it difficult to read and translate messages , Please use Calibri

**Salutation,**

**Your Name**
**Your grade or subject area**
**Your School**

Add digital badges or degrees as desired

# Kindergarten, and First Grade

| Teacher | Student |
|---|---|
| Before the first day of school<br>❏ <mark>Ensure there are the correct number of iPads in the cart given to you, iPads for teachers will be distributed once all student devices are accounted for so please do not take iPads for teachers at this time.</mark><br>❏ Check the devices out using Destiny to each student, this will need the assistance of the librarian<br>❏ Label each iPad with student name or student identifier so that student will use the same device at all times, this might be a colored sticker or ribbon to help students identify their device<br>❏ Print Quick Codes from the Classlink icon if students will be using code to sign in<br>❏ Complete the set up student Classlink account for each in-person student into Classlink using student email and new password on a desktop or laptop computer (directions for this will be provided)<br>❏ On the iPad, log in as the individual students and verify that the provided QR Quick code works to log student into Classlink<br>❏ Set up Apple Classroom with one teacher iPad as the leader and each student iPad to join without permission (Directions on how to do this will be provided via video and printed visuals)<br>❏ Seesaw classes will be automatically rostered, you can personalize classes and check your class settings in Seesaw using these guidelines<br>❏ Make sure guardians are connected using the Family app by sending invites and messages. Families who are already connected will automatically be connected to their child's new classes.<br>❏ Directions on how to connect Families and other support | Learning goals for the student<br>❏ I can locate my assigned iPad in the classroom<br>❏ I can log onto my iPad using my Quick Code<br>❏ I can open the Classlink app to find all of my learning sites<br>❏ I can carry my iPad safely when I need to move around the room or the school<br>❏ I can return my iPad to where my teacher wants it to go at the end of the school day<br>❏ When I log into Seesaw I can find my Inbox, and Activities tab<br>Practice for finding and opening district and school specific apps, for example:<br>❏ I can find RH Clubhouse inside Classlink and open the app to find my work<br>❏ I can find Learning A-Z and open the app to find my work |

can be found here
- ❏ [Visual Directions on how to manage the settings of the family app are here](#)

During the first few days of in person instruction
- ❏ Teach student routines for getting out and putting away devices
- ❏ Teach students to log in using Classlink QR code
- ❏ Have students complete a "Getting to know the tools" or a similar activity in Seesaw.
    - ❏ Example: [Introduction to Seesaw Tools](#)
- ❏ Begin connecting with parents in the Family app by sending invites and messages. Parents who are connected from last year will automatically be connected to the new classes.