



GYTS Schedule and Checklist

Begin working in your Gauging Your Technology Skills (GYTS) workshop on Day 1. All activities listed in the schedule and checklist below are required. Items that require a submission are indicated in bold and with an asterisk.

This workshop has two firm due dates:

- 1. Initial submissions for assignments in Days 1-3 are due by 11:59 p.m. your time zone on Day 3 or you will not be allowed to continue in the workshop.**
- 2. Initial submissions for assignments in Days 4-8 are due by 11:59 p.m. your time zone on Day 8 (the last day of the workshop) or you will not be marked complete.**

Use the schedule and checklist to stay on track to successfully complete the workshop. If you do not successfully complete the workshop for any reason, including missing a firm due date, you can re-register for a future session. Another registration fee will be charged.

Day 1 (Wednesday) - Module 1: Getting Started

Minimum time estimated: 1 hour and 15 minutes

- ☐ Read all information in the Start Here page
 - ☐ Read the Syllabus
 - ☐ Read the Schedule and Checklist
 - ☐ Read the Participant Resources
 - ☐ Read the Confidentiality and Limited License Agreement
- ☐ ***Submit the Participant Agreement**
- ☐ ***Post to the Introduce Yourself Discussion**
- ☐ Read the QM Overview Lesson
- ☐ Read QM Digital Credentials
- ☐ Read Module 1: Summary and Next Steps

Day 2 (Thursday) - Module 2: Technology Skills Assessment

Minimum time estimated: 1 hour

- ☐ Read Module 2: Overview and To-Do List
- ☐ ***Take the Teaching with Technologies Readiness Indicator**
- ☐ Read Module 2: Summary and Next Steps

Day 3 (Friday) - Module 3: Using Technology and Filling Technology Skills Gaps

Minimum time estimated: 1 hour and 30 minutes

- ☐ Read Module 3: Overview and To-Do List
- ☐ Read the Technology Competency Lesson
- ☐ Begin the Using Technology Assignment

Initial submissions for assignments up to this point in the workshop are due by 11:59 p.m. your time zone on Day 3 or you will not be allowed to continue in the workshop.

Day 4 and 5 (Saturday and Sunday)

- ☐ Catch up or work ahead

Day 6 (Monday) - Module 3 (Continued)

Minimum time estimated: 2 hours

- ☐ ***Submit the Using Technology Assignment**
- ☐ ***Post to the Filling Technology Skills Gaps Discussion**

Day 7 (Tuesday)

- ☐ Catch up or work ahead

Day 8 (Wednesday) GYTS Ends

Minimum time estimated: 30 minutes

- ☐ ***Submit the Evidence For Your Digital Credential**
- ☐ Read the Evaluation and Certificate Instructions

Initial submissions for assignments in Days 4-8 are due by 11:59 p.m. your time zone on Day 8 (the last day of the workshop) or you will not be marked complete.

Participants will have access to the workshop for seven days after the workshop ends. Once the seven day window has elapsed QM will not re-open the workshop so be sure to save/download any resources you want from the site.