

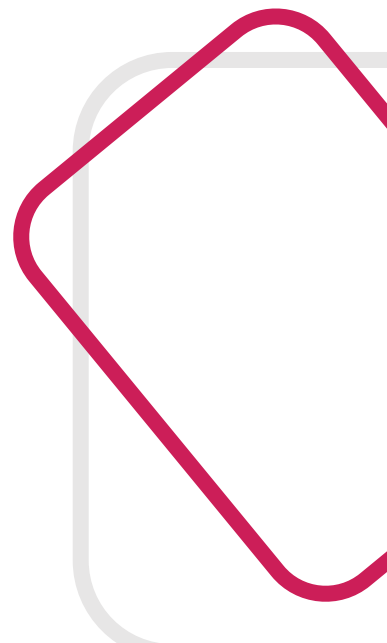


PREPARING FOR A NEW SCHOOL YEAR CHECKLIST 2020-2021



+1 905 604 7533

7030 Woodbine Avenue, Suite 800 | Markham, ON, Canada L3R 6G2





CHECKLIST A: PREPARING FOR A NEW SCHOOL YEAR

Classroom Teacher

Getting Started	Know your teaching schedule: courses/start and end dates	<input type="checkbox"/>
	Check with campus admin for any last-minute schedule changes one week before start time.	<input type="checkbox"/>
	Review your whole course to familiarize yourself with the content and assessments.	<input type="checkbox"/>
	Create a course schedule using the Deadline Manager on Moodle	<input type="checkbox"/>
	Arrange a zoom or skype meeting with your online course teacher or connect with them via WeChat and establish a regular communication schedule.	<input type="checkbox"/>
Preparing your Classroom	Check your class room to see if it has all the equipment you need (projector/TV, white/black board, enough tables and chairs for students, teacher desk, etc.).	<input type="checkbox"/>
	Ensure you can connect to the projector/TV and is working.	<input type="checkbox"/>
	Ensure the classroom has speakers, that you can connect to your laptop, and that they work.	<input type="checkbox"/>
	Confirm the WiFi password with a staff member and ensure you can connect to the Internet in your classroom.	<input type="checkbox"/>
	Confirm the policy on break times and set your class time schedule. Post it on the wall so it is visible to the students.	<input type="checkbox"/>
	Set aside a spot in the classroom where you can post class rules and evaluation/ test deadlines.	<input type="checkbox"/>
	Confirm who your Staff Class Supervisor/TA (if any) will be.	<input type="checkbox"/>
Preparing to Teach	Review the lesson on Moodle and create an outline of activities to glance at quickly when you are in the classroom.	<input type="checkbox"/>
	Verify that all the links, videos, animations, etc. work properly in Moodle. Make sure you try different browsers to be sure it is not a browser issue. If the issue persists, contact your Program Manager immediately.	<input type="checkbox"/>
	Have a Plan B ready in case the internet is down. Think through this ahead of time, get back up documents printed and ready to go.	<input type="checkbox"/>
	Practice! Practice! Practice! your lesson delivery.	<input type="checkbox"/>
Your First Class	Review the First Day of Class preparation document.	<input type="checkbox"/>
	Introduce yourself to the students, start with an icebreaker to get to know the students, their names but also something interesting about them. Begin building your relationship with the students at this point – they'll listen to you only if they know you care.	<input type="checkbox"/>
	Use icebreakers and subject related games to create a sense of community.	<input type="checkbox"/>
	Ensure each student has a name card visible on their desk so you can learn their names.	<input type="checkbox"/>

	Begin with your expectations of the students, provide your contact information including email. Provide your Online Course Teacher's email as well. Play the Zoom recording from your Online Course Teacher where they introduce themselves to the students.	<input type="checkbox"/>
	Make sure each student has Moodle access. Ensure students have browser alternatives to Safari and Internet Explorer (Firefox and Google Chrome are highly recommended).	<input type="checkbox"/>
	Provide the course overview to highlight course content, evaluation strategies and the number of assignments.	<input type="checkbox"/>
	Review school policies with students. Both Rosedale policies and school specific policies.	<input type="checkbox"/>
	Review the Academic Integrity contract. Your school will arrange for a separate timeslot where students will complete the mini course and sign the contract.	<input type="checkbox"/>
	Review the Learning Skill Development checklist with students. Explain the importance of the development of these skills for their future and that they will be assessed on these skills on their report card.	<input type="checkbox"/>
	Distribute dual language vocabulary lists if they are available for your subject.	<input type="checkbox"/>
	Have students complete the exit card for first day feedback.	<input type="checkbox"/>
Ongoing Lesson Planning	Create and plan an outline lesson plan for easy access in class. Be 3-4 lessons ahead of students in your prep.	<input type="checkbox"/>
	Verify all the links, videos, animations, etc. work properly in Moodle, contact the Academic Manager of the course immediately if there are issues.	<input type="checkbox"/>
	Review your lesson plan and make sure you reach out to your AM for support.	<input type="checkbox"/>
	Always have a backup plan in case the Internet goes down.	<input type="checkbox"/>

Online Course Teacher

Introduction	No later than 3 business days <u>before</u> course start date, Online Course Teacher sends an introduction message in Moodle to Classroom Teacher and students.	<input type="checkbox"/>
Responses to Inquiries from Campus	No later than 36 hours <u>after</u> receiving inquiries, Online Course Teacher responds to messages from students and Classroom Teachers	<input type="checkbox"/>
Student Intro	Prepare a 1-minute Zoom recording introducing yourself to students.	<input type="checkbox"/>