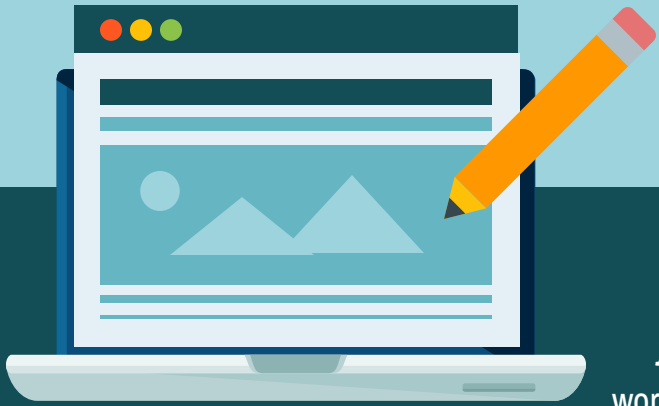


November 2nd Checklist for K-12 Teachers

Summary

On Tuesday, November 2nd, all students will be learning online following their in-person building schedule. Teachers will be working from in-building delivering synchronous instruction via Teams.



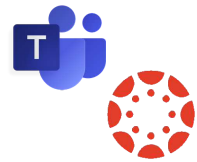
Select and Test Instructional Tools

- It is recommended that you use online tools that your students have independently used with you prior to November 2nd.
- If you plan on using paper worksheets, workbooks, or other materials, ensure they are sent home on or before October 29th.
- **Reminder:** Students and staff should be using "MyCBSD"/Classlink for the most seamless sign-on experience to digital district resources.
- **Note:** A schedule should be shared so families are aware of lunch & break times.



Create & Publish Teams Links

- It is recommended that links are made through classroom Teams.
- All Teams links must be posted in Canvas.
- If you wish to edit Meeting Options, you can [follow these instructions](#).
- Ensure all students are able to locate your Teams call link prior to November 2nd.



Test Your Camera & Sound

- You have the option to use your built-in webcam/microphone on your laptop OR the Logitech camera/microphone from 2020-2021.
- **Reminder:** To share audio through a Teams call, your Teams speaker settings and your laptop speaker settings both need to be set to the same speaker, otherwise Teams will give you an error when sharing.



Determine if You Will Use a Secondary Screen

- If you wish to utilize two screens for the Teams call, you can use your classroom projector or a second monitor.
- You can place a ticket for a second monitor, but these are limited and do require you to have VGA or HDMI adapter.
- **Note:** Extra laptops (440s) will not be provided.

