

Technology Orientation Checklist: Major Tasks to Complete: There are items to read and watch in each section. The tasks below require a response. Please bring this form to induction. There will be time to answer your questions.

Name:	Completed	Questions
Introduction (10 Minutes) <ul style="list-style-type: none">• Getting to Know You Wiki	<input type="checkbox"/>	
Section 2: Applications and Log-Ins (20 Minutes) <ul style="list-style-type: none">• Read the Web Sites and Applications List• Complete the Applications and Log-Ins Blog (3-5 Sentences)	<input type="checkbox"/>	
Section 3: Email (20 Minutes) <ul style="list-style-type: none">• Watch the tutorials• Set-up your signature• Send me an email with your new signature	<input type="checkbox"/>	
Section 4: CB Intranet (20 Minutes) <ul style="list-style-type: none">• Explore the Portal• Portal Blog Post (3-5 Sentences)• Respond to a colleague (2-3 Sentences)	<input type="checkbox"/>	
Section 5: Infinite Campus (15 Minutes) <ul style="list-style-type: none">• Watch the tutorials• Print a Class Roster/Seating Chart for your records• Explore IC• Schedule time to work with your mentor	<input type="checkbox"/>	

<p>Section 6: Schoolwires (30 Minutes)</p> <ul style="list-style-type: none"> • Watch the tutorials • Read the FAQ list • Set-Up your teacher template 	<input type="checkbox"/>	
<p>Section 7: Pdplace (20 Minutes)</p> <ul style="list-style-type: none"> • Obtain your PPID • Sign-in to PDplace • Register for the Online Technology Orientation • Browse the Pdplace Catalog 	<input type="checkbox"/>	
<p>Section 8: Technology Guidelines (30 Minutes)</p> <ul style="list-style-type: none"> • Please read the 4 Policies and 1 FAQ • Complete the online quiz 	<input type="checkbox"/>	
<p>Conclusion (15 Minutes)</p> <ul style="list-style-type: none"> • Consider reaching out for help as the semester begins • Complete the Conclusion Blog (5-10 Sentences) • Email when you have completed the orientation • Print this checklist and bring it to orientation 	<input type="checkbox"/>	