

# BEGINNING OF THE YEAR CHECKLIST



## GOOGLE CLASSROOM

### ACCESS

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- STUDENTS HAVE BEEN INVITED OR PROVIDED THE MEANS OF JOINING
- ED TECHS, CO-TEACHERS, AND OTHER SUPPORT STAFF HAVE BEEN ADDED UNDER THE PEOPLE TAB AS WELL
- GUARDIANS HAVE BEEN ADDED TO RECEIVE FRIDAY UPDATES OR PROVIDED WITH A FORM REQUESTING INTEREST

### ORGANIZATION

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- THERE ARE TOPIC(S) ESTABLISHED
- THE TOPICS SUIT THE NATURE OF YOUR COURSE (THEMATIC, SEQUENTIAL, ETC.)
- TITLES OF ASSIGNMENTS WILL OR DO MATCH YOUR GRADEBOOK ONLINE
- A TOPIC IS PROVIDED FOR TECH SUPPORT OR WHAT TO DO IF THEY NEED HELP

### VISUALS

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- YOU'VE CUSTOMIZED HEADERS TO BE ABLE TO TELL THE DIFFERENCE BETWEEN SECTIONS/COURSES
- KEY WORDS OR EMOJIS ARE USED IN TITLES