



2016-17 *Digital Cities Connect!*
Program Launch Checklist

September 2016: Use the checklist below to ensure that you have completed all necessary steps to successfully begin Global Scholars activities with your students prior to program launch the week of September 26, 2016. Please contact Global Cities staff at globalscholars@globalcities.org for assistance or to troubleshoot any issues.

Submit (Please note: Global Cities staff will send these documents.)

_____ Site Participation Agreement (signed by principal or headmaster)

_____ Class Registration Form

_____ Student Roster

Complete

_____ Register for and participate in a professional development training session (September 5 – 23).

_____ Finalize Global Scholars class schedule (minimum of 2 hours per week) with school administration.

_____ Create a plan for the distribution and saving of digital student workbooks. Options include printing copies or saving the workbooks digitally on computers, flash drives, or cloud-based systems such as Google Drive or Dropbox.

_____ Design and establish a class structure.

_____ Set up a plan for monitoring student work.

_____ Watch e-classroom tutorial videos in the Teachers' Lounge:

- How to log in and navigate
- How to open and save digital workbook files
- How to post in a discussion
- How to attach a video or image to a post
- How to find posts in a discussion
- How to embed a video to a post

_____ Read Unit 1: *Welcome to Global Scholars!* educator guide and student workbook.

_____ Browse the Global Scholars e-classroom and Teachers' Lounge (located at learn.globalcities.org) to ensure all features work on your school computers.

_____ Get acquainted with your international colleagues by posting in the *Introduce Yourself* discussion in the Teachers' Lounge.