



MVSD New Year Tech Checklist

Welcome to a new school year! This checklist is designed to ensure your effective and professional use of various ICT elements and support your growth in the 2021/2022 school year. Please note that not all checklist elements may apply to you depending on your position within the division.

Please contact me at kirsten.thompson@mvsd.ca if you have any questions or require additional support in the completion of these tasks.

MVSD Tech Resources	
Discuss your tech goals with your admin to help determine what tech inventory is available for your use & how tech fits into your professional growth plan.	
Review the shared health device guidelines to ensure our divisional device use is in alignment with Covid-19 protocols.	
Review the information available in the MVSD ICT Resources notebook.	
Familiarize yourself with our tech resources available through the MVSD PD Resource Centre.	
Familiarize yourself with our MVSD iPads.	
Online Learning Platforms	
Review the resources & supports available on Online & Blended Learning in the MVSD ICT Resources notebook BEFORE establishing your learning platforms	
Class Dojo	
Learn about how to sign-up & get started with Class Dojo as a teacher.	
Review the resources available to introduce Class Dojo to your students and their families.	
Seesaw	
Learn about how to use Seesaw for Schools as a teacher	
Review the resources available to introduce Seesaw to your students and their families	
Microsoft Teams	
Check out the Microsoft Teams Quick Start Guide	
Review the resources available to introduce Teams to your students and their families	
File Storage/Organization	
Organize your files & establish a folder structure to ease file navigation through the year.	
Sync your files to our cloud-based file storage OneDrive	

MVSD Email	
Clean up your inbox and organize for the 2020/2021 school year	
Update your email signature to reflect any changes to your position for the upcoming year	
Remove your "Out of Office" message that displayed during the summer months.	
Social Media	
<i>*Only applicable to those staff maintaining social media accounts on behalf of their classroom/school/program.</i>	
Share any new classroom/school/program social media accounts with your admin & myself so that it can be added into the MVSD directory.	
Use the #mvsd mb hashtag to your posts to curate your content with your colleagues.	
Delete or archive accounts that will not be continued in the 2020/21 school year	
Assign new account admin where applicable	
Update your account bio to reflect any changes to your position for the 2020/21 year	
Remove any pinned "update message" you may have had displayed during the summer months	
Tech PD	
Familiarize yourself with the Microsoft Educator Community & their free PD.	
Follow me on social media for continued tech PD and updates through the school year.	
Contact me to discuss tech PD options specific to your professional growth and programming goals.	