



**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 2022/2023 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](mailto: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.                   |  |
| <a href="#">Review the information available in the MVSD ICT Resources notebook.</a>  |  |
| <a href="#">Familiarize yourself with our tech resources available through the MVSD PD Resource Centre.</a>   |  |
| Online Learning Platforms   |  |
| <a href="#">Review the resources &amp; supports available on Online &amp; Blended Learning in the MVSD ICT Resources notebook BEFORE establishing your learning platforms</a> |  |
| Class Dojo  |  |
| <a href="#">Learn about how to sign-up &amp; get started with Class Dojo as a teacher.</a>  |  |
| <a href="#">Review the resources available to introduce Class Dojo to your students and their families.</a>   |  |
| Seesaw  |  |
| <a href="#">Learn about how to use Seesaw for Schools as a teacher</a>  |  |
| <a href="#">Review the resources available to introduce Seesaw to your students and their families</a>  |  |
| Microsoft Teams   |  |
| <a href="#">Check out the Microsoft Teams Quick Start Guide</a>   |  |
| <a href="#">Review the resources available to introduce Teams to your students and their families</a>   |  |
| File Storage/Organization   |  |
| <a href="#">Organize your files &amp; establish a folder structure to ease file navigation through the year.</a>  |  |
| <a href="#">Sync your files to our cloud-based file storage OneDrive</a>  |  |
| MVSD Email  |  |

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| <a href="#">Clean up your inbox and organize for the 2022/2023 school year</a>   |  |
| <a href="#">Update your email signature to reflect any changes to your position for the upcoming year</a>  |  |
| <a href="#">Remove your "Out of Office" message that displayed during the summer months.</a>   |  |
| <b>Social Media</b>  |  |
| <i>*Only applicable to those staff maintaining social media accounts on behalf of their classroom/school/program.</i>                                      |  |
| <a href="#">Share any new classroom/school/program social media accounts with your admin &amp; myself so that it can be added into the MVSD directory.</a> |  |
| <a href="#">Use the #mvsd mb hashtag to your posts to curate your content with your colleagues.</a>  |  |
| <a href="#">Delete or archive accounts that will not be continued in the 2022/23 school year</a>   |  |
| <a href="#">Assign new account admin where applicable</a>  |  |
| <a href="#">Update your account bio to reflect any changes to your position for the 2020/21 year</a>   |  |
| <a href="#">Remove any pinned "update message" you may have had displayed during the summer months</a>   |  |
| <b>Tech PD</b>   |  |
| <a href="#">Familiarize yourself with the Microsoft Educator Community &amp; their free PD.</a>  |  |
| <a href="#">Follow me on social media for continued tech PD and updates through the school year.</a>   |  |
| <a href="#">Contact me to discuss tech PD options specific to your professional growth and programming goals.</a>  |  |