



MVSD Year End Tech Checklist

As we conclude the 2022/2023 school year, I encourage you to work your way through the following checklist. It is designed to ensure your effective and professional use of various ICT elements and support your growth as we prepare for the 2023/2024 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.

Divisional Devices	
If leaving MVSD or entering a LOA (medical, maternity, paternity, etc) please leave your assigned device with your building administrator	
If transferring within MVSD, your assigned divisional device can travel with you	
Input an Incident request via SchoolDude for any tech items in your classroom/assigned space needing maintenance over the summer	
Update your classroom/assigned space tech inventory with your building admin	
Online Learning Platforms	
Class Dojo	
Archive your class for the 2022/23 school year	
SeeSaw	
All paid Seesaw subscriptions will be auto-archived at the end of the 2022/23 school year	
2023/24 Seesaw classes will be created for any schools with paid subscriptions in August	
All Seesaw schools should share the following update with parents regarding their access to SeeSaw	
Microsoft Teams	
Reflect on your use of Teams for student learning with the MVSD Self-Reflection Rubric	
Archive your Team for the 2022/23 school year	
File Storage/Organization	
Clean up your files for the 2022/2023 school year	
Sync your files to our cloud-based file storage OneDrive	
MVSD Email	
Clean up your inbox for the 2022/2023 school year	

Update your email signature to reflect any changes to your position for the upcoming year	
Set an “Out of Office” automatic reply message to display during the summer months	
Social Media	
<i>*Only applicable to those staff maintaining social media accounts on behalf of their classroom/school/program.</i>	
Delete or archive accounts that will not be continued in the 2023/24 school year	
Assign new account admin where applicable	
Update your account bio to reflect any changes to your position for the upcoming year	
Post/pin an updated message to display during the summer months	
Summer Tech PD	
MVSD Office 365 PD (titled Teacher Academy but applicable for all positions)	
ISTE Summer Learning Academy	
Stay tuned for updates regarding Summer Tech PD being hosted the last week of August	
Follow me on social media for continued tech PD and updates through the summer months.	
Contact me to discuss tech PD options specific to your professional growth and programming goals.	
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.	
Familiarize yourself with our tech resources available through the MVSD PD Resource Centre.	
Review the information available in the MVSD ICT Resources notebook.	