

Tech Goes Home Distance Learning Instructor Checklist: Before Class Starts

- ❑ **Review** the Distance Learning Orientation [slides](#)
- ❑ **Outreach.** Here's a [sample flyer](#) for outreach.
- ❑ **Create a google form** to gather basic information used to gauge learner interest and eligibility for your class. Use our [sample](#) (instructional video [here](#)).
- ❑ **Communication:** Create a [WhatsApp business](#) / [Google Hangout](#)/ [Telegram](#) group to manage the first stage of communication before participants get their computers or create a Gmail account.
 - ❑ Create a [google voice number](#) to communicate with participants. Additionally, we recommend you set office hours(i.e 8am - 6pm) to maintain work life balance.
- ❑ **Machine Order:** Submit your device order ASAP, so participants can receive it in time for class use. [Chromebook Machine Order Form](#)
- ❑ Expect to receive a [direct mailing form](#) to be filled out for each individual participant--please fill this form in one sitting and ASAP.
- ❑ **Internet Options for Learners:** Please follow the instructions on [these slides](#) to sign-up learners who cannot afford quality internet.
- ❑ **Website resource:** Visit the [TGH Distance learning page](#) for resources on teaching and curriculum.
- ❑ [Share participant checklist](#) with participants; ensure they are reviewed, signed, and returned.
- ❑ Create a lesson plan. Visit the instructor [portal](#) for lesson plan samples.
- ❑ Create lesson slides/powerpoint. Here's a helpful [video](#) and [article](#) for creating slides.