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.