

Digital On-boarding Planning Template

Fill out the middle column of this planning template to create an onboarding activity in each area.
See the coaching tips for guidance.

Area of Onboarding	Activity - Fill Out This Column	Coaching Tips
DIGITAL CITIZENSHIP What are the expectations for my use of technology and interaction in digital spaces?	<p><i>Example:</i> Have students write ideas for digital citizenship commitments for use of digital tools on post-its. Arrange the post-its in a bar graph like manner with similar ideas stacking vertically.</p> <p><u>Resource: Common Sense Media</u></p>	<ul style="list-style-type: none"> • What are expectations for interacting with peers? • How are images & information found, used, and cited? • What sites are ok for use in the digital environment? • Check out Common Sense Media for activities.
WORKFLOW How do I access and complete assignments?	<p><i>Example:</i> Create a scavenger hunt where students will need to locate assignments, turn in assignments, access calendar.</p>	<ul style="list-style-type: none"> • How do students access and turn in assignments? • Will your assignments be posted on a digital calendar? • Will students revise work to resubmit based on feedback?

<p>USING & ORGANIZING FILES</p> <p>How do I create, share, and organize my class documents?</p>		<ul style="list-style-type: none"> • How and where should students save their documents? How can they search for them? • How should folders be created and organized? • How will students collaborate on shared documents?
<p>ACCESSING DIGITAL TOOLS</p> <p>Where do I get the devices I need to learn? How do I log in?</p>		<ul style="list-style-type: none"> • What is the process for retrieving and replacing devices during class time? • How do students login? Do students have personalized login cards? • What are the core -sites, apps to log in to (LMS, Email/Docs, Digital Curriculum)?
<p>CLASS COMMUNICATION</p> <p>How do I view announcements or feedback?</p>		<ul style="list-style-type: none"> • Will you be using the posting board in your LMS (ex: Classroom or Schoology)? Will you use an app like Remind? • Will you use comments in documents or your LMS? • Where can students see their progress/grades?