

# Getting Started Training Module Checklist 2006-2007



## Getting Started Training Checklist

	<b>Activity</b>	<b>Information/Resources</b>	<input checked="" type="checkbox"/>
<b>1</b>	Register Teachers	Resource: <i>How to Register Teachers</i>	
<b>2</b>	Identify a group of teachers/staff to serve as School Loop Mentors	Resource: <i>School Loop Mentors</i>	
<b>3</b>	Chose a group or self-paced training	Resource: <i>Getting Started Training Module</i>	
<b>4</b>	Schedule a group training or send out a letter about self-paced training	Resource: <i>Getting Started Training Module</i>	
<b>5</b>	Train Your Teachers	Resource: <i>Getting Started Training Module</i>	
<b>6</b>	Encourage the use of School Loop. Communicate about how to access online help resources.	On every page in School Loop, there is a red Help link.	
<b>7</b>	Enlist your School Loop Mentors to continue to assist teachers. Continue to follow up with users throughout the year!	Resource: <i>Getting Started Training Module, School Loop Mentors</i>	
<b>8</b>	Contact School Loop if you need assistance with any additional training/professional development needs.	Contact: caroline@schoolloop.com	