Education Technology Start-up Checklist

Name:

Hour:

Ed Tech Tool	Set-up task(s)	Completion: initialed & dated	Witnessed by: initial & dated
remind	☐ Join current class ☐ Add a professional profile photo		

Gmail	☐ Declare my "main" email address I will check daily:
	
	Print neatly:_____
	
	☐ Go to @students.olatheschools.com Gmail settings & set forwarding to main email address
	    ○ Verify forwarding request in email sent to your student Gmail acct
	    ○ Go back to @students.olatheschools.com Gmail settings & turn on forwarding to your main email address
	☐ Go to @RavenEngineer.org Gmail settings & set forwarding to main email address
	    ○ Verify forwarding request in email sent to your RavenEngineer Gmail acct
	    ○ Go back to @students.olatheschools.com Gmail settings & turn on forwarding to your main email address		

Outlook	☐ Go to @stu.olatheschools.org Outlook settings & set forwarding to main email address
	    ○ Verify forwarding request in email sent to your student Outlook acct
	    ○ Go back to @stu.olatheschools.org Outlook settings & turn on forwarding to your main email address		

RavenEngineer moodle	☐ Go to www.RavenEngineer.org/learning
	☐ Log in to site with your district login and password
	☐ Go to "Site home" (link found on left hand part of page)
	    ○ Expand "Science Courses" and click on link to "Engineering Chemistry 2018-19"
	    ○ Click "Enrol" (note the website was originally created by UK universities so there are some alternative spellings found on it)
	    ○ Input enrolment key _____
	☐ View the Tutorials found under the "Course Resource" section, "Profile Phots: How to tutorials" (here is the direct link)
	    ○ Take notes as you view and/or open another tab and follow along with the tutorial
	☐ Go to your profile page (accessed by link in top right corner of your screen, next to your name/photo (if you have one uploaded)
	    ○ Verify you have your RavenEngineer Gmail address for your email
	    ○ Upload your professional headshot and input your name in the "picture description" area		

Name:

Hour:

PIXLR	☐ Go to https://pixlr.com/express/ or other photo editing tool ☐ Create a square-cropped professional headshot of yourself ☐ Save your headshot on your Google Drive or OneDrive		

RavenEngineer
 	
Google Classroom
	☐ Go to www.classroom.google.com
	☐ Enter Class code to enroll in correct hour's Google Classroom
	    o Class code:
	
	☐ Go to your profile page
	    o Upload your professional headshot		

turnitin	☐ Go to www.turnitin.com , click on login
	☐ Use your Olathe Northwest Account that you have from English classes
	    o Add the correct hour of Engineering Chemistry class to your account
	    o Class #:		

Google Drive	☐ On a computer, start a web browser and log in to your RavenEngineer Google Drive
	    o Create a folder for "Engineering Chem Collaboration"
	    o Create a sub-folder for Collab Team 1
	    o Share the folder with each of the people at your table by using their RavenEngineer Gmail address
	    o Give each member write permissions for that collaboration folder		

+ Google Drive	☐ Go to the APP store of your smart phone ☐ Download the GoogleDrive App ☐ Log in to your RavenEngineer Google Drive ☐ Create a folder for Engineering Chem Photos ☐ Upload your original photos from your personal headshot, family photos, and your name-tent photos		