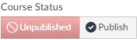


From: [Kokladas, Jody](#)
To: [MiddleSchoolFaculty](#); [SeniorSchoolFaculty](#)
Subject: Week 1 EdTech Checklist
Date: Saturday, August 28, 2021 7:00:00 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)



Canvas

- Home Page & core information [updated](#) for all courses
 - Remember to reset the course template if you are [pulling in an entire prior course](#)
- Courses published 
- Reach out to Jody if you need help with setup or [Google](#) and [OneNote](#) integration

Classroom Tech

- Run all system & SMART updates your laptop has
- Install all IOS and app updates your iPad has (PreK-8)
- Test the connection in the room(s) where you will be teaching
 - [Projection & sound working](#)
 - [SMARTBoard touch & annotation working](#)
- Submit a tech ticket for any laptop, projector, SMARTBoard, iPad issues (email: helpdesk@shadysideacademy.org)
 - The [EdTech Guidebook](#) & [Technology Helpdesk](#) include many troubleshooting tips

Gradebook

- Set up Veracross
 - Brian & Claire have shared great resources

Planning

- Check out the SSA [EdTech Guide Book](#), the [Canvas GuideBook](#), & the [August Newsletter](#).
- Schedule time with Jody.
 - I'm eager to collaborate with everyone (department meetings, small group, 1:1) as you plan for teaching & learning throughout the year!

Sincerely,
Jody Kokladas

<http://ssaedtech.weebly.com>

Twitter: @jkokladas

Innovative Teaching and Learning Facilitator

Shady Side Academy

PAECT Outstanding Leader of the Year

ISTE Certified Educator

Keystone Technology Innovator

Google Certified Educator - Apple Teacher -MIE Educator

