

# Back-to-School Teacher Checklist

*As you prepare for your upcoming school year, TeachTown has curated a support checklist to ensure your year starts off smoothly. Below are detailed steps on how to perform various functions within our TeachTown platform. Following this guidance will support a seamless transition into the upcoming school year. If you find yourself needing additional assistance, please contact your district's TeachTown Point of Contact.*



## Getting Started

### I. INITIAL SETUP & NAVIGATION

- Access and Login:** Log in to the TeachTown site. ([How to login](#))
- Curriculum Settings:** Use the **Setup Wizard** when you first log in. It takes about one minute to answer a few questions that tailor the curriculum to your classroom ([Setup curriculum settings](#)). Not sure what unit to start, look here: [Where do I start?](#)
- Student Profiles:** Set up student levels and configure their starting units. ([Setup student levels](#))
- Student Access:** Set up student usernames/passwords or ensure Clever access is active. If students are missing from your roster, contact your administration. ([Setup student Username/passwords OR Clever access](#))
- Physical Goods\*:** If your district has purchased physical goods (Workbooks, Adapted Library, Manipulatives) make sure to locate them. If you don't have them yet, you can download and print any PDF version from the site.



## Implementation & Data

### 2. DAILY LESSON PLANNING

- Download your DIGs:** Access the **Daily Implementation Guides (DIGs)** by clicking the *Curriculum tab > Current Unit > Subject > View DIG*.
- Pacing:** Use the DIGs to stay on track across ELA, Math, Science, and Social Studies.
- Prep Side-by-Side:** Download or print your DIG and the corresponding lesson plan; keep them side-by-side to stay organized. ([Download your Daily Implementation Guide \(DIG\)](#))
- Gather Materials:** Use the DIG to list exactly what you need for the day, such as visuals, worksheets, and manipulatives from the kit. ([Finding materials with your DIGs](#))
- Coordinate Your Team:** Clearly communicate daily responsibilities to your paraprofessionals. Make sure all adults understand their role in the lesson.

### 3. INSTRUCTION & CLASSROOM FLOW

- Review Lesson Plans:** Go through each step of the procedure listed in the DIGs and read the corresponding section of the lesson plan. Preview the Teacher-Led Technology Lesson listed in the DIGs to understand the student expectation. ([Review Lesson Plan structure](#))
- Determine the instructional modality:** Determine how you want to teach the lesson to your students (whole group, small group, combo) and any individual touches you may want to add. ([Using a Teacher-led Technology Lesson](#))
- Three-Lane Scripts:** Use the lesson plans to differentiate instruction across three levels for your learners.
- Teacher Script:** Read the bold text in the lesson plans as your guide or verbatim script.
- Lesson Implementation:** [View Lesson Implementation Videos](#) to see these steps in a real classroom. Here are some examples of a [Sample schedule](#) and [Sample Centers/Rotations](#).

### 4. TECHNOLOGY & DATA COLLECTION

- Teacher-Led (TL) Technology:** Run at least one TL session daily. Collect data promptly: Green (+) for independent correct, Red (-) for incorrect, and Blue (P) for prompted correct.
- Student-Led Technology:** Independent practice is a great way to have students show what they know with automatic data tracking. Build this into your schedule for a maximum of 30 minutes per day. Students will see a mix of all four subjects at their specific level.
- Progress Tracking:** Track progress for each unit by marking segments as "In Progress", "Delivered", or "Skipped" in the curriculum tab to automatically track your unit completion percentage. Learn more about [Curriculum Progress Tracking here](#).
- Unit Assessments:** Administer assessments at the start and end of each unit to measure growth on [Unit Assessments](#) from beginning to end of the unit.
- Benchmark Assessments:** Assess progress across key skills with TeachTown Benchmark Assessments. These assessments can be given 3 times per year. ([Benchmark Assessments Guide](#))

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**Administrator? [You can find our Back-to-School Checklist for Admins here.](#)**

