

Connected Tech Checklist for New Users

- Activate your account
 - Record your username and password
- Edit your personal profile (if necessary)
- Set up and edit student groups
 - Group tracking
 - Student tracking
 - Creating and managing student usernames and passwords
- Manage Typing Pal settings (Grades 3 to 8 only)
- Log in as a teacher
- Log in as a student
- Locate and view activities by technology topic, subject, technology standard and software application
- Locate and view assessments and Web Library resources
- Review lesson plans
- Assign resources to Student Home pages
 - Lesson
 - Project
 - Tutorial
 - Ready to Go! set
 - Checklist
 - Quiz
 - Web resource
- Edit and view a Student Home Page
 - Message
 - Order of resources
- Flag and assign flagged resources
- Locate and reassign past assignments
- Add, edit and switch student groups
- Access and create custom reports
 - Access activities from a report
- Locate the Teacher's Guide
- Locate Help section