



# 1-to-1 Essentials Suggested Order Checklist

Phase	Steps	Assets	Your notes
<b>PHASE 1</b> envision	1. <b>SURVEY</b> your stakeholders.	<input type="checkbox"/> Tech Readiness Rubric <input type="checkbox"/> Online Compass	
	2. <b>DISCUSS</b> the current landscape.	<input type="checkbox"/> Teacher Backgrounders <input type="checkbox"/> PD Conversation Starters	
	3. <b>OUTLINE</b> your approach.	<input type="checkbox"/> Common Sense on AUPs <input type="checkbox"/> Acronyms 101	
	4. <b>IDENTIFY</b> your thought leaders.	<input type="checkbox"/> Support System Chart	
<b>PHASE 2</b> communicate	1. <b>CREATE</b> a shared vocabulary.	<input type="checkbox"/> EdTech Glossary	
	2. <b>HELP</b> teachers discover the potential of going 1-to-1.	<input type="checkbox"/> Teacher Training Checklist <input type="checkbox"/> Top Tips & Tricks	
	3. <b>IDENTIFY</b> apps that will help curricula and instruction.	<input type="checkbox"/> Starter Kit of Recommended Apps <input type="checkbox"/> Graphite	
	4. <b>SHARE</b> your expectations with families.	<input type="checkbox"/> Q&A for Families <input type="checkbox"/> Common Sense Blog Widgets	
<b>PHASE 3</b> implement	1. <b>INCORPORATE</b> digital citizenship into your long-term plans.	<input type="checkbox"/> Planning Calendar	
	2. <b>FAMILIARIZE</b> your students with the devices and your families with quality content.	<input type="checkbox"/> Student Boot Camp <input type="checkbox"/> Back-to-School Guide for families	
	3. <b>HELP</b> families set expectations.	<input type="checkbox"/> Family Media Agreements <input type="checkbox"/> Customizable Device Contract	
	4. <b>TEACH</b> students about responsible use.	<input type="checkbox"/> Care & Maintenance Posters	