

# NEW TEACHER CHECKLIST

VIPKid Teacher Kasie



Six Apple Summit 2020

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## Before Class:

### Check Your Teaching Equipment

- Check your internet and make sure that your computer or teaching device is updated and freshly restarted.
- Test your microphone, headset, webcam, and other peripherals you may have.
- Ensure you are running the latest version of the desktop (or iPad) app.
- Consider having a backup, such as a mobile hotspot or an extra teaching device. (I use an IPAD as a backup)

### Check Your Teaching Environment

- Create a warm and inviting classroom.
- Make sure it is bright enough from the perspective of your students.
- Don't forget to decorate your classroom with rewards, mascots, realia, printables, etc.
- Teaching aids are great to not only help you teach more effectively but also leave a great impression on your students!

### Get Prepared

- Enter the classroom early. Consider entering the classroom 10 minutes before the start time of your first class to make sure everything is working properly.
- Review the course content and student information in advance. Preparing for the class and getting to know your students will give them a better learning experience.
- Only open the time slots that you know you are able to teach.



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## In the Classroom

- Start class on time and teach for at least 25 minutes. If you must leave the classroom earlier, provide a reason when prompted.
- Reward your students by giving them stars. You can give up to five stars in each class.
- Remember the small things about your students. Use the lesson notes function on the Teacher Portal to help you remember. Learn your student's name and greet family members if you see them.
- If you encounter any problems or questions while having class, you can contact a Fireman.

## After Class

- Submit your Class Feedback/Unit Assessment Report within 24 hours. Parents love specific and detailed feedback!



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