# TECH Toolbox

DE Home | Academic Calendar | Faculty Directory | COGNOS | Add/Drop Dates

Click on the linked resources below for additional information.

## Step 1: Semesterly To-Do List

### Creating NEW Student Accounts

- ☐ **Check NEW Student Inmate Numbers BOP Website** Look up students by name and inmate number. Make sure all numbers match BOP website.
- ☐ **Create New Users for TCI Computer Access** TCI has it's own designated server for inmate students. Follow all steps to properly set-up inmate computer access.
- ☐ **Set TCI New User Computer Lab Permissions** Students have strict guidelines for computer access. Follow these steps to assure we comply with the guidelines.
- ☐ **TCI- Delete/Reset all previous Student Archive folders.** This must be done at end of each term, before new term processes start. We do this to try and prevent sharing work/cheating. This procedure will done on the server out at TCI's location.

## Step 2: Prepping Facilities

- ☐ **Re-Stock All Facility Forms** This list includes all documents the facilities need for the semester. Before Inservice make copies of everything and drop off at both facilities TCI and MCCF. **You may need to update lists if student enrollment changes drastically.**
- ☐ **TCI Computer Lab Documents.** This list includes all documents the TCI computer lab needs each term. Make 25 copies and deliver to TCI's Computer Lab.
- ☐ **Semesterly Proctoring Schedule Per Facility** **(During in-service)** Fill this out, per facility, when semester schedule is set. Gather all course Syllabi and test instructions to prepare this calendar.
  ***MCCF- (Dates are set one week before syllabus dates).**
  —**TCI Weekly Proctor Breakdown**- You will create a weekly breakdown Sheet.
- ☐ **Update Course Offerings by Facility List.** Complete this by using the Master Template until Cognos report is built. Post this by the mailbox, your station and at each facility. (*Update each Semester*)
  - TCI Course Offerings SP20
  - TMCCF Course Offerings SP20
- ☐ **Update Test Tracking Sheet** Complete this form by taking the information from the Semester proctor schedule. This form will track all test taken back and forth between TCI and MCCF.
- ☐ **Update Test-Sign-In Sheet by Course** This is a master list of all courses and their roster. It helps us prepare daily callouts. You will build this off of the master report. Copy, paste, and save by facility.
  - TCI Master List
  - TMCCF Master List
- ☐ **Add Late-Start Dates on Email Calendar.** Use the Course Offerings list to set these reminders in your calendar to help stay on track. Set dates of when late-start course Syllabi need to go out.
- ☐ **Pull Add & Drop-Dates.** Set reminder on calendar for Week 2 to pull add/drop list and take out to both facilities.

---

- ☐ **Employee Travel Reimbursement.** Fill out these forms follow instructions to make a claim for traveling to and from both prisons.
  - Travel Approval Form
  - Travel Logging Sheet
  - Google Maps Snips

## To-Do List Legend

- ☐ This item will be hyperlinked to steps or websites used by DE Office.
- ☐ This Item will need to be manually created by the Aide. The template will be hyperlinked.
- ☐ Reminders to Set
- ☐ Special Instructions

## Offline Aide Tips:

- **Mailing Labels**— If needed for mailing materials.
- **Academic Calendar** - TC Website.
- **Course Offerings List by Facility** - When compiled, post this on the G1 Mailbox.
- **Test Sign-In Sheet by Course** - This is a master excel booklet you will update each term. This is used for every exam proctored (you will use this often).
- **All Reports** - Keep copy of each in a TCI travel folder, post Class schedule with # of students at TCI and MCCF, at desk, and mail box.
  ***Master Report**—This is found with MCCF reports. Keep copy at desk and at and in TCI Folder.
- **Semesterly Proctoring Schedule** - Print and post a copy by your work- ing station and by the big calendar.
- **Weekly Proctoring Breakdown** – Keep a weekly list by your station and out at TCI.
- **Call-Out/Drop Off Form** - This is used to call students to the lab, and drop off their work.
- **Proctoring Preference Folder** – Fill one out for each instructor. You an pull these out for reference. Place all forms in a Proctoring Preference file for reference.
- **Print a copy of the Test Tracking Sheet** This copy will be put into binder by the proctor calendar.
- **Add & Drop-Date lists**- Keep a copy for yourself.
- **Standards of Student Conduct Form** -Each student should sign and return for record.
- **Prison Clearance Forms.** Attach a copy of Identification and a possible TB Clearance with forms.
  - TMCCF Documents

## Update these Forms:

- Faculty Location Preference
- All Proctoring Preferences
- First Weeks Offline Checklist