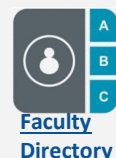




TECH Toolbox






 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.












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



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](#)

Tips 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 working 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 can 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](#)