

# Instructor Daily Checklist

- 1.) Clock into your shift using iPad by the laptops
- 2.) Grab a laptop
- 3.) Ask Lead Instructor or ACD where they need you.
- 4.) Sit down & start instructing
  - Grade student pages as they finish
  - Check new students in when they arrive in the Instruction Manager.
  - Count pages & let them spin (if they did >5 pages) to give stars on punch cards.
  - If applicable, mark off 2 spots in their Bingo sheet.
  - When students leave, finalize their DWP & check them out.
  - Remind students to clean their areas before they leave.
- 5.) Put laptop back at end of shift.
- 5a.) If closing, wipe down tables and vacuum (except for Saturday)
- 6.) Clock out using iPad.

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