

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.

Revision #2

Created 13 August 2024 22:44:31 by Arnav Chevula

Updated 14 August 2024 19:33:02 by Arnav Chevula