Auto Dialer Daily Checklist

Step	Information	Check When Completed
Pre-Requisite	Login to blackboard connect (auto dialer): https://www.blackboardconnect.com/signin/default.aspx If you don't have a login, let Brittney, Nicole K, or Meghan know so we can get you that account ASAP.	
Pre-Requisite – Only do Once	Set Up your Auto Dialer Template: http://screencast.com/t/8RIDQnVA Make sure that you have a separate green template and a yellow template for each course. **Naming Convention: LastName_Color_Course** Templates found here (scroll to the bottom): http://utvateacherlounge.weebly.com/uploads/9/6/4/4/9644686/auto_dialer_set_up.pdf	
Pre-Requisite – Update only as you get blue or yellow track or new students.	Download your course list from either TV or OLS and highlight your green, yellow, and blue kids. Upload and update your list here: https://drive.google.com/drive/folders/0BxA-Z8fHzZD9NzRXbHBuX0wxRWs	
Pre-Requisite – Create groups in BBC so that sending auto dialers is simple	Watch this jing for help creating your group: http://screencast.com/t/EMilbVAnBe Create a whole class group, a green group, and a yellow group so that you can easily message these groups. **Naming Convention: LastName_color or whole_Course**	
Step 1	Have an exit ticket prepared for your daily classes. You can use the NOHS or google surveys. If you use google surveys… Have a recording watcher survey (that you re-use daily) so that you can easily track the recording watchers. Reach out to your department head or Brittney for help with this task if needed.	
Step 2	Select the names of your students that missed class (green) or didn't watch the recording (yellow). Click Send now and you are done!	