

Please confirm the following items before your Implementation Essentials workshop to ensure that your training experience is successful. The owner of the tasks below can be a teacher, IT/Desktop Support, Learning Coach, or anyone else who is appropriate.

Your Pearson Educational Specialist will verify that these items are complete prior to coming onsite and will work with you if you have any questions.

Do the following six weeks before the initial training:

Owner	
	<input type="checkbox"/> Communicate the new curriculum decision to staff.
	<input type="checkbox"/> Order technology hardware. This may take some time depending on purchasing policies. Consider the following hardware: <ul style="list-style-type: none"> ○ Digital projector for computer ○ Wireless mouse or clicker ○ Interactive whiteboard ○ Computer lab for class rotations ○ Dedicated teacher computer
	<input type="checkbox"/> Ensure bandwidth is sufficient for the school to use digits™ .

Do the following four weeks before the initial training:

Owner	
	<input type="checkbox"/> Create log-in credentials at: mathdashboard.com/digits . (You will be asked to enter your school code, which you will get from your Educational Specialist or Account Manager, or you can request one at the log-in screen.)
	<input type="checkbox"/> Prepare student names for upload to platform. (Use can use a template that is available on the log-in page to make this process easier.)
	<input type="checkbox"/> Upload student data from the template into digits™. (Find an introductory video titled, “Create and Import Users” by going to myPearsonTraining.com , clicking SuccessNet Plus, then clicking the Administrators tab.)
	<input type="checkbox"/> Install required plug-ins on all student and teacher computers that will access digits™ . (This may require the IT assistance to install new software.) Check the system requirements on the log-in page. (The link is located right below the sign-in area.)

Do the following two to four weeks before the initial training:

Owner	
	<input type="checkbox"/> Install hardware in the labs and classrooms.

Do the following one week before the initial training:

Owner	
	<input type="checkbox"/> Provide teachers with Student Workbooks and DVDs.
	<input type="checkbox"/> Display a <i>digits</i> ™ lesson on the projector in each classroom. (Use a sample lesson for testing.)

Do the following one day before the initial training:

Owner	
	<input type="checkbox"/> Ensure that the training room is ready, run software, and make sure teachers can log in.