



Name: _____

Date: _____

Check if you have acquired the following:

- CWL ID
- UBC email
- Calendar (Microsoft Outlook)
- Set-up a work schedule
- Completed the “Privacy Matters” Course

Equipment:

- Salto
- Laptop (Make sure your login credentials work)

Canvas:

- Admin Access (Global Navigation bar)
- Commons (Global Navigation bar)
- Your Sandbox
- Canvas 101
- Blueprint Test
- Groups and people Demo Course
- iClicker Testing Sandbox

Slack:

- Account
- Access to Direct Messaging with CTL staff + Channels (#canvas)

Check if your supervisor has gone over the following with you:

- Roles & Responsibilities
- Lynda.ubc.ca
- Canvas
- iClicker
- UBC Blogs
- iPeer
- Wordpress
- OMR (Optimal Mark Reader)
- Qualtrics
- Video & Multimedia
- Blackboard Collaborate Ultra
- Slack